

USH Board Meeting – 06/28/2023

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

Absent – Judy Sullivan

Guests – Jim Venneman, David Newton, Janice Newton, Sue Smolski, Judy Robbins, Nancy Kemmerer, Stan Kemmerer, Gloria Mengual, Rick Tsukada

*Judy Sullivan, Bev Spence, and Sue Tenorio were unable to attend remotely due to the lack of internet at the meetinghouse

6:38 – Meeting called to order & check-ins.

6:48 – Eve welcomed the new Board Members starting in July who were present as guests.

6:49 – Dana read the Board Covenant

6:50 – Update on sewer ejection pump situation. A full cost estimate will be available after July 5, when the work is scheduled to begin. Jon proposed that the Board authorize B&G to continue negotiating with the contractor to replace the sewage pump, with regular updates to the Board. Eve Seconded the motion.

Aye – 7

Nay – 0

Abstain – 0

7:01 – Report on UUA General Assembly. Dana filled the Board in, the Article II update was passed with 83% approval, a full vote on the revisions will be taken at GA in 2024. Proposal was also voted on to divest the UUA endowment of fossil fuel stocks, bundled with reparations; proposal was voted down. Rev. Dr. Sofia Betancourt was elected as President of the UUA with 95% of the vote. There were five nominees for four positions to the Nominating Committee. Next year's GA will be virtual only.

7:23 – Worship Associate Update – Sue S. updated us; they are all planned through October. This Sunday begins the shared pulpit with UUS:E, Judy Robbins will be speaking in Manchester July 2. Rev. Bob, new WAs and Sam will be joining summer meetings. Sue's concern is that is difficult to find welcome table, usher, and greeter volunteer positions. Generally, it is Membership's responsibility, Laurie is out of the country, and there is no Welcome Table volunteer for this Sunday.

7:28 – Stewardship Update – Rate of new/renewal pledges has slowed considerably. We have a total of 90 pledges for a total of \$275,000 to date.

7:34 – RE Committee – Peter has one volunteer, and he hopes that Rev. Bob will serve as an ex-officio member as well. Purpose is to support Annie, and to be forward looking. Pat McGee at Fern Street is willing to act as a consultant for us. Peter would like some recommendations from us as to who should be involved.

7:43 – Council Reports –

Community Within – Winding down for the Summer, a lot of the programs go on hiatus until the Fall. Always looking for people to enhance coffee hours with treats.

Administration – Fundraising in the fall, having a minister may be a motivating factor. We're very close to getting the entryway system installed, hopefully to be installed in July. Once that system is installed, the old keys will not work, and a code will need to be used. Karolina has an old list, Paul indicated she will reach out to current key holders. Maybe also put something into the e-news as a reminder. A doorbell camera system will also be installed so Karolina can buzz people in from the office. Paul will write something up which will go into the e-news and the order of service insert.

Social Justice – Dana updated about West Hartford Pride which was this past Saturday. We shared a table with Fern Street and had a good turnout of volunteers. For future years, maybe have more items to be able to hand out. GHIAA end of the year party which was held on USH property had about 100 people attending. Fern Street has reached out to us to run a combined OWL class.

Spiritual Life – We don't have an official contract for Annie, we should put together a document that formalizes our current arrangement.

8:03 – Vote on the 2023/2024 Budget. Dana made the compromise proposal to offer across the board 4% COLA increases, and an additional 4% equity increase for Dir. Of Music Ministries. Peter Meny seconded.

Aye – 6

No – 0

Abstain – 1

8:34 – David Newton pointed out that the endowment % needs to be increased to support the building (which it was). We are working at getting access to the infrastructure money available from the State Legislature. Could be a matching requirement to accept any funds.

8:37 – Eve thanked Peter for his time and energy and years of service to USH. Eve also thanked Dana for stepping up as President-Elect. Dana gave a preview of the upcoming church year.

8:42 – Meeting Adjourned.

USH BOARD MEETING AGENDA - 6/28/23 at 6:30pm –Hybrid meeting

6:30 pm Check in - 15 mins.

