

Unitarian Society of Hartford Board Meeting - September 4, 2018

Present - Sherry Manetta, Carolyn Carlson, Judy Sullivan, Sue Tenorio, Tom Richardson, Joe Rubin, Heather Rion Starr, Sarah McKenzie, Marye Gail Harrison, Cathy Rion Starr

Guests - Janice and David Newton

6:34 - (Board Agenda attached) Sherry M called meeting to order, Marye Gail led spiritual practice from the Joanna Bordas book "Salsa, Soul and Spirit - Leadership for a Multicultural Age

6:54 - Tom read the Board Covenant

6:56 - Thank you notes - congrats to Rayla for being accepted into RE Credentialing program, Janice Newton - stepping down as chair of Caring Network and stepping down from Memorial Reception Committee, Nancy Reed and Louise Schmoll - stepping down from Memorial Reception Committee.

6:58 - Consent Agenda - (attached) Tom R moved to approve, Joe R seconded the motion.

Aye - 8

No - 0

Abs - 0

6:59 - Board Priorities - (attached) Sherry M took what we voted on back in July and organized by rank and group. Are these still are our priorities, how are we going to move forward, where do we start, etc... what is our accountability to each of these goals? Discussion followed

Goal 4 - Leadership development/capacity building: how do we look at the leaders who have stepped up, and how to we help support them and their committees, Marye Gail volunteered to go to Worship Associates and try to document their process as to how USH helped support the WAs in leadership development, and what can we extract from their process to help other committees/groups, Sherry will help Mary Gail. Carolyn pointed out that Brian Harvey is going to step down from the Membership Chair position next year, and might be a good fit for leadership development, are there any recent former members of nominating committee that would be a good fit? Is anyone following up with new members from the past few years to see if they're ready to step into something? If anyone has further thoughts on leadership development, email to Sherry and Marye Gail.

Goal 5 - Anti-racism - Judy S: inward looking anti-racism education for the congregation has a couple of steps, Race Matters committee - Gloria Francesca Mengual is going to do a series of programs this fall leading up to Beloved Conversations. Beloved Conversations - starts as 1.5 day seminar January 18 & 19 and then 8 2-hour sessions (every other week)

Goal 3 - Financial Model - staff capacity, budget, Capital campaign - programs, building stuff, new position(s)? Will need to do more fundraising than just stewardship campaign. Legacy Giving program, under the Endowment Committee; & Wake Now My Vision (Shelter Rock 10% matching funds for Legacy Gifts) - Rev. Cathy and Tom will look at staff capacity in re: reporting. There is some urgency in kicking off the matching funds (they will disappear - as of 4-5 months ago, 50% of the funds were already allocated). Have endowment committee meet and decide how to move forward.

8:12 - move co-minister's plan for sabbatical to next meeting. Rev. Heather - Sept 16 is ingathering, board members to light chalice.

8:14 - finance report (attached) discussion of FYE 2018 final numbers and current FYE 2019 budget.

8:30 - Co-minister's report (attached) - annual background checks are underway for RE staff and volunteers

8:31 - Council Chair reports (written reports attached) - Social Justice - Judy highlighted Pride Festival Sept 8. & upcoming Faith-based organizing training
Admin - Sue gave highlights of B&G committee meetings, and current projects/tasks, HR sub-council, Stewardship
Community Within - Sept 14 is the first concert of MHP

8:47 - forgo exec session, forgo guest comments, Sherry thanked everyone for all they are doing as closing words.

8:48 - Meeting Adjourned

Respectfully Submitted,

Sarah H McKenzie
Secretary

USH Board Meeting Timing Agenda--September 4, 2018

Shaded items are in every meeting

FY2019 Theme: Deepening and Connection

The Unitarian Society of Hartford Mission:

As a growing, evolving spiritual community inspired by our denomination values, we will commit ourselves to:

Nurture our needs for personal spiritual growth, inspirational worship and a mutually caring community

Devote ourselves to religious learning for all ages

Embrace human diversity by welcoming individuals and families of all kinds

Join with the larger community to promote love, justice and service to society

Toward these ends we pledge our talents, energies and resources

AGENDA

Materials/Discussion

Opening

6:30 PM	0:04 Board covenant (in board manual)
6:34 PM	0:10 Spiritual practice (led by Marye Gail)
6:44 PM	0:01 any changes to agenda

