

Unitarian Society of Hartford - Board of Directors Meeting June 4, 2019

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

Guests: Peter Meny (incoming board), Don Hope, Virginia DeLima, Janice Newton, David Newton, Stu Spence, Hugh Schweitzer, Jim Venneman

6:33 - Sherry called the meeting to order

Joe lit the chalice, Sherry read from John O'Donohue

6:37 - Joe read the Board Covenant

6:39 - Thank You notes for June. Staff thank yous for this month, and for outgoing board members

6:40 - Consent Agenda (See attached): May Minutes & appoint Peter Meny to Sabbatical committee. MGH moved, JR seconded

Aye - 8

Nay - 0

Abstention - 0

Motion Passes

6:41 - Sanctuary: Don Hope was at the Board meeting to discuss updates on the sanctuary congregation discernment process. (See Attached) Discussion followed regarding options surrounding space, opportunity, concerns and questions. Continue the work to move towards a congregational vote on becoming a sanctuary congregation.

7:18 - Financial Report, FY 2020 Budget. Pledging is down relative to last year, Tom prepared a new budget spreadsheet with adjusted pledge income. Also removed COLAs, leaving the increases to \$15/hr for those staff members who are not yet at that point. A special ask will be made to cover Intern Minister and Sabbatical Coverage, need about \$15,000 to cover those items plus make a reduced dues payment to the UUA. We would need an estimated \$25,000-\$30,000 to cover all shortfalls PLUS full dues to the UUA, although this estimate needs to be refined. We need to vote on A budget today, because the new FY starts July 1. Board is being asked to increase their pledges as well. There was also a question about potentially increasing the draw from the endowment to cover some of the shortfall. A revised budget will be considered by the board based on the results of the second ask.

Motion was made to approve the budget (with some clerical corrections) by Marye Gail, seconded by Joe Rubin. Any Discussion or Amendments? Maybe make decisions about endowment draw after we see what comes in from the additional ask.

Aye - 8

Nay - 0

Abstention - 0

Motion Passes. There is still a lot of work to do.

7:46 - Sabbatical Overview. Marye Gail gave an update on Pulpit Supply and Pastoral Care coverage.

7:57 - Sanctuary Lighting: Hugh gave an update on lighting, (See attached Phase I floor plan and elevation drawings). The current plan includes ten new fixtures, at a total fixture cost of around \$13,000. The next steps are a pre-bid walk-through with electricians and soliciting bids for the actual electrical and installation work. Once we have multiple bids, B&G will present the options to the Board.

8:36 - Joe R handed out the proposed Safer Congregations Policy for review. Discussion to occur at July 9 Board Meeting.

8:40 - Marye Gail filled us in on the Ministerial Review Process. The current plan is to do a smaller "relational review" between the Revs and the Board (as represented by Joe and Marye Gail) in August, and a longer process evaluation with some form of congregational input in 2020.

8:45 - Sherry and Marye Gail were presented with gifts, as this was their last Board Meeting as members of the current Board.

8:50 - Meeting Adjourned.

Respectfully Submitted,

Sarah McKenzie, Secretary

USH Board Meeting Agenda--June 4, 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--TBD
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 5/FY2019 Objective B: Social Justice

6:42 PM	0:15	Immigration justice (Don Hope and Judy)	informational
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Strategic Goal 3/FY2019 Objective C: Sustainable and innovative financial model

6:57 PM	0:40	Financial report	Advance materials/motion
		FY2020 Budget, funding gaps and options (Tom)	
		Targeted ask (Joe)	

Strategic Goal 2/FY2019 Objective E: Healthy Relations

7:37 PM	0:10	Sabbatical overview (Marye Gail)	informational
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Tracking Topics

7:47 PM	0:05	Review decisions, follow-up actions, and new business (items in red are most immediate)	
		See follow ups and parking lot items below	
		Organizational design and staffing	
		Lighting project--June board meeting	
		Revs assessment--Marye Gail leading, need timeline	
		Revs coaching--June 11 meeting	
		Intern minister advisory committee	
		Adult programs and faith formation	
		Membership restructure, member growth strategy	
		Immigration justice--June board meeting	
		Meeting House security--relationship to immigration justice, other considerations	
		Safer Congregations policy--draft policy for June board meeting--informaitonal	
		Sabbatical coverage team plan	
		Beloved Conversations evaluation/continuation, recommendations for initiatives	
		Audit committee mandate for FY2020	
		UUMSB loan--completed May 30	
		General Assembly	
		June Board retreat follow up	
		Pastoral care	

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

7:52 PM	0:10	Sanctuary lighting project (Hugh Schweitzer)	informational
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Board Reports

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 May Board meeting

- May '19 mtg Options to achieve a balanced budget to be reviewed and presented for Board vote at the June board meeting
- May '19 mtg Policy for accounting and reporting of large Schwab reserves--Prior Year Reserves have already gone through income; other reserves such as Music & Social Justice, should be reported in income when funds are transferred from Schwab to operating to pay for specific budgeted expenses
- May '19 mtg Open Endowment Committee position still to be filled

Carried forward

- Apr '19 mtg Policy for memorial service fees
- Apr '19 mtg Policy for other fees
- Apr '19 mtg Co-Minister assessment--Marye Gail and Revs to meet in May
- Apr '19 mtg Sabbatical coverage plan
- Apr '19 mtg Comprehensive lighting plan/projection/sound project--referred to B&G, congregational input, proposal to come to board ??
- Dec '18 mtg Board Objective A: Membership component
- Nov '18 mtg Safer Congregation policy to be finalized
- Apr '18 mtg Other Hartford Foundation grants or other funders available?
- Dec '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 December 4, 2018

1. Approve minutes of May 7, 2019 board meeting
2. Appoint Peter Meny to the Sabbatical Task Force

Should USH Offer Sanctuary to Persons Who are at Risk of Deportation?

