

North Chapel Board of Trustees Meeting Minutes

April 19, 2016

1. Consent Agenda - *Denise moved, Anne D seconded and all approved minutes for 3/15/16.

2. Treasurer's report - Explanations: Line 81 has been renamed Funds for the Future; it is for facilities projects that are beyond the maintenance budget. Quickbooks transition is moving along. *Unanimously approved.

3. North Chapel Finance 101

Mary Hawkins' experience on the Resource Development Committee raised questions for her about how church finances work and her subsequent research led her to a deeper understanding of these matters. Knowing that she is probably not alone in wanting to know more, Mary has agreed to write an occasional Quest column on Frequently Asked Questions about church finances. The board may also lead some discussions on these topics, as part of this effort to increase community understanding of church finances. The board is also considering a joint meeting in July of the Board, the Finance Committee and the Resource Development Committee.

4. Staffing decisions

- consideration is underway of potential new members of the Resource Development Committee, specifically for members who would lead the fall canvass.

- Finance committee members have questions about the job description for an expanded role for an administrative assistant.

5. Next Phase of Interim Process - At the workshop in Brattleboro, representatives from the North Chapel met people from some churches with other congregational structural models. Susan feels that "part-time ministry" seems more like collaborative ministry. Attendees were Don R, Jenny, Gina, Geraldine, Carol, Susan, Peggy K and Ann Wynia.

Plans have been made for two community conversations with Doug Zelinsky on May 1 and 2. In addition, the board will host Doug at a pot luck as well as meet with him Monday evening for a special board meeting to review the conversations.

6. Event guidelines- Brief discussion of the work done by Mary H. and Elizabeth R. on possible comprehensive guidelines for NC fundraisers. Denise and Susan agreed to work on next version of the guidelines.

7. WUHS Peace Scholarship. The school has invited the North Chapel to participate as a sponsor: *It was moved by Anne D and seconded by Anne Mari that we donate \$100 toward the scholarship to a WUHS senior.

8. Coffee Hour assignments for board members in the month of May will be confirmed by email.

Meeting adjourned 7:10

Deborah Rice, Secretary

North Universalist Chapel Society
 April 2016 Financial Report
 Ann Wynia, Treasurer

	APR	YTD	2016 Budget	.33 *Budget	plus/minus
RECEIPTS					
1 Loose	822.00	3,784.00	13000	4290	-506.00
2 Pledges	4,259.00	56,622.00	157012	51813.96	4,808.04
3 Gifts/Donations	1,166.65	2,746.65	4000	1320	1,426.65
4 Rentals	350.00	1,475.00	10000	3300	-1,825.00
6 Fund Raising	506.00	1,484.00	13000	4290	-2,806.00
7 Reserve Fund	0.00	0.00	7500	2475	-2,475.00
8 Balance forward	0.00	3,657.29	3660	1207.8	2,449.49
9 TOTAL RECEIPTS	7,103.65	69,768.94	208172	68696.76	1,072.18
EXPENSES					
10 Electric	307.72	1,345.04	4000	1320	25.04
11 Fuel/Furnace	826.54	3,529.01	9000	2970	559.01
12 Grounds	560.00	1,662.00	5000	1650	12.00
13 Insurance	0.00	2,524.00	5036	1661.88	862.12
14 Janitorial	103.35	568.90	2500	825	-256.10
15 Maintenance	550.00	815.00	5000	1650	-835.00
16 Water/Sewer	0.00	620.89	1000	330	290.89
17 TOTAL CHURCH	2,347.61	11,064.84	31536	10406.88	657.96
18 Electric		0.00	0		
19 Furnace		0.00	200		
20 Maintenance		0.00	1000		
21 Water/Sewer		0.00	0		
22 TOTAL PARSONAGE	0.00	0.00	1200		
23 Administrative Ass't	1,730.40	7,786.40	21500	7095	-691.40
24 Office Supplies	0.00	1,801.55	2500	825	-976.55
25 Postage/Printing	0.00	76.47	150	49.5	-26.97
26 Telephone	99.00	362.21	1500	495	132.79
27 Website Host/Upkeep	99.00	570.75	700	231	-339.75
28 Copier Lease	213.19	1,099.11	3500	1155	55.89
29 UUA Fair Share	1,500.00	4,050.00	8640	2851.2	-1,198.80
30 NNED Dues	1,000.00	2,800.00	2584	852.72	-1,947.28
31 Minister Search Commit	0.00	0.00	2000	660	660.00
32 Quick Books online	60.17	552.67	750	247.5	-305.17
33 Vanco	26.91	136.37	350	115.5	-20.87
34 TOTAL ADMINISTRAT	4,728.67	19,235.53	44174	14577.42	-4,658.11
35 FICA	749.16	3,065.08	6565	2166.45	898.63
36 Medical Ins.	199.06	795.64	1650	544.5	251.14
37 Pension	1,152.00	2,304.00	3560	1174.8	1,129.20
38 Workers' Comp	0.00	1,051.00	2095	691.35	359.65
39 TOTAL BENEFITS	2,100.22	7,215.72	13870	4577.1	2,638.62
40 Salary	2,758.33	11,033.32	17190	5672.7	5,360.62
41 Housing Allowance	3,000.00	12,000.00	18700	6171	5,829.00
42 TOTAL MINISTER	5,758.33	23,033.32	35890	11843.7	11,189.62