6:45 pm Opening Words: Welcome to our new Board members, Eve – 2 mins

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

6:49 pm Update on sewer repair- David Newton- 10 mins

7:00 pm Report on UUA General Assembly, Dana-10 mins

7:10 pm WA update- Sue Smolski- 10 mins

7:20 pm Stewardship update, Jon-5 mins

7:25 pm Recruitment of RE committee, Peter-15 mins

7:40 pm- Vote on annual budget, Jon- 20 mins

8:00 pm -Acceptance of Council Reports, Comments, Questions – 20 mins

8:20 pm –Closing words and preview of 2023-2024, Eve and Dana- 10mins

8:30 pm -Guest comments

	Actual 6.30.22 06.30.2022	22-23 Approved Budget 2022-23	22-23 Actual 11 mo 6.7.2023	Proposed 23-24 budget	
Budgeted Income					
410000 · Administration					
411000 · Endowment					
411100 - Capital Clearing Account			0.00		
411200 · Operations					
411201 - Monthly Distribution	47,665.32	47,665.32	#### 11,946.33	1% 53,444.00	4.5% avg 13 quarters
411204 - Special Purpose Funds Income			1,050.00		1,196,573
Total 411200 - Operations	47,665.32	47,665.32	12,996.33	53,444.00	
411500 - Building & Grounds Small Projects	10,000.00	10,000.00	10,000.00	10,000.00	
Total 411000 · Endowment	57,665.32	57,665.32	22,996.33	63,444.00	
412000 - Fundraising					
412101 - Fundraising - Other	8,678.34	7,000.00	4,171.92	5,500.00	
Total 412000 - Fundraising	8,678.34	7,000.00	4,171.92	5,500.00	
413000 · Holiday Letter					
414000 - Prior Year(s)' Carry Over	-	-	-	-	
415000 - Memorial Contributions	-	-	-	-	
416000 · Rental Contributions	9,984.50	8,000.00	15,010.00	12,000.00	
417000 · Stewardship					
417100 · Current Fiscal Year Pledge	288,231.05	282,000.00	269,452.00	275,000.00	
417200 · Prior Fiscal Year Pledge	3,680.00	-	2,150.00	-	
417300 Pre-paid pledge for 23-24			500.00		
417000 stewardship other	4,358.20				
Total 417000 · Stewardship	296,269.25	282,000.00	272,102.00	275,000.00	
418000 · Sunday Contributions	2,902.53	4,000.00	5,613.64	6,000.00	
419000 - Other Administration Income					
419100 - Zero Emission Renewable Energy Credits	3,468.36	3,000.00	2,322.24	3,000.00	
419300 - Garmany Choral Scholars	-	-	-	500.00	
419400 - Garmany Composer-In-Res	-	-	-	500.00	
Total 419000 - Other Administration Income	3,468.36	3,000.00	2,322.24	4,000.00	
Total 410000 · Administration	378,968.30	361,665.32	322,216.13	365,944.00	
420000 · Community Within					
421000 · Festival of the Season	-	-	-	-	
422000 - Used Book Donations	71.35	50.00	54.00	50.00	
423000 · Meeting House Presents (NETor expenses)					
423001 · MHP - Tickets	669.86		61.00	100.00	
423002 · MHP - Concessions	635.00		409.00	400.00	
423003 · MHP - Other Income	100.00	-	20.00	-	
Total 423000 · Meeting House Presents	1,404.86	-	490.00	500.00	
424000 · Caring Network					
424100 - Memorial Receptions	-	-	-	-	

