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Executive Committee Meeting Notes – 9/8/20

Notes by Woody – please edit freely – content, form and depth of detail

Attending: Fritzie, James, Judy, Sue, Heather, Thomas and Woody

Note – not all discussion and action items will appear on SC Agenda
(A=Action item)

Minutes (James/Fritzie – pull out items needed for your SC agenda)

- Check in
- Minute taking protocol
 - A – In the future Woody to send SC draft minutes to all SC and ask for comments – Thomas will then take any edits from that distribution and make a final copy for next SC distribution
 - A – Woody to send August final to Thomas
- **PROPOSED AGENDA ITEMS FOR NEXT WEEKS SC MEETING BELOW**
 - Budget Wrap -Up for FY 2020
 - Sue discussed FY 2020-21 pledge check-in letter to congregants
 - A – James reach out to Robby and request update and f/u
 - A – Judy will draft proposed motions for SC and get to Thomas
 - Assignment of Committee Liaisons
 - Question about shifting to different committees – agree to put question out there during SC meeting
 - A - Fritzie will oversee process
 - Scheduling Congregational Meeting for October
 - October 18 proposed (SC is Oct 21) – warrant is due with 10 days’ notice
 - A - Sue/Judy - Present three month budget and proposed full year budget
 - A – James take previous warrant and edit and send to Woody and Martin to develop materials for Congregational Meeting
 - Green Sanctuary Presentation – going first – sign in at 7:20
 - A – Fritzie will request materials from GS to be sent to SC prior to meetings and ask them to sign in at 7:20 - 15-20 minutes
 - SC Retreat Scheduling and Planning
 - Doodle poll – 4 people not responded – intent to schedule three sessions from this poll
 - Three themes – Racial Justice, Governance/Finance and Congregational Calling (where do feel called then what are goals to meet that calling)
 - UU Rep is Erica Barron
 - A – Erica to talk with James and Fritzie on Thursday to plan
 - A - Fritzie reach out to Racial Justice team to plan
 - RE Visioning Task Force Update
 - A – Fritzie ask Patty for update on progress – will they meet the goal of finishing in November

- PPTF f/u re:
 - Building Use – Survey
 - A – 9/20/20 Sunday Service Heather will conduct Congregational Poll on feelings about coming back to in-person gathering. Note in Highlights about poll.
 - A – Also Heather/Thomas to put out a Survey Monkey about coming back to in-person service
 - Signage
 - A – Thomas to put up signage
 - Renters:
 - segregated use by WCNS
 - AA rentals: A – Thomas will talk with them re confidential sign in (maybe use first name and phone number) (they have not checked in recently about using our space)
 - Technology needed for ongoing streaming capacity for Sunday Service once returning to sanctuary
 - A - James will look for team to address technology needs

- Heather’s Evaluation
 - COSM draft survey results are out
 - A – Oct Ex Committee meeting will discuss evaluation
- Treasurers’ Report/Discussions
 - A - Sue and Judy to offer motions to Thomas ahead of SC meeting
- Auction
 - Donations period ended
 - A – James or Fritzie to offer brief update
 - Q – Heather ask if we should open to community at large (Auction committee reluctant due to vacation home offerings)
- Website
 - Discussed needing additional work – help Thomas out
 - A – Heather will reach out to John Kramer regarding compensation for computer (Thomas to get make and model from John)
 - A – Thomas to take course on Wordpress and work on website rework this coming year;
 - A – Thomas to put out request for “marketing” team volunteers
- New business
 - Heather sabbatical
 - Propose to take four weeks in Jan first two weeks of Feb of 2021 and four months in 2021-22 (to be determined at a later date)
 - A – Heather to present at SC
 - Income replacement from absence of Chinese Cultural School
 - A – James/Fritzie – lead the discussion

- Idea - Home schooling pod rental – Heather propose this idea
 - Chinese Culture School that is leaving has paid \$16,500 in past
 - Gratitude

- **OLD BELOW**
- **PROPOSED AGENDA ITEMS FOR NEXT WEEKS SC MEETING BELOW**
 - **PPP**
 - We have spent all of loan – rules state that if spent it all on payroll then we do not need to document
 - EZ reporting form completed
 - Hopefully loan will be forgiven; bank say highly likely but not guaranteed
 - Timing – will know between 1 and 4 months
 - **Action** – Sue leading effort with staff support
 - **Continuation of Pay for those staff that are not working**
 - Need to frame discussion prior to meeting;
 - We need to pay people who are working every day
 - Do not need to make a decision for the next few months for those people who are not working? For example - Sunday sexton, childcare person, four soloists
 - At some point need to discuss with John Kramer
 - Need to make this decision in next SC meeting next week
 - Will offer SC the Sept/2020 information (staff and dollars saved) PLUS FY 2021 information
 - **Action** – Sue will prepare briefing document on this topic
 - **Pledge payments**
 - Outreach to those who have not paid last FY pledges – discussed the need for emphasis on expectations and sensitivity to those experiencing financial hardship
 - Term of Pledge Team – end at Annual meeting
 - **Action** – James and Fritzie will reach out to pledge committee to recommend a letter be written – we want responses prior to end of Sept for FY 2021
 - **Legacy Circle**
 - Brad Steel spoke out on beefing up endowment fund and WUS wants to pursue
 - Need to speak with Mike Hyde re his contribution to this effort
 - **Action** – Fritzie willing to talk with Mike about handing off Legacy Circle work to another church member; prior to SC meeting
 - **Auction**
 - **Action** - commentary from James and Fritzie to discuss zoom auction
 - **PPT**
 - Committee is working on finalizing document this Friday and will attach to SC agenda

- Discussion of role of sign in sheet – need amendment on closed building policy
- Discussion of updating committee work to include zoom meeting efforts
- **Action** – Fritzie present and Need a vote on building close policy at SC
- **Green Sanctuary**
 - **Action** –Fritzie inform SC that GS will present in September
- **Website**
 - Discuss needed additional work – help Thomas out
 - **Action** – ask SC for find volunteer help Thomas with Wordpress
- **SC Retreat** – aiming for end Sept or mid Oct
 - **Action** – offer as discussion item at SC on timing and topics for retreat – active facilitation to maintain discussion at higher level
 - **Action** – Judy to reach out to UUA to find facilitator
- **Special Congregational Meeting in September**
 - **Action** – James to determine dates, topics and planning for budget
- **Zoom auction support by SC**
- **New business**
- **Gratitude**

