# Winchester Unitarian Society 

## Standing Committee Agenda

## December 18th, 2019

In attendance: James Pidacks, Marianne DiBlasi, Judy Murray, Sue Kierwa, Patrick Drane, Fritzie Nace, Thomas, Robbie Brown, Mary McIntosh, Heather Janules, Terry Currier, Patty Cameron

Opening words / Judy
1-) Check-in Betsy and Sheila called in
2-) Consent Agenda: Approval of Minutes \& Acceptance of Staff Reports
Motion to accept passed unanimously
3-) Treasurers Overview / Judy \& Sue
A) Annual Housing Allowance for Heather $\$ 35 \mathrm{~K}$ - one component of total cost of ministry. Motion to accept passed unanimously.
B) Needham bank CD coming up Organ Fund \$55K being turned over to Trustees of Permanent Funds.

4-) "7 Major things" and related matters Report regarding Staff input meeting James update. Technology and support for hardware and software. Staff will deliver the group's recommendations to James in the New Year.

5-) REKEYING and Building Access Management Document / James has created a policy about keys. Motion to accept the policy with minor edits made and passed unanimously.

6-) UUA Church of the Larger Fellowship Holiday Card project / Betsy reports delivery of 120 cards to the UUA. Thank you to everyone!

7-) PLEDGE Team Request / Allison Kirschgasser and Stephen Perepeluk have committed and one more person from SC is needed. Who can step up for a welldefined limited time project (ideally for two years)? Usually Mid January through
late March. Won't conflict with the fundraiser Betsy will organize for April. Bobbi volunteered to be the liaison!!!

8-) CORE Update / Patty \& Sue: last 18 months working on gathering data about functions of our church and how our \$supports those functions. Examined job descriptions, interviewed staff last spring (confidential) asked what staff do "extra". Rev Pyle from UUA helping us a lot in our analysis as we pilot a program he is developing. Compared our church with others and how we are organized and how we spend money compared to them. Interviewed leadership at other churches. Set up a visioning team with specific tasks and timeline over a year: to evaluate our goals and research what families would like from WUS. Motion to support creation of Visioning Team.

9-) Football Pool / Robbie Brown got a detailed description from Sam about what they plan to do. Robbie is waiting to get clarification from AG's office. Some SC members shared reservations about youth and gambling. This may be too late for this year's superbowl.

10-)John Russell letter re SMILE Amazon. Working conditions are better than they used to be, but we are not recommending Amazon, just saying that IF you use Amazon, please try to use SMILE. Heather spoke with John recently and shared that John's point is that we shouldn't partner with a for profit organization. Betsy and James would like a response from SC members with edits and suggestions ASAP so the letter can go to John. Heather asks if we have a partnership with any other for profit. Some express this as a slippery slope. Heather's colleagues have mixed reviews of this policy.

## 11) New Business

Card for John Kramer who went above and beyond for Music Sunday.
THANK YOU to Heather for her response to the vandalism situation. Heather's letter to the editor regarding another incidence of vandalism here at WUS prompted conversations about oppression in our polite community.
Overwhelming community support is heartening. Many requests received for stickers and flags. Heather has been contacted by many businesses and families around town with stories of support and appreciation. Also, racist graffiti found at McCall; maybe same perp, maybe not. Do we need to do more? Motion to
approve Police putting up cameras with caveats: Request: when will cameras go up and when will they come down, video recordings must be destroyed by date.

Cards/stationary made from Michelson stained glass window. Thomas has 100.
James invited staff to the SC meeting in January. SC will host a potluck when staff comes on January $15^{\text {th }}$. We will start earlier, say at 6:30, for dinner/social time.

Fundraising Ideas: In January, Betsy will host a focus group with Soup Sunday folks to look into a fundraising opportunity. Heather's "Doldrums' University" (Jan fest for adults) idea got support =Funky adult ed classes to be offered in the winter, hosted by WUS SC. Heather : soap making, Sue: felting, what/who else?

Rental of Metcalf - we have a request to use the space for a week this summer. Thomas will follow up on lots of details. Exec Comm supports this in principle.

