

USH Board Meeting - March 5, 2019

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

Guests - Noah & Colin McKenzie

6:33 - Sherry called the meeting to order

Sue T read the opening words: poems written by children at the Terezin Concentration Camp

Carolyn C read the Board Covenant

6:39 - Thank you notes - Beloved Conversations Moderators, Rev. Erica, Clara Horn, Miriam Byroade, and Joe Sullivan, and a condolence card for Louise Willett's family.

6:43 - Consent Agenda - approving setting up ACH transfer (see attached). Sherry M moved, Joe R second

Aye - 8

Nay - 0

Abstain - 0

February Board Meeting Minutes and the Terms of the Intern Minister Agreement were approved via email.

6:45 - Board Retreat Debrief (see attached - Sherry's notes from Retreat) - Sherry sent around a DRAFT USH Council Chair Board Member Role document. Question re: definition of fiduciary. Rev. Cathy echoed the appreciation for the work put into this document. Maybe move the general board stuff to the top, and also add language about the board's leadership role in the overall vision of the congregation, and in the future planning. If anyone has additional comments, please send them to Sherry.

Things to DO from the retreat - Visibility of the Board: maybe have a Board Member say something (welcome, info about board, etc...) during services, maybe weekly, maybe monthly. Marye Gail will bring up at Worship Associate meeting to see where it might fit into services.

Give some thought to prioritization of Accountability for upcoming meetings (last point on Sherry's document)

Rev Cathy would like to add recent history of USH and misconduct ("The Troubles") to Board Orientation Information.

Reminder - Annual Reports for the Annual Meeting are due April 15 to Linda. If guidance is needed, look back at last year's report.

7:15 - Semi-Congregational Meeting debrief - Carolyn thought it went well. There were no questions from the congregation at the end of the meeting. The Semi-Annual Meeting is a relatively new phenomenon within the life of the congregation.

7:20 - Sabbatical Plan Status Update - Marye Gail reported that she and Laurie Kelliher met with the Revs regarding coverage options, and the need for another person to assist with the process. Lisa Galinski has accepted a spot on the team to maintain close communication with the congregation during sabbatical. Sunday Worship - conversation needs to be beyond planning team, and involve the board: what is the best way to handle coverage? Do we hire a coverage minister? Do we fill the pulpit on a weekly basis? Do we do lay led services for sabbatical months also instead of just for the summer (burn out for WAs), or a mix of pulpit supply and lay-led? What is the vision for the congregation during the sabbatical? Joe asked if there is any sense of the cost of the different options? May depend on stewardship report.

Rev Cathy reported that we don't have good numbers to answer Joe's question. If we had pulpit guests for every week, it would be about \$5,000 for the 3-month period (also includes pay for Rev. Erica to be the "minister" for pastoral care-type work). Tom would like to have all/most of the cost be IN the budget, rather than relying on carry-forward funds or the Endowment. By the next Board Meeting, we should have an idea of how stewardship is going, and to have more info regarding costs for Sabbatical coverage. A big part of the coverage team is to help manage anxiety around the ministers being gone.

Marye Gail made a motion for Laurie Kelleher, Marye Gail and Lisa Galinski to be the sabbatical coverage team. Rev Heather would like to make sure that there is an additional open spot for a Board Member to keep an open channel to the Board, since Marye Gail will not be continuing on the Board after June 2019. For now - Team will be Laurie, Marye Gail, & Lisa, and once the new board is in place, a Board Member will be added. Seconded by Tom Richardson
Ayes - 8
Nays - 0
Abstain -0

Rev Cathy and Heather WILL be working during August and September so we would not be going straight from Lay-Led services right into Sabbatical.

At some point Festival of the Seasons should be discussed. Is it going to happen in 2019, and WHO will take responsibility for making it happen? Board will need to take up the discussion, because it will take place during the sabbatical, and historically Rev Heather has been integral in recruiting people to help. The rough consensus seems to be that FOS should also take a sabbatical for 2019.

7:46 - Tom passed around a list of above-flat-funding requests. Tom would like to build the top 5 into the initial budget draft, and prioritize the others after stewardship results are known. 1, 3, and 5 were discussed previously, and agreed to conceptually. First DRAFT of budget passed

out, numbers are VERY preliminary. Board agrees conceptually to follow Tom's framework, and striving for a balanced budget.

