

**North Universalist Chapel Society  
Board of Trustees  
15 April 2014**

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

1. Opening Words/ Check In                      15 minutes
2. Final Sabbatical Update (Neil Marinello)                      10 minutes
3. Board Work                      60 minutes

Covenant  
Vision  
Priorities

4. Continuing Business                      15 minutes

Updates:  
CTWK  
Employee Committee  
Community Meeting Date: June 1st

5. Committee Reports                      10 minutes
6. Consent Agenda                      5 minutes
7. Closing Thoughts                      5 minutes

## North Chapel Board meeting minutes March 18, 2014

**Present:** Anne Macksoud, Anne Marinello, Ann Wynia, Mary Jeanne Taylor, Elizabeth Reaves, Hope Yeager, Deb Rice. **Absent:** Denise Lyons, Susan Inui, Daniel Jantos.

At 6:17 p.m., Mary Jeanne opened with words by John O'Donoghue, "For a Leader." Board members checked in.

Neil Marinello arrived to update the Board on the Sabbatical Committee. Neil reported that everything seems to be going well. Joy and Lawrence will be back April 7-14. Their work has been very well received by all. Charity reports that things are going well as well. Neil and Charity have been handling a few things recently that would otherwise be handled by Daniel. Neil reported that he has been checking in regularly with Donna Atwood.

Elizabeth reported that she did not receive Donna's email with the link to the board packet. MJ said she would ask Donna to add Elizabeth to the email list for the Board communications.

MJ gave an overview of how we have been running Board meetings in the past year to orient the new members. MJ discussed the role of Board members as liaisons to committees and asked that the list of committees be sent to the current Board members so that all can think about what committees they might want to be a liaison to. Lynn Peterson has been serving as liaison to Resource and Finance Committees. We will need Board members to fill in those Liaison positions.

Anne Marinello listed the current committees and who have been the liaison lately:

RE : Hope

Communications: Deb Rice

Membership: Ann W.

Social Justice: Anne Marinello

Finance and Resource: Deb Rice

Buildings and Grounds: Ann W.

Worship: Anne Macksoud and Hope Yeager

Nominating: Mary Jeanne

Anne Marinello noted that Pastoral Care is not a standing committee but may emerge as such in the coming months.

MJ commented on the Saturday workshop on "Adaptive Leadership" (Board work): it's too easy to focus on happiness. Boards should be provoking and "dancing on the edge". Anne Macksoud asked for an example of dancing on the edge: pushing people to a productive disequilibrium. People aren't so much afraid of change but of what they are going to lose. Elizabeth commented on being familiar with these concepts but with more positive language: dancing on the edge or provoking people can be seen as "creative tension." Leadership provides the safe space to walk back and forth between what exists and what you envision can be.

Ann W. pointed out that how we refer to "**the**" Board can be changed to "**our**" Board. Anne Macksoud brought up past issues which perhaps have not been communicated effectively to the membership. Board members discussed updates on Hand in Hand dinners, the Change the World Kids space. Ann W. reported that Lynn Peterson and Jim Swift are putting together a usage agreement for the Change

the World Kids to use the kitchen just as they did for Hand in Hand.

MJ said she would follow up with CTWK. Anne Marinello suggested that the CTWK be invited to do a worship service on their work. Anne Macksoud spoke to focusing on strengthening the relationship with CTWK. Deb commented that Daniel may see CTWK as the future members of the community. Elizabeth mentioned wanting to understand the stated goal of the church's relationship with CTWK and how does it match with our mission: If we define our relationship with them, we can sit down with them and envision that together. Anne Macksoud said maybe our relationship with CTWK is just providing the space and keeping them safe.

Ann W. gave an update on how the Finance Committee has been budgeting for repairs. They want to take the maintenance budget out of the operating budget and create something like a sinking fund for anticipated and unanticipated repairs. Anne Macksoud mentioned perhaps Chris Bartlett when he returns to Vermont in April, could work with the finance committee on a long term plan that will ensure that the church will be sustainable through the years to come.

