

Winchester Unitarian Society
Standing Committee Minutes
October 11, 2017

Attending: Sioux Brokaw-Chair, Betsy Bowles-Vice-Chair, Susan McPhee –Clerk, Steve Forcucci, James Pidacks, Sheila Puffer, Rebecca Keller.

Ex-Officio - Heather Janules, Alison Streit-Baron

Non-Voting Attending: Steve Milt, Don Landing.

Absent: Steve Butterfield-Treasurer, Kathy Richardson, Ryan Levering, Cythia Randall.

1. Welcome to newest member James Pidacks – voted unanimously!
2. Consent Agenda, Sioux discussed the elements and purpose of the consent agenda. Betsy said it was appreciated that all reading for today’s meeting arrived in one E mail, thank you Sioux! Betsy moved approving consent agenda - approved unanimously. Consent agenda items are as follows:
 - a. Approve SC Minutes from September 13, 2017
 - b. Accept Staff Reports
 - c. Accept Committee Reports
3. Don Landing and Steve Milt, representing Stewardship and Finance Committee, suggested that WUS would benefit from a Gift Acceptance Policy(GAP) that would guide future gifts. This effort was initiated by Dave Kronberg who has contributed extensive research. Steve Milt described the GAP as the base of a strategic financial pyramid, a foundation for our long-term planning for the church. The policy is meant to comprehensively cover all kinds of gifts, other than an annual pledge, such as trusts, in-kind gifts, life insurance, annuities, stocks, etc. Steve and Don looked at examples of gift policies at a number of other institutions, including churches, universities, etc. Their draft policy had been run by Martin Newhouse.

Sheila says it is well crafted but would appreciate clarification of the \$10,000 amount referenced in several places. Don explained that \$10,000 is a reasonable amount for setting up a separate new fund or effort. James noted that a small designated fund might not generate enough income to support the management and administrative expenses.

James also recommended moving the negative portion later in the document.

Sioux suggested putting the phrase about unrestricted giving in bold type.

James suggested changing text to “Would be” difficult, rather than “are too” difficult,

in third bullet first section.

Rebecca requested that the bullets and numbering be left margin justified. Also, that “non-marketable” be changed to “illiquid.” In section 3.B. last bullet. Section E bullet one, please add: ‘...Stewardship and Finance “members” for guidance.’

Don summarized that he and Steve will make changes and send a corrected draft back to Standing Committee for an E mail vote prior to the November meeting.
4. Part-time Intern Minister
 - a. Heather provided an overview regarding intern minister options. A half time intern for two years, rather than full time for one year, might work well given that there are a number of student ministers who are required to do part time placements. Additionally, Heather is mentoring a student minister this year, who might be a good candidate for this role. Heather noted that one reason she liked the look of WUS

during search was our strong history of support for student ministers. She noted that if we are going to conduct a search, we need to get rolling.

- b. Steve Butterfield sent a document late this afternoon, noting that there is enough money to support this next year. Heather noted it might reasonably be asked what is the time frame? And what are the specific amounts given the sliding pay scale?
- c. Sioux asked if we should make an offer directly to the student minister, under consideration. Heather said once the funding is approved, then the Intern Committee would meet to decide format and details moving forward.
- d. Sioux suggests that SC endorse the part time intern over two years, provided that there are funds to support the position.
- e. Heather suggested a vote to approve.
- f. James moves that we accept a part time intern over two consecutive years provided that there is no financial impediment. SC voted in favor of this motion.
- g. Next steps are getting more detailed financial confirmation from Steve B., Treasurer.

Next Steps: Steve Butterfield to get back to the Standing Committee with the financial specifics.

5. Committee on Shared Ministry (CoSM) has two openings now and two more next year – these need Standing Committee approval of candidates. Sioux reviewed potential candidates. Moved and seconded to accept the CoSM list with Sioux's additions. Unanimous approval.

Next Steps: Sioux to get back to CoSM regarding list to fill positions.

6. Vote for continued support for four annual committees: Stewardship & Finance, Building and Grounds, Personnel and Green Sanctuary. Sioux said that Standing Committee needs to vote to continue these annual committees – but what do they do? Steve F reviewed how Buildings and Grounds works and what they work on – a very impressive list. Good variety of skills and backgrounds among the committee members. Kathy is looking for an additional person for personnel committee. Susan described Green Sanctuary and Stewardship and Finance committees' background. Betsy moved that we eagerly, enthusiastically and gratefully support the annual committees. Unanimous approval.

