

USH Board Meeting – July 13, 2021

Present – Rob Spector, Eve Pech, Bob Hewey, Sarah McKenzie, Tina Davies, Jon Covault, Dianne Daniels, Dana Donovan (arrived 7:15)

Absent – Peter Meny

Guests – Paul Cipriano, David & Janice Newton, Jim Venneman, Stu & Bev Spence, Rev. Terry Cummings (incoming Interim Minister)

6:35 – Meeting began with check-ins

6:44 – Rev. Terry read the opening words

6:45 – Rob read the Board Covenant

6:46 – Approve Minutes from May and June Meetings. Motion to approve made by Bob, Seconded by Tina

Aye – 6

Nay – 0

Abstention – 0

6:48 – Summer Worship discussion – WAs rallied and planned services for the month of August and Labor Day to cover open Sundays. This Sunday's service will be the first broadcast from the sanctuary.

6:50 – Ministerial coverage – July is covered primarily by Dianne Daniels with backup from Rev. Jan Carlsson-Bull. We have a gap for the first two weeks of August. Rob will firm up plans for the first two weeks of August. There are still some of Rev Heather and Cathy's items left in the Meetinghouse which needs to be dealt with. Buffie has reached out and hasn't gotten much response. Tina reiterated Buffie's frustration, Rob will reach out directly to Revs Heather and Cathy to remove their personal effects from the office space. Movers are apparently coming, but there isn't really an indication of when that will happen.

6:57 – Budget Discussion – Some of the PPP money will be able to be rolled over into the upcoming church year. Rev. Terry's insurance costs will be much lower than expected (she pays out of pocket for Medicare), and her base salary was adjusted up slightly to account for that cost to her. Savings in that area along with the PPP funds mean we will most likely be able to make our commitment to staff pay increases. Bob will circulate the final budget for vote by email.

Equipment for hybrid services should be allocated to "small projects" and the \$5,000 from the grant before we allocate anything to the operating budget. Bob made the motion to allocate funding for the equipment to come from a combination of small projects (\$7,000) and the grant (\$5,000) rather than from the operating budget. Use B&G small projects line item to fully fund the remainder of the cost of the equipment for the hybrid services. Rob Seconded.

Aye – 6

Nay – 0
Abstention – 0

7:10 – Mask Policy discussion – Rob, Rev. Terry, and Eve met with the staff regarding their thoughts, there was no 100% consensus. Rob thinks that we should adopt a policy that fully vaccinated people do not need to wear a mask but are welcome to if they feel more comfortable doing so. Unvaccinated people would be expected to wear a mask inside the building at all times. There are some people who would prefer that we mandate mask-wearing by everyone while indoors. Policy will start now and be revisited when necessary. If we're not going to check vaccination cards, we need to make sure that the honor system actually means something. Maybe purchase disposable masks for people to use if needed. Rob made a motion that the Board adopt a policy that if people are fully vaccinated (and 2 weeks past last shot) no longer need to wear masks inside the meeting house. Bob seconded.

Aye – 7
Nay – 0
Abstention – 0

7:37 – University of Hartford use of our parking lot – mechanical work going on at UHart, contractor has asked that their employees be able to use our parking lot for daytime parking of their personal vehicles (no heavy equipment). Either rental agreement be put in place or ask for an “in-kind” gift or donation to the society from the contractor. Use would be through January 1, 2022. Minimum of \$30/month/car through January 1, renewable if space still needed, with potentially an adder for plowing. Make sure that everything is in writing, Meetinghouse takes no responsibility for damage to vehicles. What about personal injury if someone slips in the lot and hurts themselves? Bob moved that we offer use of parking lot for \$30/month/car beginning 9/1/21, Rob seconded. (they are currently parking there with our permission for no cost)

Aye – 6
Nay – 0
Abstention – 1

Jon will email B&G and Rayla to coordinate parking lot rental.

7:50 – Preparation for Ingathering Service – WAs wanted to check the temperature on Ingathering (do we want a soft opening, or do we want it to be a big deal). If we want to make it a big deal, we need to make sure that lots of information regarding the re-opening of the Meetinghouse for Ingathering. Jon is available to run tech for any WAs who want to use this summer period to learn how to run hybrid services (as long as he's available), there are also a couple of other people who know how to run the equipment. What will timing be for services in the fall? Are we going to continue with 10, or revert to 10:30? Consultation with Rayla needed re: service/church school time.

8:05 – Staff supervision – how to navigate when there may be a disagreement between staff member and minister? We should have a resource for staff to have someone to go to in that instance. Board and staff have been very disconnected. We could have a designated Board member, or we could have HR Committee take on that role. Exec committee discussed having the President-Elect be the designated Board person (currently Eve) (to be continued to be

discussed as we see how it goes). Rev. Terry and Eve will meet and bring a charge to the Board at the next meeting.

Board Retreat – Annual Board Retreat to happen in August, Martha has offered to host. We need to pick a date. Looks like the 21st is best for all Board members present, Rob will coordinate with Martha. Please send ideas for topics to the Board for the Retreat.

