

Board Meeting – 6/21/2022

Present – Eve Pech, Tina Davies, Peter Meny, Sarah McKenzie, Bob Hewey, Dana Donovan, Jon Covault, Rob Spector

Guests – David Newton, Bev and Stu Spence, Paul and Laura Cipriano, Brian Harvey, Jim Venneman, Sue Tenorio

6:35 – Started with check-ins

6:45 – Meeting called to order; Eve read the Board Covenant

6:47 – Rob – opening words

6:48 – Approval of May Board Meeting Minutes. Rob made the motion to accept, Peter second

Aye – 8

Nay – 0

Abstain – 0

6:49 – Update on Hiring of new minister for next year – Based on the timing of Rev. Terry's resignation, we were too late to get into the interim minister search process. There are far fewer interim ministers available than there are churches seeking interim ministers. Keith Kron at the UUA has been searching for us. Rev. Kron has two other ministers who are potential ministers for us. One is looking for full time in New England, should interview ASAP if interested; Rob forwarded his info to the Board earlier. The other is interested in part-time; we don't have info on that person yet. Eve will reach out to Rev. Olson and set up a meeting with him.

7:05 – Budget/Stewardship update: Bob gave us an update. (See attached report)

7:25 – Council Reports - (see attached) Fencing Memorandum of Understanding in support of The Village for Children and Families to construct a fence around the perimeter of their property. Architect is working on plans for the fencing, they are not final yet. Rob will make some adjustments to the cover letter suggested by The Village. Rob asked if anyone had any objection to him signing the letter (with changes) and the MOU. Rob made a motion to approve, Bob seconded.

Aye – 8

Nay – 0

Abstain – 0

Historical landmark designation: B&G voted to approve the resolution that Toni would put out an article in the e-news in preparation for a post-service meeting on 7/17 to seek input from the congregation. If the post-service meeting is positive and the Board has no objection, they will move forward.

Dana added to SJ report – got an email from a candidate for Congress in the Hartford area, asked that if he could stand in front of the meeting house to ask for signatures to get on the ballot. UUS:E and UCWH allowed him to sit outside the building and collect signatures. Now wants to know if he can come to the meeting house. Board feels like it is a slippery slope and gives the appearance of endorsement.

Is the budget ready for approval by the Board? Maybe not, since we don't know what is happening with the minister, staffing, etc... But we could approve the budget as is, and make amendments as needed; or we could view what we have as a draft budget. Maybe by August we will know what the costs for staffing will be, and can pass the budget then.

7:50 – Governance Task Force – (see attached) The Task Force recommends making some changes to the current Board and Council structure. Add Stewardship and Finance Council and Membership Council and add two voting Board members as the Chairs of these Councils. Also add the immediately prior President as a non-voting Board member. Bob also suggested an Assistant Treasurer position to take some of the burden off the Treasurer and the Bookkeeper. Vote on task force recommendations, Bob made motion, Eve seconded. Peter pointed out that it has been our practice to wait a month before voting on significant changes/proposals. Rob pointed out that we will have a lot on our plate in the fall, and anything we can move forward on now will be helpful. Bob rescinded the motion, we will vote at July meeting.

8:09 – Summer Service Schedule – WAs would like significant Board involvement during Ingathering, particularly if we don't have a minister at that time. WAs have started planning for the fall in case we don't have a minister in place for September.

8:12 – General Assembly is coming up; do we have any members who want to be delegates?

8:14 – Goals over the summer? Board needs to set meeting day/time/venue going forward with new Board. Board retreat should be scheduled for August 2022. Need to hopefully hire a minister, finish discussion about staffing.

8:21 – The Board went into executive session to discuss staffing. It was decided to keep Annie on as Interim RE Coordinator through the summer at a maximum of 10 hours/week.

9:24 – the meeting was adjourned.

The Board met separately on June 23, 2022 to increase staff salaries by 5% for COLA.



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

Proposed Agenda for June 21, 2022 Board Meeting

1 message

Robert Spector <Robert_Spector@ctd.uscourts.gov>

Mon, Jun 20, 2022 at 10:30 AM

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

Cc: Judy Sullivan <jasullivan57@gmail.com>, Paul Cipriano <pcipriano01@gmail.com>

Good morning everyone. I have drafted the agenda for what will be my last Board meeting as your president. Thanks to all of you for your wonderful support throughout this past year. I have so much confidence in your leadership for the coming year! Let me know what additions or changes you would like to make. I am almost certain I left something off. We will spend time in Executive Session discussing our current and future staffing situation, so I want to be sure to leave as much time as possible for that. I have not indicated when the next Board meeting will be. It will be up to Eve, with all of your input, as to when you want to conduct the monthly Board meetings and whether you want to continue to use Zoom.

USH BOARD MEETING AGENDA - 6/21/22 at 6:30pm, via Zoom

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

6:45pm Opening Words, Rob - 3 mins.

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

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

6:52pm Update on Hiring a New Minister, Rob – 5 mins.

6:57pm Updates On 2022-23 Budget, Stewardship - 10 mins.

7:07pm Acceptance of Council Reports, Comments, Questions – 20 mins.

- Approval of the new fence being installed by the Village

7:27pm Governance Task Force proposed changes, Laura Cipriano – 15 mins.