426000 - Gifts	-	-	-	-
427000 - Membership	-	-	-	-
428000 - Adult Programs	569.00	500.00	556.00	500.00
428001 - Movie night				
428002 - Yoga			780.00	900.00
429001 - Fellowship Hour Donations	162.00	100.00	234.33	200.00
Total 420000 · Community Within	2,207.21	650.00	2,114.33	2,150.00
430000 · Social Justice				
433000 SJ from Schwab restricted		-	-	-
434500 - Interweave	-	-	-	-
434000 · SJ Miscellaneous Income	253.00			
434800 - Green Sanctuary	839.15	-	-	-
Total 430000 · Social Justice	1,092.15	-	-	-
440000 · Spiritual Life				
441000 · Annual Retreat	-	-	-	-
443000 · Flower Contributions	-	-	-	-
447000 · Religious Education				
447100 Soup Making (NET of expenses)	(146.60)	-	323.89	200.00
447500 · Ski Trip	-	-	-	-
Total 447000 · Religious Education	(146.60)	-	323.89	200.00
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)	-	323.89	200.00
450000 - Other Income				
454107 · Garmany Choral Scholars	-	3,000.00		
459000 · Paycheck Protection Program	-	41,119.53	-	41,119.53
459001 · Emergency Fund	-	-	-	-
Total 450000 · Other Income	-	44,119.53	-	41,119.53
Total Budgeted Income	382,121.06	406,434.85	324,654.35	409,413.53
Budgeted Expenses				
510000 · Administration Expenses				
512000 · UUA & District Payments				
512001 · Clara Barton District	-	-	-	-
512002 · UUA Fair Share	24,732.00	24,153.00	20,127.50	21,738.00
Total 512000 · UUA & District Payments	24,732.00	24,153.00	20,127.50	21,738.00
515000 · Stewardship				
515100 · Annual Canvass	111.83	1,000.00	75.00	500.00
515200 · Vanco/Credit Card Expense	1,337.63	2,000.00	917.55	1,200.00

515000 - Stewardship Other			197.81	
Total 528000 · Stewardship	1,449.46	3,000.00	1,190.36	1,700.00
516000 · Building & Grounds				
516100 · General Maintenance	10,008.86	16,000.00	10,945.90	14,000.00
516200 · Snow Removal	4,020.00	6,600.00	480.00	6,000.00
516300 · Lawn Care	7,950.00	7,700.00	7,230.00	9,000.00
516400 · Water	2,183.87	2,500.00	1,885.49	2,200.00
516500 · Electric	307.31	500.00	341.00	500.00
516600 · Natural Gas	11,476.23	20,000.00	14,669.63	17,000.00
516700 · Memorial Garden	-	-	361.00	-
516800 · Small Projects	7,422.14	10,000.00	17,639.41	10,000.00
516100 - Builiding & Grounds - Other			74.83	
Total 516000 · Building & Grounds	43,368.41	63,300.00	53,627.26	58,700.00
517000 · Office				
517100 · Equipment				
517101 - Equipment Purchases	(82.89)	2,000.00	3,157.33	3,000.00
517102 · Equip Rental (Office Copier Lease)	6,270.80	6,300.00	7,710.37	8,000.00
517103 - Computer Maint. Agreement	2,061.92	3,400.00	390.00	3,200.00
Total 517100 · Equipment	8,249.83	11,700.00	11,257.70	14,200.00
517300 - Printing	(25.00)	250.00	-	250.00
517400 · Postage	406.66	650.00	659.00	750.00
517500 · Telephone / Internet	5,068.39	4,928.00	5,830.47	5,400.00
517600 · Dues and Subscriptions	9,046.33	4,200.00	2,161.23	4,200.00
517700 · Office Supplies	1,723.21	2,800.00	2,172.51	2,800.00
517800 · Service Contracts	-	-	382.13	-
517900 · Service Charges				
517910 - Bank			12.00	
517920 · Credit Card Expense	161.14	300.00		
517930 - Payroll Expense	404.08	550.00	718.75	750.00
517940 - Miscellaneous	76.19	-	229.71	300.00
517900 service charges other	102.00		104.07	
Total 517900 · Service Charges	743.41	850.00	1,064.53	1,050.00
Total 517000 · Office	25,212.83	25,378.00	23,527.57	28,650.00
518000 · Insurance				
518100 · Workers' Compensation	1,986.50	2,500.00	1,803.00	2,100.00
518200 · Liability Insurance	11,349.18	12,000.00	15,243.95	12,800.00
518300 · Umbrella	1,064.95	1,070.00	-	800.00
Total 518000 · Insurance	14,400.63	15,570.00	17,046.95	15,700.00
519000 · Administration - Other				
519200 · Rental Expense	-	-	-	-
519300 · General Assembly Expense	-	500.00	-	500.00
519500 · Board Expense	197.52	500.00	337.12	500.00

