

USH Board Meeting – November 8, 2022

Present – Judy Sullivan, Tina Davies, Eve Pech, Paul Cipriano, Sarah McKenzie, Peter Meny, Jon Covault, Dana Donovan

Absent –

Guests – David and Janice Newton, Annie Witzler, Stu and Bev Spence

6:39 – spoke about covid notifications to the congregation. Congregation has a right to know, but if the information is received by the office second-hand, they should reach out to the affected person and confirm. If the person wasn't in the building the most recent Sunday, there doesn't seem to be a reason to notify the congregation.

6:41 – Eve started with check-ins.

6:50 – Opening Words. Sue Smolski asked Eve about having the link to the Board Minutes in the enews. Yes.

6:53 – Eve read the Board Covenant

6:54 – Approval of October Board Minutes. Tina moved to approve, Judy seconded.

Aye – 7

Nay – 0

Abstain – 0

6:55 – Status of minister search. Position has not been posted yet on the UUA website. Group is trying to verify that their info was correct and “authentic”. Sue Smolski offered to go through the document prior to posting, she and Tina did a lot of that work the week of October 31. What is projected starting date? Maybe February 1.

7:12 – Update on Governance Committee. Rob is no longer able to chair the committee. Laura Cipriano will take over as chair, meetings will resume in January.

7:14 – Motion from B&G to move along the application for the grant for security equipment. One of the questions on the application is when we were last audited and when we will next be audited. B&G would like the Board to commit to appointing an audit committee and having an audit that covers the period from the last audit through the current fiscal year. Audit committee will be made up of members and is usually conducted every three years. Last audit was either in 2017 or 2018. Does not need to be a comprehensive external audit. We don't need to complete the audit NOW, we just need to pledge that we WILL do an audit by a certain date. Paul made the motion to accept, Dana seconded.

Aye – 8

Nay – 0

Abstain – 0

7:21 – Auction update. 30+ items, bidding online has started. Live auction will be this Sunday after service.

7:25 – Acceptance of Council Reports. Treasurer’s Report – Money was returned to our account from the fraudulent check that got presented against our account. We have stopped drawing on the endowment for the time being. Annie sent a report. RE Budget – Annie is reallocating funds to reflect actual offerings. Working on setting up a system to more accurately track spending. Annie would like to move the youth group down to the lower level in the interest of safety in case of an emergency. Consensus seems to be that the Board does not need to weigh in formally but leave it up to Annie to work in the best interest of safety; she would enlist the teens to assist with clean up and move. Annie also has a list of UUA courses she is interested in pursuing. Paul updated regarding security grant – some of the equipment we’re looking into include keypad (keyless) entry, doorbell with a camera so Buffie can see who’s at the door without revealing herself. They went over and saw the system at UCWH. Ballpark figure for similar system at USH is \$7-8,000. Motion to accept written treasurer’s report made by Eve, seconded by Tina.

Aye – 8

Nay – 0

Abstain – 0

7:45 – David Newton talked about the “brown slime” that drips onto the tables. Happens mostly on the south side. They’re attempting to leave the interior temperature around 70 to see if NOT having the temperature variation happen to see if the condensation slows down.

7:48 – Guests dismissed, Board went into executive session.

8:58 – Meeting was adjourned

USH BOARD MEETING Draft AGENDA -11/8/22 at 6:30pm –Zoom meeting

6:30pm Check in - 15 mins.

6:45pm Opening Words, Eve – 2 mins.

...request for link to Board minutes in enews

6:47pm Board Covenant, Dana - 2 mins.

6:49pm Approval of Board October Minutes, Sarah - 2 mins.

6:51pm Status of minister search, Tina, Paul, Dana- 5 min.

6:56pm Update on Governance Committee -2 min

6:58pm Security Task Force motion to authorize audit-12 min

7:10pm USH Auction- 5min

7:15pm Acceptance of Council Reports, Comments, Questions - 15 min

7:30pm Guest comments – 10 min

7:40pm Executive Session

Treasurer's Report – November 8, 2022

Financial Status/Cashflow

The USH financial status and cashflow remains healthy. Pledge payment response remains excellent.

Budget revisions/variance

Rental income has been greater than budgeted. Pledges continue to be fulfilled ahead of schedule. Salary expenses have been less than budgeted due to open part-time minister position. Draw from endowment is on hold as a result of the above items.

RE coordinator is recommending re-budgeting funds within RE overall budget.

We may need to increase our budget for pulpit guests by modest amount.

A new line item added within B&G budget for building security expenses.

People's Bank Checking account closed Sept 1st and new M&T Bank checking opened.

Our M&T account was credited fully for the fraudulent check posted to our account, with \$27,985 returned on October 19th.

Respectfully Submitted,

Jon Covault, USH Treasurer



Unitarian Society of Hartford

Staff Report for Secretary to present at next Board meetings

Buffie's notes for November 8th Board meeting

Past weeks activities and points of interest

- Enews and OOS have been going well with no issues.
- I have spoken with three possible renters for this holiday season and may have one group looking to tour the building in the next two weeks.
- Brianna has returned to work and things are going really well in this area. She has maintained cleaning 2x a week.
- I was able to help several groups successfully trouble shoot some Zoom challenges (after hours) remotely from home.
- Continue to work with the media team and regarding our streaming capabilities on Sunday and we are becoming proficient at “trouble shooting” regarding most streaming challenges.
- I have continued to assist the Treasurer in some additional administrative roles (payroll, mailings/deposits/vendor liaison)

Upcoming activities and/or current projects

- HGMC has been very active in use of the church for their choir rehearsals as well as several other groups. The activity has increased and it is great for the USH community. I believe the activity is attracting attention from possible renters.
- Temple of Witchcraft will not be renting in the near future and I had them return keys and sign off on the *returned keys form* of which I keep a file in my desk for reference. The key holder log has been updated.
- Dana Donovan and David Cipriano have been issued keys and signed the key holder agreement form. The key holder log has been updated.

Points of concern and future activities and/or projects

- Smith Fire Extinguisher Supply, LLC. was in last week of October to refresh our existing fire extinguishers, and even gave us a free one for the chancel. B&G has been notified.