

# BOARD MEETING AGENDA

March 15, 2016

*"We are the trustees of the spirit of the North Chapel"*

Ringling Bowl & Check-ins	5:00-5:15
Review updated board covenant	5:15-5:20
Consent Agenda	5:20-5:25
-- review/approve 1/16/16 mtg. minutes	
Election of Officers	5:25-5:30
Treasurer's Report	5:30-5:40
-- Report from Finance Committee	
-- Update on Quicken	
Next Phase of Interim Process	5:40-6:15
-- Debrief of the February workshop	
-- Plans for continued rollout of discussions	
-- Process /Timing/Funding for staffing decisions	
-- UUA April workshop	
-- Pastoral Care	
Event Guidelines	
-- Discuss work done by Mary & Elizabeth	6:15-6:35
-- Next steps	
--Upcoming events: refugee concert, LHA	
-- Sanctuary heating for events/groups	
Committee Matters	6:35-6:50
-- Resource Development	
-- Facilities Implementation Update	
-- Any other concerns/issues?	
2016 Quest Assignments	6:50-6:55
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  
February 2016 Financial Report  
Ann Wynia, Treasurer

	JAN	FEB	YTD	2016 Budget
<b>RECEIPTS</b>				
1 Loose	986.00	898.00	1,884.00	13000
2 Pledges	34,687.00	9,798.00	44,485.00	157012
3 Gifts/Donations	1,100.00	420.00	1,520.00	4000
4 Rentals	310.00	450.00	760.00	10000
6 Fund Raising	0.00	402.00	402.00	13000
7 Reserve Fund	0.00	0.00	0.00	7500
8 Balance forward	3,657.29	0.00	3,657.29	3660
9 <b>TOTAL RECEIPTS</b>	40,740.29	11,968.00	52,708.29	208172
<b>EXPENSES</b>				
10 Electric	312.61	367.17	679.78	4000
11 Fuel/Furnace	904.66	913.23	1,817.89	9000
12 Grounds	0.00	808.00	808.00	5000
13 Insurance	1,262.00	1,262.00	2,524.00	5036
14 Janitorial	56.86	109.39	166.25	2500
15 Maintenance	0.00	265.00	265.00	5000
16 Water/Sewer	543.12	77.77	620.89	1000
17 <b>TOTAL CHURCH</b>	3,079.25	3,802.56	6,881.81	31536
18 Electric	0.00	0.00	0.00	0
19 Furnace	0.00	0.00	0.00	200
20 Maintenance	0.00	0.00	0.00	1000
21 Water/Sewer	0.00	0.00	0.00	0
22 <b>TOTAL PARSONAGE</b>	0.00	0.00	0.00	1200
23 Administrative Ass't	2,100.00	1,793.00	3,893.00	21500
24 Office Supplies	101.64	1,402.99	1,504.63	2500
25 Postage/Printing	5.88	70.59	76.47	150
26 Telephone	87.82	88.20	176.02	1500
27 Website Host/Upkeep	0.00	0.00	0.00	700
28 Copier Lease	213.19	459.54	672.73	3500
29 UUA Fair Share	850.00	850.00	1,700.00	8640
30 NNED Dues	600.00	0.00	600.00	2584
31 Minister Search Commit	0.00	0.00	0.00	2000
32 Quick Books online	54.17	60.17	114.34	750
33 Vanco	27.29	53.92	81.21	350
34 <b>TOTAL ADMINISTRAT</b>	4,039.99	4,778.41	8,818.40	44174
35 FICA	787.25	746.38	1,533.63	6565
36 Medical Ins.	198.76	198.76	397.52	1650
37 Pension	576.00	576.00	1,152.00	3560
38 Workers' Comp	1,051.00	0.00	1,051.00	2095
39 <b>TOTAL BENEFITS</b>	2,613.01	1,521.14	4,134.15	13870
40 Salary	2,758.33	2,758.33	5,516.66	17190
41 Housing Allowance	3,000.00	3,000.00	6,000.00	18700
42 <b>TOTAL MINISTER</b>	5,758.33	5,758.33	11,516.66	35890

