

NORTH CHAPEL BOARD MEETING MINUTES

June 20, 2017

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

Present: Susan Inui, Denise Lyons, Chris Bartlett, Anne Dean, Anne Macksoud, Judy Williamson, Deborah Rice

Absent: Ann Wynia

1. Consent Agenda

-- *reviewed/approved 5/16/17 mtg. minutes

2. Treasurer's Report/Finances-

Budget questions:

Church expenses: Grounds -SI noted 80% of B&G is spent.

Leadership: \$725 of \$1000 leadership is for staff training at Star Island.

Q: Why was so much budgeted for office? A: in case of a laptop purchase.

Clarification: The purpose of the Nye-Cranna dedicated fund is for women in transition, so in such a situation, this fund could be tapped before the Jantos fund.

Pledges are coming in as planned.

Chris Bartlett feels we need to look ahead to the need to increase income in order to meet current expenses. Because of grants and saved income, we are good through 2018, but need to address this income shortfall in advance. Denise pointed out there is no Resource Committee. Also, Nominating Committee is still looking for someone to lead the Canvass Task Force.

-- *voted to accept budget report

3. Mini Capital Campaign for the North Chapel

-- Update (with materials). Geraldine has created a packet of materials and work has started.

-- Next steps- Task force has already raised \$137K of the \$300K, Board members who have not yet pledged are asked to notify Ann W. of their pledges by the end of July.

4. Canvass 2017

-- Recruiting a Task Force for organizing a kickoff event, and writing thank-you notes, but not to have individual conversations with pledgers.

-- October canvass launch with event on October 14.

5. Preparation for Leon's arrival

-- Transition team members cannot be board members or past members of Committee on Ministry. There will be two from the just-retired Search Committee, plus representatives from different age groups in the congregation. Will continue for one year, starting when Leon arrives. Various board members will make the invitations to potential team members.

— Date for Board retreat with Leon: Oct.1, following the service.

--Dates for August community conversations are Aug 20 & 21

6. Board membership

-- Discussion of potential members/leaders/timing. Invitations will be made.

7. Life and Hope fund-raiser

Date is Sep 16 with Ken Woodhead as coordinator of a team to provide cooking.

—Mike Backmann willing to do a performance, Jay Kelley, Renee Grainger and Peter R to organize.

—Anne Macksoud will help produce some visuals about the children in the North Chapel House.

8. Committee/Project Matters

Nomination committee terms: Neil M expires 1/18, Irene 1/19, MJ 1/20, and Hope 1/21.

9. Volunteer needed for September Quest. Judy Williamson volunteered

10. Meeting adjourned before 7pm! Next meeting July 18, 2017 @ 5 pm

Deborah Rice, Secretary

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

MINUTES OF THE WEC RETREAT/ July 6 at the Bartletts'

home.

Present: Barbara Bartlett, chair; Joby Thompson; Pru Schuller; Laurie Marshall, Polly Forcier, secretary. Absent, Kathy Fiske

Check-in, silence, reading of the WEC Constitution

Barbara and Joby will consult to clarify some of the wording. They will write up a proposal for our revised committee constitution based on our discussions that will be presented at the next meeting for approval of the committee.

Our Mission.

We agreed to add the words "and engagement" after the word "welcoming".

NUCS WEC GOVERNANCE

We created our own rules for governance using the NUCS Worship Committee outline.

*6-8 members on the committee with staggered terms when possible. Each serves 2 years and up to 2 terms, after which they rotate off at least 2 years.

*Candidates will be reviewed by the entire committee before being invited to join.

*Key roles, e.g. (chair, secretary) will be decided annually at a called meeting. They will be asked to commit to one and possibly 2 years in that role. Barbara is presently chair and Polly has taken on the role of secretary.

Laurie Marshall was "sitting in" to see if she was willing to join the WEC. Laurie is our newest member! Welcome, Laurie!

EFFECTIVENESS WORK SHEETS

We graded ourselves on the effectiveness of our responsibilities. We have a number of ideas (1) yet to be done and some (2) partially done and that need continuing effort.