8:11 - Take a look at the Notes that Caron Lanouette sent around on March 5, as well as Joe's talking points that were sent on Feb 23. Caron asked that any Board Members who are ready to pledge to please do so.

8:16 - The Board went into Executive Session to discuss Organization and Staffing.

9:00 - Meeting Adjourned

Respectfully Submitted,

Sarah Harmon McKenzie
Secretary

USH Board Meeting Agenda--March 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--Sue
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	motion
		Also record email votes to approve Feb minutes and terms of intern minister contract	
		<i>Strategic Goal 2/FY2019 Objective E: Healthy relations based on respect, understanding and safety/congregational covenant/</i>	
		<i>Board governance and communications</i>	
6:42 PM	0:15	Retreat debrief (All)	
7:22 PM	0:10	Semi-congregational meeting debrief (All)	
7:32 PM	0:15	Sabbatical plan (Marye Gail, RevCathy, RevHeather)	
		<i>Strategic Goal 3/FY2019 Objective C: Sustainable and innovative financial model</i>	
6:57 PM	0:15	FY2020 Budget--review draft budget and contingent expenses (Tom, RevCathy)	
7:12 PM	0:10	Stewardship--update, needs (All)	
		<i>Strategic Goal 5: Working for Justice</i>	
7:22 PM	0:10	Sanctuary and Asylum framework (Judy, RevCathy)	
7:32 PM	0:05	Review decisions and follow-up actions, New Business (All--alternatively, can be in monthly reports)	
		Beloved Conversations (Judy)	
		Intern minister contract and advisory committee (Marye Gail, RevHeather)	
		Other (All)	
7:37 PM	0:05	Co-ministers' report highlights (RevCathy, RevHeather)) written reports and
7:42 PM	0:10	Council Chair report highlights (Judy, Sue, Carolyn, Marye Gail)) verbal highlights only
7:52 PM	0:05	President/President-elect's report highlights (Sherry, Joe)	
7:57 PM	0:00	Guest comments (if time allows)	

Closing Items

7:57 PM	0:30	Executive session--organization and staffing
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.

Consent Agenda

USH Board meeting March 5, 2019

Initiate Online ACH Service at People's United Bank

RESOLVED, that the Board of Directors authorizes the Treasurer and Bookkeeper to execute and submit documents necessary to enable the Unitarian Society of Hartford to initiate credit and debit entries pursuant to the Rules and Operating Guidelines of the National Automated Clearing House Association with People's United Bank acting as Originating Depository Financial Institution.

USH mid-year Board Retreat

February 9, 2019

9:00 a.m. to 2:30 p.m.

Notes by Sherry Manetta

Attendees: RevCathy, RevHeather, Sue Tenorio, Judy Sullivan, Marye Gail Harrison, Sarah McKenzie, Tom Richardson, Joe Rubin, Sherry Manetta. Carolyn Carlson unable to attend. Joe Sullivan, Regional UUA, was facilitator.

We decided to pursue the following:

1. Prioritize areas of Accountability/Responsibility from the flipcharts and “things to do” notes below. Decide which to work on this year and next year. Some things we can start doing now.
2. Decide on and complete a process for Objectives and Assessment of ministers and ministry this fiscal year. See “objectives and assessments” notes below.

Notes:

Historical perspectives back to 1999

-) Were we avoiding responsibility and expecting ministers to do everything?
-) USH was 2x larger based on attendance, had a full-time DRE and office manager, more available staff time
-) Endowment was not under the board—moving it under the board was very contentious
-) BJ—thought USH could exist without a board (!); yet board became stronger. Lingering sense of distrust from this time period

Observations on current situation

-) Not enough resources in volunteer-based organization, with one full-time minister equivalent, to meet the congregation’s ambitions
-) Practices vs. written policies
-) Dual role of council chairs
-) Staff reporting to ministers is new w/ Cathy and Heather
-) Organizational practices/challenges, e.g., how to orient new board members
-) There are spiritual challenges
 - o Distrust is a spiritual challenge
 - o Don’t use an organizational fix to address a spiritual challenge
-) Challenge: how to change expectations given our smaller size

Governance

-) Board officers: Some congregations choose board and then board chooses officers—in most, however, the congregations choose the officers
-) Use annual report and congregational meetings to communicate

