

USH Board Meeting - February 5, 2019

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

Guests - Caron Lanouette

6:34 - Sherry called the meeting to order and read the opening words

6:37 - Joe read the USH Mission Statement

6:38 - one change to agenda, add Endowment Report after Finance and Stewardship, no consent agenda. The following motion was voted on by email - Approve an Intern Minister Candidate 7 ayes, 1 nay

Aye - 7

Nay - 1

Abstain - 0

Motion Passed

Sherry made a motion to approve the minutes from the January Meeting, Tom seconded,

Aye - 8

Nay - 0

Abstain - 0

Motion Passed

6:39 - Finance (see attached draft minutes from Finance Committee). Prior year pledges are higher than expected due to a one time payment. Current year pledges are projected to be higher than budget. Community Within has a higher income mostly due to MHP. Discussed the Risks of Revenue Shortfall/Overexpenditure in FY 19 sheet, and the Opportunities for Repeatable Revenue Increases/Expense Reductions sheet. Discussion then moved to the FY 2020 budget questions. Board would like to aim for a 7-8% increase over last year's pledges, to be able to pay COLA increases, fund the intern minister, etc. Moved on to how to budget for councils/subcouncils. Option c for question 3 seemed to be the most reasonable option (see "Key Philosophical and Procedural Budgeting Questions"). Also discussed possibilities for expense reductions.

8:07 - Joe R will draft Board talking points for the stewardship soirees. Email Joe with any suggestions or feedback. Discussed Board Member availability for the Soirees. (see attached chart)

8:20 - Board discussed a new loan to the UUMSB congregation, Board agreed that the Endowment Committee should continue the conversation with UUMSB, Endowment will most likely bring a motion to the Board in March for a vote. (See Attached)

8:37 - Talked about items to review prior to the Board Retreat on Feb 9.

8:38 - Intern Minister candidate (Dianne Daniels) has accepted our offer, HRS will get the info to the UUA by the deadline. Dianne is very excited about working with our congregation and helping out with Adult Programming. Marye Gail has been reviewing the UUA guidelines for an Internship Committee to support the Intern Minister. The Intern Committee will be discussed further at the March Board Meeting.

8:40 - Rev. Cathy gave us a preview for Sunday's Service regarding her recent trip to Arizona & Sanctuary.

8:45 - Joe R was recognized for creating a contract template for rentals. Meeting adjourned.

Respectfully Submitted,
Sarah McKenzie, Secretary

USH Board Meeting Timing Agenda--February 5, 2019

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	Opening words--Sherry
6:34 PM	0:03	Board covenant (back of this agenda)
6:37 PM	0:01	any changes to agenda

Discussion Items/Votes

6:38 PM	0:01	Thank you notes (RevCathy, All)	
6:39 PM	0:03	Consent agenda	vote
		Strategic Goal 3/Objective C: Sustainable and innovative financial model	
6:42 PM	0:15	YTD financial results and rejections, financial risk review (Tom)	
6:57 PM	0:20	FY2020 Budget status and Stewardship messaging (Tom, Sue, RevCathy)	
7:17 PM	0:05	Stewardship timeline and board expectations (Sue)	
		Strategic Goal 1/Objective D: Comprehensive Life-long learning/Adult RE	
7:22 PM	0:05	Intern minister next steps (Rev Heather, Marye Gail)	
7:27 PM	0:10	Retreat agenda (Sherry, Joe, RevCathy, RevHeather)	
7:37 PM	0:15	Semi-congregational meeting agenda (Joe)	
7:52 PM	0:05	Review decisions and follow-up actions, New Business (All--alternatively, can be in monthly reports)	
		Beloved Conversations update (Judy)	
		Sabbatical planning (Marye Gail)	
		Other (All)	
7:57 PM	0:05	Co-ministers' report highlights (RevCathy, RevHeather)) written reports and
8:02 PM	0:10	Council Chair report highlights (Judy, Sue, Carolyn, Marye Gail)) verbal highlights only
8:12 PM	0:05	President/President-elect's report highlights (Sherry, Joe)	
8:17 PM	0:00	Guest comments (if time allows)	

Closing Items

8:17 PM	0:10	Executive session
8:27 PM	0:03	Recognition
8:30 PM		Adjourn

Follow ups and Parking lot items

New from December board meeting

Dec '18 mtg Comprehensive lighting plan/projection/sound project--referred to B&G, congregational input, proposal to come to board ??

Carried forward

Nov '18 mtg Board Objective C: Resource planning at December EC--continue to Feb EC (Revs)

Nov '18 mtg Board Objective A: Membership component

Nov '18 mtg Board Objective A: Nominating Committee

July '18 mtg Finalize Co-Minister objectives

Apr '18 mtg Safer Congregation policy to be finalized

Feb '18 mtg Sabbatical--began dialogue w/ Joe Sullivan, timing to be approved 10/18, task force to develop plan

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

Nov '17 mtg Meeting House security--comprehensive exploration

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.

