

**Board of Trustees
18 March 2014**

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

1. Opening Words/Check In 15 minutes
2. Sabbatical Update (Neil Marinello) 10 minutes
3. Board Business 50 minutes
- How we Work - How we want to Work
 Covenant Building
 Elections
4. Continuing/New Business 20 minutes
- Employee Committee
 Community Meeting Agenda/Plan
5. Committee Reports 10 minutes
 (Please read these before we meet)
6. Consent Agenda 5 minutes
7. Closing Thoughts 5 minutes

April:

Board Goals for the Year

Committee Visit: Membership

North Universalist Chapel Society
February 2014 Financial Report
Ann Wynia, Treasurer

	JAN	FEB	MAR	YTD	2014 Budget
RECEIPTS					
1 Loose	1,243.00	681.00		1,924.00	16000
2 Pledges	26,353.50	10,210.00		36,563.50	145000
3 Gifts/Donations	1,540.00	0.00		1,540.00	4000
4 Rentals	280.00	150.00		430.00	13000
5 Nursery School	625.00	625.00		1,250.00	6750
6 Fund Raising	0.00	440.00		440.00	16000
7 Reserve Fund	0.00	0.00		0.00	9000
8 Balance forward	1,361.13	0.00		1,361.13	1350
9 TOTAL RECEIPTS	31,402.63	12,106.00	0.00	43,508.63	211100
EXPENSES					
10 Electric	524.68	485.46		1,010.14	5400
11 Fuel/Furnace	2,836.25	1,122.78		3,959.03	9500
12 Grounds	942.00	440.00		1,382.00	5000
13 Insurance	1,088.00	1,088.00		2,176.00	4340
14 Janitorial	251.47	342.43		593.90	3000
15 Maintenance	74.00	1,477.60		1,551.60	5000
16 Water/Sewer	0.00	541.31		541.31	850
17 TOTAL CHURCH	5,716.40	5,497.58	0.00	11,213.98	33090
18 Electric	0.00	0.00		0.00	0
19 Furnace	0.00	0.00		0.00	225
20 Maintenance	0.00	0.00		0.00	1000
21 Water/Sewer	0.00	0.00		0.00	0
22 TOTAL PARSONAGE	0.00	0.00	0.00	0.00	1225
23 Administrative Ass't	1,500.25	1,151.75		2,652.00	16184
24 Office Supplies	53.63	112.43		166.06	1000
25 Postage/Printing	0.00	51.32		51.32	200
26 Telephone	91.78	88.67		180.45	1200
27 Website Host/Upkeep	0.00	215.76		215.76	600
28 Copier Lease	213.19	454.64		667.83	3500
29 UUA Fair Share	675.00	675.00		1,350.00	8375
30 NNED Dues	0.00	1,006.00		1,006.00	3006
31 Miscellaneous(Vanco)	32.78	38.67		71.45	360
32 TOTAL ADMINISTRAT	2,566.63	3,794.24	0.00	6,360.87	34425
33 FICA	740.19	715.12		1,455.31	8584
34 Medical Ins.	1,235.22	1,235.22		2,470.44	15000
35 Pension	912.00	912.00		1,824.00	10950
36 Auto Expenses	165.00	165.00		330.00	2000
37 Professional Exp & Dev	0.00	0.00		0.00	5475
38 Workers' Comp	475.00	466.00		941.00	1888
39 TOTAL BENEFITS	3,527.41	3,493.34	0.00	7,020.75	43897
40 Salary	3,916.00	3,916.00		7,832.00	47000
41 Housing Allowance	2,600.00	2,600.00		5,200.00	31200
42 TOTAL MINISTER	6,516.00	6,516.00	0.00	13,032.00	78200

North Universalist Chapel Society
February 2014 Financial Report
Ann Wynia, Treasurer

	JAN	FEB	MARCH	YTD	Budget
43 Sabbatical Savings Accoi	0.00	0.00		0.00	2550
44 Substitutes	0.00	0.00		0.00	500
45 Supplies	0.00	0.00		0.00	300
46 Advertising	0.00	0.00		0.00	100
47 TOTAL WORSHIP	0.00	0.00	0.00	0.00	3450
48 Organist/Choir Direct.	1,362.00	1,362.00		2,724.00	16340
49 Special Services	100.00	100.00		200.00	800
50 Supplies	0.00	0.00		0.00	500
51 TOTAL MUSIC	1,462.00	1,462.00	0.00	2,924.00	17640
52 Coffee	0.00	95.00		95.00	350
53 Resource Comm	0.00	0.00		0.00	300
Margaret Lampe Kannenstine					
54 Leadership Developmer	0.00	0.00		0.00	500
55 Outreach	0.00	0.00		0.00	150
56 Quest	336.00	461.00		797.00	2300
57 TOTAL MEMBERSHIP	336.00	461.00	0.00	797.00	2950
58 Staff	350.00	500.00		850.00	4900
59 Supplies	0.00	0.00		0.00	500
60 Child Care	160.00	96.00		256.00	1670
63 Recognition	0.00	0.00		0.00	200
65 TOTAL R.E.	510.00	596.00	0.00	1,106.00	7270
66 TOTAL EXPENSES	20,634.44	21,915.16	0.00	42,549.60	222,797