Council Reports (see attached)

Jon – Auction last year was held on Nov 14, this year will likely be in person and we will need volunteers.

Treasurers Report (see attached) – Rob proposed a Board Resolution to designate the signatories for the Schwab and UBS accounts to add Rob and Eve (Bob and Sarah are already on the accounts) Bob seconded. (Bob will get all the paperwork for Officers to complete and sign)

Aye – 7

Nay – 0

Abstention – 0

Executive Session – Discussion of Volunteer Appreciation Recognition for FY 2020-2021: Member of the Church, 5+ years of service, outstanding contributions. Rob made the motion to approve, Sarah seconded.

Aye – 6

Nay – 0

Abstention – 0

(Missing) - 2



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

Final Agenda for our 7/13 Board Meeting

1 message

Robert Spector <Robert_Spector@ctd.uscourts.gov> Tue, Jul 13, 2021 at 12:22 AM
To: Eve Pech <elpech@sbcglobal.net>, Sarah McKenzie <sarah.h.mckenzie@gmail.com>, Bob Hewey <boltonbob@aol.com>, Peter Meny <plmeny9@gmail.com>, Dana Donovan <danadonovan@sbcglobal.net>, Jon Covault <jncovault@hotmail.com>, Christina Davies <daviesush@gmail.com>
Cc: Martha Bradley <marthabradley49@yahoo.com>, Terry Cummings <terryuu633@gmail.com>, Dianne Daniels <ushinterdd@gmail.com>

Hello everyone,

Here is the final agenda for our Board Meeting tomorrow, Tuesday, July 13th at 6:30pm.

USH BOARD MEETING AGENDA - 7/13/21 at 6:30pm.

6:30pm Check in, All - 15 mins.

6:45pm Opening Words and Chalice Lighting, Rev. Terry - 3 mins.

6:48pm Board Covenant, Rob - 2 mins.

6:50pm Approval of June Minutes, Sarah - 2 mins.

6:52pm Summer Worship Schedule, Rob - 3 mins.

6:55pm Ministerial Coverage for July, Rob - 2 mins.

6:57pm 2021-22 Budget, Bob - 12 mins.

7:09pm Approval of B&G amendment for equipment, Bob - 2 mins.

7:11pm Establishing COVID-19 Mask Policy, Board - 10 mins.

7:21pm Volunteer Recognition Awards, Tina - 5mins.

7:26pm Use of our Parking Lot by University of Hartford, Jon - 5 mins.

7:31pm Preparation for Ingathering Service, Rob - 5 mins.

7:36pm Clarification Regarding Staff supervision, Rob and Eve - 10 mins.

7:46pm Planning for August Annual Board retreat, Sarah - 10 mins.

7:56pm Council Reports, Peter, Dana, Tina and Jon - 10 mins.

8:06pm President and President-Elect Reports, Rob and Eve - 5 mins.

8:11pm Guest Comments - 5 mins.

8:16pm Adjourn.

NEXT MEETING IS TUESDAY, AUGUST 10, 2021 at 6:30pm.

Stewardship

We should be thinking about our fall 2021 auction. Last year's hybrid online and "live zoom" auction wrapped up during coffee hour on Sunday November 15, 2020. With COVID restrictions starting to relax there may be more options to consider for this year's auction. Ideas and volunteers welcomed!

Identifying a stewardship chairperson for the upcoming year should be a priority. Could the nominating committee assist in this process?

Arts sub-council

Diane Cadrain who has volunteered to head up Art in the Ambulatory this year will be contacting members of the Artists's Way group at USH to gauge interest in installing an art display in the ambulatory for the September 12th ingathering service.

Building and Grounds Committee

USH solar facility. A final transfer agreement specifying the financial items to be included in the net payment from USH to the Sole Proprietor of the installation in the amount of \$4,876 was reviewed and approved by Jim Venneman, Jon Covault and Bob Hewey on behalf of USH. The final transfer document was signed by Bob Hewey on behalf of USH and payment completed on June 30, 2021. This transfer is anticipated to reduce our annual electric service expenditure by \$8,000. Congratulations to USH as the proud owner of a solar energy installation sufficient to provide 100% of our annual projected electric usage. Thanks to David Newton and the 2015 Solar project group for leadership in the installation of the array and to David for stewardship of the solar system these past 4 years. We are grateful for the over 75 donors/families who's financial commitment to the project 5 years ago has now come to fruition.

Video live streaming capacity. Our first live stream of a service from the Sanctuary will occur Sunday July 18 (less audience!). There will be a stream to our usual Zoom Sunday service meeting room as well as simultaneous streams to the USH Facebook page and to vimeo.com/unitariansocietyhartford. Yet to be determined is whether streaming to the Zoom room site should continue in September when members can again gather for service in the Sanctuary. The Vimeo image quality may be somewhat better than the Zoom site and access does not require login or password and is not encumbered by advertising, but does have an annual fee. The Zoom site provides the live closed captioning option which enhances our inclusive ministry. We plan to initiate use of the PC / large flat screen TV monitor for coffee hour after service on July 18 to allow Worship Associates and Guest Speaker for the service to join with others at home for after service coffee hour via Zoom.