Discussion Items/Votes

6:45 PM	0:01 Thank you notes (RevCathy)	Motion
6:46 PM	0:03 Consent agenda--Motion to approve	Motion
6:49 PM	0:40 Board priorities (ARCI: accountabilities, responsibilities, consultation, information)	
7:29 PM	0:15 Co-ministers plan--preliminary review	
7:44 PM	0:05 Finance report	report
7:49 PM	0:05 Co-ministers' report (RevCathy, RevHeather)	reports
7:54 PM	0:20 Council Chair reports (Judy, Sue, Carolyn, Marye Gail)	
8:14 PM	0:05 President/President-elect's report (Sherry, Joe)	
8:19 PM	0:00 Review decisions and follow-up actions, under the stairs, other matters (All)	
8:19 PM	0:00 Guest comments (if time allows)	

Closing Items

8:19 PM	0:03 Closing words
8:22 PM	0:08 Executive session
8:30 PM	Adjourn

Follow ups and Parking lot items

New

July '18 mtg Finalize Board and Co-Minister priorities

Carried forward

June '18 mtg Fall fundraising after completion of year end financial reports

Apr '18 mtg Safer Congregation policy to be finalized

Feb '18 mtg Sabbatical--begin dialogue w/ Joe Sullivan, finalize 10/2018

Jan '18 mtg Comprehensive lighting plan/projection/sound project

Dec '17 mtg Other Hartford Foundation grants or other funders available?

Nov '17 mtg Meeting House security--comprehensive exploration

July '17 mtg Fundraising -need to fill gap from last year

USH Board Covenant

The USH Board of Directors covenants and affirms its commitment to the seven principles of Unitarian Universalism, to the USH mission and to the following:

We acknowledge that our work takes place in the context of a spiritual community, one that covenants each week that "love is the spirit of this church." Therefore, we will strive to work together in a loving, courteous, and nonjudgmental way. We will be intentionally accountable to one another and to the congregation as a whole, e.g., we will work within an orderly process, regularly communicate what we can and cannot do, be responsive to each other by providing updates and revisions to plans/expectations as needed, and model respectful behavior with each other.

We will conduct our work with transparency and at the same time with sensitivity and discretion. We will seek to work as a team and we will be compassionate and forgiving as individuals to ourselves and one another, assuming mutual good will and positive intentions.

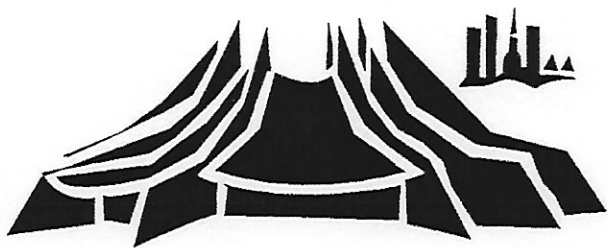
Consent Agenda

USH Board meeting September 4, 2018

1. Acceptance of \$5,000 grant from the Richard P. Garmany fund of the Hartford Foundation for Public Giving (see grant application) for \$4,000 for Music Scholars, \$500 for Composer-in-Residence and \$500 Administrative.
2. Policy re: Memorial Garden, approved by the Board in 2006, to be included in Board policies:

Motion passed by the Board of Directors 6-6-06:

In the unlikely event that USH relocates, portions of soil from various areas of the present USH Memorial Garden and all related records, plaque, sculpture and remembrance book shall be taken to the new location where these items shall be used in the creation of a new Memorial Garden established with a suitable dedication ceremony.



The Unitarian Society of Hartford

50 Bloomfield Avenue, Hartford, CT 06105
(860) 233-9897 ~ www.USHartford.com

The Rev. Cathy Rion Starr
The Rev. Heather Rion Starr
Co-Ministers

"There are many paths approaching the truth that unites us"

July 27, 2018

Mr. David Polk
Trustee, Richard P. Garmany Fund
Hartford Foundation for Public Giving
10 Columbus Boulevard, 8th Floor
Hartford CT 06106

Dear Mr. Polk,

Thank you for your consideration of funding our Choral Scholars and Composer in Residence program at the Unitarian Society of Hartford (USH). Our relationship with our neighbors at the Hartt School goes back decades, from opening our space for student recitals to USH staff who are both graduates and professors there. We continually seek new ways to deepen and widen this mutually beneficial relationship and would love your support in doing so!

Currently, our Director of Music Ministries (DMM) is both a Hartt grad with a Masters in Composition and a continuing student there, working on his Masters in Music Theory. Like the Choir Director who preceded him (Hartt class of 2015 with a B.A. in Music Education), our DMM is gaining valuable skills in choir directing and managing a music program, as well as having a regular venue to bring his compositions. He also gains leadership and public speaking skills. In recent years, we've had students teaching ukulele to our children, hosted the Vocal Studies Department's performance of Amahl and the Night Visitors, and provided performance opportunities to numerous guest musicians from Hartt, including students of our Accompanist Pi-Hsun Shih (piano teacher in the Community Division).