Please edit above freely – content and form

Thanks

Woody

WUS Standing Committee Meeting – DRAFT

August 19, 2020

Minutes by George Wood

Attending – James Pidacks, Fritzie Nace, Rev. Heather Janules, Mike Hyde, Robbie Brown, Patty Cameron, Sheila Puffer, Judy Murray, Thomas Slack, Ivan Corriea, Patrick Draine, Sue Kiewra, Terry Currier and Woody Wood

Notes, Action Items and Motions

- Opening reading - Shawn Parker Dennison – read by Sheila – In praise of praise
- Consent agenda – Moved by James and seconded –
 - Passed unanimously
- Green Sanctuary – requested permission to present at next SC meeting – Granted 15-20 mins
- Treasure Reports
 - PPP Loan – Sue
 - Application for forgiveness is in and Bank is confident that we qualify for forgiveness given we used all funds for payroll
 - SBA – remote possibility that lender can forgive instead of SPA
 - Treasure’s update
 - Mike raised questions Re balance sheet and handling loan if it is forgiven
 - Projected deficit – about \$19.5k for this FY 20
 - Update on pledge collections – 10 people paid nothing; 30+ payments still partial
 - Update on calls made by SC members
 - Staff pay for September - Sue
 - Staff – not salaried – 4 soloists, Sunday sextons and child care provider
 - Currently only paid only when they show up to work
 - Some soloists have provided support since on-line work started
 - Q – people in budget so why not pay; A – funds expended during year
 - Discussion of other duties the above staff could provide that could help justify the continued paying of staff above
 - Motion – continue to pay staff for month of September with the exclusion of teen aids
 - Passed unanimously
- Legacy Circle Update – Brad Steele has stepped up to assist
 - Mike wants us to remember Dick Spenser for all his past work
- Special Congregational meeting planned for September
 - Will be targeting this meeting in October after close of fiscal year
- Visioning - Patty gave update, team fully active during the summer
 - Met every other Tue
 - Multiple meetings conducted with members of staff, RE families no longer attending, “graduates” of our RE program. Waiting for UUA rep to give them names of a few other churches comparable to ours to interview regarding their staffing and programs for youth
- Building status – Thomas report on:
 - Roof leak update
 - Furniture staining
 - New Rug in Winsor
 - Bell work

- Boiler maintenance work upcoming
- Security work with state grant - completed
- Pandemic Task Force - Fritzie
 - Reviewed emailed documents – especially Pathway document
 - Review questions from document
 - Review Phase III (current phase)– WUS could be open but choosing now not to open
 - Motion – Accept documents as written
 - voted to accept guideline passed
 - Motion – Cancel building close policy and put in place the new building use policy using PTF new guidelines- policy emailed by James
 - Motion carries - All in favor
 - Q – Thomas ask about how AA deal with sign-in sheet due to anonymity – separate issue
- Reopening for in-person church services – SC will poll congregation to get “pulse” and continue to work w/PPTF to determine current risk factors impacting decision.
 -
 - Congregational poll –discussions of when next and how often; plan to take poll in next 2 weeks before summer services end.
 - RE committee sent list of questions to help them plan fall programming. Specifically requesting in-person meetings in building to complete 5 weeks of OWL program from last spring. Fritzie will follow up with them for more details on some of their planning requests to use both indoor and outdoor space
- Retreat re-envisioned – discuss format for on-line gatherings, meeting length and use of facilitators from UUA to focus on Vision and goal-setting. SC members should refer to their SC Notebooks for “how to” of SC work. Ivan and Woody need notebooks from Office.
- Zoom auction – remind everyone to contribute to Zoom auction
- New business –
 - Fritzie ask if ok to take photo with lawn sign for town publicity – all agree
- Gratitude –
 - Many offered
- Meeting close
 - Motion made to close meeting – seconded
 - Passed unanimously

From: Judy Murray and Sue Kiewra
Date: Friday, September 11, 2020
To: WUS Standing Committee
Subject: Preliminary FY20 year-end financials, sneak peak at revising budget for FY22

Dear Standing Committee members,

Hope you and yours are all well. Separately, find a preliminary Budget vs. Actuals Report for FY20 which ended August 31 and preliminary Balance Sheet as of August 31st. Focus on highlighted cells in the spreadsheet for explanations.

As of this draft report, we have an operating deficit of \$7,540.65. After saving for future sabbaticals and projects, we have a net deficit of \$16,540.65. The good news is that this is less than what we were projecting in August.

A few things still need to settle: late August donations and fees, Winsor room rug replacement expense, and reconciliation of the operations checking account. We have until October 31st to close out the year.

SC members did a good job following up on pledges. Thank you to all. Payments which haven't come in yet but are on their way will get posted as prior year pledge income in the new FY21 fiscal year. We learned during our follow-up that unfortunately some congregants are experiencing COVID-related financial hardships and could not honor their pledges. We have also experienced the deaths of a few of our congregants and closed out their pledge account balances. We estimate we will collect approximately \$369K of the \$374K pledged once late payments are in.

Sue submitted the application to Needham Bank to convert our COVID Payroll Protection loan into a grant. They okayed it and passed it up the chain to the U.S. Small Business Association who has 90 days to approve it, so we are waiting for acceptance. We cannot recognize the PPP money as income until SBA approval. Meanwhile the loan stays on the balance sheet as a liability. While the PPP money helped our cash flow, it does nothing to alter the deficit picture for FY20.

