

# BOARD MEETING AGENDA

January 17, 2017

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

Ringling Bowl & Check-ins	5:00-5:15
Consent Agenda -- review/approve 11/15/16 mtg. minutes	5:15-5:20
Treasurer’s Report/Finances -- review 2016 financial status/vote -- report from Finance Committee meeting -- review 2017 budget	5:20-6:00
Canvass Debrief -- What worked? What could be improved? -- Thoughts on leadership for next year	6:00--6:15
Annual Meeting Prep -- Review agenda -- Choose unsung hero -- Choose someone to propose for Nominating Committee -- Assignments	6:15-6:30
February Retreat for Board -- Choose date -- Any agenda items to propose? -- Discuss logistics	6:30-6:45
Committee Matters -- February 7 Committee Café and 2017 Café schedule -- Nominating Committee update **Invite to March meeting	6:45-7:00
Adjourn (We’ll miss you, Anne Mari!)	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 MEETING Minutes  
December 15, 2016  
"We are the trustees of the spirit of the North Chapel"

Present: Chris B., Ann W., Anne Marinello, Deb Rice, Denise Lyons, Susan Inui, Anne Macksoud.

Absent: Anne Dean

1. Consent Agenda

-- Reviewed/approved minutes of 11/15/16 mtg. Moved and seconded by Susan and Denise. There was one correction, in listing the people on building task force: they were Jack, Mary H., Chris L, Anne D, Michael Stoner, Peggy Kannenstine, Ann W., Chris B., and Susan. \*Accepted unanimously.

3. Treasurer's Report/Finances

-- Reviewed NC financial status: \$1524 from the Hash supper, and \$702 from the most recent classical concert were reported by Ann. Motion by Chris B seconded by Anne Mari, \*voted unanimously to accept.

-- Finance committee has recommended raising our insurance deductible from \$1000 to \$2500, since we have few insurance risks, in order to reduce the premium by \$300. Ann will ask Mark A. to inform the ins. co. \*Moved and seconded, and approved by all.

4. Canvass & Fund Raising -- pledge update: 80 pledges so far, about \$121,000. There was discussion about how to finish contacting the remaining people who have not yet pledged, and about the thank you notes to be written by board members.

5. Report from "Think Tank" meeting re: bldg. funds Jack Nelson suggested a fundraising approach that starts with a silent campaign and then extends to the wider community. The group proposed that efforts be aimed at three primary interest groups: a. people focused on children's programs, b. the preservation of our historic building, and c. the chapel. Target goal is \$200,000. Work to begin in first quarter of 2016, and will require board leadership.

6. Decision re: proposing Daniel as Minister Emeritus, which would be an honorary title to recognize his contributions. Would be first in church history. Motion was made by Annie Mack, that we recommend to the congregation at the annual meeting that the North Chapel bestow this honor on Daniel. \*Seconded and passed by the vote of all present.

7. Board Succession

-- Update re: new members. Some new people have been proposed or have expressed interest.

8. Christmas Eve Service

-- \*The board chose two recipients for the collection that night: a.replenishment of the Jantos Fund and b. the Claremont Food Shelf.

9. Committee Matters- Membership wonders how the by-laws should be interpreted now, in terms of the status of people who are no longer seen or heard from. More research needed.

Meeting adjourned at 7:07

Deborah Rice, Secretary

## North Universalist Chapel Society

## Balance Sheet

01/08/17

As of December 31, 2016

Cash Basis

	<u>Dec 31, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
People's Checking	110,735
Jantos Fund	6,663
VT Community Foundation	92,314
Wells Fargo Reserve	70,502
<b>Total Checking/Savings</b>	<u>280,214</u>
<b>Accounts Receivable</b>	
Accounts Receivable	(25,891)
<b>Total Accounts Receivable</b>	<u>(25,891)</u>
<b>Other Current Assets</b>	
Prepaid Expenses	1,262
<b>Total Other Current Assets</b>	<u>1,262</u>
<b>Total Current Assets</b>	<u>255,585</u>
<b>TOTAL ASSETS</b>	<b><u>255,585</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Byrne Foundation	15,000
Life and Hope	22,588
VT/Quebec Grant	1,828
Spiritual Practice	2,436
Sabbatical Savings	593
Pizza Oven	851
Permaculture Garden Grant	4,735
Organ Fund	598
NYE/Cranna	2,700
Minister's Fund	1,472
Focus For Future	2,206
Classical Concert	450
Payroll Liabilities	1,500
<b>Total Other Current Liabilities</b>	<u>56,959</u>
<b>Total Current Liabilities</b>	<u>56,959</u>
<b>Total Liabilities</b>	56,959
<b>Equity</b>	
Unrestricted Fund Balance	163,037
Net Income	35,590
<b>Total Equity</b>	<u>198,627</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>255,585</u></b>

**North Universalist Chapel Society**  
**Profit & Loss Budget vs. Actual**  
 January through December 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Pledges	153,005	157,012	97%
Fundraisers	10,810	13,000	83%
Contributions	4,607	4,000	115%
Rental Income	9,370	10,000	94%
Tithe And Offering	12,569	13,000	97%
Reserve Fund	7,500	7,500	100%
Refuge concert pass thru	0		
<b>Total Income</b>	<u>197,860</u>	<u>204,512</u>	<u>97%</u>
<b>Expense</b>			
Church Expense	25,069	33,036	76%
Payroll Expenses	58,920	56,725	104%
Spiritual Exploration	1,557	2,140	73%
Music	1,108	1,300	85%
Membership	1,730	3,200	54%
Worship	3,864	5,150	75%
Minister Expenses	55,845	40,765	137%
Office Expenses	20,490	24,624	83%
<b>Total Expense</b>	<u>168,582</u>	<u>166,940</u>	<u>101%</u>
<b>Net Ordinary Income</b>	<u>29,279</u>	<u>37,572</u>	<u>78%</u>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Investment Gains/Losses	5,642		
Interest and Dividends	669		
<b>Total Other Income</b>	<u>6,311</u>		
<b>Net Other Income</b>	<u>6,311</u>	<u>0</u>	<u>100%</u>
<b>Net Income</b>	<u><u>35,590</u></u>	<u><u>37,572</u></u>	<u><u>95%</u></u>

