

Unitarian Society of New Haven
Minutes of the Spring Congregational Meeting
May 31, 2020
12 noon via Zoom

Accepted by the Board on June 11, 2020
Approved by the Congregation on December 13, 2020

Due to the COVID-19 pandemic, the meeting was held via Zoom webinar.

1. President Al Bosch called the meeting to order at 12:00 pm.
2. Jim Peters lit the chalice.
3. Bernice Marie-Daly read an excerpted version of the Congregational Covenant.
4. Clerk Becky Friedkin noted that the meeting invitation had been sent only to USNH members and staff and that there were more than 90 participant log-ins, some of which represented two or more people. The required 10% **quorum** of 35 is more than exceeded. (Note, the final participant log shows at least 133 USNH members participated in the meeting.)
5. Al explained that people can ask questions through the Q&A feature or they may click on the Raise Hand icon if they wish to speak. He asked that people keep their remarks short and to the point and not repetitive of what others have said. The Q&A and Raise Hand icons are at the bottom of participants' screens. The Chat feature is disabled for the meeting.
6. Becky explained the voting process and conducted a test vote to familiarize people with the two-question format. (Each vote has two almost identical questions, each of which must be answered, allowing two people viewing together to vote. Those viewing alone must answer the second question, choosing the N/A response.) Unless votes are close, we can announce the outcome of motions during the meeting. The exact tallies were counted later by Becky and Treasurer Linda Mehta, and are included in these minutes.
7. **MOTION:** Vice President Nancy Apfel moved to approve the minutes of the November 17, 2019 and May10, 2020 Congregational Meetings. Al seconded the motion and invited discussion.

The motion **passed**, with 121 in favor, 0 opposed, and 3 abstentions.

The approved minutes can be found on the USNH website. From the home page, navigate to About Us, then to USNH Online.

8. Robb Camm, chair of the Nominating Committee, presented the slate of candidates for the Board of Trustees, Endowment & Legacies Committee, and the Nominating Committee. Director of Lifespan Religious Education Jesse Greist spoke to the candidate for Youth Trustee, Elizabeth S., and the process by which she was brought forth. The full Board and Committee membership for FY21 (commencing July 1, 2020) is attached to these minutes.

MOTION: Nancy moved to accept the slate of candidates presented by the Nominating Committee and the DLRE. Al seconded the motion and invited discussion.

In response to questions:

Jesse clarified that Youth Trustees have full voting power.

It is understood that Emily McCave will succeed Nancy Apfel as president, but also that circumstances change.

The motion **passed**, with 119 in favor, 1 opposed, and 3 abstentions.

9. Management Team member David Stagg presented the Operating Budget. His remarks are appended to these minutes.

MOTION: Nancy moved to approve the FY21 Operating Budget, as presented by the Management Team. Al seconded the motion and invited discussion.

Comments:

Thanks for the COLA for hourly staff as well as for salaried staff.

Thanks for respecting the work of the Social Justice Council.

Encourage purchase of grocery cards through USNH. If 200 households each bought one \$100 card for 50 weeks each year, the congregation would **net** \$50,000.

Note that cards can be paid for with credit cards, but the service charge must be added to the purchase.

It is not recommended to have cards sent through the mail.

In response to questions:

The daycare center normally has about 70 children. It currently has only 22 children, those of first responders and health care providers, and is paying 50% rent.

The motion **passed**, with 120 in favor, 0 opposed, and 1 abstention.

10. Jason Kyle, Chair of the Buildings and Grounds Committee, described the work done by B&G during the current year and presented the FY21 Capital Budget. He noted that:

The Dryvit (stucco) project is still under consideration, but there are roof drainage issues that need to be resolved before repairing or replacing the stucco.

The committee is investigating making the downstairs bathroom completely ADA compliant, including a shower. This would permit us to house refugees, should we decide to pursue that.

The fieldstone path to Mishkan Israel has been postponed due to liability issues, which are being explored. Also, MI has complained about cars speeding into their parking lot and not using the proper entrance.

MOTION: Nancy moved to approve the FY21 Capital Budget. Al seconded the motion and invited discussion.

Comments and questions:

The camera for the front entry has been long delayed, is a security matter, and should be highest priority. (Update – the camera system has been ordered and will be installed soon.)

What is a capital project versus maintenance? Would like to see the Operating Budget take care of smaller repairs.

The motion **passed**, with 199 in favor, 0 opposed, and 2 abstentions.

11. Al thanked those involved in putting this congregational meeting together and shared a positive update about Interim Minister John Marsh.

12. Jim extinguished the chalice and read a closing benediction.

13. Nancy moved to adjourn the congregational meeting. Al seconded the motion, which passed unanimously with 95 votes in favor.