MJ suggested that we wait to do elections within the Board once we have Susan and Denise joining us at meetings. For the moment, MJ will remain as Chair and Hope will remain as Secretary until we hold those elections. MJ mentioned wishing that another Board member come on as co-chair or vice chair.

Elizabeth spoke about thinking strategically: it sounds like the Board needs to work on communication and visibility, relationships with organizations and how those relationships fit with our mission. What principles do we hold in our church community and what principles does our Board need to hold as we deal with challenges that come up in working with parts of our community?

MJ reported on needing to find members to join her on the Staffing Committee to interview and hire a replacement for Donna Atwood. Hope recommended that committees with high interest in staffing issues be asked to send a delegate to the Staffing Committee: Buildings and Grounds, Membership, Communications, and Worship.

Committee reports: Nominating is working on finding a new member for the Finance Committee. Ann W. updated the board on the Church not being registered as a non-profit with the state of Vermont. Ann W. would like to run this by Jim Swift to make sure it needs to be done. If so, she is asking for Board approval to pay the \$940 to the state of Vermont in order to register with the state.

Anne Marinello reported that Joy and Laurence have been in conversation with some about Pastoral Care and how we meet those needs. Anne Marinello said that it seems like we need to take another look at creating a new model for pastoral care for the North Chapel.

Hope asked for clarification from Board members on how they want to respond to approve Board minutes. The Board decided to reply to Hope to approve or amend the minutes by email within a week of her sending them out.

April 8th we are scheduled to meet again with Joy and Lawrence. The Board meeting adjourned at 8:25 p.m.

Respectfully submitted,  
Hope Yeager

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

	JAN	FEB	MAR	YTD	2014 Budget
<b>RECEIPTS</b>					
1 Loose	1,243.00	681.00	1,139.10	3,063.10	16000
2 Pledges	26,353.50	10,210.00	6,661.85	43,225.35	145000
3 Gifts/Donations	1,540.00	0.00	300.00	1,840.00	4000
4 Rentals	280.00	150.00	775.00	1,205.00	13000
5 Nursery School	625.00	625.00	0.00	1,250.00	6750
6 Fund Raising	0.00	440.00	1,053.50	1,493.50	16000
7 Reserve Fund	0.00	0.00	0.00	0.00	9000
8 Balance forward	1,361.13	0.00	0.00	1,361.13	1350
9 <b>TOTAL RECEIPTS</b>	31,402.63	12,106.00	9,929.45	53,438.08	211100
<b>EXPENSES</b>					
10 Electric	524.68	485.46	436.77	1,446.91	5400
11 Fuel/Furnace	2,836.25	1,122.78	2,553.85	6,512.88	9500
12 Grounds	942.00	440.00	1,714.00	3,096.00	5000
13 Insurance	1,088.00	1,088.00	0.00	2,176.00	4340
14 Janitorial	251.47	342.43	129.41	723.31	3000
15 Maintenance	74.00	1,477.60	70.00	1,621.60	5000
16 Water/Sewer	0.00	541.31	0.00	541.31	850
17 <b>TOTAL CHURCH</b>	5,716.40	5,497.58	4,904.03	16,118.01	33090
18 Electric	0.00	0.00	0.00	0.00	0
19 Furnace	0.00	0.00	0.00	0.00	225
20 Maintenance	0.00	0.00	0.00	0.00	1000
21 Water/Sewer	0.00	0.00	0.00	0.00	0
22 <b>TOTAL PARSONAGE</b>	0.00	0.00	0.00	0.00	1225
23 Administrative Ass't	1,500.25	1,151.75	1,364.25	4,016.25	16184
24 Office Supplies	53.63	112.43	54.19	220.25	1000
25 Postage/Printing	0.00	51.32	-7.55	43.77	200
26 Telephone	91.78	88.67	88.04	268.49	1200
27 Website Host/Upkeep	0.00	215.76	0.00	215.76	600
28 Copier Lease	213.19	454.64	213.19	881.02	3500
29 UUA Fair Share	675.00	675.00	675.00	2,025.00	8375
30 NNED Dues	0.00	1,006.00	1,000.00	2,006.00	3006
31 Miscellaneous(Vanco)	32.78	38.67	-0.58	70.87	360
32 <b>TOTAL ADMINISTRAT</b>	2,566.63	3,794.24	3,386.54	9,747.41	34425
33 FICA	740.19	715.12	729.81	2,185.12	8584
34 Medical Ins.	1,235.22	1,235.22	1,235.22	3,705.66	15000
35 Pension	912.00	912.00	912.00	2,736.00	10950
36 Auto Expenses	165.00	165.00	165.00	495.00	2000
37 Professional Exp & Dev	0.00	0.00	0.00	0.00	5475
38 Workers' Comp	475.00	466.00	0.00	941.00	1888
39 <b>TOTAL BENEFITS</b>	3,527.41	3,493.34	3,042.03	10,062.78	43897
40 Salary	3,916.00	3,916.00	3,916.00	11,748.00	47000
41 Housing Allowance	2,600.00	2,600.00	2,600.00	7,800.00	31200
42 <b>TOTAL MINISTER</b>	6,516.00	6,516.00	6,516.00	19,548.00	78200