Our Choral Scholars, like section leaders, play a critical leadership role in our otherwise volunteer choir, and in exchange we pay them a small stipend and they gain choral leadership skills. Most of our Choral Scholars in the last few years have been Music Education students. Unlike Hartt choirs that are full of excellent musicians (who are easier to lead and direct), in our choir, our Choral Scholars learn to work with singers of mixed skills. They lead their part (Soprano/Alto/Tenor/Bass), and they sometimes lead rehearsal when our Director of Music Ministries is away. Our Choral Scholars come from a variety of religious backgrounds (Jewish, Catholic, "nothing", and more), and we regularly hear from them how much they appreciate our worship services and the warm welcome of our congregation. Our Choral Scholars program costs about \$4,000 annually for our 4 scholars to sing twice monthly throughout the church and school year. Most of our Choral Scholars come from the Hartt School, although students from schools such as Central Connecticut State University sometimes join us.

We also have an innovative Composer-in-Residence program started by Hartt graduate Douglas Jayd Burn 6 years ago when he was our Music Director. Each year, we work with Composition Department Chair Robert Carl to select a Composition Major to be our Composer-in-Residence. The student then composes 3 pieces for presentation in a worship service. This win-win arrangement gives students a real-life composition challenge (to compose for a small choir or instrumentalists) and our congregation receives the gift of original music composed

for us. We did not have a Composer-in-Residence last year and would very much like to reinstate that program this year. The Composer-in-Residence stipend would add an additional cost to our request of \$500.

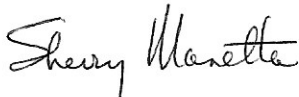
Any program has direct and administrative costs associated with it, and we respectfully request an additional \$500 to pay for these (primarily our Director of Music Ministry's time to recruit and support our Choral Scholars and Composer-in-Residence).

We value our relationship with the Hartt School and believe we have contributed to the technical and leadership development of dozens of students in just the last 15 years. We want to be able to continue these mutually beneficial programs and hope the Richard P. Garmany fund will be able to support us with \$5,000 for this program for the fiscal year beginning July 1, 2018.

Please don't hesitate to contact either of us if you have any questions about this valuable program.

Thank you for your consideration of our request.

Sincerely,



Sherry Manetta
President
The Unitarian Society of Hartford
860-604-0805
s.manetta@comcast.net



Reverend Cathy Rion Starr
Co-Minister
The Unitarian Society of Hartford
541-390-7553 cell / 860-233-9897x103 office
RevCathy@ushartford.com

FY2019 USH Board Priorities
As of the July 2018 Board Meeting

July 2018 Board Meeting		June Retreat
Count	Rank	Rank

Ranked and Grouped Priorities

Goal 4: USH will attract and integrate a healthy stream of visitors	10	1	1
<ul style="list-style-type: none"> • Connection building and integration of new members • Leadership development/capacity building <ul style="list-style-type: none"> ◦ Who should be doing this? ◦ Recognize a demographic shift, generational needs, capabilities 			
Goal 5: USH will be committed and spiritually grounded partners in building social, racial and environmental justice in Greater Hartford and beyond	8	2	2
<ul style="list-style-type: none"> • Anti-racism 			
Goal 3: USH will commit to an innovative and sustainable financial model	8	4	5
<ul style="list-style-type: none"> • Staff capacity, budget • Capital campaign <ul style="list-style-type: none"> ◦ More than just building ◦ Vision of space • Legacy giving program <ul style="list-style-type: none"> ◦ Endowment ◦ Wake now my vision (Shelter Rock money) 	5	3	6
Goal 1: USH will offer a comprehensive, lifespan religious learning and growth program in order to support the spiritual needs of the USH community	4	4	9
<ul style="list-style-type: none"> • Adult religious education <ul style="list-style-type: none"> ◦ Better define and address need—programmatic and administrative ◦ Relates to goals 2, 3, 4 and 5 			
Goal 2: USH will be a congregation that maintains relationships based on respect, understanding and safety	4	4	10
<ul style="list-style-type: none"> • Congregational covenant—right relations <ul style="list-style-type: none"> ◦ Container for conflict resolution ◦ Disruptive person policy ◦ Respecting governance structure 			

FY2019 USH Board Priorities
As of the July 2018 Board Meeting

July 2018 Board Meeting		June Retreat
Count	Rank	Rank

Compilation--Vote and Rankings of Priorities--from July 2018 Board meeting--informational only

Nourishing Spirit

Goal 1: USH will offer a comprehensive, lifespan religious learning and growth program in order to support the spiritual needs of the USH community

- | | | | |
|--|---|---|---|
| • Adult religious education | 4 | 4 | 9 |
| o Better define and address need—programmatic and administrative | | | |
| o Relates to goals 2, 3, 4 and 5 | | | |
| • How to support Rayla in children and your religious education | 2 | | 7 |