Questions and Answers

Q.1- What are the criteria for offering sanctuary to a particular individual?

A. The current administration is ramping up deportations, often of long term resident aliens, breaking up families and deporting “dreamers”, young adults without U.S. citizenship who have nonetheless grown up in the U.S. USH (and other places of worship) are asked by community groups to shelter (offer sanctuary) from ICE for:

- Persons at imminent risk of deportation;
- who have an active claim in the immigration courts;
- which claim has merit and a high likelihood of prevailing;
- and which claim is being pursued with legal representation and assistance from the community (such as Hartford Deportation Defense).
- It is usually an organization like the Deportation Defense asking the church for sanctuary for an individual they know. The organization recommends sanctuary for the individual based on the knowledge of at least a good chance for winning a legal case.

USH needs to develop policy as to:

- Who is eligible:
 - USH would need to draft an agreement in advance of offering Sanctuary as to the expectations of USH and of the Guest.
 - The agreement must be clear as to what events terminate the offer of Sanctuary (stay of deportation on the one hand or exhaustion of legal remedies on the other).
- Who is not eligible:
 - persons with a history of criminality or gang affiliation,
 - persons who act out or cannot abide by the policies of USH,
 - persons with illnesses that require predictable medical support or hospitalization,
 - persons not represented by an attorney. (how do we know if they have a viable claim before the courts if there is no attorney to give a legal opinion?)

Q.2- How long will a person reside in the USH building in sanctuary?

- This is dependent on the continued viability of their claim for stay of deportation, OR
- a decision by USH that the plan is un-workable, OR
- the Guest receives another offer of sanctuary, OR

- ICE presents a warrant to detain/arrest the sanctuary guest.

Q.3- What is the legal basis for offering sanctuary?

- Immigration and Customs Enforcement (ICE) has a policy memorandum, not a law, regulation, or Executive Order, in regard to “sensitive locations.”

“Pursuant to ICE policy, enforcement actions are not to occur at or be focused on sensitive locations such as schools, places of worship, unless;

- a. exigent circumstances exist;
- b. other law enforcement actions have led officers to a sensitive location, or
- c. prior approval is obtained from a designated supervisory official.

The policy is intended to guide ICE officers' and agents' actions when enforcing federal law at or focused on sensitive locations, to enhance public understanding and trust, and to ensure that people seeking to participate in activities or utilize services provided at any sensitive location are free to do so, without fear or hesitation.”



Official Website of the Department of Homeland Security

“Locations treated as sensitive locations under ICE policy would include, but are not be limited to:

- Schools, such as known and licensed daycares, pre-schools and other early learning programs; primary schools; secondary schools; post-secondary schools up to and including colleges and universities; as well as scholastic or education-related activities or events, and school bus stops that are marked and/or known to the officer, during periods when school children are present at the stop;
- Medical treatment and health care facilities, such as hospitals, doctors' offices, accredited health clinics, and emergent or urgent care facilities;
- Places of worship, such as churches, synagogues, mosques, and temples;
- Religious or civil ceremonies or observances, such as funerals and weddings; and
- During a public demonstration, such as a march, rally, or parade.”



Official Website of the Department of Homeland Security

The concept of “sanctuary” has deep historical roots that will not be discussed here. In practice the Sanctuary Guest is “hiding in plain sight”. ICE knows exactly where they are and does not want to stir up a hornet’s nest of bad publicity and legal challenges by invading a “sensitive location.” The Sanctuary Guest sentences himself or herself to deprivation of freedom of unknown length of time and unknown outcome.

Q.4- What liabilities might USH or its leaders incur for having a person residing in the building “in sanctuary.”

The distinction needs to be made between harboring a fugitive from justice and providing sanctuary in a well publicized and non-secretive manner.

Harboring a Fugitive Law and Legal Definition

Harboring a fugitive refers to the crime of knowingly hiding a wanted criminal from the authorities. Federal and state laws, which vary by state, govern the crime of harboring a fugitive. Although supplying funds may make one an accessory after the fact, supplying financial assistance to a fugitive does not rise to the level of harboring or concealing. The federal statute, 18 U.S.C. § 1071, requires proof of four elements: (1) proof that a federal warrant had been issued for the fugitive's arrest, (2) that the accused had knowledge that a warrant had been issued, (3) that the accused actually harbored or concealed the fugitive, and (4) that the accused intended to prevent the fugitive's discovery or arrest.

<https://definitions.uslegal.com/h/harboring-a-fugitive/>

Note that all four elements have to be proved to convict a person of harboring. Therefore, an extremely important element of strategy is to be prepared to make known to the public in the first instance that a Guest is in sanctuary at the USH house of worship. This would involve a press conference and/or other media events that make it clear that the Guest is not in hiding and the congregation and its officers are not hiding or harboring a fugitive.

Of course the law is in flux, offering sanctuary to a person wanted by ICE is a provocative act and USH will bring itself to the attention of the Federal government, indeed offering sanctuary is in part to bring attention to the policies and practices of ICE.

“Churches historically have provided sanctuary and are currently considered ‘sensitive locations’ where immigration enforcement actions should not, and have not, taken place. If the Board feels it needs legal advice with respect to potential criminal or civil liability, the Board will need to obtain legal advice from an attorney” from Northampton UU notes

Q.5- Habitability –

What physical adjustments need to be made to accommodate a Sanctuary Guest?