## North Universalist Chapel Society

## February 2016 Financial Report

Ann Wynia, Treasurer

	JAN	FEB	YTD	Budget
43 Substitutes	0.00	0.00	0.00	3500
44 Supplies	0.00	1,840.00	1,840.00	1500
45 Advertising	54.25	0.00	54.25	150
46 <b>TOTAL WORSHIP</b>	54.25	1,840.00	1,894.25	5150
47 Organist/Choir Direct.	1,401.67	1,401.67	2,803.34	16830
48 Special Services	100.00	0.00	100.00	800
49 Supplies	0.00	0.00	0.00	500
50 <b>TOTAL MUSIC</b>	1,501.67	1,401.67	2,903.34	18130
51 <b>Coffee</b>	0.00	87.50	87.50	300
52 <b>Resource Comm</b>	0.00	0.00	0.00	300
53 Leadership Developer	0.00	103.51	103.51	1000
54 Outreach	0.00	0.00	0.00	200
55 Quest	225.00	250.00	475.00	2000
56 <b>TOTAL MEMBERSHIP</b>	225.00	250.00	578.51	3200
57 Staff	1,000.00	600.00	1,600.00	8200
58 Coordinator	75.00	75.00	150.00	750
59 Supplies	0.00	0.00	0.00	700
60 Child Care	256.00	128.00	384.00	2100
61 Artistree rent	0.00	44.00	44.00	440
62 Recognition	500.00	0.00	500.00	1000
63 <b>TOTAL R.E.</b>	1,831.00	847.00	2,678.00	13190
64 <b>TOTAL EXPENSES</b>		20,286.61	39,492.62	166,940

North Universalist Chapel Society  
 February 2016 Financial Report  
 Ann Wynia, Treasurer  
 JAN FEB

**PEOPLES' UNITED ACCT # 640322721**

65 Beginning balance	0.00	21,637.79
66 Receipts	40,740.29	11,968.00
67 Expenses	19,102.50	20,286.61
68 <b>Ending balance for</b> operating budget	<b>21,637.79</b>	<b>13,319.18</b>

**RESTRICTED FUNDS**

69 Withholdings	14.94	21.66
70 Minister's Fund	1644.18	944.18
71 Organ Preservation	717.93	717.93
72 NYE/Cranna	2700.09	2700.09
73 Sabatical Savings	593.33	593.33
75 Pizza Oven	567.58	567.58
76 VT/Quebec Grant	941.27	941.27
77 RE Donation	636.00	449.70
78 Classical concert donatic	3464.00	2464.00
79 Wells Fargo funds	7781.82	7781.82
80 Permaculture UU grant	4549.85	4389.85
81 VT Preservation Grant(F	15100.00	14050.20
82 Life and Hope		10.00
83 Spiritual Practice Explor	2436.36	2940.51

**TOTAL CHECKING ACCOUNT** 62785.14 51,891.30

**INVESTMENT - Vermont Community Loan Fund - \$3760.66 at 0% Matures September 2016**

Wells Fargo Acc't #3605-39446 Balance 2/29/16 - \$  
 Vermont Community Foundation -Balance 12/31/15 \$ 88574.47  
 Jantos Fund - Balance 1/31/16 \$ 8877.03 +/-

**EXPLANATIONS**

- (3) Malerich-10, Offset recorder update-400
- (4) Doolittle-150, 10/22 wed-300
- (6) Town Meeting lunch
- (15) Alarm system check
- (16) Water bill
- (23) Jan 3% increase-63, Feb 80 hrs x 21.63- 1730
- (25) Annual Meeting Warning
- (28) Copier lease-213.19, Copier service contract-246.35
- (33) Vanco-27.92, E-file-26
- (55) Postage through June
- (77) Mileage for OWL workshop
- (81) Stevens and Asso for structural assessment

Ann L. Wynia, Treasurer

March 2016 Finance Committee Report

Date: March 1, 2016 4:00 PM Church Library

Present: Jack Nelson, Joe Boyd, Jim Swift by phone Absent: Peggy Kannenstine, Mark Auriema

Others present: Susan Inui, Ann Wynia

Jack Nelson agreed to be chair. Still need secretary.

Consensus was that Quick Books program be moved from online version to Desktop version. On line version was proving to be cumbersome. Elaine Geyer is advising Ann Wynia and felt Desk top would be more user-friendly.

Jim Swift offered to share information about financial and legal plans and information on planned giving. Jack Nelson is to contact Richard Schramm to see if Amazing Grays would be a good place to start a conversation. Peggy Kannenstine and Chris Lloyd will be included in this plan.

Thank you to Mark Auriema for keeping tabs on the investments of the church: Wells Fargo, Vermont Community Loan Fund, Vermont Community Foundation, Jantos Fund

Susan Inui will email members the by-laws pertaining to the Finance Committee.

Meetings will be held first Monday of month at 5:00PM in Church Library.

Next Meeting: April 5, 2016 5:00PM

Respectfully submitted,

Ann Wynia

Thank you for your interest in supporting the North Universalist Chapel Society through a fundraising project or event. We sincerely appreciate efforts to generate resources in support of North Chapel priorities, programs and operations. We are funded mostly through member contributions pledged during our annual pledge drive.

