

THE WINCHESTER UNITARIAN SOCIETY

150th Annual Meeting Minutes

The 150th Annual Meeting of the Winchester Unitarian Society was held at the Church, 478 Main Street, Winchester, Massachusetts, on May 21, 2017.

Moderator Martin Newhouse called the meeting to order at 12:34 pm. A quorum of members was present. The Rev. Heather Janules noted congregants who are moving away and led Responsive Reading #720 for deceased members. The Moderator explained Roberts Rules of Order, by which the meeting would be conducted.

The following articles were then considered.

Article I To hear and act on the Minutes of the May 15, 2016 Annual Meeting. *It was moved and voted to waive reading of the Minutes and to approve them as written.*

Article II To hear and act on the Report of the Minister, the Reverend Heather Janules.

Article III To hear and act on the Report of Church Administrator Alison Streit Baron.

Article IV To hear and act on the Report of Director of Lifespan Religious Education Rebecca Kelley-Morgan.

Article V To hear and act on the Report of Director of Youth Ministries Sam Wilson.

Article VI To hear and act on the Report of Music Director John Kramer.

Article VII To hear and act on the Report of the Trustees of Permanent Funds.

Article VIII To hear and act on the Report of the Standing Committee. *It was moved and voted to waive reading of Articles II through VIII and to approve them as written, with thanks.*

Article IX To hear and act on the Treasurers' Report for the Fiscal Year ending 31 August 2016, and the Treasurers' Estimated Report for the year ending 31 August 2017.

Article X To hear and act on the budget recommended by the Standing Committee for the year ending 31 August 2018. *Co-Treasurer Steve Milt presented highlights of each budget and presided over discussion. He thanked those who responded to the request for additional gifts, which resulted in fewer cuts to the proposed 2018 budget, but he pointed out the seriousness of the expense vs. income gap. It will continue unless the church makes changes in Staff and Programming or works for growth of membership. After discussion, it was moved and voted to accept the Treasurers' Report.*

Article XI To authorize that there be raised and appropriated from the income and receipts of the Society, including the Sunday collections and funds obtained by general solicitation or otherwise, such amounts as may be necessary or appropriate to meet the expenses, debts, or other charges of the Society during the fiscal year ending 31 August 2018; and that the Treasurer be and is hereby authorized, subject to the approval of the Standing Committee, to borrow from time to time, for a period not to exceed one year, such amounts as may be necessary and appropriate to meet the expenses, debts, and other charges of the Society during the fiscal year for which provision has not otherwise been made. *It was moved and voted to approve Article XI.*

Article XII To hear and act on the Report of the Nominating and Leadership Development Committee, and to elect officers and committees for the ensuing year. *It was moved and voted to approve the Report and to elect the slate of officers and committee members as presented.*

Article XIII To hear and act on the recommendation of the Employee Relations Committee that the society's By-Laws be amended 1) In Article 18 to modify the composition of its membership, the status of its Standing Committee liaison, and its organization as set forth in Attachment One to this Warrant. 2) To add the Employee Relations Committee to the list of those excluded from the provisions of Article 5 Section 4.2 Temporary Modifications to Certain By-Law Committees as set forth in Attachment Two to this Warrant. *It was moved and voted to accept the proposed By-Law changes in Article 18 (see below) and in Article 5 Section 4.2.*

Article XIV To hear and act on any other business that may legally come before this meeting. *There being no further business, the Annual Meeting was adjourned at 1:12 pm.*

Respectfully Submitted,

Maggie Russell Clerk

BY-LAW CHANGES VOTED ON IN ARTICLE XIII

(Proposed Additions are underlined. Deletions are struck through)

ARTICLE 18. EMPLOYEE RELATIONS COMMITTEE

Section 1. Duties

The Employee Relations Committee shall work collaboratively, as needed, with the Standing Committee, staff related By-Law Committees (Music Committee, Religious Education Committee, Youth Advisory Committee, Growth and Learning Committee), staff-related annual committees, staff members, and minister, ~~as needed~~, to address concerns of the Society's employees and, correspondingly, recommend resolutions in accordance with the Society's Personnel Policy Manual. Specific duties of this committee shall include:

- Annually, review the Society's Personnel Policy Manual and make policy recommendations to the Standing Committee to ensure best practices in employee relations.
- At the request of the employee, including an employee who is a supervisor, conduct a review and make recommendations to resolve grievances in accordance with the Society's Personnel Policy Manual. All communications and proceedings will be conducted in a confidential manner.
- At least annually, contact each staff member and minister to invite them to share their suggestions for constructive improvement in employee relations.

Section 2. Membership

The Employee Relations Committee shall be composed of threefour members, ~~one member designated annually by the Standing Committee from among its members, and three members~~, all of whom shall be members of the Society, chosen by the Society, one to be elected each year at the Annual Meeting for three year terms. The Standing Committee shall appoint one of its members to act as a non-voting liaison to the Employee Relations Committee who shall

attend ERC meetings at invitation only. Members of the Society's Staff, including the Society's Minister, may attend meetings of this Committee upon invitation. ~~or upon Staff or Minister request.~~ An employee, the Minister, the Standing Committee liaison, or any employee supervisor may request a meeting with the Employee Relations Committee.

Section 3. Organization and Meetings

An organizational meeting of the Employee Relations Committee shall be called within thirty days after the Annual Meeting by the liaison member of this Committee designated by the Standing Committee. This Committee shall elect a Chairperson from its ~~the members-at-large-elected by the Society.~~ Two members of this Committee shall constitute a quorum except when electing a chairperson at which meeting(s) three members shall constitute a quorum. The Chairperson shall call meetings of this Committee from time to time, or as needed, to consider and act in accordance with the provisions of these By-Laws.