

4/2/19 board meeting

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

Guests - Steve Basche, Linda Lee Stein, Caron Lanouette

6:30 - Tom read opening words & Chalice was lit

6:35 - Board covenant was read

6:37 - any changes to agenda? Sherry M - move nominating committee discussion to Executive Session

6:38 - Thank you notes this month for Soiree Hosts

6:39 - Consent Agenda (see attached) Sherry M moved to approve the Consent Agenda, Tom R seconded.

Aye - 8

Nay - 0

Abstain - 0

6:39 - Endowment Committee discussion (see attached)

Steve Basche - Endowment Committee is making a recommendation to the Board for the distribution for FY 2020. Typical distribution amount from a best practices standpoint is roughly 4-6% per year. Looks like we may be headed for a recession or general economic slowdown. Because of higher distributions in the past few years, along with the \$39K for the roof, Endowment is recommending a distribution at the low end of that range (which is about a \$5K reduction from last year's distribution). Carolyn's inclination is to wait until we know what our final stewardship numbers are before we make a final decision on distribution. Keeping in mind that we are required to keep 2x our annual budget within the endowment, and the endowment has not been growing at the same rate as the budget. Amounts withdrawn from the endowment for operations and small capital projects have decreased modestly from three years ago: \$57,000; \$51,000; and \$53,000 for FY2017, 2018, and 2019, respectively. It would be useful for us know what the average rates of return over the past 4-5 years were. Steve will look into those numbers. Committee is working on a survey to educate the congregation re: the endowment & to gauge what the congregation's perception of the endowment is, all in preparation for a potential planned giving campaign. Hoping survey will be available mid- to late-April. Also looking into a future Capital Campaign and potential alterations to the structure of the Endowment.

We have received a request from the UUMSB congregation regarding a second mortgage loan. The Endowment Committee is making a recommendation to cap the principal amount at

\$30,000, in order to not concentrate our overall risk in one area. UUMSB is in agreement with this lower amount. (See attached Term Sheet)

Sherry had a question regarding the annual adjustment, and the administrative burden that could potentially create. Perhaps tie adjustment date to July 1, for ease of use on our bookkeeping end, since that is also the beginning of our fiscal year.

Joe moved that we accept recommendation of Endowment, and authorize an additional Loan of \$30,000 to UUMSB. Tom R seconded.

Aye - 8

Nay - 0

Abstain - 0

Cathy remembers that the first loan was really celebrated by the congregation, as a helping hand to another UU Congregation, and we should also celebrate this one as well, once it is finalized. Can be brought up at the Annual Meeting.

Endowment Committee is very active and engaged.

7:15 - Stewardship update from Caron Lanouette: We are currently at \$283,000 pledged, roughly 105 pledging units. Mailing went out to unpledged households, and quite a bit came in from the last soiree on the 29th, and during the service on the 31st. Another communication will go out to households who haven't yet pledged in a week or so. Approximately a week after that, Stewardship (and Joe and Sherry) will start making calls. Our goal is \$340,000. Last year there were about 135-140 pledging units. The current average increase is 5%. Paypal is up and running for direct payments and credit card payments. Tara has been working with Brian Mullen on getting Paypal up and running, and will initially be used for Stewardship, Meeting House Presents, and Adult Programs. RevCathy working with Brian on a thank you mailing, and substantial increases will get individual thank you notes.

7:30 - Finance (see attached) Sherry would like to verify where the 3% COLA number came from when we voted on prioritizing COLA increases. Would like verification of actual UUA recommendation for COLA increases. RevCathy would like us to study the numbers closely, because we will need to vote on the budget in just a few months. Tom pointed out that the Board had initially said we wanted to be able to vote on a budget at the May meeting. There are still a lot of variables that need resolution before the Board can make an informed vote. Perhaps have Budget to review (as close to final as possible) for the May meeting, and to vote at the June 4 meeting.

7:45 - Retreat follow-up: Sherry handed out hang tags that say "Board Member" to affix to name tag. Sherry revised the Board Member/Council Chair Role guide and sent it around. If you have any notes, please get them to her ASAP.

Marye Gail will work with Revs to implement a process for assessment of the Revs. Represents a pared down version of a couple of different UUA recommended methods of conducting ministerial assessments.

Additional "to-dos" from the retreat can be found in the attached President/President-Elect Report

7:51 - Annual Meeting: (proposed draft agenda attached) Carolyn and Marye Gail will organize some sort of food for the Annual Meeting. How do you bring mission into the annual meeting/overall reason for being? Is there a way to make the meeting more interactive? Have people go into small groups & brainstorm ideas to meet our budget, underscores that the budget belongs to the congregation rather than to the board. Sherry will make some edits to the Agenda and send around an update for us to vote on by email.

8:19 - Memorial Fee Structure

Board members have been asked about costs of memorial services. Are we doing something different than maybe a year ago? Are we being consistent? Our costs are consistent with prevailing standard. Our current fee structure is not radically different than it has been. We are trying to group it all together so people aren't paying individually for Rev/Music/Flowers/Refreshments/etc... Revs will make further clarification of chart and provide additional information to the board, e.g. what constitutes a family. A policy will ultimately be adopted by the board and communicated to the congregation. Carolyn suggested that there should be more transparency in all fees, e.g. for all adult programs.

8:35 - EXECUTIVE SESSION - Nominating Committee

The Board went into Executive Session to discuss the slate of nominees for open Board and Committee positions.