In order to close out the fiscal year, SC will need to answer the following questions at our October meeting:

- We didn't have an auction so fundraising income fell short by \$20K. Should we cover this by draining the Fundraising escrow account with a current balance of approx \$15K? We recommend yes.
- We underspent on snow removal by \$6.5K. Should we escrow money for future years of heavy snow? Current balance in Stabilization fund is \$3,663.03. We recommend rounding the balance out to \$10K.
- Building & Grounds underspent its budget in other areas, too (waiting to see how much Winsor Room rug costs). We have a Building Escrow fund, current balance zero. We recommend setting aside \$10K. We may need to make COVID-related building alterations that can't be covered by budget.
- What will be the final amount we'll need from Undesignated Reserves to cover the deficit? We will have a dollar amount at the October meeting for SC to approve.

Revised FY21 Budget preview ---

Your co-treasurers spent quality time together this week revising the FY21 budget in anticipation of the Special Meeting of the congregation. Our first cut, with pledging down by \$25K from last year, without \$25K from the Chinese Afterschool Program and other building rentals, with keeping all staff on payroll (no COLA but benefit expenses went up), resulted in a \$75K deficit. Yup, you read that right. If the PPP loan is forgiven, then we will get to recognize \$89.5K in income, and huzzah, we will go from being screwed to being rescued. SC will get more details to consider and approve before the revision goes to the congregation for a vote.

So, we're good for FY20 because of our reserves. We're good for FY21 assuming the PPP loan becomes a grant. After that, things don't look so rosy. Will there be new members who pledge big? Will building rentals be back to normal? Will re-imagined RE/youth programming/staffing reduce expenses? These questions will be in the mix in February when we start budgeting for FY22.

Questions and comments welcome.
Judy and Sue

Winchester Unitarian Society

Balance Sheet

As of August 31, 2020
PRELIMINARY YEAR-END, v2

	Total	
	As of Aug 31, 2020	As of Aug 31, 2019
ASSETS		
Current Assets		
Bank Accounts		
1010 Winchester Savings Ops Checking	71,611.03	138,476.51
1015 Needham Bank Payroll Checking	5,896.41	
1020 Winchester Savings CDs	85,854.30	84,253.50
1030 Needham Bank CD 1	0.00	50,182.54
1040 Needham Bank CD 2	62,017.68	61,155.39
1050 Winchester Savings MDF checking	7,986.03	3,809.54
1060 Winchester Savings Money Market	120,391.63	
1080 Needham Bank Money Market	20,117.75	
Total Bank Accounts	\$ 373,874.83	\$ 337,877.48
Total Current Assets	\$ 373,874.83	\$ 337,877.48
TOTAL ASSETS	\$ 373,874.83	\$ 337,877.48
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
3000 Operating Funds		
3010 Payroll Protection Plan Loan	89,500.00	
3020 Capital Reserves		
3021 Undesignated Capital Reserves	71,592.78	71,592.78
3022 Project Escrow (Web, Marketing, Audit)	11,350.00	10,350.00
3023 Stabilization (Snow, Utilities, etc.)	3,663.03	3,663.03
3024 Sabbatical Escrow	43,917.01	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	\$ 145,442.00	\$ 136,442.00
3050 Prepaid Pledges	60,723.18	41,545.10
3060 Prepaid Close the Gap	0.00	0.00
Total 3000 Operating Funds	\$ 295,665.18	\$ 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)	7,102.57	17,327.28
3170 Building Security Enhancements	389.00	
Total 3100 Building and Grounds	\$ 11,907.82	\$ 20,323.53
3200 Flower Funds		
3210 Flower Fund	265.14	88.66
3220 from Dawn Kelley Bartlett Fund	932.39	1,465.29
Total 3200 Flower Funds	\$ 1,197.53	\$ 1,553.95
3300 Memorial Fund	3,720.00	2,500.00
3400 Music Funds		

	As of Aug 31, 2020	As of Aug 31, 2019
3450 Concert Series	2,246.41	1,753.67
3460 from Parkhurst Organ Fund	0.00	393.18
3470 from Sue Swap Fund	1,884.00	1,568.31
3480 Elora Trump Fund	766.05	766.05
3490 Harpsichord Fund	536.00	536.00
3491 Cerny/Thomas Fund	873.53	2,336.41
Total 3400 Music Funds	\$ 6,305.99	\$ 7,353.62
3500 Outreach Funds		
3510 Partner Church	2.00	600.00
3530 Share the Plate	285.60	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	\$ 822.82	\$ 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	13,473.29	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	\$ 14,442.77	\$ 8,224.16
3800 Other Funds		
3805 SC Projects Fund (Baldwins)	46,064.84	101,851.68
3810 Equal Exchange	0.00	(34.62)
3820 Pastoral Care Ministry	934.85	934.85
3840 from Student Minister Fund	0.00	800.97
3850 Green Sanctuary Carbon Offset	1,100.00	500.00
3870 Yoga Fund	1,245.33	420.33
3880 from Downs Fund	0.00	3,194.00
3890 Contra	(3,825.56)	4,022.40
3895 Minister Discretionary Fund	7,986.03	3,809.54
Total 3800 Other Funds	\$ 53,505.49	\$ 115,499.15
3900 Uncleared WSB Checks in ChWindows	278.05	278.05
Total Other Current Liabilities	\$ 391,168.35	\$ 337,877.48
Total Current Liabilities	\$ 391,168.35	\$ 337,877.48
Total Liabilities	\$ 391,168.35	\$ 337,877.48
Equity		
Opening Balance Equity	0.00	0.00
Retained Earnings	0.00	0.00
Net Income	(17,293.52)	0.00
Total Equity	\$ (17,293.52)	\$ -
TOTAL LIABILITIES AND EQUITY	\$ 373,874.83	\$ 337,877.48

