

# Board Meeting Agenda

February 17, 2015, 5:00 – 7:00 PM

Check-in and welcome to Anne Dean:	5:00 – 5:15
Reading of Board Covenant:	5:15 – 5:16
Election of officers:	5:16 – 5:20
Consent Agenda (review of Jan. meeting minutes):	5:20 – 5:25
Treasurer's Report:	5:25 – 5:40
Interim Minister Search Committee:	5:40 – 6:10
Board's priorities for Daniel:	6:10 – 6:15
Committee Reports:	6:15 – 6:20
Committee Café:	6:20 – 6:50
Telos luncheon – purpose & mechanics	6:50 – 6:59
Adjourn:	7:00

## Covenant

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

- Speak my truth
- Listen with an open mind and heart and patience
- Stay focused on our vision and mission
- 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 others
- Maintain good will and give benefit of the doubt
- Be proactive and responsive

**North chapel Board minutes**  
**Tuesday, January 20, 2015**

Present: Susan Inui, Anne Marinello, Anne Macksoud, Mary Jeanne Taylor, Ann Wynia, Deb Rice, Denise Lyons, Hope Yeager

Absent: Elizabeth Reaves, Daniel Jantos

Mary Jeanne read "A Blessing for a New Year," by John O'Donohue. Board members checked in. Beautiful cakes and champagne were presented to say goodbye to Mary Jeanne and Hope.

The Board talked about the electing of new officers once the new Board members are voted in at Annual Meeting. Denise noted that the Board needs to discuss what the roles of the officers are. She also said that she appreciated the feeling that all of the Board members have shared the responsibilities and tasks that needed to be done. Susan said that she had discussed with Denise possibly co-chairing the Board, and had asked Deb Rice to be Secretary.

Possible Board retreat date: Feb. 9, 5:30-9:30 p.m. Denise offered her home to host the retreat. Anne Mack. also offered her home to host a Board retreat. A second retreat date may be set after the first retreat has taken place. MJ pointed out that an agenda will need to be set for the retreat.

Elizabeth is setting up the Telos luncheon on Feb. 22 for the Board to meet with Telos for a potluck lunch. Daniel suggested previously that the Board talk with Telos about her sense of spiritual work, ministry, and her advice about heading into the interim minister process. Mary Jeanne suggested having some focus questions ready for Telos on Feb. 22nd.

Format for Feb. Committee Cafe: Susan wondered if Committee Cafe on Feb. 3 might be just a time for committees to meet. Anne Mack. commented that the big group meeting after the committees meet feels difficult. Her sense is that most people would rather go home than stay for dessert, with the exception of the last Committee cafe where Denise presented information about the planning process. The Board brainstormed ways that might help the Committee Cafe model help to get work done together on the Planning Committee Report: maybe all of the Committees present could meet in various corners of the Social Hall without tables but with chairs circled up. **Action item: Board member put notice in In Touch regarding Committee Café format for February Café (Feb. 3).**

Denise said that the Board needs to think through whether Board members need to serve on a committee: perhaps another topic for the Board retreat. Anne Mari pointed out that the Board needs to be ready to show support for initiatives like the Elders Circle.

Denise reported on the Planning Committee process. What is the best way to structure the support for initiatives that come out of the Planning Committee process without overwhelming anybody?

Mary Jeanne presented lists of people suggested to serve on the Interim Minister Search Committee and the Settled Minister Search Committee. Susan reported that our paperwork for the interim search process needs to be submitted by April 17. Susan pointed out that the interim minister is hired not by the congregation, but by the Board. Susan will speak about the interim minister search process at the Annual Meeting. Susan noted there are now more structures and resources available from the UUA for this process than back when the North Chapel last searched for an interim minister. MJ suggested that announcements be made during Sunday services, in the Quest, and the In Touch weekly announcements about how the interim search process is progressing.

MJ talked about the Committee Handbook which lists all of the Committees and what they do. It still needs to be updated by some committees. The Hiring/Staffing Committee needs to be added to that handbook. Susan mentioned that the Finance and Funds Committee needs to be a clearly defined committee especially since Nominating Committee is responsible for finding new members.