To ensure that all fundraising efforts on our behalf are aligned with North Chapel guiding principles and current priorities (developed through our 2014-2015 planning process); complement rather than compete with existing fundraising efforts; and steward North Chapel human and physical resources well, we ask that your fundraising project or event meet the following guidelines:

- Is in keeping with our Unitarian Universalist guiding principles.
- Furthers understanding and/or participation in North Chapel and its goals and programs.
- Proceeds and participation anticipated are in proportion to resources required to hold the event.
- Is aligned with, and benefits current North Chapel goals and priorities.
  - Proceeds provide support for existing goals, priorities and budget.
  - Any funds targeted to new initiatives or for other purposes must be reviewed and approved in advance by the Board.
- Carries the commitment of a dedicated leader and/or steering committee with at least one North Chapel member.
- Scheduling and use of resources (e.g., facility, volunteers) by the event/project do not conflict or compete with existing North Chapel activities, programs and fundraising efforts.
  - Timing of the event is spaced at least one full month from any other North Chapel fundraising events.
- The resources required to create and execute the project or event:
  - Are more than adequately covered by proceeds of the event.
  - If requiring use of North Chapel facilities, will not result in excessive wear and tear on those facilities.
- Does not compete with, or repeat, other well-established events in the Woodstock area.

We ask that you provide a short description of the fundraising event or project, outlining its goals and potential, including:

- The gap or priority need in the North Chapel community that this event will address.
  - Please justify why this event is the best approach to address the gap or priority need.
- Estimated proceeds and expenses. A list of event leadership/steering committee and volunteers who will coordinate and organize the event.
- Expectations of support from North Chapel, for example, from member volunteers, use of our facility, or communications materials.

- A planning timeline
  - Whether the event/project is likely to occur one-time or every year.

Ultimately, all fundraising events and activities conducted on behalf and in support of the North Chapel are at the discretion of the Board to review and approve, or if necessary, decline.

## Membership Committee Meeting

March 1, 2016

Present: Ann, Joanna, Pru, Fran, Joan, Sherry

Greeters for March:

6 Fran

13 Joanna

20 Joan

27 Ann

Last weekend's circle dinners were discussed. There were 3 hosts and 25 attendees. The next dinner is scheduled for March 19th.

We scheduled the new member meetings for the spring.

The first will be after the service on Sunday, April 24th.

The one on May 1 will involve the committees presenting their work and the third will be on May 15. Pru and Joan will once again share the history of North Chapel.

Determining which Sunday they will speak will depend upon the schedule of the person who will lead a discussion on an aspect of theology. Sherry will ask Lynn Peterson if he's interested.

Recognition Sunday when new members are presented will be Sunday, June 5.

Submitted by Sherry Belisle.



## Notes from MAWC retreat on 2/6/16 at Don Ransom's house

Present: Don Ransom, Judith Taylor, Carol Egbert, Hope Yeager, Anne Macksoud, Jessica Horak, Jenny Gelfan, Kathy Astemborski and Delia Clarke, absent Ben Fox, Hugh Belton and Diane Mellinger

We agreed on the agenda.

We opened with an art project led by Judith Taylor.

We reflected on what sacred worship meant to us.

Sacred = not scared, not judge mental, connected to the divine, tag which cannot be named, any moment I am fully present, deeply imbedded in our humanity, personal guideposts, an expression of divinity.

Worship = not warship, experience of connection, connecting to the divine, getting down on our knees, peaceful personal protected, dissolve into the source of everything, humility in face of the mystery, acceptance of that which is divine

Asked what is essential for our Sunday worship services to be sacred worship.

Listening, diversity, Joy, honesty, authenticity, truth, ....age, ....icity, ..... (Notes lost, one side covered in photo)

Then we followed a process of reflection and silent sharing and came up with these things, grouping them into 6 categories and noting which was most important.

\*\*( the most important) \*\* **A vital community:** all generations, permeable boundaries, allow vulnerability, trust in ourselves, humor, laughter, sharing, shared experience, striving for connection, welcoming common experience, acceptance of disagreement, connection to one another, an invitation to connect deeply to ourselves and what matters

\* **An open-hearted atmosphere:** deep honesty, safety, inviting others in, acceptance, love, open hearts, creating ways to speak of the divine that do not alienate, safe space, presence, sincerity, humility, safety with vulnerability, emotion, freedom, safety in not knowing, a sense of expansiveness

\* **Time for inward attention:** feeling grounded, stillness, silence, taking time for reflection, quiet, openness, chime, gong - sound it often, leave the business of day to day behind, space to be alone within the group, quiet places where all are invited to be/ explore/ settle, space enough to afford some privacy for participants

