Winchester Unitarian Society

Standing Committee Minutes Nov 20, 2019

- 1-) Opening Words Betsy
- 2-) Check-in
- 3-) Consent Agenda **motion made to accept** (with a spelling change J. Lubkin not Lumkin) passed unanimously.
 - a. Standing Committee Minutes from October meeting
 - b. Executive Committee Minutes
 - c. Staff Reports from the Office
 - d. Committee Reports from the Office
- 4-) Treasurers' Overview / Judy & Sue
 - a. Using Amazon Smile set up as Winchester Unitarian Society. In the past, SC voted not to participate because of business practices. Currently so many people use it, we have an opportunity to have a revenue stream. Do we want to put a link in the newsletter? Should we vote to override/change without knowing the exact wording? MOTION Recommend shopping locally, and ask "if you use Amazon, could you please use SMILE for WUS?" Passed unanimously. Include information about what SMILE is all about.
- 5-) Heathers Sabbatical Update/ Betsy COSM will be supporting SC in managing the sabbatical as a committee. James suggestion is to invite former interns to come and preach. Thomas suggested T shirts with the dates and names, like a concert tour Mary loves this idea!
- 6-) SC Replacement Update/ Betsy Motion made to nominate Robbie Brown to serve on SC until Annual Meeting 2021. Passed unanimously. Welcome Robbie!
- 7-) Rekeying our Building / James Review: cost will be less than \$500, so looking at what is next on the list. Also how many keys do we need? Estimate is roughly 30. Let's look carefully at the back door that already has a buzzer from the office. We can move that to a keypad without exorbitant expense. Someday, have all doors keyed alike for safety sake. \$250 for hardwired video doorbell, part of RING system, which Tyson knows about.
- 8-) Building Security- Fire Drill Report / James Fire drill worked! Full test. Two people couldn't hear the alarm. ON a scale from 1-10, how did we do? It took 8 minutes 12 seconds to get everyone out of the building, so we did well. Wheelchair is next to the

umbrella stand next to the front door. We could ask the library what they have done? Also looking into the cost of swapping John Kramer's door to swing out, instead of in.

9-) Results of "7 Major things" (need for Capital Campaign?) / James

\$500, 000 over 3 years to complete the top 7 items. Consult John Russell about how it was done last time. How to further the congregation conversation? How to engage staff and include them in the conversation. The original list was from a conversation after a church service. Our vision is to be X and to do that we would like to do X. Julie Khuen is looking to upgrade the lower lobby – let's integrate that "redo committee" work with whole church visioning. Let's not burn out Chuck and Julie, by going to them early to do lots of the vision work. Let's communicate more with the congregation and engage the conversation. James and Betsy will meet and develop a plan.

- 10-) Church of the Larger Fellowship Holiday Card Project / Betsy We have Holiday cards to sign and write a note to incarcerated UUs. Pie Sunday will have a table to sign cards, and next Sunday also.
- 11-) Marianne DiBlasi's Early Departure / Marianne Motion "Whereas MD hours have consistently exceeded 20 hours a week, and she needs prep time " Detailed wording is in staff packet from Heather. Passed unanimously. As a stipend situation, we'll continue to pay her on schedule through May. Clinical Pastoral Education in Concord NH. Meetings are 12 hours per week, leaving only 8 hours for other. Need a minister on April 24th. Perhaps Green Sanctuary will host that date.

12-) Fundraising – James

Conversation: maximize town day June for outside income, a BAZAAR!!! pies, hot dogs, rummage, live music popcorn, face painting (raised \$2K last year). Community building fun activity opened up to the public, promoted with an attractive "cause" that is appealing. Look into Burlington, Woburn and Stoneham town days. Thomas will look into how these other towns might work with us. This would all be easier if people pledged what their share of the budget really is – how can we communication this?

Ideas: Spring fling - reverse auction (maybe online with Jennifer Edwards): I'll pay X for someone to do X for me, for example I'll pay \$100 for someone to stack my woodpile. OR a services auction, for example, I'll give 4 personal trainer hours if you donate \$X to church.

