

**Winchester Unitarian Society  
Standing Committee Minutes  
November 8, 2017**

**Voting Attending:** Sioux Brokaw -Chair, Betsy Bowles -Vice Chair, Steve Butterfield -Treasurer, Susan McPhee- Clerk, Kathy Richardson, Rebecca Keller, James Pidacks, Sheila Puffer, Steve Forcucci, Cindy Randall,  
**Ex Officio:** Heather Janules, Alison Streit Baron

**Non-Voting Attending:** Gordy McIntosh, Phil Coonley, John Loewy, Patty Shepard.

**Absent:** Ryan Levering

1. Opening Words, Moment of silence and chalice lighting
  
2. **Presentation by Black Lives Matter Banner Process Task Force:** Patty Shepard, Phil, John, Steve Butterfield, Gordy McIntosh and Kathy Richardson from the task force circulated a report on progress to date resulting from the process begun last spring. At this stage, the first two steps of the process have been completed. Original plan was to poll the congregation at this stage. Now the Committee is considering a congregational vote on a resolution instead. Other action items for the committee remain, such as meeting with the police department prior to putting up a banner. Heather asked if there was any timeline proposed. Patty said there is not yet an explicit timeline. Sioux noted that there may well be a special meeting for other matters sometime in January. Betsy noted that the more concrete the plan the better, prior to a congregational vote. Sioux noted that we now have a banner policy – we need to make sure there is clarity on size and location. Would a BLM banner be on the building? On the banner frame? Phil raised the issue of whether this would be up permanently or intermittently. Heather noted that the conversations held thus far have been very valuable and meaningful, so there is value regardless of the outcome. A resolution will clarify banner content.
  - a. Alison noted that Follen Church in Lexington took a congregational vote on an abstract concept, that a banner would include the term Black Lives Matter, but the precise banner text would be decided by the committee later in the process. Specific language was not voted on, which freed the congregation to vote on the concept rather than the particulars.
  - b. Task force to discuss the banner content. Sioux requested that the Standing Committee be partnered on the content of the resolution at the December Standing Committee meeting.
  - c. Special meeting in January would potentially include by-law issues, banner and sanctuary issues.
  - d. BLM Task Force to pull together the warrant/resolution in time for Standing Committee to read, discuss and potentially vote at the next Standing Committee meeting, on Wednesday, December 13.
  - e. Alison clarified that the warrant for a special meeting must be mailed or **emailed** seven days prior to the special meeting.
  - f. Sioux pointed out that if the presentation emphasized the alignment of our shared values and mission/vision it might go more smoothly.

**Next Steps: BLM Task Force** to write a proposed resolution/warrant and provide it to Standing Committee prior to 12/13/17 meeting; propose next steps in BLM Banner process. **Standing Committee** to consider proposals at 12/13/17 meeting.

### 3. Check-in

### 4. Consent Agenda

- a. Approve Standing Committee Minutes from October 11, 2017, unanimous.
- b. Accept EC Minutes from November 1, 2017, unanimous.
- c. Accept Staff Reports: Kathy commented that Rebecca suggested a name change for “Religious Education” to “Faith Formation”. Ryan, Standing Committee representative to RE Committee should take this topic back to RE Committee for discussion. If it becomes a proposal, it can then be brought back to Standing Committee. Sheila encourages RE committee to keep in mind membership committee and outreach when discussing the possible change – consider how will this be perceived by church shopping families.
- d. Accept Committee Reports. Unanimous.
- e. Approve revised Gift Acceptance Policy(GAP) 10/21/17 from Steve Milt. Unanimous approval.
- f. Accept list of Inactive Members Responses 10/21/17 from Membership and endorse handling these memberships accordingly. Sheila suggests that we include the rationale, \$79 UUA annual dues per member, within the text of the letter. Unanimous approval.

**Next Steps: Ryan** to review RE Committee name change with the RE Committee.

**Susan/Alison** to add the date of approval to the Gift Acceptance Policy. **Alison** to implement changes to membership status for those on the list from Maggie.

5. **Annual Committees** listed below\*. Rebecca Keller moved approval of members of annual committees: Buildings and Grounds, Green Sanctuary, Stewardship and Finance and Personnel. Unanimous approval.

6. **Executive Committee** also requires annual vote by Standing Committee. James moves that we extend the existing Executive Committee to deal with peripheral matters that are on Standing Committee’s plate. Heather noted that we should put together a description of Exec Committee’s responsibilities.

**Next Steps:** Assemble a description of Executive Committees responsibilities.

7. **Intern/Student Minister:** Unanimously approved by Executive Committee was the funding of the intern minister position, reactivation of the Intern Committee and the identification of the candidate.

- a. Funding is in hand for a half-time intern position over two consecutive years (FY18/19 and FY19/20)
- b. Steve Butterfield outlined funds that can be applied to this effort. One year expense is \$13,000, which includes FICA. Kathy proposes that we commit to

funding \$13,000 in each of the next two fiscal years to support a part time intern Minister. Unanimous approval.