\* **Creative expression:** nature, poetry, beauty, art, music, good music, creativity, a place that fosters the interplay of soul and spirit, some awareness however slight of aesthetics, something of the arts in each service

\* **Exploring mystery and questions:** open questions, no assumptions, hospitality to questioning, many voices each speaking respectfully, offering new perspective, exploration, wonder, exploring mysteries and ourselves, "what if" experiences going deep into not unfamiliar possible thought feeling, provocative ideas, wondering ideas, exploring mystery and ourselves, no pat answers, finding meaningful themes, invite

deep thinkers/ feelers for the reflections, perhaps?, enough openness to accommodate doubt

\* **Comforting well-managed ritual** (stage management): all generations, no sermons, ritual/ theater, several voices adding to the hour, microphone works well with correct volume and clean sound, length of service kept to 1 hour, some familiar structure balanced with a bit of transcendent experience

We discussed range of options for moving forward without a minister, and our group noted these preferences:

#### IN THE LONG TERM

Engage long term a part time minister 14

We unexpectedly identify and hire a long term minister outside the normal search process 10

Members of the community are "ordained" to serve collectively as shared minister 8

Continue as a fellowship and use funds to punctuate services with hired folks 6

Hire a settled long term minister 2

Shared minister with another local UU congregation 2

#### SHORT TERM

Continue as a fellowship and use funds to punctuate services with hired folks 22

Members of the community are "ordained" to serve collectively as shared minister 17

Engage a short-term part-time minister during 18 months 7

We discussed what our work was for the time being to create the upcoming Sunday worship services, who would do it, and when. It seems to be very much under control.

The list:

Schedule guest reflectors, outreach by all ongoing, Jenny coordinating dates

Schedule service coordinators, including outreach to new people by all, done by season, coordinating by Jenny

Personal stories sometimes before offering, all choose themes invite and see what happens

Design music, Diane, ongoing

Schedule music while Diane is away, Diane does as needed

How to sustain momentum of engagement in our fellowship discussed

We had lunch with Joby and held a closing circle.

Respectfully submitted, Jenny Gelfan

## Building and Grounds

Minutes

March 1, 2016

Present: Michael Stoner, Don, Vassie, Gina, Jack , Ann and Cheryl

Reading by Ann Sullivan

Sexton

Everything is working well. No evidence of any new ants or mice. The floors in the Social Hall will be done in April after the CTWKs end their dinners.

Facilitating our Future Task Force

Michael has accepted the responsibility to oversee this project. One of the recommendations was to engage an engineer to look at all of our facilities. NUCS received a grant from the Preservation Trust to hire an engineer to do a walk through and identify possible moisture and damage issues. The result was to put together a list of moisture, energy efficiency and program issues ( such as use of interior spaces, challenges in the Social Hall and sound proofing). Michael has identified 3 architects from around the state that deal with historic buildings to give us quotes. Our objective is to get a plan to take care of roofs, excavating, energy efficiency and insulation. This will allow us to have a cost for each project and to prioritize our resources.

In the RFP that we are sending out to the architects, Jack suggested we identify that we are trying to be carbon neutral. He also suggested that this might be a good time to address sound isolation in some of the meeting rooms.

Vermont/Quebec Grant

Lynn Peterson has asked that we identify what we would like to have done with the grant he is requesting. It was agreed that extending the parking lot is a very important issue and can be accomplished quickly. We will get 2 estimates to be ready.

SE Committee

B&G would like to see all spaces used in a multipurpose way. Gina suggested that we meet with SE and possibly Anne Dean and Michael.

### Old Business

Gina installed another light in the stained glass and it looks bright and lovely.

The signs are moving along.

Gina installed a pole for drying towels in the kitchen.

The compost bucket is missing the spatula which Gina will replace. The spatula is to help get every little bit out of the compost bucket so it will be easy to clean.

### New Business

It was brought to the attention that Michael Zsoldas has made a request to use Daniel's office for one week to do some work. Gina and Geraldine agreed that it would be fine. In our meeting, we discussed the nature of this sort of request and decided that every request need to be considered on an individual basis, rather than prescribed by a policy

Rent by donation or a percentage of their intake by groups like the yoga and QiGong that are held in the Parlors and now the chapel was discussed. It was agreed that this works well and that we are comfortable with this arrangement.

### Spring Clean Up

Saturday, April 23, 2016 from 10 to 2 is set ! We are hoping to get a good start on what will be needed for the clean up.

