

BOARD MEETING AGENDA

September 20, 2016

“We are the trustees of the spirit of the North Chapel”

Ringling Bowl & Check-ins	5:00-5:15
Consent Agenda -- review/approve 8/16/16 mtg. minutes	5:15-5:20
Treasurer's Report -- review financial status/vote -- report from the Finance Committee meeting -- develop recommendations re: 2016 surplus and 2017 budget	5:20-5:50
Canvass Task Force -- next steps	5:50 – 6:00
Search Committee -- debrief meeting with SC and Laura Graham -- supporting the SC -- Beyond Categorical Thinking Workshop	6:00-6:40
New staffing—Geraldine & Gwen -- Updates -- Next steps	6:40-6:50
Committee Matters -- Communications: CMS	6:50-7:00
Adjourn	7:00

As a member of the North Chapel Board, I agree to:

- Speak my truth
- Listen with patience and an open mind and heart
- Stay focused on our vision and mission
- Articulate North Chapel values and champion initiatives that support them
- Do the work that is ours to do
- Commit to continuous learning and self-assessment
- Ask challenging questions
- Encourage creative tension, among ourselves and in our community
- Take care of myself and of others
- Maintain good will and give the benefit of the doubt
- Be proactive and responsive
- Bring joy and kindness to what we do

North Universalist Chapel Society
August 2016 Financial Report
Ann Wynia, Treasurer

	JULY	AUG	YTD	2016 Budget
RECEIPTS				
1 Loose	1,344.00	1,370.00	8,792.00	13000
2 Pledges	8,602.43	4,682.00	90,933.43	157012
3 Gifts/Donations	255.00	135.00	3,606.65	4000
4 Rentals	2,900.00	360.00	5,190.00	10000
6 Fund Raising	3,476.50	0.00	6,917.82	13000
7 Reserve Fund	0.00	0.00	0.00	7500
8 Balance forward	0.00	0.00	3,657.29	3660
9 TOTAL RECEIPTS	16,577.93	6,547.00	119,097.19	208172
EXPENSES				
10 Electric	251.54	250.72	2,355.94	4000
11 Fuel/Furnace	0.00	0.00	4,363.38	9000
12 Grounds	0.00	37.87	2,669.25	5000
13 Insurance	0.00	1,252.25	4,793.50	5036
14 Janitorial	71.78	50.76	1,267.75	2500
15 Maintenance	430.09	179.40	1,465.80	5000
16 Water/Sewer	0.00	92.57	794.19	1000
17 TOTAL CHURCH	753.41	1,863.57	17,709.81	31536
18 Electric	0.00	0.00	0.00	0
19 Furnace	0.00	0.00	0.00	200
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	1200
23 Administrative Ass't	2,163.00	2,163.00	15,573.20	21500
24 Office Supplies	5.82	62.12	2,039.26	2500
25 Postage/Printing	28.00	69.75	239.22	150
26 Telephone	91.76	91.97	730.64	1500
27 Website Host/Upkeep	0.00	0.00	570.75	700
28 Copier Lease	240.81	459.54	2,472.19	3500
29 UUA Fair Share	0.00	0.00	4,560.00	8640
30 NNED Dues	0.00	0.00	2,964.00	2584
31 Minister Search Commit	0.00	0.00	0.00	2000
32 QB payroll fee	12.72	4.24	584.47	750
33 Vanco	28.75	28.34	252.22	350
34 TOTAL ADMINISTRAT	2,570.86	2,878.96	29,985.95	44174
35 FICA	330.96	284.99	5,145.66	6565
36 Medical Ins.	71.64	29.16	1,294.56	1650
37 Pension	104.00	0.00	3,560.00	3560
38 Workers' Comp	0.00	0.00	1,857.00	2095
39 TOTAL BENEFITS	506.60	314.15	11,857.22	13870
40 Salary	640.02	0.00	17,190.00	17190
41 Housing Allowance	700.00	0.00	18,700.00	18700
42 TOTAL MINISTER	1,340.02	0.00	35,890.00	35890

