

Unitarian Society of New Haven

Board Meeting

Minutes for October 12, 2023

Approved November 9, 2023

Board Members present:

Bobbi Pace, President

Tom Ward, Treasurer

Joan Ciano

Alissa Chapin

Kathy Haskins

Sue Trotta-Smith, Vice President

Terry Bohnhorst Blackhawk, Clerk

Kyle Manning

Becky Reeve

Also present:

Becky Friedkin, Management Team

Reverend Stephen Kendrick, ex officio

Sunny Joy McMillan, Ministerial Intern, Yale Divinity School

1. President Bobbi Pace called the meeting to order at 7:04 p.m.
2. President Bobbi Pace lit the chalice.
3. Vice President Sue Trotta-Smith read “The World will Speak the Language of War” by USNH Minister Emerita Kathleen McTigue.
4. Per a question from Bobbi, board members identified who has been “the most inspirational person” in their lives. In addition to figures such as Abraham Lincoln, Henry David Thoreau, Ram Das, and Martha Beck, Board members and guests identified various “insightful, unafraid and/or pioneering” individuals in their families, personal lives, or careers who have inspired or believed in them. One notable exception was a board member for whom a racist grandparent served as a negative example.
5. Board members and guests took turns reading the Covenant.
6. The reading of the Covenant was followed by a closer discussion of “assuming good intentions.”
7. The Board unanimously approved Minutes from the September 14th Board meeting.
8. Becky Friedkin reported for the Management Team that USNH is in compliance with Section 1.9 of Policy Governance on Grants and Contracts. (See attached). Other MT updates include this month’s organization of up to 100 people into 12 groups for USNH members’ potluck dinners and the newly adopted data base Breeze that enables recording electronic giving directly into the database and more effective record keeping. On November 2, the Council of Chairs will meet in person. All Board members are welcome.

9. Minister's Report. Reverend Stephen congratulated YDS Intern Sunny Joy McMillan for the well-received sermon that she delivered on October 8th. He also underscored what a valuable and unusual asset USNH has in Jesse Greist as Religious Education Director. In discussing the future of USNH, Stephen noted that with so much good energy, the time to leap into the future is now. He encourages us not to be too comfortable in our bubble and to try new and different things. Board members discussed various aspects of the worship program. Sunny Joy McMillan reported that she is looking forward to meeting with USNH committees, such as the Bereavement Group. The paperwork for her Internship with the Yale Divinity School will be concluded in early November.

10. Speakers Series. Board members responded to Stephen Kendricks' proposal with enthusiasm. Tom Ward suggested ideas for making the USNH lobby more engaging for congregants and visitors. Terry Blackhawk, Sunny McMillan, Bobbi Pace, Stephen Kendrick, Becky Friedkin volunteered to help the series get started. Kathy Haskins and Becky Reeve would like to help later on.

11. USNH Treasurer Tom Ward reported that rentals are running ahead of budget and fundraising has reached 32% of FY24 goals, with \$19K income over spending so far.

12. Bobbi Pace announced that the Congregational Meeting will take place after the service on November 19th.

13. President Bobbi Pace reported on a Board leadership meeting with consultant Laura Park that included Sue Trotta-Smith and Tom Ward. Board members discussed LP's suggestion of consolidating "Ends," possibly in conjunction with Management Team. Kyle Manning, Kathy Haskins, Terry Blackhawk, Bobbi Pace and Sue Trotta-Smith volunteered to work on revising Ends.

14. Security update. USNH neighbor Temple Mishkan Israel has received a bomb threat. The Safety and Security Committee will meet October 18th re operational manual and emergency procedures. Mark Bauer of MT will meet with the Board at a later date.

15. While no one played the role of Participant Process Observer (see handout) in this meeting, Board members responded to the issues noted in the PPO handout with gratitude for increased participation in the discussion and appreciation for Bobbi Pace's leadership in chairing the meeting in a balanced and encouraging way.

16. Bobbi Pace urged Board members to read the President's column in the latest *UU World*. Sue Trotta-Smith gave Board members copies of Laura Park's *Nested Bowls*. The Board photo for this year will be taken at the meeting on November 9th.

17. Board members voted unanimously to adjourn at 9:00 p.m.

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

Attachment:

Monitoring Report on Policy 1.9: Grants or Contracts

MT monitoring of Policy Governance Section 1.9

(MT responses in red)

(The Management Team last reported to the Board on this section on October 13th 2022)

1.9 Grants or Contracts

1.9.1 Grants

The Management Team shall not fail to assure that it is aware of grants applied for and received by the Society.

Approved by the Board: May 14, 2015

The Management Team is not aware of any grants that have been received since our last report.

1.9.2 Contracts

- a. No one other than the Management Team, its express designees, or the Board President (or the Vice President in the President's absence) shall execute any contract on behalf of USNH.
- b. The Management Team shall not fail to assure that each contract for work or services in excess of \$2,500 is awarded only after
 - 1) preparation of specifications/requests for proposals, and
 - 2) procurement and evaluation of two or more price proposals, or approval from the Board for a sole-source justification.

MT Interpretation:

While this section is always applicable for NEW contracts, MT believes that it may not be appropriate to require this section when certain existing contracts are expiring and being considered for renewal. For example, it may be appropriate to renew the yearly snow removal contract with the existing contractor when the performance has been satisfactory and there is no reason to think that another contractor would provide superior service. MT would not want to renew any contract indefinitely, but it seems reasonable in a case such as this to renew up to 3 times before rebidding the contract.

Approved by the Board: May 14, 2015

MT Interpretation Approved by the Board: March 8, 2018

Last September 2022 Rev. Lindasusan contracted with Laura Park of Unity Consulting for 10 hours of Laura's time to help MT devise "Means" that would operationalizing the Board "Ends". We had a very productive first zoom meeting with Laura in early November. With Lindasusan's emergency leave and resignation, that work was put on hold. Laura has agreed that we have 5.5 hours of her time available to us under that initial contract. Discussions are underway to determine the best use of Laura's time. Following the detailed report from Susca Roof Consulting for inspection of both our roof and our exterior walls in November 2021 a large proportion of the suggested work was completed in August of 2022. One high priority item that remained was the recoating of the sanctuary roof. In July 2023, MT was granted approval by the Board for a sole-source contract of \$5,145 with Seal-Tite (our preferred roofing contractor) for roof recoating. That work was completed in early August 2023. In late July 2023 a contract was signed for \$5,850 with JLS Paving for crack repair in the parking lot nearest to the road. We expect the work to be completed before the winter. We

had received 3 quotes in all. JLS Paving included a proposal for crack repair in the front parking lot but we are waiting to see how the work on the back lot turns out before proceeding with work on the front lot.

Last winter we contracted with Jake's Landscaping for snow plowing of our parking lots for the third year running. We had a fixed price contract of \$10,000. There were only two snow storms requiring plowing and a few ice-melt treatments. We will consider our options soon for the coming winter and probably choose per-event pricing.

Several maintenance contracts were automatically renewed including HVAC system maintenance, fire/security monitoring, handicap elevator maintenance, outdoor pest control etc.

The yearly contract with Antonia Baroga, our Bookkeeper was renewed July 1st 2023 with a 10% salary increase. Antonia had not received any increase in the previous 7 years.

In September 2023, President Bobbi Pace and Stephen Kendrick entered into a two-year Ministerial Internship Agreement with Sunny Joy McMillan. The terms of the agreement and compensation are consistent with UUA guidelines. Funds for FY24 compensation come largely from over-budgeted compensation for Stephen Kendrick.

We report compliance with section 1.9

MT 10/12/2023