Building Community

Goal 2: USH will be a congregation that maintains relationships based on respect, understanding and safety

- | | | | |
|---|---|---|----|
| • Congregational covenant—right relations | 4 | 4 | 10 |
| o Container for conflict resolution | | | |
| o Disruptive person policy | | | |
| o Respecting governance structure | | | |

Goal 3: USH will commit to an innovative and sustainable financial model

- | | | | |
|--|---|---|---|
| • Review financial system of control and reporting | 1 | | 3 |
| o Policies | | | |
| o Budget process | | | |
| o Anxiety: power and control | | | |
| • Staff capacity, budget | 8 | 2 | 4 |
| • Legacy giving program | 4 | 4 | 5 |
| o Endowment | | | |
| o Wake now my vision (Shelter Rock money) | | | |
| • Capital campaign | 5 | 3 | 6 |
| o More than just building | | | |
| o Vision of space | | | |

FY2019 USH Board Priorities
As of the July 2018 Board Meeting

		July 2018 Board Meeting		June Retreat
		Count	Rank	Rank
Goal 4:	USH will attract and integrate a healthy stream of visitors			
	• Connection building and integration of new members)		
	• Leadership development/capacity building)	10	1
	○ Who should be doing this?)		
	○ Recognize a demographic shift, generational needs, capabilities)		
	• Membership			
	• Education			
Working for justice				
Goal 5:	USH will be committed and spiritually grounded partners in building social, racial and environmental justice in Greater Hartford and beyond			
	• Anti-racism	8	2	2
	○ Framing the discussion			
	○ Could be good first step for Goal 2			
	• Social Justice	2		8

Voting Members: Steve Basche (Endowment) not present
 Caron Lanouette (Stewardship) not present
 Peter Meny (Buildings & Grounds) present
 Tom Richardson, Chair (Treasurer) present
 Sue Tenorio (Administration) present

Non-voting: Brian Mullen [not present] and Cathy Rion-Starr [present]

Materials: Finance Committee Roster/Schedule
 Budget Summary (FY2018 close and FY2019 budget)
 Schwab Account Summary

Agenda	Minutes
1. Candle lighting and mission statement	Text below We'll start each meeting with the USH mission statement to emphasize that our discussions and decisions must be mission-driven.
2. Should anyone else be asked to serve as a voting member of the Finance Committee?	Discussion that it is somewhat unusual to have one (B&G) of many sub-councils represented. Noted that we do not have voting representation from any programmatic areas. We agreed it's important to have B&G this year in order to resolve confusion over B&G finances and financial decisions; once resolved, B&G might not need representation. No specific decision re programmatic representation except to strive for that in the future.
3. Is the Finance Committee meeting schedule generally acceptable?	We'll generally meet the Thursday before each Board meeting from 5:00 pm to 6:00 pm. Tom to verify Board dates with Sherry, arrange locations and distribute final schedule.
4. Budget Summary - Informational	a) FY2018 balanced using \$18,701.48 prior year carry forward (\$8,414.24 remaining carry forward) b) Stewardship results low after being high in FY2017 (usually 95% of pledged is received) c) In the future, Finance will review/discuss year-to-date results at a detailed level in hope that the Board will only need to look at categorical performance.
5. Schwab Account Summary - Informational	Holding account not expected to gain or even retain value. Cathy noted that we need to do some work on organization of the report and descriptions. (The organization ties back to Brian's Schwab tab in his Budget Review document.)
6. In addition to "normal business," what should the Finance Committee work on this year?	Ideas discussed (not prioritized): a) Finalize an AY2019 line-item budget and distribute to stakeholders/budget managers b) Develop a consolidated financial calendar including the budget process, review of year-to-date results and stewardship c) Identify/help Brian <i>et al.</i> develop a reporting template/routine corresponding to the calendar; consider regular production of a Balance Sheet (modified for our situation) in addition to the Profit & Loss Statement. d) Do some budget clean-up/reorganization/simplification to minimize manual calculations and explanatory notes, <i>e.g.</i> , separate Meeting House Presents from the Community Within budget; identify Knox payments for

- water as income rather than subtracting from expenses; separate accounting for special purpose funds from the operations budget
- e) Discuss process and role responsibilities for following-up on unpaid pledges
 - f) Discuss the budget process, including a shift to mission-based budgeting (*i.e.*, allocation of income and expenses to mission elements rather than organizational components of the Society)
 - g) Develop a new policy on fundraising for specific purposes to replace the former policy suspended by the Board
 - h) Develop a policy clarifying acceptable/unacceptable variances from the approved budget

Notes: This list represents far more than a year's worth of sub-council work. Some ideas would need to be pursued in partnership with other groups. We have to keep in mind that Brian already has too much to do, so we should seek to simplify what we can and have reasonable expectations.

