

Senior Minister's Report to the Board of Trustees

October 2019

As per our previous discussion, I will be reporting on our progress on our Ends later in the year. I do think the Board should decide on this new schedule. I propose March, April and May for Within, Among and Beyond respectfully.

In this report I will attend to the other Limitations Policies:

Treatment of Congregants, et al

3.1 The Senior Minister shall not cause or allow any practice, activity, decision, or Congregational circumstance that is unlawful, in violation of professional ethics or commonly accepted business practices, or inconsistent with our values.

3.2 Treatment of Congregants, Friends and Visitors: With respect to interactions with Congregants, friends and visitors of the Congregation the Senior Minister shall not allow conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, or that fail to provide appropriate confidentiality and privacy.

3.3 Accordingly, the Senior Minister shall not:

3.3.1 Violate the confidentiality of Congregant pledge information, except as required by congregants of the Finance and Annual designated individuals to carry out their responsibilities.

3.3.2 Fail to provide a reasonable level of safety, upkeep, access and functionality for of the facilities.

3.3.3 Fail to maintain and enforce procedures to ensure the safety of individuals while at the Congregation or on the congregation's properties and at Congregation functions.

3.3.4 Fail to establish, publicize and follow written policies for processing Congregant grievances and suggestions.

3.3.5 Fail to maintain a process to address serious breach of covenant(s).

Report 3.3.1 After a review of our ministry protocols, I conclude that there has been no activity that has been unlawful or in violation of professional ethics (all professional staff, including ministers, abide by their professional guidelines). We have done our best to maintain the confidentiality of personal and pledge information beyond those volunteers in Stewardship, Finance, Capital Campaign or Staff who are on a "need to know" basis.

Report 3.3.2 Our lighting has been improved around our property, most recently at the Meeting House where new lights have been installed on the stairs and driveway. In addition to the review of entrance and approach safety by our architects, we are obtaining estimates to completely redo the stairs and ramp at the Meeting House. Depending on the cost, we will replace those approaches either this year or next.

Report 3.3.3 Our Safe Congregations Team is very actively reviewing not only our protection policies regarding sexual safety (including harassment and abuse) but also our physical safety. The Team met with their counterparts at Temple Israel to review their safety protocols. With that learning we will soon be consulting with a security firm who will be giving us a free assessment as well as Captain Carlson from the Westport Police Department. The Team's goal is to produce a comprehensive plan for physical and procedural improvements in our physical security including responding to fire, intrusive individuals and groups and active shooters. This report will then be assessed and actualized where possible including new budget items for our FY 2021 budget. The Team is also interacting with the Facilities Team and the architect to consider safety improvements in this renovation. We will continue to have yearly trainings for ushers, staff and other volunteers on CPR and defibrillator use. One important highlight is mandatory incident reporting by a staff member after every medical event that happens on our campus. This reporting was put in place under Dorothy Adams and has been revised for staff this year.

Report 3.3.4 Our Leadership Development Team and the COM have focused in on our Covenant of Right Relations (CORR). The CORR will now be part of all leadership training and chairs are encouraged to read the CORR at the start of meetings especially those of a more public nature. The chairs are being trained to call people back into covenant when necessary or suspend the meeting (note this does not apply to duly called Congregational Meetings which are governed by Robert's Rules of Procedure). Furthermore, a copy of the CORR will be displayed in the foyer. Sometime next year the CEO will call for a new CORR Task Force to revisit the CORR and involve the congregation in its formation and approval. Grievances can be submitted to the Senior Minister and/or COM who have procedures for processing them, including final arbitration by the BOT. In the case of chronically disruptive persons, the Board has a graduated Disruptive Behavior Policy at its disposal.

Treatment of Staff

3.4 Treatment of Staff: With respect to the treatment of paid staff, the Senior Minister shall not cause or allow conditions or practices that are unsafe, unclear, disrespectful or unprofessional. Accordingly, the Senior Minister shall not:

3.4.1 Operate without written personnel policies that provide for effective handling of employee evaluation and grievances, and protect against wrongful conditions such as harassment and preferential treatment.

3.4.2 Fail to make available to staff a written copy of the personnel policies.

3.4.3 Prevent staff from approaching the Board when internal grievance procedures have been exhausted and the employee alleges either that:

3.4.4 Board policy has been violated to the employee's detriment, or Board policy does not adequately protect the employee's rights.

3.4.5 Discriminate among existing or potential staff/volunteers on a basis other than clearly job-related criteria, individual performance, or individual qualifications

Report: Our personnel policy, which is reviewed annually by our HR Team, is comprehensive and protects our employees and volunteers from harassment and outlines a comprehensive progressive grievance policy. I can make the report available to the Board if needed. We are in compliance.

I reported on compliance with 3.7 Continuous Operations Plan in September.

Asset Protection

3.8 Asset Protection: The Senior Minister shall not cause or allow Congregation assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, The Senior Minister Shall not:

3.8.1 Fail to insure against theft and casualty losses and against liability losses to Board members, staff, and the organization.

3.8.2 Allow facilities, premises, and equipment to be subject to improper wear and tear or insufficient maintenance.

3.8.3 Fail to protect information, and files from loss or significant damage, or the lack of application of appropriate documentation and retention standards.

3.8.4 Fail to seek competitive bids as described in Financial Policies.

3.8.5 Receive, process, or disburse funds under insufficient controls.

3.8.6 Endanger the organization's public image or credibility.

Report 3.8.1 We maintain adequate insurance on our property, liability and casualty losses. This includes insurance protecting board members from liability as the fiduciary agents of the congregation. We are in compliance.

Report 3.8.2 Within the limits of our budget we continue to maintain the premises and equipment. However, future budgets after our Capital Campaign should allocate monies to a designated and separate "Building Repair Account" thereby accruing cash to pay for larger repairs. Last year we replaced the air conditioners in the Meeting House and made significant boiler repairs which overspent our building maintenance budget. This year we have had to make significant electrical improvements and repairs to the Meeting House. We will once again overspend our building maintenance budget. With a midcentury building at its half-life, our Capital Campaign will not be sufficient to cover other larger repair items.

Report 3.8.3 All of our records are electronic with some paper copies where appropriate. We use a cloud based storage and recovery service which is managed by our IT Consultant who regularly installs updates on all our desktops. In addition, most documents are also stored in DropBox, a cloud based storage service. I am happy to report that the archived physical documents are in the process of being recovered from Lynda Bluestein and will be scanned and cataloged by Joanne Turmelle MLIS in a room at the Meeting House designated for this purpose. Quite a bit of these documents have already been

scanned by Matthew Vogel this summer. We hope to have this project completed by June 2020. After which all of our physical documents will be digitized.

Report 3.8.4 As per our financial protocols we solicit competitive bids when possible, unless, the use of particular contractor is warranted by their skill set and availability. We are in compliance.

Report 3.8.5 All monies are received and disbursed as per our financial protocols with no incidences. We are in compliance.

Report 3.8.6 As the Senior Minister I am very well aware of how my comments affect the congregation's image and credibility. Because of this I remain careful in what I say and in what forum I say it in public. I consult regularly with the staff and minister's about their work and words outside our congregation so as to not impute our credibility. We have a well vetted protocol on which groups we will provide space to and under what conditions, e.g., the progressive political group ICT4 is provided space to meet unless the topic appears particularly partisan at which point they are required to rent from us. I will be monitoring the use of our space for partisan meetings carefully over the next year so as not to put our tax exempt status in jeopardy. We are in compliance.

Respectfully Submitted, Rev. Dr. John T. Morehouse