- c. Steve Butterfield moved that the intern committee proceed with a search for our next intern. Heather reported that the old committee met and began the process. There are several members rolling off and the committee will need to be reconstituted. Heather is proposing an “early decision” model to make the process more efficient. Martin Newhouse, Zareen Araoz, Dick Spencer and Sheila Rudolph-Correia will stay on the committee as it moves forward. More to follow on how to reconstitute the intern committee.

**Next Steps: Intern Committee** to get back in the saddle and work with Rev Heather on next steps for the Intern Minister hiring process.

8. Steve B reviewed balance sheet, budget and income numbers. James pointed out that we need to be careful with the screen in the office; when the financial system is used remotely, the screen lights up with financial information visible in the office – could be read by anyone, inadvertently. Kathy pointed out that we, Standing Committee, need to vote to move money into the appropriate accounts. The Michelsen Room renovation still needs more funds.

**Next Steps: Steve B** to bring votes to move money to appropriate accounts to December 2017 meeting.

9. **1 to 1 Campaign** will launch in January. Heather described the program, a series of facilitated conversations to engage folks in a more personal way. Kathy and Cindy are part of this effort.

10. **Safety Policy** Task Group – Cindy Randall will move to Pledge Drive, so we need a Standing Committee member to move onto this group. Heather outlined committee’s mission to create policies re vulnerable populations and get them approved by Standing Committee. Now we will move up the safety conversation, in light of current events. The objective is to codify safety for future generations. Steve F suggests a member with building/facility background. Standing Committee please consider this, there is a lot to do. Revisit at next meeting.

**Next Steps: Standing Committee** to identify a member to act as representative to this group.

#### 11. Other business

- a. Transparency: Standing Committee update to Highlights. James will give it a try. Sioux will write up the retreat for Highlights.
- b. Announcement: In June CoSM new members: Sheila RC and Martin Newhouse.
- c. Retreat, agenda will be forthcoming shortly from Sioux.
- d. Banner policy rewrite will be typed by tomorrow by Betsy. Requested to send them out to the group soonest so SC can read in the near term.

**Next Steps: Betsy** to circulate updated banner policy. **James** to write a blurb re SC meeting for highlights. **Sioux** to write a blurb for Highlights re Retreat.

12. **Sanctuary Task Force** will hold a public meeting next week, 7:00 next Thursday 11/16. The featured speaker will be an immigration attorney. Bedford has had someone in

sanctuary already. They thank us for helping to fund their effort. Standing Committee encouraged to attend the public meeting due to our fiduciary responsibility. This topic will be a focus for an upcoming SC meeting.

13. Cindy requested discussion of church name change be included in the near future.

14. Gratitudes:

- a. WUSYG retreat – Whitehouse family (Sioux)
- b. Dine Around Team – Big thank you from Standing Committee!! Great fun! Very Creative! Encourage Standing Committee members to write to hosts. Heather said we could make an announcement from the pulpit– Steve F suggested that we name names. Write up for Highlights, insert for service and read from the pulpit. Refer to board with photos that Julie Khuen will create. Suggested to use dine around graphics. (Susan G. M.)

15. Fritzie Nace - for on-going Yoga (Steve F; Sioux)

16. Deb Bennett - organizing Lee Holden workshop (Sheila)

**Next Steps:** Qi Gong ongoing use of building - Exec Committee December agenda.

17. Upcoming dates of interest to Standing Committee

- a. Standing Committee Retreat! This coming Saturday, Nov 11 (8:30 am – 3:30 pm).
- b. Jan 21, 2018 CoSM lead discussion with Congregation.
- c. Committee considerations and concerns for Exec Committee & Standing Committee to Betsy by December 4.
- d. Next Standing Committee meeting: December 13, 7-9 PM

18. Closing words - Heather

19. Adjourn

Annual Committees for 2017-18

### **Building and Grounds**

Chuck Khuen

Matthew Bronski

Sam Berliner

Joe Eiler

Julie Khuen

Steve Forcucci

Mark Shepherd

Tyson Kamikawa

Shelly Wood Ziegelman

### **Green Sanctuary**

Fritzie Nace

John Kelller

George Wood  
Maggie Russell  
Carol Ann Cronin  
Sheila Puffer  
Sue Doubler  
Erin Graham  
Lindy Brown  
Steve Butterfield  
Martina Werner  
Susan McPhee  
Phil Coonley

**Stewardship & Finance**

Steve Milt  
Steve Butterfield  
Sue Kiewra  
Judy Murray  
Dave Kronberg  
Don Landing

**Personnel**

Kathy Richardson  
Sue Kiewra

Respectfully submitted,  
Susan Grimes McPhee  
Roasted Clerk-ey