North Universalist Chapel Society

April 2016 Financial Report

Ann Wynia, Treasurer

	APR	YTD	Budget	.33*budget	plus/minus
43 Substitutes	0.00	250.00	3500	1155	-905.00
44 Supplies	0.00	1,840.00	1500	495	1,345.00
45 Advertising	0.00	54.25	150	49.5	4.75
46 TOTAL WORSHIP	0.00	2,144.25	5150	1699.5	444.75
47 Organist/Choir Direct.	1,402.50	5,607.51	16830	5553.9	53.61
48 Special Services	0.00	200.00	800	264	-64.00
49 Supplies	373.99	418.24	500	165	253.24
50 TOTAL MUSIC	1,776.49	6,225.75	18130	5982.9	242.85
51 Coffee	57.00	144.50	300	99	45.50
52 Resource Comm	0.00	0.00	300	99	-99.00
53 Leadership Developer	0.00	103.51	1000	330	-226.49
54 Outreach	0.00	0.00	200	66	-66.00
55 Quest	0.00	475.00	2000	660	-185.00
56 TOTAL MEMBERSHIP	0.00	578.51	3200	1056	-477.49
57 Staff	700.00	3,000.00	8200	2706	294.00
58 Coordinator	75.00	300.00	750	247.5	52.50
59 Supplies	0.00	0.00	700	231	-231.00
60 Child Care	128.00	640.00	2100	693	-53.00
61 Artistree rent	44.00	176.00	440	145.2	30.80
62 Recognition	0.00	500.00	1000	330	170.00
63 TOTAL R.E.	947.00	4,616.00	13190	4352.7	263.30
64 TOTAL EXPENSES	17,715.32	74,258.42	166,940	55,090.20	19,168.22

North Universalist Chapel Society
April 2016 Financial Report
Ann Wynia, Treasurer
APRIL

PEOPLES' UNITED ACCT # 640322721

65 Beginning balance	6,225.70
66 Receipts	7,103.65
67 Expenses	17,715.32
68 Ending balance for operating budget	-4,385.97

RESTRICTED FUNDS

69 Withholdings	39.09
70 Minister's Fund	944.18
71 Organ Preservation	717.93
72 NYE/Cranna	2700.09
73 Sabbatical Savings	593.33
75 Pizza Oven	567.58
76 VT/Quebec Grant	941.27
77 RE Donation	449.70
78 Classical concert donatic	0.00
79 Wells Fargo funds	7781.82
80 Permaculture UU grant	3768.69
81 Funds For the Future	14050.20
82 Life and Hope	10.00
83 Spiritual Practice Explor	2436.36

TOTAL CHECKING ACCOUNT 30,614.27

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

Wells Fargo Acc't #3605-39446 Balance 3/31/16 - \$ 63824.43
Vermont Community Foundation -Balance 12/31/15 \$ 88574.47
Jantos Fund - Balance 1/31/16 \$ 8877.03 +/-

EXPLANATIONS

- (3) Malerich-35, Memory of D.Martin-1200 less cost of Easter flowers over donations-68.35
- (4) Doolittle-150, Hyannis-150, King's Daughters-50
- (6) 4/10/16 Classical concert less piano tune-506
- (12) Walkways
- (27) Drop box for back ups
- (32) Last payment
- (49) Music-283.99, UU Musicians Network-99

Ann L. Wynia, Treasurer

Membership Meeting

May 3, 2016 present: Ann, Joan, Pru and Sherry

Greeters for May are:

8 Ann

15 Sherry

22 Joan

29 Joanna

June 5 Pru

Attendance for the new member church history luncheon was very good.

