

North Universalist Chapel Society

Board of Trustees

15 July 2014

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

1. Opening Words/Check In 15 minutes

2. Next Steps/Updates 20 minutes

Vision Work
Social Justice
CTWK Space
Welcoming Signage

3. Board Work 30 minutes

Officers: Now & Future

Quest Letters

Board Evaluation - How are we doing?

4. Daniel's Time 20 minutes

5. Committees 15 minutes

Cafe
Handbook
Reports

6. Consent Agenda 5 minutes

7. Closing

June Meeting Minutes
North Chapel Board of Trustees
June 17, 2014

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

MJ opened with a reading from Bless the Imperfect, called "What We Love, We Empower." Board members checked in.

Daniel's Time

Daniel commented that he finds it important to keep the discipline of writing a report to the Board (received by the Board by email previous to the meeting). Daniel reviewed the positive Step Up Day we had with 18 children in attendance on Sunday, June 15. Daniel reported on Geraldine's start as Office Manager and her ongoing search for housing in the Woodstock area. Donna Atwood has been training Geraldine but today was Geraldine's first day on her own. Daniel asked if the Board would consider paying Geraldine \$200 (her regular RE teaching income) for July and August to help with her moving and paying for housing near Woodstock. Hope gave a background on the salary of the RE Director and that Geraldine is not only an RE teacher, but also the RE Director. The Board agreed that the North Chapel should subsidize Geraldine's housing in the amount of \$500 over the summer as a one-time event. Then as the budget for next year is formed, we can discuss how to revise or whether to revise the RE director's salary.

Carol Egbert is coming back on Monday and will be staying with Kathy and Rick Fiske to start.

Susan noted Daniel's mention of being an open and welcoming congregation in his Minister's Report. Daniel noted that there is a place for a flag on the front of the church and that we could hang a rainbow flag. He noted that perhaps this is not enough if some in the town don't know what that flag means. Daniel proposed asking someone in the North Chapel community who would come up with a solution of how to show that we are a welcoming and open congregation. MJ offered to contact Bob Riccio and ask if he would be interested in leading that group. Anne Mack suggested that if Bob is interested and willing, he could choose other people to join him in the task. Susan suggested letting B&G and Social Justice Committee know that there is a group working on creating signage for North Chapel as an open and welcoming congregation.

Old Business- "Follow Through"

Re: Pastoral Care and Aging Workshops

Denise wondered if the Spiritual Practices Committee would be interested in taking on the management of the aging workshops or pastoral care trainings and support. MJ asked if we therefore put out an invitation to the community asking for members of a Spiritual Practices Committee. Susan suggested that the people coming to the workshops and trainings be asked to spearhead or join such a committee that would plan ongoing spiritual workshops and trainings. Susan said that she would take that message to Richard at the Aging workshop.

MJ asked how we communicate with the pastoral care-interested people. Denise suggested that we send an invitation to those participating in the trainings and workshops to join the committee that will organize future events on the topic. Daniel reported that the pastoral care group is planning on meeting once a month anyway. Pastoral care will be a regular meeting but not a regular membership. Susan noted that this once a month pastoral care meeting could also be seen as a support group for those dealing with ongoing pastoral care situations.

Anne Mari. mentioned that she was asked whether or not Joy and Laurence could come back on a regular interval.

After much discussion of how to or whether to create a committee to oversee and plan the ongoing spiritual workshops, Daniel suggested that the Board come back to this issue after clarifying the Board Vision.

Re: Committee Night

Board members agreed that the first committee night was a success but now we need to figure out how to make the event sustainable. Daniel suggested that a few people take on the buying of the groceries and the making of the meal. Everyone else brings \$5 to reimburse those doing the meal. MJ suggested one shopper and three chefs each month and for July we have pizza and salad. For the July 1st Committee Night, the cooking/shopping crew will be Anne Mack., Anne Mari., Daniel, and Donna Durgin. Daniel asked if the other Board members could come at 5:45 to help set up. MJ said she would do clean up. The Board agreed that those taking on the buying and cooking of the meal will be planned on a month by month basis, arranged at the end of the previous month's committee night.

