

North Universalist Chapel Society

Board of Trustees Agenda

18 November 2014

1 Opening Words/Check In 15 minutes

2. Committee Visit: Finance/Chris Lloyd 15 minutes

3. Updates, as Needed 10 minutes

4. Consent Agenda, including Committee Reports 5 minutes

5. Board Work 75 minutes

Board Response to Planning Committee Findings

6. Closing Words

North Chapel Board Meeting Minutes Tuesday, October 21, 2014

Present: Mary Jeanne Taylor, Deb Rice, Daniel Jantos, Denise Lyons, Susan Inui, Hope Yeager, Anne Marinello, Anne Macksoud, Ann Wynia.

Absent: Elizabeth Reaves

The meeting began at 6:30 p.m. Joe Sullivan (from the UUA NNED field staff) and the Board members checked in.

Planning for Daniel's leaving: Joe asked the board members for any questions they have regarding the search for the new minister. He pointed out that Daniel is the longest serving minister in the district at the moment and that the North Chapel has been exceptional in the past decade at having been so consistently vibrant.

Anne Mari.: pointed out that she has a problem with the concept of "replacing Daniel" and has to frame it differently. What are all of the things that we have valued over the past 14-15 years? How do we move forward and keep the things we value?

Susan: One recent question from church members is are we looking for an interim or are we looking for another settled minister? People are looking to the Board to thoroughly understand the pros and cons of each option and to make a decision. Why wouldn't we go for an interim minister?

MJ said she agrees with the question why not an interim minister? What is the process?

Anne Mack: it was suggested to her that we go without a minister, use the money for social justice, and have Sunday services done by a variety of volunteers. She is worried about getting a minister who doesn't "get" us. What is "church" in this time and place?

Hope: How do we mesh the vision that comes from the planning committee process with the search of a new minister (whether it be an interim or a settled minister)?

Joe pointed out that seeking an interim minister allows us to spend our time left with Daniel the way we would like to. Otherwise, we would be spending all of our Board time on finding a settled minister and unable to enjoy Daniel while he is here. He said that the Board's role is to listen to members as they go through the process of saying goodbye to Daniel, to be a calm presence for the membership.

Joe reported that he would return to do exit interviews with Daniel and with the Board. Joe asks the questions in those interviews, records the responses. The transcripts of those interviews are exchanged between Daniel and the Board. Then, with permission, those transcripts are shared with the membership.

Transition staff at the UUA NNED office (Keith and Margaret) is there to support us. Ministerial transitions are listed on the UUA website. The transition handbook is available on the website. Also the settlement handbook might be helpful to look at to get a sense of the whole process through the search for the new settled minister (eventually, after the interim minister). The MSR (Ministerial Settlement Representative) will come and talk to the Board about the search and settlement process, and then to the membership. The compensation consultant is also available to help congregations know how to structure the anticipated compensation package- this can be helpful both for the interim process and the settled minister search process.

Interim application process- April 17 is the due date for the interim application. A lot of the application is data about the church. Also on that application is a place to list the church community's priorities.

MJ asked if we have to choose from the pool of interim ministers. Joe said you are only going to be picking from the list of people who have listed themselves as interested in interim ministry.

Joe said the Board appoints an interim search team made up of three people. They prepare the packet needed for the interim application. The interview process happens quickly with phone interviews or Skype interviews. From the interviews the team chooses one. If there is not a match, there are three possible rounds (get a list of candidates from UUA, interviews with those selected, offer made to top candidate) to complete the process. Each part of the process in each round moves fairly quickly and follows a specific timeline as outlined on the website.

MJ asked if there is room to interview people not on the list of UUA interim ministers. Joe suggested that without having an interim minister, the congregation would miss out on the gifts of an interim minister including helping the congregation deal with the grief of saying goodbye to Daniel once he is really gone.

The interim minister is there to help the congregation and the Board get together their settled minister search priorities. The interim minister would also help the Board and the congregation with leadership issues and what kind of leadership fits this church given where it is now. The interim minister helps the congregation get connected with the UUA; that connection with the UUA helps us during the settled minister search process. To bring somebody in just because you like how they preach, you would miss out on these supports while searching for a settled minister.

