

BOARD MEETING AGENDA

March 21, 2017

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

Ringling Bowl & Check-ins	5:00-5:10
Consent Agenda -- review/approve 2/11/17 retreat/mtg. minutes	5:10-5:15
Treasurer's Report/Finances	5:15-5:30
Visit from Nominating Committee -- Agree to process for coming year -- Discuss board and committee needs	5:30-6:00
Follow-up to February Board Retreat -- Update from Geraldine on SE -- Next steps for mtg. with W&E Comm.	6:00-6:10
Search Committee Update -- Report from 3/13 mtg. with SC	6:10-6:25
Mini Capital-Campaign -- Update -- Next steps -- Assignments	6:25-6:40
Board To-Dos -- Quest article -- Coffee Hour -- DJ minister emeritus -- Committee Café April 4	6:40-7:00
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 Chapel BOARD MEETING MINUTES
January 17, 2017
“We are the trustees of the spirit of the North Chapel”

Present: Susan Inui, Anne Marinello, Anne Macksoud, Ann Wynia, Deborah Rice.
Anne Dean joined a little later.
Absent: Denise Lyons, Chris Bartlett

1. Consent Agenda

-- reviewed and approved 12/15/16 mtg. minutes by unanimous vote*

2. Treasurer's Report and Finances

-- reviewed 2016 financial status. Susan said “Liabilities and Equities” in QuickBooks refers to “restricted access funds”. AnneMari questioned Jantos Fund amount, and Ann W. explained that the Minister's Fund is the part of the Jantos Fund that she keeps in the checking account. Ann W. reported we reached 97% of the goal for the 2017 pledge drive. After review, Anne Mack moved and Anne Mari seconded that we accept the Treasurer's Report, and all voted to accept.*

-2017 Budget discussion - Starred items are one-time, nonrecurring expenses. For example parsonage maintenance includes a one-time chimney repair and Settled minister's Search committee expense for transporting candidates are one-time expenses. These will not reappear in the 2018 budget.

-- Finance Committee members have been Jack Nelson, Jim Swift, Mark Auriema, and Peggy Kannenstine. At Annual Meeting we will nominate Moira Notargiacomo to join this committee. They recommend reserving the balance of the 2016 surplus and all of the Byrne Foundation grant for use in 2018.

3. Canvass Debrief

-- What worked? Having Patsy organize the Sunday requests and assign writing thank-you notes, Mary's written updates and outreach by Board members all worked well.

--What could be improved? VANCO online pledging directions were confusing for some and need for leadership other than from the board. Possible candidates to chair a newly reconstituted Canvass/Development Committee were identified.

4. Prep for Annual Meeting (on 1/29/17)

-- Reviewed agenda

-- Chose unsung hero - Denise will do the honoring.

-- Choose possible nominee for Nominating Committee -

Assignments: Pledge Drive Report will be done by Rick F. with Ann W.

Facilities group presentation will be done by Anne D. and Gina.

Deb Rice will thank Anne Marinello for her service on the board.

Anne Mari will move that we, the NC, honor Daniel Jantos by naming him Minister Emeritus.

*The Board voted unanimously in support of this.

Anne Mack will specifically honor and thank Jenny and Music and Worship.

6. February Retreat for Board – Susan suggested a few possible dates and times that work for Denise and Judy for a half day retreat in February. Agenda items may be proposed to Susan ahead of that date. Agreed to see if we could reserve a space at Artistree.

7. The entire board expressed gratitude for Anne Mari for her 6 year term on the Board, which is ending this month . She will be missed!

8. Committee Matters was tabled for today. Susan will email schedule for 2017 Committee Cafes and plan to have Nominating Comm. join us for part of the March board meeting.

The meeting adjourned at 7:07

Deborah Rice, Secretary

North Universalist Chapel Society
Balance Sheet
As of February 28, 2017

	<u>Feb 28, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
People's Checking	84,106
Jantos Fund	6,828
VT Community Foundation	94,988
Wells Fargo Reserve	74,044
Total Checking/Savings	<u>259,966</u>
Accounts Receivable	
Accounts Receivable	(1,581)
Total Accounts Receivable	<u>(1,581)</u>
Other Current Assets	
Prepaid Expenses	1,262
Total Other Current Assets	<u>1,262</u>
Total Current Assets	<u>259,647</u>
TOTAL ASSETS	<u>259,647</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Byrne Foundation	15,000
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	1,514
Focus For Future	1,396
Payroll Liabilities	1,391
Total Other Current Liabilities	<u>33,043</u>
Total Current Liabilities	<u>33,043</u>
Total Liabilities	33,043
Equity	
Unrestricted Fund Balance	198,531
Net Income	28,074
Total Equity	<u>226,604</u>
TOTAL LIABILITIES & EQUITY	<u>259,647</u>

