

Winchester Unitarian Society

Standing Committee Meeting Minutes

February 19, 2020

Attendees: Patrick Drane, Marianne DiBlasi, Judy Murray, Thomas S. Sue Kierwa, Terry Currier, Sheila Puffer, Heather Janules, Mike Hyde, Betsy Bowles, James Piddacks, Mary McIntosh, Robbie Brown.

Missing: Fritzie Nace,

1-) Opening Words - Betsy

2-) Check-in

3-) Consent Agenda – **motion to accept passed unanimously.**

- a. Standing Committee Minutes from January meeting
- b. Executive Committee Minutes
- c. Staff Reports from the Office
- d. Committee Reports from the Office

4-) Treasurers Report – Judy/Sue Defecit this year:

We're not saving money (they way we did last year) b/c EEs have left

Because we budgeted \$25K fundraiser and will get only \$5

We have to bring in more money or spend less

Discussion about kicking the can down the road- we did that last year and we could doing it again this year, but after next year, the reserves will be empty.

Robbie reports 50 pledges at \$160K, if we don't hit \$400K, then we'll have another deficit budget. Sue is doing testimonial on Sunday and will ask.

5-) CORE Committee Report – Sue K reports meeting with Exec Committee and we have Patty Cameron, Karen Caputo, Erin ??, and Terry Currier will be on the CORE Visioning Team. SC has given the Team their Charge and they'll begin meeting soon. March 1st announcement from the pulpit about "Who will do what". Discussion to follow after the service. Info to be sent out ahead of time. SC will read and review the charge and

other info, then we'll have an email vote about sending it out. Terry and Judy will stay for discussion after the service. Maybe Kathy Richardson as well.

6-) Building Update – Elevator is up and running! **THANK YOU Thomas!**

Keys are being handed out, the keypad on the back door is installed

Cameras have been installed by the Winchester PD

New Keys will work after Feb 28th, old keys work until then.

7-) El Hogar Trip Update – Aug 1-8 trip. Cindy Randall and Carol Delaney going with Heather. Betsy has asked what they want in the form of “Sponsorship” and suggested they complete the questionnaire we have WUSYG fill out. They're asking to do some fundraising. They can come in March to answer questions. James is concerned about the State departments position, but people choose to go. The ask is to fundraise in the church to go on an immersion trip, not going on a service trip that is sponsored by the trip.

8-) Sabbatical Committee – James refers to COSM paperwork includes a list of things that Heather does. **ALL SC Members need to review the list by Monday.** What could be eliminated, what needs to be added? COSM needs info for a meeting.

9-) Fundraising Events – Focus group met at Betsy's house regarding fundraising. No one in the room has bandwidth to take on a huge project this year. Many offered to support others in fundraising. General consensus is that the Auction won't happen. Some people donate and some people come to spend and support. We are asking a lot of higher contributors. Best to focus this year on Town Day this year and pull funds in from the larger community. Fritzie has offered to help with Town Day preparations, but won't be here that day. Betsy submits proposal for lots of activities. Heather suggests we have a smaller handcrafted boutique in the Metcalf Bazaar. Sheila has learned about fermenting and will contribute.

9-) New Business

UUA has certified our membership at 262, but we're really at a lower number. **Mary and Thomas need to meet and correctly calculate and document correct number of members.** Conversion from old to new system maybe glitchy. Go back to membership original book. It is important to have an accurate number because our congregation is on the edge of congregation size differentials.

James and Betsy attended Nominating and Leadership meeting. Lots of good discussion about Leadership in the church community. For now, they suggest we continue the sabbatical for the Growth and Learning ByLaw Committee. **Motion to support Kathy Richardsons request to suspend G&L for a year. Passed Unanimously.**

James is requesting use of Meyer Chapel for possible Dine Around event. He's aware of the possible theme – which is secret for now.

See Claire MacNeil about participating in GA this year. It is being held in RI. Delegates of the church should attend the plenary sessions to engage and vote. Off-site Delegates can participate on line. Our church has 3 delegate slots, do we want to support financially or request participation or follow-up. Sheila Puffer is considering going and so is Mary Mc. More discussion later about this. (SC can vote by email to approve/designate delegates if needed)

Social Action committee is requesting \$225 to sponsor food for the event. “Love has no Borders” at Jenks event for food. **Motion made to request \$225 additional funds for SOAC committee, seconded and passed unanimously.**

Looking for Usher or Greeter on March 1st. Mary McIntosh volunteered.

Change in the building use policy that we have, to include a requirement that **“their values, policies, activities align with those of WUS.”** **Motion carried unanimously.**

10-) Executive Session – Heather

11-) Gratitudes

Thank Dave Fonseca for helping install the number lock on the back door.

