

Unitarian Society of New Haven
Minutes of the Spring Congregational Meeting
May 23, 2021
12:00 pm via Zoom

Accepted by the Board on June 8, 2021
Approved by the Congregation on December 12, 2021

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

1. President Nancy Apfel called the meeting to order at 12:01 pm.
2. Rev. Lindasusan Ulrich lit the chalice with words by UU minister Rev. Shari Woodbury, [*In Our Circle Again.*](#)
3. Vice President Emily McCave read the Congregational Covenant.
4. Rev. Lindasusan shared some reflections on her first year as our settled minister.

They noted that the desire for connection was palpable during this time of many transitions – new minister, being online, so many uncertainties. This is why the Board voted to have the Relationships Among be the primary focus this year.

Similarly, there was a focus on covenant as the way we gather. It is now a regular part of the liturgy on Sundays. There is a new charge for the Covenantal Relations Committee, which focuses on helping to educate the congregation about covenant as a way to prevent harm from happening; to interrupt when harm might happen; and to facilitate the process of coming back together after harm has been done. This is at the heart of covenant, we work with conflict. Covenant is one of the things recognized in the [*Widening the Circle of Concern*](#) report as key to becoming a more anti-racist and multi-cultural congregation.

Getting to know each other has been both lovely and challenging. The Saturday drive-through events have been invaluable. Other means of connecting include Lectio divina, phone calls, zoom meetings, emails, texts, and appointments through Calendly. Please feel free to keep accessing these!). Yet, Rev. Lindasusan has very much missed the informal interactions that are nearly impossible to create over Zoom.

Rev. Lindasusan stressed that we cannot overstate the impact of multiple traumas we have all experienced over the past 15 months. We need to remember to be kind to ourselves. We are just at the **beginning** of processing the pandemic. Also, be mindful that children under 12 don't yet enjoy the protection of being vaccinated, and the same for adults who, for whatever reason, won't be getting the vaccine.

They also offered a “head’s up: that our reaction to being back together in the sanctuary may be different than we expect. We are not used to being among large groups of people and our excitement may turn to overwhelm, which is normal and okay. Whatever our reactions are, the doors at USNH will always be open to us, whenever we are ready to come back in person.

Rev. Lindasusan reminded us that they are an introvert and may be one of those who gets overwhelmed by the buzz of people after a long time of separation.

Activities in the wider Unitarian Universalist world include:

- Continues on the Skinner House editorial board
- Working to create the liturgy for the celebration of ministry during GA ministry days.
- Essays have been accepted in a book called *Through Line* and for a book about parenting, to be published by Skinner House
- Will again be a Chaplain at virtual General Assembly
- Will be preaching for the Church of the Larger Fellowship (the UU congregation with no geographical home) in June, and will have a related piece in its monthly magazine *Quest*
- Attended a conference on spiritual direction and the Festival of Homiletics (preacher camp)

Finally, there are a lot of changes in leadership happening, all of which are understandable, i.e., there is no drama. During the pandemic people have had time to reflect on how they can best offer their gifts and people are shifting how they want to engage in the USNH community. It feels as a sign of congregational health that people feel comfortable leaving leadership positions. Rev. Lindasusan gave a special shout out to those cycling off the Pastoral Care and Stewardship committees, noting that their work is deeply valued by Rev. Lindasusan, leadership, the staff, and the greater congregation.

Rev. Lindasusan closed by inviting congregants currently not in leadership to consider how they offer their gifts to our congregation — it takes all of us working together to bring our mission to life.

5. Clerk Becky Friedkin noted that there were many more Zoom connections than the 33 (10% of membership) required for a quorum. She asked members to put their names in the chat for counting later. There were 89 members present, according to the chat count.

Becky reminded people that only USNH members can vote, and explained that votes would use the Zoom poll feature. The polls are set up to allow two people to vote on one device. Even if you are the only person using your device, you MUST answer both questions. If you

are the only member voting on a device, choose “This question does not apply to me” in the second question. For groups with more than two members per device, the additional members may put their votes in the Chat. Co-hosts will not get the polls and should put their votes in the Chat.

We will use the Chat feature for comments and questions. If you wish to speak you may note that in the Chat or use the Raise Hand feature, usually found in Reactions. If you don't see Reactions in your Zoom screen, you may need to click on More or on three horizontal dots. We want to hear from everyone who wishes to be heard and we also have a full agenda. Please keep your comments brief and to the point and try not to repeat what others have said.

Jesse Greist clarified that for some people the Raise Hand icon is found in the Participants window.

6. President Nancy Apfel made a report to the congregation from the Board. She spoke about the impact of the pandemic and the strengths offered by Rev. Lindasusan the staff, and the USNH community more broadly, and expressed gratitude to all who have worked on behalf of the congregation.

The Board's key goals for the year were shaped largely by the pandemic. At our fall retreat, we prioritized the relations among ourselves, the congregation, for focus by our minister, staff, and lay leadership. Nancy noted that the congregation had approved an experiment with a smaller Board, through June 2022. As part of this, the Board has undertaken regular process observations at our meetings and is in the process of piloting some specific measures to help us assess our effectiveness over the course of the year.

The Board also appointed an ad hoc committee on financial roles and responsibilities study, evaluate, and make recommendations to the Board to define: the specific and appropriate financial roles, responsibilities, accountability, and reporting of the USNH Treasurer, Finance Committee, Management Team, and the Board of Trustees. The work of this committee is progressing well and will be completed in the coming year.