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

	<u>Jan - Mar 17</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Pledges	53,119	154,000	34%
Fundraisers	719	11,000	7%
Contributions	660	4,000	17%
Rental Income	880	9,000	10%
Loose Collection	2,472	13,000	19%
Reserve Fund	0	3,500	0%
Total Income	<u>57,850</u>	<u>194,500</u>	<u>30%</u>
Gross Profit	57,850	194,500	30%
Expense			
Employee Benefits	1,588	7,675	21%
Church Expense	11,582	39,800	29%
Payroll Expenses	13,367	76,243	18%
Spiritual Exploration	98	2,440	4%
Music	200	1,400	14%
Membership	267	3,550	8%
Worship	197	2,600	8%
Minister Expenses	1,920	40,118	5%
Office Expenses	6,844	21,980	31%
Total Expense	<u>36,063</u>	<u>195,806</u>	<u>18%</u>
Net Ordinary Income	21,788	(1,306)	(1,668)%
Other Income/Expense			
Other Income			
Investment Gains/Losses	6,382		
Total Other Income	<u>6,382</u>		
Net Other Income	6,382	0	100%
Net Income	<u><u>28,169</u></u>	<u><u>(1,306)</u></u>	<u><u>(2,157)%</u></u>

MUSIC AND WORSHIP COMMITTEE MINUTES

March 7, 2017, 5:15 PM, Submitted by: Jessica Stout

Attendees: Don Ransom, Kathy Astemborski, Mary Blanton, Anne Marinello, Jessica Stout

Moment of Silence

Check-in

Review and Approval of Minutes from February meeting

Ongoing Business:

Review of Services this past month:

Committee members gave favorable reviews of the services and reflections this past month. We discussed the appeal of the different styles and types of offerings that different reflectors bring to the role. We also discussed the idea of inviting reflectors back in the future, and compiling a list of potential “returnees”.

Review of Action Points from Last Meeting:

- a. Don is continuing to follow up with a possible Dartmouth contact.
- b. Don has confirmed Jim Totin as reflector for Easter Sunday.
- c. Don followed up with Michael Z. (booked for 5/21), Michael Stoner (ongoing discussion) and Barbara Bartlett (booked for 7/9).
- d. Anne spoke with daughter Heather, who would be interested in giving a reflection in the future. Timing to be determined.
- e. Mary has not been able to reach out to the Kirtan community yet.
- f. Don sent out the minutes from the Committee retreat last year.

Review Future Services:

- a. Discussed the idea of offering a service that attends to topics relevant to the LGBTQ community. Don indicated that Rick Fiske has a potential lead for a reflector for such a service.
- b. Discussed possible reflectors who could address the theme of the “natural world”.
- c. Don has contacted Judy Hills about doing a reflection in the fall, possibly with Lynn Murrell.

Action Points:

- 1) Don will review service records in an effort to compile a list of potential people to return to give future reflections.
- 2) Don will reach out to Dov Taylor about possible candidates to give a reflection about Islam.
- 3) Anne will reach out to Elizabeth Reaves about providing a reflection.
- 4) Don will send out worship themes to the committee.
- 5) Mary will reach out to the Kirtan community in White River Junction about possible involvement in a future service. Summer would be ideal timing.
- 6) Don will send out an updated draft of the Reflection Guidelines for Guest Reflectors.
- 7) Mary will reach out to Phyllis Arrata-Myer about giving a reflection.
- 8) Don emphasized reviewing and utilizing the minutes from the committee retreat in ongoing committee work.
- 9) Don will reach out to Brad Archer (who leads the Gay-Straight alliance at the high school) per recommendation of Anne.

Next meeting: Tuesday 4/4/17 at 5:15PM

Closing Circle

Adjourn: 6:25Pm

Notes from Buildings & Grounds March 8 Meeting

Present: Gina Auriema, Don Ransom, George Wohlgemuth and Agata Marzec

Welcomed new member George Wohlgemuth. At April meeting we will welcome two other new members; Jay Kelley and Ralph Lancaster

Sexton's Report Agata reported that the winter (so far) has gone by without much surprise. She did note that the snow storms in February made for quite a lot of extra work especially since during that time there were three scheduled Memorial Services with large crowds in the Sanctuary and Social Hall.

The only other thing to note was that Green Mountain Plumbing had to replace a zone valve (\$200+) in the Minister's office and some fuses in the furnace room. Proper heat in the Minister's office has been a perennial problem. The bill for this work totaled approx. \$800.