Alternative Gift Giving was well received. Some folks took cards and will make donations directly! Cards will be available in the office and on Sundays.

Mitten tree mittens were all taken by Sunday. Some folks were looking for suggestions and wanted to participate. I suggested labeled Hat, Mittens, and Scarf set, or gift cards.

NEXT STANDING COMMITTEE MEETING 1-15-20

# Winchester Unitarian Society <br> FY20 Budget vs. Actuals 

September 1 through November 30, 2019

Income
4100 Individuals
4110 Current Year Pledges
4150 Prior Year Pledges (Late Payments)
4160 Contributions - non-pledge
4170 Sunday Collection - non-pledge
4180 Sunday Collection - Share the Plate
4190 Electronic Funds Fees
Total 4100 Individuals
4200 Investments
4210 Bank Interest
4220 Downs Income
4230 Meyer Income
4240 Trustees PermFunds - Unrestricted
4250 Trustees PermFunds - Building
4260 Trustees PermFunds - Cook Funds
4270 Trustees PermFunds - Student Minister
4300 Building Use
4310 Winchester Coop Nursery School
4320 Chinese After-School Program
4340 Other Building Use
Total 4300 Building Use
4400 Other Sources
4410 Fundraising
4420 Concert Series
Total 4400 Other Sources
Total Income
Gross Profit
Expenses
5000 Staff
5100 Ministerial
5110 Lead Minister

| 5111 Salary |  | 17,279.88 | 102,056.43 | 84,776.55 | 16.93\% |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 5112 Housing |  | 8,076.90 |  | -8,076.90 |  |
| 5113 Benefits |  | 5,158.49 | 29,328.66 | 24,170.17 | 17.59\% |
| 5114 Professional Expenses |  | 2,356.35 | 10,210.00 | 7,853.65 | 23.08\% |
| Total 5110 Lead Minister | \$ | 32,871.62 | \$ 141,595.09 | \$ 108,723.47 | 23.22\% |
| 5120 Student Minister |  | 3,682.16 | 13,111.00 | 9,428.84 | 28.08\% |
| 5130 Summer Minister |  |  | 2,153.00 | 2,153.00 | 0.00\% |
| 5140 Sunday Speakers |  |  | 1,000.00 | 1,000.00 | 0.00\% |
| otal 5100 Ministerial | \$ | 36,553.78 | \$ 157,859.09 | \$ 121,305.31 | 23.16\% |

5200 Administration
5210 Administrator

| Actual | Budget | Remaining | Budget |
| :---: | :---: | :---: | :---: |
| 107,946.94 | 370,000.00 | 262,053.06 | 29.17\% |
| 9,192.50 | 5,100.00 | -4,092.50 | 180.25\% |
| 1,327.00 | 9,000.00 | 7,673.00 | 14.74\% |
| 3,286.10 | 11,500.00 | 8,213.90 | 28.57\% |
| 4,863.10 | 15,000.00 | 10,136.90 | 32.42\% |
| -238.74 | -1,350.00 | -1,111.26 | 17.68\% |
| \$ 126,376.90 | \$ 409,250.00 | \$ 282,873.10 | 30.88\% |
| 729.42 | 2,225.00 | 1,495.58 | 32.78\% |
| 3,085.00 | 12,340.00 | 9,255.00 | 25.00\% |
| 9,600.00 | 57,672.50 | 48,072.50 | 16.65\% |
|  | 95,833.00 | 95,833.00 | 0.00\% |
| 802.25 | 793.74 | -8.51 | 101.07\% |
| 8,189.58 | 8,102.72 | -86.86 | 101.07\% |
| 13,111.00 | 13,111.00 | 0.00 | 100.00\% |
| \$ 35,517.25 | \$ 190,077.96 | \$ 154,560.71 | 18.69\% |
| 25,000.00 | 29,400.00 | 4,400.00 | 85.03\% |
| 5,280.00 | 16,500.00 | 11,220.00 | 32.00\% |
| 1,140.00 | 8,000.00 | 6,860.00 | 14.25\% |
| \$ 31,420.00 | \$ 53,900.00 | \$ 22,480.00 | 58.29\% |
|  | 25,000.00 | 25,000.00 | 0.00\% |
|  | 8,000.00 | 8,000.00 | 0.00\% |
| \$ 0.00 | \$ 33,000.00 | \$ 33,000.00 | 0.00\% |
| \$ 193,314.15 | \$ 686,227.96 | \$ 492,913.81 | 28.17\% |
| \$ 193,314.15 | \$ 686,227.96 | \$ 492,913.81 | 28.17\% |