Re: Board Work

Denise reported that she had attended the Resource Committee meeting. The committee asked a lot of questions about the Board mission, vision, and how the annual appeal fits into the broader vision from the Board. Denise proposed a process outlined in a handout she distributed. Denise mentioned the work done by the Growth Committee and that the process she is proposing builds on the work done by the Growth Committee. The process refines priorities for the Board and committees. The process includes creating a planning committee that sponsors with the Board an Open Space Meeting. Out of that meeting come a set of priorities which committees can use to set their own committee priorities based on what the church community has articulated.

Anne Mack. spoke in favor of this process. Elizabeth agreed that the process will allow members of the community to understand how they fit into the vision and priorities of the church, and with that understanding will come relief. MJ mentioned needing to get back to the Resource Committee. Denise said she thought that beginning work on the Board Vision and Mission will answer some of their questions. Denise suggested that a few Board members join the Resource Committee on July 8 at their meeting and work with them on aspects of Mission and Vision. Then the Board will continue that work for the September deadline mentioned in Denise's outline of the "Unifying Theme" Process.

MJ asked if Denise's outline of the unifying theme process might be shared with the committees. Denise agreed that that would be a good idea. MJ suggested making hard copies for the committee night on July 1, and Hope suggested that it also be posted on the church website. Denise said that she would contact Neil Stannard about putting the process outline online, and that she would write a blurb about the process outline to be included in the In Touch weekly e-news.

Daniel asked if there would be an ideal place and situation where the Board could focus on the vision and mission apart from the Board's regular meeting.

Denise articulated that she saw the Mission and Vision work as belonging to the Board. Anne Mari. suggested communicating to the Resource Committee that the Board is working on the Mission and Vision. Denise offered to communicate with Lynn about how the Board is addressing the Mission and Vision before their July 8 meeting. MJ suggested that The Board will go to the Finance Committee regarding the plan on how to borrow from the reserve fund. MJ said she would contact Lynn to let him know that. Daniel asked if we are attending to all of Resource Committee's needs with these responses. He suggested giving the Resource Committee recognition for their work they are doing, and assure them that direction will be coming from the Board through the

"Unifying Theme" process.

MJ said she would look up the Annual Meeting minutes and report to Resource and Finance Committees what was decided at the Annual meeting about establishing a process for the borrowing and repaying of the funds from the reserve funds.

MJ said she would speak to the committees on Committee Night about when the Board gets the committee minutes and the process of how and when the Board can respond to committee requests. Daniel suggested that committees be encouraged to express any need for help in doing their work while at the Committee Night gathering.

Re: Social Justice Task Force Requests

The proposal from Social Justice begins with a request that the Board "educate the community about collaboration." Anne Mari. spoke about asking Richard to lead the education effort within the church because he knows so much about it. Anne Mack. suggested she have a conversation with Richard about the Board working on the Social Justice proposal on collaboration but that it will take the Board some time to work through all of the specific pieces. Daniel pointed out that the Open Space Meeting and the "Unifying Theme" process answer some of what the Social Justice Committee is asking for from the Board.

Re: Coffee Hour

Board is responsible for COFFEE HOUR in JULY. MJ will send out an email to organize the coffee hour duties.

Re: Treasurer's Report

Susan I. asked Ann Wynia to report on the receipts. Ann W. commented that she is most concerned about how few weddings are scheduled this summer. Daniel asked Ann W. if she thought the rise in the rental rates is a factor in the drop in rentals this summer. The Board asked Ann Wynia to report back to Buildings and Grounds the Board's concerns about the rental rate affecting the rental numbers.

The Board unanimously passed the consent agenda.

The meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Hope Yeager
Secretary to the Board