Assignments for May 15th, committee and group duty sharing are:

Ann set up and salad

Fran sandwiches

Joan sand wishes

Joanna cookies

Sherry another dessert

The recent circle dinners were very successful with 33 attending. We appreciate hosts Peter Rousmaniere, Moira Notorgiacomo, Ann Dean and Charlotte Danley.

On Sunday June 5th , the new members will be recognized. Sherry will introduce them.

We are sending newly created cards to those who have not attended for some time. They include places to check whether they wish to remain members, discontinue being a member but staying on communication mailing, or discontinue with the church altogether. Once we receive the responses, progress with the new directory will begin.

Sherry

Minutes Music & Worship Com. Meeting, Tues., May 3

Present: Jenny Gelfan, Don Ransom, Judith Taylor, Carol Egbert, Diane Mellinger, Hugh Belton
Absent: Jessica Stout, Kathy Astemborski, Ben Fox

Moment of silence

Ingathering experience.

Check in

Opening words

Minutes from April meeting approved

Anne Macksoud and Hope Yeager have resigned. Judith says she will step down after July. Carol will ask Jay Kelly about joining our committee.

No one stepped up to be Committee Secretary

Report from the UUA workshop- some suggestions for services have been added to our list of future possibilities. Also speaker exchange being established.

Report from the church community meetings. People want more spiritual cohesion and m spiritual content.

We discussed how the services have been going. Carol suggested adding in prayers before joys and concerns on special days as a way of expressing cultural literacy.

Governance discussion was tabled until next meeting. Jenny and Don will meet in advance to plan this.

Reporting on future services: Carol has asked Shoshana to create themes for each month as loose suggestions for topics. We are scheduling August.

Schedule next committee meeting for June 7 at 5:15. Need to emphasize the hour.

Closing circle

Buildings and Grounds Minutes

May 4, 2016

Present: Gina, Vassie, Redek, Agata, Jack and Don

Sexton's Report

The committee welcomed back Radek and Agata from their vacation in Poland.

Reading of last Month's minutes

Old Business

Gina updated us on the status of the parking lot extension. She met with Michel Brands who actually visited the site and apparently the extension was already approved six years ago during the time that the labyrinth was done. But we do need a permit for the recycling shed and Gina will fill out the form. The extension of the parking lot and new grading and excavation for the drainage around the foundation is schedule to take place at the end of June. The other pressing project is replacing the roof of the parlors.

Seven people showed up for clean-up day, the weather was good and we were able to accomplish quite a lot but much more needs to be done around the pizza oven and the branch pile. We are looking for someone who can take away all that junk. Cheryl will get in touch with someone she knows. Many thanks to: Mary Hawkins, Jay Kelly, Ann Wynia, Cheryl Brush, Sharon Blake, Gina Auriema and Vassie Sinopoulos for their hard work on the clean-up day.

Gina met with the Spiritual Exploration leaders and agreed that all the three spaces they use are in need of some reorganization and transformation to accommodate not only the SE use but also to be more welcoming for other groups. The recommendation is to remove items that are not used like the cabinet in the back room of the parlors and instead create a work station along the wall with chairs, a couple of computers and a flat TV screen. These will be great tools for our young and old members alike.

Wall hangings in Sanctuary: We are in agreement with members who object to having any permanent hangings on the walls of the Sanctuary other than the two portraits on the back wall. Any other exhibited items should be temporary and free standing, never fastened to the walls nor leave marks. Gina and Don will look into installing a molding on the walls of the social hall where we can exhibit projects and other art items.

New Business

We are all set for the June coffee hour.

Gina proposed to make two composting wooden bins near the compost pile after that corner has been cleaned up.

Gina will work with Worship and Communications committees to write a paragraph for our website on promoting and describing our facilities for weddings. We decided to lower the wedding rental price to \$950 on Don's suggestion. The committee feels that the rental price should not be mentioned on the website but people should be encouraged to call the office for more information.