Winchester Unitarian Society

FY20 Budget vs. Actuals

September 2019 - August 2020

PRELIMINARY YEAR-END, v2

	Total			
	Actual	Budget	Remaining	% of Budget
Income				
4100 Individuals				
4110 Current Year Pledges	354,433.08	370,000.00	15,566.92	95.79%
4150 Prior Year Pledges (Late Payments)	9,452.50	5,100.00	(4,352.50)	185.34%
4160 Contributions - non-pledge	14,212.10	9,000.00	(5,212.10)	157.91%
4170 Sunday Collection - non-pledge	15,113.10	11,500.00	(3,613.10)	131.42%
4180 Sunday Collection - Share the Plate - what came in went out; see line 7820	17,674.10	15,000.00	(2,674.10)	117.83%
4190 Electronic Funds Fees	(1,651.17)	(1,350.00)	301.17	122.31%
Total 4100 Individuals	\$ 409,233.71	\$ 409,250.00	\$ 16.29	100.00%
4200 Investments & Endowments				
4210 Bank Interest	2,979.42	2,225.00	(754.42)	133.91%
4220 Downs Income	12,340.00	12,340.00	0.00	100.00%
4230 Meyer Income	57,600.00	57,672.50	72.50	99.87%
4240 Trustees PermFunds - Unrestricted	95,833.00	95,833.00	0.00	100.00%
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 - equals line 5120	12,683.17	13,111.00	427.83	96.74%
Total 4200 Investments & Endowments	\$ 190,427.42	\$ 190,077.96	\$ (349.46)	100.18%
4300 Building Use				
4310 Winchester Coop Nursery School	29,400.00	29,400.00	0.00	100.00%
4320 Chinese After-School Program	17,600.00	16,500.00	(1,100.00)	106.67%
4340 Other Building Use	3,410.00	8,000.00	4,590.00	42.63%
Total 4300 Building Use	\$ 50,410.00	\$ 53,900.00	\$ 3,490.00	93.53%
4400 Other Sources				
4410 Fundraising	4,504.89	25,000.00	20,495.11	18.02%
4420 Concert Series	9,000.00	8,000.00	(1,000.00)	112.50%
4490 Miscellaneous Income (WUSYG Summer Camp)	1,330.00		(1,330.00)	
Total 4400 Other Sources	\$ 14,834.89	\$ 33,000.00	\$ 18,165.11	44.95%
Total Income	\$ 664,906.02	\$ 686,227.96	\$ 21,321.94	96.89%
Gross Profit	\$ 664,906.02	\$ 686,227.96	\$ 21,321.94	96.89%
Expenses				
5000 Staff				
5100 Ministerial				
5110 Lead Minister				
5111 Salary	74,879.45	102,056.43	27,176.98	73.37%
5112 Housing	34,999.90		(34,999.90)	
5113 Benefits	22,606.55	29,328.66	6,722.11	77.08%
5114 Professional Expenses	6,963.12	10,210.00	3,246.88	68.20%
Total 5110 Lead Minister	\$ 139,449.02	\$ 141,595.09	\$ 2,146.07	98.48%
5120 Student Minister	12,683.17	13,111.00	427.83	96.74%
5130 Summer Minister - equals line 4270	3,562.89	2,153.00	(1,409.89)	165.48%
5140 Sunday Speakers		1,000.00	1,000.00	0.00%
Total 5100 Ministerial	\$ 155,695.08	\$ 157,859.09	\$ 2,164.01	98.63%
5200 Administration				

	Actual	Budget	Remaining	% of Budget
5210 Administrator				
5211 Salary	48,999.99	52,450.00	3,450.01	93.42%
5212 Benefits	13,571.75	10,314.82	(3,256.93)	131.58%
5213 Professional Expenses	174.50	1,000.00	825.50	17.45%
Total 5210 Administrator	\$ 62,746.24	\$ 63,764.82	\$ 1,018.58	98.40%
5220 Administrative Assistant				
5221 Salary	22,335.40	18,843.60	(3,491.80)	118.53%
5222 Benefits	1,712.50	1,441.54	(270.96)	118.80%
Total 5220 Administrative Assistant	\$ 24,047.90	\$ 20,285.14	\$ (3,762.76)	118.55%
5230 Sextons				
5231 Salary	37,247.13	36,728.01	(519.12)	101.41%
5232 Benefits	2,863.27	2,771.44	(91.83)	103.31%
Total 5230 Sextons	\$ 40,110.40	\$ 39,499.45	\$ (610.95)	101.55%
Total 5200 Administration	\$ 126,904.54	\$ 123,549.41	\$ (3,355.13)	102.72%
5300 Religious Education				
5310 Director Religious Education				
5311 Salary	65,951.25	65,951.53	0.28	100.00%
5312 Benefits	16,619.69	15,642.03	(977.66)	106.25%
5313 Professional Expenses	2,406.65	4,500.00	2,093.35	53.48%
Total 5310 Director Religious Education	\$ 84,977.59	\$ 86,093.56	\$ 1,115.97	98.70%
5330 F8th in Action		2,066.88	2,066.88	0.00%
5340 RE Program Assistant	1,314.86	1,254.66	(60.20)	104.80%
5350 RE Teachers and Aides	5,162.38	8,625.38	3,463.00	59.85%
Total 5300 Religious Education	\$ 91,454.83	\$ 98,040.48	\$ 6,585.65	93.28%
5400 Youth				
5410 Youth Director				
5411 Salary	38,557.48	38,557.52	0.04	100.00%
5412 Service Trip Stipend (WUSYG Summer Camp)	2,847.36	2,000.00	(847.36)	142.37%
5413 Benefits	8,667.86	8,648.04	(19.82)	100.23%
5414 Professional Expenses	1,677.45	2,000.00	322.55	83.87%
Total 5410 Youth Director	\$ 51,750.15	\$ 51,205.56	\$ (544.59)	101.06%
5420 Youth Assistant				
5421 Salary	6,198.20	6,144.67	(53.53)	100.87%
5422 Service Trip Stipend (WUSYG Summer Camp)	1,273.10	2,000.00	726.90	63.66%
5423 Benefits	573.47	623.07	49.60	92.04%
Total 5420 Youth Assistant	\$ 8,044.77	\$ 8,767.74	\$ 722.97	91.75%
Total 5400 Youth	\$ 59,794.92	\$ 59,973.30	\$ 178.38	99.70%
5500 Music				
5510 Music Director				
5511 Salary	38,247.56	38,247.64	0.08	100.00%
5512 Benefits	7,590.92	7,521.78	(69.14)	100.92%
5513 Professional Expenses	368.94	2,100.00	1,731.06	17.57%
Total 5510 Music Director	\$ 46,207.42	\$ 47,869.42	\$ 1,662.00	96.53%
5520 Children's Chorale Director				
5521 Salary	2,970.00	3,075.00	105.00	96.59%
Total 5520 Children's Chorale Director	\$ 2,970.00	\$ 3,075.00	\$ 105.00	96.59%
5530 Soloists and Section Leaders				
5540 Other Musicians	13,480.00	13,150.00	(330.00)	102.51%
		2,000.00	2,000.00	0.00%
Total 5500 Music	\$ 62,657.42	\$ 66,094.42	\$ 3,437.00	94.80%
Total 5000 Staff (savings due to reduced use of prof expenses because of COVID-19)	\$ 496,506.79	\$ 505,516.70	\$ 9,009.91	98.22%