7:43pm Summer Service Schedule - 5 mins.

7:48pm Goals and Tasks to Accomplish over the Summer – 10 mins.

- Board Retreat in August 2022

7:58pm Guest Comments, 10 mins.

8:08pm Executive Session

Treasurer's Report – June 2022

Financial Status/Cashflow

The USH Financial Status and Cashflow remain very positive, despite all the current upheaval with the staff. The current projection is that we will end up with a surplus of nearly \$8,000.

Bookkeeper Status

Patty Peck has assumed the role of USH Bookkeeper. Though she cannot fulfill the role that Brian Mullen held, she is competent and reliable and has greatly relieved the pressure on the Treasurer.

Budget Preparation for FY22/23

A Budget Review giving Fiscal Year actuals as of June 20, 2022 and a proposed budget is included with this report.

Knox Foundation Garden Water

At the Foundation's request, water was turned on for their gardens in mid-April. The MDC bill showed an increase of slightly more than \$900 over the monthly amount we had been paying for the previous months. An invoice has been sent to Knox for \$900 to reimburse us for the water used.

Transition to new Treasurer

I have been working with Jon Covault to bring him up-to-date on the Treasurer's roles and responsibilities. We have also been in touch with Brian Mullen to answer questions that I cannot.

Respectfully Submitted,

Bob Hewey, USH Treasurer

	Approved Budget 2021-22	Actual 06.20.2022	Budget Review 06.20.2022	Proposed Budget 2022-23	
Ordinary Income/Expense					
Budgeted Income					
410000 · Administration					
411000 · Endowment					
411100 - Capital Clearing Account		-			
411200 · Operations					
411201 - Monthly Distribution	47,665.32	43,693.21	47,665.32	46,866.14	from UBS
411204 - Special Purpose Funds Income					
Total 411200 - Operations	<u>47,665.32</u>	<u>43,693.21</u>	<u>47,665.32</u>	<u>46,866.14</u>	
411500 - Building & Grounds Small Projects	10,000.00	-	-	10,000.00	from UBS
411600 · UUMSB Loan Repayment					
411610 -UUMSB Loan #1	-	-	-	-	
411620 -UUMSB Loan #2	510.96	510.96	510.96	-	
Total 411600 - UUMSB Loan Repayment	<u>510.96</u>	<u>510.96</u>	<u>510.96</u>	<u>-</u>	
Total 411000 · Endowment	<u>58,176.28</u>	<u>44,204.17</u>	<u>48,176.28</u>	<u>56,866.14</u>	
412000 - Fundraising					
412101 - Fundraising - Other	5,000.00	8,543.34	8,543.34	8,000.00	
Total 412000 - Fundraising	<u>5,000.00</u>	<u>8,543.34</u>	<u>8,543.34</u>	<u>8,000.00</u>	
413000 · Holiday Letter					
414000 - Prior Years' Carry Over	8,445.29	-	-	18,000.00	from Schwab
415000 - Memorial Contributions	-	-	-	-	
416000 · Rental Contributions	<u>3,000.00</u>	<u>8,582.00</u>	<u>8,582.00</u>	<u>8,000.00</u>	
417000 · Stewardship					
417100 · Current Fiscal Year Pledge	270,750.00	285,286.95	289,695.15	275,000.00	
417200 · Prior Fiscal Year Pledge	4,055.00	3,680.00	3,680.00	-	
Total 417000 · Stewardship	<u>274,805.00</u>	<u>288,966.95</u>	<u>293,375.15</u>	<u>275,000.00</u>	
418000 · Sunday Contributions	<u>3,500.00</u>	<u>2,902.53</u>	<u>3,500.00</u>	<u>4,000.00</u>	
419000 - Other Administration Income					
419100 - Zero Emission Renewable Energy Credits	3,000.00	3,468.36	3,468.36	3,000.00	
419200 - Solar Land Lease	-	-	-	-	
419300 - Garmany Choral Scholars	3,000.00	-	-	-	Duplicated
419400 - Garmany Composer-In-Res	390.00	-	-	-	See 454108
Total 419000 - Other Administration Income	<u>3,890.00</u>	<u>3,468.36</u>	<u>3,468.36</u>	<u>3,000.00</u>	
Total 410000 · Administration	<u>356,816.57</u>	<u>356,667.35</u>	<u>365,645.13</u>	<u>372,866.14</u>	
420000 · Community Within					
421000 · Festival of the Season	-	-	-	-	
422000 - Used Book Donations	-	71.35	80.00	50.00	