Out of Executive Session

Joe R moved to accept the slate of nominees, Sherry seconded

Aye - 8

Nay - 0

Abstain - 0

There will be a Women's Retreat this year 6/7-6/8

8:46 - Recognition: Thank you to Tom for all his hard work on the budget, Joe thanked John Brancato for spearheading the Nominations.

8:47 - Meeting adjourned

**USH Board Meeting Agenda--April 2, 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--Tom  
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

**Strategic Goal 3/FY2019 Objective C: Sustainable and innovative financial model**

6:42 PM 0:20 Endowment Cttee presentation (visitors: Steve Basche, Bob White, Eve Pech, Greg Nickett) motion (UUMSB loan)  
7:02 PM 0:15 Stewardship status/next steps (visitor: Caron Lanouette)  
7:17 PM 0:05 Financial Report--FY2019 Financial Risks and FY2020 Budget (Tom, All)

**Strategic Goal 4/FY2019 Objective A: Leadership Development**

7:22 PM 0:15 Nominating Committee update (visitor: John Brancato or Joe Rubin)

**Strategic Goal 2/FY2019 Objective E: Healthy relations based on respect, understanding and safety/congregational covenant/**

7:37 PM 0:05 Retreat follow-up (All)  
Objectives and assessment for Revs and ministry--next steps  
Council Chair guidelines (revised version)  
Prioritization of other "To Do's" (see Pres/Pres-elect report for list)

**Other**

7:42 PM 0:05 Annual meeting (All)  
7:47 PM 0:05 Retreat discussion (All)

7:52 PM 0:10 Review decisions and follow-up actions, New Business (All--include in monthly reports)

Organizational design and staffing  
Lighting project  
Intern minister advisory committee  
Immigration, sanctuary and asylum  
Meeting House security  
Safer Congregations policy  
Membership restructure  
Beloved Conversations  
Pastoral care  
Other

8:02 PM 0:05 Co-ministers' report highlights (RevCathy, RevHeather) ) written reports and  
8:07 PM 0:10 Council Chair report highlights (Judy, Sue, Carolyn, Marye Gail) ) verbal highlights only  
8:17 PM 0:05 President/President-elect's report highlights (Sherry, Joe)  
8:22 PM 0:00 Guest comments (if time allows)

**Closing Items**

8:22 PM 0:05 Executive session  
8:27 PM 0:03 Recognition  
8:30 PM Adjourn

## **Follow ups and Parking lot items**

### **New from March board meeting**

Mar '19 mtg Finalize Council Chair position description

### **Carried forward**

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

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 April 2, 2019

1. Approve minutes:
  - a. March 5, 2019 board meeting minutes
  - b. March 5, 2019 executive committee meeting summary
  - c. February 24, 2019 semi-annual congregational meeting minutes
  
2. Appoint Dana Donovan as a member of the Nominating Committee effectively immediately

Endowment Committee Distribution Recommendation:

Based on the excellent spreadsheet prepared by Sherry (attached hereto) which yields a 3 year average balance of the endowment of \$1,181,552, at our last endowment committee meeting, the committee voted to recommend a distribution from the endowment of 4% or \$47,262 to support operations and small projects.

The committee considered that a prudent distribution percentage would generally be in the range of 4 to 6%. The committee considered that given the possibility of a recession and/or a downturn in the stock market, and given the need in prior years to withdraw funds for projects such as roof repair, it would be prudent to recommend a distribution at the lower end of the range.

	12/31/2015			12/31/2016				12/31/2017				12/31/2018			
	12/31/2015	Donor Restricted (a)	Unrestricted	12/31/2016	Capital Projects Temporarily Restricted (a)	Donor Restricted (c)	Unrestricted	12/31/2017	Capital Projects Temporarily Restricted (a)	Donor Restricted (c)	Unrestricted	Estimated 12/31/2018	Capital Projects Temporarily Restricted	Donor Restricted (c)	Unrestricted
UBS	966,181	69,394 (c)	896,787	1,004,358		69,394 (c)	934,964	1,147,083	13,937 (d)	69,394 (c)	1,063,752	989,820 (f)	21,563 (g)	69,394 (c)	898,863
Loan receivable from solar Sole Proprietor				103,422	103,422 (b)			73,422	73,422			73,422	73,422		
Noise abatement (moved from Schwab to UBS in 2018)								109,599 (e)	109,599			110,153	110,153		
UUMSB loan	48,757			45,599			45,599	43,833			43,833	41,987 (h)			41,987
<b>Total</b>	<u>1,014,938</u>	<u>69,394</u>	<u>896,787</u>	<u>1,153,379</u>	<u>103,422</u>	<u>69,394</u>	<u>980,563</u>	<u>1,373,937</u>	<u>196,958</u>	<u>69,394</u>	<u>1,107,585</u>	<u>1,215,382</u>	<u>205,138</u>	<u>69,394</u>	<u>940,850</u>