	Actual	Budget	Remaining	% of Budget
6000 Building & Grounds				
6110 Grounds	3,204.86	2,800.00	(404.86)	114.46%
6120 Snow Removal - save unused \$ in Stabilization fund? See line 9050	6,629.69	13,200.00	6,570.31	50.22%
6130 Church Maintenance - PLUS WINSOR ROOM RUG REPLACEMENT EXPENSE	27,324.76	36,000.00	8,675.24	75.90%
6140 Furnishings		1,000.00	1,000.00	0.00%
6150 Cleaning & Paper Supplies	1,405.66	1,200.00	(205.66)	117.14%
6160 Gas	17,645.74	13,800.00	(3,845.74)	127.87%
6170 Electricity	6,024.38	8,700.00	2,675.62	69.25%
6180 Water & Sewer	2,478.24	3,000.00	521.76	82.61%
Total 6000 Building & Grounds - should we stash some funds to Bldg Escrow Reserves?	\$ 64,713.33	\$ 79,700.00	\$ 14,986.67	81.20%
6500 Operations				
6510 Financial				
6512 Insurance	17,462.00	15,350.00	(2,112.00)	113.76%
6513 Pledge Drive	115.50	500.00	384.50	23.10%
Total 6510 Financial	\$ 17,577.50	\$ 15,850.00	\$ (1,727.50)	110.90%
6520 Office Expenses				
6521 Office Equipment	3,232.66	3,500.00	267.34	92.36%
6522 Office Operations	9,015.77	9,000.00	(15.77)	100.18%
6524 Phone & Internet	5,381.35	4,900.00	(481.35)	109.82%
6525 Web, Marketing, Publicity	388.00	600.00	212.00	64.67%
Total 6520 Office Expenses	\$ 18,017.78	\$ 18,000.00	\$ (17.78)	100.10%
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	153.00	200.00	47.00	76.50%
Total 6540 Staff Hiring & Support	\$ 1,242.23	\$ 1,500.00	\$ 257.77	82.82%
6550 Denominational Affairs				
6551 UUA Annual Program Fund	27,339.00	27,338.74	(0.26)	100.00%
6552 Contributions - other organizations	250.00	500.00	250.00	50.00%
Total 6550 Denominational Affairs	\$ 27,589.00	\$ 27,838.74	\$ 249.74	99.10%
Total 6500 Operations	\$ 64,426.51	\$ 63,188.74	\$ (1,237.77)	101.96%
7000 Programs & Committees				
7212 Chime Playing and Maintenance	2,296.00	500.00	(1,796.00)	459.20%
7215 Organ & Piano Maintenance		800.00	800.00	0.00%
7217 Choral Music & Supplies	270.99	700.00	429.01	38.71%
7220 RE Supplies & Curriculum	1,645.91	1,500.00	(145.91)	109.73%
7227 RE Special Programs	250.00	250.00	0.00	100.00%
7228 Growth & Learning	(27.29)	100.00	127.29	-27.29%
7230 WUSYG Supplies & Projects	1,694.17	2,500.00	805.83	67.77%
7240 Worship & Flowers & Candles	263.38	500.00	236.62	52.68%
7250 Fellowship	214.52	200.00	(14.52)	107.26%
7260 Hospitality	662.61	1,400.00	737.39	47.33%
7270 Membership	1,307.98	1,200.00	(107.98)	109.00%
7280 Grief Group & PCAs	112.71	400.00	287.29	28.18%
7285 Small Group Ministry		100.00	100.00	0.00%
7290 Leadership Development		100.00	100.00	0.00%
7296 Green Sanctuary	201.72	100.00	(101.72)	201.72%
7299 Social Action Supplies	84.93	100.00	15.07	84.93%
7610 Standing Committee	85.37	220.00	134.63	38.80%
7620 SC Projects & Initiatives	194.81	220.00	25.19	88.55%

August 4 RE Committee Meeting

Used Church zoom link

Committee members present: Karen Caputo, Erin Graham, Naomi Magnoni, Sarah Milt

Non Committee members present: JJ Fowler

Not Present (other commitment conflict): Lucille Cannava, Ryan Levering

Started: 4:30pm Ended: 5:55pm

Visioning Committee Prep

- **Visioning with RE Meeting will be August 11th 6:30 PM**
 - Kye can join on the 11th (She did a great job with F8th in Action)
 - Our priorities & vision:
 - <https://docs.google.com/document/d/1YUZALbJRdB0--G4i8CMIzmSp38JZ4MN9wJiwWNVOQfw/edit#heading=h.cbvoe7goj1xd>
 - Think of anything else we want to tell the committee for next week
 - No questions given to us. This will be a conversation. These are some of the questions we should think about before the meeting besides thinking of anything else.
 - What are the job descriptions as a RE Committee Member?
 - Who is responsible for the Family Ministry?
 - How is it all working?

Next Meeting: August 17th 4:30pm

- Review the Fall Draft document before our next meeting and add at least one note to this document by meeting date to help us prioritize our discussion
 - https://docs.google.com/document/d/1cNdVZRXRgr1w_x4ypp8qs2vYchbPqbnFCReKw5rAvl0/edit
- Think about what we need to ask for from the Pandemic team before August 19:
 - OWL: Are the teachers willing to do the last 5 classes indoors & can we do it safely?
 - Know what the pandemic team will let us do before we offer to the parents
 - If enough say yes, then continue the program?
 - Privacy protection needs to happen so in person is needed.
 - Where? Pandemic Team may have choices for us
 - Worship space for parents while their kids are at outdoor RE

Minutes Social Action and Outreach August 4, 2020 by Zoom

Present: Gordy McIntosh (chair), Claire McNeill (secretary), Sue Doubler, Harris Gibson, Patty Shepard, Martina Werner, and Patrick Draine (Standing Committee Liaison), and members of the Racial Justice Planning Group (Gloria Legvold, Sandy Thompson, Phil Coonley and Vicki Coccoluto.)