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

	APR	MAY	JUNE	YTD	2014 Budget
RECEIPTS					
1 Loose	978.00	990.00	1,487.40	6,518.50	16000
2 Pledges	7,636.00	8,071.00	17,981.08	76,913.43	145000
3 Gifts/Donations	182.00	500.00	0.00	2,522.00	4000
4 Rentals	280.00	775.00	1,630.00	3,890.00	13000
5 Nursery School	1,250.00	625.00	625.00	3,750.00	6750
6 Fund Raising	340.00	398.00	0.00	2,231.50	16000
7 Reserve Fund	8,000.00	0.00	1,000.00	9,000.00	9000
8 Balance forward	0.00	0.00	0.00	1,361.13	1350
9 TOTAL RECEIPTS	18,666.00	11,359.00	22,723.48	106,186.56	211100
EXPENSES					
10 Electric	485.44	315.56	333.35	2,581.26	5400
11 Fuel/Furnace	862.84	0.00	838.64	8,214.36	9500
12 Grounds	709.00	100.00	0.00	3,905.00	5000
13 Insurance	0.00	1,563.00	0.00	3,739.00	4340
14 Janitorial	113.50	3.96	35.75	876.52	3000
15 Maintenance	72.50	669.87	131.45	2,495.42	5000
16 Water/Sewer	0.00	79.98	0.00	621.29	850
17 TOTAL CHURCH	2,243.28	2,732.37	1,339.19	22,432.85	33090
18 Electric	0.00	0.00	0.00	0.00	0
19 Furnace	0.00	0.00	0.00	0.00	225
20 Maintenance	0.00	0.00	0.00	0.00	1000
21 Water/Sewer	0.00	0.00	0.00	0.00	0
22 TOTAL PARSONAGE	0.00	0.00	0.00	0.00	1225
23 Administrative Ass't	1,423.75	1,606.50	2,061.25	9,107.75	16184
24 Office Supplies	84.70	425.98	92.00	822.93	1000
25 Postage/Printing	3.92	5.99	65.00	118.68	200
26 Telephone	87.61	94.51	90.22	540.83	1200
27 Website Host/Upkeep	168.00	0.00	0.00	383.76	600
28 Copier Lease	216.20	459.54	213.19	1,769.95	3500
29 UUA Fair Share	675.00	675.00	0.00	3,375.00	8375
30 NNED Dues	500.00	500.00	0.00	3,006.00	3006
31 Miscellaneous(Vanco)	31.07	30.08	194.13	326.15	360
32 TOTAL ADMINISTRAT	3,190.25	3,797.60	2,715.79	19,451.05	34425
33 FICA	731.89	745.88	772.70	4,435.59	8584
34 Medical Ins.	1,235.22	1,235.22	1,075.48	7,251.58	15000
35 Pension	912.00	912.00	912.00	5,472.00	10950
36 Auto Expenses	165.00	165.00	165.00	990.00	2000
37 Professional Exp & Dev	0.00	0.00	0.00	0.00	5475
38 Workers' Comp	0.00	0.00	0.00	941.00	1888
39 TOTAL BENEFITS	3,044.11	3,058.10	2,925.18	19,090.17	43897
40 Salary	3,916.00	3,916.00	3,916.00	23,496.00	47000
41 Housing Allowance	2,600.00	2,600.00	2,600.00	15,600.00	31200
42 TOTAL MINISTER	6,516.00	6,516.00	6,516.00	39,096.00	78200

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

	APR	MAY	JUNE	YTD	Budget
43 Sabbatical Savings Accoi	0.00	0.00	637.50	1275.00	2550
44 Substitutes	0.00	0.00	0.00	0.00	500
45 Supplies	0.00	0.00	0.00	0.00	300
46 Advertising	0.00	0.00	0.00	0.00	100
47 TOTAL WORSHIP	0.00	0.00	637.50	1,275.00	3450
48 Organist/Choir Direct.	1,362.00	1,362.00	1,362.00	8,172.00	16340
49 Special Services	0.00	0.00	100.00	300.00	800
50 Supplies	0.00	0.00	85.50	85.50	500
51 TOTAL MUSIC	1,362.00	1,362.00	1,547.50	8,557.50	17640
52 Coffee	47.50	0.00	76.00	218.50	350
53 Resource Comm	0.00	0.00	0.00	0.00	300
Margaret Lampe Kannenstine					
54 Leadership Developmer	0.00	0.00	0.00	15.00	500
55 Outreach	56.00	63.00	0.00	119.00	150
56 Quest	136.00	136.00	0.00	1296.91	2300
57 TOTAL MEMBERSHIP	192.00	199.00	0.00	1,430.91	2950
58 Staff	550.00	450.00	425.00	2,875.00	4900
59 Supplies	0.00	0.00	173.18	173.18	500
60 Child Care	128.00	128.00	160.00	832.00	1670
63 Recognition	0.00	200.00	80.00	280.00	200
65 TOTAL R.E.	678.00	778.00	838.18	4,160.18	7270
66 TOTAL EXPENSES	17,273.14	18,443.07	16,595.34	115,712.16	222,797

