

Unitarian Society of New Haven

Board Meeting

Minutes for July 13, 2023

Approved August 10, 2023

Board Members present:

Bobbi Pace, President

Tom Ward, Treasurer

Becky Reeve

Kathy Haskins

Sue Trotta-Smith, Vice President

Terry Bohnhorst Blackhawk, Clerk

Kyle Manning

Alissa Chapin

Board member(s) absent: Joan Ciano

Management Team representative present: David Stagg

1. President Bobbi Pace called the meeting to order at 7:03 p.m.
2. Chalice lighting/reading by Bobbi Pace: Li Kynvi “Chalice Lighting for Business Meetings”
3. As a check-in, Board members responded to Bobbi’s question to identify one event that made a significant impact on the course of their lives. From the births of children to loss of a spouse to relocating or changing careers or discovering new inspirations and interests, Board members shared formative events and expressed gratitude for the opportunity to get to know one another more deeply.
4. The minutes from the Board meeting of June 8, 2023 were approved unanimously.
5. Reporting from the Management Team, David Stagg informed the Board that the time has come to re-coat the sanctuary roof. As a “sole source” expense, the estimated cost of \$5,145 – per a contract with Seal-tite which is included in the capital budget – requires approval from the Board. Sue Trotta-Smith moved and Tom Ward seconded approval. The motion passed unanimously.

David Stagg then gave updates from the MT, which meets every two weeks. See the attached notes for details regarding the roof proposal as well as discussions of fundraising projects, personnel matters, a communications strategy for USNH, and insurance of the Rembert artwork among other items.

Jean Rosenthal, who will continue as USNH personnel representative, is stepping down from the MT, and Mark Bauer has agreed to take her place. Bobbi Pace moved and Terry Blackhawk seconded the approval of Mark Bauer to the Management Team. The approval was unanimous.

The next MT compliance report is due to the Board in September.

6. Treasurer Tom Ward reported that, per a preliminary Profit and Loss bottom line, USNH did well in FY 2022-2023 with income of \$615,000 exceeding expenses (\$598,000) by ca. \$17K. Pledges exceeded budgeted amount by 3%, and the collection plate was 20% above expectations. The auction was especially successful, and USNH was able to give bonuses to full-time staff. A more detailed report will be presented after books close in August.

7. Kyle Manning will continue to represent the Board on the Nominating Committee.
8. President Bobbi Pace announced that incoming Rev. Stephen Kendrick will attend the August 10 Board meeting and will preach for the first time on August 20. She also announced that Sunny McMillan of Yale Divinity School, who recently joined USNH, will explore setting up an internship with Stephen. Information will be forthcoming.
9. Bobbi Pace will be in touch with the Management Team about logistics re: the Emeritae event honoring Kathleen McTigue and Linda Pawelek. Date to be determined.
10. Bobbi encouraged a review of our Board's covenant and consideration of what we need the group to promise one another in order to help us do our best work. Board members discussed illustrative stories and phrasing which avoids marginalization as helpful to consider.
11. Per Bobbi Pace, it will be important for the Board to become familiar with Policy Governance. USNH is unique in its hybrid Policy Governance model, in that much is accomplished through a Management Team. Board members are encouraged to read the Policy Governance Manual and look at videos to deepen their understanding.
12. Other possibilities for internal Board strengthening include a USNH Board Google Doc website and the implementation of a "process observer" in meetings. Chalice lightings and readings will rotate among Board members via a signup sheet for the next meeting. Kyle Manning will give the Chalice Reading for the August 10th meeting.
13. President Bobbi Pace reiterated that "linkage" is a top responsibility for the Board. To become a visionary board, we should continue the momentum that came from recent small group meetings and listening sessions in communicating with the congregation. The Budget Task Force is interested in being a support to that process.
14. The next meeting of the USNH Board will be August 10 with Reverend Stephen Kendrick in attendance.
15. Kyle Manning moved and Becky Reeve seconded adjournment. Adjournment 8:38 p.m.