Thank you to Eli Forcucci for playing Chopan on Sunday

Thank you James for all the work on the grant submission

Thank you Thomas for extraordinary support of pledge committee

12-) Adjourn to a lesson on how to use the keypad at the back door.

Next Standing Committee Meeting – March 18th

Winchester Unitarian Society

FY20 Budget vs. Actuals

September 1 through January 31, 2020

	Actual	Budget	Remaining	% of Budget
Income				
4100 Individuals				
4110 Current Year Pledges	229,121.12	370,000.00	140,878.88	61.92%
4150 Prior Year Pledges (Late Payments)	9,162.50	5,100.00	-4,062.50	179.66%
4160 Contributions - non-pledge	7,945.00	9,000.00	1,055.00	88.28%
4170 Sunday Collection - non-pledge	6,179.60	11,500.00	5,320.40	53.74%
4180 Sunday Collection - Share the Plate	8,460.10	15,000.00	6,539.90	56.40%
4190 Electronic Funds Fees	-440.33	-1,350.00	-909.67	32.62%
Total 4100 Individuals	\$ 260,427.99	\$ 409,250.00	\$ 148,822.01	63.64%
4200 Investments				
4210 Bank Interest	1,240.83	2,225.00	984.17	55.77%
4220 Downs Income	6,170.00	12,340.00	6,170.00	50.00%
4230 Meyer Income	19,200.00	57,672.50	38,472.50	33.29%
4240 Trustees PermFunds - Unrestricted	24,000.00	95,833.00	71,833.00	25.04%
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	\$ 72,713.66	\$ 190,077.96	\$ 117,364.30	38.25%
4300 Building Use				
4310 Winchester Coop Nursery School	25,000.00	29,400.00	4,400.00	85.03%
4320 Chinese After-School Program	8,800.00	16,500.00	7,700.00	53.33%
4340 Other Building Use	2,970.00	8,000.00	5,030.00	37.13%
Total 4300 Building Use	\$ 36,770.00	\$ 53,900.00	\$ 17,130.00	68.22%
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	\$ 369,911.65	\$ 686,227.96	\$ 316,316.31	53.91%
Gross Profit	\$ 369,911.65	\$ 686,227.96	\$ 316,316.31	53.91%
Expenses				
5000 Staff				
5100 Ministerial				
5110 Lead Minister				
5111 Salary	31,672.32	102,056.43	70,384.11	31.03%
5112 Housing	14,807.65		-14,807.65	
5113 Benefits	9,729.68	29,328.66	19,598.98	33.17%
5114 Professional Expenses	3,252.07	10,210.00	6,957.93	31.85%
Total 5110 Lead Minister	\$ 59,461.72	\$ 141,595.09	\$ 82,133.37	41.99%
5120 Student Minister	7,105.89	13,111.00	6,005.11	54.20%
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	\$ 66,567.61	\$ 157,859.09	\$ 91,291.48	42.17%
5200 Administration				
5210 Administrator				

	Actual	Budget	Remaining	% of Budget
5211 Salary	20,097.38	52,450.00	32,352.62	38.32%
5212 Benefits	5,529.56	10,314.82	4,785.26	53.61%
5213 Professional Expenses	102.50	1,000.00	897.50	10.25%
Total 5210 Administrator	\$ 25,729.44	\$ 63,764.82	\$ 38,035.38	40.35%
5220 Administrative Assistant				
5221 Salary	10,470.40	18,843.60	8,373.20	55.56%
5222 Benefits	804.83	1,441.54	636.71	55.83%
Total 5220 Administrative Assistant	\$ 11,275.23	\$ 20,285.14	\$ 9,009.91	55.58%
5230 Sextons				
5231 Salary	15,846.02	36,728.01	20,881.99	43.14%
5232 Benefits	1,226.07	2,771.44	1,545.37	44.24%
Total 5230 Sextons	\$ 17,072.09	\$ 39,499.45	\$ 22,427.36	43.22%
Total 5200 Administration	\$ 54,076.76	\$ 123,549.41	\$ 69,472.65	43.77%
5300 Religious Education				
5310 Director Religious Education				
5311 Salary	29,018.55	65,951.53	36,932.98	44.00%
5312 Benefits	7,376.79	15,642.03	8,265.24	47.16%
5313 Professional Expenses		4,500.00	4,500.00	0.00%
Total 5310 Director Religious Education	\$ 36,395.34	\$ 86,093.56	\$ 49,698.22	42.27%
5330 F8th in Action		2,066.88	2,066.88	0.00%
5340 RE Program Assistant	594.53	1,254.66	660.13	47.39%
5350 RE Teachers and Aides	2,578.40	8,625.38	6,046.98	29.89%
Total 5300 Religious Education	\$ 39,568.27	\$ 98,040.48	\$ 58,472.21	40.36%
5400 Youth				
5410 Youth Director				
5411 Salary	16,312.78	38,557.52	22,244.74	42.31%
5412 Service Trip Stipend		2,000.00	2,000.00	0.00%
5413 Benefits	3,625.59	8,648.04	5,022.45	41.92%
5414 Professional Expenses	380.66	2,000.00	1,619.34	19.03%
Total 5410 Youth Director	\$ 20,319.03	\$ 51,205.56	\$ 30,886.53	39.68%
5420 Youth Assistant				
5421 Salary	3,673.94	6,144.67	2,470.73	59.79%
5422 Service Trip Stipend		2,000.00	2,000.00	0.00%
5423 Benefits	282.97	623.07	340.10	45.42%
Total 5420 Youth Assistant	\$ 3,956.91	\$ 8,767.74	\$ 4,810.83	45.13%
Total 5400 Youth	\$ 24,275.94	\$ 59,973.30	\$ 35,697.36	40.48%
5500 Music				
5510 Music Director				
5511 Salary	16,181.66	38,247.64	22,065.98	42.31%
5512 Benefits	3,209.16	7,521.78	4,312.62	42.66%
5513 Professional Expenses		2,100.00	2,100.00	0.00%
Total 5510 Music Director	\$ 19,390.82	\$ 47,869.42	\$ 28,478.60	40.51%
5520 Children's Chorale Director				
5521 Salary	1,710.00	3,075.00	1,365.00	55.61%
Total 5520 Children's Chorale Director	\$ 1,710.00	\$ 3,075.00	\$ 1,365.00	55.61%
5530 Soloists and Section Leaders	6,570.00	13,150.00	6,580.00	49.96%
5540 Other Musicians		2,000.00	2,000.00	0.00%