CTWK space safety: MJ suggests that the Board take this issue back up with Daniel and with itself (given the limited time Daniel has left with us). Anne Mari. suggested that the funding for the installation of the staircase for

CTWK not come out of the North Chapel budget but come from community sources or grants. Anne Mack left the meeting at this point.

Ann Wynia presented the proposed 2015 budget. Susan raised a question about the increase in the RE budget: is it the best use of Geraldine's time to be responsible for the transportation to the once a month drumming class with Ben Fox? Would her time be better spent as RE Director in coordinating parent volunteers to provide the transportation to and from drumming at Artistree?

MJ brought up that the Board had previously discussed having Resource make a presentation at Annual Meeting to get the membership engaged with the question of what is your relationship to the North Chapel? How do we as a community give our support to this chapel community? MJ said she would ask Elizabeth to begin this conversation. Really??

Deb said she would contact the Resource Committee to clarify that the Board has agreed to give the Resource Committee (the entire committee) the information about how members pledge via Ann Wynia. Denise suggested that the Board put communication with the Resource Committee on the Board retreat agenda. Anne Mari. suggested that members and friends could indicate that they want to remain anonymous (if they so wish) when they pledge; then the anonymous donors are known only to Ann Wynia.

Ann Wynia reported that she has given Lynn (to give to Resource Committee) the names of who pledged \$2,000 or more in 2014 but not the exact amount that they pledged. What resource does NOT have now is the list of who has pledged for 2015 and the amount they have pledged. MJ said she thought an announcement needs to be made to the community that the Board has set the policy that when you pledge, your name and the amount pledged will be shared with the Resource Committee. MJ will ask Elizabeth and Mary Hawkins to announce this new policy as "we are joining the cultural norm..." And ask them how and when this announcement should be made to the North Chapel community.

The Board unanimously approved the consent agenda. Denise left the meeting at 8:30 p.m.

Susan went over some line items in the budget related to the anticipated expenses incurred by the interim minister as detailed by the Transitional Ministry Handbook:

\*Relocation expenses (will depend on where the minister moves from)

\*Housing expenses

\*Compensation for UUA- sponsored education event \$700 plus travel

Bottom line: there may be further interim minister expenses that are not included in the current 2015 budget.

The meeting adjourned at 8:54 p.m.

Respectfully submitted,

Hope Yeager

North Universalist Chapel Society  
January 2015 Financial Report  
Ann Wynia, Treasurer

	JAN	FEB	MAR	YTD	2015 Budget
<b>RECEIPTS</b>					
1 Loose	734.00			734.00	14000
2 Pledges	37,848.50			37,848.50	150000
3 Gifts/Donations	0.00			0.00	4000
4 Rentals	430.00			430.00	12000
5 Nursery School	625.00			625.00	6250
6 Fund Raising	487.50			487.50	14000
7 Reserve Fund	0.00			0.00	9600
8 Balance forward	-12,172.09			-12,172.09	-12175
9 <b>TOTAL RECEIPTS</b>	27,952.91	0.00	0.00	27,952.91	197675
<b>EXPENSES</b>					
10 Electric	458.49			458.49	5000
11 Fuel/Furnace	1,444.54			1,444.54	10000
12 Grounds	624.00			624.00	5000
13 Insurance	1,039.75			1,039.75	4150
14 Janitorial	138.88			138.88	2500
15 Maintenance	581.25			581.25	5000
16 Water/Sewer	0.00			0.00	900
17 <b>TOTAL CHURCH</b>	4,286.91	0.00	0.00	3,828.42	32550
18 Electric	0.00			0.00	0
19 Furnace	0.00			0.00	200
20 Maintenance	0.00			0.00	1000
21 Water/Sewer	0.00			0.00	0
22 <b>TOTAL PARSONAGE</b>	0.00	0.00	0.00	0.00	1200
23 Administrative Ass't	1,530.00			1,530.00	20740
24 Office Supplies	53.63			53.63	1000
25 Postage/Printing	5.39			5.39	150
26 Telephone	96.13			96.13	1200
27 Website Host/Upkeep	0.00			0.00	700
28 Copier Lease	137.89			137.89	3500
29 UUA Fair Share	0.00			0.00	9520
30 NNED Dues	0.00			0.00	3080
31 Miscellaneous(Vanco)	36.94			36.94	400
32 <b>TOTAL ADMINISTRAT</b>	1,859.98	0.00	0.00	1,859.98	40290
33 FICA	732.69				8200
34 Medical Ins.	601.48			601.48	5800
35 Pension	912.00			912.00	9000
36 Auto Expenses	165.00			165.00	990
37 Professional Exp & Dev	0.00			0.00	2740
38 Workers' Comp	504.25			504.25	2010
39 <b>TOTAL BENEFITS</b>	2,915.42	0.00	0.00	2,182.73	28740
40 Salary	3,917.00			3,917.00	42419
41 Housing Allowance	2,600.00			2,600.00	23681
42 <b>TOTAL MINISTER</b>	6,517.00	0.00	0.00	6,517.00	66100