Anne Mack. Expressed concern that if the interim minister isn't very good that members would stop coming. She expressed concern over the quick timeframe and the fact that the search team only interviews via phone and Skype. Joe said that the Board has to do a good job putting together the three person interim minister search team. Also, you can structure the interim contract as a two year contract, or as a one plus a one year contract. Sometimes that contract is fulfilled by two separate people one for the first year and one for the second year. Interim ministers, while good at Sunday services, are more geared to help the congregation and the Board through the interim work.

Keith Cronn and Barbara Child book wrote a book called, "In the Interim", that Joe recommends the Board read. Also recommended is disbanding the Committee on Ministry during the interim time and instead form a transitions team which works with the interim minister to help the congregation get organized around the work of the transition to a new settled minister. Make the transition team three or four people. Don't have any overlap between the Board, the transition team, or the search committees (3 people for the interim search committee; 6-8 people for the settled search committee).

Daniel asked, how many graduating students is the UUA be aware of from the seminary (having finished seminary, internship, and preliminary fellowship). Joe took a guess that there are probably 30 in a year. Those 30 are a mix of people aged 20s-60s, most of them aged 30s-60s. Susan pointed out that in addition to those folks there are experienced ministers who are just looking to move to a new situation.

Deb asked for a definition of "fellowship". Joe explained that the graduates of seminary go through a mentoring process and a credentialing process by the UUMA and that is what is meant by "preliminary fellowship".

Anne Mari. asked if Daniel had thoughts about what would suit us best and how we might best move forward. Daniel mentioned that we seem to be in an imaginative phase, imagining what the North Chapel

might be. People coming out of seminary have a lot of energy for the imagining phase. People fresh out of seminary have a lot of energy just to be part of a church. Things like the North Chapel work on climate could be included in the church packet and will draw candidates and will bring in good new energy. Imagining the best of what this place could be and writing down those priorities will draw energy toward what you want North Chapel to be.

Joe emphasized creating public self awareness of how you describe yourself as a church: be honest about who you are as a church community to get a good match with the ministers who are drawn to apply. The settled minister will come and focus on the relationship with the church community and building that relationship. The interim minister will be aware of relationship but it won't be the focus of their leadership.

Daniel asked how many settled ministers are coming in dependent on a parsonage. Joe said that very few at this point expect a parsonage because most churches don't have one.

MJ asked how quickly does the Board need to go out to talk to the congregation about the process, the interim search process, etc. Joe recommended reading through the transition handbook and the "In the Interim" book to fill in understanding as a Board. In about a month then plan on having that conversation with the congregation. Anne Mari. asked if the next step is to appoint the interim search team. The interim search committee needs to start in March. Denise asked when the interim minister would start: August. Ann Wynia asked if the work of the planning committee could help the search committee. Joe suggested that the work of those two committees are separate but the search committee will be informed by the planning committee work.

Joe left the meeting at 8:12 p.m.

Planning Committee Update

Denise reported that things are going very well. She emphasized that it is important for the Board to comment on the report from the planning committee, and report out to the congregation and get reactions and concerns between Nov. 18 and Dec. 6.

How are we going to make that communication to the community? Susan points out that the Board process will need to be different than the Dec. 6 meeting process. Denise said she sees it as inviting comments from the congregation before Dec. 6. Dec.6 will be a time to look at the big ideas that have come out of the information gathering and get the congregation to ratify or speak to the ideas articulated. The Board would be asking of the congregation: "What pleases you? What surprises you? What concerns you?" before Dec. 6. Denise framed the difference as: Nov. 18 is about where are we going? Dec.6 is about how do we get there?

Mary Jeanne expressed a wish to communicate to the community about the interim minister search process soon. Anne Mari. Clarified who chooses the three people for the interim search. The board agreed that the Board chooses those people.

Committee Cafe: same format in November with brown bag dinner for committee meetings. MJ will bring a dessert. MJ will ask Geraldine to put that in the weekly In Touch. Hope suggested that we use the Nov. Committee Cafe (Nov. 4) to make a Board statement about the ministerial search process. The Dec. Committee Cafe will be cancelled since it is before the Dec. 6 planning meeting.

