

USH Board Meeting 09/14/2021

Present: Rob Spector, Bob Hewey, Tina Davies, Sarah McKenzie, Jon Covault, Eve Pech, Dana Donovan, Peter Meny, Rev. Terry Cummings (interim minister)

Absent:

Guests: David and Janice Newton, Stu and Bev Spence

Check Ins started at 6:34

6:45: Opening words from Rev. Terry – Leadership by Rev. Ned White

6:47: Rob read the Board Covenant

6:50: Approval of August Minutes – Tina made the motion to approve, Peter seconded

Aye – 8

Nay – 0

Abstain – 0

Motion carries, August Minutes are approved.

6:51: Rob gave a brief recap of the Board Retreat on August 20.

6:53: Technology discussion – 2 65” televisions, carts, and laptop to facilitate using more videos during the service, one set has already been purchased and put into use in the sanctuary. B&G convened a vote through email to vote on use of small projects budget. There were some concerns from B&G. Rev. Terry spoke about her vision for how the equipment would be used. Jon gave an update on how the technology works. Tina pointed out some process shortcuts that may have been taken in this decision. Rev. Terry will look into the licenses we have, and whether there are any issues with recording/streaming/etc... Vote has already been taken to approve the purchase of both TVs and carts, Jon given the go-ahead to purchase the remaining equipment.

7:30: Covid protocols seemed to work well during the Ingathering Service. Had a discussion of how coffee hour may be once the weather doesn't allow for it to be held outdoors.

7:37: Eve gave an update on the work of the Caring Network over the summer.

7:41: We need a plan for a Volunteer Recognition Ceremony, Tina is spearheading. Tina thinks that it would be nice to ask Martha to make the presentation of the awards, since they are for the 2020-2021 church year. Still need date/time/etc. Is there a Sunday service in the next few weeks in which to do this, maybe Sept 26? Once we have a firm date, Rob/Tina will reach out to Martha and to make sure that the recipients will be present.

7:47: Minister's Report – Has been a full month, and a lot has happened in the past 30 days. Looking for a volunteer from the Board to give a 5-minute Board review on the first Sunday of each month. Eve will do November; Terry is looking for someone to volunteer for October. Dana volunteered to speak on October 3. Staff will be making monthly reports to the Board. Rev. Terry detailed all the volunteer needs.

Rob will take the lead on a Strategic Plan, Tina pointed Rob to Sherry Manetta (Strategic Planning from a few years back). Rev. Terry meeting with Sherry 9/15, will touch base with her about Strategic Planning. Re: Halloween and December Holiday plans – does Board need to give permission? We don't think so. Board has given a go-ahead to move forward with these ideas.

8:04: Recruiting volunteers – A volunteer fair has been proposed, and also consider adding a pledge of volunteer hours to stewardship campaign. Do we think we can organize a volunteer fair sometime soon to generate some interest in the open volunteer positions? Take advantage of good weather and energy in the congregation. Can we find out who organized the volunteer fair a few years ago, it was well done. Peter will look into that. Aim for October 3 for Volunteer Fair after the service.

8:16: Treasurer's Report – Bob made the motion to authorize Rev. Terry Cummings as a signatory on the People's Bank Minister's Discretionary Fund Account. Rob Seconded.

Aye – 8

Nay – 0

Abstain – 0

Motion passes.

Bob was able to get a 2-month budget vs. actual, forwarded to Board, we're doing well relative to budget. Bob has 2 volunteers for the Finance Committee. There is already info in the bylaws governing the Finance Committee.

8:21: Council Reports – See attached reports.

8:36: any other business? Guest comments? David – Rev. Terry suggested that a Trunk or Treat event might be great fun, the Board agreed, David would like Rev. Terry/Board to bring the idea to the congregation to solicit input from the congregation. Can it go in the e-news, asking for volunteers and ideas?

8:50: Rev. Terry read closing words by Rachel Naomi Remen.

8:51: Meeting adjourned.



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

RE: Agenda for our September 14, 2021 Board Meeting

1 message

Robert Spector <Robert_Spector@ctd.uscourts.gov>

Mon, Sep 13, 2021 at 10:25 AM

To: Dianne Daniels <ushinterndd@gmail.com>, "Rev. Terry Cummings" <revterryush@gmail.com>, Sarah McKenzie <sarah.h.mckenzie@gmail.com>, Bob Hewey <boltonbob1947@gmail.com>, Eve Pech <elpech@sbcglobal.net>, DANA DONOVAN <danadonovan@sbcglobal.net>, Jonathan Covault <jncovault@hotmail.com>, Christina Davies <daviesush@gmail.com>, Peter Meny <plmeny9@gmail.com>

Good morning everyone. It was so nice to see you on Sunday morning. I have revised the Agenda for tomorrow night's meeting based on your feedback, and the revised agenda is below.

USH BOARD MEETING AGENDA - 9/14/21 at 6:30pm, via Zoom

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 August Minutes, Sarah - 2 mins.

6:52pm Recap of Board Retreat, Rob - 5 mins.

6:57pm Discussion of Technology Proposal for the Purchase of Equipment to Allow for Playing of Recorded Music in the Meeting House During Sunday Services - 20 mins.

7:17pm Discussion of COVID-19 Protocols for in-person services, Rob - 5 mins.