1. Engage members of congregation in dialogue to discover how we might be more welcoming. (Is this a subject for Amazing Grays? or for new members who still remember?) How to do this enlisting ideas of the whole congregation?

1. To become more inclusive and all-embracing of all who enter our doors. (Should we have a "welcoming" service?)

1. To work closely with Membership, supporting their mission and communicating openly regarding the initiatives we wish to undertake.

1. To develop guidelines and materials to implement all aspects of our mission. (Rick did these... they will be written up).

2. To develop ways of engaging more of the congregation in activities and programs that are meaningful to them and foster a sense of community. (Pizza night, we need more help). Laurie will light a candle in support of Pizza night, how it brought her into the congregation through Deb's friendship and how we need more help.

2. To be responsible to the Board, and congregation at large by effective, on-going communication (monthly committee reports, etc.) Barbara and Sherry met, they will talk yearly. Polly will write minutes, check with WEC for errors and omissions, then send to Geraldine. New initiatives can be communicated in Order of Service.

2. Members, be aware of materials we can pick up from other UU churches.

2. To be responsive to young families as to children's needs. (On-going, could be better). Discuss through Geraldine. When Leon gets here this may be easier.

WEC INITIATIVES AND ACHIEVEMENTS 2015-2017

There are more than 20. Add to the list:

Sign to the right of the front door of the church. (Thank you, Rick and Kathy Fiske) Basket on table in Narthex with brochures. Polly and Barbara will change out table for a larger one.

Encourage people to contribute food to coffee hour (use humor with empty plate) Deb Rice quote.

Rest of discussion deferred till August meeting.

BREAK

Linda Galveo will write up new members.

Richard Schramm may have some initiatives for us.

Names suggested for membership to our board: Diana Perkett, Katrin Helgason, Moira Notargiacomo and Rich....?

MAIN GOALS/AGENDA Core purpose of mission statement/ways to get engaged.

Potluck dinners every 4-6 weeks?

Create opportunities to form stronger ties with each other, with the community. Communicate the need that gets people in.

Mentoring? (Work with Membership on this)

A new person is guided by a new friend.

List of engagement opportunities e.g. Book Club/ try it one time! no pressure!

Pru-Create a brochure- "What are ways we can "belong"?"

Leon's presence changes everything? We may have more of a supporting role?

Polly will line up welcomers.

Next meeting August 3 @ 5:00/ library

North Universalist Chapel Society
Profit & Loss Budget vs. Actual
January through June 2017

	Jan - Jun 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
Pledges	83,080	154,000	54%
Fundraisers	1,843	11,000	17%
Contributions	680	4,000	17%
Rental Income	2,890	9,000	32%
Loose Collection	6,940	13,000	53%
Reserve Fund	0	3,500	0%
Total Income	95,433	194,500	49%
Gross Profit	95,433	194,500	49%
Expense			
2017 Capital Campaign	68		
Parsonage			
Water/sewer	0	0	0%
Maintenance	0	8,000	0%
Furnace	0	200	0%
Electric	0	0	0%
Total Parsonage	0	8,200	0%
Employee Benefits			
GF Life Ins.	141	0	100%
ADM medical premium	2,631	5,210	51%
ADM dental ins premium	336	675	50%
Employee Benefits - Other	(141)		
Total Employee Benefits	2,967	5,885	50%
Church Expense			
Fuel/furnace	3,994	7,000	57%
Property Insurance	5,296	5,300	100%
Water/Sewer	565	1,000	56%
Repair & Maintenance	3,634	15,000	24%
Electric	1,453	4,000	36%
Grounds	4,303	5,000	86%
Janitorial	663	2,500	27%
Total Church Expense	19,908	39,800	50%
Payroll Expenses			
Wages	32,913	69,130	48%
Taxes	2,497	5,288	47%
Worker Comp Insurance	210	1,825	12%
Payroll Expenses - Other	1,630		
Total Payroll Expenses	37,250	76,243	49%
Spiritual Exploration			
Training	1,075	1,500	72%
Artistree rent	132	440	30%
Supplies	490	500	98%
Total Spiritual Exploration	1,697	2,440	70%
Music			
Special Music	450	800	56%
Supplies	325	600	54%
Total Music	775	1,400	55%

