

## Winchester Unitarian Society Standing Committee Minutes: May 9, 2018

**Voting Attending:** Sioux Brokaw (Chair), Betsy Bowles (Vice Chair), Steve Butterfield (Treasurer), Susan McPhee (Clerk), Kathy Richardson, Cynthia Randall, James Pidacks, Sheila Puffer, Ryan Levering, Rebecca Keller, Steve Forcucci,

**Non-Voting Attending:** Chuck Khuen, Judy Murray, Steve Milt,

**Non-Member Staff:** Alison Streit Baron.

**Ex-Officio:** Reverend Heather Janules

1. Opening words and check in.
  
2. Consent agenda: Kathy moved acceptance of consent agenda. Seconded. Unanimously approved, except for item f.
  - a. Standing Committee minutes from April 11, 2018
  - b. Executive Committee minutes May 2, 2018
  - c. Staff Reports for SC May 2018
  - d. Committee reports
  - e. Record of online vote to add Pete Baldwin immediately to Personnel Committee
  - f. Pastoral Care Policy, as attached to E mail. Removed from consent agenda per Rebecca Keller's idea that perhaps there should be a requirement for certain members to read the policy at certain times.
  
3. Money Matters
  - a. Request Mellon Bank for Meyer Funds to repair hardscape and pavements. Chuck Khuen noted that for years the building committee has wanted to deal with the paved areas in the parking area and the U-shaped drive. In addition to wear and tear, it is getting to be a safety hazard. Chuck proposes that we make this a landscape/hardscape project so that it becomes a capital project. Make aesthetic and drainage improvements, not just replacement. Total project cost might be closer to \$100,000. Can potentially use flower fund and donations in addition to the Meyer fund for additional expenses. Chuck estimates that this is a 24-month project from start to finish. Recommends that we put the money aside, invested, start planning, design etc. and come to those funds to make incremental payments.
  - b. Each year the driveway is patched. Last year it was \$600 to patch and now it is worse than ever. Chuck thinks that the adjacent tree will need to go and that the roots are pushing the driveway up and creating drainage problems. A couple of additional parking spots will be freed up if the tree has to go away.
  - c. Work in the front will create an additional accessible parking spot. It will help the Centennial Tree and will provide irrigation to help the tree get healthier.
  - d. Sioux raised the issue of other major capital projects and status. Chuck said the committee is prioritizing safety projects, such as sprinkler in the bell tower, etc.
  - e. Organ will need a capital campaign, unless it can be billed as a capital improvement. In which case the organ project could also be a Meyer fund project. James noted that the organ and its wiring are little to no fire hazard. The knob and tube wiring technology is a safe, low voltage system controlling the organ.
  - f. Lift broke very rapidly with kids playing with it. Chuck said that we need to have a trained person to operate the lift. It is basically an attractive nuisance. Best solution is an electric chair on the stairs with a wheel chair on either end, but this is not ADA compliant. Further discussion for a later date.
  - g. Meyer subtraction would result in \$3000 less in annual funds.
  - h. Steve Milt, representing stewardship and finance committee, said the committee discussed this at length. The \$3,000 in annual income was the crux of the matter. The other side of it is the safety

issue. The committee evolved to a position of support with the caveat that transparency is crucial. Since we will be presenting a deficit budget, it is important that this move is perceived as transparent and well thought out. The context might make this a hard sell. Work on planned giving and long-term stewardship is another piece of the context.

- i. Kathy Richardson posited that that if there was a warrant article, it would be necessary to have Stewardship and Finance speak in support at annual meeting. Steve M said that he would need to cross reference with SFC Committee Chair Don Landing.
- j. James P requested that Chuck be prepared with a list of bullet points. Susan M requested an accompanying timeline.
- k. Judy Murray asked about timing of the fund withdrawal. Chuck's earliest estimate is next autumn 2018. James noted that if we time the withdraw just after a disbursement that would be great. Judy Murray asked that the funds be parked with the Trustees and to request that the 5% annual return rather than the running 3-year average be used in an effort to cushion the blow to the budget.
- l. Kathy R asked if we are heading toward a warrant article. Sioux said yes please. Following is the proposed article.
- m. James moved that we add an additional motion to the warrant that reads as follows:

*To hear and act on a proposal from the Building & Grounds Committee that the Congregation approve withdrawing \$60,000 from the Meyer Fund to provide the bulk of the funds to re-do our parking lot, front driveway and walkways to enhance safety, circulation and access.*

Unanimously approved.