Solar panels 94,985 (g)  
 Noise abatement 110,153  
205,138

- (a) Amounts are per the Annual Reports for FY2016, FY2017 and FY2018, respectively
- (b) Solar contributions of \$89,485 per Brian Mullen's detailed list of contributors thru April 2016; assumption is that all funds had been deposited to UBS in 2016; these contributions plus an additional \$13,937 from general endowment funds was loaned to the Sole Proprietor via three promissory notes totalling \$103,422; see (g) below
- (c) Should be reviewed re: Delaney and in total; Donor Restricted may be \$103,422 or could be deemed to be zero
- (d) First repayment on solar loan made 4/13/2017
- (e) Held in Schwab at 12/31/2017 and UBS at 12/31/2018
- (f) Per Brian Mullen's 13-Quarter Rolling Average; UBS general account only (excludes noise abatement separate account)
- (g) see below
- (h) Per Brian Mullen's 13-Quarter Rolling Average
- (i) not used
- (j) Assumes FY2020 pledges are 8% increase over FY2019
- (k) Constitution/by-laws specify average of last 3 year-end balances; Capital Project Temp Restricted amounts are not available for other purposes and are excluded
- (l) Per Brian Mullen's 13-Quarter Rolling Average; includes all endowment funds, restricted and unrestricted  
 Note: Endowment Committee determined (at the time the solar loan was made) that interest on the loan belongs in unrestricted endowment funds; no decision has been made on the earnings on the noise abatement funds
- (m) Based on available information on this page for 2017 and 2018; 2019 is based on Brian Mullen's rolling 13-quarter average

	Avg Endow	(k)
3-Year average of Unrestricted + Donor Restricted	1,079,060	
(j) 2x expected FY2020 expenses of \$455,000	910,000	
Excess over constitutional cap as of 12/31/2018	<u>169,060</u>	

	Avg Endow	(l)
Average balance for spending policy calculation	1,181,552	
4%	47,262	
4.5%	53,170	
5%	59,078	
5.5%	64,985	
6%	<u>70,893</u>	

(g) 89,485 contributions from the congregation in 2016  
 13,937 general endowment funds needed for loan  
103,422 loaned to sole proprietor in 2016

30,000 repaid by sole proprietor in 2017  
 13,937 restoration of general endowment funds--unrestricted  
 16,063 restricted for solar panel purchase in future  
 5,500 2018 member contribution  
21,563 in UBS account, temporarily restricted

94,985 total member contributions 2016-2018  
 When solar panels are purchased (sometime prior to June 30, 2022) any residual amount over the \$94,985 will move to unrestricted endowment

	FY2017 Actual	FY2018 Actual	FY2019 Budget
Operations	43,000	47,150	43,000
Small capital projects	13,850	3,522	10,000
	<u>56,850</u>	<u>50,672</u>	<u>53,000</u>
(m) Average endowment	1,014,938		
Based on y/e FY15		1,084,159	
Based on y/e FY15,16			1,181,552
Based on y/e FY15,16,17			
<i>% of average endowment operating &amp; small projects</i>	5.6%	4.7%	4.5%
3-year return on investments			
UBS			
Total endowment			
Large capital expenditure			
Roof repair--special board vote		39,000	



Term sheet for UUMSB Additional Loan

Principal amount: TBD, but not to exceed \$30,000  
Term: 10 years, no prepayment penalty.  
Rate: WSJ prime plus 1%, to be adjusted annually  
Security: Second mortgage (behind our first mortgage)

Proposed by the Endowment Committee

For USH Board meeting April 2, 2019

Voting Members: Steve Basche (Endowment) present  
 Caron Lanouette (Stewardship) present  
 Peter Meny (Buildings & Grounds) present  
 Tom Richardson, Chair (Treasurer) present  
 Sue Tenorio (Administration) present

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

Materials: Current draft FY2020 Budget  
 New funding requests – top 5 prioritized by Board

Agenda	DRAFT MINUTES
1. Open with mission	Tom read
2. What are the risks to meeting the goal of an 8% pledge drive increase?	Caron reported that only half of the pledge units have made a pledge. Stewardship sent a mailing last week, made a request during Sunday service and is sending an e-mail this week. Caron believes the greatest risk is the lack of any consistency in members' preference for communication methods. Cathy projects that final results will be in the 4% - 6% range versus the 8% target increase. Discussion for next year included offering some kind of incentives to pledge; have a pre-canvass for Board and other leadership so we have a large bulk of pledges at the launch of the regular canvass.
3. What does the Endowment Committee recommend as a draw on the endowment for the FY2020 budget?	Endowment recommends a 4% draw or \$47,262. (This represents a decrease of \$5,738 from the \$53,000 draw budgeted for FY2019.)
4. What are the outstanding variables and requests needing resolution for the FY2020 budget?	417100 Current year pledge income 474000 Schwab Spiritual Life income (check Friends of Music amount) 516000 B & G expenses (decouple total from Endowment draw? \$6000 additional requested) 545000 Worship expenses (budget for sabbatical coverage) 550000 Compensation (how many additional bookkeeper hours?) Other various new requests Forthcoming Green Sanctuary and Beloved Conversations requests?
5. Other business	Caron asked if the composer-in-residence performance could be repeated.
6. Tabled items	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)

## Current Draft FY2020 Budget

### **Unitarian Society of Hartford Mission:**

As a growing, evolving spiritual community inspired by our denominational 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.