7:22pm Recognition of Work Done by The Caring Network Over the Summer, Eve - 5 mins.

7:27pm Planning Ceremony for Volunteer Recognition Awards, Tina – 5 mins.

7:32pm Minister's Report (including a recap of Ingathering and our first in-person service), Rev. Terry – 15 mins.

7:47pm Treasurer's Report (including approval of Rev. Terry as signatory on People's Bank Account), Bob – 5 mins.

7:52pm Recruitment of Volunteers and Identifying Committees Most in Need, Peter, Dana, Tina, Jon and Rev. Terry – 15 mins.

- Planning a Volunteer Fair for After a Worship Service in September
- Consider Adding a "Volunteer Hours" Commitment to our current Pledge Form

8:07pm Council Reports, Peter, Dana, Tina and Jon - 10 mins.

8:17pm President and President-Elect Reports, Rob and Eve - 5 mins.

8:22pm Guest Comments - 5 mins.

8:27pm Adjourn.

NEXT BOARD MEETING IS TUESDAY, OCTOBER 12, 2021 at 6:30pm.

Treasurer's Report – September 2021

Financial Status/Cashflow

The 2021/2022 fiscal year is off to a good start, with income comfortably ahead of expenses. Our Bookkeeper indicates that additional rental income may mean that we will not have to use all of our carryover reserves.

Discharge of Mortgage by UUMSB

The use of Joe Rubin's signature, as an officer of the court, instead of a notary for the Unitarian Universalist Meeting of South Berkshire Discharge of Mortgage is not acceptable without an additional form verifying Joe's status. We will have to go to a bank or other to complete the forms.

Water Usage/Knox Gardens

A second payment in the amount of \$1749.22 for the water used in the Knox Gardens in the period ending July 21, 2021 – August 19, 2021 has been received. A bill for the water usage between June 19th and July 20th for \$1650 has not yet been received. The Knox Harford Foundation plans to have an alternative water supply for the gardens next year.

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 voted a resolution to accomplish this for the Schwab account and the forms require that signatures of the new officers (President, President-elect and Treasurer) be notarized. The forms completed at the retreat were not accepted because the person (Joe Rubin) acting as notary is on the account as an authorized person, and the person designated as being an authorized person (Sarah McKensie), is not on the account, but should be added also. I have scheduled a meeting at the Schwab office in West Hartford on October 1 at 1:00 pm to complete the documents if those affected can be present.

Respectfully Submitted,

Bob Hewey, USH Treasurer

	Yr-End Actual 2020-21	Approved Budget 2021-22	Actual 08.31.2021	Budget Review 08.31.2021
Ordinary Income/Expense				
Budgeted Income				
410000 · Administration				
411000 · Endowment				
411100 - Capital Clearing Account	-		-	
411200 · Operations				
411201 - Monthly Distribution	47,665.32	47,665.32	7,944.22	47,665.32
411204 - Special Purpose Funds Income				
Total 411200 - Operations	<u>47,665.32</u>	<u>47,665.32</u>	<u>7,944.22</u>	<u>47,665.32</u>
411500 - Building & Grounds Small Projects	<u>9,284.77</u>	<u>10,000.00</u>	<u>-</u>	<u>10,000.00</u>
411600 · UUMSB Loan Repayment				
411610 -UUMSB Loan #1	2,903.35	-	-	-
411620 -UUMSB Loan #2	<u>3,065.76</u>	<u>510.96</u>	<u>510.96</u>	<u>510.96</u>
Total 411600 - UUMSB Loan Repayment	<u>5,969.11</u>	<u>510.96</u>	<u>510.96</u>	<u>510.96</u>
Total 411000 · Endowment	<u>62,919.20</u>	<u>58,176.28</u>	<u>8,455.18</u>	<u>58,176.28</u>
412000 - Fundraising				
412101 - Fundraising - Other	<u>6,652.24</u>	<u>5,000.00</u>	<u>-</u>	<u>5,000.00</u>
Total 412000 - Fundraising	<u>6,652.24</u>	<u>5,000.00</u>	<u>-</u>	<u>5,000.00</u>
413000 · Holiday Letter				
414000 - Prior Years' Carry Over	-	8,445.29	-	4,393.29
415000 - Memorial Contributions	446.80	-	-	-
416000 · Rental Contributions	4,522.50	3,000.00	2,379.50	7,000.00
417000 · Stewardship				
417100 · Current Fiscal Year Pledge	278,154.19	270,750.00	45,963.99	270,750.00
417200 · Prior Fiscal Year Pledge	<u>16,232.00</u>	<u>4,055.00</u>	<u>3,450.00</u>	<u>4,055.00</u>
Total 417000 · Stewardship	<u>294,386.19</u>	<u>274,805.00</u>	<u>49,413.99</u>	<u>274,805.00</u>
418000 · Sunday Contributions	-	3,500.00	-	3,500.00
419000 - Other Administration Income				
419100 - Zero Emission Renewable Energy Cred	3,633.52	3,000.00	825.80	3,000.00
419200 - Solar Land Lease	1,000.00	-	-	-
419300 - Garmany Admin Income	-	500.00	-	500.00
419400 - Garmany Composer-In-Res	<u>-</u>	<u>390.00</u>	<u>-</u>	<u>390.00</u>
Total 419000 - Other Administration Income	<u>4,633.52</u>	<u>3,890.00</u>	<u>825.80</u>	<u>3,890.00</u>
Total 410000 · Administration	<u>373,560.45</u>	<u>356,816.57</u>	<u>61,074.47</u>	<u>356,764.57</u>
420000 · Community Within				

