

Winchester Unitarian Society
Standing Committee
February 13, 2018: Minutes

Voting Attending: Sioux Brokaw - Chair, Steve Butterfield - Treasurer, Susan McPhee – Clerk, James Piddacks, Ryan Levering, Cynthia Randall, Steve Forcucci, Rebecca Keller.

Ex Officio: Heather Janules **Non-Voting Attending:** Sue Kiewra **Non-Member, Staff:** Alison Streit Baron

Absent: Betsy Bowles, Kathy Richardson, Sheila Puffer

Opening words: Heather

1. **Consent agenda** (minutes, staff reports, committee reports) moved and seconded.
2. **Covenant:** Sioux raised the question of how we are doing relative to our covenant.
 - a. We did a quick check-in and felt much had been accomplished this year with our Special Meeting bringing forward BLM Banner and Level 2 Support for Sanctuary.
 - b. Heather proposed that we pick a topic for each meeting to check in on – perhaps we can put this out in advance of each meeting. Then committees can be prepared with progress updates and perhaps even motivate to take action.
3. **Treasurer's Report:** Steve B reviewed accounts to date. Over all, we are in good shape. Concert and Trustees income coming in, though the trustees' income did not appear, so Steve will follow up. Steve F reported that there will be good news on the electricity expense front, Chuck is doing LED lighting projects that promise to result in good savings.
4. **Pledge:** Cynthia and Rebecca reported that 60 people attended the karaoke launch dinner on 2/9. 10% of pledges are in and 15% of pledge dollars are in. Generally, people are following guidance for increased giving. Some big pledgers from LY are cutting down this year, which is a concern. Is it a tax issue, since local taxes are not as deductible as in the past? Likely not. James said he thinks tax changes are more likely to impact next year's pledge. Rebecca said the committee has people to write thank you's. They might need people to help phone and remind people to give at the end of the campaign. Dinner is viewed as a success and it is noted with gratitude the fellowship aspect of the effort – very good to get everyone together.
5. **Budget:**
 - a. Sioux wants to make sure that SC is cognizant of its role in owning the budget process.
 - b. Representatives from Finance and Stewardship are working with Standing Committee on this. Include in next agenda report from the budget sub-committee.
 - c. Outreach to committees has begun, with requests due in to Steve B by March 1.
 - d. "Wheel of fortune" was distributed and discussed. This document attempt to be an over view of financial processes for Standing Committee, and for the whole church community, throughout the year.
6. **Personnel policy manual:** Sue Kiewra attended as a special guest presenter. Kathy shared an initial draft of the proposed policy. Most changes are organization or clarification of the document, not substantive content. The most substantive addition is disciplinary action, which was largely missing previously. Sue K encourages everyone to have a read through and make sure that it looks appropriate. James observed that not everything should be prescriptive - leave some room for managerial discretion. James also suggested that we make sure that a labor relations or labor lawyer has had an overview, make sure we aren't inadvertently creating a problem for the future. Sue K agreed that the goal is to create guidance rather than mandates. Sue believes we are close to the final, but there are

some tweaks still needed. Personnel committee has been cut back to three members, Sioux was asking about why the Treasurer has been taken off.

- a. Noted that the treasurer is included on many different committees. Personnel makes recommendations only, so no direct financial impact.
 - b. Harassment section: does document stay with the church or the minister? Sue K says they can clarify.
 - c. Ryan asked about calendar day vs working day – Sue will investigate.
 - d. 90-day probationary period was clarified.
 - e. Credit to Pat Meny for having been a driving force in getting this important work done.
7. Heather circulated **Safety Policies Manual draft, for pastoral care**. Safety response team is an idea from another church. Heather thinks this could be a good idea for us. James suggests some restructure so that the relevant groups are listed, ordered by common threads and thinned down – there is some duplication in the current iteration. Alison asked if this is relevant to congregants only, or does it include people who come in off the street. Purpose of document is to guide the actions of the people giving the care. Steve F suggests adding an outline and table of contents. Ryan noted that adding some bridges between sections would be valuable. Cynthia said that an intro paragraph for each section would be helpful.

8. Other business

- a. Steve F will bring in a suggestion box. Alison will be the sorter of suggestions and will report back to Standing Committee.
- b. Banner committee meeting coming up. Building committee recommending flag option, more to follow.
- c. Rebecca's query about Religious Education attendance will be discussed at the March meeting.
- d. Transparency: Cynthia will do highlights this month.

9. Dates and Calendar

- a. All budget requests due to Steve B by 3/1.
- b. Chili cook off 3/11.
- c. Executive committee 3/7, get agenda items to Betsy by 3/6.
- d. SC next meeting Wed, March 14. Rebecca Kelly-Morgan will attend.

10. Gratitudes

- a. Larry Banks donated a pair of Bose speakers, James will install temporarily and get input re the sound. Building committee will do a more permanent install once the sound is where we want it to be.
- b. Pledge kick off dinner thank yous. Rebecca and Cynthia have thanked their team and Cynthia will reach out again via Highlights.
- c. Heather reports that there is a memorial service here tomorrow for an old colleague of hers. Jack McCreless is putting together the music, gratis. Heather will send a thank you.
- d. Chuck Khuen specifically and the building committee generally, continue to do a bang-up job. Steve F will write a thank you.
- e. Karen and Chris Erikson - thanks for the salmon and the cooking. Sioux will write.

11. **Adjourn** at 9:01 Committee noted that we adjourned on time and is certain there is no correlation with Betsy's absence.