The meeting was adjourned at 1:24 pm.

Respectfully submitted,
Becky Friedkin, Clerk

Attachments:

Full Board, Nominating, and Endowment & Legacies membership for FY21
David Stagg's remarks on the FY21 Operating Budget
Condensed version of the FY21 Operating Budget
FY21 Capital Budget

Nominations for Congregational Vote on May 31, 2020

The USNH Nominating Committee is pleased to present the Slate of Candidates for offices mandated by the USNH By-laws.

*Asterisks and blue text denote identified candidates.

Elected members remaining on the Board and Committees are also shown.

Name	Position	Term	Notes
BOARD OF TRUSTEES			
OFFICERS:			
*Nancy Apfel	President	2020-2021	
*Emily McCave	Vice President	2020-2021	
*Michele DeMusis	Treasurer	2020-2022	
Becky Friedkin	Clerk	2019-2021	
Al Bosch	Past President	2020-2021	
AT LARGE TRUSTEES:			
*Rich Stockton	Trustee	2020-2022	Fills vacated term
*Christina Allen	Trustee	2020-2023	
*Tina Santoni	Trustee	2020-2023	
Craig Machado	Trustee	2018-2021	
Bernice Marie-Daly	Trustee	2019-2022	
YOUTH TRUSTEE:			
*Elizabeth S.	Youth Trustee	2020-2021	New position
NOMINATING COMMITTEE			
*Becky Sandmann	Nominating	2019-2021	Fills vacated term
*Robb Camm	Nominating	2020-2023	Incumbent
*Maggie Goodwin	Nominating	2020-2023	Incumbent
Jim Peters	Nominating	2018-2021	
Carol Anastasio	Nominating	2019-2022	
Lurline deVos	Nominating	2019-2022	
TBD	BOT liaison	2020-2021	Board will select
ENDOWMENT AND LEGACIES COMMITTEE			
*Michael Clorite	E&L	2020-2023	Incumbent
*Vicki Seitz	E&L	2020-2023	Incumbent
*Edwin V. Selden	E&L	2020-2023	Incumbent
John Watson (2nd term)	E&L	2018-2021	
Greg Seaman (2nd term)	E&L	2019-2022	
Fred Morrison	E&L	2019-2022	

David Stagg's Remarks, 5/31/20 Congregational Meeting

The Stewardship Team has done a fabulous job. The pledge campaign has been successful, with more than 96% participation and a 6.6% increase in pledges by those who pledged for both this year and next year. The \$6,400 challenge fund yielded \$30,000 in additional pledges, gifts, and pledge increases. The total today is a little over \$488,000. We didn't quite make our goal of \$500,000. However, we are proposing a balanced budget achieved by a .5% Cost of Living adjustment, a 25% cut in many of our committee and service allocations and a UUA contribution of 70% of this year's figure

Here is the proposed Operating Budget in summary form. It first has three columns in black, the current year budget and actuals up to the end of April of this year. The proposed 2020-21 budget is in blue. Please note the item numbers on both sides of the display. I will be referring to those.

The proposed budget starts with the pledge total of \$488,000 in item #1. Based on the experience of recent years we expect to receive 97% of the pledge total so that's our projected income on line #2. Item #3 is collection plate income. We have been doing fairly well since we went online so we are hopeful that only a small reduction is needed here. Item #5 is income from our Daycare. As you may know, the daycare was initially closed but then allowed to reopen but with attendance limited to 12 children. We have agreed to a 50% reduction in the rent until June but we think that it would be wise to project that full opening of the daycare will not happen until September 1st.

Item #6 is other rentals. We were hoping for a significant increase in rental income from the arrangement Jamie had made for a small onsite school in the USNH building. Since we cannot be sure when or even if this will start again, we think it best to keep last year's figure. Item #8 is fundraising. We know we won't have a tag sale and we worry about other fundraising so we have reduced the total by \$2000 from last year's figure. Social Justice has promised to raise \$2500 towards the CONECT fee. That's item #9. Item #10 is interest mostly from our CD's but interest rates are currently way down and we are projecting a lower figure for 20-21.

Item #14 is the contribution from our Endowment fund. Although in past years it has been 2%, this current year it was raised to 3% and is now 3.5% for 20-21. Even with this increase item #15 shows a total that is \$8,000 less than the total income for this current year. This is mainly due to the depletion of the Emerson Fund that has helped pay our Salaries in previous years and the reduction in Daycare Rental for next year.

The rest of the budget deals with our expenses. In this summary sheet, only the total for most of the sections is shown. The Comments box for each total lists the items that make up the section. The details for those items are in the full budget that was emailed separately.