421000 · Festival of the Season	-	-	-	-
422000 · Used Book Donations	-	-	-	-
423000 · Meeting House Presents				
423001 · MHP - Tickets	-	3,800.00	200.00	3,800.00
423002 · MHP - Concessions	-	200.00	-	200.00
423003 · MHP - Other Income	-	-	-	-
Total 423000 · Meeting House Presents	-	4,000.00	200.00	4,000.00
424000 · Caring Network		500.00		500.00
424100 - Memorial Receptions	-	-	-	-
426000 - Gifts	-	-	-	-
427000 - Membership	-	-	-	-
428000 - Adult Programs	20.00	-	52.00	52.00
429001 - Fellowship Hour Donations	-	75.00	-	75.00
Total 420000 · Community Within	20.00	4,575.00	252.00	4,627.00
430000 · Social Justice				
434500 - Interweave	-	-	-	-
434000 · SJ Miscellaneous Income	2,000.00	2,500.00	-	2,500.00
434800 - Green Sanctuary	-	-	-	-
Total 430000 · Social Justice	2,000.00	2,500.00	-	2,500.00
440000 · Spiritual Life				
441000 · Annual Retreat	-	-	-	-
443000 · Flower Contributions	-	-	-	-
447000 · Religious Education				
447100 · Soup Making	-	-	-	-
447500 · Ski Trip	-	-	-	-
Total 447000 · Religious Education	-	-	-	-
448000 · Miscellaneous - Spiritual Life				
448100 · Recording Donations	-	-	-	-
448300 · Volunteer Recognition	-	-	-	-
448000 - Miscellaneous	-	-	-	-
449000 - Music Program Fundraising	-	-	-	-
Total 448000 · Miscellaneous - Spiritual Life	-	-	-	-
Total 440000 · Spiritual Life	-	-	-	-
450000 - Other Income	1,789.74		-	
454107 · Garmany Choral Scholars	2,000.00	3,000.00	-	3,000.00
454108 · Intern Minister UUA Grant	1,812.50	-	-	-
459000 · Paycheck Protection Program	6,498.78	41,166.40	-	41,166.40

459001 · Emergency Fund	-	-	-	-
Total 450000 · Other Income	12,101.02	44,166.40	-	44,166.40
Total Budgeted Income	387,681.47	408,057.97	61,326.47	408,057.97
Budgeted Expenses				
510000 · Administration Expenses				
512000 · UUA & District Payments				
512001 · Clara Barton District	-	-	-	-
512002 · UUA Fair Share	17,986.00	24,732.00	4,122.00	24,732.00
Total 512000 · UUA & District Payments	17,986.00	24,732.00	4,122.00	24,732.00
515000 · Stewardship				
515100 · Annual Canvass	300.39	1,000.00	-	1,000.00
515200 · Credit Card Expense	1,617.37	1,700.00	132.98	1,700.00
Total 528000 · Stewardship	1,917.76	2,700.00	132.98	2,700.00
516000 · Building & Grounds				
516100 · General Maintenance	8,268.78	16,000.00	1,611.29	16,000.00
516200 · Snow Removal	4,100.00	6,600.00	-	6,600.00
516300 · Lawn Care	6,100.00	7,500.00	950.00	7,500.00
516400 · Water	4,087.69	5,000.00	1,583.78	5,000.00
516500 · Electric	8,705.20	1,000.00	-	1,000.00
516600 · Natural Gas	8,974.92	10,000.00	688.38	10,000.00
516700 · Memorial Garden	-	-	-	-
516800 · Small Projects	9,284.77	10,000.00	-	10,000.00
Total 516000 · Building & Grounds	49,521.36	56,100.00	4,833.45	56,100.00
517000 · Office				
517100 · Equipment				
517101 · Equipment Purchases	344.54	2,000.00	481.24	2,000.00
517102 · Equip Rental (Office Copier Lease)	4,183.13	6,156.00	1,028.00	6,156.00
517103 · Computer Maint. Agreement	2,718.91	2,200.00	1,966.20	2,200.00
Total 517100 · Equipment	7,246.58	10,356.00	3,475.44	10,356.00
517200 · Security	-	-	-	-
517300 · Printing	(5.00)	1,200.00	-	1,200.00
517400 · Postage	804.05	800.00	-	800.00
517500 · Telephone / Internet	4,264.36	4,928.76	410.73	4,928.76
517600 · Dues and Subscriptions	3,217.89	3,400.00	230.00	3,400.00
517700 · Office Supplies	1,830.62	3,000.00	389.94	3,000.00
517800 · Service Contracts	-	-	-	-
517900 · Service Charges				