423000 · Meeting House Presents					
423001 · MHP - Tickets	3,800.00	7,559.86	7,559.86	5,000.00	
423002 · MHP - Concessions	200.00	635.00	635.00	500.00	
423003 · MHP - Other Income	-	100.00	100.00	-	
Total 423000 · Meeting House Presents	4,000.00	8,294.86	8,294.86	5,500.00	
424000 · Caring Network	500.00				
424100 - Memorial Receptions	-	-	-	-	
426000 - Gifts	-	-	-	-	
427000 - Membership	-	-	-	-	
428000 - Adult Programs	-	569.00	569.00	500.00	
429001 - Fellowship Hour Donations	75.00	162.00	182.00	100.00	
Total 420000 · Community Within	4,575.00	9,097.21	9,125.86	6,150.00	
430000 · Social Justice					
434500 - Interweave	-	-	-	-	
434000 · SJ Miscellaneous Income	2,500.00	253.00	253.00	2,500.00	from Schwab
434800 - Green Sanctuary	-	839.15	839.15	-	
Total 430000 · Social Justice	2,500.00	1,092.15	1,092.15	2,500.00	
440000 · Spiritual Life					
441000 · Annual Retreat	-	-	-	-	
443000 · Flower Contributions	-	-	-	-	
447000 · Religious Education					
447100 · Soup Making	-	(146.60)	(146.60)	-	
447500 · Ski Trip	-	-	-	-	
Total 447000 · Religious Education	-	(146.60)	(146.60)	-	
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	-	(146.60)	(146.60)	-	
450000 - Other Income					
454107 · Garmany Choral Scholars	3,000.00	-	-	3,390.00	from Schwab
454108 · Intern Minister UUA Grant	-	-	-	-	
459000 · Paycheck Protection Program	41,166.40	-	-	41,119.53	from Schwab
459001 · Emergency Fund	-	-	-	-	
Total 450000 · Other Income	44,166.40	-	-	44,509.53	
Total Budgeted Income	408,057.97	366,710.11	375,716.54	426,025.67	
Budgeted Expenses					

510000 · Administration Expenses

512000 · UUA & District Payments

512001 · Clara Barton District

- - - -

512002 · UUA Fair Share

24,732.00 24,732.00 24,732.00 24,153.00

Total 512000 · UUA & District Payments

24,732.00 24,732.00 24,732.00 24,153.00

515000 · Stewardship

515100 · Annual Canvass

1,000.00 36.83 100.00 1,000.00

515200 · Vanco/Credit Card Expense

1,700.00 1,255.62 1,500.00 2,000.00

Total 528000 · Stewardship

2,700.00 1,292.45 1,600.00 3,000.00

516000 · Building & Grounds

516100 · General Maintenance

16,000.00 9,166.60 10,000.00 16,000.00

516200 · Snow Removal

6,600.00 4,020.00 4,020.00 6,600.00

516300 · Lawn Care

7,500.00 6,950.00 6,950.00 7,000.00

516400 · Water

5,000.00 2,183.87 1,283.87 2,000.00

516500 · Electric

1,000.00 307.31 307.31 500.00

516600 · Natural Gas

10,000.00 11,476.23 11,476.23 30,000.00

516700 · Memorial Garden

- - - -

516800 · Small Projects

10,000.00 7,129.26 10,000.00 10,000.00

Total 516000 · Building & Grounds

56,100.00 41,233.27 44,037.41 72,100.00

517000 · Office

517100 · Equipment

517101 · Equipment Purchases

2,000.00 1,884.00 2,000.00 2,000.00

517102 · Equip Rental (Office Copier Lease)