	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Budget	Assumption
411000 Endowment	56,852	50,672	53,000	47,262	Endowment Committee recommendation
412000 Fundraising	23,800	7,032	10,000	10,000	flat to FY19 BUDGET (not Projected)
414000 Prior Years' Carry Over		18,701			FY20 in Schwab Administration
415000 Memorial Contributions	100	660	150	-	usually budget \$0
416000 Rental Contributions	19,115	19,359	19,000	19,000	flat to FY19 BUDGET (not Projected)
417100 Current Year Pledge	278,107	271,710	304,246	322,820	(316811+23000)*.95
417200 Prior Year Pledge	5,971	4,942	9,854	4,500	flat to FY19 BUDGET (not Projected)
418000 Sunday Contributions	5,626	5,486	5,000	5,000	flat to FY19 BUDGET (not Projected)
419100 ZERC	1,817	3,551	3,000	3,000	flat to FY19 BUDGET (not Projected)
419200 Solar Lease	1,000	1,000	1,000	1,000	flat to FY19 BUDGET (not Projected)
419300 Garmany Admin	-		500	-	doesn't repeat
419400 Garmany Composer	-		500		FY20 in Schwab Spiritual Life
<b>419500 KNOX</b>	-	-	-	2,000	estimate per Mullen
<b>Total 410000 Administration</b>	<b>392,388</b>	<b>383,113</b>	<b>406,250</b>	<b>414,582</b>	
420000 Community Within	16,211	16,065	12,541	14,750	from Community Within tab
430000 Social Justice	1,745	2,524	2,999	-	\$0 per Rev Cathy
440000 Spiritual Life	3,735	2,454	3,150	-	FY20 in Schwab Spiritual Life
450000 Other Income	6,083	1,025	5,626	-	
<b>460000 Meeting House Presents</b>		11,359	16,684	10,800	9 concerts @ \$1200
<b>471000 Schwab Administration</b>		-	-		\$0 per Mullen
<b>472000 Schwab Community Within</b>		-	-		\$0 per Mullen
<b>473000 Schwab Social Justice</b>		-	-	-	\$0 per Rev Cathy
<b>474000 Schwab Spiritual Life</b>		-	-	7,500	Garmany & Friends of Music
<b>Total 470000 Schwab Draw Down</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,500</b>	
<b>480000 UUA Intern Minister Grant</b>				3,625	per Rev Heather
<b>Total Budgeted Income</b>	<b>420,162</b>	<b>416,540</b>	<b>447,250</b>	<b>451,257</b>	

512000 UUA & District Payments	15,744	16,892	18,581	20,439	10% increase collar
515000 Stewardship	2,001	5,898	3,350	3,350	flat to FY19 BUDGET (not Projected)
516000 Building & Grounds	69,515	54,895	65,100	55,000	flat - plus \$2000 KNOX water
517000 Office	21,527	22,648	23,628	20,000	flat to FY19 BUDGET (not Projected)
518000 Insurance	18,757	18,891	19,327	19,200	flat to FY19 BUDGET (not Projected)
519000 Administration - Other	3,587	3,125	3,953	1,117	flat minus 2 hrs/wk Rayla (moved to Comp)
<b>Total 510000 Administration</b>	<b>131,131</b>	<b>122,349</b>	<b>133,939</b>	<b>119,106</b>	
520000 Community Within	15,647	16,693	15,156	16,260	from Community Within tab
530000 Social Justice	699	936	1,692	1,500	flat to FY19 BUDGET (not Projected)
543000 Music		1,754	4,100	4,100	flat - plus Garmany Composer
544000 Religious Education		1,964	3,200	3,200	flat to FY19 BUDGET (not Projected)
545000 Worship		3,279	4,250	4,250	flat to FY19 BUDGET (not Projected)
<b>Total 540000 Spiritual Life</b>	<b>7,078</b>	<b>6,997</b>	<b>11,550</b>	<b>11,550</b>	flat to FY19 BUDGET (not Projected)
550000 Compensation	259,492	262,773	270,109	289,348	from Comp incl. Intern, Rent Mgr & Choral
<b>560000 Meeting House Presents</b>		6,791	13,050	8,000	from Community Within tab
590000 Other Expenses	6,016	-	-	-	
<b>Total Budgeted Expenses</b>	<b>420,063</b>	<b>416,539</b>	<b>445,496</b>	<b>428,004</b>	
<b>Balance</b>	<b>99</b>	<b>1</b>	<b>1,754</b>	<b>23,254</b>	<b>this is NOT REAL</b>

rev. 4/2/2019

Includes:	<b>Unresolved variables:</b>				
Intern Minister	417100 Current Year Pledge income				
Fair Compensation (\$15/hour min)	474000 Schwab Spiritual Life income (check Friends of Music amount)				
Nursery & Child Care	516000 B & G (net \$6000 additional requested expenses)				note that flat Electric expense is a guess
Fellowship Custodian	545000 Worship expenses (budget for sabbatical coverage?)				
Custodian	550000 Compensation (additional bookkeeper hours?)				
3% COLA all other staff	Other various new requests				
\$2,000 income/expense KNOX H <sub>2</sub> O	Forthcoming Green Sanctuary request?				

## New Funding Requests

Board agreed to build the first five priorities into initial budget draft. Others to be prioritized after stewardship results are known.

Priority	Request	Requested by
1	Intern Minister	Board
2	Additional support for 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.)	Sherry Manetta
3	\$15/hour minimum wage	Board
4	a bunch of Sabbatical needs (worship, pastoral care, and staff support being the primary ones)	Cathy Rion Starr
5	Cost of Living Adjustments (3%)	Board
wait	Additional RE funding for Youth Group (\$500) and Coming of Age/OWL (\$1000)	Rayla Mattson
wait	___ additional Director of RE hours per week for 3 months	Sherry Manetta
wait	Additional Office (non-salary) funding to make budget realistic	Cathy Rion Starr
wait	More administrative support for the <u>Stewardship campaign</u> , for Board work in targeting and collecting pledges, and for other fundraising. This would include payment methods (PayPal, ACH, etc.) and recordkeeping/reporting/data analysis.	Sherry Manetta
wait	___ additional support for a <u>planned giving campaign</u> , which could include brochures, reporting and analysis. I have asked Steve Basche to be more specific on this)	Sherry Manetta
wait	___ additional Office Administrator hours per week (Support for a <u>capital campaign planning process</u> )	Sherry Manetta
wait	___ 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)	Sherry Manetta
wait	Additional Stewardship funding to make budget realistic	Verbal - Caron L.
wait	2 hours per week restored to Director of Music Ministry (would qualify Sam for pension)	not requested, but assumed
wait	B & G General Maintenance +\$2,000	
wait	B & G Snow Removal +\$400	
wait	B & G Lawn Care -\$500	
wait	B & G KNOX <u>Income</u>	
wait	B & G Water	
wait	B & G Natural Gas +\$1,000	
wait	B & G Small Projects +\$2,000	
wait	B & G Waste Removal +\$1,100 (new, unbudgeted expense in FY19)	
wait	Beloved Conversations forthcoming request	
wait	Green Sanctuary forthcoming request	