	Actual	Budget	Remaining	% of Budget
Total 5500 Music	\$ 27,670.82	\$ 66,094.42	\$ 38,423.60	41.87%
Total 5000 Staff	\$ 212,159.40	\$ 505,516.70	\$ 293,357.30	41.97%
6000 Building & Grounds				
6110 Grounds	1,939.05	2,800.00	860.95	69.25%
6120 Snow Removal	4,889.69	13,200.00	8,310.31	37.04%
6130 Church Maintenance	8,609.81	36,000.00	27,390.19	23.92%
6140 Furnishings		1,000.00	1,000.00	0.00%
6150 Cleaning & Paper Supplies	932.29	1,200.00	267.71	77.69%
6160 Gas	5,823.12	13,800.00	7,976.88	42.20%
6170 Electricity	3,790.39	8,700.00	4,909.61	43.57%
6180 Water & Sewer	207.45	3,000.00	2,792.55	6.92%
Total 6000 Building & Grounds	\$ 26,191.80	\$ 79,700.00	\$ 53,508.20	32.86%
6500 Operations				
6510 Financial				
6512 Insurance	4,695.50	15,350.00	10,654.50	30.59%
6513 Pledge Drive		500.00	500.00	0.00%
Total 6510 Financial	\$ 4,695.50	\$ 15,850.00	\$ 11,154.50	29.62%
6520 Office Expenses				
6521 Office Equipment	1,006.86	3,500.00	2,493.14	28.77%
6522 Office Operations	4,141.58	9,000.00	4,858.42	46.02%
6524 Phone & Internet	2,212.14	4,900.00	2,687.86	45.15%
6525 Web, Marketing, Publicity	100.00	600.00	500.00	16.67%
Total 6520 Office Expenses	\$ 7,460.58	\$ 18,000.00	\$ 10,539.42	41.45%
6540 Staff Hiring & Support				
6541 Staff Meetings, Retreats, Acknowledgements	1,089.23	1,200.00	110.77	90.77%
6542 Search & Transitions		100.00	100.00	0.00%
6548 Installation, Intern Reception		200.00	200.00	0.00%
Total 6540 Staff Hiring & Support	\$ 1,089.23	\$ 1,500.00	\$ 410.77	72.62%
6550 Denominational Affairs				
6551 UUA Annual Program Fund	13,669.50	27,338.74	13,669.24	50.00%
6552 Contributions - other organizations		500.00	500.00	0.00%
Total 6550 Denominational Affairs	\$ 13,669.50	\$ 27,838.74	\$ 14,169.24	49.10%
Total 6500 Operations	\$ 26,914.81	\$ 63,188.74	\$ 36,273.93	42.59%
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	774.72	1,500.00	725.28	51.65%
7227 RE Special Programs	250.00	250.00	0.00	100.00%
7228 Growth & Learning	-105.00	100.00	205.00	-105.00%
7230 WUSYG Supplies & Projects	810.06	2,500.00	1,689.94	32.40%
7240 Worship & Flowers & Candles	74.57	500.00	425.43	14.91%
7250 Fellowship	165.27	200.00	34.73	82.64%
7260 Hospitality	351.05	1,400.00	1,048.95	25.08%
7270 Membership	560.65	1,200.00	639.35	46.72%
7280 Grief Group & PCAs	50.04	400.00	349.96	12.51%
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	201.72	100.00	-101.72	201.72%
7299 Social Action Supplies	284.13	100.00	-184.13	284.13%
7610 Standing Committee		220.00	220.00	0.00%
7620 SC Projects & Initiatives	194.81	220.00	25.19	88.55%
7630 SFC - Planned Giving		100.00	100.00	0.00%
Total 7000 Programs & Committees	\$ 3,612.02	\$ 10,990.00	\$ 7,377.98	32.87%
7800 Grants				
7810 SOC Committee Grants		20,620.90	20,620.90	0.00%
7820 SOC Share the Plate Grants	7,010.50	15,000.00	7,989.50	46.74%
Total 7800 Grants	\$ 7,010.50	\$ 35,620.90	\$ 28,610.40	19.68%
Total Expenses	\$ 275,888.53	\$ 695,016.34	\$ 419,127.81	39.70%
Net Operating Income	\$ 94,023.12	-\$ 8,788.38	-\$ 102,811.50	
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	\$ 94,023.12	\$ 0.00	-\$ 94,023.12	