## **MUSIC AND WORSHIP COMMITTEE MINUTES**

**January 10, 2017, 5:30 PM**

Submitted by: Jessica Stout

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

**Opening Words:** Jenny Gelfan

**Moment of Silence**

**Check-in**

**Review and Approval of Minutes from December meeting**

**Ongoing Business:**

*Review of Services this past month:*

Committee members shared positive responses to recent services, including the Christmas Eve services. Feedback from the congregation continues to be positive as well. It was agreed that the implementation of “themes” has been successful thus far: they seem to provide an “anchor” for speakers in approaching the task of writing and delivering a reflection.

*Guest Reflectors:*

Rob Chambers has been scheduled for 2/19. He was recommended by Michael Stoner as someone with a meditation practice who took a related trip to Burma recently.

The committee did some initial brainstorming of potential people who could speak to the theme for March (“Overcoming Obstacles”).

*Service Coordinators:*

Jess Stout has been scheduled to coordinate on 2/26.

*Communication from Richard Schramm:*

Discussed Richard’s suggestion to consider the interests of LGBTQ congregants in the planning of services. While the North Chapel did not complete the “Welcoming Congregation” certification through the UUA, the committee affirmed our commitment to maintaining a welcoming and inclusive environment. Discussed potential ways to do this through potential speakers, reflections, and themes. Agreed to continue this discussion, and to hear out feedback from congregants on this topic.

*Upcoming Themes:*

Reviewed the themes currently planned for April (Awakening and Insight), May (Creativity and Expression), and June (Exploration and the Natural World). Committee members were all in favor of these ideas and titles.

*Annual Report:*

Reviewed the Annual Report written by Jenny Gelfan. Minor corrections were made, otherwise it was approved.

*Change of leadership/ membership:*

Discussed shift of Committee Chair role from Jenny to Don, as well as upcoming additions of new members to the committee. Jessica Stout will remain secretary and keeper of the calendar. Many thanks to Jenny for her work and dedication throughout this extended period of time without a minister.

**Action Points:**

Don to approach Judy Williamson and Jay Kelley as potential reflectors for March, and Michael Zsoldos for May.

Jenny to approach Sarah Warren (cousin).

Shoshana to approach Matt Friedman, T. Belisle, and Michael and Naomi Malik.

Shoshana to begin working on written description of themes for April, May, and June to present to the congregation.

**Next meeting:** Tuesday 2/7/17 at 5:30PM

**Closing Circle**

**Adjourn:** 6:50PM

## SE Weekly Notes from November 7 2016 - January 8 2017:

Sunday Nov. 7

CTWK & Angel

Children: 7

Jason CTWK spoke to the congregation and explained the "Holiday Hearts" program in its 18th year with us.

He discussed with the kids how special this program is for families and children in need and more about the act of giving, allowing parents to wrap gifts for their children and not about presents.

The children prepared the hearts and then spent some time helping Jason during social hour as congregation came to pick the hearts.

Sunday Nov. 13

Anne Dean & Angel

Children: 3 (2 childcare)

As a group we did our opening circle, chalice, and joys and concerns and Anne gave instructions regarding planting and about special varieties of bulbs. We connected this helping task to our principles, did closing words and went out to plant. It was a beautiful warmish fall day easy for digging into the ground. Then we all watered the bulbs and went inside to share in potluck lunch.

Sunday Nov. 20

Jess & Ben

Children: 2

On Sunday we enjoyed a day of 'Thanksgiving Intentions.' The children made cards of thankfulness and were challenged by Ben & Jess to actually give them to a family member or someone in the community whom they thought might need a little unexpected kindness over the coming holiday week.

Sunday Nov. 27

Jess & Murray @ ArtisTree

Children: 3

We worked with model magic, used the overhead projector to make enlargements of our drawings--drawings exploring the subject of emojis--and finished up with Gods' Eyes. A personalized, participant driven morning, characterized by cooperation and fun.

Sunday Dec. 4

Geraldine, Angel & CTWK

Children: 6

we worked with Jason from CTWK's preparing and helping to organize the gifts to go out as part of the Holiday Hearts Initiative - bringing holiday joy to those in need.

Sunday Dec. 11

Michael Z & Geraldine

Children: 7

We had a great turnout of kids to our first Children's Choir Rehearsal for the Christmas Eve service. The children will be singing "Christmastime is Here". Forrest and Aidan will be playing alto saxophone accompanying! It is sure to be a great time.

Sunday Dec. 18

Michael Z & Jess

Children: 8

Another great rehearsal for our Christmas Eve Service. A few additional faces joined the group. Looking forward to a great time. The children also joined in at the end of the service for a fun routine with the Moving Spirit Dancers.

No SE on 12/25 & 01/01

Sunday Jan. 08

K-3: Angel (1),

4-6: Geraldine (5)

This Sunday, we spoke about the CTWK Anti-Cabin Fever Dinners. We made posters for the dinners to help promote them. We also reflected on 2016 and completed a "Year in Review" form.