

BOARD MEETING AGENDA

August 16, 2016

"We are the trustees of the spirit of the North Chapel"

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|--|-------------|
| Ringling Bowl & Check-ins | 5:00-5:10 |
| Celebration of a big NC milestone: August 7 vote | 5:10-5:15 |
| Consent Agenda -- review/approve 7.19.16 mtg. minutes | 5:15-5:20 |
| Treasurer's Report -- review financial status/vote -- report from the Finance Committee meeting -- vote on draft of NC investment policy -- looking ahead to 2017 budget | 5:20-5:45 |
| Canvass Task Force -- update on mtg. -- discussion of key messages -- next steps (board liaison) | 5:45 - 6:10 |
| Search Committee -- board + SC mtg. -- supporting the SC -- Laura Graham | 6:10-6:25 |
| UUA -- letter re: dues -- relationship building -- Lynn Peterson's suggestions | 6:25-6:35 |
| New staffing—Geraldine & Gwen -- SI, DL to coordinate -- Setting up for success; watch-outs -- Anne Mari and Gwen to connect | 6:35-6:45 |
| Committee Matters and September Cafe | 6:45-7:00 |
| 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 Chapel Board of Trustees Meeting
July 19, 2016

"We are the trustees of the spirit of the North Chapel"

Present: Susan Inui, Denise Lyons, Ann Wynia, Anne Dean, Anne Marinello, Anne Macksoud, Deborah Rice, Chris Bartlett

1. Consent agenda - The minutes for June 21, 2016 were unanimously accepted.
2. Treasurer's Report - a. financial status : Ann reported income from fundraisers is s close to being on track. b. Update re: Star Island funding: No additional fundraising required c. Projections for funding administrator/outreach. Chris clarified some details on the compensation we would be offering Geraldine, with respect to benefits including pension, for both the administrative and the coordinator's position, for the Finance Committee.
3. Search Committee- there was discussion about various people who have been approached, and who else might be asked.
4. Response to UUA -re credit we will deduct from our "fair share dues". Denise and Susan moved that we pay a good faith portion of these dues, \$2000, and withhold the remainder we would normally pay until we have offset the \$6900 moving expense and \$41,094 in compensation for 180 days as required by the contract for the interim minister. *All agreed that this will be the proposal we put before the congregation for a vote at the special community meeting called for Aug 7.
5. Declaration of Exploration - positive feedback is reported in response to the emailing of the document to the congregation. Plans were made for a brief interview of four board members by Susan and Denise before Opening Words at the next service, to be followed by two Q&A sessions. Kevin Geiger will serve as moderator for the special meeting. There will be a voice vote on the proposal to withhold funds from the UUA, and a paper ballot for the vote on expanding Geraldine's position. (Note: at first it was thought that the congregation would be voting for the slate of Search Committee members, but it has since been determined that a vote is not necessary.)
6. Hiring of the Pastoral Care Professional - Details were announced on how Gwen Groff's time will be allocated, between the two half days of office hours and a day for visits. She will be paid for 1/4 time and also be compensated for mileage @ 54 cents a mile. * The board voted unanimously to approve the letter of agreement with Gwen.
7. Committee matters- a. Canvass Task Force - Two people have agreed to help, using materials created by Karen Wolk, but they do not want to lead. b. Facilities work will be done by Robert Black and Tom Havell, Michael Stoner continues as liaison. c. There was discussion about use of the sanctuary by small groups when the nature of the activity makes other spaces unsuitable. It was agreed that the goal of minimizing our carbon footprint is the guiding principle and should be considered by those who need to use the space during heating season. d. Welcoming and Engagement committee is investigating the requirements for becoming officially designated as "welcoming" and for gaining permission to display a banner. The designation is desirable for our minister search, but may be more involved than it appears. e. There has been a request to review our funding of the Life and Hope Association. Chris Bartlett provided background on the situation in Cambodia and what it will mean for our children.
8. Meeting adjourned at 7:05 Deborah Rice, Secretary