**Next steps: Susan** Will include in the Warrant as article XIII.

4. Treasurer's report unanimously accepted.
5. Budget FY 2019 Kathy thanked Judy for her fantastic power point. Judy's condensed version of the budget also received rave reviews. Judy said that at Annual meeting she wants to use the two-page condensed version to present. Kathy moved, it was seconded and voted unanimously to accept the budget as presented on the brilliant two-page version.

**Next steps: Alison** to use the two-page version in the annual meeting hand out. Detailed version will be available if called for as back up.

6. UUA Delegates
  - a. June 20-24 in Kansas City. Betsy reported that there are two WUS representatives so far, Patty Cameron and Heather Janules.
  - b. Betsy is requesting off site delegate status, so people can listen, participate and vote on line. Full participation without being physically present. Available on the UUA website to read the responsibilities. Betsy and Claire McNeil are putting their hands up to participate in this way.
  - c. Betsy said she wants to make sure we are getting what we need and learn more about the process and the UUA, the association of congregations of which we are a member. Heather suggested June Edwards and Peter Coccoluto might be good candidates. Two slots remain.
  - d. Kathy asked if we need to vote our candidates. Perhaps an Email vote could work once the additional delegates are identified.
7. Boston Pride: Betsy reported that for many years WUS has participated in Gay Pride week by marching with our Gay Pride banner. It will be on June 9. We would need to register as a group. Betsy would like WUS to participate this year. The group will take a train in to the city, march and have lunch. Betsy read the statement from the organizers. She would like to bring our congregation together around this. Kathy mentioned that there is a fee. Heather mentioned a couple of possible funding sources for this fee. Betsy will work with Sam and the broader community to pull this together. SC applauded and supported Betsy's proposal.

**Next steps: All** please think about participating in this fun event.

8. Two names were put forward for CoSM and given thumbs up by Standing Committee.
9. Pastoral Care Policy: Rebecca suggested that, "All care providers should know and understand this policy and review it annually." This wording is to be included at the end of the policy. This will be part of the 9-hour training for PCA's and also a refresher for existing PCAs. Policy accepted by Standing Committee unanimously with the additional wording.

**Next steps: Alison** to add this wording to the end of policy.

10. Alison requested that the committee vote addition of language to building use policy that local zoning by laws prevent us from renting to for profit organizations except for educational purposes. She also raised the issue of a rental rate change for the sanctuary. Proposed new rate is \$300 for three hours. Executive Committee has already voted this. James moved and it was seconded and unanimously voted to support both of these actions.

11. Steve B put his hand up to write the next Highlights Standing Committee blurb.

12. James noted that we need help on the day for Winchester Town Day, serving chili and clean up at 2:00. Betsy noted that we need pies, we need 100 and we have 8. Please click on the link.

**Next steps: All** please volunteer and help! Click on the pie link!

13. Heather noted that we should record the annual meeting in addition to taking notes.

**Next steps: Alison** to work with sextons to get an audio recording made.

14. Sioux reviewed the calendar going forward.

15. Sioux announced her resignation as chair, which we are all sad to accept.

16. Heather noted that the June meeting has historically been a potluck and celebratory in tone. Sioux noted that staff is invited to join in.

**Next steps: Standing Committee please bring potluck items to the June meeting**

17. Thank you's

- a. to WUSYG staff and volunteers Don and Rufous. Judy M and Steve M for budget work. Betsy and Steve F will write thank you's.
- b. Notes to Rebecca KM and Marsha for their work on behalf of RE. Ryan will write on behalf of Standing Committee.
- c. Acknowledge Building and Grounds, Stewardship and Finance, Personnel Committees – invite them to the June meeting potluck.

**Next steps: Rebecca Keller** will send out a "Perfect Pot Luck" Evite for the committee.

Respectfully submitted,  
Susan G. McPhee  
Sitting Clerk of the Standing Committee