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

	APRIL	MAY	JUNE
PEOPLES' UNITED ACCT # 640322721			
67 Beginning balance	-9,962.53	-8,569.67	-15,653.74
68 Receipts	18,666.00	11,359.00	22,723.48
69 Expenses	17,273.14	18,443.07	16,595.34
70 Ending balance for operating budget	-8,569.67	-15,653.74	-9,525.60
 RESTRICTED FUNDS			
71 Withholdings	121.00	242.00	0.00
72 Minister's Fund	1233.01	1233.01	1233.01
Cold Relief	812.50	812.50	812.50
73 Organ Preservation	596.93	596.93	596.93
74 NYE/Cranna	3200.09	3200.09	3200.09
75 Sabatical Savings	-569.17	-569.17	68.33
76 Memorial Gardens	1223.05	1223.05	1223.05
77 Legal Funds LP	1769.30	1769.30	762.88
77a Pizza Oven			94.52
77b VT/Quebec grant	1016.37	1016.37	0.00
79 Spiritual Practice Explor	2940.51	2940.51	2940.51
 TOTAL CHECKING ACCOUNT	 3,773.92	 -3,189.15	 1,406.22

INVESTMENT - Vermont Community Loan Fund - \$3760.25 at 2.5% Matures September 2016

Wells Fargo Acc't #3605-39446 Balance 6/30/14 - \$182276.96

The only restricted funds now are \$1000 for Memorial Gardens

EXPLANATIONS

- (4) AA-130, Interplay Jazz-1500
- (15) NON-slip paint for ramp
- (23) DA-603.50, GF-1457.75
- (24) Includes 38.37 to be reimbursed by Bookstock
- (31) Vanco-32.13, State of VT fee for reinstatement of non-profit corporation status-125
Overdraft fee-37
- (49) S.Saul
- (50) Music-5.50, DM dues to UUA musicians association-80
- (59) Inc year end gifts to children-135.18
- (60) D.Atwood
- (77b) Paint supplies for church as designated by 2013 grant

Ann L. Wynia, Treasurer

Finance Committee - 7/1/2014

The Finance Committee met at 5 PM July 1, 2014. Present were Chris Lloyd, Jack Nelson, Peggy Kannenstine, and Ann Wynia. Chris chaired the meeting.

So far, our operations budget is on track for the year and cash flow is expected to be sufficient for July.

The final agreement establishing our "nonprofit reserve fund" with the Vermont Community Foundation was filled out and executed by Ann Wynia, as an officer of the board. (Since the July 1 meeting, this document has been received and signed by the VCF and they are now awaiting the transfer of funds.) Chris explained that he was delayed in getting agreed-upon funds of approximately \$90,000--roughly half of the Wells Fargo account--transferred to the VCF. That transfer will now take place early in the week beginning July 14. This meant that certain off-budget items had to be paid by Ann directly from the Wells Fargo account. This included \$2831 in church painting supplies and a \$4000 deposit on the parsonage septic system.

The Resources Committee wants documentation of any monies removed from the new VCF reserve fund as well as documentation of the ways and means -- i.e. various fundraising initiatives -- for replenishing this account. Of course the Finance Committee concurs in this and pledges their cooperation with Resources. It was agreed that the Finance Committee, or as many of its members as possible, should meet with the Resources Committee as soon as possible. (As of this date, July 11, the Finance Committee chair has not been able to meet with Resources.)

Regarding the ongoing issue of our registering as a corporation with the state of Vermont, Ann will send the application for our (re)incorporation with a check for \$125 to Jim Swift, who will send it all on to the state with a legal cover letter. This should solve the problem of dealing with banks here in the state, and specifically will allow us to make overdue changes to our People's Bank checking account.

Ann informed the committee that the UUA fee for their fiscal year 2014-15 totals \$9720, calculated by multiplying 162 NUCS members by the UUA's new assessment of \$60 per member. This is a minor increase from the prior fiscal year.