6,156.00 6,270.80 6,270.80 6,156.00

517103 · Computer Maint. Agreement

2,200.00 2,061.92 2,062.00 2,500.00

Total 517100 · Equipment

10,356.00 10,216.72 10,332.80 10,656.00

517200 · Security

- - - -

517300 · Printing

1,200.00 (25.00) (25.00) 250.00

517400 · Postage

800.00 406.66 500.00 650.00

517500 · Telephone / Internet

4,928.76 4,633.40 4,500.00 4,928.00

517600 · Dues and Subscriptions

3,400.00 8,186.48 8,200.00 4,200.00

517700 · Office Supplies

3,000.00 1,527.70 1,700.00 2,400.00

517800 · Service Contracts

- - - -

517900 · Service Charges

517910 · Bank

- - - -

517920 · Credit Card Expense

420.00 156.14 200.00 300.00

517930 · Payroll Expense

650.00 334.88 400.00 550.00

517940 · Miscellaneous

- 64.07 64.07 -

Total 517900 · Service Charges

1,070.00 555.09 664.07 850.00

Total 517000 · Office

24,754.76 25,501.05 25,871.87 23,934.00

518000 · Insurance				
518100 · Workers' Compensation	2,700.00	1,986.50	1,986.50	2,500.00
518200 · Liability Insurance	12,240.00	10,279.63	10,300.00	12,000.00
518300 · Umbrella	700.00	1,064.95	1,065.00	1,070.00
Total 518000 · Insurance	15,640.00	13,331.08	13,351.50	15,570.00
519000 · Administration - Other				
519200 · Rental Expense	-	-	-	-
519300 · General Assembly Expense	-	-	-	500.00
519500 · Board Expense	250.00	197.52	200.00	500.00
519600 · Staff Development	520.00	190.58	200.00	200.00
519700 · Archives	200.00	-	-	200.00
Total 519000 · Administration - Other	970.00	388.10	400.00	1,400.00
Total 510000 · Administration Expenses	124,896.76	106,477.95	109,992.78	140,157.00
520000 · Community Within Expenses				
521000 · Caring Network	500.00	(125.00)	-	500.00
522000 · Communications				
522100 · Hard Copy Mailings	-	-	-	-
522300 · Web Page	2,000.00	1,451.55	1,500.00	3,000.00
522400 · External Marketing	400.00	-	-	-
522500 · Software Upgrades	-	-	-	-
Total 522000 · Communications	2,400.00	1,451.55	1,500.00	3,000.00
523000 · Meeting House Presents				
523100 · Credit Card Expense	-	1.14	1.14	-
523200 · Performance Expense	3,500.00	5,790.00	5,790.00	5,000.00
523300 · MHP Other Expenses	265.00	1,099.00	1,099.00	1,000.00
Total 523000 · Meeting House Presents	3,765.00	6,890.14	6,890.14	6,000.00
524000 · Festival of the Season	-	-	-	-
527000 · Membership				
527000 · Membership	1,150.00	995.00	1,150.00	1,000.00
527100 · Membership Initiative	500.00	246.14	250.00	-
Total 527000 · Membership	1,650.00	1,241.14	1,400.00	1,000.00
528000 · Adult Programs				
528100 · Administrative Expenses	750.00	-	-	-
528200 · Compensation	-	-	-	-
528300 · Credit Card Expense	-	-	-	-
Total 528000 · Adult Programs	750.00	-	-	-
529000 · Community Within - Other				
529500 · Memorial Receptions	-	-	-	-
529600 · Fellowship Hour Supplies	350.00	296.60	350.00	800.00

Total 529000 · Community Within - Other	350.00	296.60	350.00	800.00
Total 520000 · Community Within Expenses	9,415.00	9,754.43	10,140.14	11,300.00
530000 · Social Justice Expenses				
531000 · Info & Advocacy Sub-Council				
532000 - Miscellaneous	2,500.00	-	-	2,500.00
534000 · Interweave	-	-	-	-
537000 · Equal Access	-	-	-	-
538000 · Green Sanctuary	-	-	-	-
539000 - Noah Webster Partnership	-	-	-	-
Total 530000 · Social Justice Expenses	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	-	-	500.00
543300 · Sheet Music	500.00	-	-	500.00
543400 · Instrument Maintenance				
543401 · Organ	800.00	392.00	392.00	1,000.00
543402 · Piano	800.00	425.00	425.00	500.00
Total 543400 · Instrument Maintenance	1,600.00	817.00	817.00	1,500.00
543700 · Garmany Composer-In-Res	390.00	-	-	390.00
Total 543000 · Music	3,890.00	817.00	817.00	3,490.00
544000 - Religious Education				
544200 · Supplies	700.00	631.39	700.00	500.00
544501 · Summer Activities	-	-	-	200.00
544502 · RE & Family Events				1,000.00
544700 · Curriculum	500.00	117.30	350.00	900.00
544701 · Coming of Age	500.00	172.95	175.00	500.00
Total 544700 - Curriculum	1,000.00	290.25	525.00	3,100.00
544800 · Religious Education - Other				
544802 · Training	1,000.00	2,160.32	2,160.32	150.00
544803 · RE Staff Recruitment	100.00	33.32	33.32	-
544804 · RE Staff Security Checks	300.00	-	300.00	200.00
544805 · RE Classroom Refurbishment	100.00	-	100.00	150.00
Total 544800 · Religious Education - Other	1,500.00	2,193.64	2,593.64	500.00
Total 544000 · Religious Education	3,200.00	3,115.28	3,818.64	3,600.00
545000 · Worship				
545100 · Guest Speakers				
545101 - Pulpit Supply	3,300.00	900.00	2,400.00	3,600.00

545102 - Mileage	500.00	60.00	300.00	550.00
Total 545100 - Guest Speakers	3,800.00	960.00	2,700.00	4,150.00
545200 - Worship Supplies	2,254.81	1,080.65	1,200.00	2,000.00
Total 545000 - Worship	6,054.81	2,040.65	3,900.00	6,150.00
547000 - Spiritual Life Other	-	-	-	-
Total 540000 - Spiritual Life Expenses	13,144.81	5,972.93	8,535.64	13,240.00
550000 - Compensation				
551000 - DRE				
551100 - Salary/Wages	31,943.34	22,211.10	24,211.10	35,000.00
551200 - Pension	3,194.33	2,142.29	2,142.29	3,500.00
551300 - Insurance		-		3,200.00
551400 - Professional Development	1,500.00	261.66	261.66	500.00
551500 - FICA	2,443.67	1,493.04	1,666.54	2,677.50
Total 551000 - DRE	39,081.34	26,108.09	28,281.59	44,877.50
552000 - Minister (Interim)				
552100 - Salary/Wages	63,292.31	63,792.24	63,292.31	21,576.92
552200 - Pension	7,928.46	3,603.80	7,928.46	2,702.88
552300 - Insurance	3,200.00	1,757.70	3,200.00	650.00
552400 - Professional Development	11,099.85	5,532.24	5,549.92	-
552500 - FICA Allowence	6,065.27	6,103.43	1,223.41	417.07
552600 - Housing Allowance	15,992.31	15,992.24	15,992.31	5,451.92
Total 552000 - Minister (Interim)	101,333.38	96,781.65	97,186.41	30,798.80
552900 - Minister (Contract)				48,000.00 Part-time
553000 - Building Staff				
553100 - Salary/Wages				
553101 - Fellowship Sexton	3,618.45	1,819.75	1,819.75	3,618.00
553102 - Custodian Cleaner	6,493.76	3,167.78	3,167.78	6,495.00
553103 - Sexton	12,412.40	11,459.30	12,412.40	18,000.00
553104 - Building Rentals Manager	2,581.28	1,675.64	1,675.64	-
553109 Sudaay Tech Support	-	386.40	600.00	3,360.00
Total 553100 - Salary/Wages	25,105.89	18,508.87	19,675.57	31,473.00
553500 - FICA	1,920.60	1,282.70	1,282.70	1,377.00
Total 553000 - Building Staff	27,026.49	19,791.57	20,958.27	32,850.00
554000 - Music Staff				
554100 - Salary/Wages				
554101 - Director of Music Ministries	22,230.00	21,089.30	22,230.00	22,896.00