517910 - Bank	359.83	420.00	45.76	420.00
517920 - Credit Card Expense	-	-	-	-
517930 - Payroll Expense	462.30	650.00	47.48	650.00
517940 - Miscellaneous	-	-	-	-
Total 517900 - Service Charges	822.13	1,070.00	93.24	1,070.00
Total 517000 - Office	18,180.63	24,754.76	4,599.35	24,754.76
518000 - Insurance				
518100 - Workers' Compensation	2,100.25	2,700.00	640.50	2,700.00
518200 - Liability Insurance	12,273.75	12,240.00	2,036.24	12,240.00
518300 - Umbrella	700.00	700.00	-	700.00
Total 518000 - Insurance	15,074.00	15,640.00	2,676.74	15,640.00
519000 - Administration - Other				
519200 - Rental Expense	-	-	-	-
519300 - General Assembly Expense	-	-	-	-
519500 - Board Expense	200.00	250.00	-	250.00
519600 - Staff Development	180.61	520.00	79.13	520.00
519700 - Archives	-	200.00	-	200.00
Total 519000 - Administration - Other	380.61	970.00	79.13	970.00
Total 510000 - Administration Expenses	103,060.36	124,896.76	16,443.65	124,896.76
520000 - Community Within Expenses				
521000 - Caring Network	-	500.00	-	500.00
522000 - Communications				
522100 - Hard Copy Mailings	-	-	-	-
522300 - Web Page	1,773.97	2,000.00	296.70	2,000.00
522400 - External Marketing	-	400.00	-	400.00
522500 - Software Upgrades	-	-	-	-
Total 522000 - Communications	1,773.97	2,400.00	296.70	2,400.00
523000 - Meeting House Presents				
523100 - Credit Card Expense	-	-	-	-
523200 - Performance Expense	600.00	3,500.00	240.00	3,500.00
523300 - MHP Other Expenses	-	265.00	-	265.00
Total 523000 - Meeting House Presents	600.00	3,765.00	240.00	3,765.00
524000 - Festival of the Season	-	-	-	-
527000 - Membership				
527000 - Membership	50.00	1,150.00	-	1,150.00
527100 - Membership Initiative	-	500.00	-	500.00
Total 527000 - Membership	50.00	1,650.00	-	1,650.00

528000 - Adult Programs				
528100 - Administrative Expenses	-	750.00	-	750.00
528200 - Compensation	-	-	-	-
528300 - Credit Card Expense	-	-	-	-
Total 528000 - Adult Programs	-	750.00	-	750.00
529000 - Community Within - Other				
529500 - Memorial Receptions	-	-	-	-
529600 - Fellowship Hour Supplies	-	350.00	-	350.00
Total 529000 - Community Within - Other	-	350.00	-	350.00
Total 520000 - Community Within Expenses	2,423.97	9,415.00	536.70	9,415.00
530000 - Social Justice Expenses				
531000 - Info & Advocacy Sub-Council				
532000 - Miscellaneous	2,000.00	2,500.00	-	2,500.00
534000 - Interweave	-	-	-	-
537000 - Equal Access	-	-	-	-
538000 - Green Sanctuary	-	-	-	-
539000 - Noah Webster Partnership	-	-	-	-
Total 530000 - Social Justice Expenses	2,000.00	2,500.00	-	2,500.00
540000 - Spiritual Life Expenses				
542000 - Annual Retreat				
543000 - Music				
543200 - Guest Musicians	-	600.00	-	600.00
543201 - Substitute Keyboardists	-	800.00	-	800.00
543300 - Sheet Music	106.84	500.00	-	500.00
543400 - Instrument Maintenance				
543401 - Organ	392.00	800.00	-	800.00
543402 - Piano	-	800.00	-	800.00
Total 543400 - Instrument Maintenance	392.00	1,600.00	-	1,600.00
543700 - Garmany Composer-In-Res	-	390.00	-	390.00
Total 543000 - Music	498.84	3,890.00	-	3,890.00
544000 - Religious Education				
544200 - Supplies	370.18	700.00	-	700.00
544500 - Ski Trip	-	-	-	-
544700 - Curriculum	540.37	500.00	-	500.00
544701 - Coming of Age	72.00	500.00	-	500.00
Total 544700 - Curriculum	612.37	1,000.00	-	1,000.00
544800 - Religious Education - Other				

544802 · Training	110.80	1,000.00	-	1,000.00
544803 · RE Staff Recruitment	-	100.00	-	100.00
544804 · RE Staff Security Checks	-	300.00	-	300.00
544805 · RE Classroom Refurbishment	5.58	100.00	-	100.00
Total 544800 · Religious Education - Other	116.38	1,500.00	-	1,500.00
Total 544000 · Religious Education	1,098.93	3,200.00	-	3,200.00
545000 · Worship				
545100 · Guest Speakers				
545101 · Pulpit Supply	2,351.92	3,300.00	-	3,300.00
545102 · Mileage	-	500.00	-	500.00
Total 545100 · Guest Speakers	2,351.92	3,800.00	-	3,800.00
545200 · Worship Supplies	2,303.70	2,254.81	263.50	2,254.81
Total 545000 · Worship	4,655.62	6,054.81	263.50	6,054.81
547000 · Spiritual Life Other	-	-	-	-
Total 540000 · Spiritual Life Expenses	6,253.39	13,144.81	263.50	13,144.81
550000 · Compensation				
551000 · DRE				
551100 · Salary/Wages	30,401.66	31,943.34	6,089.54	31,943.34
551200 · Pension	3,176.93	3,194.33	660.74	3,194.33
551300 · Insurance	-	-	-	-
551400 · Professional Development	950.23	1,500.00	466.50	1,500.00
551500 · FICA	2,333.10	2,443.67	-	2,443.67
Total 551000 · DRE	36,861.92	39,081.34	7,216.78	39,081.34
552000 · Minister (Interim)				
552100 · Salary/Wages	68,008.56	63,292.31	2,876.92	63,292.31
552200 · Pension	9,273.36	7,928.46	-	7,928.46
552300 · Insurance	17,319.36	3,200.00		3,200.00
552400 · Professional Development				
552402 · Prof Dev. Cathy	6,126.28			4,855.03
552403 · Prof Dev. Heather	5,392.08			
Total 552400 · Professional Development	11,518.36	4,855.03	390.76	4,855.03
552500 · FICA	7,094.16	6,065.27	275.69	6,065.27
552600 · Housing Allowance	24,724.80	15,992.31	726.92	15,992.31
Total 552000 · Minister (Interim)	137,938.60	101,333.38	4,270.29	101,333.38
553000 · Building Staff				
553100 · Salary/Wages				
553101 · Fellowship Sexton	135.00	3,618.45	-	3,618.45