This year has been a time of deep reflection and response as our nation reckons with our deeply embedded and hurtful relationship with interpersonal and structural racism. The Board recognizes that the work starts here and with us. To this end, the Board read and discussed the Hospitality and Inclusion section of the Commission on Institutional Change report, [*Widening the Circle of Concern*](#). In addition, our spring retreat on May 8 focused on radical welcome, anti-racism work, and the [proposed 8th principle](#).

Related to this, both the President and Vice President joined the newly formed 8th Principle Working Group. At our May 13 meeting, the Board voted unanimously to adopt the 8th principle for our work going forward. This action is not binding on the congregation, which will vote separately on the 8th principle at a later date. The Board encourages all congregants to attend the Listening Circles and Cottage Meetings to come that will provide more information and ample time for discussion about the 8th Principle.

The Board provided a letter of support to the Waverly/USNH Partnership for a grant application and is exploring support for creation of a non-profit organization under Waverly auspices.

Nancy thanked Al Bosch and Becky Friedkin, whose terms expire at the end of June, and noted especially the perspectives and contributions of the Inaugural Youth Trustee, Elizabeth Soderholm.

Nancy noted that she will leave the presidency in Emily McCave's extremely capable hands. Also, as part of the experiment with a smaller board, she will not regularly attend Board meetings in the coming year, making way for an At-Large Trustee as part of our effort to expand leadership opportunities

Nancy expressed gratitude to the congregation for entrusting her with the responsibilities of President. Although she used to shy away from elected leadership, she has found this work to be deeply rewarding, steeped in collaborative relationships engaged in thought-provoking and inspiring work. She noted that the Board is working on how to encourage and develop paths to leadership at USNH. As the (hopefully) only Zoom president (all meetings were held remotely over Zoom), she expressed deep gratitude for the congregation's support and encouragement.

In closing, Nancy noted that in a year of many challenges, perhaps most salient challenge has been the continuing need for connection and support amongst our community. Through the work of so many, we have stayed stronger together. A surge of hope comes as we plan to be together in person this fall and celebrate the Installation of Rev. Lindasusan and the 70th Birthday of our beloved Society!

7. Becky moved and Linda Mehta seconded to accept the minutes from the December 13, 2020 Congregational meeting

The **MOTION passed** with 88 in favor, 0 opposed, and 1 abstaining.

8. Robb Camm, chair of the Nominating Committee, presented the slate of candidates for elected office, which is appended to these minutes.

Nancy invited nominations from the floor. Fred Morrison, chair of the Endowment & Legacies Committee nominated Carol Cheney for a three-year term on the Endowment & Legacies Committee. (Note that the Nominating Committee did not present a candidate for this position.)

Gwen Heuss-Severance moved and Becky Friedkin seconded to accept the slate of candidates to elected leadership, as presented by the Nominating Committee, with the addition of Carol Cheney for a three-year term on the Endowment & Legacies Committee.

The **MOTION passed** with 94 in favor, 0 opposed, and 3 abstaining.

Nancy expressed her thanks to all who are willing to step up to elected leadership

9. Cindy Chelcun, Co-chair of the Stewardship Committee, reported on the pledge campaign for fiscal year 2021-22 (FY22). She expressed her thanks to the entire Stewardship Committee (Laura Patey, co-chair, Al Bosch, Jerry Clupper, Sally Connolly, Becky Friedkin, Ethan Loewi, and Rev. Lindasusan), and to Jamie Ross for helping us “go green,” and to those who offered touching testimonials.

As of the congregational meeting, 92% of members had completed pledges or waivers. Pledges total \$453,560 as of today, 93% of our ambitious but needed goal of \$490,000. This demonstrates remarkable commitment by those who have been able to pledge at the one-year mark of the pandemic.

Speaking to the broader mission of stewardship at USNH, we want to remind everyone that time, talents, and treasure are all deeply valued and important. Our theme this year was LOVED: Living Our Values Every Day is the gift we all give, both within and beyond our generous congregation. As Rev. Lindasusan has reminded us, what we give determines what we can do. We on the Stewardship team can see clearly what this congregation wants to do.

In the spirit of covenant to support USNH, if you are a member who has not yet pledged or taken a waiver, please do so as soon as possible and no later than this fall. Simply go to usnh.org, click on Pledge, and follow to the Stewardship page.

And, if you might like to join a dynamic, indispensable, and committed group of folks, email stewardship@usnh.org with questions or enthusiasm. Serving on the stewardship team is a great way to learn about USNH, to see the vast depth and breadth of our commitment, and to help keep everything going.

Let us all thank each other for all we contribute, year after year, to sustain our Beloved Congregation so we can live our values through USNH.

10. Treasurer Larry Copes reported that much of the report on the current year budget will be covered by David Stagg.

Larry noted that he was elected to be Treasurer about five months ago and he is still learning the intricacies of finances at USNH. The Bylaws say that the Treasurer is responsible for overseeing the congregation’s finances. The Board kindly appointed an ad-hoc committee to clarify financial roles and responsibilities, and then kindly appointed Larry as this committee’s chair.

Larry offered three brief overview comments about USNH’s finances and systems:

- Our finances are in very good hands; we have competent and dedicated staff and lay leaders.

- USNH's financial state is fairly stable. In particular, we will probably end up close to breaking even for the current fiscal year.
- Per his limited experience to date, it seems that our checks and balances seem to be working well

11. David Stagg, of the Management Team, first noted some changes in the composition of the Management Team this year, then walked the congregation through the summary FY22 Operating Budget. Both the summary budget and a more detailed version were emailed to USNH members and staff on May 17 and again on May 23. David's comments and the summary operating budget are appended to these minutes.