North Universalist Chapel Society

August 2016 Financial Report

Ann Wynia, Treasurer

	JULY	AUG	YTD	Budget
43 Substitutes	150.00	150.00	1,100.00	3500
44 Supplies	0.00	0.00	1,840.00	1500
45 Advertising	0.00	0.00	54.25	150
46 TOTAL WORSHIP	150.00	150.00	2,994.25	5150
47 Organist/Choir Direct.	1,402.50	1,402.50	11,217.51	16830
48 Special Services	0.00	0.00	400.00	800
49 Supplies	0.00	97.98	516.22	500
50 TOTAL MUSIC	1,402.50	1,500.48	12,133.73	18130
51 Coffee	95.00	0.00	239.50	300
52 Resource Comm	0.00	0.00	0.00	300
53 Leadership Developer	0.00	0.00	603.51	1000
54 Outreach	0.00	0.00	0.00	200
55 Quest	0.00	0.00	523.77	2000
56 TOTAL MEMBERSHIP	0.00	0.00	1,127.28	3200
57 Staff	0.00	0.00	3,900.00	8200
58 Coordinator	0.00	0.00	375.00	750
59 Supplies	0.00	45.92	73.01	700
60 Child Care	160.00	160.00	1,248.00	2100
61 Artistree rent	0.00	0.00	176.00	440
62 Recognition	0.00	0.00	900.00	1000
63 TOTAL R.E.	160.00	205.92	6,672.01	13190
64 TOTAL EXPENSES	6,978.39	6,913.08	118,609.75	166,940

North Universalist Chapel Society
 August 2016 Financial Report
 Ann Wynia, Treasurer
 JULY AUG

PEOPLES' UNITED ACCT # 640322721

65 Beginning balance	-8,642.51	957.03
66 Receipts	16,577.93	6,547.00
67 Expenses	6,978.39	6,913.08
68 Ending balance for operating budget	957.03	590.95

RESTRICTED FUNDS

69 Withholdings	41.14	82.68
70 Minister's Fund	1024.34	1124.34
71 Organ Preservation	717.93	717.93
72 NYE/Cranna	2700.09	2700.09
73 Sabbatical Savings	593.33	593.33
75 Pizza Oven	743.39	795.93
76 VT/Quebec Grant	1827.60	1827.60
77 RE Donation	0.00	0.00
78 Classical concert donatic	1000.00	2000.00
79 Wells Fargo funds	7781.82	7781.82
80 Permaculture UU grant	2261.63	2158.80
81 Funds For the Future	13425.20	13425.20
82 Life and Hope	7215.00	7715.00
83 Spiritual Practice Explor	2436.36	2436.36

TOTAL CHECKING ACCOUNT 42,724.86 43,950.03

INVESTMENT - Vermont Community Loan Fund - \$3760.66 at 0% Matures September 2016

Wells Fargo Acc't #3605-39446 Balance 8/31/16 - \$
 Vermont Community Foundation -Balance 12/31/15 \$ 88574.47
 Jantos Fund - Balance 1/31/16 \$ 8877.03 +/-

EXPLANATIONS

- (3) S.Blake-100, Malerich-35
- (4) AA-130, Gelfan-130, 10/3-50,Pizza Oven-50
- (15) Porch repair supplies-144.40, Boiler inspection certificate
- (25) Warning for 8/7 meeting
- (43) Gwen Groff-150
- (70) Add 100 GF reim for Star Island

Ann L. Wynia, Treasurer

Membership Committee

September 6, 2016

Present: Ann, Pru, Fran, Joanna, Sherry.

Greeters:

September

11 Sherry

25 Pru

October

2 Ann

9 Joanna

16 Pru

23 Sherry

30 Joan

Ann gave us the breakdown on our budget:

\$225 is paid annually to receive the bulk mailing rate. The Quest costs \$50 monthly to mail (X 10)

Leadership budget is \$1000. We gave Geraldine \$500 for her training at Star Island.

Outreach is meant on books and bookmarks for Recognition Sunday in June. About \$250 is spent on candles, batteries for hearing aids and name tags.

We offer babysitting for the Trust Circles @\$32 per but if there are no children, won't continue after the first meeting or two.