554102 · Accompanist	-	-	-	
554103 · Choir Director				22,896.00
	-	-	-	-
554106 · Garmany Choral Scholars	3,000.00	-	-	2,500.00
554107 · Garmany Music Admin.	500.00	-	-	500.00
Total 554100 · Salary/Wages	25,730.00	21,089.30	22,230.00	48,792.00
554400 - Professional Development	500.00	-	-	500.00
554500 · FICA	1,968.35	1,520.60	1,700.60	3,503.09
Total 554000 · Music Staff	28,198.35	22,609.90	23,930.60	52,795.09
555000 · Business Manager				
555100 · Salary/Wages	-	-	-	
555101 - Bookkeeper	16,540.16	11,792.36	11,792.36	-
555102 - Bookkeeping Services		882.50	1,000.00	5,760.00
555200 · Pension	-	-	-	
555300 · Insurance	-	-	-	
555500 · FICA	1,265.32	762.64	762.64	-
Total 555000 · Business Manager	17,805.48	13,437.50	13,555.00	5,760.00
556000 · Administrative Support				
556100 · Office Administrator				
556101 - Salary / Wages	33,423.73	35,818.06	39,000.00	41,138.00
556102 - Pension	-	-	-	-
556103 - FICA	-	-	-	-
556104 - Professional Development	-	-	-	-
Total 556100 - Office Administrator	33,423.73	35,818.06	39,000.00	41,138.00
556200 - Minister's Assistant				
556201 - Salary / Wages		-		
556203 - FICA		-		
Total 556200 - Minister's Assistant	-	-	-	-
Total 556000 · Administrative Support	33,423.73	30,386.72	39,000.00	41,138.00
557000 · Religious Education				
557100 · Paid RE Staff				
557101 · Nursery & Child Care	5,385.60	1,277.75	1,400.00	2,304.00
557102 - RE Administrative Support	1,048.80	-	-	-
557103 · Youth Advisor				
Total 557100 · Paid RE Staff	6,434.40	1,277.75	1,400.00	2,304.00
557105 · Paid RE Staff FICA	492.23	19.51	19.51	-
Total 557000 · Paid RE Staff	6,926.63	1,297.26	1,419.51	2,304.00
558000 · Intern Minister				
558100 · Salary/Wages	4,000.00	4,000.00	4,000.00	-

558500 · FICA	306.00	306.00	306.00	-
Total 558000 · Intern Minister	4,306.00	4,306.00	4,306.00	-
Total 550000 · Compensation	258,101.40	117,937.04	228,637.38	258,523.39
590000 - Other Expenses				
591002 · Sabbatical Expenses	-	-	-	-
Total 590000 · Other Expenses	-	-	-	-
Total Budgeted Expenses	408,057.97	240,142.35	357,305.94	425,720.39
Non-Budgeted Income				
461000 · Minister's Discretionary Fund	-	1,666.00	1,666.00	-
462000 · UAMW	-	-	-	-
463000 · SJ Sunday Collections	-	7,741.73	7,750.00	-
464000 · Music Sunday Contributions	-	-	-	-
464100 · Guest at Your Table	-	-	-	-
464200 - Sleeping Out in Boxes	-	-	-	-
464600 · Lighting Project	-	42,156.40	52,135.05	-
464400 - Hymnal Donations	-	564.00	564.00	-
469999 - Minister Moving Expense	8,514.53	8,514.53	8,514.53	-
Total Non-Budgeted Income	8,514.53	60,642.66	70,629.58	-
Non-Budgeted Expenses				
561000 · Minister Discretionary Fund	-	1,566.00	1,666.00	-
560000 · Other	-	10,500.00	10,500.00	- ?
563000 · SJ Collection Disbursements	-	7,381.73	7,750.00	-
564000 - Music Sunday Contributions	-	-	-	-
564100 - Guest at Your Table	-	-	-	-
564200 - Sleeping Out In Boxes	-	-	-	-
564600 · Lighting Project	-	52,135.05	52,135.05	-
564400 - Purchase of Donated Hymnals	-	564.00	564.00	-
569999 - Minister Moving Expense	8,514.53	8,514.53	8,514.53	-
Total Non-Budgeted Expenses	8,514.53	80,661.31	81,129.58	-
Net Ordinary Income	0.00	106,549.11	7,910.60	305.28

Building and Grounds Sub-Council. Hybrid meetings held June 12, 2022

Carpeting of rooms surrounding the ambulatory.