Jackie Trimble-Shapiro, chair of the Music Committee, clarified that pianos need regular tuning whether or not they are played regularly and there are plans to have all three of them tuned in June.

There was a question about the equipment for live streaming services – how much money is involved and where is that in the budget? David clarified that funds are in the capital budget, which we will review and vote on next.

There was also a question about when the FY21 budget report was compiled, as there have definitely been more reimbursement requests submitted. David clarified that the report is as of March 31, 2021 and neither the Board, Finance Committee, or Management Team, expects expenditures to stay at this level.

Becky Friedkin moved and Larry Copes seconded to accept the FY22 Operating Budget, as presented by the Management Team.

The **MOTION passed** with 82 in favor, 0 opposed, and 1 abstaining.

12. Jason Kyle, Chair of the Buildings & Grounds Committee, presented the FY22 Capital Budget. He noted that, by definition, a capital budget is for allocating money for the maintenance and acquisition of land, buildings and equipment. The proposed budget itemizes projects and approximate costs, and is appended to these minutes.

He went over the projected projects for FY22, noting that many of them will be completed over the summer before the building reopens in the fall. The budget projects spending \$14,300 of the \$16,972 available.

Jason spoke to the lack of funds available to invest in our physical plant. The HVAC system for the sanctuary is aging, there is already a leak stain in the renovated kitchen, stucco (dryvit) repairs have been needed for quite a long time. We have not had a steady fund for maintenance. If we want our spiritual home at 700 Hartford Turnpike to be here for another 75 years, we need to plan to pay for our infrastructure. The Kyle family has increased our pledge for the coming fiscal year by 25% because we want our spiritual home to be here for the next generation at USNH.

Nancy thanked Jason and his family for their support of the congregation.

It was suggested that B&G add expected completion dates to the budget document for purposes of accountability. Jason agreed and reiterated that much of the work will be done over the summer.

Fred Morrison, chair of Endowment & Legacies noted that the congregation had approved borrowing \$60,000 from the endowment to deal with the dryvit issues. If we need more than this amount, we need congregational approval. Jason replied that he expected the cost to be greater than \$60,000.

David Jones stated that he and David Stagg had met with Leland Torrance, our preservation architect, and Tom Ginz, our roofer from SealTite roofing. We are waiting for estimates and expect the cost to be more than \$60,000

There was a question about whether the video equipment for live streaming would be available to use in other rooms, especially the library.

David Stagg said that the intention is to provide a live stream of what is going on in the sanctuary, and we have a preliminary list of hardware we might use. He is putting together a small group to examine the challenges involved. Jason Kyle commented that if the equipment is mobile, it should be usable in other spaces.

Jason responded to a question about using \$4,000 just to get an estimate and plan of work. He noted that we have attempted to accomplish the planning and estimating for almost two years on our own, with little success. Some of the issues have been unclear to lay volunteers. We decided to invest in professional advice rather than continue to kick the can down the road. Problems are snowballing and we need to get moving on this.

David Jones clarified that the \$4,000 is a separate charge, primarily going to Leland Torrance, who will be giving us the recommendations. The siding (dryvit) issues we have are connected to the roofing issues. Jason noted that you wouldn't build a new house without an architect and that this is comparable.

It was suggested that we make an effort to work with minority and women owned businesses. Jason agreed.

Susan Godshall noted that we have been using the word "estimate" but we are really getting a set of professional specifications that contractors can bid on – an entire package that describes the work. She offered thanks to David Jones and David Stagg for getting this work done.

Becky Friedkin moved and Fred Morrison seconded to accept the FY22 Capital Budget, as presented by the Management Team.

The **MOTION passed** with 79 in favor, 1 opposed, and 0 abstaining.

13. Pablo deVos-Deak and Cathy Jackson, members of the 8th Principle Working Group, made a presentation about the proposed 8th principle of Unitarian Universalism, which currently reads as follows:

We covenant to affirm and promote: Journeying toward spiritual wholeness by building a diverse, multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions.

Members of the 8th Principle Working Group are Becky Sandmann and Jackie Trimble-Shapiro, co-chairs, Rev. Claudia Elferdink, Maggie Goodwin, Jesse Greist, Sandra Salazar, Emily McCave, Nancy Apfel, and Deva Trotta-Smith. This is an ongoing group and others are welcome to join.

Opportunities for Dialogue: There will be plenty of opportunities in the coming months to meet with us for questions/answers and discussion. We will have a cottage meeting on Sunday, May 30 at 11:30 (or when the group is split into breakout groups after the worship service). We will also be involved in a Covenantal Relations Committee Listening Circle at a later time. You may also speak with anyone on the working group.

So far at USNH, there has been a service on the subject of the 8th Principle as well as a Children's Chapel with Jesse Greist. You can expect to find out more information in the newsletter as well as in congregational e-blasts.

Adoption at USNH: Here at USNH, the Anti-Racism Taskforce, the Adult Religious Education Committee, the Children and Youth Religious Education Committee, the Sunday Morning Team, and the Board of Trustees have adopted the 8th Principle.

Adoption in the Wider UUA Community: About 41 congregations have adopted the 8th Principle from such disparate places as Philadelphia, Washington, DC, and Hawaii. BLUU, which stands for Black Lives of Unitarian Universalism, has also adopted the principle. The UUA has paid reparations to BLUU because of the black empowerment controversy in the late 60s and early 70s that ended badly.

It is important to know that this principle was generated by our Black, Indigenous, and other People of Color (BIPOC) siblings. The 8th Principle came from a feeling that the UUA needs to decenter whiteness and other dominant cultures in UUism. We need to renew our commitment to this work, to hold ourselves accountable, and to fulfill the potential of our existing seven principles.