553102 · Custodian	3,621.34	6,493.76	283.83	6,493.76
553103 · Sexton	6,384.38	12,412.40	2,042.56	12,412.40
553104 · Building Rentals Manager	1,534.72	2,581.28	713.86	2,581.28
Total 553100 · Salary/Wages	11,675.44	25,105.89	3,040.25	25,105.89
553500 · FICA	885.81	1,920.60	231.94	1,920.60
Total 553000 · Building Staff	12,561.25	27,026.49	3,272.19	27,026.49
554000 · Music Staff				
554100 · Salary/Wages				
554101 · Director of Music Ministries	20,857.70	22,230.00	4,011.80	22,230.00
554102 · Accompanist	-	-	-	-
554104 · Choral Scholars	-	-	-	-
554106 · Garmany Choral Scholars	2,000.00	3,000.00	-	3,000.00
554107 · Garmany Dir Music Min	-	500.00	-	500.00
Total 554100 · Salary/Wages	22,857.70	25,730.00	4,011.80	25,730.00
554400 · Professional Development	-	500.00	-	500.00
554500 · FICA	1,748.60	1,968.35	306.90	1,968.35
Total 554000 · Music Staff	24,606.30	28,198.35	4,318.70	28,198.35
555000 · Business Manager				
555100 · Salary/Wages	-	-	-	-
555101 · Bookkeeper	14,250.49	16,540.16	2,783.88	16,540.16
555200 · Pension	-	-	-	-
555300 · Insurance	-	-	-	-
555500 · FICA	1,090.15	1,265.32	212.98	1,265.32
Total 555000 · Business Manager	15,340.64	17,805.48	2,996.86	17,805.48
556000 · Administrative Support				
556100 · Office Administrator				
556101 · Salary / Wages	34,962.42	33,423.73	4,717.20	33,423.73
556102 · Pension	-	-	-	-
556103 · FICA	-	-	-	-
556104 · Professional Development	-	-	-	-
Total 556100 · Office Administrator	34,962.42	33,423.73	4,717.20	33,423.73
556200 · Minister's Assistant				
556201 · Salary / Wages	-	-	-	-
556203 · FICA	-	-	-	-
Total 556200 · Minister's Assistant	-	-	-	-
Total 556000 · Administrative Support	34,962.42	33,423.73	4,717.20	33,423.73
557000 · Religious Education				

