

North Universalist Chapel Society

Board of Trustees

21 January 2014

~ we are the trustees of the spirit of this Church ~

1. Opening Words/Check In 15 minutes

2. Sabbatical Update 10 minutes

3. Committee Visit/Finance & Funds 20 minutes

4. Continuing/New Business 40 minutes
 Budget
 Annual Meeting Preps
 UUA Pension Plan (Ann W)

5. Committee Reports 15 minutes

6. Consent Agenda

7. Closing Thoughts

North Chapel Board of Trustees
December 17, 2013
Meeting Minutes

Present: Mary Jeanne Taylor, Lynn Peterson, Ann Wynia, Daniel Jantos, Hope Yeager, Anne Marinello, Deb Rice.

Mary Jeanne opened the meeting with 7 Cardinal Rules for Living.

Daniel's Time

Daniel shared all of the planning and preparation that are going into the Christmas Eve service including young people who are home for the Christmas holiday.

Daniel said a special thank you for getting to do the program at Dartmouth which he is just finishing. He has found the program very enriching and has broadened his horizons. He has found it to be a fertile environment and many of the issues he has studied have a religious undercurrent. Daniel expressed his gratitude in getting to do that program in addition to getting to take the three month sabbatical. He expressed it as "a time to learn to breathe again," which becomes sustaining in the long run.

Committee Visit

Neil Marinello came to visit the Board as the liaison to the Sabbatical Planning committee.

Daniel mentioned January 11 with Joy Davey and Laurence Stibbards coming on January 10, 11, and 12. They have been planning and visioning how those days could be spent: the people who come for those days would be asking "Who Am I in my Spiritual Journey?" And also ask then "Who Are We Together?" Daniel would do the Sunday service with them that week. In that Jan. 11 time it would be nice to have anyone who is in leadership at the church because it will enrich the experience and the planning. Joy and Laurence will be back at the end of January/Feb. 1, and could do a Board retreat at that time including old and new Board members.

We looked at the Sabbatical Proposal in three parts:

Part One: Joy and Laurence would be coming three separate times starting January 10, then the end of January, and then at the end of the sabbatical in April.

Part Two: Social Justice Committee is shepherding this piece with an invitation to look at race and at socio-economic divisions. They are proposing that two people who work with the issues come for a workshop and a Sunday reflection each.

Part Three: Lee Devoe coming for three Sunday reflections and then she would stay after the Sunday service to connect with whoever might want or need.

Worship Committee will remain responsible for the details of each Sunday service happening as planned.

MJ asked about the funding for the sabbatical plan. Ann Wynia detailed the amounts that have been set aside in 2013 and 2014 that will cover the \$9,200 necessary for the plan.

MJ brought up a concern about Worship Committee feeling secure. Neil detailed how Worship has been involved so far through Brenda. Neil said that he, Richard, and Charity are the point people for

the sabbatical planning committee. Ann Wynia asked how she will know who and when to pay people. Neil said that he will let Ann know that information.

Lynn moved to approve the plan presented by the Sabbatical Committee including the budgeted figures outlined in the plan. Anne M. seconded that motion. The Board unanimously approved the motion and the sabbatical plan. Lynn asked for the sabbatical dates. Daniel said that it will be Jan. 15 – April 15.

Daniel explained that Neil has also offered to be the point person for Donna Atwood during the sabbatical. Daniel explained that so far we don't have anyone covering the Pastoral Care piece of his work while he is away. The planning committee is still looking for someone to fill that need. Anne M. suggested Judy Hills as a possible person to ask. Daniel mentioned that there are other church members who might be interested in doing the Pastoral Care piece. Daniel said that it will get written up as a list of prioritized actions as to when someone from the North Chapel might respond versus letting some things go without a response. MJ asked that if anyone on the Board thinks of someone who might do the Pastoral Care work. Daniel said if it is not filled, then we can be transparent about that and let the church community know that we need to be looking out for each other during the sabbatical.

Neil M. left at 7:15 p.m.

