

Standing Committee Meeting Minutes

October 17, 2018

Voting Attending: Kathy Richardson (Chair), Phyllis Preston (Vice Chair), Judy Murray (Co-Treasurer), Jennifer Edwards (Clerk), Patty Cameron, Terry Carrier, Steve Forcucci, Mike Hyde, Rebecca Keller, Sheila Puffer

Ex-Officio: Reverend Heather Janules, Marianne DiBlasi

Absent: James Pidacks, Sue Kiewra, Alison Streit Baron

1. Opening words – Patty
2. Check-in
3. Consent agenda – motion to accept items was approved.
 - a. Standing Committee minutes of September 19
 - b. Executive Committee meeting October 10 – items called out in particular:
 - i. Wheelchair lift removal – request was made for a full description of how to use facilities when it's gone as part of communication to the community; will be replaced at some point in the future (but not soon); who will write communication? Probably Alison; others will review
 - ii. Heather's vacation request
 - c. Staff reports from Heather – item called out in particular:
 - i. John's report – organ repair
 - d. Committee reports from Alison
4. Money matters
 - a. Update from co-treasurers on FY18.
 - i. Judy has translated / transferred information from Church Windows to QuickBooks. She provided reports in detailed and condensed versions. Consensus was both formats are helpful
 - ii. There was a brief discussion of some of the funds. The Stabilization Fund is used for overages of utilities and snow removal. Judy shared that past practice has been to deliberately stash money in the Sabbatical fund but not the Stabilization fund. SC members liked the idea of intentionally adding money to Stabilization fund rather than pulling bits and pieces from various other accounts. Judy reviewed where surplus money came from. This led to a brief discussion of committees' budgets – do they know how much they have, how much do they need? SC members agreed to bring this up in their liaison committee meetings.
 - b. Judy made the following Motion, which was seconded and approved.

“To allocate the surplus of \$27,761.97 from WUS FY18 financial operations and to adjust Capital Reserves funds as follows:

- As approved by SC vote on September 19, 2018, but restated here with the precise dollar amount, apply \$1,255.32 from surplus to Alison Streit Baron's bonus.
- Restore \$2,000 from surplus to Project Escrow reserves fund since the FY18 project for which these funds were disbursed from escrow was postponed.

- Apply \$6,724 from surplus to Fundraising Escrow reserves fund due to the success of Dine Around and Town Day events.
 - Transfer \$118.28 from Building Expense Carry-forward reserves fund to Stabilization reserves fund; apply \$2,016.95 from surplus to Stabilization reserves fund.
 - Apply remaining \$15,765.70 from surplus to Undesignated Capital Reserves fund.”
- c. Legacy giving plans – Brochures were made available at the meeting. UUA is offering free webinars on Legacy Giving (Oct. 13, Nov. 14, and Jan 12, 2019) - see Oct. 12 email from Kathy with more information. Dave Kronberg will have a cocktail evening for potential donors – no date yet.
 - d. Stewardship & Finance Committee focus, membership – a meeting will happen next week; only 4 people are on the committee, including the 2 co-treasurers. Judy described it as a dysfunctional group with a bad old charge. Discussion centered on the fact that a huge part of SC is financial, it is included in the by-laws, and having an understaffed group is not acceptable. Kathy will put out a call for members and try to rework the charge.
 - e. Pledge campaign leadership – Rebecca shared that Steve Perepeluk has agreed to co-chair the campaign. He will need to find someone to work with him next year as Rebecca is rotating off after this year. They have some names in mind.
 - f. Fundraiser leadership – Heather announced that Rachel Whitehouse is interested in working on rummage sale, will be 2nd in command. We still need a primary leader.
5. Request from Deb Morgan Bennett for WUS to ordain her

A motion was made to recommend setting a congregational meeting on Dec. 9 immediately after the service with the sole business item to be approval that the congregation ordain Deb Bennett. The motion was seconded and approved. Discussion centered on setting up an Ordination Committee, probably in the spring, and setting aside funds for such things as invitations, speakers, flowers, accommodations, etc. A suggestion was made to see what the costs and funding sources were for Janet Parson’s ordination.

6. SC goals from retreat – making them SMART
 - a. There wasn’t time to delve in the goals tonight. Phyllis grouped them into three areas: Marketing / Communication; Strengthen RE program; and Capital Campaign. What specific goals do we want in these areas?
 - b. On a side note, Mike, who is liaison to the RE Committee, mentioned that there was a feeling that the RE program is accepting of the fact that there will be no lead teacher until Dec. 1, but also that RE is interested in setting up a small search committee. Some SC members have posted the job listing in various places; Judy will add to the UUA job board; Patty can hand-deliver notices to various colleges.
7. YAC trip policy

Phyllis sent the latest version of the policy late this afternoon that she and Sam worked on. YAC is meeting tomorrow night and wanted feedback on some issues. Please send more comments to Phyllis. Some of the minor changes included the timeline, and the issue about school vacation – whether additional days are okay or not, with knowledge of local school policies. One question they have is: what would make the congregation satisfied with a service trip? Answer: a detailed

plan, including activities and budget. Another question was about fundraising: some of the fundraising last year was done after the trip, is that okay? Answer: have a fundraising plan with goals; suggest 2 years of fundraising for international trips, but with realistic numbers. Other points raised included offering different levels of sponsorship, public acknowledgement of donors, postcards from the trip to sponsors; coverage for adult chaperones.

8. Upcoming dates
 - a. Oct. 20, Service day, 9-2
 - a. Oct. 24, Committee Chairs meeting, 7 p.m.
 - b. Nov. 6, Executive Committee meeting, 7 p.m. – NOTE CHANGE FROM USUAL DAY AND WEEK
 - c. Nov. 14, Standing Committee meeting – NOTE CHANGE ; Steve will provide opening words
9. Gratitudes –
 - a. Rachel Whitehouse – family farm for WUSYG retreat - Phyllis
10. Executive session: CoSM review of Heather's performance & goals for the year – see attachment, which is not to be circulated beyond this group
 - a. Heather is looking for us to help her set goals for the year
 - b. COSM discusses the document with Heather
 - c. Discussion: goals in last section of report – sound system (capital campaign); staff analysis (working on that); growth of community (not a specific Heather thing)
 - d. Heather specific : More variety of types of sermons and topics;
 - e. Endorsed the goals Heather listed in her staff report

Respectfully submitted by

Jennifer Edwards, Clerk