Consent agenda

Deb Rice asked for time or person to talk to clarify the contract process so that when a group rents the building there isn't a conflict with the use of the space. Daniel said he would talk to Phyllis to clarify about the use of the outdoor space by CTWK. Deb asked for clarification about the separate check written to

the sextons for the cleaning of the space. Daniel said he would help Deb with addressing the Buildings and Grounds committee.

The board unanimously approved the consent agenda. The meeting adjourned at 8:38 p.m.

Respectfully submitted,
Hope Yeager
Secretary to the Board

North Universalist Chapel Society
 October 2014 Financial Report
 Ann Wynia, Treasurer

	AUG	SEPT	OCT	YTD	2014 Budget
RECEIPTS					
1 Loose	1,565.00	816.00	1,101.00	11,291.50	16000
2 Pledges	19,258.50	6,184.00	12,591.00	124,425.43	145000
3 Gifts/Donations	50.00	0.00	3,804.00	6,376.00	4000
4 Rentals	1,775.00	510.00	1,850.00	9,475.00	13000
5 Nursery School	625.00	625.00	0.00	5,000.00	6750
6 Fund Raising	0.00	272.00	180.00	6,739.00	16000
7 Reserve Fund	0.00	0.00	0.00	9,000.00	9000
8 Balance forward	0.00	0.00	0.00	1,361.13	1350
9 TOTAL RECEIPTS	23,273.50	8,407.00	19,526.00	173,668.06	211100
EXPENSES					
10 Electric	285.06	368.15	354.82	3,896.31	5400
11 Fuel/Furnace	0.00	0.00	804.65	9,073.90	9500
12 Grounds	0.00	0.00	0.00	3,924.01	5000
13 Insurance	1,088.00	0.00	0.00	4,827.00	4340
14 Janitorial	341.32	123.66	405.18	2,268.75	3000
15 Maintenance	584.53	150.00	150.00	3,736.70	5000
16 Water/Sewer	0.00	90.75	0.00	712.04	850
17 TOTAL CHURCH	2,298.91	732.56	1,714.65	28,438.71	33090
18 Electric	0.00	0.00	0.00	0.00	0
19 Furnace	0.00	0.00	0.00	0.00	225
20 Maintenance	708.40	175.00	0.00	937.26	1000
21 Water/Sewer	0.00	0.00	0.00	0.00	0
22 TOTAL PARSONAGE	708.40	175.00	0.00	937.26	1225
23 Administrative Ass't	1,394.00	1,470.50	1,479.00	14,824.00	16184
24 Office Supplies	237.29	0.00	298.11	1,369.35	1000
25 Postage/Printing	5.92	1.47	10.15	137.20	200
26 Telephone	91.35	93.02	96.15	911.39	1200
27 Website Host/Upkeep	0.00	0.00	0.00	383.76	600
28 Copier Lease	213.19	511.13	213.19	2,827.40	3500
29 UUA Fair Share	2,000.00	0.00	3,000.00	8,375.00	8375
30 NNED Dues	0.00	0.00	0.00	3,006.00	3006
31 Miscellaneous(Vanco)	31.68	28.78	26.55	444.84	360
32 TOTAL ADMINISTRAT	3,973.43	2,104.90	5,123.15	32,278.94	34425
33 FICA	732.05	735.47	736.11	7,382.16	8584
34 Medical Ins.	1,075.48	1,075.48	1,075.48	11,553.50	15000
35 Pension	912.00	912.00	912.00	9,120.00	10950
36 Auto Expenses	165.00	165.00	165.00	1,650.00	2000
37 Professional Exp & Dev	248.47	0.00	0.00	248.47	5475
38 Workers' Comp	475.00	0.00	0.00	1,416.00	1888
39 TOTAL BENEFITS	3,608.00	2,887.95	2,888.59	31,370.13	43897
40 Salary	3,916.00	3,923.00	3,917.00	39,168.00	47000
41 Housing Allowance	2,600.00	2,600.00	2,600.00	26,000.00	31200
42 TOTAL MINISTER	6,516.00	6,523.00	6,517.00	65,168.00	78200

North Universalist Chapel Society
 October 2014 Financial Report
 Ann Wynia, Treasurer

