

North Universalist Chapel Society

Board of Trustees Agenda

16 December 2014

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

1. Opening Words 15 minutes

2. Committee Visit: Nominating/Don Ransom 20 minutes

3. Daniel's Time 20 minutes

4. Board Work 45 minutes

Planning Committee/December 6th Follow Up

Interim Search Committee Members

5. Updates/Follow up 20 minutes
- Budget
6. Consent Agenda, including Committee Reports 10 minutes

 7. Closing Words

**North Chapel Board
Meeting Minutes
November 18, 2014**

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

Hope read "Some Questions You Might Ask" by Mary Oliver from the book House of Light. Board members checked in.

Committee Visit

Chris Lloyd joined the meeting at 6:30 p.m. as a representative of the Finance Committee. There was discussion about Nominating Committee continuing to look for new members for the Finance Committee. There will be a \$12,000 shortfall for 2014 by the end of the year. Chris said that if it can't be filled, they will take that amount out of the Wells Fargo account.

There will also be a \$14,000 hole to fill over 18 months. This is from off budget items, capital expenses. This amount will be taken out of the Vermont Community fund account and put into the Wells Fargo account.

Susan asked about the pledging going on at the moment: is it all going into the operating budget? Ann W. said that all of the pledges will go toward the goal of \$145,000 for the operating budget for 2015. Anything received beyond the \$145,000 will go toward the deficits. Resource Committee is also targeting members to ask for more gifts beyond pledges.

Ann pointed out that this year we started out with an \$8,000 hole to fill. So that in the building of next year's budget we can't just plug in the same numbers as last year because we would end up with the same deficit problem.

Susan said that Richard Fox is hoping to join Resource Committee. He would like the Board to consider giving Resource Committee information about how much members pledge. **He is available to attend a Board meeting so that he can detail his reasons for this request.**

MJ pointed out that the current shortfall is a separate issue. Chris asked Daniel if there might be a creative way to address the shortfall during Sunday services. Daniel said that he will bring it to people's attention during Sunday services as he can.

Anne Macksoud suggested that the asking for money can be more joyful and bold instead of apologetic.

Daniel pointed out that this coming Sunday's offering will go to Life and Hope. MJ pointed out that the offering during the Christmas service might need to stay here within

the North Chapel since this has been a difficult year financially for the church.

Anne Marinello said she thought Richard Fox's request needs to be discussed at a future Board meeting so that the Resource Committee can have the information they need.

Ann W. said that Resource asked for the names of the larger contributors and she gave Lynn that information. Denise suggested that the conversation with the Resource Committee can happen sooner than the next Board meeting. Denise reported that Resource has decided that active solicitation is a good idea. Lynn has given each member of Resource a list of church members to call to solicit an increased pledge. Daniel said he believes that the Board a few years ago made a policy that allowed Ann Wynia to disclose to the Resource Committee the names of members who pledge \$2,000/year or more. Daniel said he would look back through Board minutes in order to find the timing and wording of the policy change.

MJ said that she would contact Lynn and ask for clarification about what Resource committee is doing and ask for more information about what Resource's needs are for active solicitation.

Chris said he had an idea that there can be a place on the pledge form where members could agree to have the specifics of their pledge shared with the Resource committee.

Deb pointed out that the Resource Committee has lost a couple of members and so the work of soliciting funds has fallen on a smaller group than before.

MJ pointed out that the 2015 budget needs to be a very solid plan and to be honest with the congregation about where the money is coming from to fill the deficits and if the amount taken out of the Wells Fargo can't be repaid, then be honest with everyone about the fact that it can't be repaid.

Chris Lloyd left the meeting at 7:05 p.m.

Ann W. said that she will have a better idea at the end of November of where we are with the 2014 expenditures.

Denise said that she attended a Resource meeting where they were discussing asking people to increase their pledge versus asking for a separate gift above and beyond the pledge. They also discussed asking for gifts from members of the larger community.