Sherry will research buying new numbers for the hymn board.

**MUSIC AND WORSHIP COMMITTEE MINUTES: SEPTEMBER 13, 2016,
5:15PM**

Submitted by: Jessica Stout

Attendees: Jenny Gelfan, Don Ransom, Diane Mellinger, Kathy Astemborski, Jessica Stout, Shoshana Belisle

Opening Words: Don Ransom

Moment of Silence

Check-in

Review and Approval of Minutes from August meeting

Review of Services this past month:

In general, there was favorable committee feedback regarding the quality of recent services, as well as positive reports heard from congregants. This included the “quiet service” which could be used as a fall back plan when there is not a reflector.

It was suggested that a guided meditation component could be added. There was overall consensus that reflections based on the reflector’s personal experience tend to be the most well-received.

Guest Reflectors:

Reviewed the schedule of upcoming services. Updates were given regarding potential reflectors from whom we await confirmation.

Discussion on Themes with Shoshana Belisle:

Discussed how themes could provide a “glue” in efforts to create a feeling of spiritual continuity and cohesiveness. Themes could, for example, relate to the seasons and the calendar. Discussed the challenges of implementing themes when reflectors are changing weekly; therefore, there would be a need to keep potential themes broad, open-ended, and subject to personal interpretation. Themes could also be established in other ways besides the reflection, i.e. within the Service Coordinator’s role. Related to themes, discussed Carol Egbert’s past suggestions to honor holy days throughout the year and to explore “personal prayers”.

Discussed how the structure of the service does help to enhance a sense of continuity, though it was acknowledged that flexibility of that structure can be important too.

New Business:

Discussed issue of “applause” in church that can arise at times; agreed not to try to micromanage this.

Discussed Christmas Day plan. It was agreed that there is no need to have a service, but that it would be preferable to have someone present to open church and make it available as a meditative space.

Discussed New Year's Eve service. It was agreed that the committee would continue to brainstorm about potential reflectors and coordinators for this date.

Jenny Gelfan confirmed that she will be rotating off as Chair in January 2017. A new Chair will be needed, and potentially new members as well.

Action Points:

Shoshana will create a sequence of potential themes related to the calendar year, with an effort to keep such themes broad and open-ended.

Jenny Gelfan will report back on progress made with Reflectors from whom she is awaiting word.

Don Gelfan will report back on potential Service Coordinators he is in the process of scheduling.

Next meeting: Tuesday 10/4/16 at 5:30PM

Closing Circle

Adjourn: 6:30PM

Buildings & Grounds
September 13, 2016

Present: Gina Auriema Jack Nelson, Vassie Sinopoulos, Agata and Radek Marzec

Sexton's Report

Radek and Agata reported that they bought a leaf blower for \$320. They said that the summer jobs around the church went smoothly, except for the last wedding, which wasn't cleaned up properly after their Friday BBQ. The committee agreed that Geraldine should send a bill that will reflect a charge for the Social Hall use, plus cleaning fees. Radek plans to wax the kitchen floor and redo the Social Hall, as the new brand of wax is not holding up very well. They reported that the roof of the parsonage porch is leaking and the garage structure is sinking. Radek will try to patch the hole in the roof and Gina will ask Robert Black to give us his opinion on what to do with the garage.

Reading of the July Minutes - The minutes of the July meeting were read and approved.

Old Business

Jack reported that next week the cleaning of the furnace will be done. Gina took down the quilted banner from the Sanctuary and repaired and painted the wall. At our next meeting, when Don is present, we will make plans to rearrange and clean up the SE room and possibly discard the cabinets from that room, plus other odd stuff hanging around the property. Gina has talked to the Nominating committee about additional members for B&G. There was a discussion about the rug-runner in the center of the Sanctuary. The dance group has requested that we eliminate the runner, but the committee feels that it is important to keep the runner in place and recommends that the dancers roll it up during their rehearsals and lay it back down after they are done. We will be looking into getting a new runner in the near future.

Budget

Our Budget for 2017 will be \$5,000. From this year's budget we will be paying for the extension of the parking lot and regrading the driveway.