Sanctuary Exploration Team requests for consideration

by Laura Stewart and Makenzi Hurtado:

As we explore the possibility of becoming a sanctuary, we need to consider physical needs and how the life of our congregation will be impacted if we host an asylum or sanctuary seeking resident. We have a wish list for what we would like to have in place for sanctuary. We realize that if the board and the congregation decides to move

forward with sanctuary an urgent need might arise. We may need to move quickly, before everything is in place.

We would like to have in place for implementation when approved by the congregation and board:

- A clear plan of what physical changes will be made and where
- Plumbing roughed in to be quickly completed when needed

Needs

- Bathroom with a shower
 - drain for shower
 - Owen McKenzie has offered to help with the shower installation
 - USH staff has also expressed that a shower would be useful after biking to work
- Window
- Kitchen access
 - installing a counter and sink in the room would be ideal, but access to the library would do
 - mini fridge in the room
 - microwave/hot plate in the room
- Internet access is already in place
- Closet of wardrobe

Wish List

- Laundry - washer and dryer in an area accessible to church staff
 - Rayla and other staff members has expressed that this is on their wish list
 - It would remove the need for volunteers to take a resident's laundry home and give the person independence

Location options

- One option is Margaret Fuller for living quarters
 - pro
 - windows in the room
 - adjacent to existing bathrooms for plumbing
 - shares wall with under-used utility room with utility sink
 - con
 - B&G says this is one of the coldest rooms in USH so it might not be the best choice for living quarters
 - Archives and chancel arts are currently using the space
 - An agreement would need to be reached with Kathy Ferguson and Larry Lunden regarding their needs and ours. Other space would need to be found.

- Archives could continue to use the part of Margaret Fuller closest to the ambulatory if we add a door to create a hallway closet.
-
- **Ballou**
 - Pro
 - Warmer location than Fuller
 - Windows
 - The room is not used heavily
 - If the sanctuary resident has children visiting, they would be able to see them on the playground
 - Con
 - Same space has been identified as possible location for intern minister
 - Could the space be partitioned and shared if needed for sanctuary?
- **Utility closet between Margaret Fuller and the RE office for plumbing**
 - Partition for space for a Washer/Dryer and shower to be shared
 - Private room for toilet and basin (could be one of the current bathrooms with a door change to prevent access from the ambulatory)
 - shower could be installed with drainage pipes running along the floor to the exterior
 - keep the utility sink

Our existing insurance policy would need to be examined, but our understanding is that it covers all activity in the building.

Q.6- Psychological Safety and Prevention

What does a Sanctuary Guest need in order to feel psychologically safe and welcome at USH?

We will need a core group of 'friendly visitors' to stay with a Guest overnight, at least for the time it takes to feel comfortable in a new and strange and lonely environment. This would entail lending psychological support as well as helping with the practical tasks of communicating with the "outside" and handling situations that arise.

We would actually need two such groups – one of males and one of females as the case may be.

We would have to work with the possibility that the Guest has little or no proficiency in English. Cell phone translators are increasingly sophisticated, but we would need translators from the community in any event to deal with important or difficult matters.

We would also need a sub-group of volunteers to attend to:

- food shopping;

- laundry;
- arranging for money management;
- arranging visits and welcoming visitors;
- coordinating visits by attorney and community organizers;
- setting up phone and internet connection, printer and any other communication gear;
- securing the building by use of physical keys, electronic keys and security policies to keep the visitor safe and the building secure;
- review fire safety and the location of exits;
- review what to do in case of an emergency (fire, power outage, plumbing malfunction);
- and many other predictable and un-predictable ordinary needs.

Q.7- Mental Health and Illness

How does USH plan to deal with the possibility of:

- Loneliness and isolation;
- Stress and post-traumatic stress;
- Depression;
- Thoughts of hurting self;
- Mental health crisis – suicidality, psychosis, breakdown of functioning.

Plans would have to be made to recruit mental health practitioners from the congregation or from the community to evaluate the Guest's state of mind and make a recommendation.

Q.8 – Physical Health provisions and planning for health Emergency

- Should a prospective guest be required to submit to a health screening? Is this intrusive and prejudicial or is it prudent and preventative? Use TB as an example.
- What plans need to be devised in case of illness or accident?
- What plans need to be devised in case of a Medical Emergency?
- Are there medical professionals from the congregation or the community who can be called upon to assess and/or treat illness?

Q.9- Funding

Who has responsibility for funding a sanctuary action and to what degree?

This must be addressed at the front end of any commitment to have a Sanctuary Guest. Once the person is accepted into sanctuary there is an implied commitment that if the money runs out or falls short that USH will have to make up the difference, or else ask to Guest to leave and face deportation.

The author's analysis is that housing a person for weeks, months or years is a huge project and USH should not bear the financial burden in addition to the material and emotional provisions.

There are front end costs of habitability that USH will have to absorb. These can be low dollar amounts depending on the extent of the changes. (read 'shower')

The cost of housing a Guest can be guesstimated as between \$500 - \$1000 per month (\$16.50 to \$33 per day).

One solution to this problem is to actively recruit other congregations, of any denomination, to contribute to the cost of maintaining a sanctuary guest.

Soliciting funds is an integral part of the sanctuary process and a person or persons would need to fulfill this function.

Q.10- How would housing a sanctuary guest affect:

- services;
- rentals of the facility for weddings/ funerals/ other occasions;
- meetings held at USH such as AA;
- childcare program?

This is an unknown, but sounds like a solvable issue.

Q.11 – What happens if the Sanctuary Guest's attorney pursues the case to the end of the line and all appeals are exhausted and the court has ruled that they should be deported?

