

# BOARD MEETING AGENDA

October 18, 2016

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

Ringling Bowl & Check-ins	5:00
Joint meeting with Canvass Task Force	5:10-5:45
-- prepping for meetings with community members	
-- next steps	
Consent Agenda	5:45-5:50
-- review/approve 9/20/16 mtg. minutes	
Treasurer’s Report/Finances	5:50-6:20
-- review financial status/vote	
-- review projections for 2017 budget	
-- discuss building project projections	
Search Committee	6:20-6:40
-- update	
-- negotiating team	
-- communications	
Staff update—Geraldine & Gwen	6:40-6:55
Committee Matters	6:55-7:00
-- November Committee Cafe	
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 of Trustees Minutes

September 20, 2016

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

Present: Denise Lyons, Susan Inui, Anne Macksoud, Anne Dean, Anne Marinello, Ann Wynia, Chris Bartlett, Deborah Rice

1. Consent Agenda Minutes of the 8/16/16 meeting were reviewed and approved by unanimous vote\*.

## 2. Treasurer's Report

-financial status: Ann explained several line items in the report/\*vote to accept the budget was unanimous.

-fund raisers: no Western Wind this year due to date conflict with Jewish holidays. Anne D suggested we might talk about a year-round B&B fundraiser, such as can be found in UU World. There was discussion about buying a reusable sign, which can be used for various church events. Deb agreed to follow up with Geraldine and Laurie, who is point person for the Eugene Friesen concert.

-report from Finance Committee : Denise reported they were pleased that we accepted their recommendation for a financial policy that raises the dollar level that the board can approve without congregational authorization. This recommendation will be put before the congregation for a vote at the annual meeting, because a by-law change is required..

-develop recommendations re: 2016 surplus, which results from our having budgeted for a minister for the full year, but having paid for one only for half a year. Discussion focused on need to address our aging building beyond the minimal maintenance budget. Chris pointed out that if we deal with some of the problems now we can avoid the need for future repairs. Funds for the Future could hold some of this money in reserve.

-Ann Wynia clarified that the worship committee line spending reflects the sound system upgrades.

-The motion was made and seconded, to level-fund next year's budget, keeping the pledge goal at \$160,000, and using the surplus for capital improvements or replenishing the Funds for the Future. The vote unanimous in favor.\*

3. Canvass Task Force- Each person's giving history will be included from the previous year only. Mary Hawkins is writing the appeal letter and will need the budget figure mentioned above.

#### 4. Search Committee

-Susan debriefed the meeting with SC, Laura Graham, and board members: The blessing and affirmation was repeated to include all on the SC, since not all had been present in church when it was first done. Some SC members had questions about the process, but they had a productive discussion and got more clarity about how much the congregation can be updated about the process as it unfolds.

-The Board needs to support the SC., through regular updates to the congregation. Susan suggests focusing on the process, rather than the actual candidates involved. We could also use the Board letter in the Quest to explain how this works. The Board will be informed by a monthly report from the SC. We will encourage the SC to have a retreat, and also to invite Laura Graham from the UUA to speak to the congregation, perhaps in a community meeting after church.

-Beyond Categorical Thinking Workshop, involving the congregation in intensive meetings over a weekend, is strongly suggested by the UUA. Churches in search are expected to have done this with the congregation, and possibly ministers will be looking for this in our packet. However, there is not a lot of support for this idea among board members, and it will not be pursued at this time.

#### 5. New Staffing - Geraldine and Gwen

-Updates/Next steps: Susan and Denise will have meetings with Geraldine to make sure expectations, goals and priorities in her new role are clear, since we do not have a settled minister yet, who would normally supervise Geraldine. Geraldine's use of social media helps with publicity for church events. Susan and Denise will meet with Gwen to check in about how things are going with her work in pastoral care.

#### 6. Committee Matters

-Communications: CMS As of today, Mike Bachman and Ann Wynia and Geraldine are making progress on aligning our database with the new computer,

and at this point there is no need for new church management software. The Board thanks Wendy Smith for her thoughtful research and her interest in the topic.