New Business

Jack reported that the grease trap was cleaned and the sink water outflow now works much better.

Next Spring it'll be time to power wash the front of the church!

Cheryl Brush, after serving on the B&G for many years, possibly 20?, has stepped down. Gina will send a thank you note to Cheryl for her dedication and commitment to our church and the Buildings and Grounds Committee.

Next meeting will be Wednesday, October 5th, at 6:30 pm

Minutes written by Vassie Sinopoulos

Minutes of the Communications Committee Meeting September 13 2016

Attending: Marcia Peterson, Deb Rice, Laurie Marshall, Geraldine Fowler
Absent: Wendy Smith

Agree Guidelines and Roles

Laurie: Timekeeper during this weeks meeting. Laurie, can do newsletters, edit newsletters and likes to submit photos on occasion.

Geraldine: minutes of meeting during this weeks meeting, Chief communicator.

Marcia: Search Committee obligations preclude Marcia as Chair - but will be available for questions etc...

Wendy: takes photos, bulletin board.

Deb: Chairperson, board liaison

What guidelines can we follow and support: Geraldine's communication roles include preparing the In touch, Order of Service, Quest - online and paper. Geraldine feels supported in this role at the moment.

Google: use folders to share info, or Google hangout for meetings if weather is bad etc. We Set up a Comm Comm google folder. Invited Marcia, Deb, Geraldine, Laurie. Emailed Wendy to see if she has a gmail account. (This has since been completed and Wendy is now also included in the google folder).

New office equipment: Mac computer working fine. Internet is slow. Need to purchase File Maker on office computer and update Filemaker on Ann's computer for the database. A few hundred dollars most likely. New printer received - it works well - Geraldine is still learning all the ins and outs. There is a printer app so people who have smartphones can print from their phone.

Database: Needs broader support to continue as it permeates all leaves of the church. Perhaps the board will decide to wait for the new minister before proceeding with any further research. Thank you Wendy Smith for her research to date. Deb Rice will mention to the board that this decision is not in the Comm Comm purview.

To Do:

Geraldine: To request photos in general to get a good overall picture of events and activities at the church - including wedding photos.

Website: crop photo to remove ceiling - add more photos of outside of the building, meditation/quiet spot outside. Permaculture garden photos. The committee members will look over the website and let Geraldine know if things need to be updated.

Next meeting: November 1

Board Report, August 2016: Refreshing Our Facilities Task Force

We have several items to report this month.

1. We'll hold a meeting on Saturday morning, 1 October, with members of the Facilitating Our Future (FOF) Task Force [Barbara Bartlett, Chris Bartlett, Anne Dean, Veronica Delay, Michael Stoner, and Ann Wynia; Jack Nelson is not able to attend that day], Gina Auriema, Geraldine Fowler, and Robert Black.

Our agenda will be focused on discussing several new needs and challenges that have emerged since the FOF report in July 2015; updating everyone on progress on other items to date; discussing Robert's observations and recommendations about the facilities and program-related needs we have and how to deal with them. Finally, our work on that Saturday will be an important step toward developing priorities for the additional work that we need to do.

There will be three board members in attendance by virtue of their participation on the FOF, but we'd welcome any others who wish to join us. (I've already heard from Anne Marinello, who has indicated she will attend.) If you're interested in joining the meeting, please let me know (email: michael.stoner@mstoner.com; 312.622.6930) to be included in emails about the emerging agenda and other plans.

I'll include an update from the meeting in the Board Report in October.

2. The excavating and grading on the west lawn should be finished this week. The finished work is the result of many conversations between Tom Havill, the excavator; Robert Black; Gina Auriema; George Wohlgemuth; and Anne Dean.

You'll recall that both Sabrina Duk and Ray Snell pointed out the problems in this area. The project was initiated to enable us to divert water away from the foundation of the building, preserving the foundation and helping to ensure that water does not continue to enter the lower level where there has been some water damage and indications of mold on the interior walls. This was accomplished by installing a thick rubber membrane against the foundation wall, which will divert water away from the building. A drain and underground drain pipe ensures that ground water flows downslope, away from the church.