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

Non-voting: Brian Mullen [present] and Cathy Rion Starr [present]

Materials: January 3, 2019 Minutes
 12/31/2018 Budget Summary
 Updated “risks” document
 Philosophical/Budget Questions for Board
 Budget Process

Agenda	Draft Minutes
1. Open with mission	Tom read the mission
2. Approve 1/3/2019 minutes	Approved
3. [new] 12/31/18 budget review	<ul style="list-style-type: none"> • <u>Bottom line</u>: Net Ordinary Income projected to be \$1,755 versus budgeted (\$110) • <u>Income</u>: Prior year pledges \$5,354 is higher than budget due to one pledge unit paying a significant pledge (no more \$ will be counted as Prior Year); Current Year Pledges projected to be \$3,542 higher than budget; Community Within income \$2,725 higher than budget (MHP higher; Adult Programs lower); Other Income \$5,626 higher than budget from Garmany grant and insurance premium refund • <u>Expense</u>: B & G projected to be overspent \$5,500 due to unexpected boiler repairs; Office projected to be overspent \$3,628 due to unexpected computer replacement and maintenance costs • <u>Risk review</u>: See updated document • <u>Recommendations to the Board</u>: <ul style="list-style-type: none"> • Consider creating a Technology Sub-council (not to serve as a “help desk” but to advise staff, mitigate the need to consult our vendor and assist with planned activities • Sue Tenorio, please ask B & G whether or not the boiler repair expenses can come out of the Small Projects budget • Carolyn Carlson, please continue to work with Meeting House Presents and Brian Mullen to refine their income and expense projections
4. [new] request from Endowment Committee for reports	On behalf of Endowment Committee, Steve requested that Brian Mullen provide a 13-quarter average balance of the endowment. Brian noted that the UBS portion is easy enough, but determining the average value of the Berkshire and solar array loans is labor-intensive. Brian and Cathy will discuss where that falls among Brian’s priorities.
5. [old] FY2020 budget process a. Refine pledge ranges b. Refine budget calendar with options for broader engagement c. Finalize key questions for Board to answer 2/5	<p>Discussed several revisions to clarify “Key Philosophical and Procedural Budgeting Questions” document. Cathy provided UUA and Social Security COLA projections. Sue offered to seek information on local COLA projections.</p> <ul style="list-style-type: none"> • <u>Recommendation to the Board</u>: <ul style="list-style-type: none"> • Please answer the three questions in the “Key Philosophical and Procedural Budgeting Questions” document so we can proceed with developing the FY2020 budget as outlined in the budget process vetted with the Board 1/8/2019

6. Other business	<p>Further discussion of PayPal and “Donate” button options. Brian reiterated he is working on PayPal implementation and that the “Donate” button would come with monthly and per transaction costs.</p> <p>After the meeting ended, several people stayed to talk with Cathy and Joe Rubin about Stewardship messaging.</p>
7. Tabled items	<p>Policies on expenditure authorization and rebudgeting until after FY2020 budget process complete (11/1/2018); Improved communication to congregation re money 1/3/2019); Could USH make better/more payment options available (1/3/2019)</p>

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

Approved
1/31/2019

Non-voting: Brian Mullen [present] and Cathy Rion Starr [present]

Materials: November 29, 2018 Minutes
 Accounting structure discussion documents (not included with Minutes)

Agenda	Minutes
1. Open with mission	Tom read the USH mission statement.
2. Approve 11/29/2018 minutes	Approved
3. [old] Could USH make better/more payment options available?	Brian explained that we have a PayPal account that can process credit card payments and that he is working to get discount pricing based on our not-for-profit status; Caron has spoken with our webmaster about a "DONATE" button and has been reviewing other congregations' practices. We agreed to retain our current credit card option, implement PayPal fully and after that is running well, work towards the "DONATE" button <i>et al.</i>
4. [new] FY2020 budget process and calendar	Discussion recognized Mark Ewert recommended against setting a quantified Stewardship goal, but the Stewardship Committee wants one based on congregational demand. We agreed that there is negligible chance the Board would vote for a target less than, equal to or substantially higher than this year's pledge amount. In that context, agreed a 3-4% increase would effectively be "flat funding" allowing for COLA's and uncontrollable fixed cost increases (<i>e.g.</i> , insurance). A 5-6% increase would add funding for the intern minister and baseline sabbatical expenses. A 7-8% increase would add funding for full ministerial coverage during sabbatical. Reviewed Spring Finance Sub-council, Board and Pledge Drive calendars and agreed to tentative budget calendar. (See Page 3.)
5. [new] FY2020 budget structure	Tom outlined a theoretical budget structure based on our Council structure and functional areas intended to clarify budget line items, accountability for individual functions and to make reporting more automated. Implementing such a change would obligate a significant amount of Brian's time and we would need to assess the return on that effort. We agreed that for FY2020 1) we will clean up a number of areas of the existing budget structure and 2) we will consider reconfiguring the Administration budget for clearer accountability. Future, incremental steps could include allocating personnel expenses to functional areas and breaking apart the Administration budget.
6. Tabled items	Policies on expenditure authorization and rebudgeting until after FY2020 budget process complete (11/1/2018) Improved communication to congregation re money (11/29/2018)