Adjourned at 7:02

Deborah Rice, Secretary

## **MUSIC AND WORSHIP COMMITTEE MINUTES**

**October 4, 2016, 5:30PM**

Submitted by: Jessica Stout

**Attendees:** Jenny Gelfan, Don Ransom, Diane Mellinger, Jessica Stout, Shoshana Belisle, Neil Marinello

**Opening Words:** Jenny Gelfan

**Moment of Silence**

**Check-in**

**Review and Approval of Minutes from September meeting**

**Review of Services this past month:**

Overall the committee had positive reactions to the last few services, and members reported on favorable reviews from congregants. Discussed how Rob Hanson's reflection brought in people from his school community, which enhanced the experience.

**Themes: Shoshana Belisle:**

Shoshana handed out a list she had created of Proposed Spiritual Themes corresponding to the months of the year, plus some additional themes to consider. She presented the themes as they relate to the seasons and what the seasons can elicit and "bring forth" in people. The committee explored the various topics and the potential benefit of providing a loose structure for the services in the new year. It was agreed that the themes were adequately broad so as not to be limiting, and that the sense of connection to the natural world would be appropriate and fitting. Discussed the need to communicate the themes in advance to the congregation, perhaps in three-four month increments. Discussed the plan to work on some specific wording that can be presented via various means (i.e. Quest, Order of Service etc).

**New Business:**

Discussed planning for upcoming services. Reflectors and Service Coordinators are for the most part lined up for the remainder of the year. Christmas Eve will be organized by Diane and Anne Macksoud. Anne Marinello is planning to join the Worship Committee in February 2017.

Jenny Gelfan has been in touch with Judith Taylor who has been doing outreach to potential reflectors.

**Action Points:**

Shoshana and Jessica will work on some potential wording to communicate themes to the congregation. This will be circulated amongst committee members for review.

Jenny will approach potential reflectors with the themes that are planned for the beginning of 2017.

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**Next meeting:** Tuesday 11/1/16 at 5:30PM

**Closing Circle**

**Adjourn:** 6:40PM

Buildings & Grounds  
October 5, 2016

Present: Gina, Jack, Don, and Vassie

#### Sexton's Report

Radek and Agata reported that they have turned on the furnaces, the thermostats have been programmed and their batteries are changed. During this time of the year they try to heat only the spaces that are being used. Therefore, they would appreciate knowing when the spaces are being used, and they suggest that it gets marked on the office calendar. The recommended temperature is 68 degrees. Also, the storm windows have been installed.

#### Reading of the September Minutes

The minutes of the September meeting were read and approved.

#### Old Business

The work on the parking lot is completed, and it looks great. We need to place a visible marker at the end of the parking lot, to stop cars from advancing onto the grassy area. Tom Havel will regrade the driveway as soon as his equipment happens to be in town. The drainage work on the west side of the building has been completed and the walkway has been repaved, including some repairs to the front walkway. The east side will be done next spring.

Don and Gina plan to make a date for picking up the various odd items left behind from construction, fairs, plus other abandoned junk, and take them to the dump. Don will contact the CTKs and let them know that we are cleaning up; a "take it or lose it" policy will be in effect! Gina reported that Robert Black gave an excellent presentation last Saturday, on the completed work and on what needs to be done next year.

Unfortunately, we lost some rental income this year from the Western Wind workshop due to a scheduling conflict.

#### Budget

We need to increase our budget for next year, because we would like to sand and refinish the sanctuary floor. According to Don, last time the floor was done it was in 1982. Also a new runner is needed for the sanctuary. Don will get some estimates.

#### New Business

The date for clean up is set for Saturday, November 12 from 9-12. It needs to be announced on the church bulletin.