As often occurs in these kinds of projects, there was an unanticipated complication. We ended up removing the entire sidewalk running from the town

sidewalk to the offices and parlors. [Originally, we planned to remove the rear part, leaving the section of sidewalk leading from the town sidewalk to the access ramp to the sanctuary in place.]

This means that the entire sidewalk will need to be repaved. It also means that we'll have made *significant* improvements to the entrance to this part of our building in two respects: safety and access. Because the new sidewalk will be raised above ground level, water will run off it. That means no more large puddles collecting in the middle of the sidewalk in wet weather and no large sheet of ice to endanger visitors in cold weather. Furthermore, the new sidewalk will be sloped to permit much better and safer access into the offices and parlors for handicapped and disabled people.

Now that the grading is done, the permaculture garden will expand and there will be additional landscaping to beautify this area.

Tom has also regraded the area next to the new downstairs SE space and Chapel.

3. I'm working on a grant proposal to the Preservation Trust of Vermont for funds to replace the roof over the offices and parlors. Geraldine is helping to pull together portions of the proposal and Gina has scheduled meetings with several roofers, who will provide estimates for the work. The condition of the roof over the addition was one of the major issues that Sabrina Duk flagged in her report following her visit last December:

Visual Condition of the Roof Structure

- The roof structure of both the original building and the additions consist of a rough sawn wood framing with wood decking and a standing metal seam roof. During the site visit, it was mentioned that the original building previously had a slate roof.
- The standing metal seam roof above the Church Office appears to have mild corrosion at the shallow slope. Additionally, a few of the seams appear rusted through and do not join. The roof framing of this area, as seen from the attic space, appears to have water stains suggesting moisture is entering the building. (See Figure 6)
- At the back of the Sanctuary where the exterior wall meets the back Lobby roof, discoloration of the siding is present. This suggests the possibility of water migration through siding or improper flashing between the exterior wall and roof. (See Figure 7)

- At the Church Office, the roof sloping towards the front appears to be partially sloping into the rear exterior wall of the Sanctuary. This condition may potentially trap water or snow on the roof. If the transition between the exterior wall and roofing was not properly flashed, a condition may exist where water is entering the building. (See Figure 8)

Recommendations (roof structure)

- Install snow guards on the standing metal seam roof to prevent large amounts of snow piling up against the exterior walls. Further structural analysis is required.
- Replace the compromised standing metal seam roof. The roof membrane should also be reviewed and replaced as needed.
- Install a cricket roof where the roof of the Church Office slopes into the rear exterior wall of the Sanctuary. (See Figure 8)

1 September 2016

WEC MINUTES

PRESENT: RICK & KATHY FISKE, PRU SCHULER, JOBY THOMPSON, JOANNA GARBISCH

ABSENT: POLLY FORCIER, RICHARD SCHRAMM, SHOSNANA BELISLE, BARBARA BARTLETT, NAOMI MALIK

1. REVIEWED MINUTES

Need to get Greeters for Sunday Service

2. CURRENT INITIATIVES

- i. Welcome Sign. Since wooden sign is too expensive at this time, it has been suggested to get cost from Home Depot for a printed vinyl sign. Submit wording and design to Board and get their approval.

ACTION: Kathy to put together a recommendation to submit to Board.

- ii. Becoming a Designated Welcoming Congregation. Application was submitted and rejected several years ago. Joby was part of the committee that spent a lot of time answering and assembling a very lengthy questionnaire. Not sure if there is a copy still in Church files. One issue is not having a large enough congregation. Rick suggests that this is something that needs to wait for a new full time minister to be settled before taking further action.

- iii. Welcome Cards are now in all the pews but Membership committee needs to be checking the Offering plates weekly to follow up on any cards that have been submitted and follow up with contact.

ACTION: Pru will make Membership Committee aware of this at next meeting.

3. NEW INITIATIVES

What can we do as a committee to foster engagement of the congregation and outside community in sponsoring activities to bring families and people of various ages together outside of the regular Church service.

ACTION: Focus topic for next meeting **6 October 2016**