If we had a fall event in Metcalf, would people come? Theme, talent show, carnival, open mic, coffee house, with Bake off for desserts.

Next fall maybe Halloween Haunted House, but that's a lot of work.

- 13-) Request from Sam Wilson for WUSYG fund raiser football pool. Selling squares for \$50 or \$100 split winnings 50/50 doesn't violate any laws that they are aware of. Some concerns about gambling. Concern is they have to sell all squares in order for it to work. Trying to raise \$5K. Robbie will look into legality and then we'll do an email vote.
- 14-) Legacy Circle update Mike there are 17 different demands on our congregation for money. This is Mike's third report to SC with info. First report updated David Kronberg's work, then shared form for Legacy intention, and now this: Links are up and working on the website. Now is the time to let folks know the ways they can give: in our lifetime (now), in a will, in a posthumous gift. There are two policies on the website. Restricted gift \$10K (because we have to manage them). Unrestricted themed giving: children, music, social action, garden, intern program, staff leadership and development. Get advice from Mike Hyde or Mark Shephard. Insurance policies are a way to give, depending upon how the contract is written.

Heather's insights: pledge drive, capital campaign, legacy campaign. Three ways to show appreciation for the work of our church. PCAs will have a workshop series that includes end of life planning, this would be an opportunity for sharing information. Mike should have some support to get the word out in 2020 as the work is for more than one person.

15-) New Business

Motion from the treasurers to move \$99K organ repair fund from a CD into the care of the Trustees, with parameters set by Treasurers. Official motion wording is in the Treasurers report email. Passed unanimously.

WUS LexRAP team is working with other community organizations (LexRAP, Networking and Shir Tikva) to raise awareness and funds. Possibility of using Jenks in March for an event, coordinated by our team. SC should be aware there may be a contract to sign. Exec Com will follow up and handle.

Gratitudes:

Phil Coonley purchased/donated a brand new screen being used tonight. Sheila will send a thank you note. Thomas will send a letter from Wus for tax purposes.

16-) Move to Executive session: CORE update / Sue & Judy

Adjourn

Upcoming Dates – Exec. Comm – Dec 9th

Next Standing Committee – Dec 18, 2019 (suggestion:bring finger food to share)