-) Board should be in intentional dialogue with congregation, linking dialogue, also in dialogue with partners in wider community
-) Can board be more visible in its accountability role with congregation, wider community—big “To Do” for us
-) Unless the by-laws say the board can’t delegate, the board can delegate

Operational

-) Separate policy and procedure

HR

-) Board informed vs having final say?
-) Our practice—how should it be codified

Capacity leaps: another minister, another full-time religious person, full-time ops manager

Things To Do

-) Promote visibility of the board
-) Time expectations of the Revs re: governance
-) Financial clarification—who should get this clear? The team
-) Ongoing working groups of the Board—what are the organizational leadership gaps and what needs to be clarified
-) Council chairs and ministers could get together once per year and establish priorities
-) Board delivers bad news; should be more referral from Revs to the Board particularly on issues where the board has made a decision
-) Rationalize minister and staff time, what’s the practice to do this?
-) Prioritize areas related to Accountability/Responsibility and what do we want to work on this year? Next year?

Objectives and Assessments

-) Results are only partially important
-) What’s the practice that we want to put in place
-) What do we want to do this year, in the next 4 months?
-) **Do we want to assess people or ministries and outcomes? Do ministries and outcomes first and through this assess people’s performance?**
-) Congregation (subsets of) should be involved in evaluating ministries and outcomes
-) Could do one functional area or aspect per year, chunk it out, e.g., organizational management, spiritual life, justice ministries
-) **Objective: seeking learning, development, adjustment rather than good/bad job. Don’t make it a vote of confidence**
-) **How are objectives and expectations set? Mutually vs. unilaterally? What would we see or notice if.....**

-) Measurable in some way: what would we see or notice, how do we know it is working; there are tools, e.g., focus groups from one period to the next; survey tool on spiritual growth; reflective, not scale of 1 to 5
-) No more than 3 priorities
-) How the Revs do the work should be part of setting expectations
-) Set Board priorities and decide which are the Revs
-) **How does practice/process involve reflective conversation**
-) Take a few areas, what were our expectations, invite a small group of stakeholders to learn to what degree we are.....
-) Conversation—what did we learn about ministry, about the process
-) Note: **bolded bullets** were on the flipchart; other bullets were from Manetta notes

BOARD

Rev

Shared Ministry: Leadership Roles & Expectations

Who is Accountable, Responsible for each role?

If you think Accountability or Responsibility are shared, identify who shares it and describe how it is shared

Governance	Role	Accountable	Responsible	Comments & Questions
	Ensure clarity of values, covenant, & mission	B	B Rev	Ex. Racism
	Long Term Vision			
	Healthy Relations			Bd visibility issues
	Ensure clarity of strategic direction & priorities	B	B Rev	
	Define congregational roles & responsibilities; clearly delegate	B	B Rev	
	Ensure progress on priorities & mission while operating within values, covenant	B	B Rev	
	Set governance policy	B	B	
	Assoc. Connection	B Rev	B Rev	

* Further work on how Bd is more visible in its
Direct. Role

BOARD

~~BOARD~~ Rev

Staff

LAY

Shared Ministry: Leadership Roles & Expectations

Who is Accountable, Responsible for each role?

If you think Accountability or Responsibility are shared, identify who shares it and describe how it is shared

Role	Accountable	Responsible	Comments & Questions
Set operational policy			

BOARD

~~Co-Hold~~ **Rel Staff**

LAY

Shared Ministry: Leadership Roles & Expectations

Who is Accountable, Responsible for each role?
If you think Accountability or Responsibility are shared, identify who shares it and describe how it is shared

ISSUES

Role	Accountable	Responsible	Comments & Questions
Set operational policy			
Hire/fire staff	Bd (unless delegated) → Staff - i.e. Child Care, Soloists	Revs	Confusion - Bd in Bylaws
Manage & supervise staff	Revs		
Human resources	Bd		
Leadership development Nom Comm →	Bd		
Budgeting	Bd		
Financial management - Audit	Bd → Bd	Rev (Bkkeeper, Treas) Strategic Treas	Gaps - staff credit cards
Financial stewardship - Pledging	Bd	Rev (Communication) Rev Communication	Intersection b/w Fin Mgmt & Stewardship unclear
- Planned giving / Endowment	Bd		
- Other fundraising	Bd		
Day-to-day operations - office admin	Revs	Linda	Informal powers directing
- facility mgmt., rentals		Rayla (rentals) - coord, new Linda	Revs and capacity issue
- communications	Revs		
- IT		Staff (Linda)	
Facility maintenance	is BIG	Sextons / BIG	- BIG's explicit Accountability - Bd's Role in clarifying how Joint Acct works
Sabbatical Coverage			
Safer Congs	Bd		

What's the team that's working on clarifying finance roles?