Finally, the final wording of the principle may not be what was read at the beginning of this presentation.

14. David Stagg reported that the Installation of Rev. Lindasusan and celebration of USNH's 70th Birthday will take place over November 11 – 14, 2021. The Management Team has assembled a committee to plan for these events. Gwen put together the committee of about a dozen people, which will meet for the first time on June 15, with Lisa Anderson and Jim Peters co-chairing. Rev Lindasusan will talk with the committee about the vision for this event, culminating in the Installation of Rev. Lindasusan. Members of the committee include: Jim Peters and Lisa Anderson, co-chairs, Becky Sandmann and the Sunday Morning Team, Christina Allen, Linda Barrett, Claire Bien, Cindy Chelcun, Frida Masdeu, Joannie Messner, Pablo deVos-Deak, Dick and Jane Platt, Carol Stockton, Rick Weber, Jamie Ross, and representatives from next year's Board and Management Team.

15. Gwen Heuss-Severance, of the Management Team, noted that a lot of what she will say is in the Management Team annual report. The Council of Chairs met three times this year via Zoom. The spring meeting included an opportunity for the Council to hear from members of the Social Justice Council about the work of the Social Justice task forces.

The Management Team annual report includes what the BRAG did this year in their twelve meetings. We are continuing with masking and social distancing for the present, even as the CDC and the State of Connecticut are opening up. We ask for everyone's patience. We believe this is the best way to assure that everyone can participate. We hope to return to in-person services soon.

Nancy thanked the Management Team and BRAG for all their work.

16. Becky Friedkin moved and Emily McCave seconded to adjourn the meeting.

The **MOTION passed** with 65 in favor, 0 opposed, and 2 abstaining.

The meeting was adjourned at 1:46 pm.

Respectfully submitted,
Becky Friedkin, Clerk

Attachments:

- Slate of candidates to elected office, as presented by the Nominating Committee
- David Stagg's remarks about the Management Team and the FY22 Operating Budget
- Summary of the proposed FY22 Operating Budget
- Detail of the proposed FY22 Operating Budget
- Proposed FY22 Capital Budget

Slate of Candidates for Elected Office, as Presented by the Nominating Committee

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:			
*Emily McCave	President	2021-2022	
*Joannie Messner	Vice President	2021-2022	
*Aimee Cotton Bogush	Clerk	2021-2023	
Larry Copes	Treasurer	2020-2022	Incumbent
Nancy Apfel	Past President	2021-2022	<i>ex officio</i>
AT LARGE TRUSTEES:			
*Sue Trotta-Smith	Trustee	2021-2024	
*Becky Reeve	Trustee	2021-2023	(filling vacated term)
Rich Stockton	Trustee	2020-2022	Incumbent
Tina Santoni	Trustee	2020-2023	Incumbent
Bernice Marie-Daly	Trustee	2019-2022	Incumbent
NOMINATING COMMITTEE			
*Gretchen Frazier	Nominating	2021-2024	
*Dan Gelperin	Nominating	2021-2024	
Robb Camm	Nominating	2020-2023	Incumbent
Maggie Goodwin	Nominating	2020-2023	Incumbent
*Becky Sandmann	Nominating	2021-2022	(filling vacated term)
Carol Anastasio	Nominating	2019-2022	Incumbent
BOT Representative – TBD	Nominating	2021-2022	Board will select

ENDOWMENT AND LEGACIES COMMITTEE

Vacancy	E&L	2021-2024	
Michael Clorite (2nd term)	E&L	2020-2023	Incumbent
Vicki Seitz (2nd term)	E&L	2020-2023	Incumbent
Van Selden	E&L	2020-2023	Incumbent
Greg Seaman (2nd term)	E&L	2019-2022	Incumbent
Fred Morrison	E&L	2019-2022	Incumbent

Note: Carol Cheney was nominated from the floor for the vacancy on Endowment & Legacies.

Remarks on the Management Team Composition and the FY22 Operating Budget

David Stagg, Management Team

I'd like to start with an update on membership of the Management Team. In January Jeremy Hill left us after three years on the team. In addition to all our regular activities, Jeremy crafted and published 15 Standard Operating Procedures including number 0001 entitled "Writing and Using Standard Operating Procedures". His meticulous attention to detail is much missed. Gwen Heuss-Severance joined us more than four years ago and has become our mainstay, deftly handling a wide range of challenges, chairing our council meetings and the Building Reopening Advisory Group. Gwen will be leaving the Management Team at the end of June. Just about a year ago we were very fortunate to have Jean Rosenthal join us. Jean brings her membership of the Personnel Committee as well as a wide variety of past experiences including as president of our Society. Our latest new member is Bobbi Pace, also a past president of the Society who brings a wealth of history, knowledge about policy governance and a strong interest in leadership development. So, next fiscal year, along with Rev Lindasusan, your Management Team will be Jean Rosenthal, Bobbi Pace and myself.

Here is the proposed Operating Budget in summary form. The first three columns in black are the current year budget and actuals up to the end of March of this year. The proposed 2021-22 budget is the fourth column in blue. Please note the item numbers on both sides of the display. I will be referring to those. I'm not going to review the current numbers except to note that they represent 75% of the year so that's what we might expect to see in the percentage of budget column.

The proposed budget starts at item #1 with the pledge total of \$460,000 as recommended by our amazing Stewardship Team. Based on the experience of recent years we expect to receive 97% of the promised pledges so that's our projected pledge income on line #2.

Item #3 is collection plate income. Not surprisingly, our numbers for this year are down. We hope for an increase next year as we return to services in our Sanctuary.