	AUG	SEPT	OCT	YTD	Budget
43 Sabbatical Savings Accoi	0.00	637.50	0.00	1912.50	2550
44 Substitutes	0.00	0.00	0.00	0.00	500
45 Supplies	0.00	0.00	0.00	0.00	300
46 Advertising	0.00	0.00	0.00	0.00	100
47 TOTAL WORSHIP	0.00	637.50	0.00	1,912.50	3450
48 Organist/Choir Direct.	1,362.00	1,362.00	1,362.00	13,620.00	16340
49 Special Services	100.00	0.00	0.00	450.00	800
50 Supplies	0.00	55.00	107.49	257.98	500
51 TOTAL MUSIC	1,462.00	1,417.00	1,469.49	14,327.98	17640
52 Coffee	0.00	47.50	0.00	266.00	350
53 Resource Comm	0.00	0.00	393.48	393.48	300
Margaret Lampe Kannenstine					
54 Leadership Developmer	154.03	0.00	64.25	233.28	500
55 Outreach	0.00	0.00	0.00	119.00	150
56 Quest	136.00	136.00	152.60	2023.26	2300
57 TOTAL MEMBERSHIP	290.03	136.00	216.85	2,375.54	2950
58 Staff	0.00	450.00	550.00	3,875.00	4900
59 Supplies	23.69	15.89	17.00	229.76	500
60 Child Care	160.00	128.00	128.00	1,376.00	1670
63 Recognition	0.00	0.00	0.00	380.00	200
65 TOTAL R.E.	183.69	593.89	695.00	5,860.76	7270
66 TOTAL EXPENSES	19,040.46	15,255.30	19,018.21	183,329.30	222,797

North Universalist Chapel Society

October 2014 Financial Report

Ann Wynia, Treasurer

AUG

SEPT

OCT

PEOPLES' UNITED ACCT # 640322721

67 Beginning balance	-7,553.77	-3,320.73	-10,169.03
68 Receipts	23,273.50	8,407.00	19,526.00
69 Expenses	19,040.46	15,255.30	19,018.21
70 Ending balance for operating budget	-3,320.73	-10,169.03	-9,661.24

RESTRICTED FUNDS

71 Withholdings	242.00	0.00	121.00
72 Minister's Fund	1013.01	1013.01	1013.01
Cold Relief	812.50	812.50	812.50
73 Organ Preservation	596.93	596.93	596.93
74 NYE/Cranna	2700.09	2700.09	2700.09
75 Sabbatical Savings	68.33	705.83	705.83
76 Memorial Gardens	1223.05	1223.05	1223.05
77 Legal Funds LP	762.88	762.88	762.88
77a Pizza Oven	202.90	538.90	389.95
77b VT/Quebec grant	941.27	941.27	941.27
(78) RE Donation		1500.00	1500.00
(78a) Classical concert donation		3000.00	2500.00
(78b) 2015 Pledges			10529.00
79 Spiritual Practice Explor	2940.51	2940.51	2940.51

TOTAL CHECKING ACCOUNT

8,182.74	6,565.94	17,074.78
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INVESTMENT - Vermont Community Loan Fund - \$3760.25 at 2.5% Matures September 2016

Wells Fargo Acc't #3605-39446 Balance 10/31/14 - \$80812.35

The only restricted funds now are \$1000 for Memorial Gardens

EXPLANATIONS

- (3) '13-'14 Winter Market-1754, Trevor mem-50, Williamson-2000
- (4) Doolittle-150, Marinello-300, Western Winds-1400
- (6) 10/19 concert-305 less piano tune-125,
- (15) Elevator inspection
- (53) Postage-98, Wine-182.60, Child Care-115
- (54) Planning Committee

Ann L. Wynia, Treasurer

Membership Committee Meeting

November 4, 2014, 5:00 in RE Office

Board Question – What is the current mission statement for the North Chapel? We want to include it in the directory.

Greeters – 11/9-Pru, 11/16-Sherry, 11/23-Fran, 11/30-Ann

Photo sessions-

Four sessions are complete. Concerns about 9/26&27 photographers lack of professionalism relayed to Karen Mc Grath by Ann. Many have been very pleased with their photos.

Jenny Gelfan , Geraldine and Joanna Garbisch will be working on the layout. Ann will work with Geraldine on editing. First deadline is 11/19 and we will be sending out requests for activity page pictures and photos of those unable to attend any of the sessions.