519600 - Staff Development	190.58	200.00	45.45	200.00
519700 - Archives		200.00		200.00
516900 - Bldg Security			245.55	500.00
Total 519000 · Administration - Other	388.10	1,400.00	628.12	1,900.00
Total 510000 · Administration Expenses	109,551.43	132,801.00	116,147.76	128,388.00
520000 · Community Within Expenses				
521000 · Caring Network	(125.00)	500.00	225.00	500.00
522000 · Communications				
522100 - Hard Copy Mailings	-	-	-	-
522300 - Web Page	1,617.97	3,000.00	1,010.38	1,800.00
522400 - External Marketing	-	400.00	-	400.00
522500 - Software Upgrades	-	-	-	-
Total 522000 · Communications	1,617.97	3,400.00	1,010.38	2,200.00
524000 · Festival of the Season	-	-	-	-
527000 · Membership				
527000 - Membership	995.00	1,150.00	198.36	1,000.00
527100 - Membership Initiative	246.14	500.00	185.87	1,000.00
Total 527000 - Membership	1,241.14	1,650.00	384.23	2,000.00
528000 - Adult Programs				
528100 - Administrative Expenses	-	-	-	-
528200 - Compensation	-	-	-	-
528300 - Credit Card Expense	-	-	-	-
Total 528000 - Adult Programs	-	-	-	-
529000 · Community Within - Other				
529500 · Memorial Receptions	-	-	-	-
520000 · Community Within - Other	168.80		400.00	400.00
529600 - Fellowship Hour Supplies	296.60	800.00	560.68	600.00
Total 529000 · Community Within - Other	465.40	800.00	960.68	1,000.00
Total 520000 · Community Within Expenses	3,199.51	6,350.00	2,196.06	5,700.00
530000 · Social Justice Expenses				
531000 · Info & Advocacy Sub-Council				
532000 - Miscellaneous		3,000.00	4,232.61	3,000.00
534000 · Interweave	-	-	-	-
537000 · Equal Access	-	-	-	-
538000 · Green Sanctuary	-	-	-	-
539000 - Noah Webster Partnership	-	-	-	-
Total 530000 · Social Justice Expenses	-	3,000.00	4,232.61	3,000.00
540000 · Spiritual Life Expenses				
542000 · Annual Retreat				
543000 · Music				