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

	JAN	FEB	MARCH	YTD	Budget
43 Sabbatical Savings Accoi	0.00	0.00	637.50	637.50	2550
44 Substitutes	0.00	0.00	0.00	0.00	500
45 Supplies	0.00	0.00	0.00	0.00	300
46 Advertising	0.00	0.00	0.00	0.00	100
<b>47 TOTAL WORSHIP</b>	<b>0.00</b>	<b>0.00</b>	<b>637.50</b>	<b>637.50</b>	<b>3450</b>
48 Organist/Choir Direct.	1,362.00	1,362.00	1,362.00	4,086.00	16340
49 Special Services	100.00	100.00	0.00	200.00	800
50 Supplies	0.00	0.00	0.00	0.00	500
<b>51 TOTAL MUSIC</b>	<b>1,462.00</b>	<b>1,462.00</b>	<b>1,362.00</b>	<b>4,286.00</b>	<b>17640</b>
<b>52 Coffee</b>	<b>0.00</b>	<b>95.00</b>	<b>0.00</b>	<b>95.00</b>	<b>350</b>
<b>53 Resource Comm</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300</b>
Margaret Lampe Kannenstine					
54 Leadership Developmer	0.00	0.00	15.00	15.00	500
55 Outreach	0.00	0.00	0.00	0.00	150
56 Quest	336.00	461.00	227.91	1024.91	2300
<b>57 TOTAL MEMBERSHIP</b>	<b>336.00</b>	<b>461.00</b>	<b>242.91</b>	<b>1,039.91</b>	<b>2950</b>
58 Staff	350.00	500.00	600.00	1,450.00	4900
59 Supplies	0.00	0.00	0.00	0.00	500
60 Child Care	160.00	96.00	160.00	416.00	1670
63 Recognition	0.00	0.00	0.00	0.00	200
<b>65 TOTAL R.E.</b>	<b>510.00</b>	<b>596.00</b>	<b>760.00</b>	<b>1,866.00</b>	<b>7270</b>
<b>66 TOTAL EXPENSES</b>	<b>20,634.44</b>	<b>21,915.16</b>	<b>20,851.01</b>	<b>63,400.61</b>	<b>222,797</b>

North Universalist Chapel Society

March 2014 Financial Report

Ann Wynia, Treasurer

JAN FEB MARCH

**PEOPLES' UNITED ACCT # 640322721**

67 Beginning balance	0.00	10,768.19	959.03
68 Receipts	31,402.63	12,106.00	9,929.45
69 Expenses	20,634.44	21,915.16	20,851.01
70 <b>Ending balance for</b> operating budget	10,768.19	959.03	-9,962.53