The carpeting in meeting rooms surrounding the ambulatory were replaced over a 2-days last week June 16-17. B&G volunteers (including Paul and Laura Cipriano, Peter Meny, Ron Sexton, Bill Simmons, Janice and David Newton, with major contribution by Kevin Girouard) worked diligently on June 15 to move furniture and materials out of these rooms and plan to move this back on Wednesday June 22. A big thank you to this crew and members of B&G who pulled all the details together to make this happen.

Potential designation of the Meeting House as a Historical Landmark. The B&G subcommittee exploring the issue of applying to designate the Meeting House as a historical landmark recommended that we move forward with this consideration. The B&G committee passed a resolution to have a USH-Enews article describing the concept and process, calling for an open discussion following Sunday service on July 17 to engage USH members and interested others in any decision to move forward, and to employ the Hartford Preservation Alliance at a cost of approximately \$1,500 to guide preparation of a grant proposal and various subsequent steps in the application process.

David Venneman Memorial Lighting Project -

Light fixtures have been installed. We are waiting the delivery of back ordered lighting controllers / switches.

Roof cleaning. Our building sexton has completed power wash cleaning of approximately 2/3 of the roof. The end result looks great.

Replacement of Church Windows Peer Server.

TAB is scheduled on June 23rd to replace the 9 yo PC at former Brian Mullen's desk which hosts our Church Windows installation.

Village for Families and Children Fence

David Newton has been in contact with Hector Glenn, CEO for the Village about their plans to install a fence along the perimeter of their property. David has made clear request that they not plant trees that would shade our solar installation and allow occasional access by USH to the adjoining grassy areas. A draft letter to this effect will be reviewed at June Board mtg.

Spiritual Life Council Report June 2022

Worship Associates

The Worship Associates have been very busy creating Sunday worship services without a minister. Once again, Sue Smolski and the WA team have provided worship services that are thoughtful, enriching, and inspiring.

Plans are in place for a rich and varied program of summer services. The theme for the summer is 'Living Fully' and begins July 3.

Since we don't know whether we will have found a temporary/interim minister by September, the WA's have started to plan services beyond the summer and through the end of December. Rick Tsukada and Judy Robbins have drafted a schedule that includes suggested themes for the Fall and some WA's have already signed up. 'Reverend Rick' is leading worship once a month and we also plan to have guest speakers at least once a month.

We are hopeful that we will have a minister by September but if that does not happen, it should be reassuring that the WA's are prepared to continue crafting and leading high quality services. We are very fortunate to have such a talented and dedicated group of WA's.

SpiritLife

This spring SpiritLife had a series of lively and heartfelt zoom conversations on *Finding Balance in an Unstable World*; *Being a Mystic*; *Redefining Prayer*; and *Wild Mercy*. They concluded with an in-person BYO lunch at the Fern Street church. Each session was well attended (by up to 24 UUs from the three area churches.)

The coordinators are considering increasing the number of Zoom *Spiritlife Conversations* for the fall. Although still tentative, Session A would meet on the usual 4th Saturday morning at 9:00 AM. Session B would be a different topic and would meet on the second Sunday afternoons at 4 PM. In early December, they will have another in-person event. They also hope to offer a few in-person programs.

R.E.

Children's attendance at Sunday service continues to be sparse.

The Board subcommittee which has been studying staffing needs has not completed its study regarding an R.E. coordinator or director. It is unlikely we will have a new person in place by September. One option is to extend Annie's interim RE coordinator position until such time that we have filled the position. Input from RE parents and the Human Resources subcouncil will help craft a job description and they will also be involved in the hiring process.

Music Ministry – Nothing new to report.

Social Justice Council Report

June 21, 2022

Dana Donovan chair

The social justice council is holding their monthly meeting this evening. Judy Sullivan is running that meeting in my absence.

Judy has arranged for USH and the Universalist Church of West Hartford to set up a table at the West Hartford Pride celebration this coming Saturday, June 25th. She is looking for volunteers to make decorations for the booth, help set up the booth, and staff the booth during the afternoon. She has set up a sign-up genius page for that purpose.

On Sunday morning Diana Heymann, Sherry Manetta, and I attended service at the Urban Hope Community Church in Hartford. The purpose was to show our friendship and solidarity with their fellowship. Sunday was Juneteeth and there had been some indication that white nationalist groups might be planning disturbances that day. So various mainly white congregations in GHIAA paired with predominantly black congregations to show our support for all.

We were very warmly welcomed there and, in spite of being a 2 hour service, it was a lively and engaging time from beginning to end. I am hoping that we can do more with this small congregation in the future. One idea we talked about with their pastor, Rev AJ Johnson, was the possibility of some of their youth group joining with ours on a soup making Sunday.

Judy Sullivan has been the sub-council chair for GHIAA. As she will be assuming the Social Justice Council Chair innanother week, she has asked Diana Heymann to take over as the GHIAA sub-council chair. Diana has been active in GHIAA and has taken their training. She sounded excited to take over the position when I talked to her on Sunday.

Although I am stepping down as the SJ chair, I plan on continuing to be involved with them as much as possible going forward. I feel that social justice is such an important part of who we are as UUs and should be on all our hearts. I am grateful to have been able to fulfill this role for the last 1½ years.