Next meeting will be on Tuesday, November 1st at 5:30

Minutes written by Vassie Sinopoulos

6 October 2016

# WEC MINUTES

**PRESENT:** RICK & KATHY FISKE, PRU SCHULER, JOBY THOMPSON, JOANNA GARBISCH, BARBARA BARTLETT

**ABSENT:** POLLY FORCIER, RICHARD SCHRAMM, NAOMI MALIK

Barbara noted that SHOSANA BELISLE has switched over to the Worship Committee

## 1. CURRENT INITIATIVES - What we've done in the past year and Where we are going...

### i. Recruiting new Welcomers

Rick submitted list of UU members who could be considered along with committees and other activities that they are associated with and it shows that most members are already committed. The recommendation is to have a calendar showing dates available for Welcoming and leaving it up to individuals to sign up if they wish.

**ACTION:** Rick to set up a calendar with Geraldine and make note of it in the Quest as well mention in service with announcements.

### ii. Blue cards have been placed in all the pews.

**ACTION:** Barbara will ask Geraldine to include in Order of Service. Rick will check to see that they are replaced as needed.

### iii. Welcome Sign- Rick reviewed the sign with Gina Auremia who suggested a change of the word "This" to "Our". The Committee was in agreement with the new wording. Sign to be placed outside, will be printed on vinyl and placed behind an acrylic sheet.

**ACTION:** Rick to coordinate with Gina

### iv. In Service Welcome – Committee recommends taking time to welcome those seated nearby in the Service. It is important to make all feel welcome.

**ACTION:** Jobe to arrange with Worship Committee to include this instruction on worksheet for Service Coordinator.

### v. New Brochure - Updated Brochure by Kathy needs more visibility.

**ACTION:** Basket on table in foyer to be filled with brochure. Barbara to ask Geraldine to include this in Order of Service



- vi. Coffee Hour – Round Table comes and goes. Need to place sign in kitchen to remind members handling the weekly coffee hour to make sure that a table is in place.  
ACTION: Pru will follow up with sign
  
- vii. Reaching out to the community- The committee felt it was important to check with the Board to see how they would like the Welcome and Membership Committees reach out to the community.  
ACTION: Barbara will meet with Denise Lyons and Susan Inui

## 2. NEW INITIATIVES

What can we do as a committee to foster engagement of the congregation and outside community in sponsoring activities to bring families and people of various ages together outside of the regular Church service.

- i. Craft Project – Barbara has set up a craft project for after the 20 November Service for all ages to make a prayer flag out of fabric.  
ACTION: Pru and Joanna will help Barbara the week before with cutting fabric and preparing for the project.
  
- ii. Pot Luck Dinner – Pru suggested reinstating Pot Luck Dinners once a month after the service in place of coffee hour. Need to find a monthly Sunday that is not committed to After Service Meetings.  
ACTION: Barbara to discuss with Geraldine.
  
- iii. Rick shared a list of current and possible future engagement activities suggesting we review at our Nov. 10 meeting.  
ACTION: Rick will email list to WEC members prior to the meeting.

Engagement is the Focus Topic for next meeting

10 November 2016

# Board Report: September 2016

## North Chapel Facilities Task Force

There's a good bit of progress to report this month.

1. The west lawn project was nearly completed [on 30 September](#) when the sidewalk was blacktopped. (There's a small amount of work to do to blend in the sidewalk with the lawn.) Not only has this project helped to direct water away from our basement, but the entrances to our Sanctuary and the church offices and parlors are now ADA-compliant! Kudos to Gina for engaging Tom Havill, the excavator, who did a great job. Robert Black consulted with him (and Gina, Anne Dean, and George Wohlgemuth) on the project.

2. The workshop focused on facilities planning [on 1 October](#) was very successful. We had a strong and broadly representative group in attendance: Gina Auriema, Chris Bartlett, Robert Black, Anne Dean, Veronica Delay, Geraldine Fowler, Denise Lyons, Anne Macksoud, Anne Marinello, Angel Rubino, and me. Many thanks to everyone for their focus and good thinking.