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

| | JUNE | JULY | YTD | 2016 Budget |
|-----------------------------|----------|-----------|------------|----------------|
| RECEIPTS | | | | |
| 1 Loose | 1,093.00 | 1,343.00 | 7,349.00 | 13000 |
| 2 Pledges | 8,039.00 | 8,553.43 | 85,928.43 | 157012 |
| 3 Gifts/Donations | 320.00 | 255.00 | 3,471.65 | 4000 |
| 4 Rentals | 150.00 | 2,900.00 | 4,830.00 | 10000 |
| 6 Fund Raising | -145.00 | 3,476.50 | 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 | 9,457.00 | 16,527.93 | 112,154.19 | 208172 |
| EXPENSES | | | | |
| 10 Electric | 257.04 | 251.54 | 2,105.22 | 4000 |
| 11 Fuel/Furnace | 0.00 | 0.00 | 4,363.38 | 9000 |
| 12 Grounds | 266.00 | 0.00 | 2,631.38 | 5000 |
| 13 Insurance | 0.00 | 0.00 | 3,541.25 | 5036 |
| 14 Janitorial | 359.48 | 71.78 | 1,051.14 | 2500 |
| 15 Maintenance | 0.00 | 430.09 | 1,286.40 | 5000 |
| 16 Water/Sewer | 0.00 | 0.00 | 701.62 | 1000 |
| 17 TOTAL CHURCH | 882.52 | 753.41 | 15,680.39 | 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 | 1,730.40 | 2,163.00 | 13,410.20 | 21500 |
| 24 Office Supplies | 0.00 | 5.82 | 1,977.14 | 2500 |
| 25 Postage/Printing | 0.00 | 28.00 | 169.47 | 150 |
| 26 Telephone | 92.27 | 91.76 | 638.67 | 1500 |
| 27 Website Host/Upkeep | 0.00 | 0.00 | 570.75 | 700 |
| 28 Copier Lease | 213.19 | 240.81 | 2,012.65 | 3500 |
| 29 UUA Fair Share | 0.00 | 0.00 | 4,560.00 | 8640 |
| 30 NNED Dues | 164.00 | 0.00 | 2,964.00 | 2584 |
| 31 Minister Search Commit | 0.00 | 0.00 | 0.00 | 2000 |
| 32 QB payroll fee | 14.84 | 12.72 | 580.23 | 750 |
| 33 Vanco | 29.98 | 28.75 | 223.88 | 350 |
| 34 TOTAL ADMINISTRAT | 2,244.68 | 2,570.86 | 27,106.99 | 44174 |
| 35 FICA | 687.53 | 330.96 | 4,860.67 | 6565 |
| 36 Medical Ins. | 199.06 | 71.64 | 1,265.40 | 1650 |
| 37 Pension | 576.00 | 104.00 | 3,560.00 | 3560 |
| 38 Workers' Comp | 0.00 | 0.00 | 1,857.00 | 2095 |
| 39 TOTAL BENEFITS | 1,462.59 | 506.60 | 11,543.07 | 13870 |
| 40 Salary | 2,758.33 | 640.02 | 17,190.00 | 17190 |
| 41 Housing Allowance | 3,000.00 | 700.00 | 18,700.00 | 18700 |
| 42 TOTAL MINISTER | 5,758.33 | 1,340.02 | 35,890.00 | 35890 |

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

| | JUNE | JULY | YTD | Budget |
|----------------------------|------------------|-----------------|-------------------|----------------|
| 43 Substitutes | 200.00 | 150.00 | 950.00 | 3500 |
| 44 Supplies | 0.00 | 0.00 | 1,840.00 | 1500 |
| 45 Advertising | 0.00 | 0.00 | 54.25 | 150 |
| 46 TOTAL WORSHIP | 200.00 | 150.00 | 2,844.25 | 5150 |
| 47 Organist/Choir Direct. | 1,402.50 | 1,402.50 | 9,815.01 | 16830 |
| 48 Special Services | 200.00 | 0.00 | 400.00 | 800 |
| 49 Supplies | 0.00 | 0.00 | 418.24 | 500 |
| 50 TOTAL MUSIC | 1,602.50 | 1,402.50 | 10,633.25 | 18130 |
| 51 Coffee | 0.00 | 95.00 | 239.50 | 300 |
| 52 Resource Comm | 0.00 | 0.00 | 0.00 | 300 |
| 53 Leadership Developmer | 500.00 | 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 | 500.00 | 0.00 | 1,127.28 | 3200 |
| 57 Staff | 0.00 | 0.00 | 3,800.00 | 8200 |
| 58 Coordinator | 0.00 | 0.00 | 375.00 | 750 |
| 59 Supplies | 0.00 | 0.00 | 27.09 | 700 |
| 60 Child Care | 96.00 | 160.00 | 1,088.00 | 2100 |
| 61 Artistree rent | 0.00 | 0.00 | 176.00 | 440 |
| 62 Recognition | 0.00 | 0.00 | 900.00 | 1000 |
| 63 TOTAL R.E. | 96.00 | 160.00 | 6,366.09 | 13190 |
| 64 TOTAL EXPENSES | 12,746.62 | 6,978.39 | 111,430.82 | 166,940 |

North Chapel Finance Committee

August 8, 2016

Present: Mark Auriema, Peggy Kannenstine, Jim Swift, Ann Wynia, Treasurer, and Denise Lyons, ex officio.