This is a question that needs to be presented at the front end of the process. If the court rules against the Guest and ICE gets a warrant then further efforts could be construed as harboring a fugitive. It needs to be understood that an unhappy outcome is a possibility and is an emotional risk for the congregation to take on.

Respectfully submitted –

Don Hope, Laura Stewart, Judy Sullivan, Lindsey Jones, Makenzie Hurtado

Voting Members: Steve Basche (Endowment) present
 Caron Lanouette (Stewardship) not 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: 5/2/2019 Meeting Notes
 Current FY2020 budget draft

Agenda	
a) Open with mission	Tom forgot to read
b) FY2020 Income Assumptions	<p>Since the last Finance Subcouncil meeting, the Executive Committee has endorsed:</p> <ul style="list-style-type: none"> a) Endowment income of \$47,262 (4% draw) including Small Projects b) Increase Rental income from \$19,000 to \$20,000 c) Pledge income of \$305K (effectively flat to our current year collection) Cathy has concern we won't achieve that. d) Supplemental pledge ask yielding additional \$15,000 revenue e) Meeting House Presents at rough average income per concert past 2 years f) Renewal of Garmany Fund grant for Choral Scholars (not guarantee, but assume it will) g) \$500 Administration Income from Garmany Fund h) Zero \$1500 draw on Social Justice and \$1000 draw on Friends of Music funds held in Schwab i) UUA Intern Minister Grant j) \$2K water payment from KNOX k) \$2,296 draw on Prior Year Carry Forward balance of \$8,414 (Tom increased to \$3,896 after Community Within budget changes)
4. FY2020 Expense Assumptions	<p>Since the last Finance Subcouncil meeting, the Executive Committee has endorsed:</p> <ul style="list-style-type: none"> a) Expenses flat to FY2019 budget except b) UUA dues — subtract enough of dues owed to balance expenses and income Pay full UUA dues c) Reduce Stewardship expenses by \$850 (won't need Mark Ewert) d) B & G add \$2K KNOX water expense and \$1,100 for trash e) Worship add \$5K for sabbatical coverage f) Compensation <ul style="list-style-type: none"> i. Shift 2 hours Rental Manager to Compensation from Admin Other ii. Add 6 months' salary/FICA for Intern Minister iii. an increase to \$15/hour for anyone earning less than that iv. an across-the-board 3% Cost of Living Adjustment for everyone already earning \$15/hour or more. (Since Exec met, this has been called back into question.)
5. FY2020 options	<ul style="list-style-type: none"> a) Feedback generally supports following the Endowment Committee's recommendation for drawing on the Endowment b) Feedback very strongly supports paying full UUA dues with some support for partial payment

	<ul style="list-style-type: none"> c) No feedback supports <ul style="list-style-type: none"> i. Restrict B & G expenses ii. Eliminate non-staff expenses for Community Within, Social Justice, Music and RE iii. Reduce staffing iv. Reduce or eliminate COLA (Since Exec met, this has been called back into question.) and Fair Compensation increases d) The current budget draft is balanced, but if there is dissatisfaction with it, the variables Tom sees in play are: <ul style="list-style-type: none"> i. Prior Year Carryforward (income) ii. Draw on the Endowment (income) iii. UUA dues (expense) iv. 2% versus 3% COLA (expense)
6. 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) present

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

Materials: 3/28/2019 Meeting Notes
 Budget Review Jan – Mar 2019
 Treasurer's FY20 Budget Recommendation

Agenda	Meeting Notes
a) Open with mission	Tom read
b) FY2019 3 rd quarter budget review	<p>a) Income higher than budgeted overall</p> <ul style="list-style-type: none"> i. Rental income up ii. Prior year pledge payments up iii. Meeting House Presents sound system gift iv. Garmany grant v. Adult Programs down (Carolyn C has been reviewing) <p>b) Expenses higher than budgeted overall</p> <ul style="list-style-type: none"> i. Boiler expenses should be moved to Small Projects ii. Computer Maintenance wildly over budget (won't renew with Tab) iii. Several lines are spent out as of 3/31 – RISK iv. MPH expense for sound system <p>c) We're okay overall if we move boiler expenses to Small Projects (Tom will e-mail Stu and David)</p>
c) FY2020 Income Assumptions	<p>The Finance Sub-council endorsed the following income assumptions for the FY2020 budget:</p> <ul style="list-style-type: none"> l) Endowment income of \$47,262 (4% draw) including Small Projects m) Pledge income of \$305K (effectively flat to our current year collection) n) Meeting House Presents at rough average income per concert past 2 years o) Renewal of Garmany Fund grant for Choral Scholars (not guarantee, but assume it will) p) Zero draw on Social Justice and Friends of Music funds held in Schwab q) UUA Intern Minister Grant r) \$2K water payment from KNOX
7. FY2020 Expense Assumptions	<p>The Finance Sub-council endorsed by consensus the following expense assumptions for the FY2020 budget:</p> <ul style="list-style-type: none"> g) Expenses flat to FY2019 budget except h) UUA dues – subtract enough of dues owed to balance expenses and income i) B & G add \$2K KNOX water expense and \$1,100 for trash j) Worship add \$5K for sabbatical coverage k) Compensation <ul style="list-style-type: none"> i. Shift 2 hours Rental Manager to Compensation from Admin Other ii. Add 6 months' salary/FICA for Intern Minister <p>Recognizing the Board is likely to hear a different recommendation from a sub-council member, a majority of the Finance Sub-council recommends that</p>