The Racial Justice Planning Group (RJPG) has been working this past year to develop a strategy to help our congregation become “an Intentionally Pro-active, Radically Inclusive Multicultural Anti-racism Congregation.”

The RJPG, which also includes Gordy McIntosh, Patty Shepard and Claire McNeill, made their initial proposal to the Standing Committee on June 17. Their plan is to meet with all the committees and other members of the church in a gradual process of learning and changing.

Gloria, Sandy, Phil and Vicki were making the first presentation. Gloria read the Vision:

We dedicate ourselves to moving forward in transforming our Beloved Community, Winchester Unitarian Society, from a Multiculturally-aware Congregation Committed to Racial Justice, to an Intentionally Pro-active, Radically Inclusive Multicultural Anti-racism Congregation.

We proclaim social justice and racial equity as a natural outgrowth of our Unitarian Universalist religious values.

We envision this goal as being integrated into everything we do together: our spiritual growth, worship services, committee work, discussions, decisions, and internal and public actions. We promise an annual review process to assess and adjust our efforts on this journey.

Other members read sections of the resolution which WUS had passed January 7, 2018: Our Continuing Commitment to Racial Justice. See <https://www.winchesteruu.org/justice/racial-justice/>

Phil asked the members of the committee to share how they had felt when we first passed the resolution and now. Responses re: 2018 included: relieved, proud, happy, encouraged, impressed by the thorough process. How we feel now: excited, wondering how it will work, energized, impressed that we had already made this commitment.

Vicki noted the work WUS has already done. She read a message from the UUA on the major effort launched by the UUA this spring to become a more inclusive

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denomination. A list of “take aways” from the detailed report, “Widening the Circle” has been forwarded to committee members.

Vicki led the next discussion questions:

- 1. What committee work this year have you been most proud of?*

*Womens Lunch Place has continued for many years, now led by a person not on SAOC
Thanksgiving baskets show the generosity of members-- a Thanksgiving tradition
We created a solution to a request for bail funds, through a group process
The grants process works well, balancing different needs
Involvement in the election, led by a new member, was enabled by the committee
Realized that RJPG needed a liaison to the SC and jumped in
(Later, I added: We worked with Marianne Diblasi to join with LexRAP and support local refugees)*

2. What might you do differently if looking through an antiracist lens?

*Change the grants process, so we evaluate first by purpose, and try to make significant difference.
Educate the congregation more
"UU the Vote" comes from an antiracist perspective
Think about %s of categories earlier in the year
Learn more about the unmet needs (ex. black girls), how systemic racism affects funding.
Sandy Asked us to brainstorm what could we do as a committee this year:
Reach out to area organizations in Woburn and Medford, work more with NAACP
Work with Network for Social Justice, led by Liora on the election
Host fundraising for a specific need*

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Educate ourselves and congregation. Coordinate guest speakers, or provide info to a talk, and lead a discussion on-line on it.

Gloria led a closing in which we expressed Appreciations, and then later Regrets. She offered to be our contact with the planning group.

The regular meeting resumed, after the four non-committee members left.

Gordy read the request from the Pandemic Planning group, asking whether we want to meet in person and what help we might need to be active.

We agreed that zoom meetings are easier for several people, and seems to work well. People are used to finding information on the internet, and we should be able to coordinate events. What we need is another person interested in this work.

General discussion on finding new opportunities:

Food pantry—can still donate food; get info on needs from the Council

Think about ways we can contribute to change

Work more closely with UU Urban Ministry (delegates are Patty Cameron, Gordy and Rev. Heather) and UU Mass Action

Look at our justice portion of website, from view of a person of color

Think of grants in relation to impacts from pandemic, and racial inequity

Elected: Gordy to continue as Chair, and Claire as Secretary

Next meeting Tuesday Sept 1, 7 pm. Gordy will host from vacation.

Ended at 8:25.

RE Committee Meeting Minutes

8/17/2020

Present via Zoom: Naomi Magnoni, Erin Graham, Ryan Levering, Karen Caputo, Rebecca Morgan Kelley, Sarah Milt, Lucille Cannava

RE Committee members discussed date for fall RE Committee meetings, decided on meeting on the first Tuesday of every month at 4:30-6:30pm via zoom.

Summer RE activities:

Naomi shared that she reached out to all families for summer planning. She has organized several weeks of activities for families by distributing bags of supplies and then sending letters explaining the activity and UU principle/value being conveyed.

Rebecca shared that she is making up bags for families with balance scale and rocks , homemade mask, RE members will help distribute, possibly at the RE family picnic.

Family picnic being planned, looking for a date, Naomi will ask families what will work, in-person, bring your own food and drink, socially distanced, following COVID planning team guidelines. Will distribute bags there, and offer curbside pick-up for families who are not participating in in-person yet.

Planning for Fall RE:

Naomi will ask COVID planning Task Force about:

- 5 in-person OWL workshops
- Cleaning process since Nursery School will be in bldg. Mon-Fri
- Options for teaching remote or in-person RE classes
- Access to RE supply closet
- Meeting for outside RE classes/activities

Discussed OWL workshops that were missed and options for in-person vs. writing up summary of workshops and sharing with participates. Two or the four OWL facilitators are not available for in-person, discussed the difficulty involved in offering the four remaining workshops due to low participate numbers and social distancing. Decided not to offer in-person Owl workshops this year or make up the remaining workshops from last spring. Ryan and Karen agreed to write up summaries of the remaining Owl workshops and share with the participants.

Fall Calendar:

Dates or Programs both in-person and remote.

Brainstormed some outdoor activities for in-person RE: picking herbs, planting garlic, rock distributing, birding, scavenger hunt, walk in Fells, Wright-Locke farm visit(?), play in snow.