North Universalist Chapel Society
Profit & Loss Budget vs. Actual
 January through June 2017

	<u>Jan - Jun 17</u>	<u>Budget</u>	<u>% of Budget</u>
Membership			
Recognition	400	1,000	40%
Coffee	228	300	76%
Outreach	221	250	88%
Leadership	725	1,000	73%
Quest	400	1,000	40%
Total Membership	<u>1,974</u>	<u>3,550</u>	<u>56%</u>
Worship			
Advertising	171	300	57%
Supplies	27	500	5%
Minister's substitute	150	1,800	8%
Total Worship	<u>347</u>	<u>2,600</u>	<u>13%</u>
Minister Expenses			
Professional & Out of Pocket	0	2,185	0%
Minister medical insurance	0	2,323	0%
Group term life	0	178	0%
Long term disability	0	262	0%
Pension	0	2,185	0%
Moving expense	2,000	8,500	24%
Pastoral Care Minister	5,760	7,720	75%
Compensation	0	11,850	0%
In lieu FICA	0	1,672	0%
Housing	0	10,000	0%
Total Minister Expenses	<u>7,760</u>	<u>46,875</u>	<u>17%</u>
Office Expenses			
Website Host/Upkeep	545	700	78%
Travel and Mileage	358	0	100%
Membership fee	255	0	100%
Minister Search Committee	8,386	11,000	76%
Telephone & Internet	674	1,300	52%
Merchant Account Fees	95	0	100%
Supplies	488	2,500	20%
Vanco	204	360	57%
UUA / NER	1,000	2,000	50%
Postage/Printing	136	200	68%
Quick Books	751	120	626%
Copier	2,075	3,800	55%
Total Office Expenses	<u>14,969</u>	<u>21,980</u>	<u>68%</u>
Bank Charges	<u>15</u>		
Total Expense	<u>87,730</u>	<u>208,973</u>	<u>42%</u>
Net Ordinary Income	7,704	(14,473)	(53)%
Other Income/Expense			
Other Income			
Investment Gains/Losses	14,195		
Total Other Income	<u>14,195</u>		
Net Other Income	<u>14,195</u>	<u>0</u>	<u>100%</u>
Net Income	<u><u>21,899</u></u>	<u><u>(14,473)</u></u>	<u><u>(151)%</u></u>

North Universalist Chapel Society
Balance Sheet
As of June 30, 2017

	<u>Jun 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
People's Checking	71,829
Jantos Fund	7,200
VT Community Foundation	99,873
Wells Fargo Reserve	76,601
Total Checking/Savings	<u>255,503</u>
Accounts Receivable	
Accounts Receivable	(2,482)
Total Accounts Receivable	<u>(2,482)</u>
Other Current Assets	
Prepaid Expenses	1,262
Total Other Current Assets	<u>1,262</u>
Total Current Assets	<u>254,283</u>
TOTAL ASSETS	<u>254,283</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Byrne Foundation	15,000
VT/Quebec Grant	2,864
Spiritual Practice	2,436
Sabbatical Savings	593
Pizza Oven	546
Permaculture Garden Grant	4,735
Organ Fund	598
NYE/Cranna	2,700
Minister's Fund	1,714
Focus For Future	1,396
Payroll Liabilities	
Federal Taxes (941/944)	1,277
VT Income Tax	(7)
Total Payroll Liabilities	<u>1,270</u>
Total Other Current Liabilities	<u>33,853</u>
Total Current Liabilities	<u>33,853</u>
Total Liabilities	33,853
Equity	
Unrestricted Fund Balance	198,531
Net Income	21,899
Total Equity	<u>220,430</u>
TOTAL LIABILITIES & EQUITY	<u>254,283</u>