Reading of January Minutes (No February Meeting)

Old Business

Don had one more Chimney specialist, Top Hat Chimney Sweep of W. Fairlee VT look at the parsonage chimney. We are waiting for their quote to compare with the one from Chimney Savers Inc. He expects it by the end of this week.

We deferred the scheduling of Coffee Hour - for which we're responsible in May - to our April Meeting. Please come to our meeting with Sunday dates that work for you. There are 4 Sundays, May 7,14,21 and 28.

Gina shared the current report from the No. Chapel Facilities Task Force. Planning for the project continues and is getting close to finalization. It was agreed that Buildings & Grounds would hold off on our proposed project of replacing the flooring in the foyer to the Social Hall until the reconfiguring of the space there is finalized. The new floor may become part of the renovation at that point anyway. The money budgeted for that project can go toward the refinishing of the Sanctuary floors and the carpet runner.

A draft contract for rentals and rental procedures is in the works. Gina would like to have it in final form and available for the group that is using the back yard, social hall and kitchen on June 3rd.

New Business

Vt. Life Safety Inspection was done and the report is available. Everything checked out and is in good working order. This Inspection is done yearly and a report is submitted (by them) to The Vt. Dept. of Public Safety.

Composting - Gina would like to get North Chapel more involved with composting and it's importance to the climate connection. International Compost Awareness Week is May 7 - 13. Question is: How can we participate, what can we do to help raise awareness and include NUCS members in composting. In deference to Vermont's Act 148 which effectively bans the disposal of food scraps (organic, compostable kitchen wastes) by July 2020, we would do well to get started soon! More discussion to follow at April meeting.

Schedule for SPRING CLEAN UP DAY - Committee members look at your calendars and see what dates might work for you - we'll schedule at our April meeting.

It was noted that maybe it would be a good idea to involve some of the Change The World Kids in a Spring Cleaning of the kitchen - a sort of "detailing" to rehab the stove, oven and other areas of the kitchen that show signs of use after their season of Cabin Fever Dinners.

Next meeting is Tuesday, April 4th before Committee Cafe. Location to be announced.

Submitted by
Gina Auriema

WEC MEETING NOTES

3/2/17

Present: Kathy Fiske, Rick Fiske, Polly Forcier, Pru Schuller, Joby Thompson

Absent: Joanne Garbisch and Richard Schramm

REVIEW OF LAST MEETING

- Richard, who suggested a LGBT service, will take the lead on it when he finishes his work on the Search Committee, and we all will help.
- Blue “welcome cards” have been redesigned to read vertically and will be in the pews on Sunday.
- Rick handed out a list of LGBT awareness days and a list of welcoming ideas that have been successfully implemented at the UU Church of Montpelier as they have worked to become more welcoming to the LGBT community. Please look it over and get in touch with Rick with your ideas.

UU CHURCH VISITS:

- Rick visited UU Congregation of the Upper Valley in Norwich and spoke with minister, Patience Stoddard and RE Director, Sparrow Alden. Sparrow’s partner, Grace Allen who is transgender may be a good speaker for LGBT service in the future. Can we have a rainbow flag? Check with Michael Brand. Request for name tag, directory listing etc. - form could be tucked into the order of service.
- Rick visited All Souls UU Church in Brattleboro and spoke with pastor, Shayna Appel. Will have future discussion with Kathy Squires to share ways to be more welcoming.

NUCS TASKS GOING FORWARD:

- When we have a settled minister, we will pursue becoming a Designated Welcoming Community.
- Future collaborative discussion with Worship and Membership committees to discuss what we’ve done be more welcoming and what we’re going to do.
- Next Circle Dinner is March 25th.
- We will have a Welcoming service in September.
- WEC committee has coffee duty in June.

NEXT MEETING: April 6th, 2017 at 5 pm - Rick and Kathy will be away.

Report on North Chapel Facilities Planning

There's been a lot happening since our last report.

On Monday, 20 March, Gina Auriema, Robert Black, Anne Dean, Veronica Delay, Geraldine Fowler, Mary Hawkins, Ann Wynia, and I will gather to review the draft of a report to the board and the community. It summarizes our recommendations, including a four-phase approach to renovations. Jack Nelson and Angel Rubino can't attend this meeting, but I will share the report with them and add any input they have to it.