The daycare continues to be a major source of income at item #5. Fortunately, that looks that it will not only continue but actually increase when the lease is renewed in August.

The other rental income at item #6 is a BIG unknown. All our regular rentals were canceled by the pandemic. Actually, we are just starting to get some enquiries and I'm hoping the number we propose here will turn out to be on the pessimistic side.

Item #8 is fundraising. Here we are more optimistic and hoping to achieve the numbers we had budgeted for the current year.

Social Justice has a special fundraising to contribute towards the CONECT fee; that's item #9.

Item #11 needs some detailed explanation. In April 2020, Greg Seaman from our Finance Committee applied for a loan under the Paycheck Protection Plan. In May 2020 we were awarded \$74,800 to support salaries and utilities. The rules surrounding the loan changed many times but Greg kept up with the changes and subsequently applied through the bank for loan forgiveness. In March of this year, we received notification that both the loan and the interest

Remarks on the Management Team Composition and the FY22 Operating Budget

David Stagg, Management Team

were 100% forgiven. The bottom line is that we have been able to move an equivalent amount of cash into our Gifts and Donations fund. Early in the budgeting process, the Board gave us their priorities which included the salary provisions and the increase of our UUA contribution that you will see when we get to the expenses section. To balance the budget we propose to release \$60,000 from Gifts and Donations. That's shown in item #11.

Item #13 is the contribution from our Endowment fund. Every year we receive a contribution calculated as a percentage of the value of the fund. This year we have asked for 2%.

So, the total projected income (at item #14) is a little under \$630,000

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

So, we start with item #22 Facility total. Facility costs were down this year largely because the building was empty except for the daycare in the rooms downstairs. We expect expenses to be back up although we hope to save some money again because the building won't be fully occupied until the fall.

Communication costs at item #30 should also head back up. Here again we hope to make savings having replaced our extremely expensive rented copier/printer thanks to a very generous donation of almost identical equipment by Carol Cheney.

The Committee and Member Services total is at #40 with the groups listed in the comments. As you can see in the columns to the left, expenses to the end of March are dramatically reduced. We expect the expenditures to increase again as we return to what's been called the "new normal". Here we project basically the same numbers as we had budgeted for this year before we had any idea of the impact of the pandemic.

UUA dues are set at \$15,935 in item #43. This is an increase from 40% to 50% of the amount the UUA is requesting.

Item #44 starts the Finance Section. Our mortgage repayment is broken out at item #45 simply because it's by far the largest item. The other finance expenses are listed in #52a. There's a small increase due to insurance.

Item #54 is the start of the Personnel Section. Salaries are broken out in #55 and #56. The salaries incorporate a 1.2% cost of living increase. We are proud and excited that Jesse just recently achieved the UUA credentialed level. He receives an adjustment to his salary in July. The other expenses at item #63a increase unfortunately because health insurance costs will increase in July 1st this year and then again Jan 1st 2022.

Item #66 proposes \$5,000 for Rev Lindasusan's installation, now definitely scheduled for November. More on that later.

Remarks on the Management Team Composition and the FY22 Operating Budget

David Stagg, Management Team

Spending for the Board is at #67. They haven't spent anything so far this year but we keep their amount the same 'cos they are the Management Team's bosses.

The Music total at #75 shows expenditures that are way down. The piano has really only been played on by Bill who treats it with great kindness so it hasn't needed tuning this year. We propose keeping the current budgeted numbers.

RE expenditures at #86 are also way down and we keep the current numbers assuming that expenditures with return.

Social Justice is shown at #87. There is almost no expenditure from the task forces at the end of March reflected in the Operating Budget with the exception of the Waverly support. However, Social Justice has been extremely active during the pandemic with many thousands of dollars in donations and distributions. Please look at the Annual Report distributed yesterday for those details. We expect operating budget expenditures to increase next year and again we propose the same numbers as budgeted for this year.

Support for CONECT appears at #102. We are on track to contribute \$7000 this fiscal year and are proposing the same amount for next year.

Worship is at #108 as with most other programs has a much reduced expenditure and is allocated the same amount for next year as for this year.

This budget proposes just over \$6000 as a contribution to the Capital Fund at line #109. This provides for some equipment for livestreaming our services when we return to in-person services in the fall if all goes according to plan.

The final item #112 shows a zero deficit.

We are extremely fortunate that the PPP money makes this possible. Please note that we will **not** have this money when it comes time to prepare a budget for Fiscal 2023. You will hear soon from Jason about our Capital Budget. It is clear that going forward we need the whole congregation to be involved in planning not only how to pay for the wonderful programs that we have but also to prepare for capital expenses that we will face as our building and its equipment ages.

I'd be happy to try to answer any questions about this summary and any other questions from the full budget that was sent out.