What's the Board Team looking at this whole page + prioritizing last year

How to involve others in BIG priorities

Shared Ministry: Leadership Roles & Expectations

Who is Accountable, Responsible for each role?

If you think Accountability or Responsibility are shared, identify who shares it and describe how it is shared

Role	Accountable	Responsible	Comments & Questions
Spiritual Life			
Worship	Revs		
Faith Formation/RE	Revs, DRE Adult FF - Revs, Lay		Emerging program - Bl's Revs
Music Ministries	Revs		
Intern Selection			
Community Within			
Pastoral care	Revs		
Small group ministries			
Rites of Passage Membership	Revs		
Social Justice			

ISSUES:

- Revs / Council Chair role coord. / clarification
- Setting priorities w/in Council areas

BOARD

~~COUNCIL~~ Revs

Staff

LAY

Shared Ministry: Leadership Roles & Expectations

Who is Accountable, Responsible for each role?

Priority	Request	Column3	Cost	Requested by	Column1	Column2	Column22
1	a bunch of Sabbatical needs (worship, pastoral care, and staff support being the primary ones)			Cathy Rion Starr			
2	___ additional Director of RE hours per week for 3 months (Administrative staff supervision and management during the sabbatical) (\$23.18 per hour plus 10% Prof Dev plus 7.65% FICA)			Sherry Manetta depends on sabbatical plan and staff development plan			
3	Additional Office (non-salary) funding to make budget realistic		\$2,500	Cathy Rion Starr			
4	Additional RE funding for Youth Group (\$500) and Coming of Age/OWL (\$1000)		\$1,500	Rayla Mattson			
5	2 hours per week restored to Director of Music Ministry (\$20.60 per hour plus 7.65% FICA)		\$2,306	not requested, but assumed			
	.5 additional Bookkeeper hours per week (Support for the Stewardship campaign, for Board work in targeting and collecting pledges, for other fundraising. This would include adding and maintaining payment methods (PayPal, ACH, etc.) and recordkeeping/reporting/data analysis.	0.5	\$577	Sherry Manetta			25
	.5 additional Bookkeeper hours per week (Endowment and Invested asset accounting and reporting: reporting on endowment, Schwab reporting, and recordkeeping and collections on assets (such as solar and UUMSB loans) as defined in an earlier email and as may occur from time to time.)	0.5	\$577	Sherry Manetta			25
	2 additional Administrative and Bookkeeper hours per week (Support for a <u>planned giving campaign and capital campaign</u> , which could include brochures, reporting and analysis. (2 hours * 50 weeks)	2	\$2,306	Sherry Manetta			100
	Planned giving campaign and capital campaign—out of pocket expenses		\$2,500	Sherry Manetta			
	2 additional Director of RE hours per week (Possibility of Rayla being on the intern minister advisory committee or otherwise assisting in the process of bridging from kids RE to adult RE) (\$23.18 per hour plus 10% Prof Dev plus 7.65% FICA)	2	\$2,617	Sherry Manetta			96
	Additional Stewardship funding to make budget realistic			Verbal - Caron L.			
	.5 Additional Bookkeeper hours per week for capital and maintenance planning and reporting, working with B&G and building sextons	0.5	\$577	Sherry Manetta			25
Calculations							
	Brian Mullen		\$16,301				
	weekly hours		14				
	annually hours		728				
	hourly rate fully loaded	\$	22.39				
	hourly rate with cola	\$	23.06				
	Linda Clark		\$31,750				
	weekly hours		28				
	annually hours		1,456				
	hourly rate fully loaded	\$	21.81				
	hourly rate with cola	\$	22.46				
	Rayla Mattson		\$33,036				
	weekly hours		24				
	annually hours		1248				
	hourly rate fully loaded		\$26.47				
	hourly rate with cola		\$27.27				

16301 annual pay

14 hours/wk

Note: Community Within requested new funding for Adult Education, but reduced other costs to compensate

Dianne M. Daniels

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February 24, 2019

*USH Board of Directors
Unitarian Society of Hartford*

Re: Intern Minister position at Unitarian Society of Hartford, Connecticut



To the USH Board of Directors,

I'm writing this letter to introduce myself to all of you and to give you some additional information on who I am and my interest in the Intern Minister position at the Unitarian Society of Hartford. I am indeed extremely interested in the position and look forward to working with and getting to know all of you.