|  |  | Actual |  | Budget |  | Remaining | \% of Budget |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 5211 Salary |  | 11,076.90 |  | 52,450.00 |  | 41,373.10 | 21.12\% |
| 5212 Benefits |  | 2,646.88 |  | 10,314.82 |  | 7,667.94 | 25.66\% |
| 5213 Professional Expenses |  | 102.50 |  | 1,000.00 |  | 897.50 | 10.25\% |
| Total 5210 Administrator | \$ | 13,826.28 | \$ | 63,764.82 | \$ | \$ 49,938.54 | 21.68\% |
| 5220 Administrative Assistant |  |  |  |  |  |  |  |
| 5221 Salary |  | 5,556.40 |  | 18,843.60 |  | 13,287.20 | 29.49\% |
| 5222 Benefits |  | 425.08 |  | 1,441.54 |  | 1,016.46 | 29.49\% |
| Total 5220 Administrative Assistant | \$ | 5,981.48 | \$ | 20,285.14 | \$ | 14,303.66 | 29.49\% |
| 5230 Sextons |  |  |  |  |  |  |  |
| 5231 Salary |  | 8,661.46 |  | 36,728.01 |  | 28,066.55 | 23.58\% |
| 5232 Benefits |  | 666.88 |  | 2,771.44 |  | 2,104.56 | 24.06\% |
| Total 5230 Sextons | \$ | 9,328.34 | \$ | 39,499.45 | \$ | 30,171.11 | 23.62\% |
| Total 5200 Administration | \$ | 29,136.10 |  | 123,549.41 | \$ | 94,413.31 | 23.58\% |
| 5300 Religious Education |  |  |  |  |  |  |  |
| 5310 Director Religious Education |  |  |  |  |  |  |  |
| 5311 Salary |  | 15,828.30 |  | 65,951.53 |  | 50,123.23 | 24.00\% |
| 5312 Benefits |  | 3,707.98 |  | 15,642.03 |  | 11,934.05 | 23.71\% |
| 5313 Professional Expenses |  |  |  | 4,500.00 |  | 4,500.00 | 0.00\% |
| Total 5310 Director Religious Education | \$ | 19,536.28 | \$ | 86,093.56 | \$ | 66,557.28 | 22.69\% |
| 5330 F8th in Action |  |  |  | 2,066.88 |  | 2,066.88 | 0.00\% |
| 5340 RE Program Assistant |  | 316.22 |  | 1,254.66 |  | 938.44 | 25.20\% |
| 5350 RE Teachers and Aides |  | 1,609.00 |  | 8,625.38 |  | 7,016.38 | 18.65\% |
| Total 5300 Religious Education | \$ | 21,461.50 | \$ | 98,040.48 | \$ | 76,578.98 | 21.89\% |
| 5400 Youth |  |  |  |  |  |  |  |
| 5410 Youth Director |  |  |  |  |  |  |  |
| 5411 Salary |  | 8,897.88 |  | 38,557.52 |  | 29,659.64 | 23.08\% |
| 5412 Service Trip Stipend |  |  |  | 2,000.00 |  | 2,000.00 | 0.00\% |
| 5413 Benefits |  | 2,347.64 |  | 8,648.04 |  | 6,300.40 | 27.15\% |
| 5414 Professional Expenses |  | 361.96 |  | 2,000.00 |  | 1,638.04 | 18.10\% |
| Total 5410 Youth Director | \$ | 11,607.48 | \$ | 51,205.56 | \$ | 39,598.08 | 22.67\% |
| 5420 Youth Assistant |  |  |  |  |  |  |  |
| 5421 Salary |  | 2,433.76 |  | 6,144.67 |  | 3,710.91 | 39.61\% |
| 5422 Service Trip Stipend |  |  |  | 2,000.00 |  | 2,000.00 | 0.00\% |
| 5423 Benefits |  | 186.17 |  | 623.07 |  | 436.90 | 29.88\% |
| Total 5420 Youth Assistant | \$ | 2,619.93 |  | \$ 8,767.74 |  | \$ 6,147.81 | 29.88\% |
| Total 5400 Youth | \$ | 14,227.41 | \$ | 59,973.30 | \$ | 45,745.89 | 23.72\% |
| 5500 Music |  |  |  |  |  |  |  |
| 5510 Music Director |  |  |  |  |  |  |  |
| 5511 Salary |  | 8,826.36 |  | 38,247.64 |  | 29,421.28 | 23.08\% |
| 5512 Benefits |  | 1,732.67 |  | 7,521.78 |  | 5,789.11 | 23.04\% |
| 5513 Professional Expenses |  |  |  | 2,100.00 |  | 2,100.00 | 0.00\% |
| Total 5510 Music Director | \$ | 10,559.03 | \$ | 47,869.42 | \$ | 37,310.39 | 22.06\% |
| 5520 Children's Chorale Director |  |  |  |  |  |  |  |
| 5521 Salary |  | 630.00 |  | 3,075.00 |  | 2,445.00 | 20.49\% |
| Total 5520 Children's Chorale Director | \$ | 630.00 |  | \$ 3,075.00 |  | \$ 2,445.00 | 20.49\% |
| 5530 Soloists and Section Leaders |  | 2,430.00 |  | 13,150.00 |  | 10,720.00 | 18.48\% |
| 5540 Other Musicians |  |  |  | 2,000.00 |  | 2,000.00 | 0.00\% |

