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 \$35K 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 well-defined 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 <u>date</u>.

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 15th. 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 FY20 Budget vs. Actuals

September 1 through November 30, 2019

September 1 through	gh November 3	0, 2019		% of
	Actual	Budget	Remaining	Budget
Income				
4100 Individuals				
4110 Current Year Pledges	107,946.94	370,000.00	262,053.06	29.17%
4150 Prior Year Pledges (Late Payments)	9,192.50	5,100.00	-4,092.50	180.25%
4160 Contributions - non-pledge	1,327.00	9,000.00	7,673.00	14.74%
4170 Sunday Collection - non-pledge	3,286.10	11,500.00	8,213.90	28.57%
4180 Sunday Collection - Share the Plate	4,863.10	15,000.00	10,136.90	32.42%
4190 Electronic Funds Fees	-238.74	-1,350.00	-1,111.26	17.68%
Total 4100 Individuals	\$ 126,376.90	\$ 409,250.00	\$ 282,873.10	30.88%
4200 Investments				
4210 Bank Interest	729.42	2,225.00	1,495.58	32.78%
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	\$ 35,517.25	\$ 190,077.96	\$ 154,560.71	18.69%
4300 Building Use	, ,	, ,	. ,	
4310 Winchester Coop Nursery School	25,000.00	29,400.00	4,400.00	85.03%
4320 Chinese After-School Program	5,280.00	16,500.00	11,220.00	32.00%
4340 Other Building Use	1,140.00	8,000.00	6,860.00	14.25%
Total 4300 Building Use	\$ 31,420.00	\$ 53,900.00	\$ 22,480.00	58.29%
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	<u> </u>	\$ 33,000.00	0.00%
Total Income	\$ 193,314.15	· ,	<u> </u>	28.17%
Gross Profit	\$ 193,314.15	<u> </u>	\$ 492,913.81	28.17%
Expenses	* 100,011110	+ ,==::::	¥ 10=,010101	
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		\$ 141,595.09	<u> </u>	23.22%
5120 Student Minister	3,682.16	13,111.00	9,428.84	28.08%
5130 Summer Minister	0,002.10	2,153.00	2,153.00	0.00%
5140 Sunday Speakers		1,000.00	1,000.00	0.00%
Total 5100 Ministerial	\$ 36 553 79	•	\$ 121,305.31	23.16%
5200 Administration	ψ 30,333.76	ψ 137,033.03	ψ 121,303.31	23.10%
5200 Administration 5210 Administrator				
5210 Administrator				

		Actual		Budget	D	emaining	% of Budget
5211 Salary		11,076.90		52,450.00	110	41,373.10	21.12%
5211 Salary 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	φ	13,020.20	Ψ	03,704.02	Ψ	49,930.34	21.00 /6
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			•	20,285.14	•		29.49%
5230 Sextons	Ψ	3,901.40	Ψ	20,203.14	Ψ	14,303.00	29.49 /6
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	-\$		\$		\$	30,171.11	23.62%
Total 5200 Administration		29,136.10	_	123,549.41	_	94,413.31	23.58%
5300 Religious Education	•	_0,.000	*	0,0 .0	*	0 1, 1 1010 1	20.0070
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	\$		\$	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%

							% of
	Actual		Budget		Remaining		Budget
Total 5500 Music	\$	13,619.03	\$	66,094.42	\$	52,475.39	20.61%
Total 5000 Staff	\$ 1	14,997.82	\$!	505,516.70	\$:	390,518.88	22.75%
6000 Building & Grounds							
6110 Grounds		1,237.50		2,800.00		1,562.50	44.20%
6120 Snow Removal				13,200.00		13,200.00	0.00%
6130 Church Maintenance		4,236.53		36,000.00		31,763.47	11.77%
6140 Furnishings				1,000.00		1,000.00	0.00%
6150 Cleaning & Paper Supplies		385.88		1,200.00		814.12	32.16%
6160 Gas		787.67		13,800.00		13,012.33	5.71%
6170 Electricity		2,569.81		8,700.00		6,130.19	29.54%
6180 Water & Sewer		207.45		3,000.00		2,792.55	6.92%
Total 6000 Building & Grounds	\$	9,424.84	\$	79,700.00	\$	70,275.16	11.83%
6500 Operations							
6510 Financial							
6512 Insurance		5,109.50		15,350.00		10,240.50	33.29%
6513 Pledge Drive				500.00		500.00	0.00%
Total 6510 Financial	\$	5,109.50	\$	15,850.00	\$	10,740.50	32.24%
6520 Office Expenses							
6521 Office Equipment		646.96		3,500.00		2,853.04	18.48%
6522 Office Operations		2,141.83		9,000.00		6,858.17	23.80%
6524 Phone & Internet		1,116.51		4,900.00		3,783.49	22.79%
6525 Web, Marketing, Publicity				600.00		600.00	0.00%
Total 6520 Office Expenses	\$	3,905.30	\$	18,000.00	\$	14,094.70	21.70%
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	\$	15,849.55	\$	63,188.74	\$	47,339.19	25.08%
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%

						% of
	 Actual	I	Budget	Re	emaining	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	

Friday, Dec 13, 2019 02:02:58 PM GMT-8

Winchester Unitarian Society Balance Sheet

As of November 30, 2020

	As of Nov 30, 2019		As of Aug 31, 2019		
ASSETS					
Current Assets					
Bank Accounts					
1010 Winchester Savings Ops Checking		151,844.33		137,960.01	
1020 Winchester Savings CDs		84,659.29		84,253.50	
1030 Needham Bank CD 1		50,443.22		50,182.54	
1040 Needham Bank CD 2		61,479.02		61,155.39	
1050 Winchester Savings Bank MDF checking		3,229.71		3,809.54	
Total Bank Accounts	\$	351,655.57	\$	337,360.98	
Total Current Assets	\$	351,655.57	\$	337,360.98	
TOTAL ASSETS	\$	351,655.57	\$	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		9,500.00		41,545.10	
3060 Prepaid Close the Gap		0.00		0.00	
Total 3000 Operating Funds	\$	145,942.00	\$	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		462.60		88.66	
3220 from Dawn Kelley Bartlett Fund		2,379.26		1,465.29	
Total 3200 Flower Funds	\$	2,841.86	\$	1,553.95	
3300 Memorial Fund		0.00		2,500.00	
3400 Music Funds					
3450 Concert Series		11,887.67		1,753.67	
3460 from Parkhurst Organ Fund		736.70		393.18	
3465 Organ Repair Fund		99,131.36		101,851.68	
3470 from Sue Swap Fund		4,034.00		1,568.31	

	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