The board should know that we are still short two members. Chris will be contacting Joe Boyd to see if he would be willing to serve.

The meeting was adjourned at 6 PM.

Chris Lloyd, Chair, NUCS Finance Committee

Membership Committee – 7/1/2014

No action from the Board needed at this time.

The change of all boards meeting at the same time is working well so far.

Present: Pru, Fran, Ann, Rose, Sherry

Greeters for July are:

6th Sherry

13th Fran

20th Ann

27th Pru

Altar minders:

6 Katrin Helgesen

13 Sherry

20 Bob Williamson

27 Vassie

Portraits for the next directory will be taken Friday and Saturday, September 26th and 27th. Makeups will be on October 21st. Linda will be asked to photograph North Chapel activities. She already does this informally now.

Sherry will ask Susan Boston, who did the layout for the last pictorial directory if she would be willing to do this again.

July 8th is the deadline for the summer Quest submissions.

The workshops on the subject of ageing will be continued with Richard Schramm facilitating. Topics will be coordinated with the Senior Center.

Mark your calendars: the next committee meetings will be held on Tuesday, August 8th.

Worship and Music Committee July 1, 2014

Present: Daniel, Brenda, Anne, Hope, Diane, Hugh, Jenny (note taker)

Opening words: Hope

Check-in

Old Business:

Hugh contacted Chris Bartlett re Corporations w/Conscience in Mission

Daniel asked **Len Cadwallader** who created Vital Communities and recently took a trip to Cuba, reconnecting with Quaker communities there. He proposes speaking along with his wife Mary Anne (sp?) on **October 19th**. Whoever is coordinating that service will contact him mid-September. Perhaps Peg Kannestine could introduce him. Anne will check with Peg and ask Joanna Garbisch to be the service coordinator.

Brenda checked and Kathy A. will do the reflection on Aug. 24.

Review of June services (What was our goal? What do we want to carry forward?)

Perhaps some services were too long, and people may appreciate a shorter service during the summer.

Discussion: Should we give more time to the reflector and less to some other parts of the service, so that more than the reflection can happen, such as questions, Daniel asks? Do we need to give up something when we have a speaker from outside to be sure they are not short-changed?

Who the guest speaker is and where they are from needs to be in the order of service and they need to be introduced verbally during the service.

July/August worship services

July 6: Daniel

July 13: Daniel, Spiritual Practice

July 20: Daniel, Spiritual Practice – “authentic question”

July 27: Dr. Marcelo Gleiser, with Daniel and Judith Taylor coordinating (Bookstock)

August 3: follow up on “authentic question” program to be developed by the worship committee following July 20th service.

August 10: Chris Bartlett with Hugh as service coordinator. Remember to describe Hugh's background in the order of service and in the introduction during the service.

August 17: Anne Macksoud and Hope Yeager, The Earth. Bios required.

August 24: Kathy Astemborski, with Jenny Gelfan as Service Coordinator, Finding Freedom in Prison

August 31: Daniel

Ideas for future services: Many speakers and topics are under consideration.

Our aim is to plan further ahead, to ask guests well in advance so that we are not just filling in slots.

We read the info Norwood sent about the worship committee. Election of chair and secretary should happen in June according to the document for our committee. We'll do this in August.

Closing words: *Sacred Center* chosen by Kathy, read by Brenda

**RE Meeting Minutes - Tuesday, June 24, 2014
4-5 p.m.**

Present: Anthea Lavallee, Geraldine Fowler, Peg Brightman, Daniel Jantos, Hope Yeager

Peg discussed wanting to support the RE program. She distributed information from the UUA website about RE curriculum (UUA.org/re).

Daniel mentioned possible OWL teachers- Delia Clark, Susan Dreyer Leon who have taught the OWL classes before. Hope will contact them about possibly teaching OWL again in the coming school year.

We discussed having a Parent Information Session on the OWL program once we have lined up a female teacher to teach along with Ultan Doyle, who has already expressed willingness to do so. Peg mentioned her daughter-in-law, Alisa, is willing and able to come to talk parents about OWL. It was suggested that we could also find former OWL students to speak at the parent presentation as well.