Susan commented that other organizations do know or even publish who gives to the organization and how much. Daniel said that he thought there was a shift in policy a few years ago where Resource had information about amounts of pledges. Daniel asked MJ to ask Lynn for one person (or two people perhaps) who could be spokesperson for the Resource committee who would speak at Sunday services in the fall months about the

pledge drive or the financial needs of the church.

Updates

Geraldine will be asked to add the new version of our mission statement on the front of the Order of Service **once the Board has had a chance to introduce the new mission statement to the congregation and the membership.**

The board discussed wanting to have a solid understanding of the current expenditures and deficits in the church finances. Ann W. commented that the initial \$8,000 deficit was because of our full funding of the UUA and the NNED dues for the first time in a long time.

Daniel spoke about needing to foster leadership within the church: look at the individuals who take on a lot of responsibility within the church. How could we strengthen those individuals with what they need to lead in their work? What are the strengths and what are the weaknesses within the leadership of our church? Daniel suggested that the Board make a plan to take on the budget and the issue of leadership. Daniel proposed that perhaps Nominating Committee could take on doing an audit of the church leadership within the working committees. **Susan and Deb suggested that Chris Bartlett would be an excellent resource in conducting such an audit.** Susan mentioned in addition to looking at leadership within the working committees, the Board needs to put on the agenda the replacement of MJ as Chair and Hope as Secretary, beginning in February, 2015. Anne Marinello agreed that this issue needs to be discussed within the Board before the Annual Meeting in January.

Board Work

Planning Committee Report: between now and Dec.5 the church community has an opportunity to react to the report. The community can look at the report online, either the whole thing or just an executive summary. Board members gave a variety of positive reactions to the report. Deb suggested that the full report be put up on the walls of the Social Hall so that church members and friends can read the whole thing rather than just an executive summary.

Denise shared a letter she drafted from the Board which could be sent to the church community with the planning committee report. Susan suggested that the planning committee report be sent perhaps without the action planning piece (which begins on page 15) and save the action planning piece for the Dec. 6 meeting. The Board decided to send out the planning committee report in full with the suggestion that folks look especially at the first section since the action planning piece will unfold at the Dec. 6 meeting. Board members thanked Denise for her draft of the letter to be sent to the church community with the report and agreed that the letter be sent as Denise has written it.

Denise explained how the report will be introduced to the community during Sunday services on Nov. 23 and Nov. 30 with people from the Planning Committee available to answer questions after the services. Denise clarified that the Board will need to vote on

the acceptance of the report by email before Dec. 6th. Daniel pointed out that there is a handing off going on here now because the Planning Committee will be going away soon but the report will be giving the Board a focus for the next few years. Denise said that the report gives information for the Board to take on the tasks related to leading and setting priorities.

Daniel clarified that the unifying themes will be set going into the Dec. 6 meeting. Therefore the Board will need to communicate by email about what the reactions to the report are by the church community. Denise suggested that any comments or questions we get about the report get emailed to her (Denise) and she will collate the comments and then send them out to the rest of the Board. Mary Jeanne thanked Denise for all of her work on the planning committee. Susan and Anne MACK said they would speak in church about presenting the report to the church community at the Nov. 23 church service.

The Board passed the consent agenda unanimously.

Ann W. raised the issue of Getty Images writing to complain that the church bulletin included a Getty image and they want \$1,000 for the use of the image. Anne MACK said she would take the gettyimages letter to Jim Swift via Diane at Choir practice.