	<p>the Board formally approve and make effective July 1, 2019 a) an increase to \$15/hour for anyone earning less than that and b) an across-the-board 3% Cost of Living Adjustment for everyone already earning \$15/hour or more.</p>
8. FY2020 options	<p>e) Only feasible income option would be to draw on Endowment principal</p> <p>f) Plan to pay full UUA dues and cut from something else</p> <ul style="list-style-type: none"> i. Restrict B & G expenses ii. Eliminate non-staff expenses for Community Within, Social Justice, Music and RE iii. Reduce staffing iv. Reduce or eliminate COLA and Fair Compensation increases <p>To reduce the anticipated gap between income and expenses, we agreed to add \$1,000 of income from the Schwab Friends of Music fund, reduce the expense for the Revs' insurance by \$800 and use \$1,000 of the regular Spiritual Life budget towards the \$5,000 for sabbatical coverage because there is money there for "pulpit supply." These changes are now built into a revised Treasurer's FY20 Budget Recommendation.</p>
9. Other business	<p>Expenses contingent on additional income</p> <ul style="list-style-type: none"> a) The Board should in no way even hint that funding for the Intern Minister or sabbatical coverage is contingent on raising additional funds b) The Board should view Table 1 of the Treasurer's FY20 Budget Recommendation as an indicator of the scale and scope of additional funds we would like to raise rather than a decided list of priorities and specific dollar amounts c) For FY2020, we should separate accounting for special purpose income and expenses from our Operations budget. This would lower the expense total the UUA uses to calculate our dues. This may not save us money immediately, but will lower the amount the UUA is working us toward. (This will take explanation.) We should be crystal clear with the UUA if we do this. (Tom will ask the UU-Money listserv what other congregations are doing.) Examples are <ul style="list-style-type: none"> i. Meeting House Presents ii. Adult Programs iii. Restricted gifts (e.g., sound system) iv. KNOX water
10. 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>

	FY20 Operations					Special Purpose Funds					
	Annual	Annual Note	One-Time/ Short-Term	One-Tim/Short-Term Note	Total	Meeting House Presents	Adult Programs	Garmany Grant	UUA Intern Minister Grant	KNOX Water	Total Special Purpose
411000 Endowment	47,262	Endowment Comm recommendation			47,262						
412000 Fundraising	10,000	flat to FY19 BUDGET (not Projected)			10,000						
414000 Prior Years' Carry Over		FY20 in Schwab Administration			-						
415000 Memorial Contributions	-	usually budget \$0			-						
416000 Rental Contributions	20,000	FY19 + \$1K			20,000						
417100 Current Year Pledge	293,550	\$309,000*0.95	15,000		308,550						
417200 Prior Year Pledge	4,500	flat to FY19 BUDGET (not Projected)			4,500						
418000 Sunday Contributions	5,000	reduce by \$1000			5,000						
419100 ZERC	3,000	flat to FY19 BUDGET (not Projected)			3,000						
419200 Solar Lease	1,000	flat to FY19 BUDGET (not Projected)			1,000						
419300 Garmany Admin	-	doesn't repeat	500		500						
419400 Garmany Composer		FY20 in special purpose account			-						
419500 KNOX	-				-					2,000	2,000
Total 410000 Administration	384,312		15,500		399,812	-	-	-	-	2,000	2,000
420000 Community Within	2,250	FoS, Books, Memor, Fellowship, Adult net			2,250		8,800				8,800
430000 Social Justice	-	\$0 per Rev Cathy			-						-
440000 Spiritual Life	-	\$1K in Schwab Spiritual Life per Rev Cathy			-						-
450000 Other Income	-				-						-
460000 Meeting House Presents	2,800	MHP net			2,800	10,800					10,800
471000 Schwab Administration		\$0 per Mullen	-		-						-
472000 Schwab Community Within		\$0 per Mullen			-						-
473000 Schwab Social Justice	1,500	\$0 per Rev Cathy			1,500						-
474000 Schwab Spiritual Life	1,000	Friends of Music per Rev Cathy			1,000			4,500			4,500
Total 470000 Schwab Draw Down	2,500		-		2,500	-	-	4,500	-	-	4,500
480000 UUA Intern Minister Grant					-				3,625		3,625
Total Budgeted Income	391,862	reduce Endow, Sunday, Soc Just, Spir Life; MHP, Adult Pgrms, Garmany to Sp Purpose	15,500		407,362	10,800	8,800	4,500	3,625	2,000	29,725
					-						
512000 UUA & District Payments	734	20,440	8,666		9,400						
515000 Stewardship	2,500	flat to FY19 BUDGET minus Ewert			2,500						
516000 Building & Grounds	60,700	FY19 BUDGET + trash \$1100			60,700					2,000	2,000
517000 Office	20,000	flat to FY19 BUDGET (not Projected)			20,000						
518000 Insurance	19,200	flat to FY19 BUDGET (not Projected)			19,200						
519000 Administration - Other	1,242	flat minus 2 hrs/wk Rayla (moved to Comp)			1,242						
Total 510000 Administration	104,376		8,666		113,042	-	-	-	-	2,000	2,000
520000 Community Within	5,360	Comms, FoS, Membership, Memor, Fellowsh			5,360		8,800				8,800
530000 Social Justice	1,500	flat to FY19 BUDGET (not Projected)			1,500						-
543000 Music	3,600	flat to FY19 BUDGET (not Projected)			3,600						-
544000 Religious Education	3,200	flat to FY19 BUDGET (not Projected)			3,200						-
545000 Worship	4,250	flat to FY19 BUDGET (not Projected)	4,000	Sabbatical Coverage	8,250						-
Total 540000 Spiritual Life	11,050		4,000		15,050	-	-	-	-	-	-
550000 Compensation	269,577	No COLA; increase below \$15/hour to \$15	2,834	Intern minus grant	272,411			4,500	3,625		8,125
560000 Meeting House Presents	-				-	8,000					8,000
590000 Other Expenses	-				-						-
Total Budgeted Expenses	391,862		15,500		407,362	8,000	8,800	4,500	3,625	2,000	26,925
Balance	(0)		-		(0)	2,800	-	-	-	-	2,800