Proposed FY22 Operating Budget Summary

Draft Operating Budget 2021-22 Version 2.8		2020-21 Budget	3/31/21 Actual 75%	% of Budget	2021-22 Proposed	2021-22 Comments	
INCOME							
1	Pledge Goal	488,000.00			460,000.00	Assume Full Open September 2021	2
2	Pledges	473,360.00	382,291.53	80.76%	446,200.00	Assume 97% collected at year end	3
3	Collection Plate	22,000.00	12,207.58	55.49%	16,500.00	3/4 of full year income	5
5	Daycare Rental	48,133.33	43,319.97	90.00%	60,000.00	Daycare is increased per lease terms	6
6	Other Rentals	7,000.00	1,385.00	19.79%	1,280.00	incidental is a BIG unknown	8
8	Fundraising	14,000.00	2,906.75	20.76%	14,000.00	grocery+food bank cards, books, tag&plant & chocolate sales	9
9	CONNECT Fundraising	2,500.00	2,150.00	86.00%	1,250.00	special SJ fundraising	11
11	Released from Temporary Restricted Funds				60,000.00	Gifts/Donations released for Board Priorities	13
13	Endowment contribution (2%)	38,854.41	25,143.51	64.71%	23,767.00	2% of E&L 13 quarter average of \$1,188,328	13a
13a	Other income	5,500.00	3,482.30	63.31%	6,373.28	Coffee/Flowers, RE Income, Interest, Misc gain/loss	14
14	Total Income	611,347.74	472,886.64	77.35%	629,370.28		15
EXPENSES							
Facility							
22	Facility total	59,109.00	37,385.17	63.25%	54,600.00	Utilities, Maintenance and Repair, Property Management, Supplies, Landscaping with Snow Removal, Security/Alarms systems	23
23	Communication, Media						30
30	Communication total	13,548.00	8,411.04	62.08%	10,600.00	Office Supplies, Postage, Office Service Contracts, Internet services and licensing (Reduced Copier Costs)	31
31	Committee Support/Member Services						40
40	Committee/Member Services total	4,975.00	797.26	16.03%	4,755.00	Membership, Covenantal Relations, Sunday Morning Team, Stewardship, Endowment and Legacies, Small Groups, Library/Archives and Pastoral Care Team	41
41	Denominational Affairs						43
43	UUA dues	12,500.00	3,375.00	75.00%	15,935.00	Increase from 40% to 50% of \$31,873 UUA request	44
44	Finance						45
45	Mortgage	37,715.00	28,286.42	75.00%	37,715.38	Insurance, Accountant Fees, Bank, PayPal and Merrill Edge fees, CT	52a
52a	Other Expenses	12,235.00	12,948.54	105.83%	13,157.00	sales Tax	53
53	Finance total	49,950.00	41,234.96	82.55%	50,872.38		54
Personnel							
54	Salaries (Minister, DLRE, Administrator, Directors of Music, Associate Director of Music)	257,856.48	193,356.66	74.99%	267,094.30	1.2% COLA. DRE Salary adjusted reflecting new credentialing	55
55	Hourly Wages (Sexton, Membership Coordinator, Hospitality Coordinator, Child Care)	42,305.00	29,062.48	68.70%	42,598.76	1.2% COLA	63a
63a	Other Personnel related expenses	139,241.76	91,588.50	65.78%	141,324.40	Health Insurance, Bookkeeping, Other Insurance, FICA, Pensions, Administration, Professional Expenses	64
64	Personnel total	440,903.69	314,007.64	71.22%	451,017.46		65
65	Minister UUA Training	1,500.00	1,500.00		0.00		66
66	Installation of New Minister				5,000.00	Tentatively scheduled for November 2021	67
67	Trustees Research and Development	500.00	0.00	0.00%	500.00		69
69	Music						75
75	Music total	1,300.00	141.47	10.88%	1,300.00	Sheet Music/Library, Piano Tuning/Repair, Dues, Miscellaneous	76
76	Religious Education						86
86	Religious Education total	5,100.00	934.87	18.33%	5,100.00	Adult RE, CYRE discretionary, Teacher training and Support, Supplies, YRUU, Family multigenerational support, Background checks, OWL teacher training, Affirmations class	87
87	Social Justice	4,500.00	0.00	0.00%	4,500.00	All programs other than Waverly	95
95	Waverly/USNH Partnership TF	9,000.00	6,407.75	71.20%	9,000.00	Keep Waverly at \$9,000 per Board Request	101
101	Social Justice total	13,500.00	6,451.73	47.79%	13,500.00	Abrahams Tent/Columbus House, Anti-Racism, Peace, Kid's Service, Immigration and Refugee, Green Sanctuary, Preventing Gun Violence, UU-UJO dues, UUSC dues, Mental Health Awareness	102
102	CONNECT	7,000.00	5,250.00	75.00%	7,000.00	70% of the \$10,000 CONNECT request	102
102	Worship						108
108	Worship total	2,962.50	1,089.14	36.76%	2,965.00	Speakers, Supplies, Sunday Flowers.	109
109	Capital Fund Contribution	0.00	0.00		6,225.44	Provide some funding for Capital Budget	111
111	Total Expenses	611,348.19	426,578.28	69.78%	629,370.28	Total Expenses	112
112	Income - Expenses	0.00	46,308.36		0.00	Negative means Deficit	