Daniel's Time

Daniel reviewed Ben Fox's request to become a wedding officiant on behalf of the North Chapel. Anne Marinello asked if she could meet him. Deb suggested that Ben be asked to be a service coordinator at some services so the congregation could get to know him. Hope spoke in favor of Ben being an officiant on behalf of the North Chapel especially since Daniel would be working with Ben before his departure in June.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,
Hope Yeager
Secretary to the Board

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

	OCT	NOV	YTD	2014 Budget
RECEIPTS				
1 Loose	1,101.00	1,636.00	12,927.50	16000
2 Pledges	12,591.00	12,263.50	136,688.93	145000
3 Gifts/Donations	3,804.00	0.00	6,376.00	4000
4 Rentals	1,850.00	750.00	10,225.00	13000
5 Nursery School	0.00	1,250.00	6,250.00	6750
6 Fund Raising	180.00	1,739.64	8,478.64	16000
7 Reserve Fund	0.00	0.00	9,000.00	9000
8 Balance forward	0.00	0.00	1,361.13	1350
9 TOTAL RECEIPTS	19,526.00	17,639.14	191,307.20	211100
EXPENSES				
10 Electric	354.82	369.59	4,265.90	5400
11 Fuel/Furnace	804.65	1,474.61	10,548.51	9500
12 Grounds	0.00	0.00	3,924.01	5000
13 Insurance	0.00	0.00	4,827.00	4340
14 Janitorial	405.18	115.00	2,383.75	3000
15 Maintenance	150.00	175.00	3,911.70	5000
16 Water/Sewer	0.00	98.82	810.86	850
17 TOTAL CHURCH	1,714.65	2,233.02	30,671.73	33090
18 Electric	0.00	0.00	0.00	0
19 Furnace	0.00	177.50	177.50	225
20 Maintenance	0.00	0.00	937.26	1000
21 Water/Sewer	0.00	0.00	0.00	0
22 TOTAL PARSONAGE	0.00	177.50	1,114.76	1225
23 Administrative Ass't	1,479.00	1,428.00	16,252.00	16184
24 Office Supplies	298.11	49.99	1,419.34	1000
25 Postage/Printing	10.15	-5.25	131.95	200
26 Telephone	96.15	97.27	1,008.66	1200
27 Website Host/Upkeep	0.00	0.00	383.76	600
28 Copier Lease	213.19	459.54	3,286.94	3500
29 UUA Fair Share	3,000.00	0.00	8,375.00	8375
30 NNED Dues	0.00	0.00	3,006.00	3006
31 Miscellaneous(Vanco)	26.55	39.92	484.76	360
32 TOTAL ADMINISTRAT	5,123.15	2,069.47	34,348.41	34425
33 FICA	736.11	734.66	8,116.82	8584
34 Medical Ins.	1,075.48	1,104.62	12,658.12	15000
35 Pension	912.00	912.00	10,032.00	10950
36 Auto Expenses	165.00	165.00	1,815.00	2000
37 Professional Exp & Dev	0.00	0.00	248.47	5475
38 Workers' Comp	0.00	0.00	1,416.00	1888
39 TOTAL BENEFITS	2,888.59	2,916.28	34,286.41	43897
40 Salary	3,917.00	3,917.00	43,085.00	47000
41 Housing Allowance	2,600.00	2,600.00	28,600.00	31200
42 TOTAL MINISTER	6,517.00	6,517.00	71,685.00	78200

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

	OCT	NOV	YTD	Budget
43 Sabbatical Savings Accou	0.00	0.00	1912.50	2550
44 Substitutes	0.00	0.00	0.00	500
45 Supplies	0.00	10.95	10.95	300
46 Advertising	0.00	0.00	0.00	100
47 TOTAL WORSHIP	0.00	10.95	1,923.45	3450
48 Organist/Choir Direct.	1,362.00	1,362.00	14,982.00	16340
49 Special Services	0.00	0.00	450.00	800
50 Supplies	107.49	0.00	257.98	500
51 TOTAL MUSIC	1,469.49	1,362.00	15,689.98	17640
52 Coffee	0.00	0.00	266.00	350
53 Resource Comm	393.48	-300.00	93.48	300
Margaret Lampe Kannenstine				
54 Leadership Developmer	64.25	0.00	233.28	500
55 Outreach	0.00	41.40	160.40	150
56 Quest	152.60	236.00	2259.26	2300
57 TOTAL MEMBERSHIP	216.85	277.40	2,652.94	2950
58 Staff	550.00	550.00	4,425.00	4900
59 Supplies	17.00	24.87	254.63	500
60 Child Care	128.00	160.00	1,536.00	1670
63 Recognition	0.00	0.00	380.00	200
65 TOTAL R.E.	695.00	734.87	6,595.63	7270
66 TOTAL EXPENSES	19,018.21	15,998.49	199,327.79	222,797