543200 · Guest Musicians	-	750.00	1,350.00	1,500.00	
543201 - Substitute Keyboardists	-	500.00	-	500.00	
543300 · Sheet Music	-	500.00	-	500.00	
543400 · Instrument Maintenance					
543401 · Organ	392.00	1,000.00	1,004.00	900.00	
543402 · Piano	425.00	500.00	600.00	800.00	
Total 543400 · Instrument Maintenance	817.00	1,500.00	1,604.00	1,700.00	
543700 · Garmany Composer-In-Res	-	390.00	-	500.00	
Total 543000 · Music	817.00	3,640.00	2,954.00	4,700.00	
544000 - Religious Education					
544200 · Supplies	631.39	500.00	1,525.69	1,960.00	
544501 · Summer Activities	-	200.00	-	200.00	
544502 · RE & Family Events		1,000.00		1,000.00	
544700 · Curriculum	117.30	900.00	-	900.00	
544701 · Coming of Age	172.95	500.00	-	500.00	
Total 544700 - Curriculum	290.25	3,100.00	1,525.69	4,560.00	
544800 · Religious Education - Other					
544802 · Training	2,160.32	150.00	-	150.00	
544803 · RE Staff Recruitment	33.32	-	-	-	
544804 · RE Staff Security Checks	-	200.00	168.25	200.00	
544800 RE other - other			167.47		
544805 · RE Classroom Refurbishment	-	150.00	-	150.00	
Total 544800 · Religious Education - Other	2,193.64	500.00	335.72	500.00	
Total 544000 · Religious Education	3,115.28	3,600.00	1,861.41	5,060.00	
545000 · Worship					
545100 · Guest Speakers					
545101 - Pulpit Supply	960.00	4,200.00	3,180.00	3,900.00	300 local 350 driving inNE
545102 - Mileage	80.00	1,400.00	-	-	12 speakers
Total 545100 - Guest Speakers	1,040.00	5,600.00	3,180.00	3,900.00	
545400 - summer musicians			525.00	900.00	
545200 · Worship Supplies	1,080.65	2,400.00	1,548.38	2,000.00	
Total 545000 · Worship	2,120.65	8,000.00	5,253.38	6,800.00	
547000 - Spiritual Life Other	-	-	-	-	
Total 540000 · Spiritual Life Expenses	6,052.93	15,240.00	10,068.79	16,560.00	
550000 · Compensation					
551000 · DRE					
551100 · Salary/Wages	22,916.10	32,000.00	19,793.36	25,461.86	RE coordinator 20 hr/wk 14 in summer
551200 · Pension	2,142.29	3,200.00	-	-	
551300 · Insurance	-	3,200.00	-	-	
551400 · Professional Development	261.66	500.00	175.00	500.00	
551500 · FICA	1,720.48	2,448.00	1,470.78	1,947.83	
Total 551000 · DRE	27,040.53	41,348.00	21,439.14	27,909.69	

552000 · Minister (Interim/Contract)					
552100 · Salary/Wages	66,669.16	21,576.92	21,576.90	75,200.00	\$94k salary+housing
552200 · Pension	3,603.80	2,702.88	-	4,700.00	5% pension contribution
552300 · Insurance	1,953.00	650.00	585.90	12,646.61	80% UUA plan
552400 · Professional Development	5,432.24	-	-	6,000.00	dental/health Ltdisabil Life
552500 · FICA Allowance	6,379.12	417.07	2,067.67	7,191.00	FICA to Rev 7.65% of 94k
552600 · Housing Allowance	16,719.16	5,451.92	5,451.90	18,800.00	housing 20% of 94k
Total 552000 · Minister (Interim)	100,756.48	30,798.80	29,682.38	124,537.61	10547.808 health 80%
552900 · Minister (Contract)		47,000.00	-		789.6 term life 576 dental80% 733.2 disability
553000 · Building Staff					
553100 · Salary/Wages					
553101 · Fellowship Sexton - Jaz	1,643.75	3,200.00	3,077.02	3,328.00	3.5 hr/wk
553102 · Custodian Cleaner	3,167.78	4,500.00	3,970.50	4,680.00	5.25 hr/wk
553103 · Sexton	12,437.97	17,500.00	9,386.00	14,500.00	10 hr/wk avg
553104 · Building Rentals Manager	1,675.64	-	-	-	
553109 Sunday Tech Support	386.40	6,000.00	4,159.16	6,814.08	6 hr/wk
Total 553100 · Salary/Wages	19,311.54	31,200.00	20,592.68	29,322.08	12646.608
553500 · FICA	1,638.33	1,683.00	1,065.20	1,467.27	
Total 553000 · Building Staff	20,949.87	32,883.00	21,657.88	30,789.35	
554000 · Music Staff					
554100 · Salary/Wages					
554101 · Director of Music Ministries	21,899.30	22,200.00	19,565.64	24,771.80	
554102 · Guest muscians	-	-	-	1,350.00	
554103 · Choir Director	-	13,000.00	-	-	
554106 · Choral Scholars	-	2,500.00	-	5,400.00	
554107 · Garmany Music Admin.	-	500.00	-	-	
Total 554100 · Salary/Wages	21,899.30	38,200.00	19,565.64	31,521.80	
554400 · Professional Development	-	500.00	-	500.00	
554500 · FICA	1,582.56	2,692.80	1,496.78	1,895.04	
Total 554000 · Music Staff	23,481.86	41,392.80	21,062.42	33,916.84	
555000 · Business Manager					
555100 · Salary/Wages					
555101 · Bookkeeper	11,792.36	6,048.00	1,682.25	5,460.00	5hr/wk
555102 · Bookeeping Services	1,152.50	5,760.00	-	-	
555200 · Pension	-	-	-	-	
555300 · Insurance	-	-	-	-	
555500 · FICA	762.64	-	-	-	
Total 555000 · Business Manager	13,707.50	11,808.00	1,682.25	5,460.00	
556000 · Administrative Support					
556100 · Office Administrator					