New and Continuing Business

MJ updated the Board on the trip to the Change the World Kids space and the meeting MJ, Hope and Ann Wynia had with a committee of kids from CTWK and Phyllis Arata Myers. The CTWK have been making plans about improving their fire exits. They have installed a second smoke alarm, a new fire extinguisher, and a CO2 monitor. They have been looking at fire exit ladders either to roll out a side window (which they would update to be a new window) down to the driveway or a ladder fixed to the outside wall from a side window down to the driveway. They are also planning to practice a fire drill once they have the new equipment in place. Our visit and conversation with the CTWK was very encouraging and positive. The kids were prepared with their details of what they have done so far to improve the safety of their space and what they are planning to do to add a window fire exit. Lynn asked that we make sure that they know it is a no smoking space.

Daniel raised the possibility of setting a policy that when we act for the North Chapel we speak in one voice. MJ suggested that we take time at the Annual Meeting to make a resolution that outlines this premise that when we act for the North Chapel, we represent the whole church and act with kindness and respect. Daniel also wondered if it is time to rework our mission statement to: "to infuse joy." If someone is suffering or struggling, then that is a place for us all to work to infuse joy, with a broad definition of joy. Lynn brought up the work done on happiness that shows that you have to practice being happy. MJ said we would follow up on these ideas at our retreat and our planning for the Annual Meeting.

MJ asked Ann W. for an update on the budget. The following expenses have been taken out of the operating budget: The driveway expense is estimated to be \$1,500. The sewer line to the parsonage needs to be worked on for an estimated amount of about \$3,000. Also the painting of the church is out of the operating budget which is \$11,000. Those expenses will be listed as a capital expense. Ann asked the Board to give a directive to the Finance committee on the budget.

Anne M. raised the idea of letting people in the church know specific items that are needed around the church and members could expand their pledges to meet the needs of specific areas in the church.

Daniel raised the idea of having a day spent with the focus of fundraising and have people choose areas of the church that they are interested in helping. Such a day could be a time of brainstorming with a larger group of church members and friends around the issue of fundraising. Daniel also suggested sending a letter at the start of January to people who come regularly but who haven't pledged. The letter could be personalized and specific about the needs of the church and offer an invitation to pledge if they wish. Daniel offered to work with Lynn and Ann W. to create a list of those people and such a letter of invitation.

MJ articulated that the message be given back to the Finance Committee that we need a balanced budget for 2014. Lynn explained that the Finance Committee's idea for moving money from the Wells Fargo account is to move it to the Vermont Community Trust for philosophical reasons as well as an attempt to put some money away for the future. Lynn said Daniel's idea of a letter, combined with phone calls to people who usually pledge, as well as making announcements during the Sunday church service.

MJ stated that we can send a message at the Annual Meeting that we will need to ask members and friends to give a bit more to cover the basic expenses of the church.

MJ asked where we want the Christmas Eve collection to go. Daniel pointed out that there is a shared responsibility among the churches toward the Food Shelf. The Board decided to split the Christmas Eve collection between the Food Shelf and Cover.

MJ asked the Board to think about preparing for the Annual Meeting. We need to think about people who might be Unsung Heroes this year. We need to come up with someone to appoint for the Nominating Committee. Our next Board meeting will be a planning meeting for the Annual Meeting. Also MJ mentioned holding January 11 as Board members to attend Joy and Laurence's session that day.

Hope explained the Staffing Task Force recommendation about the formation of a Personnel Committee to do the hiring of the new Office Manager as well as the coaching of that new hire. Board members raised some concerns about some of the details of the recommendations for the Personnel Committee. Mary Jeanne said that she would take on the work of the formation of the Personnel Committee.

Old Business

Mary Jeanne updated the Board on her meeting with Nominating Committee and the slate of future Board members to be voted on at Annual Meeting.

Consent agenda passed unanimously.
Meeting ended 9:08 p.m.

Respectfully submitted,
Hope Yeager

North Universalist Chapel Society
 December 2013 Financial Report
 Ann Wynia, Treasurer