7. Modify Banner Policy: Heather reviewed that the request for banners should include a reasonable facsimile of the artwork for approval of banners, not just the text. Cow on Surfboard was an example given of overly enthusiastic clip art, reinforcing the importance of art being included. Sioux pointed out that copy right compliance is needed, as well. Standing Committee voted support for Betsy to draft a policy for Executive Committee to vote at its next meeting.

Next Steps: Betsy to draft the wording for the policy and put before Executive Committee.

8. Suggestion Box –Questions, Compliments, Concerns. Sioux noted that Alison has volunteered to take care of emptying the box weekly. Sioux noted that it needs to be secure – Steve volunteered to provide a lockable box. Allison assured that there will be paper and pencil next to it. Sioux said this can be a trial, so we can see how it goes.

Next Steps: Steve F to supply a secure box.

Alison to place the box, make sure it has paper and pencils adjacent and take care of emptying the suggestion box and capturing the content.

9. Transparency: Standing Committee is including an update of its meetings in Highlights. The intention is to keep the congregation informed about what Standing Committee does. A

different Standing Committee member will write the blurb after each meeting. Rebecca volunteered as the next Highlights author.

Next Steps: Rebecca to write up a blurb for Highlights, in whatever format she chooses.

10. Alison reported that food gift cards have gone missing several times. Staff give out one/month/per person, keeping several \$25 gift cards on hand at all times. Originally kept in a binder, cards were stolen during the summer. There is a safe in the office now. Gift cards were moved into the safe - and cards are now missing even from the safe. Alison changed the combination, she is the only one with the combination now, so gift cards can be given out only during office hours. Heather has a few cards in case there is need on a Sunday. James suggested that an audit system be instituted, copy cards and sign them out. Heather requested that a Standing Committee liaison could help staff "plug the holes" in the gift card system.

Next Steps: James will help Heather and Alison to try to solve the mystery and/or tighten up the system.

11. Black Lives Matter: All Standing Committee members are strongly encouraged to attend one of the two remaining BLM meetings.

Next Steps: All Committee Members please attend a Black Lives Matter meeting.

12. Sioux noted the need to create a table of contents for the By Laws. Betsy volunteered to index the By Laws. James suggested that a system be used so that there can be automatic searches. Betsy will seek out a tutor to help her accomplish this.

Next Steps: Betsy to work on creating a searchable index for the By-Laws.

13. Committee liaisons reminded to report items needing SC attention to Betsy by 10/30 for consideration at the next Executive Committee meeting.

Next Steps: All Committee Members please report to Betsy with any committee concerns. (Committee Minutes are submitted to Alison, Church Administrator ASAP prior to next SC Meeting)

14. Next Executive Committee meeting: November 1, 7-9 PM

15. Next Standing Committee meeting: November 8, 7-9 PM

Next Steps: All Committee Members update your calendars with next meeting date.

16. Standing Committee Retreat, Willows, Club House, Saturday, November 11, 8:30 AM – 3:30 PM. Sioux extended an invitation to any staff who would like to attend any portion of the retreat. Heather noted that the vision portion of the meeting is the most important part for the staff to attend, if they choose.

Next Steps: All Committee Members make sure our 11/11 retreat is on calendar.

17. Gratitudes

- a. Claire McNeil for helping Alison with the bookcase job in Michelson. Betsy will write.
- b. Steven Perepeluk brought lots of treats for BIR. Temple has taken care of it.
- c. John Kramer is partnering with Arlington Street Church. Sheila will convey Standing Committee thanks.
- d. Marilyn Mullane is working with Sanctuary task force and the Bedford church. –Betsy will write.
- e. Sophia Sid has been instrumental in motivating the membership team and recruiting greeters. Rebecca will reach out.

- f. Jennifer and Mark Dougherty should be thanked for hosting the WUSYG opening barbeque. Steve F will thank them.

18. Closing words – Heather

Respectfully Submitted,
Susan McPhee
Clerk-o-matic