We heard updates on SE and how our space could work better for their needs; a presentation by Robert Black describing some of the challenges we face, particularly in reference to moisture, and how we might deal with some of those issues; and we talked about some of the ideas presented and came up with some very general ideas about how to address them. [Note: Anne Macksoud captured a video of Robert's presentation and will share it with us when it's available.]

There was general consensus that our priorities fall roughly in this order:

- We want to balance practical concerns (like dealing with our moisture issues) with programmatic/aesthetic changes (like renovating the parlors).
- We'll make sure we take into account our carbon-neutral goal in everything we do.

- We liked one of the plans that Robert developed as an alternative for the first-floor renovation.
- We need to move forward to address the issues we have with water in the area on the east side of the church and in the northeast corner of the entrance to the social hall.
- Next, we'd focus on drainage challenges outside the Chapel and the Chapel renovation.
- There was also general agreement that the roof is a priority. Though it's not urgent to do this project in 2017, we need to plan for it in the next few years. [See an update about this, below.]
- We thought there could be opportunities to fundraise for SE and for the Chapel projects.
- We agreed that we need to develop a plan that identified the work to be done, when we proposed to do it, and attached ballpark estimates of costs to each phase.
- Once we have a plan, we can share it with the community for feedback and buy-in. A useful communications framework was suggested, which allowed for tracking progress in several areas.
- Not mentioned, but important: we'd need to have big initiatives approved by the community at the annual meeting in early 2017.

Our next step is to convene a small group consisting of Gina, Robert Black, Anne Dean, V, Geraldine, Jack, Angel, and me to reach agreement on how our spaces could accommodate SE needs and the Chapel; review Robert's plans; discuss specific needs for each of the spaces we are going to renovate; and develop a sequence for these things to occur. By the end of the meeting, we'd have agreement on how we'd use our spaces; the order in which we'd like to tackle the work; and a list of specifications we could use to get some construction estimates. These will form the basis of a plan.

3. I reported last month that I was writing a grant application to the Preservation Trust of Vermont for funds to repair the roof over the offices and parlors. This is work that needs to be done, as noted by Sabrina Duk in her engineering report earlier this year. It will prevent damage to the Sanctuary and to the offices and parlors. Gina Auriema solicited bids from two companies for this work; Jancewicz & Son from Bellows Falls submitted a comprehensive bid of \$36,000. If our grant application was accepted, we would have received half of that amount (\$18,000).

As I was finishing up the grant proposal, Denise noticed that we were required to have the matching funds be in hand at the time of proposal submission. Since the board itself can't approve an expenditure that large (\$18K) without community authorization — which had not been obtained — Susan and Denise felt uncomfortable submitting the grant application. Once I understood these concerns, I agreed that the best choice was to hold our application and submit it next year. At that point, we'll be able to obtain the community authorization we need to proceed. And we'll also have a more comprehensive plan in place — hopefully with some ideas about how we are going to fund some or most of our initiatives. The good news is that most of the work is done on the grant application and it won't take much work to revise it next year!

4. Finally, we there was some discussion at the meeting [on Saturday](#), 1 October, about a name for this effort. May I respectfully request that we depart from the previous acronyms related to our future, our facilities initiatives, and our funding for them, and just call this task force the “North Chapel Facilities Task Force?” You'll note that I've preemptively adopted that moniker for this report. It's clear, descriptive, and, better yet, even I am starting to forget what all the FOFs stand for. Thank you for your understanding.

Respectfully submitted,

Michael Stoner

SE Teachers meeting  
10/13/16

Present: Geraldine F., Angel R., Jess S., Ben F.