	OCT	NOV	DEC	YTD	2013 Budget
RECEIPTS					
1 Loose	1,337.00	846.00	1,342.00	17,165.63	15000
2 Pledges	10,678.33	6,241.00	11,512.00	148,823.33	140000
3 Gifts/Donations	0.00	100.00	750.00	4,490.00	3000
4 Rentals	2,225.00	1,750.00	1,265.00	13,795.00	12000
5 Nursery School	625.00	625.00	625.00	6,250.00	6750
6 Fund Raising	638.00	6,310.92	2,390.00	15,907.42	14000
7 Reserve Fund	0.00	0.00	0.00	8,000.00	8000
8 Balance forward	0.00	0.00	0.00	3,012.99	3000
9 TOTAL RECEIPTS	15,503.33	15,872.92	17,884.00	217,444.37	201750
EXPENSES					
10 Electric	355.65	414.53	447.13	4,847.60	5400
11 Fuel/Furnace	559.85	926.21	1,378.45	10,846.37	8500
12 Grounds	0.00	0.00	275.06	4,495.57	5000
13 Insurance	0.00	-151.00	0.00	4,188.00	4335
14 Janitorial	329.45	396.14	181.18	4,312.84	3000
15 Maintenance	800.00	74.00	111.75	12,649.83	5000
16 Water/Sewer	0.00	79.98	0.00	843.03	850
17 TOTAL CHURCH	2,044.95	1,739.86	2,393.57	42,183.24	32085
18 Electric	0.00	0.00	0.00	0.00	0
19 Furnace	0.00	0.00	225.00	225.00	150
20 Maintenance	0.00	0.00	679.00	1,410.35	1000
21 Water/Sewer	0.00	0.00	0.00	0.00	0
22 TOTAL PARSONAGE	0.00	0.00	904.00	1,635.35	1150
23 Administrative Ass't	1,287.82	1,156.19	1,287.82	13,828.03	13068
24 Office Supplies	74.03	53.63	0.00	1,125.59	1000
25 Postage/Printing	2.76	2.30	37.84	453.31	200
26 Telephone	115.48	91.52	91.96	1,352.90	1600
27 Website Host/Upkeep	0.00	0.00	278.40	278.40	300
28 Copier Lease	212.19	213.19	386.77	3,333.48	3500
29 UUA Fair Share	0.00	0.00	0.00	3,375.00	6750
30 NNED Dues	0.00	0.00	0.00	2,000.00	2000
31 Miscellaneous(Vanco)	25.00	23.54	38.79	88.83	100
32 TOTAL ADMINISTRAT	1,717.28	1,540.37	2,121.58	25,835.54	28518
33 FICA	708.21	698.14	702.26	8,398.82	8320
34 Medical Ins.	1,098.34	1,098.34	1,098.34	13,180.08	13200
35 Pension	900.00	900.00	880.00	10,780.00	10780
36 Auto Expenses	165.00	165.00	165.00	1,980.00	2000
37 Professional Exp & Dev	0.00	0.00	0.00	5,935.00	5390
38 Workers' Comp	0.00	0.00	0.00	1,702.00	1770
39 TOTAL BENEFITS	2,871.55	2,861.48	2,845.60	41,975.90	41460
40 Salary	3,916.00	3,916.00	3,924.00	47,000.00	47000
41 Housing Allowance	2,500.00	2,500.00	2,500.00	30,000.00	30000
42 TOTAL MINISTER	6,416.00	6,416.00	6,424.00	77,000.00	77000

North Universalist Chapel Society
 December 2013 Financial Report
 Ann Wynia, Treasurer

	OCT	NOV	DEC	YTD	Budget
43 Sabbatical Savings Accoi	0.00	0.00	318.75	1275.00	1275
44 Substitutes	0.00	0.00	0.00	442.00	500
45 Supplies	0.00	0.00	106.30	128.29	300
46 Advertising	0.00	0.00	108.75	128.75	100
47 TOTAL WORSHIP	0.00	0.00	533.80	1,974.04	2175
48 Organist/Choir Direct.	1,312.00	1,312.00	1,308.00	15,740.00	15740
49 Special Services	100.00	0.00	100.00	850.00	800
50 Supplies	21.00	0.00	135.74	303.73	500
51 TOTAL MUSIC	1,433.00	1,312.00	1,543.74	16,893.73	17040
52 Coffee	73.50	0.00	75.50	364.00	350
53 Resource Comm	296.02	0.00	0.00	296.02	200
Margaret Lampe Kannenstine					
54 Leadership Developmer	0.00	0.00	0.00	0.00	500
55 Outreach	0.00	0.00	0.00	100.92	150
56 Quest	113.84	113.84	0.00	1826.33	2300
57 TOTAL MEMBERSHIP	113.84	113.84	0.00	1,927.25	2950
58 Staff	400.00	400.00	300.00	4,000.00	4400
59 Supplies	0.00	0.00	0.00	223.17	500
60 Child Care	128.00	128.00	160.00	1,694.00	1670
63 Recognition	0.00	0.00	100.00	100.00	200
65 TOTAL R.E.	528.00	528.00	560.00	6,017.17	6770
66 TOTAL EXPENSES	15,494.14	14,511.55	17,401.79	216,102.24	209,698