/s/ Tom Richardson, 8/31/2018

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1	Treasurer (Chair)	Richardson, Tom	tcr1965@gmail.com
2	Administration	Tenorio, Sue	steducator@gmail.com
3	Building & Grounds	Meny, Peter	plmeny9@gmail.com
4	Endowment	Basche, Steve	sbasche@hgesq.com
5	Stewardship	Lanouette, Caron	caronl@comcast.net
NV	Minister	Rion-Starr, Cathy	revcathy@ushartford.com
NV	Bookeeper	Mullen, Brian	bmullen@ushartford.com

Quorum = 3 Voting Members

Finance Committee Schedule

Meetings 5:00 pm - 6:00 pm at the Meeting House unless otherwised noted

Finance Committee on the Thursday before —————→ Board Meeting

8/30/2018	9/4/2018
9/27/2018	10/2/2018
11/1/2018	11/7/2018
11/29/2018	12/4/2018
1/3/2019	1/8/2019
1/31/2019	2/5/2019
2/28/2019	3/5/2019
3/28/2019	4/2/2019
5/2/2019	5/7/2019
5/30/2019	6/4/2019

Unitarian Society of Hartford Budget Summary

Income	Actual Yr End FY '17	Actual Yr End FY '18	FY '19 Approved Budget	FY '19 Budget Rev thru ____
Endowment--Operations	43,002	47,150	43,000	
Endowment--B&G Small Projects	13,850	3,522	10,000	
Total Endowment	56,852	50,672	53,000	
Fundraising	23,800	7,032	10,000	
Prior year carry over & memorial c	100	19,361	4500	
Rental contributions	19,115	19,359	19,000	
Stewardship	284,078	276,652	300,704	
Sunday contributions	5,626	5,486	6,000	
Solar panel income--ZERC & rental	2,817	4,551	4,000	
Community Within	16,211	27,424	26,500	
Social Justice	1,745	2,524	3,000	
Spiritual life	3,735	2,454	3,300	
Other income	6,083	1025	0	
Total Income	420,162	416,539	430,004	0

Expenses

UUA National and Regional	15,744	16,892	18,581	
Stewardship	2,001	5,898	3,350	
Building & Grounds	69,515	54,895	59,600	
Office	21,527	22,648	20,000	
Insurance	18,757	18,891	19,200	
Administration Other	3,587	3,125	3,953	
Community Within	15,647	23,484	23,950	
Social Justice	699	936	1,500	
Spiritual Life	7,078	6,997	11,050	
Compensation	259,492	262,773	268,930	
Other Expenses	6,016	0	0	
Total Expenses	420,063	416,539	430,114	0
Balance	99	0	-110	0

Stewardship details

	Actual Yr End FY '17	Actual Yr End FY '18	FY '19 Approved Budget	FY '19 Budget Rev thru ____
Total Pledge recvd	271,846	261,518	300,704	
Total amt pledged	273,000	287,927	316,531	
% of pledged amount	99.6%	90.8%	95.0%	
Prior year pledge	5,941	4,942	4,500	
Total Stewardship	277,787	266,460	305,204	