North Universalist Chapel Society

February 2014 Financial Report

Ann Wynia, Treasurer

JAN FEB MARCH

PEOPLES' UNITED ACCT # 640322721

67 Beginning balance	0.00	10,768.19	
68 Receipts	31,402.63	12,106.00	
69 Expenses	20,634.44	21,915.16	
70 Ending balance for operating budget	10,768.19	959.03	0.00

RESTRICTED FUNDS

71 Withholdings	103.00	224.00
72 Minister's Fund	1233.01	1233.01
Cold Relief	812.50	812.50
73 Organ Preservation	596.93	596.93
74 NYE/Cranna	3200.09	3200.09
75 Sabatical Savings	7130.27	6620.48
76 Memorial Gardens	1223.05	1223.05
77 Legal Funds LP	1769.30	1769.30
77b VT/Quebec grant	1016.37	1016.37
79 Spiritual Practice Explor	2940.51	2940.51

TOTAL CHECKING ACCOUNT 30793.22 20,595.27 0.00

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

Wells Fargo Acc't #3605-39446 Balance 2/28/14 - \$192504.78

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

EXPLANATIONS

- (2) 2013 -20
- (4) Doolittle-150
- (6) 2/9 concert - 565 less piano tuning =440
- (12)Plow-440
- (15) Pest Control-148, Elevator repair - 416, Springler, fire alarm and extinguisher inspect-913.60
- (16) Sewer-458.64, Water-82.67
- (23) 72.75 hrs x \$17 =1236.75 less \$85 reimb from L.Armstrong hours to print posters
- (27) Blue Host for website hosting for 2 years
- (28) copier lease-213.19, Copier service contract for 1 quarter-246.35 less Armstrong reim of 4.90
- (49) S.Saul
- (56) Donna hours-136, Mailing 325 for about 6 months
- (75) Davis-509.79

Ann L. Wynia, Treasurer

Resource and Finance Committee Meeting, March 2, 2014

Present – Laird Bradley, Chris Lloyd, Jack Nelson, Lynn Peterson, Deb Rice, Neil Stannard

For the Board:

Inviting a guest speaker from either the UUA or the NNED to get some new ideas and guidance in fund raising. Should this be coordinated with what the Board is planning to do?

1. Lynn reported on the final results of the Pledge Drive:

	2011	2012	2013	2014
Amount	130,000	142,000	145,000	145,000
Pledges	107	120	114	104
Donors	159	175	163	152

While the amount of money is roughly the same this year, as last, the number of pledges and the number of donors has declined by ~10%. This may not be a significant decline and we were able to raise the same amount of money. We can conclude that starting earlier in the year and using a more inspiring announcement didn't increase our funding.

We also discussed Rick Fiske's opinion that it would not be worthwhile to do another (4th) Silent Auction as part of the Pledge Dinner..

2. Options for this year. We discussed doing something different; perhaps even something reaching beyond church members – reaching out to the greater community. There were 2 ideas

- A more formal dinner perhaps at the Woodstock or Blue Horse Inn with a speaker with broad appeal that might fit with Daniel's interest in immigration and human rights. Reaching out to the Hanover/Dartmouth/Woodstock community was mentioned.
- A live auction similar to the one done 5 or 6 years ago which netted approximately \$20,000. Ron Jaynes was the auctioneer and people generally had a good time; it was done in the Masonic Temple.

2. We discussed having a retreat to focus more on fund raising both long and short term. Deb said the Board is planning to have someone come from the UUA office to talk with the Board – perhaps we could coordinate with the Board and have a speaker who could address both Leadership and Fund Raising? We would definitely plan to have both Finance and Resource Committee members attend. Right now it looks like March and April will not be good – So we will aim for May.

3. Neil mentioned that a Burlington UU church use their web site to create an opportunity for planned giving all year long. That might be a good idea for us. Neil will check to see how they do it and how it works

4. VT-Quebec UU Association – grant applications are due in the next few weeks. One of the items on our list is to insulate the ceiling of the sanctuary. Last year we applied for financial aid to paint the church – this year we will seek help with insulation

5. Chris plans to move some of the reserve fund money from Wells Fargo to Vermont Community Foundation soon. He will ask Mary Jeanne to sign/approve this plan which has been approved by the Board and the Congregation.