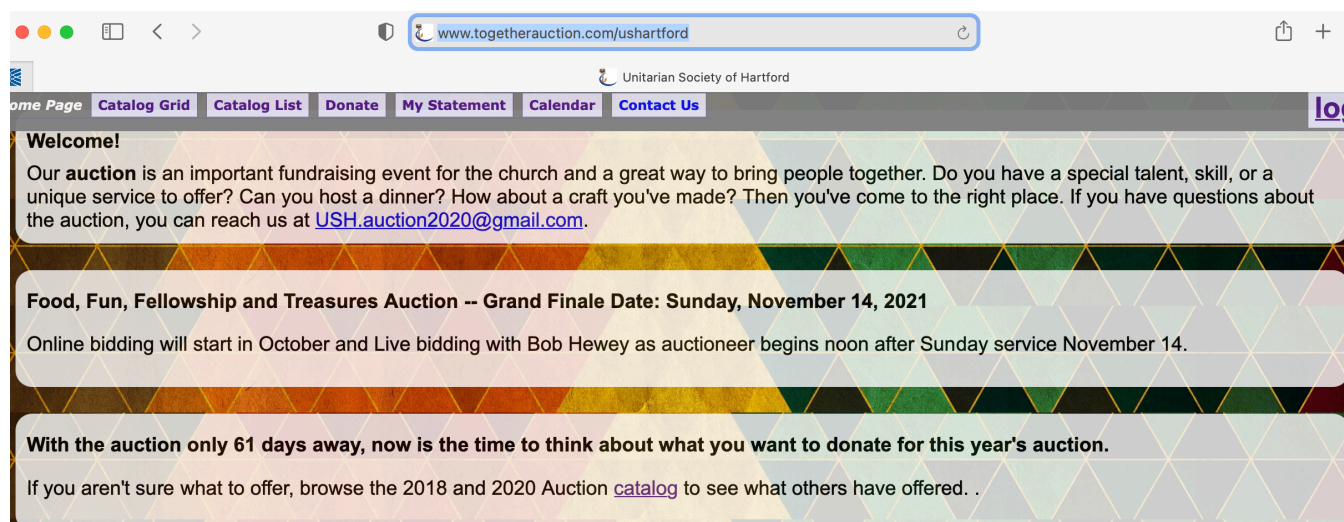
557100 · Paid RE Staff				
557101 · Nursery & Child Care	120.00	5,385.60	-	5,385.60
557102 · RE Administrative Support	344.62	1,048.80	-	1,048.80
557103 · Youth Advisor	-	-	-	-
Total 557100 · Paid RE Staff	464.62	6,434.40	-	6,434.40
557105 · Paid RE Staff FICA	35.54	492.23	-	492.23
Total 557000 · Paid RE Staff	500.16	6,926.63	-	6,926.63
558000 · Intern Minister				
558100 · Salary/Wages	10,000.00	4,000.00	1,000.00	4,000.00
558500 · FICA	765.00	306.00	76.50	306.00
Total 558000 · Intern Minister	10,765.00	4,306.00	1,076.50	4,306.00
Total 550000 · Compensation	273,536.29	258,101.40	27,868.52	258,101.40
590000 · Other Expenses				
591002 · Sabbatical Expenses	-	-	-	-
Total 590000 · Other Expenses	407.46	-	-	-
Total Budgeted Expenses	387,681.47	408,057.97	45,112.37	408,057.97
Non-Budgeted Income				
461000 · Minister's Discretionary Fund	6,283.38	-	-	-
462000 · UAMW	-	-	-	-
463000 · SJ Sunday Collections	3,085.00	-	1,591.40	-
464000 · Music Sunday Contributions	-	-	-	-
464100 · Guest at Your Table	-	-	-	-
464200 · Sleeping Out in Boxes	-	-	-	-
464300 · UNICEF	-	-	-	-
464400 · Hymnal Donations	-	-	-	-
469999 · Minister Moving Expense	-	8,514.53	-	8,514.53
Total Non-Budgeted Income	9,368.38	8,514.53	1,591.40	8,514.53
Non-Budgeted Expenses				
561000 · Minister Discretionary Fund	6,283.38	-	-	-
562000 · UAMW	-	-	-	-
563000 · SJ Collection Disbursements	3,085.00	-	-	-
564000 · Music Sunday Contributions	-	-	-	-
564100 · Guest at Your Table	-	-	-	-
564200 · Sleeping Out In Boxes	-	-	-	-
564300 · UNICEF	-	-	-	-
564400 · Purchase of Donated Hymnals	-	-	-	-

569999 - Minister Moving Expense	-	8,514.53	8,514.53	8,514.53
Total Non-Budgeted Expenses	9,368.38	8,514.53	8,514.53	8,514.53
Net Ordinary Income	(0.00)	0.00	9,290.97	0.00

Stewardship

Auction. We have not received any suggestions for a potential chairperson for a potential 2021 Fall Auction. Jon Covault updated the auction website <http://www.togetherauction.com/ushartford> in anticipation of a potential auction “Food, Fun, Fellowship and Treasures” for this fall. The site is ready to receive donation descriptions for auction items – an arbitrary date of November 14th was programed into the website which is only 60 days away. The main work to do will be to contact donors from 2020 auction to encourage them to consider items to donate, to help donors load a photo / description of donation item, and after the final live auction date to send out emails to winning bidders with their bill and notice to donors about who won. The website administrative function automates this. A word document with all of the 2020 eNews postings about the 2020 auction has been compiled. We have an excel worksheet list of donation items/donors name, phone and emails from 2020.

The first eNews posting was September 16, 2020. We had 33 items donated by Oct 11, 2021 and 63 items from 42 donors by time of the Nov 15th live auction. We had 28 successful bidders who purchased 42 items for \$5,800. Importantly, 22 of the purchased items were services or activities that would bring people in contact helping to reduce our sense of isolation during the COVID-19 pandemic. Bob Hewey has volunteered to be live auctioneer again. Ginny Hedrick, Jon Covault, Caron Lanouette, and Tara Cote made contacts to solicit donation items last year. Discussion is needed at the September board meeting to make some decisions.



Arts sub-council

Artists' Way group has installed an art display in the ambulatory for the September 12th ingathering service. A great variety of artwork represented.

Building and Grounds Committee

Meetings held August 22 and September 12, 2021. Fall work day held on Saturday September 11.

Efforts to Avoid Flooding - On 8/19/21 there was a major rain that overwhelmed our partially clogged storm drains in from of the church with the high water entered the lobby and office and wet the carpets as well as flowing down the stairs. Kevin and members of B&G were quickly responsive to manage the water. Impromptu work day by B&G and a few other volunteers held August 21 to prepare building for Tropical Storm Henri on Sunday morning August 22. Efforts included sandbagging the doors, ditching and water diversion barriers. Fortunately, no additional water entered during this storm. Buffie happened to be away for some much deserved time off hampering efforts to send emergency email appeal for help preparing building on August 22. Consideration should be made to resurrect a Communications Committee such that there are back-up individuals able to send blast e-mail to members.