North Universalist Chapel Society  
 January 2015 Financial Report  
 Ann Wynia, Treasurer

	JAN	FEB	MARCH	YTD	Budget
43 Sabbatical Savings Accoi	0.00			0.00	0
43a Moving expense	0.00			0.00	2000
44 Substitutes	0.00			0.00	500
45 Supplies	0.00			0.00	1500
46 Advertising	0.00			0.00	125
<b>47 TOTAL WORSHIP</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4125</b>
48 Organist/Choir Direct.	1,402.50			1,402.50	16830
49 Special Services	100.00			100.00	800
50 Supplies	0.00			0.00	500
<b>51 TOTAL MUSIC</b>	<b>1,502.50</b>	<b>0.00</b>	<b>0.00</b>	<b>1,502.50</b>	<b>18130</b>
<b>52 Coffee</b>	<b>0.00</b>			<b>0.00</b>	<b>350</b>
<b>53 Resource Comm</b>	<b>0.00</b>			<b>0.00</b>	<b>300</b>
Margaret Lampe Kannenstine					
54 Leadership Developmer	0.00			0.00	500
55 Outreach	0.00			0.00	550
56 Quest	228.00			228.00	2300
<b>57 TOTAL MEMBERSHIP</b>	<b>228.00</b>	<b>0.00</b>	<b>0.00</b>	<b>228.00</b>	<b>3350</b>
58 Staff	675.00			675.00	6050
59 Supplies	6.09			6.09	500
60 Child Care	128.00			128.00	1670
63 Recognition	0.00			0.00	500
<b>65 TOTAL R.E.</b>	<b>809.09</b>	<b>0.00</b>	<b>0.00</b>	<b>809.09</b>	<b>8720</b>
<b>66 TOTAL EXPENSES</b>	<b>18,118.90</b>	<b>0.00</b>	<b>0.00</b>	<b>16,927.72</b>	<b>203,855</b>

North Universalist Chapel Society

January 2015 Financial Report

Ann Wynia, Treasurer

JAN FEB MARCH

**PEOPLES' UNITED ACCT # 640322721**

67 Beginning balance	0.00		
68 Receipts	27,952.91		
69 Expenses	18,118.90		
70 <b>Ending balance for</b> operating budget	9,834.01	0.00	0.00

**RESTRICTED FUNDS**

71 Withholdings	121.00
72 Minister's Fund	2162.35
Cold Relief	512.50
73 Organ Preservation	596.93
74 NYE/Cranna	2700.09
75 Sabbatical Savings	1093.33
76 Memorial Gardens	1233.05
77 Legal Funds LP	762.88
77a Pizza Oven	389.95
77b VT/Quebec grant	941.27
(78) RE Donation	1500.00
(78a) Classical concert dona	1000.00
(78c) Life&Hope	5.00
(78d) Gift to Wells Fargo hole	750.00
79 Spiritual Practice Explor	2940.51

**TOTAL CHECKING ACCOUNT** 26542.87 0.00 0.00

**INVESTMENT - Vermont Community Loan Fund - \$3760.25 at 0% Matures September 2016**

Wells Fargo Acc't #3605-39446 Balance 1/31/15 - \$77760.80

Vermont Community Fund

**EXPLANATIONS**

- (4) Doolittle-150, Bel Canto 5/2-150, AA-130
- (6) Western Wind B&B - 360, Western Wind 1/2 concert take-127.50
- (11) Includes propane-48.68
- (15) Sewer pump work-441, Sewer odor-140
- (28) 213.19 less 75.30 reimbursement from WW
- (34) 80% Daniel-572.32, 25% Geraldine-29.16
- (49) S.Saul
- (56) Bulk Mailing fee-220, Quest mailing-8
- (75) Telos Whitfield-500
- (78c) \$24850 sent on 1/14/15 to L&H

Ann L. Wynia, Treasurer

## **Membership Committee – February 3<sup>rd</sup> 2015**

No action from the board needed at this time.

