

BOARD MEETING AGENDA

June 21, 2016

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

Ringling Bowl & Check-ins	5:00-5:10
Consent Agenda	5:10-5:15
-- review/approve 5.17.16 mtg. minutes	
Treasurer’s Report	5:15-5:30
-- review financial status/vote	
-- Funds for the Future update	
-- Canvass leadership	
Formation of Search Committee	5:30-6:00
-- discuss potential candidates	
-- next steps	
UUA response	6:00-6:15
Declaration of Exploration	6:15-6:35
-- Plan for roll-out	
-- July 24 Interview at Sunday Service	
-- Community Vote on August 7	
Pastoral Care	6:35-6:50
-- projected costs	
-- recruitment	
Committee Matters	6:50-7:00
Adjourn	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 Universalist Chapel Society
 May 2016 Financial Report
 Ann Wynia, Treasurer

	APR	MAY	YTD	2016 Budget
RECEIPTS				
1 Loose	822.00	1,129.00	4,913.00	13000
2 Pledges	4,259.00	12,714.00	69,336.00	157012
3 Gifts/Donations	1,166.65	150.00	2,896.65	4000
4 Rentals	350.00	305.00	1,780.00	10000
6 Fund Raising	506.00	2,102.32	3,586.32	13000
7 Reserve Fund	0.00	0.00	0.00	7500
8 Balance forward	0.00	0.00	3,657.29	3660
9 TOTAL RECEIPTS	7,103.65	16,400.32	86,169.26	208172
EXPENSES				
10 Electric	307.72	251.60	1,596.64	4000
11 Fuel/Furnace	826.54	834.37	4,363.38	9000
12 Grounds	560.00	703.38	2,365.38	5000
13 Insurance	0.00	1,017.25	3,541.25	5036
14 Janitorial	103.35	50.98	619.88	2500
15 Maintenance	550.00	41.31	856.31	5000
16 Water/Sewer	0.00	80.73	701.62	1000
17 TOTAL CHURCH	2,347.61	2,979.62	14,044.46	31536
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 TOTAL PARSONAGE	0.00	0.00	0.00	1200
23 Administrative Ass't	1,730.40	1,730.40	9,516.80	21500
24 Office Supplies	0.00	169.77	1,971.32	2500
25 Postage/Printing	0.00	65.00	141.47	150
26 Telephone	99.00	92.43	454.64	1500
27 Website Host/Upkeep	99.00	0.00	570.75	700
28 Copier Lease	213.19	459.54	1,558.65	3500
29 UUA Fair Share	1,500.00	510.00	4,560.00	8640
30 NNED Dues	1,000.00	0.00	2,800.00	2584
31 Minister Search Commit	0.00	0.00	0.00	2000
32 Quick Books online	60.17	0.00	552.67	750
33 Vanco	26.91	28.78	165.15	350
34 TOTAL ADMINISTRAT	4,728.67	3,055.92	22,291.45	44174
35 FICA	749.16	777.10	3,842.18	6565
36 Medical Ins.	199.06	199.06	994.70	1650
37 Pension	1,152.00	576.00	2,880.00	3560
38 Workers' Comp	0.00	806.00	1,857.00	2095
39 TOTAL BENEFITS	2,100.22	2,358.16	9,573.88	13870
40 Salary	2,758.33	2,758.33	13,791.65	17190
41 Housing Allowance	3,000.00	3,000.00	15,000.00	18700
42 TOTAL MINISTER	5,758.33	5,758.33	28,791.65	35890

North Universalist Chapel Society

May 2016 Financial Report

Ann Wynia, Treasurer

	APR	MAY	YTD	Budget
43 Substitutes	0.00	350.00	600.00	3500
44 Supplies	0.00	0.00	1,840.00	1500
45 Advertising	0.00	0.00	54.25	150
46 TOTAL WORSHIP	0.00	350.00	2,494.25	5150
47 Organist/Choir Direct.	1,402.50	1,402.50	7,010.01	16830
48 Special Services	0.00	0.00	200.00	800
49 Supplies	373.99	0.00	418.24	500
50 TOTAL MUSIC	1,776.49	1,402.50	7,628.25	18130
51 Coffee	57.00	0.00	144.50	300
52 Resource Comm	0.00	0.00	0.00	300
53 Leadership Developmer	0.00	0.00	103.51	1000
54 Outreach	0.00	0.00	0.00	200
55 Quest	0.00	48.77	523.77	2000
56 TOTAL MEMBERSHIP	0.00	48.77	627.28	3200
57 Staff	700.00	800.00	3,800.00	8200
58 Coordinator	75.00	75.00	375.00	750
59 Supplies	0.00	27.09	27.09	700
60 Child Care	128.00	192.00	832.00	2100
61 Artistree rent	44.00	0.00	176.00	440
62 Recognition	0.00	400.00	900.00	1000
63 TOTAL R.E.	947.00	1,494.09	6,110.09	13190
64 TOTAL EXPENSES	17,715.32	17,447.39	91,705.81	166,940

MUSIC AND WORSHIP COMMITTEE MINUTES FOR Jun 7, 2016

Convened at 5:15

Present: Jenny Gelfan, Judith Taylor, J Kelly, Carol Egbert, Diane Mellinger, Don Ransom

Moment of Silence

Check In

Opening Words

We were glad to welcome J to her first meeting as a guest and a potential member of the committee. Thanks J!