Unitarian Universalism came into my life after my family and I left the denomination that my husband had grown up in – the Fire Baptized Holiness Church of God of the Americas. There were some wonderful people and families there, but one too many

experiences with “Do as I say, not as I do” expressions of authority from the leadership was enough for us.

My family was “unchurched” for a couple of years until an elder from our community invited us to a Kwanzaa ceremony at the Unitarian Universalist Church of Norwich, CT. The people were so warm and welcoming, and even better, they were not opposed to answering questions about the Unitarian Universalist (UU) Church, the faith, or their part in it.

Our second experience was being invited to a Community Meal. The doors of the church were thrown open and whoever was outside was brought in and fed. Good, stick-to-the-ribs kind of food, nothing fancy, and the church members were sprinkled throughout the hall, sitting with the community residents who attended.

It didn't matter where in the community they had come from – parents with children of varying ages, elders and young adults – they were all welcomed. They simply showed up, got fed, and experienced the warmth of community UU-style.

That made the difference for me – a church that didn't just preach a message of caring for the community, but who actually put hands to the work and made the caring message a physical reality, serving the needs of their congregation and the needs of the surrounding community.

20 years later, after living and loving my life as a UU, I began to feel a stronger call toward ministry. I'd felt it before, but not as strongly, and I was in a position in my personal and professional life to answer the call. The ministers who had served our UU Church of Norwich had left an impression on me. The ones I resonated with the most and felt the most connection to had all attended the Starr King School for the Ministry. That knowledge helped me make up my mind – I was going to pursue Ministry, and I was going to do it at Starr King through their low-residency distance program, allowing me to remain at home and still pursue my Master of Divinity degree.

I'm in my 3rd year at Starr King and learning SO much – and I'm also homing in on what my ministry can and should look like. I see the Intern Minister position at USH as an opportunity to help encourage and expand an adult community of seekers within the framework and guiding principles of UU Ministry and the philosophy of USH.

I would be a part of an established and revered religious institution and inherit some of that credibility, while being provided an opportunity to reach out and help other adults – both younger and more senior than I – to find their place, or to confirm their place, within USH.

I want to bring my talents as a public speaker, coach and consultant to USH and help to build an even stronger institution. I want to pay back some of what Unitarian Universalism has given me by helping others to find their way to the faith, and to learn about the rich history and foundational principles that guide other UUs. I want to help seekers find a place within the community that nourishes them right where they are, just who they are, and encourages them to stretch and grow into their best selves.

I want to be a part of an organization that opened its arms to welcome a branch of Christopher Penczak's Temple of Witchcraft to hold events in their space – because there just aren't enough organizations that feel comfortable doing that, and USH didn't just talk about it, you DID it!

I hope this letter gives you a little more insight into who I am and conveys some part of my enthusiasm at the opportunity to work with and for the congregation over the next couple of years. I look forward to becoming a part of the USH family.

Peace and Blessed Be!

Dianne M. Daniels

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

ADMINISTRATION COUNCIL:
MONTHLY REPORT
February, 2019

submitted by Sue Tenorio, Adm Council Chair

I. Buildings and Grounds:

Meeting of 2/10/19

Although I had a time conflict (Choir rehearsal) with the regularly scheduled monthly meeting, I was placed early on the meeting agenda in order to specifically address budget questions [twice raised] regarding midyear unspent small project monies (\$10,000). B&G annually has a small projects line item in its annual budget for use for generally unforeseen repair/replacement expenses.