June 2022 Report from USH Governance Task Force

WHEREAS, Last November the USH Governance Task Force was established to review and make recommendations to improve the USH Governance Structure, and

WHEREAS, Stewardship and Membership are crucial to the health and survival of USH and deserving of representation on the USH Board of Directors, and

WHEREAS, Said Committee of Rob Spector, Eve Pech, Gloria Mengual, Sue Tenorio, Brian Harvey, Beverly Spence, and Laura Cipriano recommends moving forward by creating two additional Council Chairs, by modifying the current Board structure to add 2 Council Chairs, one for Membership and one for Stewardship, so that there will be a total of 6 Council Chairs, a President, President-Elect, Secretary and Treasurer.

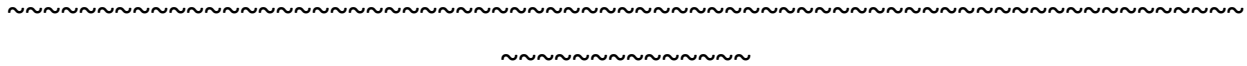
WHEREAS, Among the many benefits to expanding the number of Board positions would be to improve our ability to recruit future Board Presidents, Presidents-Elect and even Treasurers - roles which are perceived as requiring more experience, making it easier to recruit Board members for the six council positions from our membership, in that people seem more willing to serve on the Board in a more limited capacity. With additional board members, we would have a deeper pool of individuals with Board experience who might be willing to take on the role of President, or President-Elect and

WHEREAS, If the Board approves this new structure, the next necessary step would be to amend the USH constitution. We propose drafting amendments over the summer. With Board approval of the language of the amendment, present it to the congregation for a vote - it requires a 75 percent approval from a quorum of members. The current Board structure is set out in the Constitution, which is why we would need to change it. The hope is to have a congregation meeting in the Fall of 2022 to approve the amendment and approve two nominations for the new Board positions.

RESOLVED, An article shall be placed in the USH-Enews inviting all interested members and friends of USH to a hearing about the proposed course of action including good faith reasoning behind the contemplated course of action, and, be it further,

RESOLVED, Modify the current Board structure to add 2 Council Chairs, one

for Membership and one for Stewardship, so that there will be a total of 6 Council Chairs, a President, President-Elect, Secretary and Treasurer. The Stewardship Council Chair will cover the sub-councils of Finance, Endowment and Stewardship. The Membership Chair will cover Membership and the Nominating Committee. The thought was that Membership covers an enormous amount of responsibilities and activities so that it was not necessary to group other sub-councils under Membership. This would leave largely intact the current Councils of Community Within, Administration, Spiritual Life and Social Justice (after removing Membership, Nominating, Finance, Endowment, and Stewardship from them). The other change that we will suggest is to add a NONVOTING Board position for the outgoing President.



In November 2021 seven USH members answered the call to serve on the US Governance Task Force. Our charge was to review and analyze the governance structure as it is practiced and as outlined in our Constitution and make recommendations to move forward. Rob Spector, Eve Pech, Gloria Mengual, Sue Tenorio, Brian Harvey, Beverly Spence, and Laura Cipriano started by looking at organizational charts of the councils and by identifying areas of concern for the future of USH.

We quickly agreed that key areas of concern are stewardship and membership. We also noted that the expertise of the outgoing president would be very helpful on the new board and perhaps chairing the nominating committee is not the best use of this expertise.

After meeting December through June, we drafted a recommendation to add two new Councils to the governance structure, the Stewardship and Finance Council and the Membership Council. We recommend moving forward by creating two additional Council Chairs, modifying the current Board structure to add 2 Council Chairs, one for Membership and one for Stewardship, so that there will be a total of 6 Council Chairs, a President, President-Elect, Secretary and Treasurer.

One new Council is formed by dividing the Administration Council into Administration Council and new Stewardship & Finance Council. Both are important areas and stewardship is a year-round responsibility deserving of a seat on the board.

The second new council is formed by dividing the Council on Community Within in two, the Council on Community Within and the new Membership Council.

If the Board approves this new structure, the next necessary step would be to amend the USH constitution. We propose drafting amendments over the summer. With Board approval of the language of the amendment, present it to the congregation for a vote - it requires a 75 percent approval from a quorum of members. The current Board structure is set out in the Constitution, which is why we would need to change it. The hope is to have a congregation meeting in the Fall of 2022 to approve the amendment and approve two nominations for the new Board positions.

The resolution presented to the Board on June 21 is:

Modify the current Board structure to add 2 Council Chairs, one for Membership and one for Stewardship, so that there will be a total of 6 Council Chairs, a President, President-Elect, Secretary and Treasurer. The Stewardship Council Chair will cover the sub-councils of Finance, Endowment and Stewardship. The Membership Chair will cover Membership and the Nominating Committee. The thought was that Membership covers an enormous amount of responsibilities and activities so that it was not necessary to group other sub-councils under Membership. This would leave largely intact the current Councils of Community Within, Administration, Spiritual Life and Social Justice (after removing Membership, Nominating, Finance, Endowment, and Stewardship from them). The other change that we will suggest is to add a NONVOTING Board position for the outgoing President.