Circle Dinner- We discussed a query from the “Parents of Young Children” group of the Planning committee about making one of the Circle Dinners child friendly/welcoming. Child enrichment was offered at the canvass dinner and much appreciated. Our general thought was that perhaps the same approach with care and enrichment be offered at the church and then the parents could fully engage in a Circle Dinner. We will have a plan in place before the January dinner.

Meeting adjourned at 6:30 and several went to Social Hall to hear Mary Jeanne explain the board’s plan for an interim minister and enjoy delicious dips.

Ann Wynia for Membership

Worship and Music Committee

11/4/14

Attending: Daniel Jantos, Diane Mellinger, Hope Yeager, Hugh Belton, Jenny Gelfan, Jessica Horak, Kathy Astemborski, Carol Egbert, Anne Macksoud, John Steinle, Susan Innui

THERE IS NOTHING WE NEED FROM THE BOARD THIS MONTH

Opening Words: John read Touched By An Angel by Maya Angelou

Check In's

The Committee discussed this past Sunday's reflection which was a conversation between Susan and Daniel. The conversation was appreciated for both its personal content as well as themes that were universal and easily relatable. Susan felt that the service/conversation could be appreciated by others because it was put into context and therefore, applicable to others.

Upcoming Services:

11/30 - Dov Taylor will give the reflection on Thanksgiving

* Service Coordinator will be Neil Marinello.

12/21 - Hope contacted Rob Hansen to see if he'd be interested in doing the reflection on the Solstice. He will check his calendar and let Hope know if that will work. Susan Innui would like to be the service coordinator on this date.

* Hope will let us know if Rob can lock that date in.

1/4/15 - Shyla Nelson is scheduled to speak.

* Anne will check with Shyla to see if she'd like the traditional order of service (or not).

* It was suggested to see if Michael Zsoldos is available to be service coordinator - if not, Anne will do this.

Telos Whitfield will do 4 services while Daniel is away in January and February.

* Daniel will check with Telos to see if she'd like a service coordinator, or not.

* John and Hugh agreed to be service coordinators (if she'd like) as follows:

John - January 11 and February 15

Hugh - January 25 and February 22

In an effort to keep the voices of the community present, it was considered that we could have North Chapel participation via reading poems/thoughts interspersed throughout Telos' service.

1/18/15 - The committee discussed having a special service with a theme relating to the life and work of Martin Luther King Jr. The suggestion was made to invite people to

Speak about “where were you when...” Not just about Dr. King’s death, but the civil rights movement as well.

- * Carol and Anne suggested doing a service together and inviting people to speak about their connection to the civil rights movement.

- * Daniel will look for a speaker (perhaps from Dartmouth?)

- * John’s friend, Roger Daley, may be available - John will ask him

11/23 - Venerable Somnieng and Venerable Choeurn will be participating in the service on November 23rd. Daniel will also be present for the service.

Ben Fox was suggested as someone who could come speak about his addiction/recovery work. He is now working with Artistree and helping with Religious Education at the North Chapel.

- * Jess will reach out to him and see if he’s available on 2/1/15 to speak to us.

Aside from specific services we discussed:

- * Daniel suggested all of us paying attention throughout the month to potential themes and ideas that would make interesting services/reflections. We want services to be IRRESISTIBLE! Thoughts/ideas/brain-storms should go to Anne and John throughout the month for further discussion at our next meeting.

- * Daniel let us know we can give him ideas to work on/develop while he’s away in January and February. We continue to explore the idea of identifying themes to share throughout a month or weeks providing continuity on particular topics of interest.

Ideas discussed:

- * Family as a door to being able to see inside ourselves - how do we relate to one another.

- * Memories - sharing memories of past Daniel/community experiences - well wishing - remembering - laughing....

- * The community is stronger than an individual

- * Guaranteeing the continuity of the North Chapel - separate from being dependent on a minister.

- * Radical Hospitality - We need to do better at inviting people in and making them feel welcome/at home. Bigger groups of greeters? Actually asking to sit with people?

- * Sunday mornings matter!