Jack has been watching the heating oil prices going up lately and we gave him the go ahead to order next year's fuel. He thinks that he can lock the price at lower than \$2 with Dead River.

Next meeting will be June 7th, Tuesday at 5:30- committee cafe at 6:30

Minutes written by Vassie Sinopoulos

WEC Meeting May 5, 2016

Present: Barbara Bartlett, Richard Schramm, Joanna Garbisch, Polly Forcier
And one beautiful male Blackburnian Warbler i.d. by Polly

Absent: Pru Schuler, Shoshana Belisle, Naomi Malik, Rick & Kathy Fiske

1. Sharing Progress on Initiatives

Discussion of Accomplishments of past few months

ESATBLISHMENT OF WELCOMING GREETER – for Sunday service was started by Rick in addition to Membership Greeter who hands out Order of Service.

Action: Barbara and Polly will follow up and personally ask others to participate. When Rick returns will ask him to follow up on prior efforts to get “Official Designated Welcoming Status”

COFFEE HOUR UPDATE

Setting up of tables with seating was very successful during January and February when Ken Woodhead was serving soup.

The request for weekly contributions for the food table from Church members has worked well.

Suggestion was made to have names tags available downstairs for coffee hour as well as blue mugs for visitors.

Action: Polly to write Ken a thank you. Barbara to speak to Ann Wynia about having a round table set up weekly by coffee hour hosts.

ROUND TABLE DISCUSSION

Notes of February 4 meeting show that this was suggested and was to be followed up on by Richard. He was to ask Service Speaker if they would host a table discussion after the service. To date, several speakers have done so.

Action: When needed, Richard will pick a Reflection Topic once a month for Round Table Discussion (but not during July or August). When Topic Is selected Richard to notify Geraldine in advance so it can be included in the Quest.

CIRCLE DINNER – Pru’s circle dinners for Feb/Mar were well attended. It was suggested that one be added to the fall calendar.

Pru also suggested we have pot luck lunches following the service more frequently.

Action: this is still open for discussion

CARING/PASTORAL CARE GROUP – There is a need for making congregation aware of needs of others within the church but how to go about this is open for further discussion, “setting up a point person”. Richard suggested that the Clearness Committee might be called into action more often.

2. New Ideas

In the monthly Quest introduce a new member with an article about them.

Action: Polly to get names of new members from Sherry Belisle and ask Linda Galvao if she would interview and write an article for the Quest.

Special Interest groups, support groups and topics need to be pursued.

Action: Richard to ask Mary Blanton and Don Ransom if any interest in restarting a Covenant group.

Barbara to ask Geraldine to put notice in Quest asking for suggestions for support or topical groups.

Ricahrd suggested that we end each of our meetings with a reading. He volunteered to bring something for our next meeting. It was also suggested that the minutes of the previous meeting, highlighting Action steps, be distributed with the agenda each month.

NEXT MEETING – June 2, 2016

To: North Chapel Board of Trustees
From: Michael Stoner
Re: Monthly Report from the Refreshing Our Facilities Task Force

There has been a significant amount of progress since our meeting on 25 March.

1. Update

We've continued to acquire information that helps us to better understand our building and its unique challenges:

- Jack located pdf files of our floor plans, along with the CAD files with the building floor plans.
- Norwood contacted Roy Snell, who worked with the architect who designed the renovations to the building when we constructed the Social Hall. Norwood and Gina toured the grounds with him and Snell followed up with a detailed memo about some of the problems he observed, along with recommendations for addressing them. In general, his observations corroborated some of what we heard from Sabrina Duk and and Tom Havill. [Havill is an excavator Gina has contacted about doing some grading around the building.]
- I also followed up with the three companies that responded to our RFP to answer questions about their proposals and fill in some missing information.

We (Gina, Norwood, Anne Dean, and me) met on 5 May to discuss what recommendation we wanted to make to the board regarding a partner for the work we outlined in our RFP earlier this year.

2. RFP Responses and Recommendation

After we completed the "Focus on the Future" strategic plan and launched it in the community, the board organized a task force to explore how our space could meet better meet some of the needs we identified. One of the recommendations from that task force [called Facilitating Our Future Task Force], which Chris Bartlett and Anne Dean led, was that we identify an architect to work with us to resolve some of the challenges we have with the internal space at the North Chapel; help us in planning to rectify or ameliorate the moisture and other issues; and work toward making our facility carbon-neutral.