David Stagg's Remarks, 5/31/20 Congregational Meeting

For example, see item #24 Facility total. The Comments box lists the items that contribute to this section. Facility costs should be down from last year due to reduced maintenance and repair, reduced costs for custodial supplies and hopefully reduced snow clearance costs.

Communication costs at item #32 should also be down. We are planning to terminate the lease of our very expensive color copier/printer and replace it with one very kindly donated to us by Carol Cheney.

The Committee and Member service total at #42 is the first of the sections that has been reduced 25%. Looking at the budget for this current year and the expenditures through April you can see that this section has only spent 43% of their budget. This reduced spending is true of some other sections as well and we sincerely hope that this reduction will not cause major disruption to this group and others that are similarly cut. The reduction for this section appears higher but the \$17,300 for this year included \$10,000 for the Ministerial Search Committee which is not required this year.

UUA fees are set at \$12,500 in item #44. The request for this year from the UUA is \$31,000. Obviously, we would like to increase this contribution. If all goes better than this budget projects, increasing the UUA contribution would be a high priority.

Item #45 starts the Finance Section. Our mortgage repayment is broken out at item #46 simply because it's the largest item. You may recall we are trying to put together a project to repair the stucco on the outside of our building and we might borrow money from Endowment to pay for the work. That's one of the projects currently on hold. Jason, co-chair of Buildings and Grounds, will say more about that when he talks about the Capital Budget. The other finance expenses are listed in the comments for #46a.

Item #55 is the start of the Personnel Section. Salaries are broken out in #56 and #57. You can see they aren't very different from this year. However we are seeing a big increase in Medical costs in #59 compounded by an increase in January 2021.

The next item is Music at #60. To reduce the total by \$500 from this year the program will make use of their restricted fund to pay for instrumentalists next year.

Religious Education at #87 is another section that has the 25% cut across its components listed in the Comments..

Social Justice gets some special treatment. The Waverly contribution and the CONECT fee are sheltered from the 25% cut. I will come back to this is a moment.

Worship at #109 is cut 25% and there is no contribution to the Capital Fund planned in this budget. I expect Jason will have something to say about that.

David Stagg's Remarks, 5/31/20 Congregational Meeting

The bottom line is that expenses match the projected income and this budget balances.

Social Justice and Music are treated differently for several reasons. Both programs have continued "full strength" since the shutdown. Indeed both have increased their activities. It seems apparent that Music plays an even greater role now in the life of USNH. Social Justice has increased their role in serving the community with existing and new activities. The Waverly program is a very important part of Social Justice and we understand might be in jeopardy if cut. Reducing the Social Justice budget by \$1,500 will still present a significant challenge for Social Justice.

Two other points need to be made before finishing:

With a great deal of work from Greg Seaman, the Finance Committee has been able to secure a Payroll Protection Plan loan of \$74,800. This will be used towards 8 weeks of Salaries and Utilities being paid right now. Although the PPP money is a loan, some portion of it will be forgivable and should help with our finances next year. Unfortunately, we cannot plan for this at this time though as it depends on any rule changes and how well finances for this year turn out.

The greatest uncertainties around this budget come from not knowing how the pandemic will affect our finances going forward. We have assumed that our daycare does not resume full activities until September 1st and it seems that we will not have a tag sale this summer. Allowance for these is in this budget. Even though the state began to open May 20th, it seems very unlikely that USNH will return to normal by July 1st

If members remain out of work and the stock market is still depressed, how will that affect our actual pledge income? How will other fundraising and other rentals be affected if the building stays partially closed? The Management Team and Finance Committee are working on models for our finances that assume that USNH doesn't return to normal for 2, 4 or 6 months after July 1st. Rather than try to include projections now, we think it is better to proceed with a budget that assumes good outcomes but that we be prepared to present revised projections and adjustments to the congregation when we see what is needed as time goes by.