6/3/20109

GENERAL NOTES:

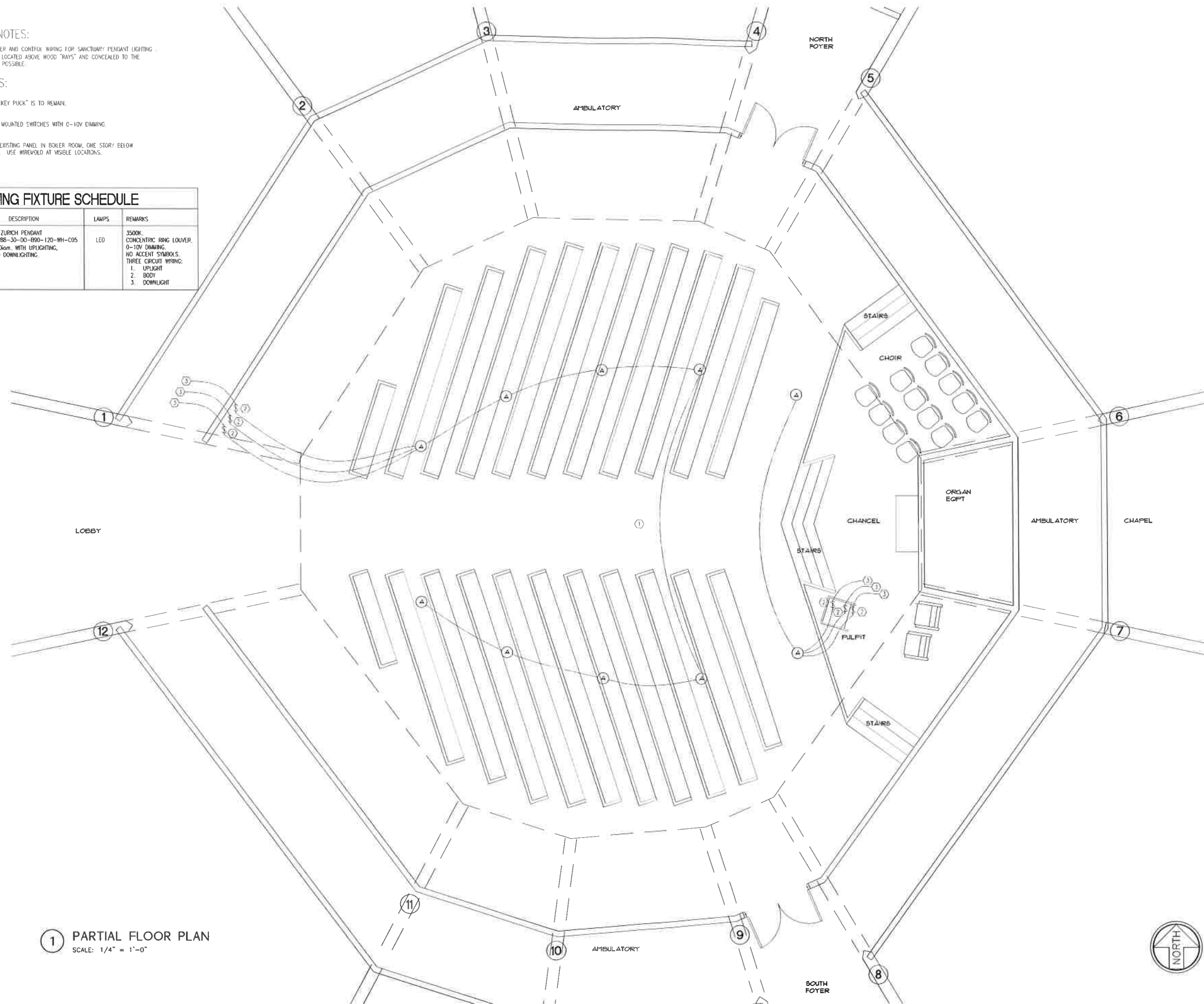
1. PROVIDE ALL POWER AND CONTROL WIRING FOR SANCTUARY PENDANT LIGHTING. WIRING SHALL BE LOCATED ABOVE WOOD "RAYS" AND CONCEALED TO THE GREATEST EXTENT POSSIBLE.

HEX NOTES:

- ① EXISTING "HOCKEY PUCK" IS TO REMAIN.
- ② PROVIDE BOX MOUNTED SWITCHES WITH 0-10V DIMMING.
- ③ CONNECT TO EXISTING PANEL IN BOILER ROOM, ONE STORY BELOW THE CHANCEL. USE WIREWOLD AT VISIBLE LOCATIONS.