### Speaker in the Parlor

Norwood is wondering if we want to get it fixed. Jack will have the gentleman who installed the speaker fix the speaker.

### Refrigerator in the Kitchen

Gina will do the research and get a new gasket for the refrigerator door. Several people have noticed that the refrigerator door is not shutting tightly due to the split gasket.

Next month is the Committee Café. We will be meeting at 5:30 on April 5<sup>th</sup> in the chapel.

Sincerely,

Cheryl

Welcoming & Engagement Committee  
Notes  
March 3, 2016

Check in

Review of minutes of February 4, 2016 meeting

- Welcoming handout could be given out to new people at the entrance to the chapel
- Visitor coffee mugs - Kathy made a sign saying the blue mugs are for visitors
- Although there hasn't been any response to the notice in the order of service and online, Polly will help with greeting and Rick will personally invite some.
- Kathy and Gina have planned the signage and Kathy will make them.
- Post-service discussion needs second round table.
- The next Circle Dinner is March 19th—Pru will announce at services and ask for more people to host.
- It was suggested that the point person for Caring/Pastoral Care Group might be either Geraldine or Linda Galvao

Open Discussion

- What's going well?
  - o personal greeting at the beginning of service
  - o Stewardship Workshop attended by Rick and Kathy - suggestion to attend the Gay Pride March in Boston, housing provided by Chelmsford, MA UU church.
  - o March 7 from 7 to 9 there is a stewardship webinar at Norman Williams Library
  - o Welcoming brochures are now on the front table in the entry.

Next meeting, April 7, 2016 at 5 pm.

## North Chapel Refugee Support Group

Notes - March 7, 2016

Present: Sharon Blake, Peg Brightman, Carol Egbert, Kathy Fiske, Rick Fiske, Polly Forcier, Linda Galvao, Fran Lancaster, Akankha Perkins, Deb Rice, Peter Rousmaniere, Judy Williamson.

Rick and Kathy are temporarily heading North Chapel's Refugee Support Group.

Upcoming North Chapel Concert:

- Benefit concert at North Chapel, 3pm, June 5 - Peg is in charge and requested help from the group.
- Rick is the MC, Sharon will head the reception, Deb will look into an associated art exhibit, Change the World Kids will be invited to usher and Norman will be asked to speak about St. James efforts.
- It is hoped that "Wrensong" and the Bridgewater Men's Chorus will agree to perform to widen participation in the concert beyond North Chapel to St. James and the Mennonite congregation and make it a more ecumenical event.

St James:

- The blog address for Woodstock's effort is [projectwelcomewoodstockvt.blogspot.com](http://projectwelcomewoodstockvt.blogspot.com)
- The meeting this Friday, March 11 will be attended by Rick and Kathy who will gather information about what St. James is doing and share North Chapel's plans for the future, asking Norman if he would speak at the concert.

Suggestions Going Forward:

- Bring Sheldon Novick back for another service at North Chapel.
- Get in touch with VRRP in Colchester to check on what they still need in terms of kits.
- Possibly show a fundraising movie like "A Day Without a Mexican" or "El Norte" at the library or Town Hall Theater.
- Adult R. E./Social Justice component: Group discussion on tolerance, non-violence, refugees, etc. to counteract lack of acceptance.
- Find out if there is a central Upper Valley collection site for household kits, furniture, etc.
- Plan a bigger fundraising even/concert at Town Hall Theater with Michael Zsoldos, Jody Henderson, etc.
- Get and use materials from UUA to supplement what we have.

## **RE Notes February & March 2016**

### **Sunday Feb 28**

K-3 & 4-6: 5 children w/ Ben and Murray

With a small but connected crew of kids and adults, we welcomed Winter out and Spring in with a spiritual exploration treasure hunt on the ArtisTree grounds. From the children, treasure is/can be: "whatever is important and meaningful to you... and you can find it anywhere, if you just take the time to look for it... together."

What a wonderful day! I look forward to more S.E. adventures in the warming months to come, both inside and out, together, wherever the road may lead, one day at a time. Ben

### **Sunday March 6**

K-3 2 Children w/Ariel

4-6: 2 children w/ Geraldine & CTWK

K-3: The kids and I watched "Koun and Her Water Buffalo". It's about a young Cambodian girl who's family makes a living by selling rice. They loved and wanted to watch more when it was over. We discussed how different life is in Cambodia compared to here. We also looked at pictures of the Life and Hope kids who live in the North Chapel house, and I think watching the video of Koun helped them understand what life can be like in Cambodia.

4-6: We spent time with the CTWK learning about their "Let It Grow Wild" Campaign, why they do it and what the money is raise for. The children then designed and created posters for the event.