556101 - Salary / Wages			15,840.00	38,937.60	
556102 - Pension	-	-	-	973.44	begin 1/1/24
556103 - FICA	-	-	1,150.04	2,978.73	
556105 - Insurance			5,296.36	8,391.00	
556100 - Office Administrator - Other	39,578.22	41,138.00	27,690.02		Robert Half
556104 - Professional Development	-	-	-	300.00	
Total 556100 - Office Administrator	39,578.22	41,138.00	34,136.42	51,580.77	
556200 - Minister's Assistant					
556201 - Salary / Wages	-	-	-	-	
556203 - FICA	-	-	-	-	
Total 556200 - Minister's Assistant	-	-	-	-	
Total 556000 - Administrative Support	39,578.22	41,138.00	34,136.42	51,580.77	
557000 - Religious Education					
557100 - Paid RE Staff					
557101 - Nursery & Child Care	1,561.75	2,304.00	2,940.26	3,328.00	3.5 hr/wk
557102 - RE Administrative Support	-	-	-	-	
557103 - Youth Advisor	-	-	-	-	
Total 557100 - Paid RE Staff	1,561.75	2,304.00	2,940.26	3,328.00	
557105 - Paid RE Staff FICA	19.51	-	-	-	
Total 557000 - Paid RE Staff	1,581.26	2,304.00	2,940.26	3,328.00	
Total 550000 - Compensation	227,095.72	248,672.60	132,600.75	277,522.26	
590000 - Other Expenses					
591002 - Sabbatical Expenses	-	-	-	-	
Total 590000 - Other Expenses	-	-	-	-	
Total Budgeted Expenses	345,899.59	406,063.60	265,245.97	431,170.26	4% cola
Net Ordinary Income	36,221.47	371.25	59,408.38	(21,756.73)	paid using prior yr surplus
460000. Non-Budgeted Income					
Carpeting Project	14,103.84				
461000 - Minister's Discretionary Fund	1,666.00	-	2,520.00	-	
462000 - UAMW	-	-	-	-	
463000 - SJ Sunday Collections	7,992.73	-	12,342.49	-	
464000 - Music Sunday Contributions	-	-	-	-	
464100 - Guest at Your Table	-	-	-	-	
464200 - Sleeping Out in Boxes	-	-	-	-	
464600 - Lighting Project	48,810.16	-	-	-	
464400 - Hymnal Donations	564.00	-	-	-	
469999 - Minister Moving Expense	8,514.53	-	-	-	
Total Non-Budgeted Income	81,651.26	-	14,862.49	-	
Non-Budgeted Expenses					
561000 - Minister Discretionary Fund	1,666.00	-	2,510.00	-	
564700 - Carpeting project	10,500.00	-	3,603.84	-	
563000 - SJ Collection Disbursements	7,381.73	-	13,028.07	-	

564000 - Music Sunday Contributions	-	-	-	-
564100 - Guest at Your Table	-	-	-	-
564200 - Sleeping Out In Boxes	-	-	-	-
564600 - Lighting Project	52,135.05	-	3,000.00	-
564400 - Purchase of Donated Hymnals	564.00	-	-	-
569999 - Minister Moving Expense	8,514.53	-	-	-
Total Non-Budgeted Expenses	80,761.31	-	22,141.91	-
net unbudgeted income less expense	889.95	-	(7,279.42)	-
Net Ordinary Income	37,111.42	371.25	52,128.96	(21,756.73)
	dec 28 2022 transferred to Schwab.			