1. The Committee reviewed the budget in light of the August 7, 2016 vote. The change in Geraldine's hours and rate in pay will result in an increase for the remainder of the year of approximately \$5,780.00, plus Social Security, etc. The hiring of the pastoral minister for the remainder of the year will cost approximately \$4,000.00. This results in an increase cost of approximately \$9,900.00 plus Social Security, etc. This figure is more than offset by the savings in not paying a minister during the rest of the year. Ann Wynia will produce a revised budget with a projection as to end-of-year at the September meeting.
2. The Society has several thousand dollars in the community loan fund, which earns zero interest. This investment comes due in September and we will not renew the involvement in the community loan fund. Rather that money will be rolled into the Wells Fargo account where it will produce a return.
3. The Committee reviewed the Investment Policy and approved it. It will be forwarded to the council for its ratification. The addendum listing restricted funds and their conditions will be worked on by Ann Wynia and Jim Swift in the next couple of months and then attached to the Investment Policy. This will give a historical perspective and memorialization of the so called Restricted Funds.
4. The Committee suggests to the council to consider an amendment to the Bylaws, increasing the flexibility of the Board to spend "out-of-budget money" from \$2,500.00 to \$7,500.00. Currently, any out-of-budget expenditure of \$2,500.00 or more needs the approval of the entire congregation at a special meeting. The Committee believes the \$2,500.00 threshold is too low.
5. Ann Wynia will start the budgeting process for next year. She will present the draft budget at the next meeting, which will then be passed on to the council for further review. The various Boards are urged to give input to Ann during the next month as to any differences that they foresee in their budget for the coming year. There will probably need to be a certain amount set aside for search committee expenses. It is important to note that since there is no minister for at least the first nine months of next year, that the savings could be used for very necessary capital improvements or be a reserve fund. This could be part of this year's campaign and will encourage the Society to at least level fund next year's budget.

6. Jim Swift will do a blurb on a planned giving presentation, which will be scheduled for some time in October of this year.
7. The Committee believes that it is important that the council or the personnel subcommittee of the council establish a way of measuring the impact of Geraldine's expanded role. This means having a good job description, keeping track of RE attendance and working with Geraldine on other important measurable goals. The Committee also believes that it will be important to keep track of how new members become involved with the Society.
8. The Committee scheduled its next meeting for September 12, 2016 at 5:00 p.m. in the church library.

680234.1

Dated August 8, 2016

NUCS INVESTMENT POLICY

1. Investment Accounts. The Society's holds two investment accounts. One with Community Trust and one with Wells Fargo. The Finance Committee agrees to continue with these two investment accounts for the foreseeable future. Of more importance, is to define the accounts which are "restricted" from a bookkeeping standpoint. In other words, some of the funds are dedicated for specific uses and cannot be used for general finances. Ann Wynia will continue to help the Committee define these "restricted" accounts. The Finance Committee will attach an addendum to this Policy which identifies and defines the "restricted" accounts.
2. Access to Funds. Any expenditure above what is contained in the Annual Budget approved by the Society shall require the majority vote of the Church counsel. Any expenditure of non-budgeted funds from the investment accounts over and above \$2,500.00 requires the vote of the Society.
3. Investment. The Finance Committee shall conduct a comprehensive review of the Society's investments and this Investment Policy in the spring of every third year. The next comprehensive review will be scheduled for 2019. The Finance Committee shall annually review the Society's investments. However, unless there are important changes in circumstances, revision of investments will not occur except at the three year review.
4. New additions to the Society's "Investment" accounts will be added to a Non-Community Trust account.

MUSIC AND WORSHIP COMMITTEE - AUGUST 4, 2016

Attending: Jenny Gelfan, Don Ransom, Judith Taylor, Carol Egbert, Hugh Belton, Diane Mellinger, Kathy Astemborski

Opening Words

Check In

Discussion regarding recent past services.

There was discussion about how to help guest reflectors with determining the length of their reflection. It was agreed that while the guideline is 15 minutes we don't want people to feel rushed and we can be flexible about the ending time of the service. The recent good attendance at services was noted.

Discussion about Governance of the Music and Worship Committee

There is a responsibility of the committee members to be in touch with the community regarding who they would like to hear from/topics they'd like to hear about. We want to create "the energy to be available" and discussed how this can occur.

The suggestion was made to add a comment when the Service Coordinator is doing welcoming announcements that if people have ideas for reflections to let someone on the committee know. We also discussed the importance of letting people who have been well received that they're welcome to come back.

There was discussion about honorariums being offered and it was agreed this has not been the tradition and we are not prepared to do that with our budget. Traditionally, "religious professionals" have been paid. We discussed the importance of acknowledging guest reflectors and thanking them. After discussion it was agreed that trying to institute a formal process of sending thank you notes might not be sustainable. The Service Coordinator would be the person most able to send an email or give a thank you, since they are obviously at the service. We will look at amending the service coordinator guidelines to include adding the responsibility of thanking the reflector.