Discussed hosting a "Kick-off" meeting in late September and trying to plan at least 6 dates for Sundays after worship 12-1.

Worship begins on 9/6/2020.

In-Person RE: (Have two per month)

Kick-off picnic/Meet and Greet: 9/13 Rain date 9/20

Activities could include: Discussion of activities available for fall into Winter, brainstorm using whiteboard, kids can vote for the activities they like best.

10/4-10/11- activity?

10/25-11/1 Maybe a Halloween activity, could be pumpkin carving in-person and/or virtual.

Remote RE: (Have one per month)

Invite everyone including older kids to these activities. Have tw

Brainstormed activities for remote RE classes:

- Maybe have a bag that travel around to each family with a journal that kid/families can add to, could be a story, thought, artwork.
- Zoom cooking together, maybe making sourdough bread.
- Ask children to make artwork for OOS
- Decorate cookies
- Herb bundles, make and decorate tags, possibly auction of at church auction
- Scavenger hunt in home
- Chalice challenge
- Find leaves, rainbow, different kinds
- For youth and teens, sewing, crocheting and/or quilt squares to be put together once we can meet in-person.

Rebecca will organize and run remote RE activities. Should be shorter rather than longer, may include take home kits/packages with a note and activities explained.

For older kids grades 6-8th:

Crossing Bridges program, virtual visits to different faith communities with a group, Rebecca will explore the cost of the program. RE members agreed that this would be an important program to offer.

Other outdoo, in-person opportunities/activities for older youth would be gleaning and virtual service opportunities.

WUS Membership Committee Minutes
Thursday, August 20, 2020

6pm

In attendance: Chair, Marilyn Mullane; Rev. Heather Janules; Members: Naomi Delairre, Deb Eiler, Sophia Sid; Pat Cameron SC Liaison. Absent: Gloria Legvold and Co-Chair Robin Wolf

Welcome & Check-in

Opening words: “.....as we join across the country to demand a more just, equitable and anti-racist society, the need for a more vital and inclusive Unitarian Universalism has never been greater. Leading innovative breakthroughs means, among other things, inviting ever more people to be fully at home in our faith by meeting the different needs that accompany diverse identities, cultures and life stages.”

May we be a radically inclusive, hospitable, and welcoming Membership Committee for our congregation.

Review of Committee: Since we are all returning members, we didn't go over committee structure in great detail except Marilyn emphasized our duty is to attract, welcome and encourage members to join and continue being engaged.

Schedule: 3rd Thursday of the month, at 6pm

Budget will remain the same - \$1,200

ACTION ITEMS:

We discussed the possibility of when our Fall **New Member Sunday** would take place. It was suggested that we encourage prospective members to sign prior to our Fall Annual Meeting so that they can vote. ~~Annual Meeting is now tentatively scheduled for October 4.~~ *The follow-up congregational meeting to address the FY21 budget will be held this fall, date currently unknown. Planning is contingent on receipt of decision re: our payroll protection loan, about whether it will convert to a grant.*

SC update: Patty mentions that last night SC discussed that there is a new church visitation policy – from ~~Safety Committee~~ *the Pandemic Planning Task Force*. Right now just the nursery school are starting up. She also shared the news that Judy Virnelli recently passed away.

Status of New Member Sign-ups: 3 are confirmed to sign: John Healey, Susan Woodward and Linda Copeland are confirmed. Linda is very involved and has offered a few items for auction. Susan Woodward has also been attending online. (Note: Elizabeth Sharon, Evan Forcucci and Charlotte Bradley have already signed the book in 2017-2018.)

Prospective Members: Lia & Leo – Patty hasn't heard back from them. Deb's "to do" list still includes following up with Judy Lipperman; and Sophia noted that during the August 16th service, Judy mentioned an illness in the family. Judy's been very involved, and also gave a summer sermon. Perhaps reach out, or wait a bit?

Phil was to follow-up from Christine Rowan, Jeffery Kostand and Karen Hirschfeld. Christine and Jeffrey were long shots and never worked out because he couldn't meet them in person at the church and Karen has not responded.

Naomi is in touch with Mary English and has been in communication with her. They were supposed to meet socially distanced and Naomi will follow up after Labor Day. Mary might not sign this Fall, but she's very involved in the community.

And, Marilyn reached out to D. Andrews to no avail.

In summary, we will fall short of our 10 new member sign up goal.

Hand-written notes: The Committee felt that this effort was generally very well received; Deb sent 20 notes and heard back from two people. Just a reminder for the future, if we send hand-written notes, make certain you always use most recent Directory. Question: If someone passes away, does the Membership Directory get updated online? Ask Thomas...

RECURRING TASKS:

Fall New Member Sunday: Marilyn will reach out to Susan Woodward and Linda Copeland, and Sophia will reach out to John Healey to invite them to sign the book. We can arrange a socially distanced signing outside in the meditation garden with Heather and other Membership Committee member in attendance and give them a rose and take a video or photos to mark the occasion. Marilyn will draft an invitation to mention that they can sign prior to Annual Meeting. We can arrange for meditation book and rose as a gift. We should also send them a new member questionnaire to fill out so we can write their member profile and Heather can write a “tapestry” about all of our new members to give on New Member Sunday. New Member Sunday is tentatively set for the Sunday ~~after~~ *before* Thanksgiving – November ~~29~~ *22nd*? Marilyn will draft e-mail that she and Sophia will use to reach out to John, Susan and Linda.

Heather mentioned other possible prospective members. Wolfram Neff/Raiann (sp?) – Sophia will reach out. Jen Haefeli – was looking to find a place for her kids, and has been involved on the online service. Marilyn will reach out. – Would like to get to know you...

We went over visitor outreach from the summer services. Summer online has been generally well attended. There were only two responses from earlier in May by Samantha Powers-Narvila and Martin & Mary Winn. Sophia emailed them to send the list of our summer services and invite them to John’s July 4th Ragtime concert. There were no other visitor sign-ups over the summer, but there was a “Dianne” from Canada this past Sunday. Heather confirmed that she believes this person also lives in Winchester and was attending in person pre-covid and has been a regular attending of online services.