In order to clarify these needs, we developed our RFP, which was reviewed by Buildings and Ground, the Board, and the Preservation Trust of Vermont. Then, we circulated the RFP to three organizations recommended by The Preservation Trust of Vermont: Robert Black, from Brandon; Keefe and Wesner, who have offices in Bennington and Middlebury; and Stevens Associates from Brattleboro. Each of them provided a detailed response to our needs and we're convinced that any one of them could be an effective partner for the work we outlined.

After reviewing their proposals and the additional information they provided, we recommend to the Board that we hire Robert Black to work on this project with us.

Black has 40 years of experience as an architect solving the kinds of problems we've encountered in our building and managing construction projects designed to ameliorate them and improve the way the buildings work for the people who are using them. "A lot of what I do as an architect is assess priorities," he said. That's important to us because one of the significant outcomes of our work needs to be a document outlining the work that needs to be done and proving cost estimates for the various phases, allowing us to budget more effectively.

Equally important to us is the fact that Black clearly understands that working with a group like ours requires listening to the needs of multiple constituents and trying to accommodate them as much as possible into proposed solutions. As part of his work with us, he'd facilitate a group workshop to explore our needs, helping us to identify and make choices about priorities. This work will guide us in developing a plan for the work that needs to be done and it is exactly the kind of process that the FOF Task Force envisioned.

I'm attaching a copy of Robert Black's proposal to this memo.

Note that the first part of his work involves reviewing what we've done so far. At this point, I have a collection of materials (including Focus on the Future; a number of valuable documents generated during the FOF process; various recommendations relating to insulation and moisture abatement; and the FOF report itself). We believe that the work we've already done prepares us well to take the next steps in the process.

Spiritual Exploration for Children and Families Committee Meeting

April 24 2016

Present: Geraldine Fowler, Jessica Stout, Angel Rubino and Gina Auriema

Attendance:

We discussed that attendance has been lower over the last few weeks and wondered why this could be. We thought perhaps just a busy time but we would keep an eye out on this. GSF to try to better communicate with parents what is happening each week.

Step Up Day:

Discussed the upcoming Step Up Day. Various teachers will be away end of May early June. School finishes early this year so should consider moving Step Up Day - June 5th is New Members Day. Maybe May 29th? Canvas parents and teachers to see which day is best.

Building and Grounds:

Gina came to discuss the shared use of space and to get a better understanding of what spaces SE used and how we used the spaces and how to better organize ourselves.

- We discussed our spaces being a shared space and areas needs to be organized.
- Should items be out of reach of children? Problem is that a lot of times children are left unattended and can get into things.
- At the start of the school year we should bring particular emphasis to the notion that this is a shared space, and we should keep things organized.
- We discussed the difficulty of end time as this seems to vary. We agreed that between the teachers we would agree on a time that SE would end and the children would clean up. We will have a back up activity planned should the service go longer.
- Perhaps post a question in the room "How do we leave a room?" "How do we leave this room and enter another?" reminding children of thoughtfulness and respect.
- Signal for the start and end - chalice lighting to start and closing words for ending.
- Possibly create a chore chart so all get a turn?
- We discussed the protocol around children either getting picked up by a parent or just being released. We discussed how this is currently determined by child. We agreed that we should discuss pick up/release procedure with parents and get their input.
- We would like a space for our Principles, Opening and Closing Words etc. We thought that maybe it would be nice to take down the shelves as you walk into the K-3 SE room (on the left as you walk in) and use that area for maybe a pushpin board.

Toward the end of the meeting we did a tour of the various rooms SE use. Downstairs next to the Chapel is for the K-3 group. The babies through pre-k use the carpeted parlors and the 4-6 group use the back parlors.

- The 4-6th group would really like a media station - computer table, printer, maybe a screen for watching documentaries etc.
- They like to have the couch and a comfy place to sit and relax when possible.
- They like the table for projects.

General

- We need to promote what we are doing with the children more - raise the level of awareness around what we do with the children, spaces used, why they use those spaces etc.
- We would like to work on a better Vision and Mission for the older children. What are their needs?