Total 5500 Music
Total 5000 Staff
6000 Building \& Grounds
6110 Grounds
6120 Snow Removal
6130 Church Maintenance
6140 Furnishings
6150 Cleaning \& Paper Supplies
6160 Gas
6170 Electricity
6180 Water \& Sewer
Total 6000 Building \& Grounds

6500 Operations
6510 Financial
6512 Insurance

Total 6510 Financial
6520 Office Expenses
6521 Office Equipment
6522 Office Operations
6524 Phone \& Internet
6525 Web, Marketing, Publicity
Total 6520 Office Expenses
6540 Staff Hiring \& Support
6541 Staff Meetings, Retreats, Acknowledgements

6542 Search \& Transitions
6548 Installation, Intern Reception
Total 6540 Staff Hiring \& Support
6550 Denominational Affairs
6551 UUA Annual Program Fund
6552 Contributions - other organizations
Total 6550 Denominational Affairs
Total 6500 Operations
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 | 551.53 | $1,500.00$ | 948.47 | $36.77 \%$ |
| 7227 RE Special Programs | 250.00 | 250.00 | 0.00 | $100.00 \%$ |
| 7228 Growth \& Learning |  | 100.00 | 100.00 | $0.00 \%$ |
| 7230 WUSYG Supplies \& Projects | 428.36 | $2,500.00$ | $2,071.64$ | $17.13 \%$ |
| 7240 Worship \& Flowers \& Candles | 5.99 | 500.00 | 494.01 | $1.20 \%$ |
| 7250 Fellowship | 152.50 | 200.00 | 47.50 | $76.25 \%$ |
| 7260 Hospitality | 330.12 | $1,400.00$ | $1,069.88$ | $23.58 \%$ |
| 7270 Membership | 548.05 | $1,200.00$ | 651.95 | $45.67 \%$ |
| 7280 Grief Group \& PCAs | 38.07 | 400.00 | 361.93 | $9.52 \%$ |
| 7285 Small Group Ministry |  | 100.00 | 100.00 | $0.00 \%$ |


