

Winchester Unitarian Society Standing Committee
Minutes: June 13, 2018

Voting Attending: Judy Murray (Treasurer), Jennifer Edwards (Clerk), Betsy Bowles, Patty Cameron, Steve Forcucci, Mike Hyde, Rebecca Keller, James Pidacks, Phyllis Preston, Sheila Puffer, Kathy Richardson

Non-Voting Attending: Sioux Brokaw, Steve Butterfield, Dave Kronberg, Susan McPhee, Ryan Levering, Fritzie Nace, Cynthia Randall

Non-Member Staff: Alison Streit Baron

Ex-Officio: Reverend Heather Janules

Potluck only: Rebecca Kelly Morgan, Marianne DiBlasi

1. Potluck for incoming and outgoing committee members plus staff and guests. A warm welcome was extended to Marianne DiBlasi, who will be our student intern beginning in September.
2. Opening Words and check in. Betsy Bowles chaired the meeting until new officers were voted in.
3. New Officers: Kathy Richardson was voted in as Chair; Phyllis Preston was voted in as Vice Chair.
4. Consent Agenda: James moved to accept consent agenda. Seconded. Unanimously approved.
 - a. Minutes from SC 5/9/18
 - b. Annual Meeting minutes 5/20/18 for final approval at next Annual meeting or next Special Meeting of the congregation
 - c. Minutes from Executive Meeting 6/5/18
 - d. Proposal for flexible hours for church administrator

Authorize Administrator and Minister (Supervisor) to reduce regular office hours to 9am-3pm, in order to enable Administrator to fulfill both work and non-work responsibilities, be available for evening committee meetings, events, and occasional Sundays, and find substitute coverage more easily when sick.

- e. Staff Reports May 2018
- f. Committee Reports May 2018
5. Criteria for WUS service trip: – after some concerns were raised by parents following the Nicaragua trip, Sam Wilson and Rebecca Kelly Morgan drafted criteria for selected service trips in the future and submitted to Executive Committee. Susan McPhee and Sue Kiewra revised and added timeline (notably minimum 30 days notice). Other suggestions for revision included fundraising (specifically more external sources and pre-fund as much as possible), make language more general, amount of communication during the trip, etc. Some suggestions for fundraising was also discussed.

Next Steps: James will make a Google doc of the draft of the guidelines; SC members have 2 weeks (June 27) to submit further comments to him. He will take it to the Youth Advisory Committee for further revision of the guidelines, to be brought to September or October Standing Committee meeting for approval.

6. Volunteers needed Bedford Sanctuary – Susan McPhee explained that the Sanctuary needs volunteers for the summer, perfect for college students or snow birds. Suggested commitment is 4 hour shifts twice a month.
7. Money Matters:

- a. Discussion/approval of Legacy Giving Brochure - Dave Kronberg described the Legacy Circle program by the Stewardship and Finance Committee as a means to promote planned gifts from estates, establish endowed funds, and other long-term funds. He shared a draft of a brochure and a Statement of Intent which is non-binding and revocable. Betsy moved to approve the concept of the brochure and program; seconded; approved unanimously. **Next Steps:** Cynthia will work with Dave and the S&F committee to revise the brochure
 - b. Treasurer's report unanimously accepted.
 - c. Town Day Fundraiser results + lessons learned - Fritzie Nace shared some lessons learned from this first time event including: adjust the quantity of food; prep the chili the night before but wait to cook the morning of the event; sell more hot dogs and increase the price. The banner and posters have no date so they can be used again next year. Total expenses was \$1468; income was \$3273.17; net income was \$1879.17. Other reflections from SC: great to see people lounging under the trees and walking by; the town was happy to have another food option available; shout out to Margaret Lowry for sprucing up the gardens.
8. Religious Education Discussions Recap, what next? - Ryan Levering gave a brief overview of why the discussions were held, then shared some of the discussions at the Religious Education committee meeting held this morning. Since Rebecca is planning to take a sabbatical next year, there will be less people to help with the planning. Some ideas for the fall included revitalizing Neighboring Faiths; have Rebecca take on Jill's role which would mean she wouldn't be available to run Family Worship services; use volunteers for Family Worship; keep the RE program just for lower grades; look at ways to make intergenerational worship more friendly for younger kids. Ryan said the committee didn't feel as much in crisis after the meeting. Jill's position was posted on Facebook, the plan is for Rebecca to train the new person before going on sabbatical. Kathy will ask the Employee Relations Committee to do exit interviews with Jill and the teen teacher aides who are all departing.
9. UUA Delegates funding and update – Patty, Heather and Alison will be attending GA in person. Claire McNeill agreed to attend offsite. Betsy moved to reimburse Claire the \$175 login fee from the special projects fund. Seconded. Unanimously approved.
10. Staffing Analysis – Heather described her thought process for suggesting an analysis of the staffing in WUS, based on such criteria as size, congregation, and budget, and to answer such questions as: are we aligned correctly; where might we need to be realigned? Alison said this is something she and other staff agree that they would like to have done. Heather had done some outreach to find an outside consultant who could do the analysis; one candidate is John Wengrovius who provided a proposal and some examples of reports. Betsy shared the results of a phone reference interview. After some discussion, all agreed that this is something worth pursuing but not with Rev. Wengrovius, and that there is no need to rush. Some suggestions for moving forward included doing a self-study, do a position by position analysis, class it as a financial analysis due to large budget impact or operational analysis.

Next Steps: Heather will write to Rev. Wengrovius to thank him for the proposal but that we are moving in another direction. Betsy will contact UUA for names of consultants or facilitators. Patty will do some networking at General Assembly. Mike Hyde will contact the Employee Relations Committee.

11. Revisions of Minister's Letter of Agreement + New Record Retention Policy – Revisions to the Letter of Agreement provide more flexibility in her time off and update financial provisions. The new policy will be added to the Personnel Policy Manual as 10.1.5: "All records in the personnel

files will be retained for a minimum of three years after termination of appointment. Any records that are to be discarded will first be shredded.” Betsy moved to accept the revisions and the policy as presented by the Personnel Committee. Seconded. Approved unanimously.

12. Committee Liaisons – appointments will be done by email in the interest of time. Next Steps: Kathy will send out a list of committees by email. SC members will send in their top 3 choices. Kathy will make final appointments.

13. SC update to Highlights – In the interest of transparency, an update of SC activities will be submitted from a SC member each month. Kathy will send in the first one.

14. Other items

- a. Fritzie will send the nomination slate with empty slots to SC.
- b. Child care policy sent by James was tabled until next meeting but do send any feedback to him.
- c. There was an appeal for ushers for the summer services. Signup sheet in Symmes or online.

15. Dates for upcoming meetings will be arranged via email:

- a. SC may continue to meet second Wednesday evening. One meeting over the summer; once a month starting Sept.
- b. Executive Committee meeting will meet approximately one week before the Standing Committee.
- c. Committee considerations and concerns for EC to Vice Chair by 5pm day prior to next Executive Meeting.
- d. September SC retreat.

15. Gratitudes:

- a. Fritzie Nace – Awesome effort and inspiration to us all! Town Day Fundraiser + NLDC slate. Rebecca Keller will write thank you note.
- b. James/Sheila RC – handling kitchen inspector. Sheila Puffer will write thank you notes.
- c. Mary Saudade and Mary McIntosh - Helper bees at Town Day Fundraiser, and Margaret Lowry for spiffing up the gardens. Betsy Bowles will write thank you notes.

Respectfully submitted by
Jennifer Edwards
Clerk for Standing Committee