USH wireless access. TAB computing has installed a new router in the office and new wireless access point over the “potting room” to provide more reliable WiFi signal on the main level including the minister’s study on Thursday Aug 19th. They returned September 9 to update the wireless access points for the lower level resulting in very much improved WiFi signal in fellowship hall. A big thanks to David Newton and the B&G team for arranging for this upgrade. A separate TUSH passwords for a “guest” vs “staff” use were programed. Recall that we should list our website as www.ushartford.org Staff emails ending in ushartford.com have all been replaced by gmail addresses.

Live streaming capacity. A proposal was discussed via email by B&G and the board to install two 65” monitors– one placed at each far right and left side of the stage - to allow bringing recorded video into the service was made (cost estimate including twos rolling stands and required PC/connectors was \$2,500). A decision was made to move forward with one unit to be installed in time for the September 12 ingathering service. A large screen (65” diagonal) TV monitor was purchased with board email approval and B&G support. An additional ethernet wire was run from the office video streaming PC to the stage to allow the streaming team to provide local broadcast of video music recording to the sanctuary in parallel with inclusion as part of the live service stream to Vimeo, Facebook and Zoom. Further discussion planned.

We are ready to accept volunteers for training to build a team of 5-6 persons capable creating live productions of Sunday Service. Ed Savage volunteered to join the team in November.



Community Within

September 2021

1. **Coffee Hour!** We held coffee hour in the Memorial Garden on 9/12, thinking this would enable freer mingling. An unscientific survey indicated enthusiasm for this locale, and logistics (getting coffee from kitchen to garden) were relatively simple. As a result, we're opting to continue post-service coffee in the garden when weather permits (determination to be made before each Sunday service).
2. **Membership:** We still have no Membership chair. Carolyn Carlson is performing some light-duty activities — reviewing documents for updates, for instance — and Laurie Kelleher has agreed to include outreach to newcomers along with hosting part of the upcoming (October) Inquirer Series. However, this is a spot which really needs a dedicated leader.
3. **Meeting House Presents:** First concert (Abbie Gardner) is this Friday, 9/17. The USH board historically supports this project through series subscriptions and attendance when possible.
4. **Programs:**

Book Group inaugurated its reading list for the year last week, meeting in-person and via Zoom.

Artist's Way recommences late October. The Ambulatory currently features an exhibit of members' creations, and a reception will be held this Sunday (10/19) in the lobby, concurrent with coffee hour. People can circulate between the two venues, viewing the art as they travel.

Sing-Along has met since July (2nd Saturdays) outside, in the Memorial Garden.

Lunch Bunch plans to reconvene in October (2nd Tuesday at Concetta's in Bloomfield).

Other programs: TBD
5. **Communications/Media:** A nucleus of a work group is forming to review existing vehicles and see how they can be better integrated to communicate a current, consistent, engaging message. Too early for any details or structure, but the intent is to reconvene and add to

those with knowledge and experience in our various ‘publications’ for better organization and coordination.

Spiritual Life Council Report September 2021

R.E.

Rayla will be offering a curriculum that allows for participation no matter whether we are in person or on-line. It is also written for all ages. The kick-off will be on Sunday the 19th and all information will be accessible via the e-news. There will be weekly updates as well as video information. On September 26th parents will have an opportunity to chat with Rayla and Rev. Terry about the current program year.

For our first week back, after the Time For All Ages, the children and youth will meet in the Chapel so Rayla can reconnect with them. The following week they will meet in one room except for the youth group. The one-room classroom will continue until there are enough volunteers to have separate classes.

Music Ministry

We now have the technology and equipment to provide high quality video and audio of both live and virtual events in the Meeting House. Having a large screen TV on the chancel makes it possible to project live and recorded images and video from a variety of sources. The streaming capabilities have also been significantly improved with new cameras and computers. We look forward to having a cadre of volunteers who are capable of using the equipment so that we are not dependent on just a few.

Sam's primary goal this year is to reinstate the choir as well as the Choral Scholar and Composer-in-Residence programs. Once the choir has been reconstituted, Sam intends to add more variety and power to our musical program.

Worship Associates

Presently there are 10 Worship Associates including the coordinator, Sue Smolski. There has been a Worship Associate for every service since the departure of our Co-ministers---June through September 5th. With Rev Terry's arrival, we are scheduled through October. We are very pleased that we met our goal of having pulpit guests from our congregation throughout July, August, and Sept 5th, after joining All Souls of New London for their July 4th service.

We had our First Hybrid WA Meeting with Rev Terry on August 31st with full attendance. There was a consensus that we wanted to meet more frequently, be able to give feedback about worship-- as well as to hone our skills and knowledge about crafting worship. Rev Terry is comfortable and supportive of these goals. The idea of having a Worship Committee was also brought up and will be discussed further at our next meeting.

All WAs have become comfortable in the Zoom format and are now ready to return to in-person worship as we learn the script for livestreamed services and its finer points. Approximately 50% of WAs are comfortable in the role of crafting worship with a pulpit guest. We need to increase that percentage and the number of WAs that we have during this church year.