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 12/2018
Endowment--Operations	43,002	47,150	43,000	43,000
Endowment--B&G Small Projects	13,850	3,522	10,000	10,000
Total Endowment	56,852	50,672	53,000	53,000
Fundraising	23,800	7,032	10,000	10,000
Prior year carry over & memorial c	100	19,361	0	150
Rental contributions	19,115	19,359	19,000	19,000
Stewardship	284,078	276,652	300,704	314,100
Sunday contributions	5,626	5,486	6,000	5,000
Solar panel income--ZERC & rental	2,817	4,551	4,000	4,000
Community Within	16,211	27,424	26,500	29,225
Social Justice	1,745	2,524	3,000	3,000
Spiritual life	3,735	2,454	3,300	3,150
Other income	6,083	1025	0	6,626
Total Income	420,162	416,539	430,004	447,250

Expenses

UUA National and Regional	15,744	16,892	18,581	18,581
Stewardship	2,001	5,898	3,350	3,350
Building & Grounds	69,515	54,895	59,600	65,100
Office	21,527	22,648	20,000	23,628
Insurance	18,757	18,891	19,200	19,327
Administration Other	3,587	3,125	3,953	3,953
Community Within	15,647	23,484	23,950	28,206
Social Justice	699	936	1,500	1,692
Spiritual Life	7,078	6,997	11,050	11,550
Compensation	259,492	262,773	268,930	270,109
Other Expenses	6,016	0	0	0
Total Expenses	420,063	416,539	430,114	445,495
Balance	99	0	-110	1,755

Stewardship details

Actual Yr End FY '17	Actual Yr End FY '18	FY '19 Approved Budget	FY '19 Budget Rev thru 12/2018
Total Pledge recvd 271,846	261,518	300,704	193,685
Total amt pledged 273,000	287,927	316,531	316,811
% of pledged amount 99.6%	90.8%	95.0%	61.12%
Prior year pledge 5,941	4,942	4,500	9,854
Total Stewardship 277,787	266,460	305,204	203,539

Risks of revenue shortfall/overexpenditure in FY19

Risk	Action Needed	Responsible Board Member
Using the existing mechanism to recover current year cost of water from Knox (\$2,000 to \$2,500) was stalled by an MDC change in billing practices	Completed	Rev. Cathy
Through December, Meeting House Presents generated \$1,663 of net revenue fiscal year to-date (budgeted for \$3,500 net revenue for fiscal year). The budget review assumes MHP will generate the additional, budgeted net revenue.	Carolyn Carlson, please continue to work with Meeting House Presents and Brian Mullen to refine their income and expense projections	Carolyn Carlson
Counting prior year pledge payments received in FY19 (\$7,619 through 9/30) towards FY19 pledges would have unknown effects on overall pledge giving	No change for current fiscal year	Tom Richardson
Potential under-payment of FY19 pledges (payments through December are 1% to 2% lower than the previous three years-to-date)	Board should resolve who is responsible for follow-up on under-payments	No one is responsible
12/31 budget review projects Building & Grounds overexpenditure of \$5,500 due to boiler, elevator and higher than budgeted lawn expenses	Sue Tenorio, please ask B & G whether or not the boiler repair expenses can come out of the Small Projects budget	Sue Tenorio
FY2019 Rental Income is on track to meet budget, due to Rayla's extra efforts to find short-term renters. The risk is that predictable, monthly rental income remains well below budget.	Applaud Rayla for her efforts. Consider if there are ways to increase monthly rentals to mitigate the risk that short-term rentals may or may not be reliable over time	Rev. Heather

Opportunities for repeatable revenue increases/expense reductions

Opportunity	Action Needed	Responsible Board Member
Enhanced communications about tax-advantaged mechanisms for charitable contributions. This should help increase contributions to USH. For those who are eligible for this tax benefit, contributing to USH in pre-tax vs. after-tax dollars may result in higher contributions.	Re-publish e-news article on QCD/RMD at beginning of pledge drive; include relevant information throughout pledge drive	Sue Tenorio (Caron Lanouette)
Develop a Stewardship and Pledge Collection Communication Plan	Peter Meny is working on an Stewardship time line; Rev. Cathy and Joe Rubin are working on messaging for upcoming pledge drive	Sue Tenorio
We should recover the cost of water from Knox in at least one previous fiscal year, giving us a few thousand dollars of unbudgeted revenue	Brian Mullen has sent bill and is talking with Knox Finance person re payment plan	Rev. Cathy

Routine Financial Management Practices

Reconfigure Chart of Accounts for FY20 to allocate compensation and better reflect mission and Council/Sub-Council structure

Leverage improved Chart of Accounts/budget structure to establish quarterly budget reporting (by Bookkeeper and relevant manager/Sub-Council) and review (by Finance Sub-Council), including updated projections, for

Pledge payments

Building maintenance and small capital projects

Rental income

Endowment performance

For the Board to discuss and answer 2/5/2019:

1. What is the target increase for total amount pledged for the 2019 pledge drive (based on \$316,811 pledged for the 2018 drive)? Examples of the magnitude of expenses each target range is estimated to allow. (STRESS: No decisions have been made. These are examples and “guesstimates.”)
 - a. Less than 3% would result in minimal or no COLAs unless we make budget cuts in non-personnel line items; funding for uncontrollable fixed cost increases (*e.g.*, health insurance) might also have to come from cuts elsewhere
 - b. 3% - 4% (\$9,504 - \$12,672) is estimated to be flat-funding for everything except COLAs and uncontrollable fixed cost increases
 - c. 5% - 6% (\$15,841 - \$19,009) is estimated additionally to fund the intern minister and basic pulpit supply during the Revs’ sabbatical
 - d. 7% - 8% (\$22,177 - \$25,345) is estimated additionally to fund comprehensive ministerial coverage during the Revs’ sabbatical
2. What COLA increase does the Board want to budget? (UUA projects 3% increases; Social Security projects 2.8%)
3. How does the Board want to engage Councils, Sub-councils and staff in the budget process?
 - a. With individual Board members informally talking to others as they deem appropriate
 - b. With identified Sub-councils submitting budgets “for what they need”
 - c. With identified Sub-councils or staff submitting budgets in advance of Board discussions (*this is what is assumed in FY2020 Budget Process draft*)
 - i. In February, submit requests above flat-funding (1.b. above) that would be contingent on exceeding the pledge drive target or on other additional funding
 - ii. March and April, submit refinement of line-items within a categorical total set by the Board
 - d. With identified Sub-councils or staff submitting budgets after Board discussions
 - i. In February, submit requests above flat-funding (1.b. above) that would be contingent on exceeding the pledge drive target or on other additional funding
 - ii. In May and June developing line-item budgets with the Revs and Brian within the categorical totals finalized by the Board 5/2

Date/Event	Action	Board Decision(s) Required
1/8 Board meeting [DONE]	<ul style="list-style-type: none"> • Tom to introduce pledge ranges, budget calendar and key questions the Board needs to answer 	<ul style="list-style-type: none"> • Endorse budget calendar
1/31 Finance meeting [DONE]	<ul style="list-style-type: none"> • Refine pledge ranges • Refine budget calendar with options for broader engagement • Finalize key questions for Board to answer 2/5 	
2/5 Board meeting	<ul style="list-style-type: none"> • Final discussion of pledge ranges • Address key questions 	<ul style="list-style-type: none"> • Decide target % increase for Stewardship Committee • Endorse a refined budget calendar • Answer key questions • Charge Council Chairs to identify additional expenses contingent on exceeding pledge target by 2/25
2/28 Finance meeting (before meeting, Tom, Cathy and Brian draft budget)	<ul style="list-style-type: none"> • Endorse a draft budget assuming pledge drive achieves target in context of key question answers • Aggregate and prioritize contingent expenses from Councils 	
3/3 Launch pledge drive		
3/5 Board meeting	<ul style="list-style-type: none"> • Review draft budget • Review contingent expenses 	<ul style="list-style-type: none"> • Set draft amounts at categorical level • Set priorities among contingent expenses • Charge Council Chairs and Reverends to draft line-item budgets with sub-councils and staff by 3/25
3/28 Finance meeting	<ul style="list-style-type: none"> • Assess pledges to-date • Endorse a modified budget based on pledge assessment 	
3/31 Conclude formal pledge drive		
4/2 Board meeting	<ul style="list-style-type: none"> • Review pledge drive • Review modified budget 	<ul style="list-style-type: none"> • Decide final bottom lines for total revenue and total expenses • Refine categorical level budget amounts • Charge Council Chairs and Reverends to refine line-item budgets with sub-councils and staff by 4/29
5/2 Finance meeting	<ul style="list-style-type: none"> • Reassess pledges to-date • Endorse a final budget 	
5/7 Board meeting	<ul style="list-style-type: none"> • Review final budget 	<ul style="list-style-type: none"> • Vote on final AY2020 budget
5/19 USH Annual Meeting	<ul style="list-style-type: none"> • Announce AY2020 budget at categorical level 	

To: Sherry Manetta

From: Steve Basche

Date: February 4, 2019

Re: UUMSB Additional Loan Request

Introduction:

In 2015, USH has a loaned \$50,000 to UUMSB at the initial interest rate of 4% which was about 1.5% over the prime rate at the time, secured by a first mortgage on real estate valued at \$250,000. The rate of interest increases periodically and is now 4.5%. The interest rate on the balance will increase to Wall Street Journal plus 1% (approximately 6.5%). The balance due on the note is \$41,622.18. UUMSB has made all payments due on the loan on a timely basis.

Since purchasing the property in 2014, UUMSB has made numerous (planned) improvements to the property, including electrical system replacement, foundation work, drainage, roof structure supports, chimney work and other smaller projects. Between 2014 and 2018 approximately \$140K has been invested in those improvements, with funding coming from the UUMSB capital campaign (\$80K) and a grant from the Great Barrington Community Preservation Act (CPA) fund (\$60K).