In its stewardship of budgeted B&G has tapped appropriated monies only when absolutely necessary and members have been known to use their own personal funds instead to cover costs. To date, any unused budget monies have been carried over from year to year. At my urging, following my departure, the Sub-Council drew up a list of real and desirable needs as well as tentative projected costs including*:

1. Two new circulators, and rebuilding of the furnaces (done)
2. Replacement of the "glass" on the kitchen doors.
3. Possible expenditures to prevent flooding into the front lobby including extending a berm with a slow drain of the retained "pond,"
4. Installation of some type of pump out station installation or creating new drainage in various ways. NOTE: Flooding has occurred twice this year
5. For water getting into the Men's room off Fellowship Hall, seeking measures to reduce the water level in and around the library bay
6. Repair of past water damage on some of the pews
7. Changing the hardware on the stairs to make them child safe
8. Straightening up the USH sign on Bloomfield Ave.
9. Remove of the mold/algae on the roof this summer

*Needs drawn from summary by David Newton in Meeting Minutes, 2/10/19

Work Meeting: 2/23/10

Anyone who has ever helped set up or take down folding chairs for any number of events in Fellowship Hall has experienced downright frustration and an occasional bruised finger or hand. B&G member, Bill Simmons, an engineer by trade, designed simple, relatively inexpensive devices which, when affixed to the USH rolling chair carts, hold all stacked chairs upright and tightly gathered. A 5 member crew (Stuart Spence, Bill Simmons, Fred Louis, Jim Venneman, Kevin Girouard) met to affix the devices designed by Bill to the carts, from 730-1930am. Mission accomplished and many thanks to all involved as well.

II. Finance

Meeting of 2/28/19

The regularly-scheduled meeting was cancelled by Chair Tom Richardson. I developed, for use by Adm Council Sub-Council Chairs, a 2019-20 budget request form, drawing upon 3 past years of reported data. Sub-Council Chairs were requested to complete and submit their budget requests to the Adm Chair by Feb 26. To date, budget request forms were completed by B & G, HR: (no needs) and Archives (expenses are placed under the General office of USH). Stewardship has not responded.

III. Human Resources

No meeting was held this month/

IV. Stewardship

Meeting of 2/3/19

Training of Soiree Hosts was held and well-attended. Willing Hosts were asked to provide information about their individual choices: day/date, time, location, theme, available childcare and accessibility. Assistants to the Hosts also signed up. At the Board of Directors meeting on 2/5/19, Board members were presented with a Soiree schedule draft in order to sign up as a Board representatives at Soirees of individual choice.

Webinar: 2/13/19

A small group of interested individuals from Stewardship, a co-minister and 2 Board members attended an interesting and informative webinar about pledges and healthy giving in Congregations.

Soft Roll-Out, 2/10 and 2/17/19

Kim McClain and I staffed a Stewardship table after Services in Fellowship Hall to share information about the upcoming Soirees.

Meeting of 2/24/19

This replaced a cancelled meeting scheduled for 2/13/19. Final details were discussed for the Pledge Drive Kick-off on 3/3/19, including: status of Soiree attendee sign-ups, Chancel displays, flow of activity at 3/3 Kick-Off, sorting of Host/Board materials for placement in Soiree envelopes.

ST/st

Social Justice Council Report

March 4, 2019

1. Social Justice sub-council meeting was held on February 19.
Assessment of SJ Council: What is the vision for SJ work at USH?
 -) Proposal to create a survey to answer the question: are the sub-councils representing the concerns and priorities of the congregation?
 -) Reorganize sub-councils:
 - Racial Justice: Race Matters
 - Disability Justice/Advocacy: AIM
 - Climate/Environment Justice: Green Sanctuary
 - Immigrant Justice: Refugee Resettlement & Sanctuary Discernment
 - Good Neighbor/Community Outreach: Knox Community Garden, Noah Webster, Food Pantries, Upper Albany NRZ, The Village
2. Sanctuary
Don Hope is chairing the Immigration Justice Leadership Team to explore the issues, logistics and legalities of becoming a sanctuary congregation. Several members plan to attend the next B&G meeting on 3/10 for discussion of physical space.
3. Beloved Conversations – currently two groups meeting biweekly for total of 8 meetings. Twenty-two participants with facilitator teams of Rev Cathy/Gloria Mengual and Laurie Kelliher/Rick Tsukada.
4. Green Sanctuary met Feb 25. Agenda items:
Repair café, Environmental legislation, Extinction Rebellion, Recycling at USH and Proposal from Trinity Solar.

Submitted by Judy Sullivan, Chair, Social Justice Council

Community Within Monthly Report

March 4, 2019

Our first ever “**Death Café**” was hosted by Miriam Byroade on Saturday evening, February 23 and attended by 22 people!