Minutes from May meeting: It was suggested to amend the minutes to state that Anne M. and Hope Y. needed to resign from the committee for personal reasons.

Don volunteered to take the minutes for this meeting. Jessica will be the secretary starting next meeting.

Carol will make a list of meaningful dates and approach people to have them do an appropriate prayer-like reading.

Discussions: Subject of monthly themes....We've previously discussed the idea of suggesting themes that would continue for two or more weeks on various aspects of spirituality. Shoshana has provided an excellent starter list of theme ideas. It was decided that under the present circumstances, it's impossible to maintain a theme with the changing guest reflectors. It was suggested that we revisit the idea of inviting individuals each week to share a brief (two to five minute) story or reflection on some aspect of their personal spirituality such as "how do I cope with overwhelming challenges", "is there a regular spiritual practice that sustains me", "how do I view my own life in the

cycles of life and death”, etc. Carol will coordinate finding and scheduling people for these themed readings.

Judith T. has offered to make an effort at contacting a new group of possible guest reflectors such as Jennifer Canfield who is involved with the Call and Response Foundation in Montpelier, Michael Stoner, Jen Belton, Gina, Joby, Joanna Garbisch, J Kelly.

We decided to change the wording from some possible future services from “Quaker service” to “Quiet Service”, meaning that we would have an extended, 12-15 minute period of contemplative silence in place of a reflection. We would need an experienced Coordinator for these services who understood and could support the dynamic. The service would also include some conducive, supportive music by Diane or other musicians. Possibility of some appropriate recorded music.

Following the most recent long overrun on a personal story, we discussed ways to encourage people to monitor their time. We need to literally ask people to prepare their stories, read them out loud and time them before they deliver them and to keep the story between two and five minutes. If you need to go over five minutes, you need to make your story into a reflection.

Review of past months services....Joan Harvey, Tim and Delia, Steve Swayne, Michael Zsoldos all brought and delivered a personal gift in their reflections. The service by Nancy Crumbine was not the highlight her previous services here have been.

Our next meeting is scheduled for July 5 at 5:15.

Jenny will do the opening words.

The meeting was adjourned at 6:25 for Committee Café.

Submitted by Don Ransom

Buildings and Grounds Minutes

June 7, 2016

Present;

Anne D, Michael, Ann W., Vassie, Gina, Cheryl, Jack, Radek and Agata

Sexton:

Social Hall floor has been stripped and refinished and looks lovely – thank you Agata and Radek. They will do the bathrooms, one at a time, since it has been so long since they were last stripped and waxed.

Radek finished the work on the entrance for the CWTKs at the Parsonage.

The storm windows in the Sanctuary have been taken down and stored. This will allow us to have cool air in the summer time during services.

Radek will replace the wood floor of the office porch with a new wood floor. He will refinish and paint. Vassie requested that it be on a slant to keep water from puddling.

Radek will purchase a Leaf Blower for \$330 from Charlie Brown's since it was the same as the cost at Home Depot. Gina asked that he weed whack up the driveway every other time he mows.

Radek is planning to paint the exterior door to the Office and Parlors as discussed at the meeting.

We discussed the proposal that when large events are held at the Church we might insist, as part of the contract/rental that a parking attendant be hired to park cars on the church property. This is in order to enforce the proper/legal number of cars parked in our lot and also to keep cars from parking on the side of the driveway. Parking on the side of the driveway is prohibited by the Woodstock Town Fire Marshall because access to the back of the church must be kept open at all times in case of a fire.

Update on Consulting Architect:

Michael explained that, after reviewing RFP's, the Board of Trustees approved Robert Black to be our architectural consultant. Robert and Michael are reviewing priorities and costs for each project. There is a Preservation Trust of Vermont grant that has a deadline of October 2016. Michael is hoping that we will be ready to apply for that grant for the roof on the Parlors.

Parlors:

Gina and Don would like to take out the cupboards, thus making the room more usable for both the SE and other groups. As a result of a conversation with Geraldine and the SE committee, Gina suggested purchasing a couple of computers. Michael suggested purchasing some Chromebooks for the kids so that they could do research on a computer. Geraldine has suggested that this would greatly enhance their class experience. We also discussed purchasing a large flat screen to be installed in one of the parlors for viewing movies, etc.