Hope will write a blurb for e-news about needing a female teacher for next year OWL class and the summer training for OWL curriculum. Hope will also contact Jacquie Fisher asking her to send the word out through Ottawaquechee Health Partnership as well.

Upcoming RE Schedule for 2014-15

Anthea will teach on the 3rd Sunday each month.

Geraldine will teach on the 2nd and 4th Sunday each month.

Geraldine will contact Artistree to see if they could take on teaching the 1st Sunday each month. Anthea will contact VINS about possibly coming on the 5th Sunday during the months that have 5 Sundays (or whatever else might be a possible collaboration with VINS).

Sunday, September 14th, 2014 will be the first RE Sunday this fall.

Both Anthea and Geraldine will come to teach that day.

Anthea will make a Google calendar with RE plans/events and distribute it to the rest of us.

The committee discussed meeting again at the end of August or at some point before the start of RE in September to plan the Fall in more detail and check in about logistics. No date was set.

Minutes - Buildings & Grounds Committee

Tuesday, July 1 2014

Present: Gina Auriema, Donna Durgin, Katrin Helgason, Jack Nelson and Vassie Sinopoulos

Special Note: Radek has repaired the bench that sits by the garden near the entrance to the Social Hall. This bench was given in honor of Howard Gould and recently fell apart because of rotten wood. He did an exemplary restoration and did not charge for the many hours he spent doing this. Our committee recommends that he be rewarded with a gift certificate in the amount of \$100 to show our appreciation. We ask for Board approval.

Radek reported that he plans to re-paint the porch and ramp when the painters have completed their job. The porch floor needs repainting because so much white paint splattered onto its surface while the exterior was being painted. The ramp will be painted with textured paint to provide better traction.

He mentioned that the Jazz Festival group did not present any extraordinary cleaning requirements, just a little more time on their part. They are paid an additional fee for cleaning as a part of the rental agreement.

Committee read the description of Buildings & Grounds that Norwood Long crafted for the web site. We agreed to each take a look and make our suggestions/changes to present at next month's meeting.

Donna Durgin reviewed the WNS Rental Agreement. Committee agreed not to increase the rent, if hours remain the same and accepted the lease as written. Donna will have Geraldine change the dates to reflect the coming school year - 2014-15 and then have lease signed by all required.

Jack reported that the cost of the lift we rented for painting went from the original estimate of \$2,500 (for a week) to \$4,500 because we are keeping it for the month. As it turned out, the lift is needed for the duration of the job.

The silcock/spigot mounted on the exterior of the church and which will be used to water the new perma culture garden needed repair at a cost of \$356.

Jack has ordered a delivery of loam/topsoil to repair the large dents in the ground made by the lift.

Jack has contracted with Robin Kempson to do the following repairs: 1. Fix situation with door to storage area in back of social hall. 2. Install gutter over ramp entrance

and 3. Fix rotting bathroom floor in parsonage where toilet has been leaking. (Radek will put down new flooring)

Jack has secured the repair of sewer to parsonage and the cost will be not to exceed \$6,800.

Jack purchased oil for next season at 3.26.9 cents/gallon.

Jack had two questions for Cheryl. Gina agreed to contact Cheryl. 1. Has oil burner been cleaned and 2. could she get the lead paint inspector back to do WNS and parsonage.

Estimates for driveway repair - Gina presented the estimates that she received from Schulz Excavation, Wayne Wilson and Richard Sargent. Vassie suggested that Gina contact Harry Bumps because he did the work last time. If his estimate is comparable, we will hire him to grade and apply hard pack on driveway. To be scheduled as soon as he can do it.

There was a short discussion about composting. Gina put a composting bucket in kitchen so that organic matter could be separated from the other garbage. Radek wanted to know how to go about composting - if we had set up a compost in the yard. We have not set up a special compost bin for organic kitchen waste but think this would be a good idea.

Vassie will talk to Ann Dean and perhaps Phyllis to see if the Change The World Kids could set us up with a composting bin. Our intention is to compost for use in the perma- culture garden.

Katrin mentioned that the bubbler(water fountain) by the WNS bathrooms spouts water too far and consequently the wall gets hit with water. Jack will look at turning the pressure down to prevent this from happening.

Respectfully submitted,

Gina Auriema, acting Secretary