

USH – Board of Directors Meeting January 11, 2022

Present – Rob Spector, Bob Hewey, Dana Donovan, Tina Davies, Peter Meny, Eve Pech, Sarah McKenzie, Jon Covault, and Rev. Terry Cummings (ex-officio)

Absent – none

Guests – David and Janice Newton, Stu and Bev Spence, Laura Cipriano, Jim Venneman

6:38 – Check-ins

6:45 – Rev. Terry offered an opening reading

6:47 – Rob read the Board Covenant

6:49 – Approval of December Minutes – Tina made the motion, Rob seconded

Aye – 8

Nay – 0

Abstain – 0

6:50 – Acceptance of Council Reports (see attached) Tina would like to use a small portion of the January semi-annual meeting to talk to the congregation about re-opening certain sections of the website that are currently behind a password wall (not congregational personal information). Rob would like to send an email blast to give members an idea of what the meeting will be about, Tina to provide some language for that email.

Bob had changed our trash pickup from weekly to monthly during the pandemic, need to take a look at that once we go back in person again. Snow removal was also limited during the pandemic and probably needs to be revisited at the same time.

Dana sent info out to congregation regarding core training of GHIAA. Rev AJ Johnson will be the designated GHIAA organizer for USH.

6:58 – Vaccination and staff/volunteers/in-person congregants. We have had vaccination requirement conversations in the past, the most recent was September when numbers were much lower. At the time we decided to require masks, but not vaccination. There was some concern as to how we would verify vaccination status. Issue has been raised again since not all staff is currently vaccinated. Board discussed multiple options when we met informally on January 3. We discussed the possibility of exemptions or exceptions. There is a concern that if we allowed for testing in lieu of vaccination, it creates an undue administrative burden. Only caveat to a proposed exemption is that staff person would work from home until some point in the future. Then we need to decide what our definition of “fully vaccinated” means (2 shots, boosted, etc...).

1. Do we want to implement a vaccination requirement for the staff? Jon – if we offer someone work from home in lieu of vaccination, is there a time limit for becoming vaccinated, is it an indefinite work from home? Presumption would be “until you get vaccinated” for the work from home option. Remote option is also dependent upon what the job function is. Rev Terry very uncomfortable for safety reasons working at the meetinghouse with unvaccinated co-workers. Policy should be based on science and health and what is best for the safety of the congregation. Feels like giving people the option to work from home would create an administrative burden on Rev Terry as their supervisor. And exemption should be limited to

valid medical exemption. She needs the resources to enforce the policy. Needs to be able to verify vaccination status, and IF staff are working from home, she needs to be able to verify that their hours are being worked. Perhaps require a doctor's note if staff is claiming a medical exemption.

2. Do we want to extend the requirement to in-person volunteers (worship associates, membership, church school, etc...)? Seems to be strong support for this also.

Rob made the motion that we approve the concept of requiring vaccination (per CDC guidelines) for staff and in-person volunteers at the meetinghouse unless vaccination is contraindicated and verified by a medical doctor. Language will be circulated via email and the board will vote on final language via email. Eve seconded.

Aye – 8

Nay – 0

Abstain – 0

Rev Terry will draft the language of the policy and circulate to the board for comment.

7:47 – Covid protocols. Current policy in place covers us through the end of January, we will keep the same protocol in place for the Feb 6 service prior to our next board meeting. If things are looking better, maybe allow more people to attend in-person. January 30th meeting will need to be via zoom.

7:51 – Discussion of current staffing, and actual staffing needs. Rev Terry needs a few people from the board to help her decide WHAT we need, what the job descriptions are, and what appropriate compensation levels are. Rob asked the Jon, Peter, and Tina to join with Eve to assist Rev Terry with these questions. All have accepted.

8:14 – Stewardship and Budget (see attached). Bob is going to try to gather the Finance Committee, and as far as he knows there isn't a Stewardship Chair as yet. Rob will reach out to the Nominating Committee regarding the Stewardship Chair position. Bob will be contacting Council Chairs in preparation for 2022-2023 budgeting.

8:20 – Governance Task Force update – 1. Take 2017 strategic plan and look at it goal by goal to determine where we currently stand. 2. Look at the current council structure and consider if it needs to be updated/changed.

8:22 – Congregational meeting January 30 – Tina asked for a few minutes. Majority of meeting will be discussion of settled minister search. Additionally, a discussion of generating revenue from the rental of the building.

8:46 – Guest Comments? David Newton let us know that the electrical contractor was on-site this morning & some work will begin the week of 1/24, contractors will try to keep any disruption to the visual aspect of the services minimal. Laura wondered if it would be appropriate and useful to have a covid protocol sign posted. Rob and Rev Terry will arrange for that. And fresher copies of the pew signs.

8:51 – Meeting adjourned.



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

Re: Agenda for our Board Meeting on January 11, 2022 at 6:30pm.

1 message

Robert Spector <Robert_Spector@ctd.uscourts.gov>

Tue, Jan 11, 2022 at 3:30 PM

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

Cc: Terry Cummings <revterryush@gmail.com>

Please see below our updated agenda for tonight's meeting. See you at 6:30pm.

USH BOARD MEETING AGENDA - 1/11/22 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 December Board Minutes, Sarah - 2 mins.

6:52pm Acceptance of Council, Treasurer and Minister Reports – 10 mins.

7:02pm Vaccination Requirement for Staff and Volunteers – 10 mins.

7:12pm Review of our current COVID protocols – 10 mins.

7:22pm Forming a Committee to Address Our Staffing Needs in 2022, Terry – 20 mins.

7:42pm Stewardship and 2022-23 Budget, Bob - 10 mins.