Notes: Community Within requested new funding for Adult Education, but reduced other costs to compensate; additional Office Administrator hours may qualify her for health insurance

## April 2019 Co-Ministers' Board Report Deepening & Connection

### Nourishing Spirit

Our **Worship Associates** program continues to be strong, and is looking for a few new folks. We have chosen “Nourishment” as the theme for summer worship – please let RevCathy and Laurie Kelliher know if you have ideas for worship leaders and/or services. We’ve begun thinking together about Sabbatical worship as well.

**Religious Education** has so much going on that we can’t keep track! Justice projects at every grade, the high school and middle school youth will be taking our first trip to Boston on April 19<sup>th</sup> to visit the UUA Headquarters and other prominent UU sites/churches, and more. It would be great to have Rayla and leaders come to a Board meeting to share about the program again sometime in the next few months.

**Our Composer-in-Residence**, Josh Stitt’s, first piece was presented in worship March 24<sup>th</sup> to much acclaim. We never know how well a composer will do, and we’re glad to have a wonderful fit with Josh this year. Stay tuned for more.

Judy Robbins and Tom Gervais, among others at USH and at UUS:E and Fern Street Universalist, have been researching UU programs created and supported by other UU congregations that engage in the work of **adult spiritual development, membership and leadership development, and adult religious education**, to better understand what might be good resources for USH to draw upon and connect with. Some meetings have been had and e-mails exchanged and there are more meetings and conversations on these topics scheduled in April.

### Building Community

**Pastorally**, this seems to be a season of great need and challenge among our people. As you know, Marion Richardson (service 4/6), Louise Willett (service 6/15), and Laura Cipriano’s father Frank Stewart (service 5/18) all died in the last month and we will lead services for each of them here. A whole team of USHers is doing our best to support Valerie Klokow as she deals with serious and debilitating cancer. Fred Louis is recovering well from his open heart surgery. Stan Kemmerer is recovering well from a partial foot amputation to deal with an infection. Bill LaPorte-Bryan is unable to get out of the house much, but welcomes calls and occasional visits as he is slowly getting more energy. Julie Hassler is seeking & grateful for our support as she deals with a perfect storm of life challenges. And there are so many others we are in touch with as they privately deal with physical and mental health challenges, as well as huge financial stresses. We so appreciate the Caring Network for their steady and heartfelt tending to many of the practical and spiritual needs of our people.

We have really enjoyed participating in each of the **Stewardship Soirees** (mostly RevCathy, and some of RevHeather). This is such a wonderful opportunity to touch base with congregants while also supporting the Stewardship Drive. It is a serious

commitment of many extra evenings and weekends that feels really worth it (and a bit tiring by the end!). Huge thanks to Caron Lanouette for her leadership and dedication, along with the rest of the small-but-mighty Stewardship Team.

RevCathy is serving as an At Large board member of the Clara Barton **UU Ministers' Association** Chapter, and organized a Connecticut/Western Mass cluster gathering in February that was celebrated as spiritually rich and needed by the dozen colleagues in attendance.

The Winter/Spring 2019 UU, USH and You **Path to Membership** class has completed and there is a New Member Ceremony coming up at the end of April. The Newcomer group is engaged in follow-up and outreach and we are glad to report that some people have already indicated their interest in joining.

### **Working for Justice**

Our hearts are heavy with so much going on locally (Wayzaro Walton's detention by ICE, eg), nationally, and globally. Judy's Justice report will capture many of the happenings by our subcouncils. As your Revs, we've been trying to show up when and how we can within the congregation and community.

Beloved Conversations 2019 has about a month left. RevCathy is both appreciating the opportunity to facilitate and get to know the curriculum, and it is a big chunk of time and Saturdays.

### **Staff**

RevCathy and Brian Mullen are trying out a new system of tracking and prioritizing tasks, and are hoping to cross off a few this month that have been on the list for a long time. Staff are THRILLED to finally have USH credit cards in our wallets to use for USH expenses.

Rayla Mattson attended Finding Our Way Home, the annual gathering for UU Religious Professionals of Color – please read her brief sharing in your email if you haven't already. She is planning to attend Our Whole Lives (OWL – sexuality education) training with Mariah Chaduciwiecz this spring. She's also dealing with some health issues and physical pain.

We said a formal and loving goodbye to Crystal Acevedo-Cruz as our Fellowship Sexton after 5 years of service with us. Crystal is sad to go and loves USH, but is clear that she needs one weekly day at home with her family.