North Universalist Chapel Society
December 2013 Financial Report

Ann Wynia, Treasurer
OCT NOV DEC

PEOPLES' UNITED ACCT # 640322721

67 Beginning balance	-490.64	-481.45	879.92
68 Receipts	15,503.33	15,872.92	17,884.00
69 Expenses	15,494.14	14,511.55	17,401.79
70 Ending balance for operating budget	-481.45	879.92	1,362.13

RESTRICTED FUNDS

71 Withholdings	60.00	120.00	0.00
72 Minister's Fund	1501.43	1501.43	1401.43
Cold Relief	812.50	812.50	812.50
Minister's Discretion	1200.00	1200.00	1200.00
73 Organ Preservation	596.93	596.93	596.93
74 NYE/Cranna	3200.09	3200.09	3200.09
75 Sabatical Savings	7556.25	7356.25	7675.00
76 Memorial Gardens	1223.05	1223.05	1223.05
77 Legal Funds LP	1769.30	1769.30	1769.30
77a Pizza Oven	98.64	-463.52	-463.52
77b VT/Quebec grant	1016.37	1016.37	1016.37
77c 2014 Pledges	6378.00	9198.00	14053.00
77d VT Arts Council	17936.00	0.00	0.00
77e Flower donations		14.00	-30.85
78 LHA	50.00	4630.00	25809.85
79 Spiritual Practice Explor	3035.00	2940.51	2940.51

TOTAL CHECKING ACCOUNT 45,952.11 35,994.83 62,565.79

INVESTMENT - Vermont Community Loan Fund - \$3760.25 at 2.5% Matures September 2016

Wells Fargo Acc't #3605-39446 Balance 12/31/13 - \$190646.20

The only restricted funds now are \$1000 for Memorial Gardens

EXPLANATIONS

- (3) Welles, Wannop, Swift
- (4) 1/4 wed-650, Doolittle-150, Bird Count-75, 12/8-200, 11/27 gazebo-100, Barnarts-90
- (6) Western Winds B%B-2160, Wesrern Wind 1/2 concert-230
- (11) Propane-95.37, Oil-1283.08
- (12) Sidewalks-184, Leaf blowere rental and gas-91.06
- (15) Pest Control-74, Check WNS fire extinguisher-37.75
- (19) Clean furnace
- (20) Check sewer line
- (27) Point in Space
- (28) Copier lease-213.19, Copier service contract-252.48 less Western Wind reimbursement-
- (45) Candles
- (46) Christmas Eve ad
- (49) S.Saul

Ann L. Wynia, Treasurer

Buildings & Grounds Committee Meeting 1/7/14

Present: Gina, Jack, Ann, Agata, and Cheryl

Sexton: The bathroom in front of the Sanctuary had the toilet water freeze up and the closet behind the bathroom was very, very cold. The room next to Donna Atwood's office was also at 45 degrees. Agata saved the day before any pipes froze and thawed the toilet without a crack. We were very lucky with such cold temperatures so until the weather changes, Agata will put the electric heater in the bathroom and close the door. The security system has gone off a few times but by the time Agata arrives it has usually corrected itself.

CWTKs are starting up their dinners again. Lauren has not been sweeping up so Jack will speak with her. Also all of the dish towels have disappeared. Gina has asked Jack to speak with Lauren regarding Hand in Hand having their own dishtowels as well as NUCS having their own supply.

Budget: We have our usual \$5000. However, the work for the sewer line in the spring, the driveway and the painting in the spring will not be taken out of this fund. It was suggested we do a mini fund raiser to replenish the fund from which the money will be taken. Ann also suggested that if we could do a long term plan with costs attached, then we will be pledged a substantial amount from an individual to our operating account. Jack will put this together from other projections we have completed.