Read more about the proposed division of duties here:

Section 11. The immediate past-president Chair of the Membership Council shall serve as Chair of the Nominating Committee. Four additional members of the Nominating Committee shall be appointed annually by the Board of Directors. The Nominating Committee shall nominate at least one person for each open Board position and each open position on the Endowment Committee as specified in Article VIII and Article IX.

Section 12. The immediate past-president shall serve as an ex officio member of the Board of Directors, with the option of serving on Endowment, Governance, or Audit Committees or any of the sub-councils.

page 12 of the USH Constitution

Administration Council Chair

The Council Chair for Administration works closely with and acts as Board liaison with the sub-councils Building and Grounds sub-council on an on-going basis throughout the year. In addition, the Chair for Administration works with other administrative sub-councils, such as Art, Archives and Human Resources as necessary.

The Council Chair for Administration works closely with the Council Chair for Stewardship and the Building and Grounds sub-council in order to prepare and report to the Board the annual Five-year Capital Budgeting Plan and annual Building and Grounds Status Report prior to the end of each fiscal year. In addition, the Chair

on Administration shall periodically report to the Board on the status of various B & G on-going projects and act as liaison for B & G with the Board.

Periodically throughout the church year, and as needed, the Council Chair on Administration will meet and assist the Human Resources Committee in its oversight function regarding the employment of non-ministerial staff, including the establishment of employment policies and procedures.

The responsibilities of the Council on Administration shall include:

1. Physical facilities;
2. Personnel administration;
3. Office administration;
4. Archives;
5. Human Resources Sub-council shall have responsibility for recommending to the Board of Directors the hiring, supervision, and termination of all staff except ministers. The Chair of the Human Resources Sub-council shall be appointed by the Council and subject to the approval of the Board of Directors. The chair of the Human Resources Sub-council shall serve as an ex officio member of the Council on Administration.
6. Other responsibilities as assigned by the Board of Directors.

Note: The senior non-ministerial staff member shall serve as a non-voting advisory member of the Council on Administration.

Stewardship Council Chair

The Council Chair for Stewardship works closely with and acts as Board liaison with the sub-councils on Stewardship and Finance and the Endowment on an on-going basis throughout the year.

The Council Chair for Stewardship, along with the Treasurer are permanent members of the Finance sub-council that has responsibility for formulating an annual operating

budget, a capital budget, recommending fiscal policies to the Board and monitoring income and expenses throughout each fiscal year.

The Council Chair for Stewardship works closely with the Council Chair for Administration and the Building and Grounds sub-council in order to prepare and report to the Board the annual Five-year Capital Budgeting Plan and annual Building and Grounds Status Report prior to the end of each fiscal year.

The Council Chair on Stewardship chairs the sub-council on Stewardship in the Fall of each church year and works with the sub-council in setting its

strategic goals and targets for the annual stewardship campaign. The Chair on Stewardship keeps the Board informed throughout the planning and execution of the annual

stewardship campaign.

The responsibilities of the Council of Stewardship shall include:

1. Development and monitoring of the annual operating budget;
2. Development and management of a capital budget account;
3. Revenue generation and Stewardship
5. Finance Sub-council shall have responsibility for developing the annual operating and capital budgets, recommending fiscal policies, and monitoring income and expenses. The Treasurer shall serve as chair ex officio of the Finance Sub-council.
6. Chair the Stewardship Sub-council.
7. Other responsibilities as assigned by the Board of Directors.

Page 14 of the USH Constitution

Chair of the Council on Membership

The primary functions of the chair of the Council on Membership are to maintain membership records, increase membership, retain members, welcome visitors and

new members, leadership development, foster a sense of connection by encouraging members to volunteer at USH, and serve as Chair of the Nominating Committee.

In addition, the chair of the Council on Membership is also a member of the board, which means attending board functions, and acting as a representative of the board at events.

The responsibilities of the Council on Membership shall include:

1. Membership development;
2. Serve as Chair of the Nominating Committee;
3. Leadership development;
4. Other responsibilities as assigned by the Board of Directors.

Chair of the Council on Community Within

The primary functions of the chair of the Council on Community Within is facilitating internal and external communications and to act as a liaison from the various committees and social groups that are classified as, “community within”. Currently, the list consists of communications, caring network, Seabury, knitting group, performing arts, Festival of the Season, 20’s and 30’s social group, adult and family programming, and small group ministries.

Communications involves four key areas:

1. Weekly Enews (see E-news section in USH Constitution)
2. Web maintenance and updates, communication with hosting company as needed
3. Publicity to inform and promote USH activities for the beneficial knowledge of the congregation
4. Act as a liaison for communication between the board and Community Within groups

Acting as a liaison entails three primary responsibilities.

1. Communicate information from the board to the various groups. In practice, this generally means forwarding along information, and if necessary more

directed communications to let the individual groups know about things relevant to them that are happening on the board.

2. Provide a direct link from the various groups to the board, bringing important issues facing any entity within the purview of community within to the attention of the board, and working with the board and the affected entity to resolve the issue.
3. Develop and oversee opportunities for socialization.

In addition to facilitating communications and acting as a liaison to the various entities within Community Within, the chair of the Council on Community Within is also a member of the board, and as such, attends board functions acting as a representative of the board at memorials, special events, Sunday meetings with the board under the stairs, and other events.