|  | Actual | Budget | Remaining | \% of Budget |
| :---: | :---: | :---: | :---: | :---: |
| 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 | \$ 2,304.62 | \$ 10,990.00 | \$ 8,685.38 | 20.97\% |
| 7800 Grants |  |  |  |  |
| 7810 SOC Committee Grants |  | 20,620.90 | 20,620.90 | 0.00\% |
| 7820 SOC Share the Plate Grants | 2,545.50 | 15,000.00 | 12,454.50 | 16.97\% |
| Total 7800 Grants | \$ 2,545.50 | \$ 35,620.90 | \$ 33,075.40 | 7.15\% |
| Total Expenses | \$ 145,122.33 | \$ 695,016.34 | \$ 549,894.01 | 20.88\% |
| Net Operating Income | \$ 48,191.82 | -\$ 8,788.38 | -\$ 56,980.20 | -548.36\% |
| 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 | \$ 48,191.82 | \$ 0.00 | -\$ 48,191.82 |  |

# Winchester Unitarian Society <br> Balance Sheet <br> As of November 30, 2020 

ASSETS
Current Assets
Bank Accounts
1010 Winchester Savings Ops Checkin
1020 Winchester Savings CDs
1030 Needham Bank CD 1
1040 Needham Bank CD 2
1050 Winchester Savings Bank MDF checking
Total Bank Accounts
Total Current Assets
TOTAL ASSETS
LIABILITIES AND EQUITY
Liabilities
Current Liabilities
Other Current Liabilities
3000 Operating Funds 3020 Capital Reserves

3021 Undesignated Capital Reserves
3022 Project Escrow (Web, Marketing, Audit)
3023 Stabilization (Snow, Utilities, etc.)
3024 Sabbatical Escrow
3025 Fundraising Escrow
3026 Building Expense Carry-forward
Total 3020 Capital Reserves
3050 Prepaid Pledges
3060 Prepaid Close the Gap
Total 3000 Operating Funds
3100 Building and Grounds
3120 Michelson Room Redo
3130 Donald Ellis Fund
3140 from Stone Window Fund
3150 from Meditation Garden Fund
3160 Hardscape Upgrades Fund (Meyer)

Total 3100 Building and Grounds
3200 Flower Funds
3210 Flower Fund
3220 from Dawn Kelley Bartlett Fund
Total 3200 Flower Funds
3300 Memorial Fund
3400 Music Funds
3450 Concert Series
3460 from Parkhurst Organ Fund
3465 Organ Repair Fund
3470 from Sue Swap Fund

|  | As of Nov 30, 2019 |  | As of Aug 31, 2019 |  |
| :---: | :---: | :---: | :---: | :---: |
| 3480 Elora Trump Fund |  | 766.05 |  | 766.05 |
| 3490 Harpsichord Fund |  | 536.00 |  | 536.00 |
| 3491 Cerny/Thomases Fund |  | 1,977.61 |  | 2,336.41 |
| Total 3400 Music Funds | \$ | 119,069.39 | \$ | 109,205.30 |
| 3500 Outreach Funds |  |  |  |  |
| 3510 Partner Church |  | 510.00 |  | 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 | \$ | 1,045.22 | \$ | 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 |  | 9,810.79 |  | 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 | \$ | 10,780.27 | \$ | 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 |  | 975.33 |  | 420.33 |
| 3880 from Downs Fund |  | 3,194.00 |  | 3,194.00 |
| 3890 Contra |  | 1,029.44 |  | 3,505.90 |
| 3895 Minister Discretionary Fund |  | 3,229.71 |  | 3,809.54 |
| Total 3800 Other Funds | \$ | 10,790.44 | \$ | 13,130.97 |
| 3900 Uncleared WSB Checks in ChWindows |  | 278.05 |  | 278.05 |
| Total Other Current Liabilities | \$ | 303,463.75 | \$ | 337,360.98 |
| Total Current Liabilities | \$ | 303,463.75 | \$ | 337,360.98 |
| Total Liabilities | \$ | 303,463.75 | \$ | 337,360.98 |
| Equity |  |  |  |  |
| Opening Balance Equity |  | 0.00 |  | 0.00 |
| Retained Earnings |  | 0.00 |  | 0.00 |
| Net Income |  | 48,191.82 |  | 0.00 |
| Total Equity | \$ | 48,191.82 | \$ | 0.00 |
| TOTAL LIABILITIES AND EQUITY | \$ | 351,655.57 | \$ | 337,360.98 |