Winchester Unitarian Society FY20 Budget vs. Actuals

September 1 through October 31, 2019

	Actual	Budget	Remaining	% of Budget
Income		<u> </u>		
4100 Individuals				
4110 Current Year Pledges	94,891.52	370,000.00	275,108.48	25.65%
4150 Prior Year Pledges (Late Payments)	9,192.50	5,100.00	-4,092.50	180.25%
4160 Contributions - non-pledge	893.00	9,000.00	8,107.00	9.92%
4170 Sunday Collection - non-pledge	2,318.10	11,500.00	9,181.90	20.16%
4180 Sunday Collection - Share the Plate	2,890.10	15,000.00	12,109.90	19.27%
4190 Electronic Funds Fees	-182.93	-1,350.00	-1,167.07	13.55%
Total 4100 Individuals	\$ 110,002.29	\$ 409,250.00	\$ 299,247.71	26.88%
4200 Investments				
4210 Bank Interest	494.61	2,225.00	1,730.39	22.23%
4220 Downs Income	3,085.00	12,340.00	9,255.00	25.00%
4230 Meyer Income	9,600.00	57,672.50	48,072.50	16.65%
4240 Trustees PermFunds - Unrestricted		95,833.00	95,833.00	0.00%
4250 Trustees PermFunds - Building	802.25	793.74	-8.51	101.07%
4260 Trustees PermFunds - Cook Funds	8,189.58	8,102.72	-86.86	101.07%
4270 Trustees PermFunds - Student Minister	13,111.00	13,111.00	0.00	100.00%
Total 4200 Investments	\$ 35,282.44	\$ 190,077.96	\$ 154,795.52	18.56%
4300 Building Use				
4310 Winchester Coop Nursery School		29,400.00	29,400.00	0.00%
4320 Chinese After-School Program	3,520.00	16,500.00	12,980.00	21.33%
4340 Other Building Use	940.00	8,000.00	7,060.00	11.75%
Total 4300 Building Use	\$ 4,460.00	\$ 53,900.00	\$ 49,440.00	8.27%
4400 Other Sources				
4410 Fundraising		25,000.00	25,000.00	0.00%
4420 Concert Series		8,000.00	8,000.00	0.00%
Total 4400 Other Sources	\$ 0.00	\$ 33,000.00	\$ 33,000.00	0.00%
Total Income	\$ 149,744.73	\$ 686,227.96	\$ 536,483.23	21.82%
Gross Profit	\$ 149,744.73	\$ 686,227.96	\$ 536,483.23	21.82%
Expenses				
5000 Staff				
5100 Ministerial				
5110 Lead Minister				
5111 Salary	11,521.14	102,056.43	90,535.29	11.29%
5112 Housing	5,384.60		-5,384.60	
5113 Benefits	3,443.71	29,328.66	25,884.95	11.74%
5114 Professional Expenses	1,593.38	10,210.00	8,616.62	15.61%
Total 5110 Lead Minister	\$ 21,942.83	\$ 141,595.09	\$ 119,652.26	15.50%
5120 Student Minister	2,442.77	13,111.00	10,668.23	18.63%
5130 Summer Minister		2,153.00	2,153.00	0.00%
5140 Sunday Speakers		1,000.00	1,000.00	0.00%
Total 5100 Ministerial	\$ 24,385.60	\$ 157,859.09	\$ 133,473.49	15.45%
5200 Administration				

		Actual	Budget	Remaining	% of Budget
5210 Administrator					
5211 Salary		7,384.60	52,450.00	45,065.40	14.08%
5212 Benefits		1,764.58	10,314.82	8,550.24	17.11%
5213 Professional Expenses		102.50	1,000.00	897.50	10.25%
Total 5210 Administrator	\$	9,251.68	\$ 63,764.82	\$ 54,513.14	14.51%
5220 Administrative Assistant					
5221 Salary		3,645.40	18,843.60	15,198.20	19.35%
5222 Benefits		278.89	1,441.54	1,162.65	19.35%
Total 5220 Administrative Assistant	\$	3,924.29	\$ 20,285.14	\$ 16,360.85	19.35%
5230 Sextons					
5231 Salary		5,564.74	36,728.01	31,163.27	15.15%
5232 Benefits		429.97	2,771.44	2,341.47	15.51%
Total 5230 Sextons		5,994.71	\$ 39,499.45	\$ 33,504.74	15.18%
Total 5200 Administration	\$	19,170.68	\$ 123,549.41	\$ 104,378.73	15.52%
5300 Religious Education		ŕ	,		
5310 Director Religious Education					
5311 Salary		10,552.20	65,951.53	55,399.33	16.00%
5312 Benefits		2,613.42	15,642.03	13,028.61	16.71%
5313 Professional Expenses		_,0.0	4,500.00	4,500.00	0.00%
Total 5310 Director Religious Education	•	13 165 62	\$ 86,093.56	-	15.29%
5330 F8th in Action	Ψ	13,103.02	2,066.88	2,066.88	0.00%
5340 RE Program Assistant		154.75	1,254.66	1,099.91	12.33%
5350 RE Teachers and Aides		996.68	8,625.38	7,628.70	11.56%
	_		•	-	
Fotal 5300 Religious Education 5400 Youth	Ф	14,317.05	\$ 98,040.48	\$ 83,723.43	14.60%
5410 Youth Director		E 001 00	00 557 50	00.005.00	15.000/
5411 Salary		5,931.92	38,557.52	32,625.60	15.38%
5412 Service Trip Stipend		1 400 00	2,000.00	2,000.00	0.00%
5413 Benefits		1,496.99	8,648.04	7,151.05	
5414 Professional Expenses	_	361.96	2,000.00	1,638.04	18.10%
Total 5410 Youth Director	\$	7,790.87	\$ 51,205.56	\$ 43,414.69	15.21%
5420 Youth Assistant					
5421 Salary		1,775.25	6,144.67	4,369.42	28.89%
5422 Service Trip Stipend			2,000.00	2,000.00	0.00%
5423 Benefits		135.80	623.07	487.27	21.80%
Total 5420 Youth Assistant	<u> </u>	1,911.05	\$ 8,767.74	\$ 6,856.69	21.80%
Total 5400 Youth	\$	9,701.92	\$ 59,973.30	\$ 50,271.38	16.18%
5500 Music					
5510 Music Director					
5511 Salary		5,884.24	38,247.64	32,363.40	15.38%
5512 Benefits		1,158.15	7,521.78	6,363.63	15.40%
5513 Professional Expenses			2,100.00	2,100.00	0.00%
Total 5510 Music Director	\$	7,042.39	\$ 47,869.42	\$ 40,827.03	14.71%
5520 Children's Chorale Director					
5521 Salary		180.00	3,075.00	2,895.00	5.85%
Total 5520 Children's Chorale Director	\$	180.00	\$ 3,075.00	\$ 2,895.00	5.85%
5530 Soloists and Section Leaders		1,350.00	13,150.00	11,800.00	10.27%