UUMSB is now requesting additional funds from the USH to refinance what was a \$100K, five-year private loan due in June 2019. Through their efforts, they have been able to reduce that \$100K loan to \$50K. They would like USH to loan \$50k over and above the prior loan of \$50k.

The loan would be for 10 years with no prepayment penalty. The rate would need to be negotiated, but the endowment committee suggested a rate of 1.00 to 1.5% over Wall Street prime. We would need to decide whether to make this a second mortgage, after our first mortgage, or redo the loan as new 10-year term loan for \$100,000 secured by a first mortgage.

Endowment Committee Approval

At the last Endowment Committee meeting, after a thorough discussion, review of financial information provided by UUMSB, and consultation with our investment advisor UBS, we voted to approve the loan from the endowment. We were unclear about whether Board approval of the loan is required. We view this decision like deciding the proper mix of stocks and bonds.

UBS indicated that if we made the loan, they would revise the stock/bond mix to reflect the loan as a fixed-interest investment asset.

WSJ prime rate is 5.5%. A loan at 6.5% to 7.0% would result in strong yield for our portfolio, given the prospects for a possible economic downturn in the not too distant future. Based on the track record with the current loan, and given the social benefit of helping another UU congregation, the Endowment Committee felt comfortable with the risks associated with this request.

I believe the law firm I work for would be willing to handle the legal aspects of the loan at a reduced rate, keeping in mind the borrower typically pays the lender's legal fees in a transaction of this type.

Board Action:

The Board has two ways to proceed on this request. The Board could determine that its approval is not needed, in which case the Endowment Committee will move forward with process with UUMSB. Alternative, if the Board determines its approval is required, it could (a) accept the EC's recommendation; (b) reject the EC's recommendation and reject the request; or (c) defer action until any additional questions are answered.

Sherry Manetta Addendum:

Excerpt from Article XI of the USH Constitution

Section 1. Property held for financial gain or income, including but not limited to stocks, bonds, securities, and cash available for investment shall hereinafter be referred to as "the Endowment." The Endowment exists to further the interests of the current and future congregations of the Unitarian Society of Hartford. The Endowment shall be invested in a prudent and socially responsible manner. The Endowment shall be maintained and enhanced so as to be attractive to donors who wish to contribute to the long-term success of the Unitarian Society of Hartford.

Section 2. The property of the Society shall be classified, held and managed as follows:

- *The Board of Directors shall have exclusive custody and management of the Endowment and, through the Endowment Committee, may invest and re-invest them at its discretion. Upon the recommendation of the Endowment Committee, the Board of Directors may delegate either its custodial or management functions, or both, to an appropriate financial institution.*
- *The Endowment must be maintained at a level of not less than two times the actual annual operating expenditures, as defined in the Bylaws.*

The USH Endowment Investment Policy Statement Draft Status May 27, 2014 (the only investment policy known to this writer) does not provide a limitation on the % of assets to be invested in one credit. Verbally, at the December 2018 Endowment Committee meeting, our UBS investment advisors indicated 10% would be a lot in one credit, but I don't recall the context of that comment. In my experience, many investment policies use 5%.

Balance in Endowment (estimated)	\$1,243,000
5%	\$62,000
10%	\$124,000

UUMSB loan—current	\$41,622
Recommended add'l loan	\$50,000
Total after new loan	\$91,622
% of outstanding (est.) balance	7.4%

The above numbers are based on an estimate of endowment invested assets using UBS numbers as of 12/11/2018 and including restricted and unrestricted amounts.

USH 2019 Annual Pledge Drive
Stewardship Sub–Council

SOIREES CALENDAR

DATE	TIME	HOSTS	TOWN	THEME	BOARD	COUNCIL
3/3	2-4p	Andrea & Tom Kovall	Newington		Sherry Manetta	
3/4	7-9	Bruce Robbins	Hartford		Judy Sullivan	Ginny Hedrick
3/6	630p	Laurel Goodgion	Newington		Sue Tenorio	
3/9?	7-9	Tara Cote & Paul	Cromwell	Beer tasting	Sarah McKenzie	
3/10	3-6p	Judy Robbins & Rick Tsukada	Glastonbury		Tom Richardson	
3/13	6:30p	Sherry Manetta & Brian Harvey	Avon		Sarah McKenzie	
3/15	3p-	Harriet & Phil Gardner	Bloomfield Seabury		Marye Gail Harrison	
3/17	3-6p	Diane Cadrain & Joe Rubin	W Hartford	Puzzles	Joe Rubin	
3/22	12-2p	Susan & Don Hope	Hartford MeetingHouse		Sherry Manetta	
3/23	4-6p	Nicole & Jay DeRonck	Hartford		Carolyn Carlson	
3/23	7-9p	Martha Bradley VirginiaDeLima	W Hartford	Music & dance	Judy Sullivan	
		Marye Gail Harrison	Bloomfield Seabury	Madame Supernova	Marye Gail Harrison	
3/31	After Service	SNOW DATE				