Christmas: Ann wanted to be sure that everyone knew how many compliments there were regarding the beauty of the Sanctuary during the holidays. Thanks to all, particularly Gina, who helped to make this such a beautiful display. Also thanks to Lynne Bertram who donated the Christmas tree this year. It turned out that there was just the right number of folks there to help take it down.

CWTKs: The trustees walked through their space with Phyllis and all felt that with the following; the kids would be fine. There are carbon monoxide and smoke detectors, fire extinguishers, a sledge hammer, no furniture blocking the window, a new window to be installed in the back, fire drills, a NO Smoking sign, and everything is to be unplugged when they leave. They are there every Sunday from 5 to 7 and possibly some time for homework before the CTWKS suppers.

Annual Report: Cheryl will send bullet points to B&G from our meeting notes so that Jack might easily put together an annual report for the January meeting. Ann will send to B&G a list of what she has spent money on so that we can add that to anything that might have been missed in the meeting notes. All of this will be a good review for B&G.

Casella has purchased Woodstock Recycling as of January 1, 2014.

Gutter: There is a section of the gutter that needs to be replaced over the front steps. Since the steps can be very slippery, Gina will buy some sand strips. If it gets up to 50 degrees, as the weather report indicates this weekend, she will install them.

Lights: A motion detector light is needed at the corner of the back of the Sanctuary. We would also like to see the front of the Sanctuary lit from 4 to 9 on a cold winter's night. We need a timer for that as well as the lights over the sign need fixing. These can all be completed in the spring with one visit from Jason.

911 Numbers: Vassie asked that we install a #7 on the side of the Sanctuary, since the fire department couldn't find us.

Barn Arts: The rental went well according to Gina who oversaw what was happening during the rental. Barn Arts paid as requested and we have received no news from Diane.

Next meeting to be held on February 4, 2014 at 6:30 in the Social Hall.

Submitted by Cheryl Brush

Notes of Music and Worship Committee January 7, 2014

Present: Kathy Astemborski, Hope Yeager, Diane Mellinger, Daniel Jantos, John Steinle, Jessica Stout, John Steinle, Hugh Belton, Jenny Gelfan, Brenda Johnson, Don Ransom

Joy and Lawrence doing the **workshop this Saturday** – breakfast included! Starts at 8:30 am. Cheese omelets requested. Owners and operators of Shalom Mountain retreat center – focused on spiritual work. They'll be here for a full week at the end of January and in April.

The **service coordinator** hasn't been identified for the **1/26 service** since it should be someone who attends the workshop on Saturday. Brenda has revised the responsibilities of the service coordinators and has made that available.

If service coordinators want to choose their own music they should let Diane know the Wednesday before the Sunday service.

Thank you Brenda for the hard work put into creating the schedule and agenda that's been prepared for your and Daniel's absence.

Donna – the announcement for the Quest should describe the guest speaker as a guest (not a candidate for the ministry) for the Sunday 3/30. (Brenda will let her know.)

Kathy will coordinate the conversations across differences – Richard Schramm and Akankha are willing to do it – need to reschedule them. Anne has several people on a list – Kathy will connect with her on that.

Let the opening words go and have service coordinators do their own opening words. Sherry Belisle has a poem she'd like to share.

If we don't have someone lined up for conversations across differences just let Donna know and she'll leave it out of the order of service. (Kathy) The purpose of people sharing in different capacities is to have different people share and enhance the rich feeling of community.

Brenda is still working on Annual Report – included the importance of including more people, we want to encourage more people to share their voice. If people want to add – let Brenda know by 6am tomorrow!

Peggy Brightman has offered to do a May service with dancing. May 5th or May 12th are 2 dates she suggested – need to let her know which date. Brenda will email her to confirm the date.

February coffee hour is being handled by Anne Macksoud. In February the Worship committee makes contributions – we need to jump in and bake so let Anne know if we can help out.

Kathy is willing to do the note taking – I can either do by hand or perhaps someone can bring a laptop. Daniel said he can lend me a laptop – I'll leave in the office between meetings.

Brenda has circulated the revisions for roles of service coordinators and for giving a reflection.

Saturday afternoon we'll choose who is going to do the service coordinator for the Joy/Lawrence service on 1/26.

Jackie Fischer is doing conversations across differences and the reflection on 2/2. She's likely finding her own service coordinator from the Community Justice Center.