Present: Ann, Pru, Joanna, Sherry

Greeters:

February 8 Pru

15 Ann

22 Fran

March 1 Joanna

Pru recommended that we drop the February Circle dinner. There were more than usual a number of dropouts for the January one, and attendance has been down in church lately. We will have them on March 21st.

Ann reported that the second proof of the pictorial directory is perfect and we should expect them delivered in about a month. We appreciate particularly Jenny Gelfen's assistance on this project and Ann's time on it.

Geraldine Fowler is the newest member of our church. Sherry will light a candle for her this Sunday. We will be rewriting a survey to give to members when they join.

Sherry will ask Joan Harvey if she would like to join our committee.

Sherry will ask Geraldine to print a few extra Quests for the back of the church to hand out to visitors.

We combed the directory for names of those who haven't attended for some time in order to give them a call or write a note to them.

As a social activity, Sherry invited the community to attend "Blithe Spirit" at Northern Stage in which Michael Backman, a church member, acts. Three responded and will be attending with Sherry.

Respectfully submitted,

Sherry



## **Buildings & Grounds**

**February 3 2015**

Present: Gina Auriema, Katrin Helgason and Jack Nelson

Agata & Radek - No report

Note to B&G Committee and Board: Gina suggested that we all familiarize ourselves with Vermont's new trash and recycling law Act 148. Voted into law in 2012 and going into effect gradually over time until 2020. In the spirit of Sustainable Woodstock, Woodstock Recycles and our own NUCS philosophy we need to get serious about our trash and recycling and help all of those who use our kitchen to do the same!

Insulation. Jack presented Frans van de Ven's report that Norwood Long generated two years ago for various options on having the building insulated. Currently there are four options that we might consider to get the Sanctuary and side building more energy efficient.

Option number one (a combination of 1 and 2 in original proposal) is to insulate the ceiling in the sanctuary. This would cost approximately \$20,000. These two options done together would bring the R factor to 70. The next Option is to airseal and insulate the ceiling of the organ addition (Option 5 in original proposal) This would cost approx \$3,000.

The fourth option involves insulating the walls of the Nursery School. After some discussion it was determined that it wouldn't make sense to target this area until we know what the future of this space holds. WNS has alerted us that they may not be renewing their contract with us after this school year.

Frans van de Ven has expressed an interest in attending one of our meetings to further discuss his proposal, explain options and answer questions. Jack will be in touch with him when we're ready.

Gina feels that the church and Hand in Hand in particular could be better about recycling and that we as an institution could do more to encourage better practice. She has been in touch with Casella who has promised to deliver the recycling bin this week, so that we can have "curbside" pickup of recycling. Up to this point, the sextons have been taking all recycling to a Saturday drop off.

She also expressed concern over the amount of salt that is used on our walkways and especially on the wooden steps and porch floor. Is it really even needed there? She will discuss this again with Jerry Murphy.

Gina shared a concern that Radek has about some parts of the flooring in the Sanctuary that he feels need attention. She also pointed out that the surface of the porch at the office entrance has quite a bit of rot and should be replaced.

Ann mentioned that the heat in the Sanctuary seems to go off at around 10:30 during the service on Sundays. She wondered if the thermostat could be set to stay on until 11 or 11:30am. We will ask Agata to change the setting.

Ann also suggested that we keep the Nursery School space in mind and start to think about the future use of this space. Would it make sense to accept the playground equipment if it was offered to us?

Gina shared with Katrin whom was absent from the Annual Meeting the recognition of Buildings & Grounds that was written by Dennis Lyons and read by Deb Rice at the meeting. We really appreciate the recognition!