						% of
		Actual	Budget	Re	emaining	Budget
5540 Other Musicians			2,000.00		2,000.00	0.00%
Total 5500 Music	\$	8,572.39	\$ 66,094.42	\$	57,522.03	12.97%
Total 5000 Staff	\$	76,147.64	\$ 505,516.70	\$	429,369.06	15.06%
6000 Building & Grounds						
6110 Grounds		799.13	2,800.00		2,000.87	28.54%
6120 Snow Removal			13,200.00		13,200.00	0.00%
6130 Church Maintenance		1,674.28	36,000.00		34,325.72	4.65%
6140 Furnishings			1,000.00		1,000.00	0.00%
6150 Cleaning & Paper Supplies		292.35	1,200.00		907.65	24.36%
6160 Gas		787.67	13,800.00		13,012.33	5.71%
6170 Electricity		1,253.89	8,700.00		7,446.11	14.41%
6180 Water & Sewer			3,000.00		3,000.00	0.00%
Total 6000 Building & Grounds	\$	4,807.32	\$ 79,700.00	\$	74,892.68	6.03%
6500 Operations						
6510 Financial						
6512 Insurance			15,350.00		15,350.00	0.00%
6513 Pledge Drive			500.00		500.00	0.00%
Total 6510 Financial	\$	0.00	\$ 15,850.00	\$	15,850.00	0.00%
6520 Office Expenses						
6521 Office Equipment		417.26	3,500.00		3,082.74	11.92%
6522 Office Operations		1,472.31	9,000.00		7,527.69	16.36%
6524 Phone & Internet		677.60	4,900.00		4,222.40	13.83%
6525 Web, Marketing, Publicity			600.00		600.00	0.00%
Total 6520 Office Expenses	\$	2,567.17	\$ 18,000.00	\$	15,432.83	14.26%
6540 Staff Hiring & Support						
6541 Staff Meetings, Retreats, Acknowledgements			1,200.00		1,200.00	0.00%
6542 Search & Transitions			100.00		100.00	0.00%
6548 Installation, Intern Reception			200.00		200.00	0.00%
Total 6540 Staff Hiring & Support	\$	0.00	\$ 1,500.00	\$	1,500.00	0.00%
6550 Denominational Affairs						
6551 UUA Annual Program Fund		6,834.75	27,338.74		20,503.99	25.00%
6552 Contributions - other organizations			500.00		500.00	0.00%
Total 6550 Denominational Affairs	\$	6,834.75	\$ 27,838.74	\$	21,003.99	24.55%
Total 6500 Operations	\$	9,401.92	\$ 63,188.74	\$	53,786.82	14.88%
7000 Programs & Committees						
7212 Chime Playing and Maintenance			500.00		500.00	0.00%
7215 Organ & Piano Maintenance			800.00		800.00	0.00%
7217 Choral Music & Supplies			700.00		700.00	0.00%
7220 RE Supplies & Curriculum		289.26	1,500.00		1,210.74	19.28%
7227 RE Special Programs			250.00		250.00	0.00%
7228 Growth & Learning			100.00		100.00	0.00%
7230 WUSYG Supplies & Projects		187.36	2,500.00		2,312.64	7.49%
7240 Flowers & Candles			500.00		500.00	0.00%
7250 Fellowship		14.46	200.00		185.54	7.23%
7260 Hospitality		281.12	1,400.00		1,118.88	20.08%
7270 Membership		410.00	1,200.00		790.00	34.17%
7280 Grief Group & PCAs		38.07	400.00		361.93	9.52%