Tom Richardson, Treasurer, August 30, 2018

USH SCHWAB ACCOUNT

ACCOUNT	6/30/2017 Balance	6/30/2018 Balance	Net Change	
DESIGNATED FUNDS				
MEM.GARDEN	5,184.89	4,581.00	(603.89)	Upkeep of memorial garden & pet memorial garden
DIVIDENDS	25.30	120.94	95.64	Interest earned on the money market account
B&G SMALL PROJECTS	-	-	-	Funds from the Endowment to cover B&G Small Project
UAMW	1,005.58	1,475.10	469.52	Funds for the Unitarian Alliance Ministry to Women
REED ORGAN	408.86	408.86	-	Donated funds to keep up the reed organ in the chapel
MEMORIAN DENOMINATIONAL SCH	10,329.52	10,329.52	-	Denominational Scholarship Fund from Garvais donation
SJ MEMORIAN FUND	8,902.72	7,966.24	(936.48)	Social Justice Fund from Petty and Williams donations
CHILDREN'S PLAYGROUND EQUIP	203.56	(0.00)	(203.56)	Funds from Williams donation
INVESTMENTS				
SECURITIES	8,903.98	(0.00)	(8,903.98)	Cash for sound abatement donation
T-BILL	25,000.00	-	(25,000.00)	Sound abatement fund-- 3 month T-bill mature July 6, 2017
CD	75,077.05	-	(75,077.05)	Sound abatement fund--CD maturing May 29, 2018
BUDGETED FOR FY 2017-2018				
MUSIC	4,043.06	3,658.06	(385.00)	From Music Sunday donations to be used by Friends of Music to support program
MEMBERSHIP INITIATIVE	35.02	35.02	0.00	Funds earmarked for membership committee
SURJ	1,023.40	1,023.40	-	Funds for SURJ from good neighbor offerings
LYN	842.00	993.12	151.12	Love Your Neighbor project
OWL	362.25	1,195.48	833.23	RE OWL program funds
CARRY FORWARDS				
				Funds in excess of past budget reserved for future use
11-12 CF	13,113.59	-	(13,113.59)	Balance from FY '12 budget
12-13 CF	7,985.97	2,398.07	(5,587.90)	Balance from FY '13 budget
16-17 CF	6,016.17	6,016.17	-	Balance from FY '17 budget
PREPAIDS				
ADULT PROGRAMS	184.00	1,455.50	1,271.50	Adult programs paid in advance
WILLET	-	400.00	400.00	
17-18 PPs	29,632.00	-	(29,632.00)	Prepaid pledges for FY '18
18-19 PPs	-	33,718.22	33,718.22	Prepaid pledges for FY'17
ENDOWMENT MONIES				
				Accumulated interest from restricted endowment accounts
FLOWERS	64.85	64.85	-	Monies donated for flowers in memory of two people which occurs twice a year
RE	393.10	393.10	-	Funds for former church school Christmas party
MUSIC	399.10	399.10	-	Funds for the children's music program
TOTAL	199,135.97	76,631.75	(122,504.22)	

Tom Richardson, Treasurer, August 30, 2018

September 2018 Co-Ministers' Board report 2018-19 Themes: Deepening and Connection

Summer report

We had ten days of vacation traveling to-and-from Oregon to visit with Heather's family and play on the Oregon Coast. Since then it's been a full and not-so-restful summer! We are each participating in a 2-year professional development program through the UUMA (UU Ministers' Association). "Deepening," the program Heather is participating in, focuses on mid-career parish ministers and how to make the work and life sustainable in terms of one's physical health, financial planning for retirement, stress management, spiritual practices, leadership style, and work/life balance.

"Beyond the Call: Grounding and Growing our Prophetic Ministries," the program that Cathy is participating in, brings together 25 ministers deeply committed to and engaged in social justice work. The first intensive's focus was "Connection and Reconnection: with yourself, with others, with our planet, and with your prophetic voice." It was a deep and richly grounding experience that I'll share about in worship on the 9th. The program continues with two more intensives over the next 18 months: "Resistance because..." and "Resilience."

Typically, both Revs don't do "regular work" over the summer, but focus on planning, rest, and study leave – RevCathy is completely off email and office presence, and RevHeather checks in occasionally. This summer, we both were in the office and working more: RevCathy hoped to tackle some things in this slower time of the church year, but our travel and a number of pastoral and other things came up that made it feel more like the regular church year than time to catch up and plan....leaving us a bit behind in our usual planning process. But hey, it was an experiment worth trying!

We both long for more time to plan for worship for the coming months, and that is something we have been squeezing in as best we are able. We have had a Worship Planning meeting with Rayla (DRE) and Sam (Music) and have at least gotten a first glance through 2018.

We also held (and facilitated) a day-long Core Staff Deeper Thinking Gathering at the Fern Street UU Church (thanks to them for letting us "retreat" there for free) which helped us (Revs, Rayla, Sam, Linda) talk through some more complex topics and build relationship with one another, as well as do some institutional history and context sharing and reflection together.

We also could use a endless amount of time to sort through and clean out our Office. Heather did lead an hour with the staff (Linda, Sam, and Briana) to go through some shared indoor Meeting House spaces and identify issues and projects. "Bit-by-bit" continues to be the motto in terms of tackling the many indoor projects.

RevCathy worked with Sherry and Sam to create the proposal for funding Choral Scholars and Composer-in-Residence to the Garmany Fund. We were able to pull it together quickly over email, and are so glad that the funding has come through! In addition to funding our existing choral scholars, we will be able to offer a stipend of \$500 for the first time to our Composer-in-Residence, which we hope will make it more attractive.

We've both been meeting with new board members; participating in Meeting House Presents sound, licensing, and planning work; doing pastoral care, including Bill Westervelt's memorial service, planning for Marion Cook's service, and marrying Tara Cote and Paul Jacob.

With all this, it's no wonder we long for more time to plan and prepare! ☺

Moving into Fall – We are working with the Core Staff and Brian Harvey to write, prepare, and organize the mailing materials for our annual Ingathering Mailing and publicizing the start of the church year. In sum, here's the blurb we now have on our homepage (thanks to Linda for getting more and more facile with our webpage!):

Join us for our 2018-19 church year with the themes of Deepening and Connection

Our Ingathering Church Year Kickoff Worship Sunday, September 16th:

Sunday, September 16th is our annual Ingathering and Water Communion service at 10:30am, for people of all ages. Remember to gather some water from wherever and however you spent your summer days for the service.