Joy and Laurie bring a different set of skills to the conversation we're going to have. Who are we going to be in 5 years? What are the community's needs? We shouldn't assume what it is is where we'll continue to be. We want to continue to be relevant.

Is it possible to capture some of the deep spiritual nurturing one would find in a retreat type experience at our own church? On a regular basis? Support....

As we think of the next 3 months – we've got the "holes plugged" and enough structure. Be open to where it takes us – how the next few weeks might provide opportunities to open up.

By default, we don't go to the places we'd like to share with each other, the community. Can the story telling lead to opportunities to share about themselves. To venture outside the "norm" and push limits, then step back, then push outside again.

Every service brings so many different experiences in all the different aspects. The reflection is one small (important) piece. We're doing our best to put all the moving parts together in a way that works.

Effective committee, engaged community – the service coordinator will have the ability, flexibility to be innovative and move the service in a different direction.

When we're planning worship services we're thinking of the people in the community. What are their needs – interests – how to keep things alive/awake.

Those of us that experienced this past Sunday's service experienced how sharing personal stories opened people up.

We need to find a way to make the community more meaningful for all children – all ages. What can we do to provide more opportunities to bring families in? This would help the children really feel a vital part of the service. Helping the children experience being a part of the spiritual community. The attendant energy that happens when young parents come into the community is an important piece as well.

In summary:

Kathy will coordinate conversations across differences – be in touch with Anne and get Richard and Akankha signed up.

Don – will be in touch with Anne. He's available to help Anne out as she needs it. Don will help with coffee hour but has a few weeks where he's away.

Brenda – will contact Peg Brightman to firm up dates.

We'll miss Brenda and Daniel as they are off on their journeys!

Respectfully submitted,
Kathy Astemborski

Resource Committee Meeting 1/05/2014

For the Board:

1. Any advice for next year's pledge drive?
2. How much of a role could the Church play in 2014 Bookstock with the used book sale? Can we put it a high priority and do all the sorting (includes NWPL) at NUCS. This could involve occupying most of the social hall for 10 – 14 days. Bookstock is expanding.
3. Should members of the Resource Committee know how much members pledge? Past policy is only Ann knows but shares who pledges and when unexpected things happen.

Present: John Dulmage, Rick Fiske, Jack Nelson, Lynn Peterson, Deb Rice, Neil Stannard, Karen Wolk

Review of Pledge Drive status and plans for further action – We began with discussion of a letter drafted by Daniel designed to reach people who have generally not pledged in the past but who express or indicate interest in supporting the church. This letter was designed to be inspirational and does not include practical details re: specifically what the money would be used for. Members of the Committee disagreed sharply on the appropriateness or utility of the letter. Some felt it was unclear and not suitable. Others felt it was inspirational and indicated why we should care about the specifics of things like painting the church.

One example of disagreement was the sentence: “Harsh inequities make affordable housing out of reach for so many, put many young people at great risk and undermine the confidence of those who wish to take steps towards independence and wellbeing”. Some felt the subject of that sentence was “affordable housing” and that it failed to make sense. Another view was that the subject of the sentence is “Harsh inequities” and the unaffordability of housing is one thing that makes the daily lives of so many difficult. And further, the church, as reflected in Daniel's letter, attempts to add meaning and hope to those whose lives are difficult with its daily and weekly services and ministry/outreach.

After much discussion it was decided to ask Daniel to write a vision statement that was more of a vision of what the church is about. The Resource Committee will write a separate letter listing specific practical items we need to accomplish this year and ask for people to pledge as much as they can. Suggestion was made to include some guidelines of giving related to income level.

Some felt the Committee had not been as effective this year. Having more testimonials, more specific reminders for the congregation and more specific goals as well as knowing more about each member's pledging level would be more effective in fund raising. On the other hand, Lynn reflected that on the four other organizations he has been involved with in fund raising, none have reached anywhere near the six figure level. He feels especially grateful for what we have been able to accomplish.

Action Items:

- Karen will contact individuals on the list who generally pledge and are likely to pledge again this year
- Lynn will ask Daniel to write a vision of what the church is about and hopes to accomplish
- Lynn will draft a specific ask letter that will list our goals and ask people to pledge
- All committee members will respond to the drafted items as quickly as possible so we can get a mailing out this week.
- Lynn will send the committee the list of names who are targeting

Respectfully submitted by Lynn Peterson