Respectfully submitted,

Lynn Peterson

Memo to the Board:

The Finance Committee is seriously understaffed, with only three of us plus Ann at the last meeting. On top of that, as you may or may not know, I am out of town until April 23, so it will be difficult to have committee meetings for the next 5 or 6 weeks. I assume efforts are underway to identify possible candidates for service on the Fin Comm. Lynn and Ann should probably be consulted on this.

RE the establishment of a nonprofit reserve account at the Vermont Community Foundation: I was unable to complete the paperwork and get it executed by Mary Jeanne and Ann prior to leaving for the West Coast but I plan to attend the May board meeting with the requisite documents for signing. Related to this, we cannot transfer funds until VCF has the signed documents in hand, so I hope the board doesn't mind if I attend to all this in May after my return. I contacted Casey Dennis of Wells Fargo before leaving and told him of the delay and he suggested keeping our assets invested until we are ready to make the transfer to VCF. Liquidating the various positions in our Wells Fargo can be done quickly, in some cases, the same day.

Ann and I have encountered an obstacle to changing signers on our working account with People's United. They are insisting on our having corporate registration with the State of Vermont before any changes are made to the account. I believe Ann is prepared to lead discussion at next Tuesday's board meeting on this topic. There may be options, such as changing banks, but basically all churches have fallen under this corporate registration rule, so it would probably only buy a little time. We may just have to find the \$\$ to pay the accumulated registration fees so we can be up to date and legitimate.

Please include me in correspondence even though I am traveling.

With all respect,

Chris Lloyd, Chair, NUCS Finance Committee

Worship Committee March 4, 2014

Present: Anne Macksoud, John Steinle, Jessica Stout, Carol Egbert, Hope Yeager, Hugh Belton, Kathy Astemborski, Jenny Gelfan, Don Ransom Absent: Diane Mellinger

Reviewed the services from February

Valentine's Day: The different pieces fit so well together – common intention. Liked the variety – implies it is a way to hear many voices.

A proposal was made that the Worship Committee design a service for when Daniel isn't here that we use a different format. Consider creating a "short service" with a service coordinator, opening words, music, and quiet time. What are we doing as a worship committee to be more responsive to the people in the congregation? The goal is that people leave feeling like "I'm a part of this community – this is my community."

Consideration should continue to be given to hosting candidates for the ministry – that it is part of our responsibility to help those learning.

Acknowledgement given to Daniel's skill of being responsive to the congregation as he's speaking – feels like we're heard, a part of things, understood as the service unfolds..

Perhaps we should consider inviting people who aren't from the congregation but from the community to do a reflection.. Also should we consider advertising that service may be a "quiet" service, without a formal reflection (when planning for Daniel's absences).

Suggestion was made that the speakers/guests should be vetted through a process. We could review the guidelines for the reflection and make sure guest speakers do the same. There was wide-spread agreement from the committee and congregation that our recent guest didn't seem to understand our process or our community..

Response to the service with Jackie Fischer – support the kids being there – good to hear from them and have their presence.

Suggestion made that guest speaker be given a time limit for their reflection.

Alina and Louie Armstrong – positive response to the service.

Hope did an excellent job at service coordinator this past Sunday! Thank you and hope you do it again soon!

Conversations Across Differences – we haven't been able to sign people up to do this piece. Should we continue? The people that have gone have done a great job. How do we establish meaningful connection with those that see things fundamentally different? How rewarding it is when people open up and find a way to bridge that gap. Hugh, Hope and John volunteered to do upcoming services.

Hugh will do 3/23

Hope will do 3/30

John will do 4/6

Looking forward to the services in general:

3/9 – all set

3/16 – all set

Joy and Lawrence are set up to do workshops in March. Richard has done a great job advertising what is coming up.

3/23 – Jessica will be doing the reflection on Loss and Life After.

3/30 – Reverend Joe – he has the information on what the reflection should include.

We were in agreement we'd like to look to the wider community to have people come in and share. Simpler Quieter service – perhaps for the summer.

Easter – Daniel will be back. Will Diane be working on the flow of the service> Yes – she's looking towards that.

Committee members have heard positive feedback in having a theme for the month – so people know what will be discussed.

Suggestion made about doing a service on Forgiveness – hearing what others say about it. The committee agreed it's a theme there would be a lot of interest in.

Anne – Closing Words

Membership Committee Meeting February 24, 2014

No action needed from the Board.

Present: Ann Wynia, Rose Mroszcyk, Pru Schuler, Sherry Belisle, Fran Lancaster.
Greeters for March are:

2 Pru
9 Rhoda
16 Rose
23 Fran
30 Ann

The March Circle Dinner date has been changed to the 29th to give more time for signups. We had 2 successful ones on February 15th.

We are pleased that visitors are again asked to introduce themselves if they wish.

We have 3 new members: Valerie Parauka, Ariel Arwen and Joanna Garbish.