Notes from June 13 Building and Grounds meeting.

Parking - Macri Associates Inc. requested rental of 10-15 parking spaces for construction employee's personal vehicles in our lot on week days while Marci Associates Inc. are performing construction work at Univ. Hartford. Because the need was immediate, B&G decided to allow them to park as necessary and put off to September 1st further discussion of rental agreement pending board discussion. B&G discussion included consideration to either solicit an appropriately sized donation or arrive at a reasonable rental cost, perhaps \$1-2/day/parking space (\$1x15 spaces/day=\$2,700 for 6 months). The

question of snow removal requirements was noted as they wish to maintain the parking arrangement until about January 1st.

Freezer - The freezer in the kitchen failed and all the food had to be tossed. B&G determined not cost effective to pursue repair and options for replacement sought. Currently short supply of appliances may delay replacement.

Office issues. B&G has recommended that USH renew our cost favorable contract with TAB computing for up to 2 hours per month IT network, desktop and phone system support for a monthly charge of \$140.

Council on Community Within July 2021

Membership: Carolyn Carlson has announced her desire to turn leadership of this subcouncil over to a successor as of August 1st, in order to focus on health concerns. We have spoken about some possible directions for the fall, and will continue those discussions. Martha Bradley (now chair of nominating committee) has been apprised of this transition, and some likely possibilities for a new membership chair have been mentioned to her.

As part of the Membership activities, plans for a lawn concert this coming Sunday (July 18; 6 – 7:30 pm) are moving ahead. This is being billed as a co-presentation of USH and UCWH (Fern Street); is free (with donations happily accepted); and is an opportunity to do a little promotion for Meeting House Presents. Performers would likely be staged directly outside the front doors, with audience occupying the ‘handicapped parking’ area and/or the front lawn. Anyone desiring to lend a hand will be most welcome to do so.

Caring Network: Since Eve Pech has begun her term as President-Elect (and subsequently as President), Janice Newton is stepping back into the chair of this subcouncil for two years. Louise Harmon has agreed to act as secretary during this period.

Adult Programs: The book group has met in person at the Groothuis’ home — their first face-to-face encounter in 16 months. Artist’s Way will continue in the fall, in hybrid fashion as several members live at a distance and appreciate the opportunity to maintain contact. Saturday Sing-Alongs have gathered twice so far; the Lunch Bunch has arranged to resume its meetings. Ideas and proposals for new small-group-gathering opportunities, along with the enthusiasm and drive to bring these into being, will be happily received.

Christina Davies
Council Chair

Treasurer's Report – July 2021

Financial Status/Cashflow

The projected deficit for the Fiscal Year 2020/2021 is expected to remain in the \$10,000 range. A final report will be available later in the month. The expected check from BDS, our copier/printer company, for the low use of the machine during the pandemic was delayed due to an administrative error on their part. It has now been received. The purchase of the solar array was completed successfully at the end of June.

Budget Process for Fiscal Year 2021/2022

The board will need to decide how to handle the projected substantial difference between income and expenditures in the draft budget submitted late last month. Because the budget has not been approved, staff pay is being continued at the current rate.

USH Pledging/Giving Report

An end of the fiscal year statement to donors, particularly to those who have pledged but not completed payment and those who have given in the past but not yet donated, was sent out in late June.

Water Usage/Knox Gardens

The first bill in the amount of \$2277.53 for the water used in the Knox Gardens in the period ending June 18, 2021 was sent to the Knox Foundation on July 5th. It was suggested once again that Knox consider drilling an irrigation well as an alternative to paying the high cost of MDC water.

Addition of New Officers Signatures on USH Accounts

Paperwork to add the new President and President elect signatures on the USH People's United Bank, the Schwab brokerage and UBS brokerage accounts will be needed. The board will need to vote a resolution to accomplish this.

Respectfully Submitted,

Bob Hewey, USH Treasurer

Unitarian Society of Hartford
ANNUAL OUTSTANDING SERVICE AWARD:

I.Purpose: To demonstrate appreciation and recognition by the Board of the valuable contributions of an individual member of the Unitarian Society of Hartford.

II. Selection Criteria

- USH membership
- Nomination by Board member(s), one person per member
- Non-monetary service
- Neither a current Board member nor a USH employee
- Service in a selected role or multiple roles for a minimum total of five years,
- Delivery of exemplary service
- Active promotion of USH values.
- Demonstrated dedication to completion of necessary tasks
- Sustained and successful engagement with Congregation

III. Procedures

- Individual Board member prepares an approximate 300 word statement of the Nominee's accomplishments and/or activities in service of USH
- Share this statement with USH board

- Two volunteer board members review nominations, selecting a maximum of 5 individuals for presentation to the Board (the May board meeting is ideal, though exceptions may occur)
- A majority vote approval of each nominee is required.
- Selected Awardees are presented an award/certificate of Outstanding Service at the USH Annual meeting or next suitable congregational gathering