	A -4		December 1	D -		% of
	 Actual		Budget	Re	maining	Budget
7285 Small Group Ministry			100.00		100.00	0.00%
7290 Leadership Development			100.00		100.00	0.00%
7296 Green Sanctuary			100.00		100.00	0.00%
7299 Social Action Supplies			100.00		100.00	0.00%
7610 Standing Committee			220.00		220.00	0.00%
7620 SC Projects & Initiatives			220.00		220.00	0.00%
7630 SFC - Planned Giving			100.00		100.00	0.00%
Total 7000 Programs & Committees	\$ 1,220.27	\$	10,990.00	\$	9,769.73	11.10%
7800 Grants						
7810 SOC Committee Grants			20,620.90		20,620.90	0.00%
7820 SOC Share the Plate Grants	1,644.50		15,000.00		13,355.50	10.96%
Total 7800 Grants	\$ 1,644.50	\$	35,620.90	\$	33,976.40	4.62%
Total Expenses	\$ 93,221.65	\$	695,016.34	\$ (601,794.69	13.41%
Net Operating Income	\$ 56,523.08	-\$	8,788.38	-\$	65,311.46	-643.16%
Other Income						
8020 from Undesignated Capital Reserves			26,455.05		26,455.05	0.00%
Total Other Income	\$ 0.00	\$	26,455.05	\$	26,455.05	0.00%
Other Expenses						
9030 to Fundraising Escrow			8,666.67		8,666.67	0.00%
9040 to Project Escrow			1,000.00		1,000.00	0.00%
9070 to Sabbatical Escrow			8,000.00		8,000.00	0.00%
Total Other Expenses	\$ 0.00	\$	17,666.67	\$	17,666.67	0.00%
Net Other Income	\$ 0.00	\$	8,788.38	\$	8,788.38	0.00%
Net Income	\$ 56,523.08	\$	0.00	-\$	56,523.08	