### **Overall, so much is going really well!**

And...we are tired (both not-sleeping-through-the-night tired and a deeper fatigue that has us setting our sights on our sabbatical!). There is more to do than we can keep up with,

especially when the pastoral demands are high and the Board is as active as you all are this year. Thank you for your patience as we do the best we can to prioritize.

**Upcoming in April**

April 7-15 We will be out of the office for a combination of vacation and professional development (RevHeather will be at the second retreat for her continuing education UUMA Deepening Program April 10-13)

April 19<sup>th</sup> – RevCathy will join our middle & high school youth on their field trip to Boston

April 20<sup>th</sup> -- Easter

Also in April: We'll be meeting with Revs Josh Pawelek & Adam Robersmith to deepen our collaboration and coordination, and digging into Sabbatical planning with the USH Sabbatical Coverage team (in addition to all the regular stuff, finishing Stewardship, supporting Linda Clark to create the Annual Report, etc.)

May will bring Annual Reviews for all staff, as well as the Annual Meeting, Flower Communion, etc. Thank you for all that you keep going or prepare to hand off as the end of the 2018-19 church year comes into sight!



## Agenda—Congregational Annual Meeting May 19, 2019

DRAFT for Discussion April 2, 2019 Board Meeting

Call to Order	Sherry Manetta
Reflection	??
Approval of Minutes May 20, 2018	Sherry Manetta
Election of Board Officers	John Brancato
Report on other Board committees	John Brancato or Joe Rubin
President's Report	Sherry Manetta
Co-Ministers' Report	Revs
Secretary's Report	Sarah McKenzie
Financial Report	Tom Richardson
Endowment Report	Steve Basche
Lighting Project	Hugh Schweitzer
Congregational Conversation	Joe Rubin
Closing	??
Adjourn Meeting	Sherry Manetta

# President and President-elect Report to Board

April 2, 2019

## Executive Committee meeting Minutes—March 26, 2019

### Key items of discussion

- Stewardship status and potential for board involvement in follow up immediately after 3/31—Caron Lanouette will attend the board meeting for further information
- FY2020 budget and FY2019 projections—still too early in Stewardship drive and other analyses to add much to the FY2020 discussion; this is putting us behind on the Finance Committee’s schedule for finalizing the budget. Need to do a deeper dive into Building and Grounds, both operational amounts and small capital projects. Brian Mullen’s rejections using March 31<sup>st</sup> data will be critical for understanding where we will come out for FY2019 and whether any actions are needed in the next three months to assure a good result
- Endowment Committee will be at the April Board meeting to discuss: recommended withdrawal for FY2020, proposed terms of UUMSB loan, and upcoming endowment survey
- Revs objectives and assessment process—Marye Gail has agreed to lead a team to manage the process for this fiscal year and set up process for FY2020. More discussion is required
- Still need to decide what to prioritize from the “Things To Do” from the retreat that can be accomplished in the next three months—list is repeated below
- Nominating Committee is struggling to fill open Board and Board committee positions. This will be discussed at the Board meeting. Dana Donovan will be nominated to join the Nominating Committee (will be part of the consent agenda for April 2)
- Memorial services are being added to the Board calendar (see below). Marion Richardson’s service—70 years a UU at USH—is upcoming on Saturday April 6 at 11:00.
- June 1 is the next scheduled Board retreat. There will be a discussion at the Board meeting on the agenda and the benefits of the retreat and whether it should be rescheduled to after June 30
- Annual meeting agenda should be discussed at the Board meeting
- Status of the lighting project was reviewed. See David Newton’s brief update below and the March 27 e-news. There should be at least one more “Under-the-rays” congregational discussion after service in the next 4 to 6 weeks
- We agreed on the agenda for the Board meeting. All executive committee members were in attendance.

### Retreat “Things to Do” (reprinted from Retreat Notes)

- 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?

## **Lighting—David Newton update for the Board (up-to-date through Sunday 3/17)**

“Current thinking of circular positioning of lights has the greatest aesthetic merit and practical promise. As this is written, Hugh is refining plans for the number and size of hanging fixtures and taking measures to be clear about the positions they will occupy. This is no small matter because everything about the support structure above the rays is unique and to some degree problematic. Laser measurements will be taken among the structural members along with efforts to check that the architectural drawings of the original structure actually reflect the materials used. While this is going on, Hugh will be seeking in connection with contractor(s) some sort of pricing of the fixtures. In addition, electrical contractors will be identified to participate in a pre-bid walk through, at which time we may benefit from their suggestions for most efficient installation of the fixtures. All of this business will be moved along as swiftly as possible.”

## **Nominating Committee and Leadership Development**

As a reminder, open positions to be filled by the Nominating Committee and ratified by the Board are:

Board to be filled:

- President-elect
- Spiritual Life Council Chair
- Community Within Council Chair

Board members for re-nomination:

- President—Joe Rubin
- Social Justice Council Chair—Judy Sullivan is completing the second year of vacated position. She is eligible to re-up for one more 2-year term
- Secretary—Sarah McKenzie will be completing her first 2-year term. She is eligible for two more 2-year terms

Other Board committees

- Endowment Committee—one open position for a 3-year term
- Audit Committee—to be reappointed, a chair appointed, and another member added
- Nominating Committee—two additional members to be added

Other Board committees to be recommended to the Board by the Spiritual Life Council Chair and Rev(s)

- Intern Minister Advisory Committee
- Sabbatical Committee

Other considerations

- Membership sub-council (may be more than one position depending on restructuring)
- Immigration task force

It is assumed that the Safer Congregation Committee is completed but this should be verified.