Resource Committee Minutes 12/7/2014

Present: Richard Fox, Mary Hawkins, Jack Nelson, Lynn Peterson, Deborah Rice, Neil Stannard, Karen Wolk

Also Ann Wynia Treasurer, Chris Lloyd Finance Committee

For the Board: 1. Do you have any suggestions for recognizing and explaining the deficit but staying positive on the church's future?

2. At this time, with Board approval, the Resource Committee knows, in strictest confidence, the names of the top contributors but not their individual specific pledge amounts. For the purpose of a more direct appeal, would it be possible to have information linking names to specific donation amounts?

3. In light of the deficit, some members of the Committee felt the Board should consider using some of the Xmas offering for the church ?

We opened the meeting with introductions since we have 2 new members.

We then focused on the budget "crisis". There are several sources of a shortfall and some are changing so it is not easy to get a precise figure. Pieces of the deficit=puzzle include:

1. Reserve funds: approx.. \$70,000 in a fund with Vermont Community Foundation which delivers an income of around 5+%/year – this would become available sometime in 2015. This fund could be accessed if there was a "need" e.g. a collapse of the roof but it also produces an annual income which can be used. Approx another \$70,000 in a Wells Fargo managed account which is readily accessible but does not have the same secure annual income. This would be the most appropriate source to meet current needs.

From this total source of our reserves \$19,000 has been used this year for capital needs. At the annual meeting the church community agreed to use up to \$35,000 to meet capital needs with the proviso that this would be paid back by raising additional funds during the year. So far, we have not raised these additional funds.

2. There is currently a shortfall in this year's (2014) income due both to income/fund raising (e.g. we did not have the silent auction this year which generated ~ \$4,000/year in previous years and some individuals have not made their pledge payments. In addition we had extra spending to pay our fair share to the UUA and NED. This may amount to a total of \$8,000 but it could be less depending on people meeting their pledge commitments before the end of the year.

3. We are behind in pledges for 2015 by ~17% compared to last year at this time. Our goal of \$145,000 for this year's drive is the same as the pledge amounts we received in 2013 and 2014 but short of what we should have in order to meet

expected expenditures. Thus not only are we behind in achieving our goal but our goal was lower than it should have been to meet the church's needs.

There was a general consensus that we needed to do several things:

1. Reach out to potential individual donors – we have been doing this with some success in the sense that donors have been positive and willing to think of an extra donation this year but no definite commitments. Lynn and Chris will visit with one person and possibly Peggy K. and Lynn with another potential donor. There are others who will be approached by committee members as well.
2. Continue to emphasize the positive, programatic side of what the church means especially to the community as reflected in our program budget.
3. Bringing to the congregation's attention the crucial importance of pledging, how pledging differs from donations and to be sure that pledge dollars are given so they can be recorded.

We discussed the possibility of creating a matching gift that would mean that a donation would be doubled e.g. a donation of \$50 would mean the church would receive \$100 up to a certain amount. This most generous offer from an anonymous donor could be a major help for 2015.

We considered the possibility of asking the Board to have some or all of the Xmas donation go to filling the gap in our 2014 deficit. Some members of the committee favored this so we will ask the Board.

Another church member has offered a similar program with the total fund being used for a worthy goal identified by the congregation and/or minister.