Unitarian Society of Hartford

Staff Report for Secretary to present at next Board meetings

Buffie's

Past weeks activities and points of interest

I prepared the physical OOS and Happenings for services on Sunday the 12th and coordinated with my volunteer's to come help prepare these materials for passing out.

I worked on my E-News publication and worked with Sue Smolski to edit before sending it out to the congregation.

Entered congregants dates and programs into calendar as requested, updated Wordpress as usual to reflect upcoming services.

Responded to various emails and requests from various individuals

Scheduled the fire extinguisher inspection and confirmed our next elevator inspection

Worked with Kevin to prep building for in person services

Moved media devices as requested

Upcoming activities and/or current projects

See above as that's the bulk of my responsibilities/time here

Coordinating with Kathy Ferguson regarding chancel arts

hosting ZOOM on Sunday mornings for people who can not come to the Meeting House

Points of concern and future activities and/or projects

no concerns

Learning the new streaming devices in case of a need for back-up



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

FW: RE Update

1 message

Robert Spector <Robert_Spector@ctd.uscourts.gov>

Tue, Sep 14, 2021 at 4:51 PM

To: Bob Hewey <boltonbob1947@gmail.com>, Sarah McKenzie <sarah.h.mckenzie@gmail.com>, Eve Pech <elpech@sbcglobal.net>, Peter Meny <plmeny9@gmail.com>, Jonathan Covault <jncovault@hotmail.com>, DANA DONOVAN <danadonovan@sbcglobal.net>, Christina Davies <daviesush@gmail.com>
Cc: "revterryush@gmail.com" <revterryush@gmail.com>

This is the last one I received.

From: Rayla D Mattson <ctraylab@gmail.com>**Sent:** Monday, September 13, 2021 6:01 PM**To:** Peter Meny <plmeny9@gmail.com>; Robert Spector <Robert_Spector@ctd.uscourts.gov>**Subject:** Fwd: RE Update**CAUTION - EXTERNAL:**

Here is my report that Terry asked me to send her and Sarah last week.

Rayla

----- Forwarded message -----

From: Rayla D Mattson <ctraylab@gmail.com>**Date:** Tue, Sep 7, 2021 at 11:07 AM**Subject:** RE Update**To:** <sharmon349@yahoo.com>, Terry Cummings <revterryush@gmail.com>

Sorry I didn't get this to you on Friday. Moving forward I'm hoping to get into the groove of this new system.

Going into this program year, I will be doing a curriculum that allows for participation no matter whether we are in person or on-line. It is also written for all ages. The kick-off will be on Sunday the 19th and all information will be accessible via the e-news. There will be weekly updates as well as video information.

For our first week back, after the TFAA, we will meet in the Chapel so I can catch up with the children and youth. The following week we will meet as a one room except for the youth group. I will do this until I have enough volunteers and students to separate them.

The following week, the 26th, the parents will have an opportunity to chat with myself and Rev. Terry about the current program year.

--

Rayla D. Mattson

Director of Religious Education

and Rentals Manager

Unitarian Society of Hartford

*** Please note my email address of dre@ushartford.com is no longer active. Please use this email address moving forward. Thanks.*

--

Rayla D. Mattson

Director of Religious Education

and Rentals Manager

Unitarian Society of Hartford

*** Please note my email address of dre@ushartford.com is no longer active. Please use this email address moving forward. Thanks.*

CAUTION - EXTERNAL EMAIL: This email originated outside the Judiciary. Exercise caution when opening attachments or clicking on links.

Sam Moffett

Director of Music Ministries, Unitarian Society of Hartford

Status Report of the Music Program

September 2021

COVID Drawbacks

Like many aspects of our church, the music program was not immune to drawback due to the early effects of COVID-19. On the eve of lockdown, we were in collaboration with the Unitarian Church of West Hartford (Fern Street) to present a Spring Music Sunday featuring the music of Fanny Mendelssohn, with the forces of our combined choirs. A day later, our choir effectively no longer existed. This has caused a large reduction in our music program in that the music program then became just myself using at-home production materials, with occasional contributions from wonderful volunteers, such as Julian Spector, who submitted recordings semi-frequently.

COVID Silver Linings

Because of our previous shift into virtual services, and the shift into hybrid services we are going through now, we have improved on a lot of the musical potential we can garner from our music program. With the help of various individuals as well as the support of the Board, we now have technology that has improved the sound and user-friendly abilities of our equipment, as well as added abilities for various additional musical aspects, such as having more microphone inputs, and being able to stream videos to the congregants both in the sanctuary and at home.

Moving Forward

Because my job going forward will now require less focus on technological aspects and more focus on musical aspects, my primary goal is to be able to build the music program from its current status of consisting of myself and occasional volunteers. One of these short-term goals is to reinstate the choir again. I am hoping that we can start with some easy pieces to ease our way back in and see who is comfortable singing and how we might be able to perform while adhering to CDC safety guidelines. In that regard, I want to reinstate the Choral Scholar and Composer-in-Residence programs simultaneously.

Beyond the building block of the choir, I have a few ideas, as well as some I've been brainstorming with Reverend Terry, as to how we can add additional forces to our music program and give it more life. They are only abstract ideas for now, as I am currently taking time to work on how to reinstate the choir effectively. I hope that the Board will support me in these efforts.