The USH Choir:

The first Choir rehearsal will be Thursday, September 6th, from 7:00 PM to 9:00 PM (and every Thursday after that). If you are interested in joining the choir, or are just wanting to find out more about it, e-mail Director of Music Ministries Sam Moffett at smoffett@ushartford.com, or you can call him at (860) 371-8880. We are also making an effort to provide childcare for Thursday evenings. If childcare would help you participate in choir, please contact Rayla at dre@ushartford.com

We welcome new members, or come if you just want to try it out!

Religious Education:

Religious Education Classes for children infants through 12th grade begin September 23rd (we'll have an activity September 9th, and all children and youth will participate in Ingathering Worship September 16th). Contact Rayla at dre@ushartford.com or 860-233-9897 ext. 104 with questions or to volunteer in our classroom. For more information click [HERE](#).

UU USH and YOU:

Our Fall Path to Membership Class series is Sunday October 7th, October 28th, and November 4th after worship (12-1:30pm). Childcare is available. Contact Brian Harvey at harvey.b@comcast.net to sign up if you would like to learn more about USH.

Meeting House Presents

Our [Meeting House Presents Concert Series](#) kicks off on September 14th at 7:30pm. It's a great night of music and fun! Click [HERE](#) for more info.

Save-the-Date: Annual Service Auction Sunday, October 21st after worship

For all events at USH check the [Event Calendar](#)

Rev's General Schedule

As a reminder as we begin another church year, here is our when we are generally working and available. We strive to be available while also protecting time for strategic thinking and worship planning, as well as our non-USH time for family, Heather's work in Danbury, etc. It's easiest for us to schedule with you a couple weeks (or more!) ahead, unless something comes up that is truly urgent.

-) **Sundays:** We are here and focused on worship and greeting members and newcomers, as we hope everyone is! (If you really must talk business, please save it until after the receiving line ends.) We are off one Sunday a month, and RevHeather will be in Danbury some Sundays as well.
-) **Monday:** Sabbath. This is the one day that we are completely off and unavailable unless someone is in the hospital or the building is on fire. (Note that RevCathy often turns off her cell phone, and you'll occasionally see RevHeather catching up on work on Mondays)
-) **RevHeather is in the office Tuesday & Wednesday** and is available sporadically other days.
-) **RevCathy is in the office Tuesday & Thursday.** Wednesday and Friday are reserved for sermon writing and not working (though I often do a bit of email catchup).
-) **Evenings and Saturdays:** We meet as needed with groups, though we try to limit our evening meetings to 2 a week. Saturdays we are available by phone for urgent matters or Sunday logistics.

See attached / Co-Ministers' Goals and Plans 2017-18– a draft sketch

Dashboard:

Average summer attendance is:

75 in worship

18 in RE

6 first time visitors

84 total attendance

This is about the same as last year.

Pastoral:

Bill Westervelt and Marion Cook died, Marion's service will be Saturday 9/22. RevCathy married Tara Cote and Paul Jacob. Brian Mullen's beloved dog died and his partner Steve continues to be unable to work after an accident several months ago. There are various other people in and out of surgery and in need of various kinds of support.

New/departing members: none

Report to the Board about “The Community Within”

From Carolyn Carlson, Chair, as of August 31, 2018

Began an assessment of the (10) Sub-Councils under the Community Within, including the addition of Memorial Services. Held initial overview meetings with Sherry Manetta, Board President and Rev. Heather Rion-Starr, Co-minister.

Caring Network: Janice Newton resigned as chair and Eva Pech, former co-chair has agreed to chair. Janice will remain a member of the network.

Meeting House Presents:

1. There have been numerous meetings and discussions about various aspects of Meeting House Presents with co-chairs Paul and Laura Cipriano and others. Program is on track with a program of potentially 10 concerts beginning in September. Highlights include:
2. Performers have been secured for four performances this fall and one of five in the spring.
3. Advertising throughout the Greater Hartford Area and other congregations is in process.
4. A music license vendor has been identified and final review with an is under way.
5. Volunteers are being recruited. Yes, additional assistance is needed!
6. A grant for \$4,500 was received from an anonymous donor for purchase of sound equipment. The Equipment to be purchased has been identified and actual purchase should occur within next few weeks.
7. Tickets are being sold on line, include season passes. Board members and USH leaders are encouraged to support the Meeting House Concert series by attending concerts and purchasing seasons tickets.