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Winchester Unitarian Society

Balance Sheet

As of January 31, 2020

	As of Jan 31, 2020	As of Aug 31, 2019
ASSETS		
Current Assets		
Bank Accounts		
1010 Winchester Savings Ops Checking	203,500.54	137,960.01
1020 Winchester Savings CDs	84,944.56	84,253.50
1030 Needham Bank CD 1	0.00	50,182.54
1040 Needham Bank CD 2	61,705.16	61,155.39
1050 Winchester Savings Bank MDF checking	3,509.64	3,809.54
Total Bank Accounts	\$ 353,659.90	\$ 337,360.98
Total Current Assets	\$ 353,659.90	\$ 337,360.98
TOTAL ASSETS	\$ 353,659.90	\$ 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	2,142.88	722.88
3160 Hardscape Upgrades Fund (Meyer)	7,477.57	17,327.28
Total 3100 Building and Grounds	\$ 11,893.82	\$ 20,323.53
3200 Flower Funds		
3210 Flower Fund	220.14	88.66
3220 from Dawn Kelley Bartlett Fund	1,842.62	1,465.29
Total 3200 Flower Funds	\$ 2,062.76	\$ 1,553.95
3300 Memorial Fund	0.00	2,500.00
3400 Music Funds		
3450 Concert Series	12,187.67	1,753.67
3460 from Parkhurst Organ Fund	0.00	393.18
3470 from Sue Swap Fund	3,284.00	1,568.31
3480 Elora Trump Fund	766.05	766.05

	As of Jan 31, 2020	As of Aug 31, 2019
3490 Harpsichord Fund	536.00	536.00
3491 Cerny/Thomas Fund	873.53	2,336.41
Total 3400 Music Funds	\$ 17,647.25	\$ 7,353.62
3500 Outreach Funds		
3510 Partner Church	2,156.00	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	\$ 2,691.22	\$ 1,135.22
3600 RE Funds		
3630 from Nash Nursery Fund	1,996.79	1,996.79
3640 Our Whole Lives - class balance	859.84	559.84
3650 Coming of Age & F8th in Action	466.07	466.07
Total 3600 RE Funds	\$ 3,322.70	\$ 3,022.70
3700 Youth Funds		
3710 WUSYG Service Project Fund	15,639.29	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	\$ 16,608.77	\$ 8,224.16
3800 Other Funds		
3805 SC Projects Fund	48,064.84	101,851.68
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	780.33	420.33
3880 from Downs Fund	3,194.00	3,194.00
3890 Contra	1,279.44	3,505.90
3895 Minister Discretionary Fund	3,509.64	3,809.54
Total 3800 Other Funds	\$ 59,190.21	\$ 114,982.65
3900 Uncleared WSB Checks in ChWindows	278.05	278.05
Total Other Current Liabilities	\$ 259,636.78	\$ 337,360.98
Total Current Liabilities	\$ 259,636.78	\$ 337,360.98
Total Liabilities	\$ 259,636.78	\$ 337,360.98
Equity		
Opening Balance Equity	0.00	0.00
Retained Earnings	0.00	0.00
Net Income	94,023.12	0.00
Total Equity	\$ 94,023.12	\$ 0.00
TOTAL LIABILITIES AND EQUITY	\$ 353,659.90	\$ 337,360.98