Next meeting, Tuesday March 3<sup>rd</sup> at 6pm

Respectfully submitted,

Gina Auriema



3. Our committee's link to the activities of global warming pizza spin off group rests with Jackie and Linda. Is there a way we can stay in touch with this group and its actions? Wendy will, check in with Jackie about communication. Anne would encourage us to invite Zack Ralph to talk with us about his work on solarization. He'd probably not be interested in doing a reflection on solarize Vermont...but maybe a brief statement at some service - or our coffee hour. Anne knows him, and he works with Sustainable Woodstock too.

4. Board retreat February 9. Climate change is on the agenda. Jackie mentioned in our January meeting that the UUA site is rich in information on climate change. Wendy will look at site and prepare a package for Anne for that meeting and also for the rest of us to have for reference.

5. Last meeting we planned on having a referendum for input for the committee from the chapel's congregation. Anne offered to moderate. Wendy stated she would ask Richard. Anne asked Akankha and Wendy if they were interested in moderating and both deferred. We are interested as to scope that others would like us to focus upon. Wendy will scribe. It will be March 1 or Feb 22 after coffee hour in the social hall. We will set up chairs in a circle. Current issues are \*food justice \*gun sense \*climate change, chapel's mandate and the "green" pizza initiative \*community care and social justice

Respectfully submitted  
Wendy Smith

# **RE Notes –January and February 2015**

## **North Chapel RE Update**

**01/18/2015**

**Anthea Teaching**

**3 children attending**

Today we had a small enthusiastic but relaxed class. We studied the different shapes of native animal footprints in the snow and reviewed the differences between cat, dog, moose and deer prints.

We then made Valentine cards depicting animal prints.

## **North Chapel RE Update**

**01/25/2015**

**Geraldine Teaching**

**4 children attending**

This Sunday we had a wonderful morning. The children spent a good deal of time talking about their joys and concerns and catching up with each other.

We then discussed "mindful eating". I had prepared some strawberries, pears, cheese and crackers and each of us explored what it felt like to eat slowly, concentrating on the taste, smell, texture of the food we were eating and then we wrote down what came to us.

We then shared some "Food Contemplations" from a book titled "Planting Seeds (Practicing Mindfulness with Children)" by Thich Nhat Hanh.

### **Contemplations at Mealtime**

1. The food is the gift of the whole universe. The earth, the sky, the rain and the sun.
2. We thank the people who have made this food, especially the farmers, the people at the market and the cooks.
3. We only put on our plate as much food as we can eat.
4. We want to chew the food slowly so that we can enjoy it.
5. We want to eat in a way that nurtures our compassion, protects other species and the environment, and reverses global warming.
6. This food gives us energy to practice being more loving and understanding.

7. We eat this food in order to be healthy and happy and to love each other as a family.

From Planting Seeds – Practicing Mindfulness with Children by Thich Nhat Hanh

### **North Chapel RE Update**

**02/01/2015**

**Geraldine Teaching**

**5 children attending**

This Sunday we again had a wonderful morning. Once we get settled into our circle and shared our joys and concerns, the children enjoyed sharing some beautiful conversation. I find it is important to not always rush the children to get on with our task or our learning for the day but whenever possible, to follow their lead and let some natural learning happen. Sharing stories, expressing interest and/or showing compassion and just getting to know each other, especially if they don't go to the same school, is so powerful.

We then discussed "Happiness" and the power that finding things within each day that make us happy, is so important. We spoke about "Happiness Jars" (which we were supposed to make but ran out of time so will do another time) and the children shared ideas about their "Happiness Jar".

To finish off we read a story from "Buddha at Bedtime" about a magic tree "The Princesses and the Kingshuk Tree" (The lesson being: What we first see may not always give us the whole picture. A wise person knows that to discover the truth about anything, they must learn from other people's insights as well as their own.")

### **North Chapel RE Update**

**02/08/2015**

**Anthea Teaching**

**3 children attending**

This Sunday we studied the science of bubbles. We explored what bubbles are, their components, characteristic shapes and why some bubbles sink and others rise. Then we used household items (including funnels, strawberry baskets, drinking straws and paper towel rolls) as improvised bubble wands. Kids explored which items made the biggest or the most bubbles.

**Homemade Bubble Recipe:**

6 cups of water

1 cup of dishwashing liquid (e.g. Dawn)

1/4 cup corn syrup

\*It works even better if you let the mixture sit overnight.\*