Respectfully submitted,
Terry Bohnhorst Blackhawk (she/her), Clerk

Attachment:
Update from the Management Team

Update from Management Team, July 13, 2023

As you may know, our roof and walls are a constant headache. Our roofs tend to leak and birds peck holes in our stucco walls and nest in there. Last year we repaired and recoated the gray stucco walls. (The actual material is called Dryvit, we often refer to it by that name) At that time we carried out a number of roof repairs aimed at addressing defects identified in a report that we commissioned from a roofing consultant. One of the things we did not do at that time was to recoat the Sanctuary roof even though it was one of 61 separate recommendations. That roof was installed in 2017 and should be recoated with a silver-colored paint every 5 years to protect it and increase its longevity.

For many years we have had a great relationship with the Seal-Tite roofing company and their principal Tom Ginz. They were the contractors for the lobby roof replacement in 2016 and the Sanctuary roof replacement in 2017 and were recommended for the project last year as sole source contractors by Leland Torrence who is a preservation architect and friend of the congregation who also oversaw the project.

At this time we want to go ahead with Seal-Tite to recoat the Sanctuary roof. Tom Ginz is working with us and has provided a quote of \$5,145. Although we included this in the Capital budget, we need approval from the Board for a sole source contract as our Policy Handbook requires obtaining two or more price proposals for a contract greater than \$2500. Obviously, we could try to gather additional quotes but we think that as Seal-Tite is our trusted roofing contractor and that this is maintenance of the roof they installed it makes the most sense to go with Seal-Tite for this contract. We ask for Board approval of a sole source contract.

There is no compliance report due to the Board until September, but our MT meetings continue every 2 weeks by zoom and we usually take a full 90 minutes to cover all the items on our agenda. We are in a transition state. Jean has one more meeting with us and we are sorry to lose her although she will continue to chair the Personnel Committee and bring items to us when necessary. Mark Bauer has already joined us although we will ask for formal approval from the Board a little later. He will be a bit disappointed if you say no. Becky Friedkin stays with us and of course we are excitedly waiting for Stephen Kendrick to join us on August 8th.

There were 23 items on our MT meeting this week. It might take 90 minutes to cover them, so here are just a few highlights.

The work of the recent ministerial and budget planning committees has prompted us to explore our methods of communication. We had a special meeting with Laura Patey which led us to consider contracting with an external communications consultant to design an overall communications strategy. This would cover all forms of communication, not just social media, newsletter and social media but to include others we've not considered. Becky and Laura started working with a consultant who had done this work for their congregation, after following leads from a communications person in the mid-central regional UUA office. He made a proposal, there was some negotiating and we landed on a \$2,500 figure. Becky provided him with information about our communications, as background, and he soon proposed sending an email survey to our entire email list, which was not in the original plan and which we did not feel was appropriate. After some more argument and disagreement we decided

not to proceed with him; he graciously did not accept our offer of payment for his limited time spent. We are back to square one.

We are coordinating the tag sale and working on other possible fundraising events notably "Simple Recycling" which puts a collection bin in our parking lot, a whist event, putting on a play and a community festival.

We've been heavily involved in letting staff know about their new salaries and vacation time personal days and sick time allowances and rollovers from last year. During the pandemic we had allowed staff to rollover all unused vacation to the following year. We decided that needed to end but getting MT, Personnel, Jamie and Finance all on one page about what that meant for all staff required numerous emails and finally a special zoom meeting to sort all this out.

We decided to let Google add a special inside view of the Sanctuary to the Street View. We are figuring out if we can link this to our website and construct the related business information. At the same time we are trying to understand how to use the Search Console and Google Analytics to analyze our website use.

Just recently we became worried about the insurance value placed on our two Rembert paintings. I recently found the Rembert expert at the large Art Gallery Hauser and Wirth, which represents the Rembert family. He advises insuring Sugar Cane for \$100K and The Last Supper for \$225K. It seems that it will increase our insurance premium by \$686. This is just a few of the items we are dealing with.