## E-news Articles

Thank you to Marye Gail, Joe and Tom for recent e-news articles on finances, the Revs sabbatical and intern minister. Possible upcoming articles:

- Overview of semi-annual congregational meeting (Sarah)
- Immigration (Judy)
- Other

## Board Calendar for the remainder of FY2019 (items in red were added this month)

- April 2 Board meeting—**endowment committee attending**
- April 5 Meeting House Presents
- **April 6 Memorial service—Marion Richardson—11:00**
- **April 15 Annual Report reports due to Linda Clark (see Linda Clark email for instructions)**
- 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 18 Memorial service—Laura Cipriano's father**
- 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
  - Committee appointments required by Board
  - Review of retreat and planning for FY2020
- **June 15 Memorial service—Louise Willett**
- June 23 Under the Stairs
- June 25 Executive Committee meeting--FY2020 Board EC

# USH Council Chair Board Member Role—a Guide for Board Ministry

April 11, 2019

This document is intended as a Guide for Council Chairs during their tenure on the USH Board.

## Fiduciary Role of Board Members

The Council Chair is first and foremost a member of the USH Board of Directors and has a responsibility as a fiduciary under state law, standard governance principles and the USH Constitution and By-Laws. The Constitution and By-Laws define wide-ranging authorities for the Board (which are not repeated here).

Fiduciary responsibilities are defined by state and common law. The UUA provides guidance regarding:

- ) Duty of Stewardship—generous giver to the congregation
- ) Duty of Care—always act in the best interest of the congregation as a whole and how it is serving its mission and vision
- ) Duty of Loyalty—place the interests of USH ahead of the board member’s own interests at all times
- ) Duty of Obedience—follow all local, state and federal laws, and be in compliance with the congregation’s bylaws, policies and any other governing documents

More detailed information can be found at [www.uua.org/leadership/blog/duties-board](http://www.uua.org/leadership/blog/duties-board).

Of note, the Board is responsible for the strategy and vision of USH and has oversight responsibility for the assets of the organization.

## General Board Responsibilities

1. Attend monthly Board meetings, including time spent reviewing documents circulated via email; participate in email votes between meetings as necessary
2. Attend two 6-hour Board retreats annually
3. Represent the Board by attending and/or promoting congregational functions and events as requested and as appropriate throughout the year, e.g., memorial services, Meeting House Presents, Stewardship activities
4. Support Stewardship campaign by pledging generously within means, reaching out to donors, etc.

## Specific Responsibilities of USH Council Chairs

Council Chairs serve a unique function in furthering the mission of USH. Aspects of the role are defined by the USH Constitution and By-Laws, but practices evolve over time, and will vary from one Council area to another and from year to year. The role is not a supervisory function but a direction-setting and liaison function.

A guide to primary responsibilities (this is not intended to be a checklist) include:

1. Liaison with sub-councils (or subgroups in the case of Spiritual Life)
  - a. As appropriate, organize one or more Council-wide meetings with staff and lay leaders of sub-councils
  - b. Solicit input, plan and/or participate in meetings and events (such as council fair)
  - c. Report on sub-council activities to the Board (at least quarterly in writing)
  - d. Raise sub-council issues, concerns, opportunities to the Board
2. In conjunction with the designated minister, assess impact of Board priorities on sub-council and Council objectives and activities
  - a. Communicate Board priorities, impact and expectations to sub-councils
3. Be cognizant of financial issues and address with Treasurer, designated minister, and/or Board as appropriate. The Council Chair's responsibility however is only as a fiduciary for the overall financial well-being of USH
4. Negotiate and sign contracts pertinent to the Council's jurisdiction at the direction of the President and in accordance with relevant policy
5. Advise sub-councils of board decisions
  - a. For major decisions, the Board will request a sub-council meet directly with the Board for discussion and setting expectations and timetables for reporting back to the board
6. Lead or organize/coordinate task forces and projects at the request of the board
7. In collaboration with the designated minister, recommend to the Board sub-councils to be initiated, reorganized or disbanded
8. Liaise within USH to seek input from other stakeholders, obtain informal feedback from members regarding USH direction, priorities and progress achieving goals and mission
9. Liaise outside USH as appropriate for the benefit of particular USH initiatives and of USH as a whole

10. Regular communications with the congregation using various means such as e-news, annual report, board-under-the-stairs sessions, pulpit announcements and/or congregational meetings on matters of importance or interest to the congregation
11. At the Council Chair's discretion, the Council Chair may volunteer within USH for Council-related or other activities
  - a. Initiate volunteer activities, in conjunction with Board and/or designated minister and in line with board priorities (e.g., social justice march)
  - b. Support sub-councils as a volunteer (e.g., stewardship)
  - c. Volunteer as possible and appropriate to supplement staff efforts (e.g., RE support, budgeting)
12. Work collaboratively and in a cooperative manner with sub-councils, the ministers, and other Board members and endeavor proactively to influence others in the context of Board priorities and to the benefit of our community

All sub-councils do not require the same level of attention from Council Chairs. Areas of focus will be prioritized by the Council Chair in discussion with the designated minister and in the context of the Board's priorities on an annual basis. Any questions on role or scope should be brought to the Board President or President Elect for mutual understanding and resolution

Where sub-councils do not exist, but there are established volunteer subgroups (e.g., RE, Worship Associates, Choir), the liaison role will be adapted, working with the designated minister.

There are no staff or staff management responsibilities.

Note: Council Chairs' roles are to be determined from time-to-time based on need and established practice.