Saturday, Nov 16, 2019 05:42:34 AM GMT-8

Winchester Unitarian Society Balance Sheet

As of September 30, 2020

	As of Oct 31, 2019		As of Aug 31, 2019		
ASSETS					
Current Assets					
Bank Accounts					
1010 Winchester Savings Ops Checking		148,865.78		137,960.01	
1020 Winchester Savings CDs		84,528.30		84,253.50	
1030 Needham Bank CD 1		50,360.00		50,182.54	
1040 Needham Bank CD 2		61,375.20		61,155.39	
1050 Winchester Savings Bank MDF checking		3,934.71		3,809.54	
Total Bank Accounts	\$	349,063.99	\$	337,360.98	
Total Current Assets	\$	349,063.99	\$	337,360.98	
TOTAL ASSETS	\$	349,063.99	\$	337,360.98	
LIABILITIES AND EQUITY					
Liabilities					
Current Liabilities					
Other Current Liabilities					
3000 Operating Funds					
3020 Capital Reserves					
3021 Undesignated Capital Reserves		71,592.78		71,592.78	
3022 Project Escrow (Web, Marketing, Audit)		10,350.00		10,350.00	
3023 Stabilization (Snow, Utilities, etc.)		3,663.03		3,663.03	
3024 Sabbatical Escrow		35,917.01		35,917.01	
3025 Fundraising Escrow		14,919.18		14,919.18	
3026 Building Expense Carry-forward		0.00		0.00	
Total 3020 Capital Reserves	\$	136,442.00	\$	136,442.00	
3050 Prepaid Pledges		0.00		41,545.10	
3060 Prepaid Close the Gap		0.00		0.00	
Total 3000 Operating Funds	\$	136,442.00	\$	177,987.10	
3100 Building and Grounds					
3120 Michelson Room Redo		1,427.98		1,427.98	
3130 Donald Ellis Fund		0.00		0.00	
3140 from Stone Window Fund		845.39		845.39	
3150 from Meditation Garden Fund		-57.12		722.88	
3160 Hardscape Upgrades Fund (Meyer)		7,477.57		17,327.28	
Total 3100 Building and Grounds	\$	9,693.82	\$	20,323.53	
3200 Flower Funds					
3210 Flower Fund		575.59		88.66	
3220 from Dawn Kelley Bartlett Fund		2,604.26		1,465.29	
Total 3200 Flower Funds	\$	3,179.85	\$	1,553.95	
3300 Memorial Fund		0.00		2,500.00	
3400 Music Funds					
3450 Concert Series		12,062.67		1,753.67	
3460 from Parkhurst Organ Fund		736.70		393.18	
3465 Organ Repair Fund		99,269.14		101,851.68	
3470 from Sue Swap Fund		4,034.00		1,568.31	

	As of C		As of	Aug 31, 2019
3480 Elora Trump Fund		766.05		766.05
3490 Harpsichord Fund		536.00		536.00
3491 Cerny/Thomases Fund		1,160.60		2,336.41
Total 3400 Music Funds	\$	118,565.16	\$	109,205.30
3500 Outreach Funds				
3510 Partner Church		1,500.00		600.00
3530 Share the Plate		0.00		0.00
3540 Reach Out		464.88		464.88
3550 Disaster Relief		50.34		50.34
3560 Woburn Council		20.00		20.00
3590 Outreach - other		0.00		0.00
Total 3500 Outreach Funds	\$	2,035.22	\$	1,135.22
3600 RE Funds				
3630 from Nash Nursery Fund		1,996.79		1,996.79
3640 Our Whole Lives - class balance		559.84		559.84
3650 Coming of Age & F8th in Action		466.07		466.07
Total 3600 RE Funds	\$	3,022.70	\$	3,022.70
3700 Youth Funds				
3710 WUSYG Service Project Fund		7,178.19		7,277.79
3720 Church School Youth Fund		188.57		165.46
3730 from Sandy Fries Youth Fund		780.91		780.91
Total 3700 Youth Funds	\$	8,147.67	\$	8,224.16
3800 Other Funds				
3810 Equal Exchange		-34.62		-34.62
3820 Pastoral Care Ministry		934.85		934.85
3840 from Student Minister Fund		961.73		800.97
3850 Green Sanctuary Carbon Offset		500.00		500.00
3870 Yoga Fund		720.33		420.33
3880 from Downs Fund		3,194.00		3,194.00
3890 Contra		965.44		3,505.90
3895 Minister Discretionary Fund		3,934.71		3,809.54
Total 3800 Other Funds	\$	11,176.44	\$	13,130.97
3900 Uncleared WSB Checks in ChWindows		278.05		278.05
Total Other Current Liabilities	\$	292,540.91	\$	337,360.98
Total Current Liabilities	\$	292,540.91	\$	337,360.98
Total Liabilities	\$	292,540.91	\$	337,360.98
Equity				
Opening Balance Equity		0.00		0.00
Retained Earnings		0.00		0.00
Net Income		56,523.08		0.00
Total Equity	\$	56,523.08	\$	0.00
TOTAL LIABILITIES AND EQUITY	\$	349,063.99	\$	337,360.98