Co-Ministers' Report February 2019

Deepening & Connection

January is always a full month, and was certainly so this year – as we kicked off Beloved Conversations (thankfully without weather impact), Rev. Cathy spent a powerful and intense week in Arizona, Rev. Heather worked with our Intern Team on vetting and interviewing Intern Minister candidates, we've worked with Sherry and Joe on planning the Board Retreat, and of course all the “regular” activities of the congregation – worship, pastoral care, community building, etc! Here are a few highlights to lift up:

February is Community Minister's month – a time to recognize **our Affiliated Community Minister, Rev. Erica Richmond**, now in her 3rd year as our Affiliated Community Minister. She continues to serve as Palliative Care Chaplain at Hartford Hospital, where she has taken leadership on the chaplain team, including instituting an innovative and more compassionate approach to death in the hospital. Whenever we know of a member at Hartford Hospital, Rev. Erica frequently visits with them. She also leads an annual workshop at USH on preparing for death and is supporting the immigration and sanctuary discernment work with her relationships in the community. Rev. Erica guest preaches for us at least twice a year and this year she's guest preaching in a dozen area congregations as well. In November, Rev. Erica received certification as a Board Certified Chaplain – huzzah! This is a huge accomplishment! You can read Rev. Erica's covenant with USH in your board manual, and we'll re-affirm it when she leads worship on Sunday 2/17. We are so grateful to have Rev. Erica as our Affiliated Community Minister!

Beloved Conversations kicked off with over 50 participants, more than half from USH. We want to give a special shout out to our logistics and leadership team (Rick Tsukada, Laurie Kelliher, Gloria Francesca Mengual, and Judy Sullivan), who hosted the retreat for all three congregations. We have a wonderful mix of congregational leaders, newer folks, and long-time members in the group – all of whom (including 5 board members) – have made the significant time commitment over the next couple months. I (Rev. Cathy) continue to be pleased and excited by the program. I am doing a few less hours in the office during the week to make time for preparing and facilitating Beloved Conversations on Saturdays.

The **Intern Ministry** posting at USH has been very successful. We received 5 inquiries, personally interviewed and called all the references for 2 of those very qualified candidates, and have offered the position to Dianne Daniels. Pending the completion of a Learning/Service Agreement with Dianne and another Board affirmation after that has been completed, we will (by the end of February) submit that Learning/Service Agreement to the UUA. All those of us involved with the Intern Minister for Jan 2020-Dec 2021 are genuinely excited by the plan to bring Dianne on to our USH Staff and Ministry teams. She brings a lot of energy, life experience and wisdom. Stay tuned for the next steps! If there are people you're aware of who would really like to serve on the Intern Committee, please share those names with Rev. Heather, Laurie Kelliher, and/or Martha Bradley. Thanks to all for making this opportunity for all involved possible and for supporting Dianne in her ministerial development!

Brian Mullen has **credit cards for staff** in hand and as soon as we set up the paperwork, Core Staff (Revs, Linda, Rayla, Sam) will have USH credit cards for USH expenses. We started this

effort over 2 years ago, and staff are excited and relieved that we will soon be able to put expenses on these cards rather than paying out-of-pocket and getting reimbursed.

We were encouraged by Sherry Manetta and Joe Rubin to get some **leadership coaching** based on feedback that some past leaders did not feel that we listened to them when they had a criticism. So we have re-engaged Rev. Larry Peers, an excellent coach with whom we've worked in the past. One thing, among others, that we'll be working on is improving our pastoral responses to disagreement or criticism and being proactive in seeking closure in conversations as needed. We are committed to working on our part in creating an environment of transparency and healthy communication practices at USH.

We certified with the UUA at 203 members on February 1st. As part of certification, we report and update a whole variety of information: staff and leader contacts, financials, average attendance, RE enrollment, congregational diversity, and feedback for the UUA. Many thanks to Brian Mullen for coordinating and collecting the information again this year.

Coming up:

Sabbatical planning: we've done some initial research into how other congregations handle sabbaticals, and look forward to meeting with Marye Gail Harrison this month to draft a plan for our absence. Stay tuned for more soon!

Stewardship is moving into first gear under Caron Lanouette's wonderful leadership. Rev. Cathy will continue working with Stewardship to publicize and integrate stewardship messaging into worship, as well as attend most of the Stewardship Soirees in March. Many thanks to Sue Tenorio for her investment of time and energy with the Stewardship Committee this year. (Note that Rev. Cathy will be taking study leave Feb 12-15, primarily for related worship planning)

Dashboard:

Date	Worship Attendance	RE	1st Time Visitors	Total Attendance	Notes	Total Offering
January 6,	115	31	7	146		\$1,328
January 13,	116	39	7	155		\$2,209
January 20	Service cancelled due to snow					
January 27,	123	29	3	152		\$2,338
Average this month:	114	33	6	151		\$1,958.56
Average:	Worship Attendance	RE	Visitors	Total Attendance		Offering
Total 2018:	105	28	6	134	6,722 total ppl	\$1,761
2017:	115	32	7	138		\$2,066

Unitarian Society of Hartford
Board of Directors Meeting
February 5, 2019

ADMINISTRATION COUNCIL:
MONTHLY REPORT
January, 2019

submitted by Sue Tenorio, Adm Council Chair

I. Buildings and Grounds:

Meeting of 1/06/19

-) A special meeting was called to plan and develop content and procedures for the post-service congregation wide discussion (Options for lighting over the pews).scheduled on 1/13/19.
-) Care has been taken to convey that this lighting project is an important first step in overhaul of the USH lighting.