Unitarian Society of Hartford

**ADMINISTRATION COUNCIL:**  
**MONTHLY REPORT**  
**March, 2019**

submitted by Sue Tenorio, Adm Council Chair

**I. Buildings and Grounds:**

Meeting of 3/10/19

Snow and icy conditions made for a reduction of attendees including yhe Adm Chair. Drawing from the Meeting Minutes (David Newton) and discussions w/ Stuart Spence, Sub-council Chair, the following is reported:

A sample approximation of the Sanctuary lighting fixture (s) under consideration has been hung for Congregants' viewing, garnering considerable interest and comments. The sample lighting display will remain in place for at least another week. All feedback and ensuing questions will be shared w/ Hugh Schweitze, Consultant, who is working on the next phase including specifications to solicit bids for the electrical work and fixtures. .

A Sanctuary Exploration Team, comprised of B & G member, Laura Cipriano and Makenzi Hurtado, presented for discussion a document that outlines the physical space responsibilities and necesssities if the USH Meetinghouse were to be established as a sanctuary for individuals seeking refuge. Among points covered included: length of stay; prioritization of space usage by competing congrgation interest groups; toilet and bathing plumbing requirements; zoning regulations; budget impact. Follow-up with related congregations will be done by both Peter Meny and Laura.

Reminder: **April 13 is a scheduled workday from 9-12 noon.** Jim Venneman and Bill Simmons will draw up a task list of work that can be addressed

**II. Finance**

Meeting of 3/28/19

Please see Treasurer Tom Richardson's report. A considerable amount of discussion took place re: the Annual Pledge Drive. The amount of pledge monies recorded to date by Brian Mullen is \$183,000 or 6% with respect to our 8% goal for 2019-20.

The amount needed as a draw down from the Endowment Fund was discussed with a projected total range of 4% to 5%.

It was affirmed that at its February meeting, the Board established the following five priorities in the 2020 budge draft:

1. Intern Minister (full cost?),
2. Additional support for account-related record-keeping, reporting and collections
3. A \$15 hourly *minimum* wage for USH employees
4. Co-Revs' sabbatical support needs (TBD).
5. Cost of Living Adjustments (COLA) of 3% for staff

**III. Human Resources**

No meeting was held this month although discussion notes from previous meetings related to organizational staffing were distributed to the Board by Rev. Cathy.



#### **IV. Stewardship**

Committee members and Adm Chair were in frequent communication via emails and staffing of a Soiree sign-up table in Fellowship Hall following the Annual Pledge Drive kick-off of 3/6/19. Soirees scheduled concurrently with the kick-off drew few or zero registrants, resulting in cancellations of the same.

Meeting of 3/20/19: cancelled

Meeting of 3/27/19:

Caron Lanouette, announced that a planned celebration for the end of the Pledge Drive on 3/31/19 was being cancelled due to a lagging number of pledges to date. Bob White, congregation member, has completed pledge-specific lists by name of members who have not yet pledged, separate from a list of congregation members with whom Cathy has talked regarding their individual circumstances and with whom no further contacts will be made.

Board members will be asked to review the list of non-pledged members in order to determine if there are individuals to whom they may be willing to place pledge reminder calls. 'Formal' final pledge activities will occur during the 3/31/19 Sunday service and an inventory made afterward of the pledge totals.

A thank you luncheon will be held for all Soiree hosts on 4/23/19. Individual thank yous will be sent to individuals who have pledged significant amounts. All who have made pledges will receive a USH thank you.

Next scheduled meeting is 4/17/19.

#### **V. Archives**

Chair Larry Lunden accepted an invitation from the Adm Chair to deliver from the pulpit a personal testimonial in support of the Pledge Drive. His testimony on 3/21/19 was authentic and well-received.

ST/st

## Social Justice Council Report

April 2, 2019

1. The greater Hartford faith based organizing group hosted a Winter Assembly on March 12, with 275 people from 47 organizations attending. USH representatives were Rev. Cathy, Sherry Manetta, Barbara Hopkins and Judy Sullivan. The group formally announced the name of the group: the *Greater Hartford Interfaith Action Alliance (GHIAA)*. We will be initiating a House Meeting Campaign now through the end of May to identify issues to be considered for the group's first issue slate.
  - ) Core Team Training scheduled in May and Undoing Racism Training in June for all interested.
  - ) June Issues Assembly is scheduled for June 20 where we will affirm an issue slate for the founding, which is scheduled for October 28.
  
2. Sanctuary Leadership Team
  - ) Don Hope is working with the small team to determine the feasibility of offering sanctuary.
  - ) Don and several other USH members attended the New Sanctuary CT meeting held on March 24. Thirty five people from 13 congregations participated in discussions centering on the need to organize and expand efforts to hold back ICE and protect immigrants and their families from deportation. The theological foundations of sanctuary and the theology of breaking the law was discussed as the sacred work that we do.
  - ) On Sunday, March 31, forty seven letters were signed, envelopes addressed and stamped, to be mailed to the Hartford ICE office in support of Wayzaro Walton. "Taz", as she is called was picked up by ICE at her regular check in last week. She is a permanent legal resident who received a pardon from the state of CT for an old offense. ICE is not recognizing the pardon, as the Parole Board issues pardons in CT, not the Governor.
  
3. Beloved Conversations

The two groups led by Rev. Cathy/Gloria Mengual and Rick Tsukada/Laurie Kelliher are at the mid-point of the course.

Respectfully Submitted,  
Judy Sullivan  
Chair, Social Justice Council