Mary Hawkins will review our materials and help guide our requests in a positive manner. We will be sure she gets on the church's weekly bulletin.

Respectfully,
Lynn Peterson

Membership Meeting: December 2nd 2014

No action from the board needed.

Present: Ann Wynia, Joanna Garbisch, Sherry Belisle

Greeters for December:

7th Joanna

14th Sherry

21st Ann

28 Pru

Circle dinner for the winter will take place on Saturdays

January 24th

February 21st

March 21st

Dennis Furlong has become our newest member. We now have 210 members, with 158 of them active.

Music and Worship Committee Minutes
December 02, 2014, 5:30-7:00

Present: Daniel Jantos, Diane Mellinger, Hugh Belton, Carol Egbert, Jenny Gelfan,
Jessica Horak, Anne Macksoud, Judith Taylor, Hope Yeager

Absent: Kathy Astemborski, Brenda Johnson, John Steinle

Hope opened the meeting with a Mary Oliver Poem. She also took notes –
Thank you, Hope.

Rev. Telos Whitfield is a minister who will be filling in for Daniel on

1. Jan. 11
2. Jan. 25
3. Feb.15
4. Feb. 22

Daniel will meet with **Telos** to discuss the details. If she wants to have service coordinators for her Sunday visits, John Steinle and Hugh Belton have offered to do that job.

- **John Steinle** on Jan. 11th and Feb 15th
- **Hugh Belton** on January 25th and Feb.22nd.

Judith Taylor suggested that there might be a time in December when Telos might want to attend a service here.

Ben Fox has accepted the invitation to give a reflection on February 1st.
Jessica Horak will be Service Coordinator.

Steve Swayne and **Mike Bachman** have agreed to do a service in honor of Martin Luther King on January 18th. Steve has written a hymn to MLK that he will present on that day. **Anne Macksoud** will be Service Coordinator if Steve and Mike want to have one. If not, Mike and Steve can share the job of being each other's service coordinators.

Since **Daniel** will not return from Australia until March 3rd, we will need to find a reflector for Sunday March 1st. We will ask **John Steinle** to invite Deanna Jones (Executive Director of the Thompson Senior Center) to give a reflection.

Richard Schramm and the "Art of Aging" Elder Circle that he organized are also being invited to participate in the service.

The Committee reviewed **Jess Horak's** ideas for themes for future services. We will be working with these ideas and new ones that other member will submit. Either Daniel will use some of these ideas or we will "save them" for July and August when we may responsible for 8 services before the interim minister arrives. **Carol Egbert** added the themes of Forgiveness and Compassion. In light of the success of the November service dedicated those who have lost loved ones, Carol also suggested that we do a service like that each year on the last Sunday of November.

Judith Taylor reported on her conversation with **Alan Keitt** related to Alan's connection to **Thích Nhất Hạnh**. Judith suggested a possible service topic could be based on Spiritual Teachers/mentors, i.e. people skilled in helping other people to figure out their own spirituality. **Jenny Gelfan** mentioned Tenzin_____? (based in Boston) who is one of the Dalai Lama's translators. Jenny offered to explore the possibility that he might like to come to Vermont and give a reflection. **Daniel** endorsed this idea enthusiastically, thinking Tenzin _____ might come for a retreat as well.

Hugh Belton suggested the theme of Mentoring. Hugh mentors (they do woodworking) a young man who is getting a lot from the relationship. Anne mentioend that **John Steinle** has also had a good experience with the mentoring program. Perhaps Hugh and John will speak further about this to see if a service could be built around mentoring – perhaps including the young people.

Daniel talked about a report from the UUA (Commission on Appraisdal Report) which he thinks is excellent and he suggested that we read it as a group for the next few months. **Anne** said that she would order 10 copies of the report for each committee member. This might help us to benefit from the thinking that goes into the UUA reports rather than trying to reinvent things that have already been tried and appraised.