7:52pm Update on Governance Task Force, Rob and Eve – 5 mins.

7:57pm Open Discussion – Planning for our Congregation Meeting on January 30, 2022, Reviewing our options for hiring a minister in 2023, Discussion of our current Renters and vision for better use of the Meeting House – 25 minutes

8:22pm Guest Comments - 5 mins.

NEXT BOARD MEETING IS TUESDAY, FEBRUARY 8, 2022 at 6:30pm.

Stewardship

Annual Stewardship. We need volunteers including a chairperson. Jim Venneman and Jon Covault have volunteered to help but clearly more are needed. Request sent to the nominating committee chair for names of potential Stewardship chairperson. We should have a proposed budget goals and some specific enhancements to the Meeting House to put forward in conjunction with the campaign. Consider budget/stewardship listening sessions in February.

Arts sub-council

Prior to the current COVID omicron surge, Artist's Way group had been having hybrid meetings on Monday evenings with 8-10 participants at USH in the library interacting with 4-6 at home via zoom with large screen TV monitor.

Planning is underway for a local guest artist – Bill Revill to display selection of his paintings and photographs in the ambulatory in January, 2022. Bill is the son of Ellie and Peter Revill who were long time members at USH. Peter was on the Board and Ellie in the choir.

Building and Grounds Committee. Final report from Meeting held December 12, 2021

B AND G LISTING OF SIGNIFICANT ANTICIPATED EXPENDITURES

- (1) Gametime carpet for all areas of the church that need to have the carpet replaced.
- (2) Cleaning of the roof. Perhaps this will involve extra hours for Kevin and bleaching fluids.
- (3) Applying something like polyurethane to the ceiling, where needed. Ceilings in some areas show watermarks from leaks that have occurred over the years.
- (4) An omnidirectional microphone for the sanctuary. This will allow better sound for ZOOM presentations, for sound (e.g., hymns sung in the sanctuary, etc.) are not audible by that audience.
- (5) Pave south and north driveway and connecting old paved surface outside of the west entrance
- (6) Pave entry way from parking lot to kitchen entrance
- (7) Pave upper parking lot. Pave lower parking lot
- (8) Treatment of the exterior concrete surfaces of the Meeting House, if needed. They were sealed years ago. Is it again time to do this preventive maintenance?

David Venneman Memorial Lighting Project - An acceptable bid has been received from Lighthouse Enterprises, a respected Cromwell company to install previously approved Sanctuary lighting. On 12-20-21 a Zoom meeting was held including the Architect, Hugh Schweitzer, B and G representatives Stu Spence & David Newton, Contractor Matt Holcomb (Lighthouse Enterprises), subcontractors John Bengtson & Kevin Girouard, for the Architect to go over the various specifications of the bid making sure those items that should be understood, are, in fact, understood. Light fixtures have now been ordered and initial work by contractor anticipated to begin mid-January.

Live streaming capacity. Little to no response to repeated eNews requests for streaming volunteers. Discussions have begun regarding whether we will need to hire a 6-8 hour per week streaming manager.

Additional hardware (approx. \$450) will be needed if we want to be able to move key components (remote control camera, video monitors) to Fellowship Hall for services there. For annual meeting, Zoom with large screen TV in Fellowship Hall would be adequate.

Community Within

January, 2022

Communications:

This subcouncil is re-establishing itself nicely, reviewing and improving internal communications among citizens of USH. One visible change to the eNews is a regular weekly feature highlighting some aspect of USH, whether an activity, piece of history, procedure, “how-to”, or other information which is hoped to be useful and interesting. One key aspect is that the feature will change weekly, and not repeat itself. On the website, numerous small changes/corrections have been effected, and a core group will participate in a ‘refresher/update’ session with Paula Pierce so that more ambitious renovations can be undertaken in-house.

***Note for Town Hall Meeting:** the web editing group wishes to solicit views from the congregation (an informal, non-binding poll) regarding the extent to which documents and information in the “Members” section ‘should’ be password-protected. For about 15 years, the only protected information was personal data in the online Member Directory. More recently, the entire Members section has been concealed behind a log-in requirement. It’s believed that many of our membership find this step to be an annoying burden, and that policies, minutes, and general information about facilities and use thereof should be available to all who seek information about USH. It would be helpful to have congregational input before reverting to a situation where only member information is kept confidential, and the scheduled meeting would provide a forum for this input to be sought.*

Caring Network:

When unrestricted in-person services resume, the Network plans to staff a table in Fellowship Hall during coffee hour, dispensing both information and welcoming conversation.

Membership:

For the remainder of January (during the resurgence of Covid), no coffee or other refreshments will be served at coffee hour.

Adult Programs:

All are paused or on Zoom until the Covid resurgence subsides.

Treasurer's Report – January 2022

Financial Status/Cashflow

Brian Mullen's Budget Review through the end of December will be available later this week. I will distribute it then. It will show that we are still well within budget.

Covid Changes to be revisited

Since we were not meeting for services at the Meeting House for most of 2020 and 2021, snow plowing was limited to just the areas used by staff and for emergency vehicle use to save money. Similarly, we went to monthly, rather than weekly, trash pickup. Since we had restarted Meeting House attendance for a few weeks and will be again in the future, we need to reassess when and if these arrangements need to be modified.

Finance Committee

I would like to schedule a meeting of the Finance Committee sometime in the next two weeks to discuss the Stewardship campaign, Vanco giving and the budgeting process. Due to Covid concerns, this would probably have to be a Zoom meeting. I do not have a paid account and the meeting is likely to exceed 40 minutes. Is there a Zoom account I could use? Do we have a Stewardship chair?

Respectfully Submitted,

Bob Hewey, USH Treasurer