

**Unitarian Society of Hartford**  
**Board of Directors**  
**Unitarian Meeting House –September 9, 2008**

**Members Participating:** Heather Ferguson-Hull, Nina Elgo, Carolyn Cartland, Martha Page; Amy Hines; Rev BJ Jamestone,  
**Others Participating:** Brian Mullen; Gail Syring; Susan Huntington, Becky Pardoe  
**Members Absent:** Mike Roy;  
**Call to Order:** Meeting was called to order at 7:00 pm.

Item	Discussion	Motion/Action
Human Resources Subcouncil report: Part One	<p>Susan Huntington addressed the board first to review and clarify from our constitution and bylaws the source of the HR Subcouncil authority. Summarizing the provisions from those sources, along with distribution of a handout, Susan clarified that budget and compensation authority for staff remains the responsibility of the board. Although that responsibility may be delegated, she noted that decentralization and delegation runs the risk of creating inequities among staff members. Susan also provided a table of staff positions noting the status of their job descriptions, whether there is a written agreement, and who are the hiring authority, supervisor and performance evaluator for each respective position.</p> <p>In her report, Susan described the role of HR vis-a vis the Minister, the board and the Council on Administration.</p> <p>In this discussion, BJ reported her concern that Mattie and John were not getting COLAs and asked that this issue be reviewed. BJ also indicated her desire not to be involved with the initial calculations of staff compensation.</p> <p>As such, it was agreed that Susan Brian and Martha would make recommendations about specific~ compensation.</p> <p>Health Insurance: Susan completed a comprehensive review of health insurance policies and determined that all medical insurance premiums will be increased fairly significantly, with Connecticare, the insurance provider we currently use going up 9.4%. Susan looked into whether there were better deals available for individual coverage plans, but they evidently were less</p>	<p>Motion: Renew existing program at the 9.4% increase with Connecticare, motion by Carolyn, seconded by Martha. Motion passes by unanimous vote.</p>

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	<p>attractive than group plans. Her current analysis is that with the 9.4% increase, there would be no change in coverage; alternative plans resulted in fairly high deductibles or copay for hospital stays. As such, she recommended at this time, that we renew the existing program with the 9.4% increase; if she finds a more reasonable co-pay or deductible offering, she will advise us.</p>	
<p>Human Resources Part Two</p>	<p>Becky Pardoe also reported to the Board HR's proposal for the Volunteer Coordinator: She drafted a list of qualifications and responsibilities for the position whose main responsibility would be "to promote fulfilling volunteer activity and support the functioning of USH through the effective use of volunteer resources." In reviewing the outlined responsibilities with other UU churches who have these positions, she was informed that this approximately 15 hour week position was very realistic and doable, except to the extent that the person must do data entry. Becky noted that maintaining an accurate and updated data base is an integral piece of the goals we hope to achieve with this position. Some discussion ensued as to how data entry might be achieved by volunteers. The salary for this position may be from 11,600 to 14, 900. Heather suggested that the Nominating Committee be added to the entities who could consult with the Volunteer Coordinator.</p> <p>There was additional discussion at to whether the hours would cover a program year or a regular year. It was decided to leave this with the Search Committee to assess as they review candidates and their preferences so the Board can take this into account as it determines which schedule is best.</p> <p>Search Committee will consist of Brian, Martha, Anne Bailey and Becky. Report is anticipated in October.</p>	<p>Amy Hines moved that with available saved compensation from Brian's reduction in hours, we approve the recommendation to create this position . Second by Carolyn. Motion was passed by unanimous voted.</p>
<p>President's Report</p>	<p>Heather reported that registrants for the CBD conference include Anne Bailey,</p>	

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	<p>Gail, Martha, Mike Roy, Heather, Amy, Carol Davidson.</p> <p>The Board Retreat is scheduled for 10/25. Facilitators are from UU Manchester.</p> <p>Heather reported ongoing concern with vacancies including the need to replace Skip Berrien - Spiritual life at large board member. Names discussed. Anne Bailey agreed to chair the Membership Committee although she has committed for only one year and she has been promised that others would help serve with her. As far as the council positions, Heather noted that with the moving of the retreat date, this issue is unfortunately delayed given that it was recognized that we must better understand the role of the respective Council positions before we can fairly and responsibly ask people to fill them. One of our goals at the retreat was to clarify this issue, and members Carolyn, Amy, and Martha were reminded to do some thinking around this issue and look into inquiring of past Council chairs their perspective on the job.</p>	
Minister's Report	<p>BJ did not need to add much to her written report, although Heather added her hope that we work on the minister intern position mentioned in BJ's report. Amy Hines indicated that she would look into this.</p>	~
DRE report	<p>Gail also had previously submitted her written report; she was happy to report that the teaching team has increased to 29, a number which, last year, had taken her all year to achieve. The number of kids registered are 45 -50 so far. By mid October last year there were 75 and Gail was optimistic, given registration trends in the past, that we are likely to have 74 again. Kids Order of Service seemed to be well received. Gail also distributed the RE Calendar.</p>	
Business manager's report	<p>Brian distributed his report previously and found nothing to add to it.</p>	
Treasurer's report	<p>Martha reported that the main goal is to pull together a meeting of the Finance Subcouncil. A couple of positions are not voluntary – Brian and Martha Page but hope to get representation from each council and not necessarily the chair.</p>	

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	<p>Some volunteers like David Newton and Vincent Hall have already expressed an interest. Once the subcouncil is reconstituted, they will develop a timeline for the budgeting schedule to develop the 2009-2010 budget. The more immediate issue for the finance council is to make recommendations for upcoming budgetary adjustments and how to make sure the process is fair. Martha will be asking David to create a new list serve to include subcouncil chairs on distribution list for budgetary packages.</p>	
Other issues	<p>It was agreed that the torture banner and the erecting of the peace pole has raised issues as to the application and effectiveness of the USH Process for Considering Proposed Position Statements approved in November 2007 by the Board. It was agreed that we would need to discuss this further at the next meeting. There was also concern that we find out from ICEJ when they were expecting a commitment for the upcoming year's pledge. Heather agreed to talk to Shai Cassell and we would discuss this as well next month. There was some initial agreement that such a commitment, along with the act of covenanting, suggested that we ensure that there is congregational commitment and buy-in.</p>	
Process check-in		

**Adjournment:** The meeting was adjourned at 9:06 p.m. The next meeting of the Board is scheduled for October 14, 2008 at 7pm.

Respectfully Submitted,                      Nina Elgo, Board Secretary