Agenda: see attached from GF

Opening words/chalice lighting

Current attendance to SE

- Discussed concerns about moderate attendance to SE and barriers therein
  - Barriers may be families being away; children aging (pre-teen/teen) into next phase of programming (CWTK)
  - Youth seemed focused on attending when there is action to be taken. Eg. Harvest day at Artistree, trip to the Tea House, being a part of service on Sunday
- Brainstorming on increasing attendance
  - Identify and have activities tailored to pre-teen/teen group
    - Poll pre-teen/teen group on their interests
  - There have been adults and a new family(s) show up to events (eg. Tea House) who either came via the new walking group and /or local list serve PR.
  - Discussion of having notice on Sunday service of what SE program is doing as announcement so that the rest of the congregation is aware that programming continues despite the children not always being present.
    - Instead of hearing that there are no children present today w/o explanation of why.
    - Jess offered to bring up the issue to worship committee

Space/building needs

- Discussed SE space needs: have it be welcoming and safe
- The 0-5 group is not currently developed, it is just a drop off
  - Discussed possibilities of having developing teacher/program/outreach
  - Discussed possibility of having SE and 0-5's all together in house; but due to current building use and needs, that may not be currently viable.
  - Angel R. is willing to be invested in supporting such a program
    - AR is asking what steps need to be taken to move forward
    - Further discussion with the board would need to ensue

Music addition to SE: Michael Z. willing to

- Concerns: once a month vs. increased practice time with shorter sessions
  - Agreed that time is so short during SE on Sundays, having once a month would be more beneficial at this time.

Mother Up program

- 30<sup>th</sup> there will be a review of J. Macy's movie for 12+ and a kids program for the younger 0-11's to see if there is interest in moving ahead with the program.
- It will be PR'd locally (as non- secular event)

Cabin Fever Dinner on Wednesday nights

- Discussed having an SE table therein
- The children still need a welcoming space to hang out when they're done eating, currently the space is not and who does childcare therein.

Calendar – see attached

- GF/AR will start hearts project at the beginning of next month (November)
- AR to possibly take Nov. 13<sup>th</sup> with Michael Z. to start music
- Discussed collaborating with Finnie at Artistree to work on holiday gifts in December or SE group will come up with projects therein.

Currently there is no and this is not the SE committee, nor is there a chair for SE

- However, there is intention to have committee and chair again.

Discussed possibly meeting again before the new year as SE teachers

Closing words- end

SE Weekly Notes as of October 13 2016:

**Sunday Sept 11**

**Teachers: Geraldine, Ben, Angel, Murray and CTWK**

**Children: 13**

We had a great start to the 2016/2017 SE year. Thank you to all the families who made it on Sunday morning. We enjoyed our morning sharing our Joys and Concerns and discussion of the 7 UU Principles we believe. The children placed beads on a string to represent each principle. We encouraged the children to hang the beads on their backpacks or another place that will help them to remember the principles.

**Sunday Sept 18**

**Teachers: Geraldine, Angel and Jess**

**Children: 6**

We had a smaller group of children this week but enjoyed our time together discussing "rituals" that make up our time together - such as Opening Words, Chalice Lighting, Joys and Concerns. We discussed what happens in the sanctuary while we are in our "class" and then Ben came in to invite us to listen to his reflection titled "Rites of Passage". A multi-generational reflection! If you would like to listen to his reflection or have your child/ren listen - you can [click here](#) for the audio version.

**Sunday Sept 25**

**Teachers: Ben & Murray**

**Children: 2**

The children joined Ben and Murray at ArtisTree for good discussion about spiritual art via art hoop of basic elements of the mind/body/soul.

**Sunday Oct. 2**

**Teachers: CTWK, Geraldine & Angel**

**Children: 9 at ArtisTree, 6 in the Sanctuary**

We harvested the CTWK garden at ArtisTree. Food harvested will go to the Food Shelf and the Root Cellar.

We had approx. 6 children stay behind for the service to hear 6th grade teacher, Mr Hanson's reflection.

**Sunday Oct. 9**

**Teachers: Geraldine & Angel**

**Children: 10**

We enjoyed a very enchanting visit to the Buddhist Tea House in S. Woodstock, lead by Angel. We enjoyed a short meditation in the Tea House and a short hike to the stone caves. A lovely morning spent together!