LIGHTING FIXTURE SCHEDULE

TYPE	DESCRIPTION	LAMPS	REMARKS
A	MAINWING LIGHTING: ZURICH PENDANT LP-156-PF-U18-P88-30-DO-B90-120-WH-C05 30" High X 10.5" Dia. WITH UP LIGHTING, BODY LIGHTING AND DOWN LIGHTING.	LED	3500K CONCENTRIC RING LOUVER, 0-10V DIMMING NO ACCENT SYMBOLS. THREE CIRCUIT WIRING: 1. UPLIGHT 2. BODY 3. DOWNLIGHT



1 PARTIAL FLOOR PLAN
SCALE: 1/4" = 1'-0"



CLOHESSY
HARRIS &
KAISER, LLC

GREYSTONE COURT WEST
573 HOPMEADOW STREET
PO BOX 95
SMBURY, CT 06070-0095
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ARCHITECTURE • INTERIOR DESIGN • FACILITIES PLANNING

Consultants

Unitarian Society of Hartford
Sanctuary Lighting Improvements
50 Bloomfield Avenue
Hartford, Connecticut

Revisions

Date 06/02/2019
Scale AS NOTED
Project Number
Drawn By hfs

PHASE ONE

A102



CLOHESSY
HARRIS &
KAISER, LLC

GREYSTONE COURT WEST
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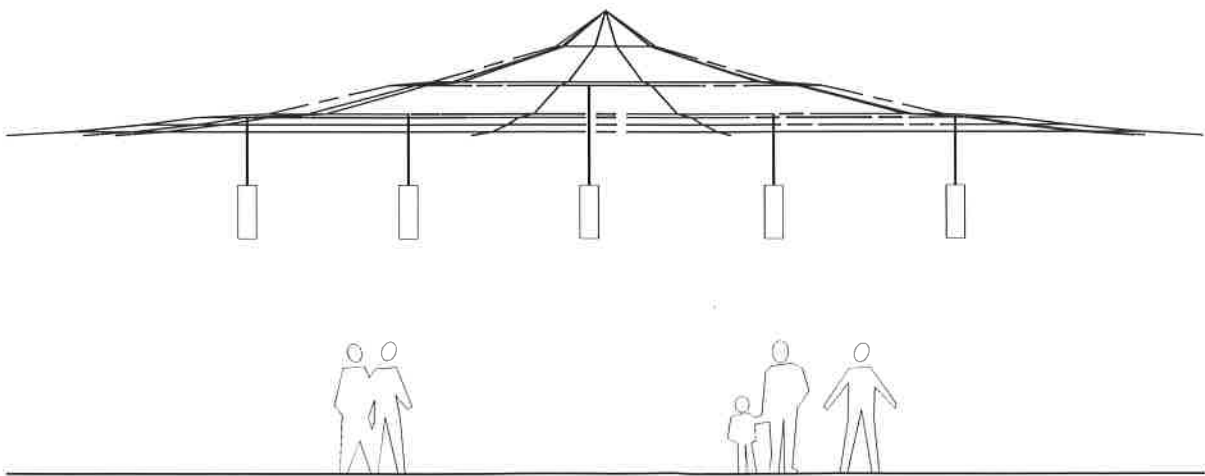
ARCHITECTURE • INTERIOR DESIGN • FACILITIES PLANNING

Consultants

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1 SECTION AT SANCTUARY
SCALE: 1/4" = 1'-0"

SECTION

A103

President and President-elect Report to Board

June 4, 2019

Executive Committee Meeting Minutes—May 21, 2019

Minutes and agenda are attached.

Retreat

The Board's semi-annual retreat was held on Saturday June 1st. The session focused on the board's role in the governance of the congregation, accomplishments in FY2018, objectives for FY2019, and sabbatical coverage plans for October to December 2019. Results are to be summarized for discussion at the next board meeting.

Annual Meeting

The Annual Meeting was Sunday May 19 after service. Martha Bradley and Peter Meny were elected to the Board as President Elect and Spiritual Life Council Chari, respectively. Others returning for a second term were also voted in. The meeting was generally upbeat and well-received. The members were supportive of a balanced budget and understood that there will be a second stewardship ask before June 30 to address costs of intern minister, sabbatical coverage, UUA dues.

Endowment Committee—Second Loan to UUMSB and First Loan Interest Reset

The Endowment Committee completed the issuance of a second loan to UUMSB for \$22,500, with interest at the Wall Street Journal prime rate + 1% which was 6.5% as of June 1, 2019. The loan will be fully amortizing over ten years and is secured by the church building, second only to the USH first loan and taxes. As you may recall, the Board voted to approve the loan at a prior meeting subject to final negotiations, for an amount no more than \$30,000, for ten years, at WSJ prime + 1%. Funds were wired on Friday, May 31, 2019. The interest rate will reset in years 2, 5 and 8 at the WSJ prime + 1% on June 1.

The interest rate on the first UUMSB loan, with an outstanding principal of approximately \$40,000 will be reset (under the terms of this loan) as of June 1, 2019 also at WSJ prime rate + 1%, or 6.5%.

Brian Mullen has been notified of both events and will be managing the bookkeeping, including tracking interest reset and payment dates, resulting changes in amortization schedules and notifications to UUMSB of such.

Second Stewardship “Ask”

Rev Cathy, Peter Meny, Joe Rubin and Sherry Manetta met by phone on May 30th to discuss a strategy for targeted asks. Talking points are being developed. This will be a topic of discussion at the June Board meeting.

Open Board Committee and Task Force Positions

Board committee/task force positions to be filled:

- A three-year Endowment Committee position—should be filled asap
- Intern Advisory Committee
- Membership sub-council positions still to be clarified
- Immigration/sanctuary discernment committee after completion of work by ad hoc task force

Follow Up Items

There are two lists of Follow Up Items on the Board agenda each month:

- Items for Review or Follow Up that are topics of ongoing discussion or items being worked on with specified timelines for completion. These are not reported on every meeting, but Board members should be conscious of the need to address them over time.
- Parking lot items identified for follow up during Board meetings. These items are smaller in scope than the Follow Up list.

Board Calendar for the remainder of FY2019

- June 1 (Sat) Board retreat
- June 4 Board meeting
 - Budget approval
 - Lighting update—Hugh Schweitzer
 - Immigration/sanctuary update—Don Hope
 - Safer Congregation policy if possible—Joe Rubin (Barbara Fraher not available)
- June 15 Memorial service—Louise Willett
- June 23 Under the Stairs (possibly “in the sanctuary” re: lighting; possibly budget related)
- June 25 Executive Committee meeting--FY2020 Board EC

Board to decide on July meeting and meeting dates for FY2020.