Opening Words in December: Hope

Building & Grounds Meeting: 11/11/14

Present:

Ann, Jack, Gina, Vassie and Cheryl

Sextons:

Jack is concerned about the lights that we are using in the ceiling of the Sanctuary. He felt we should be replacing them with LED lights.

Winter is coming. The boards need to be placed in the corner between the Sanctuary and the Parlors. The board that shields the exhaust fan and the air intake of the furnace also needs to be installed.

Old Items:

Robin Kempson has still not installed the gutter and the faucet plate. Jack is discouraged but will keep calling him.

Replacing the Sewer line – the hold up has been the Gurney Brothers out of Springfield since they are doing the bulldozing. Ottauquechee Plumbing has been trying to coordinate with them but Jack will start calling as well.

Pine Tree – Cheryl did not have any luck with her gentleman. However, she is going to call Henderson's to see what they would charge. They just gave a very good figure in White River and even with drive time and mileage it should come in far less than anyone else.

Cleaning out storage – need to remember this has to be done in the spring.

Roofer's bills – will be paid in January 2015 so that they become next year's capital expense. Melanson charged \$2100 to check all the roofs and \$872 to do the actual work on the Parsonage. We are good for another 5 to 6 years.

New Items:

A new member of the buildings and grounds committee is needed. We will be making an appeal in January for a new person (s).

Defrost freezer – Jack will speak with Lauren about the food in the freezer, whose is it and the defrosting that is needed. Apparently, there is supposed to be 1/3 of the freezer for NUCS, 1/3 for Lauren and 1/3 for CWTK's.

Storage

Jack feels that there should not be anything at all at the top of the stairs leading from the Social Hall to the Narthex due to code issues. Jack suggested building an 8' X 10' wall in front of the cabinet that is sheet rocked thereby making the space meet code. We would install shelving.

Septic pump – The alarm has gone off twice in the last 2 weeks. We are living on borrowed time. It needs cleaning.

Capital Projects for 2015

Pine Tree

Parsonage and Inspection of Roof

Insulating the Sanctuary ceiling – bring the cat walk up higher, put cannisters in around the lights, insulate over the organ area (no insulation now) and the Sanctuary.

Christmas outline with the help of Donna:

December 2nd – wreath making

December 13th – decorating Sanctuary @ 9 am when the tree will be installed

December 19th – Vassie and Donna are washing the pews

Donna has ordered the poinsettias and is decorating the window boxes with greens and dogwood.

The next meeting will be in the Social Hall on December 2 at 5:30 or 6:30? Update to come.

RE Notes: Fall 2014 (October and November 2014)

October 19, 2014

Teaching: Geraldine

Number of Children: 9

Today we started with our regular breathing and centering exercise, opening words, chalice lighting and joys and concerns. The children really had a number of interesting things they wanted to talk about. They all seemed so interested in the open conversation so we let this conversation flow and this took up much of our time together. It was wonderful to watch the conversation unfold and the mutual respect that was shown, the turn taking and interest in each other.

We then spoke about the 7 UU principles. Each child picked a principle and drew a picture for their chosen principle. Daniel joined us near the end and brought much joy to our gathering.

October 26, 2014

Teaching: Anthea

Number of Children: 2

Today we did some indoor leave-peeping. We studied a variety of leaves and practiced the different names for leaf edges and vein patterns. We discussed why deciduous tree leaves change color in the fall. We did a quick leaf rubbing/tracing craft and then the kids blew off some steam playing a few indoor games (e.g. Twister).

November 2, 2014

Geraldine Teaching

Tapestry of Faith: Moral Tales - We are All One

Number of Children: 7

IN SUNDAYS SESSION... We heard the story, "We are All One," and tried to imagine what various living beings - human and non-human - might say to us if we could understand them. We made a web together and learned about the seventh Unitarian Universalist Principle, "**respect for the interdependent web of all existence of which we are a part.**"

November 9, 2014

Ben and Geraldine Teaching

Drumming

Number of children: 6

Autumn rhythms were abound in the wonderful exploration of Oneness this past Sunday at Children's Drumming. Thank you to all who assisted in bringing this creative arts spiritual experiential to fruition! We will look forward to holiday melodies in our next gathering just before Christmas. All children are welcome as we look forward to more fun playing in the months to come!