Condensed (Summary) Version, Proposed FY21 Operating Budget

	Draft Operating Budget V3.19 2020-21	2019-20	4/30/2020 Actual	% of Budget	2020-21 Budget	2020-21 Comments	
	INCOME						
1	Pledge Goal				488,000	Best estimate of final number	1
2	Pledges	458,000	380,412	83%	473,360	Assume 97% collected at year end	2
3	Collection Plate	22,500	19,630	87%	22,000	Small reduction from 2019-20 Budget	3
5	Daycare Rental	60,216	45,726	76%	48,133	Assume back to 100% September 1st 2020	5
6	Other Rentals	7,000	6,345	91%	7,000	Best estimate is 2019-20 figure	6
8	Fundraising	16,000	10,347	65%	14,000	assume no tag sale	8
9	CONECT Fundraising	2,500	2,304	92%	2,500	Social Justice commitment	9
10	Interest	5,200	3,850	74%	3,500	Interest rates will be down this year	10
14	Endowment contribution	30,616	30,616	100%	38,854	Increase to 3.5% for this year	14
14a	Other Income	2,000	864	43%	2,000	Coffee and Flower donations, RE Income	14a
15	Total Income	619,240	516,057	83%	611,348	Total Income	15
16	EXPENSES						16
24	Facility total	63,200	41,265	65%	59,109	Utilities, Maintenance and Repair, Property Management, Supplies, Landscaping with Snow Removal,	24
32	Communication total	17,500	15,012	86%	13,548	Office Supplies, Postage, Office Service Contracts, Internet	32
42	Committee/Member Services total	17,300	7,370	43%	4,975	Membership, Covenantal Relations, Sunday Morning Team, Stewardship, Endowment & Legacies, Small Groups, Library/Archives and Lay Ministry Team *Also No Ministerial Search Committee Component*	42
44	UUA dues	17,801	8,900	50%	12,500	70% of last year's contribution	44
45	Finance						45
46	Mortgage	37,715	31,429	83%	37,715	doesn't include money for Stucco project	46
46a	Other Expenses	12,850	11,935	93%	12,235	Insurance, Accountant Fees, Bank, PayPal and Meril	46a
54	Finance total	50,565	43,364	86%	49,950		54
55	Personnel						55
56	Salaries (Minister, DLRE, Administrator, Directors of Music, Assoc Director of Music)	255,512	199,580	78%	257,857	0.5% COLA	56
57	Hourly Wages (Sexton, Membership Coordinator, Child Care)	42,094	34,754	83%	42,304	0.5% COLA	57
59	Medical insurance (Minister, DLRE, Admin,	38,819	41,506	107%	47,420	Estimate 6% increase in 2021	59
59a	Other Personnel related expenses	88,205	67,514	77%	91,823	Bookkeeping, Other Insurance, FICA, Pensions,	59a
66	Minister UUA Training				1,500	Administration, Professional Expenses	66
67	Personnel total	424,629	343,354	81%	440,904		67
68	Trustees Research and Development	1,500	334	22%	500	major reduction for this year	68
69	Management Team Discretionary Fund	1,000	0	0%	0	remove for this year	69
76	Music total	1,800	1,799	100%	1,300	Sheet Music, Piano Tuning, instrumentalists paid from	76
87	Religious Education total	6,800	2,877	42%	5,100	Adult RE, CYRE discretionary, Teacher training and Support, Supplies, YRUU, Family multigenerational support,	87
88	Social Justice	15,000			13,500	Don't cut \$9000 for Waverly. Remaining \$6,000 for other programs is cut 25%	88
102	CONECT dues	7,000	5,712	82%	7,000	Don't cut \$7,000 for CONECT. Full request is \$10,000	102
103	Social Justice total	22,000	16,658	76%	20,500		103
109	Worship total	3,950	2,622	66%	2,963	Speakers, Supplies, Sunday Flowers.	109
110	Capital Fund Contribution	1,195	1,195	100%	0	no contribution to Capital Fund this year	110
112	Total Expenses	629,239	484,750	77%	611,348	Total Expenses	112
113	Income - Expenses	-10,000	31,307		0	Negative means Deficit	113

Proposed FY21 Capital Budget

USNH Capital Budget 2020-21 Proposed		Notes
Funds available		
Starting Balance 7/1/2020	\$ 5,432	We didn't spend a lot last year!
Funds transferred from 2019-20 Operating Budget	\$ 1,185	
Funds to be borrowed from Endowment (summer 2020)	\$ -	May revise if estimate for Dryvit/Stucco work exceeds \$2000
Funds to be transferred from Gifts and Donations	\$ -	Gifts are always accepted though!
Total available	\$ 6,617	That's it!?
Proposed projects		
Repair of exterior Stucco (Dryvit)	\$ 2,000	To be revised after proposals. This is likely to be a lot more. We anticipate there are actually more issues with roof drainage than the dryvit itself.
Conversion of unisex bathroom for Handicap Access	\$ -	We made some alterations for free and have one estimate of \$14,800
Replace or repair blinds in offices/library/classrooms	\$ 1,500	Improve light control in the library
Install camera for front door entry	\$ 750	
Bluestone path to Mishkan Israel Parking lot	\$ -	Postponed
Landscaping project	\$ 2,000	Tree trimming, new plantings, etc.
Total Project Costs	\$ 6,250	