There was a suggestion to reinstate the "8 sentences" just before the offering. The point (beyond whatever might be the content of the sentences) is to invite more and more participation in the services. It was suggested that we try the theme that elicited a lot of good material when it was used at a planning meeting of young (20s, 30s, 40s) people in October. The participants were asked to share a person or a writer who was important to you in shaping your sense of your own spirituality. Jenny Gelfan said that she would coordinate this effort for a few monts and will keep in touch with **Geraldine** who will put something in the service booklet each week. The 8 sentences will start the second Sunday in January (January 11th.)

Daniel will be available to do most the services from March 4th – June 21st (not including June 14th – Dartmouth Commencement.

Building & Grounds Meeting: 12/2/14

Jack, Gina, Donna, Agata, Vassie & Katrin The meeting was preceded by wreath making for our sanctuary and we were joined by Kathy Fisk, Fran Lancaster and Polly Forcier while Gina cleaned the very dirty kitchen stove.

Sextons:

Agata reported that the sewer line for the parsonage was replaced and completed in one day. Boards were placed over the external vents to keep them clear of snow.

Old items:

Robin Kempson promised to install the gutter very soon.

Nursery:

The nursery school teacher has complained that she often finds the nursery room in disarray.

It seems that the space gets used and it does not get picked up properly.

Every one should take note that as per our nursery school contract the only time we the congregation are allowed to use the nursery space is ONLY Sunday mornings.

Church members and committees need to use other spaces for child care.

Gina will communicate with Ann and the teacher that the nursery school should be locked at the end of each day and also after the Sunday service.

Budget:

Jack has communicated to the finance committee that B&G budget for 2015 is \$5000 for the main building and \$1000 for the parsonage.

X-Mas decorations:

The Sanctuary decorations will take place on Saturday December 13 at 9am.

Gina will e-mail Daniel about the X-mas tree.

The Annual meeting will be on January 25.

Cheryl would you write the annual report?

Next meeting: January 6th at 5:30pm ?

Sincerely,

Vassie Sinopoulos

RE Notes: November and December 2014

North Chapel Children's RE 11/16/14

Anthea Teaching

The Natural World with Anthea

14 Children attending

With Winter on its way, we studied the science of snow. We discussed the water molecules that make each flake 6-sided. The unique conditions (temp, humidity) that each falling flake experiences, makes each one different and special. We discussed how this reminds us of our own experiences and lives and how, even though we may live side by side, we are each on and shaped by our unique paths :) We also used a magnifying glass to take a close look at some household crystals (sugar, salt). Then we used clear beads and Styrofoam balls to craft our own one-of-a-kind snowflake crystal.

A large but enthusiastic and cooperative group!

North Chapel Children's RE 11/23/14

Geraldine Teaching

Tapestry of Faith - Conscience: Hearing The Inner Voice

9 Children attending

Why look for truth in distant lands? Seek it in the depths of your own heart.- Buddhist saying, adapted

On Sunday we heard a Buddhist story about conscience, or inner voice, in which a child recognizes that no matter what he does, or who else is watching, he always sees his own actions. We played a "have you ever...?" game, whereby children see that their own experiences are important and that they share at least some of these experiences in common with some of their peers.

We also spent a great deal of time talking about Visal - our friend from the North Chapel House at the Life and Hope Association and brainstorming ideas of things the children could do to help him feel better.

No Children's RE on 11/30/14

North Chapel Children's RE 12/07/14

Geraldine Teaching

10 Children attending

The children have shown a great deal of interest in Visal, who lives in the North Chapel House at CDV in Cambodia (Life & Hope Association). Visal has recently been diagnosed with leukemia and is facing a huge challenge. The children want to send him a "Comfort Bag" with some crafts and things to say that they are thinking of him and wishing him well, so we have been spending time working on a plan to make crafts and raise the money needed to mail the package to Visal. More about our initiative will come soon.