Meeting of 1/13/19

-) Volume control of the main sound system of USH can/will be able to be adjusted through a cell phone through installation of device (to be purchased.
-) All three furnaces have been repaired and are effectively operating.
-) All Council Fair on 1/27 discussed with a handful of B&G members planning to be on hand. It was shared that Brian Harvey developed a B&G presentation board some years ago which will be sought by Sue for use at the Fair.
-) Final wrap-up of details of roles and responsibilities of B&G members at day's congregation wide discussion of the lighting project.

II. Finance

Meeting of 1/31/19

Please see Tom's monthly report and attachments for full details.

III.Human Resources

NOTE: No meeting was held during the month of January but communications took place between the Sub-council Chair and the Adm Council Chair.

-) Follow-up of a suggestion (conducting a congregation wide survey) which was made at a previous HR meeting was further covered .Purpose of he Survey would be to solicit specific and direct feedback from the Congregation regarding "Here are our goals---how are we doing?"
-) Given varying skill levels and differing modes of communication, various methods to distribute and complete the survey will be necessary including, but not limited to, the use of Survey Monkey, distribution of hard copies of the survey,random telephone/cellphone interviews to increase participation.
-) Particularly if some future resetting of the Meeting house organization were deemed desirable or necessary, congregation input would be invaluable and expected,

V. Stewardship

Meeting of 1/16/19

-) Reminder and discussion of participation in the upcoming All Council Fair,Sue will request an additional table and chairs for Adm sub-council use.

-) Preparations for Training of Soiree Hosts on Feb. 2nd. discussed and an update of 'committed' Hosts to date was reviewed.
-) Logistics finalized for Webinar scheduled Feb 13, 6-830p. Martha Bradley was assigned to make light dinner arrangements for a small, pre-viewing group (Board and Stewardship Council members). Members were asked to come early if possible to help
-) Reminder: Annual Pledge kick-off is scheduled for March 3rd. ad again, members were requested to attend.
-) .Pledge Drive details further discussed re:theme and messaging. key messages of the Drive.

Meeting of 1/29/19

-) Soiree Host(s) Training is on Sunday, February 2 and should be a maximum of 2 hours. Caron will make up Host packets on Saturday. Kim volunteered to set up a Survey Monkey for Hosts to enter their best dates and times.
-) Youth Group Fundraising: Nina Elgo discussed with Caron a fundraiser that the USH Youth Group wants to hold in March. Concern was expressed that the Youth's effort would conflict with the Stewardship Pledge Drive.
-) Financial Data Needed::key questions are: what is the number of pledge units made last year and what percentage of Congregation members pledged last year? Also, discussed was the use of PayPal which has not yet been resolved nor the development of other ways to pledge. Perhaps someone can be identified to assist Stewardship instead of Brian M who has few hours to spare.
-) Logistics for Feb 2 Training: Martha will bring cheese, crackers and water. Caron will bring Mandarin oranges and Sue will bring some-thing. Kim will bring a large-sized calendar to fill with preferences [by host by date by time] for Soirees in their homes
-) Testimonials::written (Enews inserts, 2-3 lines) and oral (3 minutes max., from the pulpit) are being sought. Sue will ask Council Chairs (Social Justice, Community Within, Spiritual Life) as well as undertake herself (Adm) to solicit individuals willing to do either or both.

ST/st

Community Within Monthly Report

February 5, 2019

Meeting House Presents

Hubby Jenkins 1/18/19 had about 65 participants

Feb. 22, 2019 will be Citizen U – Antonio Alcorn and Chris Freeman

Laura and Paul attended a regional music event the first weekend of February and hope to identify the performers for the fall 2019.

Membership

We are in process of recruiting new members to expand the Membership Team to support Brian Harvey. Have a Membership Meeting on Feb. 6.

Adult Spirituality

Several people have been working on a proposal for an adult education curriculum. Options include “Faith Forward” from Dallas, TX and Wellsprings from Rochester NY. We will also revisit UUA offerings. We requested \$1900 for next years budget to fund the program if approved. Currently Tom Gervais is reaching out to UU-East in Manchester and WH UU on Fern Street ministers to see if they are interested in working in partnership with us on any or all of it. Brian Harvey is checking with other congregations to see how they have liked using the programs and if they have any advice for us. We envision coming to the board with a presentation and recommendation in the spring with the intent of piloting or training the program in the fall and implementing it in January 2020.

Council Fair

Several groups from the Community Within had their own tables and presented their programs. Sue Hope had a table to explore the idea of having a Connection Circle for Earth-Centered spirituality and more than a dozen people expressed an interest.

Adult Programs

Martha Bradley has organized two Connection Circles for this season.

She will host one on Thursday nights and Bruce Robbins will host one on Tuesday nights.

