

UNITARIAN SOCIETY OF HARTFORD
Board of Directors Meeting
May 11, 2010

Members Participating: Carolyn Cartland, Bill Young, Joe Rubin, Sue Kinney, Bill LaPorte-Bryan, Karl Peters, Rev. BJ Jamestone, Meredith Vasta
 Others Participating: Gail Syring, Don Reichler
 Members Absent: Martha Page
 Call to Order: Meeting was called to order at 7:01 pm

Subject	Discussion	Action Required/Responsible
Opening Words	Provided by Rev. BJ, a reading from Mary Parker Follett-thoughts about meetings. A reading and handout was also provided from "The Congregational Handbook".	
Check-in	Each participant spoke about the Board covenant.	
Minutes	Minutes were approved via email.	
President's Report-Closing Policy	Carolyn has completed the USH Closing Policy. It has been reviewed and approved by Joe Rubin, Rev. BJ, Stu Spence (chair of B & G), Sue Kinney, and David Newton. Motion to accept the policy was made by Karl Peters. Second was provided by Bill Young. One question asked during the discussion portion was why must the decision to close occur so early- 6:00 am? Carolyn explained that, to send out email and call channel 3 we wanted to have plenty of lead time to let folks know of the closing. It was passed unanimously. The motion was carried.	
President's Report-Audit Completed	According to a report from Jim Vennemen, we have passed the audit. His one recommendation was to increase the number of authorized check signers to two. This has always been the policy in the past but recent Board changes have affected that reducing the number of authorized signers to one. This report will be presented at the annual meeting.	
President's Report-Annual Meeting on May 23 rd .	We need to add to the annual meeting agenda an opportunity to vote on minutes from last year's annual meeting. Sue Kinney will take minutes for Meredith as she will be out of town. Sue will read a portion of the secretary's report. She will just read aloud the names of members who have passed on during the last year. In the printed report the secretary's report will include names of folks who have left USH and those who have joined over the last year in addition to the names of those who have passed on.	
Treasurer's	Bill Young reported for Martha Page, who was unable to	

Report-Budget Status	attend the meeting. There has been no change since our congregational economic conversation. The surplus line item remains the same. We are still waiting for some additional pledges from the congregation.	
Treasurer's Report-Next Steps	<p>Over the next two weeks we need to finalize the budget details, particularly as it will affect two primary areas of our budget; those are staff compensation and administration. BJ will work on making recommendations regarding necessary decreases in staff compensation and Joe will work with Brian to make recommendations for decreases in administration expenses.</p> <p>Mattie needs clarification from Karl Peters as to the role of section leaders in the upcoming budget. Karl will discuss this further with Mattie as it relates to music finances and fundraising.</p>	<p>As needed parties mentioned will meet and further discuss upcoming budget.</p> <p>Karl Peters to meet with Mattie to discuss section leaders.</p>
Minister's Report-Mission and Membership Initiative	<p>Rev. BJ presented a report on the "Mission and Membership" Initiative. The initiative provided discussion points and generated ideas and thoughts regarding outreach, member recruitment and retention, congregational nurturing and examining more closely why people leave USH. This could be a two year program which we would make a priority and focus for USH and would have a through evaluation at the end.</p> <p>Several participants mentioned the importance of this being a positive path for USH to take-to increase growth and continue to encourage the congregation to be vibrant and sustainable. This is also an opportunity to encourage and cultivate a greater volunteer base.</p> <p>Gail presented a document outlining the "Possible Membership and Outreach Initiative". This information provided an outline of a plan that would assimilate and retain current membership; attract and recruit new members; and grow our volunteer base.</p> <p>Participants took note of the possibility that the costs of the initiative could be covered by the operating budget without needing to use money from the endowment. It was pointed out that while this might be possible this year, next year's budget will be determined by the financial situation at that time. Further discussion needs to happen as to the extent of this initiative and an examination of the financial requirements to support it. Along with this "mission and membership" initiative we</p>	<p>Sue will get together with Gail to work on a more detailed project plan.</p>

	<p>need to also keep the discussion going regarding the financial health of our congregation; long term and short term budget needs, our use of the endowment, and ongoing maintenance needs for our building.</p> <p>Participants also discussed the amount of time this initiative would take to begin to show results. Perhaps within one year we might see an increase or change. Others thought that we would at least need two years to see clear results. Evaluating results would look at changes (increased or decreased) membership, volunteer labor and financial support.</p> <p>Although there will be considerable staff time, many others will need to be involved including the many USH committees as well as the Board, which needs to and will provide its full support. Ideally, this initiative would begin July 1st at the beginning of the upcoming fiscal year.</p>	
<p>Minister's Report-Membership Definitions</p>	<p>The membership definitions and changes in church membership over a four year period is a fairly complex discussion. Rev. BJ will have a PowerPoint to share with the Board and others that will more clearly demonstrate our changing population and more importantly our perceptions of our changing population.</p> <p>Carolyn proposed and we all agreed that we would appoint a task force to work on reviewing and re-defining, if necessary, the categories of membership and would hope for a report from the task force in the early fall.</p>	<p>Task force to be appointed.</p>
<p>B&G Plans/ Building Issues</p>	<p>There are two issues which are safety issues, the sidewalk and carpet. Joe Rubin is recommending we use the money that is allocated in this year's and next year's B&G budget line item to repair both issues. Bill LaPorte-Bryan made a motion to accept those recommendations. Karl Peters provided the second. All members voted in favor and the motion was carried. The roof repairs which are also needed will require firm estimates for the Board to consider along with other long term maintenance issues.</p>	
<p>Protocol on Music Finances</p>	<p>Karl Peters provided a "protocol for musical finances at USH". The goal is to insure that folks who donate to special funds will be assured that the money will be protected and allocated for that purpose. Additionally, it can be carried over to other years, essentially making</p>	

	<p>them special restricted funds. Sue Kinney provided a motion to accept this policy. Bill LaPorte-Bryan provided a second. During the discussion phase it was pointed out that protocol #6 should read "USH-budgeted music funds are not carried forward from one fiscal year to the next". The vote was tabled as this policy needs to go back to finance for their final approval and official recommendation.</p>	
Council on Social Justice	<p>USH recently sponsored and hosted a Kingian Non-Violence workshop which was well attended by many non-USH members and non-UUAs.</p>	
DRE	<p>Report submitted via email.</p>	
Closing Words	<p>Provided by Rev. BJ</p>	

Respectfully submitted,
Meredith Vasta
USH Board Secretary

Next Board meeting is scheduled for Tuesday, June 15, 2010.