We decide to create 2 templates for notes to send to new members and to those who decide to leave for various reasons. Sherry will write the former, Ann the latter.

We went through the directory to update it and contact those whom we haven't seen for a while.

Buildings and Grounds Committee Minutes - March 4, 2014

Present: Gina, Vassie, Agata, Radek, Jack, Ann, Katrin, Cheryl

Sexton

There was loose wire and Vermont Life Safety came and fixed the alarm system.

The thermostat in the Parlors is now working – thank you Agata and Radek for pursuing this issue. Gina has purchased a cage if we need it.

The thermostat in the Nursery School is being replaced shortly with a new one.

The cleaning has been very, very hard during the month of February, mostly due to the 2 snow storms and all the snow and salt that brought to the Sanctuary. The other issue with the cleaning is that Hand in Hand needs to sweep up all the food and debris before leaving. This is true of all folks that use the kitchen – Coffee Hour, CWTKs – everyone needs to be conscious of not leaving anything on the floor in the kitchen.

Agata and Radek would like to go on a two week vacation from Thursday, April 10th to Saturday, April 26th. Agata thinks that she has someone to stay in the Parsonage and clean. She is firming that up and will report to B&G when she knows for sure.

Contracts

Gina and Vassie have been working on a notice for anyone using the Kitchen and Rental Agreements/contracts for the Social Hall and Kitchen at Donna A's request. The Nursery School lease will not be able to be started until we know the hours of the day that the Nursery School will be using the space.

Sandwich Board

David Green would like a new one and he will pay for it. Gina felt it needed to be discussed by B&G before he went forward with a purchase. Ann felt it makes sense to get the one we have cleaned up, staples removed and freshly painted rather than purchase a new one. Gina is looking into purchasing melamine (dry erase) posters for it.

Exterior Painting

Cheryl was concerned about timing this year for the exterior painting. Jack assures us that we are first in line so it will be the first or second week in June. He will follow up with the prison to make sure. However, he was wondering if we should have the steeple done at the same time. It will need to be done with a crane and he priced that at \$3000/week. We will all be checking out the steeple.

Norwood: Has asked to attend the next meeting. He has a few things he feels he needs to pass on.

Spring Cleaning

We will discuss timing at the April B&G meeting. However, one thing that needs to be done is to clean out the closet in the Parlors.

Rubbish: Gina is continuing her investigation.

Next meeting will be April 8th at 6:30 in the Social Hall.

Minutes – Social Justice Action Committee Meeting

March 10, 2014, North Chapel Library

In attendance: Anne Marinello, Jackie Fischer, Akankha Perkins, Neil Marinello and Richard Schramm

The minutes of the January meeting were approved.

The meeting in February was cancelled.

Report from the Board – Board did not have meeting in February

Reports/Updates

- Annual Meeting – Rhoda and Richard made report
- Youth Service (2/2) – Jackie Fischer interview of high school students well received
- Workshop on Race– February 22 – Attendance 25; Janet Davis did an excellent job
- Workshop and Service on Class and Privilege – March 15-16 – Saturday workshop currently undersubscribed (only about 10) but PR in Standard and Valley News; Sunday reflection on privilege to be shared between Peter Rousmaniere and Anne Macksoud
- February 6th Film – The Hungry Heart – Well attended; Anne Marinello working to get film into schools; Jackie working with local police on picking up of unused drugs as part of educational and law enforcement program
- Wisdom to Survive Film at Town Hall around Earth Day – Support for idea;
Action Item: Jackie to see if Sustainable Woodstock working on this

Support for the Youth Summit (3/22) – Jackie Fischer

Reported on progress. Looks like will have 20 adults, 20 students; expect three themes/action areas to emerge (1) youth employment, internships, apprenticeships, entrepreneurship, (2) creative activities outside of school with local arts organizations, (3) countering violence (such as bullying).

Action Item: Jackie and Neil to organize effort to provide food for Youth Summit

Support for Other organizations

Discussed requests from several organizations (Dismas House, The Haven) and decided to ask Board to support: (1) New Tab on North Chapel Website entitled Alliances, Partnerships, (2) under tab would provide short description of organizations and their work and link to their websites, (3) organizations can submit requests for short term help (e.g. job opportunities for Job Bank, help with warming shelter for homeless for Upper Valley Haven), and (4) once a month invite individuals from some organizations to make 5 minute presentations during Sunday service on the organization and their individual journey to their current position.

Action Item: Anne and Richard to work on proposal to Board (see above)

SJA Committee Leadership

Co-Chair Rhoda Moore moving to Florida

Action Item: Akankha and Richard to see if she can come to a Sunday service before leaving so could light a candle of gratitude and invite folks to wish her well during coffee hour.

Co-Chair Richard to step down after June. May still remain on the committee

Action Item: Neil to ask nominating committee to search for Chair or co-chairs for SJA Committee

RAS 3-11-14