Dinner and a Movie will show “Lion” this coming Friday, March 8 coordinated by Nita Hansen. This activity has quietly raised \$250 profit to apply to operating costs during the last five months of activity.

Meeting House Presents, organized by Paul and Laura Cipriano, held their seventh successful concert of the year on February 22. Next concert is on Friday, March 22 and features “Bell of the Fall”, an indie folk rock pop alternative Americana duo. They have been booking some fall acts given the authorization by the board to do so. We also had a budget planning meeting to review forthcoming events and to ensure that they will be able to raise \$3,500 profit as planned for this year’s operating budget. We all believe they are on track to meet the target but have asked for a \$3,000 target for next year, with nine performances instead of ten.

Connection Circles: Two have recently started at the homes of Martha Bradley and Bruce Robbins.

“**Living the Faith**” facilitated by Tom Gervais will be wrapping up this month with presentations on Sunday, April 5 at USH by two of the Peter Meny and myself.

Alliance for Women led by Dawn Greenfield held a planning meeting to see if there was sufficient interest in a Women’s retreat. We are awaiting the results.

Adult Spirituality Program Planning continues with Tom Gervais, Brian Harvey, Marye Gail Harrison, Judy Robbins, Rev. Heather and myself. Tom has reached out to the ministers of UU East and West Hartford UU to see if they are interested in coordinating with us. They have forwarded the offer to their program volunteers and we are waiting for their replies. In the meantime, Brian has been connecting with other smaller congregations that have used with Faith Forward (from Dallas TX) or Wellsprings (Rochester NY).

Membership Restructuring and Recruiting: Brian Harvey has agreed to stay as the Membership Chair through December 31, 2019 due to the Minister’s Sabbatical. In the meantime, Brian, Rev. Heather and I are meeting with potential members of an expanded Membership team.

In the meantime, I am supporting the **Stewardship** effort and continuing to participate on the **Caring Network**. First draft of **2019-20 budget for Community Within** has been done and am delving into the details with the line items.

Respectfully submitted,
Carolyn Carlson

Spiritual Life report February 2019

- 1) Intern Minister: DONE. Worked with Rev Heather to complete details of Intern Minister contract and facilitate getting it passed by Board and to Dianne. Wrote update for Semi Annual Meeting. Rev Heather confirmed the UUA portion and USH costs for the intern in 2020 are in the budget plan.
- 2) Sabbatical coverage: BEGUN. Met with both Revs and Laurie Kelliher (chair Worship Associates) to begin preliminary discussions of Sabbatical coverage. The preferred solution involves hiring a FT minister to cover worship and Board meetings for 3 months to maintain continuity as well as cover memorial services, if needed. Some additional hours needed in the office were discussed as well. UUA Joe Sullivan agreed that the UUA Sabbatical guide materials are out of date. He suggested contacting other Revs in similar size congregations who had recently taken a 3 month Sabbatical to see what best practices are. A third member of the Sabbatical Coverage team has accepted nomination. This will be presented at the Board Meeting for a vote.
- 3) RE: CONTINUING SUCCESS. No meetings
- 4) Music: CONTINUING SUCCESS. No meetings
- 5) Worship Associates: CONTINUING SUCCESS. Meeting postponed because of weather.
- 6) Adult Spiritual development programing: PROGRESS. Tom Garvais, Judy Robbins and I met with ministers of both Fern St and UUS:E to discuss a planned partnering on a curriculum. Each of those churches has added a volunteer to do further research with the USH team.
- 7) Earth Centered Spirituality: START UP. Met with Susan Hope to plan an exploration of Earth centered spirituality using an organic and shared leadership approach. Seventeen signed up as interested. 4 attended first planning meeting and several others had conflicts.
- 8) Seabury UU Fellowship with Rev. Heather: CONTINUING SUCCESS. I continue to arrange monthly gatherings. February 8 group met and will again on March 8. About 10 people attend at each session.
- 9) ENews blog: Continue to write a blog at least 2 times a month for ENews as a way to keep spiritual life thoughts before our interested congregants.
- 10) OTHER: Attended Board Retreat, wrote reports for Intern and Sabbatical coverage to be read at Semi Annual meeting, Hosting and acting as Board Rep at a Stewardship Soiree at my home, attending another Soiree as Board member, continue to participate in Beloved Conversations.

Marye Gail Harrison, chair Spiritual Life