**RESTRICTED FUNDS**

71 Withholdings	103.00	224.00	0.00
72 Minister's Fund	1233.01	1233.01	1233.01
Cold Relief	812.50	812.50	812.50
73 Organ Preservation	596.93	596.93	596.93
74 NYE/Cranna	3200.09	3200.09	3200.09
75 Sabatical Savings	7130.27	6620.48	2430.83
76 Memorial Gardens	1223.05	1223.05	1223.05
77 Legal Funds LP	1769.30	1769.30	1769.30
77b VT/Quebec grant	1016.37	1016.37	1016.37
79 Spiritual Practice Explor	2940.51	2940.51	2940.51

**TOTAL CHECKING ACCOUNT** 30793.22 20,595.27 5,260.06

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

Wells Fargo Acc't #3605-39446 Balance 3/31/14 - \$192492.39

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

**EXPLANATIONS**

- (3) Turner memorial
- (4) Doolittle-150, Thetford Singers-150, Haas-225, Haas June dep.-100, Bel Canto-150
- (6) 3/6 concert -6975 less piano tuning =572, Town Meeting-481.50
- (11) Propane-36.50
- (12) Plow-340, Walks-1374
- (15) WNS thermostat check
- (24) Router
- (31) Expenses-34.42 less 35 dollar donation
- (56) Donna hours-136, Sealing tabs-91.91
- (75) Add 637.50 from current budget less L.Devoe-250, less R.Hardiman-500, less J.Davey-4000, less expenses-77.15

Ann L. Wynia, Treasurer

## **Buildings & Grounds Committee Meeting April 1, 2014**

**Present:** Jack, Gina, Katrin, Donna, Agata, Radec and Cheryl

**Sexton:** Elevator - The service person came and the elevator was not broken. Somehow the door was left open.

### **Cleaning:**

CWTKs have been doing a good job. Hand in Hand is a little better. The really tough snow/salt/dirt cleaning is now behind us.

**Vacation:** The Sextons will be on vacation from April 10th through the 26th. We will have a cleaning person on the 11th and the 18th. We need the help of the whole congregation to remember to help. Remember that the lights have to be turned off and the doors locked.

**Workshops:** There will be workshops held on April 10, 11, 12, and 13. Gina will try to oversee.

**Spring cleanup:** May 17th from 10 to 2. We will need to get that in the Quest. Donna/Gina?

**Rainy Day in April:** Gina and Donna will be taking a half day and cleaning out the closet next to Donna A's office. Gina is B & G's rep for the hiring of Donna's replacement.

### **Wedding Decorations:**

B&G were unanimous that there will be no flower petals – fresh/frozen or dried – no bubbles, rice etc. The throwing of lavender, bird seed outside off the porch is welcome. Gina will send our updated version to Donna A. Thank you, Donna, for bringing this to our attention.

### **Sound System Training:**

Norwood would like to train members of B&G on the use and care of the sound system. Gina will ask Norwood when would it be convenient for him and we will try to accommodate those times. The present recorder is temporary. When the new one arrives we will be able to have the sermons on the web.

### **Painting:**

We have a signed contract. It will be the first or second week of June. Jack said that the steeple is bubbling and it has been since 2007 that it was painted. The prisoners have agreed to do the steeple. Jack will be speaking with Lynn. However, it definitely makes sense to do it all at once. And then start saving for the next painting in 5 years. Jack will ask the Superintendent of the prisoners for an insurance binder regarding liability.

**Jack** – we also have to take care of touch up painting that is needed on the exterior of the Parsonage – it should be done at the same time.

### **New Sewer Line:**

Jack will call Dimmick's to arrange a time to meet with them and get this started. He will ask them to deal with the town since it involves the road.

**Nursery School:** April 19th – will hold a community fund raising event in the Social Hall. Agata said that they will care of both the cleaning and the lights, heat etc.