Women’s Retreat

Louise Schmoll is looking for someone to organize the Women’s Retreat in late spring or it won’t happen this year. Diana Heymann is considering the assignment. Standby for more info.

Respectfully submitted,
Carolyn Carlson



Sarah McKenzie <sarah.h.mckenzie@gmail.com>

[Boardonly] Spiritual Life Board report

1 message

Marye Gail Harrison <maryegailh@gmail.com>

Tue, Feb 5, 2019 at 10:45 AM

To: Board only <boardonly@ushartford.com>

Progress in 5 areas:

1. Intern minister - Selection team reviewed candidates, proposed a finalist, and Bd voted on line for them to make an offer within previously voted guidelines. Rev Heather is following up.
2. Committee Fair - I organized a table for RE and we had a number of people inquire about helping out. Rayla is following up.
3. Adult spiritual development - following a meeting with Rev. Heather, Carolyn and Brian, the team (Judy Robbins, Tom Gervais and I) is pursuing meetings with Fern St minister and DRE as well as UUS:E minister and Adult Ed person (next week). Purpose is to establish interest in sharing costs and responsibility for a series of spiritual development programs for UUs. Also Carolyn has included costs for such a program in the requests for 2019-2020 budget.
4. ENews blog- I continue to write a blog on aspects of spiritual life from my point of view for ENews almost every week.
5. Sabbatical- The Revs and I have a date Feb 19 to begin planning coverage for their Sabbatical.

Marye Gail Harrison, Chair Spiritual Life

Boardonly mailing listBoardonly@ushartford.comhttp://ushartford.com/mailman/listinfo/boardonly_ushartford.com

President and President-elect Report to Board

February 5, 2019

Executive Committee meeting

There was no Executive Committee meeting due to scheduling conflicts

Retreat 2/9

As of the date of this writing (2/1), planning for the retreat is underway. Rev Cathy, Rev Heather and Joe and I have been in conversation with the facilitator, Joe Sullivan, who is a regional UUA advisor who has worked with USH in the past. Retreat topics are expected to include 1) organizational dynamics and roles and responsibilities, and 2) the objective-setting and evaluation processes for our co-ministers. We will hopefully have more information on the agenda in time for the Board meeting.

There will be a significant amount of interplay among the retreat topics, our discussion at this Board meeting on FY2020 plans and budget needs, and future discussions on organization and staffing. It is all likely to become a little messy at times. We look forward to the conversations over we move through the second half of our year together.

Endowment Committee

The Endowment Committee met on 1/22. Bob White will be providing minutes in the future. The Committee decided to move forward on a possible second loan to UUMSB for an amount under \$50,000; general terms were discussed. The will analyze endowment reports for calendar year 2018 and evaluate a possible spending levels and develop a recommendation for use of endowment funds in FY2020. The committee will report to the Board at our March meeting. The next meeting is 2/12 at 7:00 at 700 Bloomfield Avenue, Bloomfield, in the community room (where Steve Basche lives).

Wake Now Our Vision/Shelter Rock Operating Funds

We have been notified by UUA that all the matching funds available to UU congregations and UUA entities from the Shelter Rock congregation's endowment have been fully committed. This program, known as Wake Now Our Vision, matched 10% of new legacy commitments, with the funds available immediately for operations. Unfortunately, USH will not be eligible for this funding. While it takes some pressure off the need to start a legacy giving campaign, legacy giving is a critical component of fundraising and is in the USH objectives.

Board Calendar for the remainder of FY2019—see next page

Board Calendar for the remainder of FY2019

- Feb 9 (Sat) Board retreat—8:30 gather/breakfast; 9 to 2:00 with lunch provided
24 Vermillion Drive, Avon
- Feb 13 (Wed) Stewardship webinar 6 to 8:30
- Feb 22 Meeting House Presents
- Feb 24 (Sun) Semi-annual congregational meeting
- Feb 26 Exec Committee meeting

- March 3 - 31 Stewardship/pledge drive month
- Mar 5 Board meeting—Endowment Committee attending
- Mar 24 Under-the-stairs
- March 22 Meeting House Presents
- Mar 26 Exec Committee meeting

- April 2 Board meeting—to include: FY2020 preliminary budget review
- April 5 Meeting House Presents
- April 17 Notice of Annual Meeting in e-news
- April 19 Board slate from Nominating Committee to Secretary
- April 28 Under the Stairs
- April 30 Executive Committee meeting

- May 4 (Sat) Meeting House Presents
- May 7 Board meeting—to include:
 - FY2020 budget approval
 - Review of Board slate
 - Review of Endowment Committee slate
 - Review of other committee appointments as needed
- May 9 Posting of Annual Meeting notice (no later than)
- May 19 (Sun) Annual Meeting
- May 21 Executive Committee meeting

- June 1 (Sat) Board retreat—could broaden scope/include other sub-councils
- **June 4???** Board meeting—4th or 25th??? to include:
 - Committee appointments required by Board
 - Review of retreat and planning for FY2020
- June 23 Under the Stairs
- June 25 Executive Committee meeting for FY2020