Membership: Brian Harvey, Chair will continue to lead membership activities, including new member orientations this year but this will be his last year as chair. We are beginning succession planning and suggestions are welcome.

Memorial Services: Janice Newton and her leadership team have announced that they would like the Memorial Service on Sept. 22 will be the last service they handle will handle the reception. Transition planning has started and nominations are being actively sought for people who might be Reception Coordinators or workers.

Small Group Ministries: Esther McKone, co-chair has announced that she needs to step down as co-chair but will remain involved. Martha Bradley is the other co-chair. They have identified a potential replacement and will try to fill the position before we conduct a wider search.

Adult and Family Programming: There are currently 19 programs or activities currently being offered under Adult and Family Programming. There is currently no chair for Adult and Family Programming but I did have an extensive briefing from former co-chairs Janice Newton and Nancy Reed. Will be e-mailing all chairs of programs to confirm plans for year and appropriate contact names.

Spirituality and Aging: Judy Robbins is offering a new, six-week program starting in mid-Sept.

Plans going forward: Continue to reach out via e-mail to all groups and to host an occasional table after services for those who want to recruit members or volunteers or students.

Unitarian Society of Hartford
Board of Directors Meeting
September 4.2018

ADMINISTRATION COUNCIL:
MONTHLY REPORT
July-August, 2018

submitted by Sue Tenorio, Council Chair

I. Buildings and Grounds:

Meeting of 7/8/18

-) Discussion of Master Plan for undertaking updates/replacement of the lighting and projection systems. Agreement that this a huge, involved project w/ interrelated parts that should/will be completed one section at a time.{NOTE: tour of Meeting House space related to location of system parts was made by STenorio, Stu Spence and Jim Venneman).
-) Completion of work on the roof frees up availability of Sexton/Asst. Sexton to complete other work requests.Members were requested to bring list of work requests to next meeting for consideration

Meeting of 8/12/18

-) Floor buffer, used weekly, needs to be replaced.
-) Trash basket for location within the pirate ship enclosure requested by Rayla Mattson. Laura Cipriano agreed to research types and prices of various receptacles and submit a recommendation for purchase.
-) Carpets need cleaning.purchase of mid-level equipment recommended.
-) Regarding work requests, recommended that responsibility for each request be specifically assigned to Sextons. Approval to enable Sexton staff to complete purchase of task-related materials though blanket authorization of costs that are necessary and reasonable..
-) Progress re: lighting system discussed, possible maximum cost of \$8,000.
-) Announcement of longtime B&G member Bill Westervelt's death prompted discussion of most effective and timely sharing of key announcements, e.g. births, deaths, to the Congregation, e.g.location of said announcements at top or beginning of the USH newsletter and sending of congregation wide emails by the Co-Ministers. Motion: S.Tenorio to present concern to Board to determine if similar concern exists between and among Councils and to determine what collaborative action, if any, should be undertaken.
-) Workday, 9-12: Meeting House clean-up, all are invited to join.

Meetings and emails, 8/24-9/3/18:with the assistance and support of Rev. Heather,Sherry Manetta, Joe Rubin, Stu Spence, David New ton, Sam Moffet, Rayla Mattson and STenorio, a final draft of a space rental agreement for the Sai Center was developed.Frequency (weekly Sundays, 230-630 pm), extent (Fellowship Hall, Under the Stairs, classrooms, kitchen, Meditation Rooms and one storage bay),duration (one year) and amount (\$500 monthly)) necessitated careful multi-perspective planning and development of an Agreement.Final review othe draft, prior to execution, will be completed by Sherry Manetta, joe Rubin, Stu Spence and Sue Tenorio.

II, Finance

Meeting of 8/30/18: please see Finance Committee monthly report of Thomas Richardson.

III.Human Resources

Currently there is no Chair of this Council. Inquiry by STenorio to meet w/ longstanding HR SubCouncil member has not yet received a response.

IV. Stewardship

Meeting of 8/8/18

-) Auction scheduled for Sun. Oct. 21 at Noon in Fellowship Hall. Theme: this year: Skills & Thrills. Deadline for submitting auction skills, services, fun things to do, items, etc. is Sun. Oct. 7. Onsite Auction will include an in-person event and an on-line bidding option.
-) Pledge Drive will be the month of March, 2019, kick-off: Sun. March 3, end celebration: Sun. March 31. Theme: "A Series of Fortunate Events". Events to include: events (gatherings) in people's homes, also expanding by encouraging people to host gatherings at, or with, things they like to do, e.g. a vinyl party in Fellowship Hall where people bring old vinyl records, hosting a bowling night at a local alley, a reception at a local museum or 'hotspot', a brew tasting night, etc. Events will be scattered throughout the month of March.

ST/st

9/6/18