Proposed FY22 Operating Budget Detail

Draft Operating Budget 2021-22 Version 2.8		2020-21 Budget	3/31/21 Actual 75%	% of Budget	2021-22 Proposed	2021-22 Comments	
INCOME							
1	Pledge Goal	488,000.00			460,000.00	Assume Full Open September 2021	1
2	4000 Pledges	473,360.00	382,291.53	80.76%	446,200.00	Assume 97% collected at year end	2
3	4100 Collection Plate	22,000.00	12,207.58	55.49%	16,500.00	3/4 of full year income	3
4	4200 Coffee and Flower donations	1,500.00	0.00	0.00%	1,125.00	3/4 of full year income	4
5	4300 Rentals						
5	4310 Regular Tenant	48,133.33	43,319.97	90.00%	60,000.00	Daycare is increased per lease terms	5
6	4320 Incidental	7,000.00	1,385.00	19.79%	1,280.00	incidental is a BIG unknown	6
7	4400 RE Income	500.00	115.00	23.00%	495.00		7
8	4500 Fundraising	14,000.00	2,906.75	20.76%	14,000.00	grocery+food bank cards, books, tag&plant & chocolate sales	8
9	CONECT Fundraising	2,500.00	2,150.00		1,250.00	special SJ fundraising	9
10	4600 Interest	3,500.00	1,571.70	44.91%	1,600.00	CD rates low and not raising anytime soon	10
11	4700 Release from Temporary Restricted Funds				60,000.00	Gifts/Donations released for Board Priorities	11
12	4800 Miscellaneous Gain/Loss	0.00	1,795.60		3,153.28	Profit/Loss From sales of stock	12
13	4900 Endowment contribution (2%)	38,854.41	25,143.51	64.71%	23,767.00	2% of E&L 13 quarter average of \$1,188,328	13
14	Total Income	611,347.74	472,886.64	77.35%	629,370.28	Total Income	14
EXPENSES							
15	5100 Facility						15
16	5110 Utilities						16
		25,500.00	16,527.74	64.81%	24,500.00	water 15%, gas 25%, electricity 60% save \$1000 on cooling Jul-Sep	
17	5120 Maintenance and Repair	7,000.00	1,369.55	19.57%	5,000.00	Expect return to previous levels	17
18	5130 Property management					cleaning 20%, waste removal 40%, hvac contracts 35%, elevator 10%, pest control 10%	18
19	5140 Custodial Supplies	9,500.00	5,468.59	57.56%	9,300.00	Daycare now does own cleaning	19
20	5150 Landscape	2,109.00	337.18	15.99%	600.00	Keep fixed contract	20
21	5160 Security/Alarm system	11,000.00	10,627.14	96.61%	11,000.00	Keep fixed contract	21
		4,000.00	3,054.97	76.37%	4,200.00	expect 5% increase	
22	Facility total	59,109.00	37,385.17	63.25%	54,600.00		22
23	5200 Communication, Media						23
24	5210 Office Supplies (copier paper, supplies)	1,282.00	1,454.63	113.47%	2,000.00	purchasing supplies for new printer	24
25	5220 Postage	500.00	376.76	75.35%	500.00		25
26	5230 Office service contracts (copier, Poland Spring)	4,666.00	2,654.70	56.89%	800.00	New copier maintenance \$50/month	26
27	5240 Cable service: internet, phone, TV, wi-fi						27
		4,000.00	2,788.47	69.71%	4,200.00	5% increase expected	
28	5250 Office contingency	100.00	114.98	114.98%	100.00		28
29	5260 Tech: hosting, software, licensing	3,000.00	1,021.50	34.05%	3,000.00		29
30	Communication total	13,548.00	8,411.04	62.08%	10,600.00		30
31	5300 Committee Support/Member Services					Keep allocations the same as Fiscal 21	31
32	5310 Membership Committee	750.00	0.00	0.00%	750.00		32
33	5320 Covenantal Relations Committee	562.50	0.00	0.00%	565.00		33
34	5330 Sunday Morning Team	1,125.00	102.96	9.15%	1,125.00		34
35	5340 Stewardship/Canvases	1,125.00	171.00	15.20%	900.00	Stewardship suggestion	35
36	5350 Endowment & Legacies	1,000.00	523.30	52.33%	1,000.00		36
37	5360 Small Groups	112.50	0.00	0.00%	115.00		37
38	5370 Library/Archives	150.00	0.00	0.00%	150.00		38
39	5380 Pastoral Care Team	150.00	0.00	0.00%	150.00		39
40	Committee/Member Svcs total	4,975.00	797.26	16.03%	4,755.00		40
41	5400 Denominational Affairs						41
43	5410 UUA dues	12,500.00	9,375.00	75.00%	15,985.00	Increase from 40% to 50% of \$31,873 UUA request	43
44	5500 Finance						44
45	5510 Mortgage	37,715.00	28,286.42	75.00%	37,715.38	Endowment provides our Mortgage	45
46	5520 Insurance	7,485.00	7,977.00	106.57%	7,977.00	Annual premium paid in October	46
47	5530 Accountants Review	3,900.00	3,900.00	100.00%	3,900.00	No increase this year	47
48	5540 EFT (VANCO) Fees	0.00	17.07	0.00%	0.00	Discontinue Vanco	48
49	5560 Bank fees	50.00	20.79	41.58%	50.00		49
50	5570 Paypal Fees (~3.0% fee)	500.00	1,012.62	202.52%	1,000.00		50
51	5570 CT Sales Tax	250.00	0.00	0.00%	200.00		51
52	5580 Merrill Edge sales commission	50.00	21.06	42.12%	30.00	Fees associated with stock donations	52
53	Finance total	49,950.00	41,234.96	82.55%	50,872.38		53
54	5600 Personnel						54
55	5610 Salaries (Minister, DLRE, Administrator, Directors of Music, Associate Director of Music)	257,856.48	193,356.66	74.99%	267,094.30	1.2% COLA. DRE Salary adjusted reflecting new credentialing	55
56	5620 Hourly Wages (Sexton, Membership Coordinator, Hospitality Coordinator, Child Care)	42,305.00	29,062.48	68.70%	42,598.76	1.2% COLA	56
57	5625 Contractor (Book keeping Services)	14,250.00	10,687.50	75.00%	14,250.00		57
58	5630 Medical insurance (Minister, DLRE, Administrator, Sexton)	47,420.00	33,954.10	71.60%	52,772.46	Increased 10% 7/1/2021 and again 1/1/2022	58
59	5640 Other Insurance (dental, disability, workers comp, life)	11,408.00	7,146.20	62.64%	9,934.51		59