USH Executive Committee Meeting Minutes

May 21, 2019

The FY2020 budget was discussed and individual line item adjustments evaluated for inclusion in the budget going to the Finance Committee for discussion on May 30th.

The running list of “front and center” items was discussed. One item discussed in more detail was establishing an Audit Committee mandate early in FY2020. The Committee was not given a mandate by the Board in FY2019 so this is past due. Various ideas such as establishing a rolling list of audit areas to be performed over a multi-year period were discussed.

The June 4th board agenda was finalized. The Safer Congregations policy will be on the agenda if there is time, to be presented by Joe Rubin or Barbara Fraher (subsequently determined that Barbara is not able to attend the board meeting).

The Board calendar was discussed. The incoming Board to decide if there will be an Executive Committee meeting on June 25 and whether there will be a Board meeting in July while the Revs are on vacation.

USH Executive Committee Meeting Agenda

May 21, 2019

Joe Rubin’s home 6:00 to 7:30

1. Appreciation and personal check-in
2. Strategic Goal 3/Objective C: Sustainable Financial Model
 - a. FY2020 Draft Budget/funding gaps and options
 - i. Refine revenue and expense line items
 - ii. UUA dues impact
 - iii. Follow ups to finalize for June 4th
 - b. Targeted asks—agree on approach
3. Finalize Board agenda
4. Key ongoing topics—**items in red are front and center right now**
 - a. Organizational design and staffing
 - b. Lighting project
 - c. **Sabbatical coverage plan and management task force**
 - d. **Co-minister coaching**
 - e. **Co-minister assessment**
 - f. Intern minister advisory committee
 - g. Adult programs and faith formation
 - h. Membership restructure

- i. Immigration justice
 - j. Meeting House security
 - k. Safer Congregations policy
 - l. Beloved Conversations evaluation and continuation
 - m. Pastoral Care
 - n. Audit Committee priorities
- 5. Other follow ups
 - a. Policy for memorial services fees
 - b. Policy for other fees
 - c. Endowment committee open position
- 6. Outstanding administrative
 - a. Board portal
 - b. Board staff support

Unitarian Society of Hartford

ADMINISTRATION COUNCIL:
MONTHLY REPORT

June 3, 2019

submitted by Sue Tenorio, Adm Council Chair

I. Buildings and Grounds:

Meeting of 5/5/19

NOTE: Participation in final Choir rehearsal for "Music Sunday" did not afford attendance of this meeting by the Adm Council Chair. Follow up discussion took place with the Sub-Council Chair.

1. The recently B&G-established water retaining berm that was constructed outside the front entrance is reportedly working well in diverting excessive drain waters. Regular maintenance of the same is required.
2. Regarding the Sanctuary Lighting Project, a lamp(s) selection with soft lighting has been made and removal of the "hockey puck." Architect Hugh Schweitzer is scheduled to update the Board at its 6/4/19 meeting. Project bids are currently being sought and will be reviewed. Assuming a bid meets existing money and job requirements, the project could be completed during this summer..
3. The cracked window in the library will eventually require replacement in compliance with new safety rules e.g. use of safety, not plate, glass (at a cost of \$1,000 per). USH suffers 2-3 window breakages/replacements each year.
4. Even when cleared out after event usage, Meetinghouse space/storage rentals generally require more storage space than is available on either a fixed basis/rate or continuing need. A meeting with the RE Director to develop and establish storage space rules is recommended.
5. Not a current need but sections of the Meetinghouse roof are showing their age. Although not an immediate need, replacement(s) is foreseen in near future..

II. Finance .

Meeting of 5/30/19

Please see the Treasurer's report regarding a revised draft FY 2020 budget which will be presented to the Board on 6/7/19. S Tenorio attempted. unsuccessfully to reach the USH bookkeeper regarding the history and use of funds specifically designated by the USH Friends of Music account and the Garmany Fund for the USH Choir/music.

Given the current Stewardship Pledge Drive total of \$307,000, it is questionable whether the \$330,000 goal will be reached. A flat-out, focused "Ask" of selected congregation members is being pursued. Accordingly, budget modifications that have been suggested to mixed reviews are: a 2% cola increase rather than 3% increase AND reduction of UUA fees (\$12,000 current). Rev. Cathy also suggested possible [unspecified] reductions of the sabbatical expenses.

III. Human Resources

No meeting was held this month. Following are questions regarding established procedures, if any, that have been raised related to Reverend Sabbatical and Minister Intern:

1. Are there any written or "understood" guidelines regarding expected professional activities that should occur during a sabbatical?

2. Is there any requirement of a report or content summary/ feedback by the Revs to the Board a/o congregation regarding learning, perceived accomplishments or personal/professional value or gains made via the sabbatical? If yes, when and how does this [feedback] occur?
3. Are there existing guidelines for the supervision and {ongoing or final) performance evaluation(s) of a Minister Intern?

If no stated materials and/or procedures currently exist, it may be appropriate to forward these questions to the Board ad hoc Sabbatical Committee to consider.

IV. Stewardship

The Soiree Host(s) thank you luncheon was well attended with several individuals indicating a willingness to serve in the same roles again.

Board Members agreed to write/send individual handwritten notes to a select group of Congregation members who were especially generous in their pledges this year.

Committee members have been placing follow-up reminder calls to individuals who typically pledge, appear willing to do so but have not yet made a 2020pledge.

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ST/st

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