The next meeting will be May 6th in the Social Hall. Come to the meeting with thoughts of Spring Clean Up and what needs to be done!

- Submitted by Cheryl Brush

## **Minutes from Membership Meeting - March 24, 2014**

No action needed from the Board

Present: Ann, Fran, Pru, Sherry

Greeters for April

6 Sherry

13 Pru

20 Ann

27 Fran

We are to look at the duties of our committee to see if they need updating.

Sherry will submit writing to be included in the Sunday programs and Quest to ask who might decorate the altar, perhaps for birthdays or memorials.

Question: who is assembling and taping the Quest now? Answer: Donna does it all.

We looked again at the directory to call any people we might have in question to continue to be in it/continue to receive the Quest/continue membership.

Someone from our committee is to meet with the Board on April 15th for a check in. Sherry will be gone.

We will send handwritten notes to those who join the membership and to those who leave the church. Sherry will write a template for those joining, Ann for those leaving.

Sherry will be asked to join the search for a new secretary. Unfortunately, she will be gone during most of the meeting times but will participate in any way she can.

Donna Durgin will be assembling Easter flowers as usual.

The three "new members" classes will be held on April 27th, May 4th and May 18th. The first will be the history of our church led by Pru. The second will be representatives from each of the committees to let attendees know what they each do (and perhaps may join one). The third will be Daniel leading a talk on some aspect of theology.

Luncheon for the first:

Pru will bring salad greens

Fran a pasta salad or ?

Ann dessert

Rose beverage

Sherry crusted bread and butter

On June 1st we will have Recognition Sunday and there will be a church-wide potluck that day.

Respectfully submitted,  
Sherry Belisle



## Resource Committee Meeting 4/6/2014

For the Board: What do you think about a more personal pledge drive this year? Would the Board be willing to help? Do you want to come to our "retreat" (not fully organized yet)?

Present: Rick Fiske, Jack Nelson, Lynn Peterson, Deb Rice, Neil Stannard

We discussed plans for this year's fund raising for our pledge drive and capital campaign. We are planning to have a retreat next month, perhaps the weekend of 5/2 or 5/9.

Lynn has ordered the Beyond Fundraising books written by Mr. Clark of the UUA. He (Wayne Clark) felt we (NUCS) were not doing as well as we could with our pledge drive and mini-capital campaign. He felt that we needed a more direct personal contact with pledging members. This is inconsistent with our philosophy in recent years. Clark heads up fund-raising for the UUA and offers to provide us with a skype type conference call that would last about 1.5 hours. This would help us get started and give some suggestions for the next steps. Karen Wolk could not be with us today but said she could be available in early May; generally it has seemed that Fridays were good for her in terms of traveling from NH.

The church's IT facility would not easily allow a group conference call but the Library may be set up to let us do that. Rick and Neil will see if we could meet in the upstairs conference room at the Library after using the Mezzanine for a conference call.

We felt we could not afford the \$6,000 price tag for a full fund raising training from the UUA. Rick suggested finding out if we could to go Boston and meet with Mr. Clark there. That might be less expensive and feasible since we are relatively close to Boston. Lynn will see if that's possible.

We discussed options for starting our pledge drive other than the auction and potluck dinner we have had at the church the past few years. We had previously discussed the possibility of a more elaborate dinner with guest speaker(s). William Schulz a UU minister who has been a world leader in human rights and is a terrific speaker was suggested but others felt we should have something that is more "fun".

We are not sure whether doing another auction would work – donors were more reluctant this last year. Golf, croquet and a more elaborate live auction were mentioned.

Deb mentioned the District UU meeting at our church last month. She found it very insightful; the speaker pointed out how success in having a vibrant, active congregation meant going beyond one's comfort zone, avoiding the happiness trap and be willing to experience some disequilibrium.

Our next meeting in early May will involve further contact with the UUA and working towards a retreat.

Respectfully,  
Lynn Peterson