Proposed FY22 Operating Budget Detail

Draft Operating Budget 2021-22 Version 2.8		2020-21 Budget	9/31/21 Actual	% of Budget 75%	2021-22 Proposed	2021-22 Comments
60	5650 Federal Insurance Contributions Act (FICA) Tax	22,962.00	15,752.91	68.60%	23,691.52	7.65% of salary total
61	5660 Pensions (Minister, DLRE, Administrator, Sexton)	24,254.76	18,281.91	75.17%	25,147.25	10% of eligible salaries
62	5670 Payroll service, admin fees, etc	3,200.00	894.08	27.94%	628.66	
63	5680 Professional Expense Accounts (Minister, DLRE, Administrator, Director of Music)	15,747.00	4,921.85	31.26%	14,900.00	
64	Personnel total	439,403.24	314,007.64	71.46%	451,017.46	
65	Minister UUA Training	1,500.00	1,500.00		0.00	Fiscal 21 only
66	Installation of New Minister				5,000.00	Tentatively scheduled for November 2021
67	5700 Trustees Research and Development	500.00	0.00	0.00%	500.00	
68	5710 Management Team Discretionary Fund	0.00	0.00	0.00%	0.00	Discontinued for Fiscal 21
69	6100 Music					Keep allocations the same as Fiscal 21
70	6110 Paid instrumentalists	0.00	0.00	0.00%	0.00	Use Apfel fund for paid instrumentalists
71	6120 Accompanist for memorials	0.00	0.00	0.00%	0.00	
72	6130 Sheet Music/Library	500.00	16.47	3.29%	500.00	
73	6140 Piano Tuning/Repair	700.00	125.00	17.86%	700.00	
74	6150 Dues, Tapes, Misc	100.00	0.00	0.00%	100.00	
75	Music total	1,300.00	141.47	10.88%	1,300.00	
76	6200 Religious Education					Keep allocations the same as Fiscal 21
77	6201 Adult RE	900.00	285.95	31.77%	900.00	
78	6202 CYRE discretionary fund	300.00	0.00	0.00%	300.00	
79	6203 Teacher Training & Support	225.00	0.00	0.00%	225.00	
80	6204 Curriculum, supplies, equipment	900.00	204.46	22.72%	900.00	
81	6205 YRUU Support	525.00	444.46	84.66%	525.00	
82	6206 Family Multigenerational Activities	375.00	0.00	0.00%	375.00	
83	6207 Teacher/volunteer background checks	150.00	0.00	0.00%	150.00	
84	6208 OWL Teacher Training	375.00	0.00	0.00%	375.00	
85	6209 Affirmations Class Expense	1,350.00	0.00	0.00%	1,350.00	
86	Religious Education total	5,100.00	984.87	18.33%	5,100.00	
87	6300 Social Justice	4,500.00			4,500.00	All programs other than Waverly
88	6301 Abraham's Tent/Columbus House (HEART)					Regular donations to Columbus House are now in a temp restricted fund
89	6302 Anti-Racism TF					
90	6303 Peace TF					
91	6304 Kids' Service Team TF					
92	6305 Immigration and Refugee TF		43.98			
93	6306 Green Sanctuary TF					
94	6307 Preventing Gun Violence TF					
95	6308 Waverly/USNH Partnership TF	9,000.00	6,407.75		9,000.00	Keep Waverly at \$9,000 per Board Request
96	6309 UU-UNO TF (Dues)					
97	6310 UUSC TF (Dues)					
98	6311 Social Justice Council Reserve					
99	6312 Mental Health Awareness					
100	6300 Social Justice Programs - Other					
101	Social Justice total	13,500.00	6,451.73	47.79%	13,500.00	
102	6313 CONNECT	7,000.00	5,250.00	75.00%	7,000.00	70% of the \$10,000 CONNECT request
103	6400 Worship					Keep allocations the same as Fiscal 21
104	6410 Speakers	1,125.00	600.00	53.33%	1,125.00	\$250/guest speaker fee
105	6420 Sanctuary supplies	300.00	350.00	116.67%	300.00	
106	6430 Sunday Flowers	1,462.50	30.00	2.05%	1,465.00	
107	6400 Worship - Other	75.00	109.14	145.52%	75.00	Seder expense
108	Worship total	2,962.50	1,089.14	36.76%	2,965.00	
109	Capital Fund Contribution	0.00	0.00	0.00%	6,225.44	Provide some funding for Capital Budget
111	Total Expenses	611,348.19	426,578.28	69.78%	629,370.28	Total Expenses
112	Income - Expenses	0.00	46,308.36		0.00	Negative means Deficit

Proposed FY22 Capital Budget

Summary of balance sheets, approximate values	June 30, 2019	June 30, 2020	Dec 31, 2020	Mar 31, 2021
Assets				
Checking, savings (CDs — unrestricted cash)	330,000	320,000	284,000	300,000
Other minor (grocery cards, etc.)	19,000	19,000	7,000	10,000
Fixed assets (building, furniture, etc.) – including annual depreciation	1,793,000	1,700,000	1,825,000	1,700,000
Endowment	1,185,000	1,214,000	1,452,000	1,200,000
Total	3,327,000	3,253,000	3,568,000	3,210,000
Liabilities				
Payroll Protection loan - moved to equity— Gifts and Donations		75,000	75,000	0
Endowment mortgage loan	363,000	346,000	337,000	330,000
Other (mostly payroll taxes payable)	25,000	15,000	11,000	12,000
Total	388,000	436,000	423,000	342,000
Assets minus liabilities, or equity (“net worth”)	2,939,000	2,817,000	3,145,000	2,868,000