Old Business:

Removal of wood and brush pile – At Ann Wynia’s suggestion, Gina contracted with Brian Blanchard from Hillbilly Recycling in Bridgewater to come and remove the brush pile and everything else in the backyard that we needed removed. The cost was \$500.00.

New Business:

Anne Dean is considering installing posts (2 or 4) to install lattice work around 2 rain barrels in the corner of the Parsonage where the CTWKs enter

Coffee Hour

Cheryl June 12

Vassie June 19

Jack June 25

Gina felt there should be a reminder in In Touch for folks in the congregation to bring treats for Coffee Hour. The person doing coffee hour is responsible for putting coffee and hot water on, a cold drink, milk for coffee, set up and clean up.

Humidifier - Gina, Anne and possibly Geraldine will try to keep it emptied during the summer.

Flower Boxes - Radek painted the boxes and Donna Durgin filled them with flowers

Clean up of Playground - Gina and Vassie will try to dig out the burdocks around the play ground

Next meeting will be July 6 – Wednesday - at 6:30pm

Respectfully submitted by Cheryl Brush

Communications Committee report - June 7 2016

At the June Committee Cafe, Wendy Smith presented her findings on research into software for church systems management, which would integrate our membership data base, church budget and financial information. This complex topic affects so many areas of church governance that more committees such as finance, resource and the board will have to be involved, but it is good to have such a comprehensive overview to work with. The committee plans to update the Bulletin Board in the Social Hall. The easel stand in the narthex next to the entrance to the sanctuary has been used to display posters for concerts, but it is not clear exactly who is in charge of making the most of this tool. We will arrange an informal meeting sometime before the August Committee Cafe on August 2nd.

Submitted by Deb Rice.

Welcoming and Engagement Committee
Minutes, June 2, 2016

Present: Richard Schramm, Polly Forcier, Kathy Fiske, Shoshana Belisle, Joanna Garbisch, Barbara Bartlett

Summer meeting: will continue at our regular time. Joby Thompson will be joining the committee in July.

Initiatives:

Life and Hope fundraiser: The committee will encourage “new” people to attend and volunteer. It was suggested that name tags be provided for everyone.

Communication:

Articles about the committee as well as interviews with new members will appear on a regular basis in the Quest. It was suggested that more of an effort be made to have people receive the Quest on line rather than in the mail...we can approach Geraldine about how to do this.

Polly will talk to Geraldine about keeping “In Touch” more brief with shorter announcements and more opportunities to “click” to get more information. Shoshana pointed out that it is often too long and may discourage people from reading it.

Also it would be great to have a church calendar available on the website.

Greeters:

We need more! **Kathy** will talk to Rosie and **Joanna** will speak to Moira to see if they are interested.

Richard has information about another church’s way of welcoming and will share at our next meeting.

The meeting closed with some beautiful readings provided by Richard. We will open and close meetings with a reading to deepen our committee experience.

Next meeting: Thursday, July 7 at 5:00.

Monthly Report: Refreshing Our Facilities Task Force - June 2016

Thank you to the Board for approving the recommendation to engage Robert Black as our consultant for planning the renovations and other work that needs to be done on our building!

We're working to find a date for an initial kickoff meeting with Robert. [He's been engaged with several other projects in the past month, as well as travel.] We anticipate that we'll meet sometime in early July and develop a workplan and establish some deadlines for various parts of our project.

I shared with Robert a host of documents and reports that will form the foundation of our work: our strategic plan, the FOF report, and a variety of documents relating to insulation, excavation, and other issues.* He's reviewed them and reported that he was very grateful for the context they provided. He also noted that we're very far ahead in our thinking about these issues, much more so than other groups he's worked with: a tribute to the many members of our community who led and participated in the Focus on the Future and Facilitating Our Future work, as well as the folks on Buildings and Ground who met with and solicited reports and feedback about various challenges we have with our physical plant and grounds.

Robert asked for a short list of projects that are top-of-mind for us right now. I met with Gina and Anne Dean and we agreed that these are the projects that we're most concerned about:

- Excavation and sidewalk: This needs to be done to ameliorate the moisture problems in the below-ground portions of the building, including the Chapel.
- The Parlors: There are various proposals to reconfigure the Parlors to work better for SE and still be usable for other needs.
- The Chapel: This space is currently a work in progress; the most serious issue is moisture/mold, which needs to be addressed before the space can be set up and more widely used for its intended purposes.
- The roof: We're going to apply for a Preservation Trust of Vermont grant to repair the roof over the office/Parlors, which will help to prevent water from seeping into the building. At this point, we'll need to identify several contractors to examine the roof and provide estimates for the work.

These are the current most-pressing challenges we could identify at the moment. But it's important to note that a key part of Robert's process with us will be a community meeting where a larger group meets to identify needs and work toward developing consensus around priorities and solutions. All this is to say that this isn't a final list, just the beginning of one.

Respectfully submitted,

Michael Stoner
16 June 2016