A theme emerged during the meeting of the committee being responsible for creating peacefulness within the sanctuary. Along these lines, we decided we were not in favor of asking guests at Sunday services to stand and introduce themselves. We were in agreement that doing that at coffee hour makes more sense (and guests are invited to use the blue coffee cups). Carol said she will pass along our decision on this to the membership committee.

We are hoping Eugene Frazien will be back Wassail weekend. Diane will reach out to him to confirm so we can plan accordingly.

We discussed being prepared for a guest reflector NOT showing up at the last minute. Ideas included: using a tape of Daniel's past reflections, not having a reflection and just including an extra song or poem, Don has a story with some prepared questions to follow that he could share.

We discussed having a Music Service and Diane said she'd be willing to put that together. Westward Winds is coming on 10/9/16 and we discussed reaching out to them to see if one of the members might like to do a reflection.

Hugh Belton announced that he is resigning from the committee. We want to thank him for all of his service and great ideas he's brought to the committee. We wish he and Jenny the best in the next step of their journey.

Next meeting is Tuesday, 9/13 at 5:15. There will be a Committee Cafe that evening.

Notes of
August 4, 2016, 5-6PM
Welcoming & Engagement Committee

Present: Kathy Fiske, Rick Fiske, Pru Schuler, Joby Thompson, Polly Forcier. Carol Egbert joined in for a portion of the meeting.

Review of minutes of July 7 meeting - Pru will check on putting bios of new members in the Quest.

Recruiting new Welcomers - Rosie has been approached and is thinking about joining—we will check back with her. Rick will scan the 2015 member directory for possibilities. Perhaps the new minister might join the Welcomers if she is at a Sunday service.

Welcome sign - Rick had a prototype made at Staples and the committee approved the message and sign. A suggestion was made to increase font size possibly change title to North Universalist Chapel Society. The intent is to place the sign on the outside wall of the church to the right of the front door. The next step is to present the proposed sign to the board for final approval. The

Investigation of becoming a designated Welcoming Congregation - Rick has spoken with Doug Zelinski of UUA and requested information on requirements. It may or may not be important to do this at this time—without a settled minister. Doug did not push for or against the idea but will refer Rick to talk with the right person at UUA on this topic. Joby, who was on the original committee to apply several years ago, will look at the requirements on the UUA website to see if they have been simplified.

Welcome card in the pews - Geraldine will make more of the little blue cards. It is worthwhile to see if there were more we might get more back.

Richard's questions: should we ask guests to identify themselves and greeting one another? - The thought is that if guests are to be asked to identify themselves and where they are from, it should happen at the end of the service and be optional. Greeting one another at the beginning of the service seems to be going well. It was suggested that all church members sit with someone they don't know and be a welcoming presence greeting them. Carol Egbert shared Richard's questions to the Worship Committee who was meeting at the same time and reported back that they are in full agreement.

KBF

Report on August Developments: Facilities Task Force
Submitted by Michael Stoner
11 August 2016

1. Robert Black and I met on Monday, 25 July. He brought me up to date on his discussions with Gina and Anne Dean about the excavation that Tom Havill will do in August. The goal of this work, focusing on the west lawn between the Sanctuary and the Permaculture Garden, is to direct water away from the building. We then discussed the planning workshop he'll lead for us. He's checking his calendar for Saturday morning dates in September that will work for him.

Our goal for that workshop will be to develop a plan for sequencing renovations and other work on our building. We'll review the work of the FOF task force, update it as necessary, and then clarify what needs to happen and when.

To help us create this plan, I propose we invite Gina Auriema and Geraldine Fowler to join the FOF task force (Chris Bartlett, Anne Dean, Barbara Bartlett, Bob Coates, Veronica Delay, Jack Nelson, Michael Stoner, Ann Wynia) and members of the board who wish to attend the meeting.

There are compelling reasons to keep the fairly small (it just makes scheduling easier, for one). Since the FOF group did the analysis and created the FOF plan, they're all familiar with the building and the issues and don't need a lot of preparation to get up to speed. The biggest challenge that has arisen since that work was done is the needs of SE, which Geraldine will represent. We could also ask a few parents of SE children to join us for an initial discussion to review SE and its needs.

2. Robert asked me to see if I could locate the "M" sheets from the construction drawings from the renovation we did when the social hall was constructed. I've been trying to reach Bruno Associates but they're out of business. I'm still trying to determine whether anyone else might have those drawings.

3. We'll need to get a couple of estimates for work on the roof of the addition: we're working on this. These estimates will be necessary for the application for a grant to do the work.

Respectfully submitted,

Michael Stoner