I don't believe that there will be any big surprises contained in the report. But here are some things I'd like the board to know about it:

1. In general, the work outlined in the report falls into several key categories: preservation of our historic building; addressing energy conservation; and enhancing interior spaces for SE, meditation, and small-group activities. Although some of the work to accomplish each of these objectives is inter-dependent, the work can be done in phases; some parts could be delayed or simply not done. Tasks are ranked in order of importance and urgency; phases 1 and 2 both address moisture and health issues in the lower level.

In brief, they are:

- Phase 1 focuses on exterior work needed to prevent water from entering the northeast corner of the building at the foyer and to channel the water into the river through the back yard. We'd also remediate water damage to the interior of the building in that area.
- Phase 2 focuses on the Chapel, SE Room, and lower level, addressing moisture and insulation issues there and underneath Geraldine's office. Some fairly simple renovations to the Chapel and SE Room would make them better-adapted to programs in each area.
- Phase 3 focuses on repairing the roof over the Offices and Parlors and repairing the damaged flashing and clapboard behind the Sanctuary. [As discussed at the Annual Meeting, we'll submit a grant application to the Preservation Trust of Vermont for funds to support this work.]
- Phase 4 focuses on the Offices and Parlors, reconfiguring rooms and addressing insulation and soundproofing.

2. We can anticipate that the big-ticket items will be those addressing the historic preservation and health issues and making our building more energy-efficient; the changes we're making to support programming are relatively minor in the scope of the entire project.

3. We can make progress toward the community's commitment to achieve carbon-neutrality by 2020 through some of the work outlined in the plan. But it's important to point out that one of the recommendations we will make is for the North Chapel to establish a separate task force to explore and develop a plan for how we can realistically meet that goal. Many of the big steps we might have taken to do this (for example, installing solar panels) aren't options for our property, and it's become clear that we need to think more holistically and more creatively about how we accomplish our energy-use objectives. For example, at the October workshop Robert Black pointed out that in order to meet their own goals of being a greener church, a congregation he worked with in Ann Arbor instituted a ride-sharing program and counted the savings in gas it achieved toward their goals. We'll need to think about similar kinds of ideas in order to meet ours.

4. Gina is talking to contractors and getting estimates on the work outlined in the report. Understandably, this is time-consuming and challenging, but she's trying to complete these conversations and obtain the estimates as soon as possible. [I am incredibly grateful for all the work that Buildings & Grounds does and for Gina's initiative, in particular.] After next week, the report will be complete except for these construction cost estimates.

5. I'm sure that you'll want to talk about how to get the recommendations out in front of the community. I believe that we could schedule some information meetings, Quest article, etc., now without having the final construction estimates in hand.

respectfully submitted,

Michael Stoner

Issue: How to expand our rich children's programming to the community. Use a 24/7 model for NC community and beyond. Address unmet community needs.

Target

- Have an ongoing program in the library, rec. center, elementary school
- Counselors refer kids to the program
- Children's chorus with Michael Zsoldas (and Annie Mack). 24/7 model.
- Have an engaging "something" for the 7th-9th grades (Interact?)
- We fill gaps for after-school programs.
- Have an engaging and thriving program
- Our NC community feels satisfied and happy that our wonderful services and resources are being used well and fully
- Kid/youth community resources see the NC as a helpful and legitimate partner
- We have identified some possible funding sources to expand and support these services
- Birth-3 year old group is sound and comfortable. Space is inviting.

Actions:

- Geraldine meets with counselors and community care coordinators and JJ / ArtisTree staff
- B&G, W+E, SE (GF) to develop inviting space for pre-k group
- Continuing to develop the collaboration with NWPL - also do the same with the rec center (use other adult volunteers to be the "second teacher")
- Converse with parents to discuss our thinking and get their input
- Conversation with Michael Z and Annie Mack - plus others

Metrics:

- Hold the meetings
- One thriving and regular program at the library (some regular attendance and "nucleus")
- Somebody seeks us out - we get referrals
- Made progress on spaces
- All of this information is available on website and other social media.

Progress to date (3/7):

- I have approached the library about the idea of an after-school program and they are interested. I approached the teachers and many of them have after-school obligations. Angel is interested, but she is very busy with search committee obligations right now so we will chat in a couple of weeks. I am also looking at other teachers who may fit.
- Michael Zsoldas and Anne Mack and I are scheduling a meeting. We had a date planned, but Dartmouth Idol obligations got in the way for Michael; we are in the process of rescheduling.
- I am attending the VFBA meeting tomorrow (3/8) - while I am still learning about this initiative - it looks promising to potentially hit a number of our targets.
- Meeting with Michael Stoner tomorrow (3/8) to discuss space issues for SE
- Mother-Up event tonight. Yoga at library on Thursday. Lots of promoting around these events.