In summary, with 44 visitors to date, we will end the summer close to our 50 visitor goal even with a pandemic shutting down in person church services.

Bring-A-Friend Sunday: Heather went over potential sermon themes currently planned for the fall. How to lead when you don’t know where you are going... Community Policing – October 18... Review of GA Service. After Election: How do we go from here? Music Sunday? Pageant: December 13

Marilyn suggested that we aim to have the: Community Policing on October 18 and the Reflection of monuments - Removal of statues on November 29 be our two fall Bring-a-Friend Sundays. Heather suggested that perhaps if there was a congregation without a minister, we could invite them to join with us? Patty: suggests UU Church in Lacome, LA, would be up for that. Patty has reached out to them. Another suggestion was a possible joint service with our sister church in Transylvania. Heather mentioned that that was a possibility ~~and that she and the minister’s wife were talking about doing a service together and she will be saying a few words at one of their services.~~ Heather has invited the minister’s wife, Gizi Nagy, to speak in March for Women’s History Month but hasn’t heard back. Clarification: they have not invited me to speak at one of their services.

Marilyn suggested that given the online format, and limited in person Membership sponsored gatherings, that we do 4 Bring-a-Friend services this year.

Banners: We discussed potential banners. Social Action? Our principle values? Voting? Fresh off the boat? It was decided that for the fall we try to do a banner about our belief in democracy and the importance of voting and get it done asap in advance of the election. Marilyn will reach out to Kristine Kamikawa to see if she could come up with an idea.

Deb suggested that we perhaps explore creating a banner for each of our principals. Most timely now is “We believe in the inherent dignity and worth of others.” – Gloria wasn’t present, but given her role on social action, it was suggested that perhaps she can explore this idea and run it by social action.

The Community Organization’s Farmers ’Market: Heather spoke with Fred Yen and the *Community Fair at the Farmer’s Market* is not happening this year.

Winchester Chamber of Commerce gift bags: Suggested since Gloria has a contact – that Gloria check on the Chamber of Commerce to see if they need more bags. And if there are still

some bags there, we can add a note about COVID and our online services to the existing bags that are there.

Do not need to do: Pew Pocket; Social events since no in-person services or gatherings; usher/greeter recruiting.

Classes: Talked about the possibility of online classes; not really feeling that online will work as folks are zoom weary.

Circle Dinners: If it becomes safe to gather again, we can encourage last year's groups to finish up their cycle from last year.

Winchester's Town Day: for summer 2021; Reviewed and discussed last year's gathering and experience that Fritzie Nace spearheaded. In this vein, Heather suggested - Everyone's Welcome Pumpkin Carving Community event. Could have people buy pumpkins from the 2nd Congregational church, socially distanced tables for carving, and have John play music and pipe it outside or have a movie projected on the RE wall. Patty suggests joint event supported by Membership and Fellowship with involvement from RE; Patty will follow-up with chairs of RE, Fellowship, and Music. Deb Eiler to work with Patty to make this event happen.

Bench-marking: Marilyn asks are there specific churches that we can benchmark against that are doing things well virtually. Are there any congregations that are particularly successful? Heather suggests that we go to other virtual services to see what others are doing; Try to think about other cities that are similarly sized? It's not really possible to tell from attending if they are attracting new folks. The only way to get this info is to reach out to membership at other congregations. Marilyn will reach out to Bedford and Heather to report back after Sept. 1 "conversation with ministers" for possible ideas.

How can we connect with new members and engage current members? Once we get visitors who are new, we can visit and drop off a gift bag.

For the Fall service coffee hours, get Membership members to go and assign to a different room; It was suggested that we create care-packages for every household; care-packages new members - candle, chocolate with info/pamphlets about UU. Sophia will work to develop a packet for the two visitors from the Spring and Dianne from Canada.

Heather suggested that we could also possible make care packets for RE Parents?

Covenant Groups/Small Groups: Marilyn mentioned that she had reached out to Fritzie and others to try and get Linda Copeland in a covenant group. Heather mentioned that the group she leads will be reconvening in late September, and she will reach out to Linda Copeland to see if she can join. Heather mentioned that her, Rebecca and others have begun a conversation about to replace things like Circle dinners and other groups that cannot meet, what kinds of small groups could we have?

Deb suggests maybe instead of circle dinner, have maybe a cooking class? Marilyn mentions that this would entail a lot of work to get it right and actually the Zoom-a-Bid auction group is already working on classes and experiences as auction items. Perhaps this could be revisited after the auction.

Goals for 2020-2021: Defer to next meeting. Difficult to think about all of this in COVID year. Heather suggested that we should think about both tangible goal but also subjective goals.

Closing Reading: Deb read "We are One" by Amy Zucker Morganstern

Next meeting: September 17, 2020, 6pm

Meeting adjourned.

End

Respectfully submitted by Sophia Sid

Used Church zoom link

Committee members present: Karen Caputo, Erin Graham, Ryan Levering, Naomi Magnoni, Sarah Milt

Non Committee members present: JJ Fowler, Reverend Heather Janules, Rebecca Morgan Kelley

Not Present: Lucille Cannava, Standing Committee Member

Started: 4:32pm Ended: 6:46pm

September 2020 Minutes

Yearly Business *Tabled for when there is a quorum...*

- **Bylaws RE**
- **Covenant: Past Agreement**

Fall Programs

- Pandemic Reply
 - *Space we would need in the Fall share or not*
 - *Cleaning - Individuals would be asked to sanitize hands upon entry and exit to the building. Sanitizing wipes are also available at the entryways so that doorknobs and handrails, etc. can be wiped down. Individuals would be asked to use sanitizing wipes to wipe down bathroom door knobs and faucets. By scheduling all meetings/gatherings, the office can track where custodians would need to clean. Please stay in designated areas. Let the office know if you need to use another area. The nursery school area will be off - limits during the school week, particularly while they are using it. Should you need to go to the Supply Closet, please go on the weekend or evening, using the wipes to disinfect all doorknobs, light switches etc.*
 - *Locations we can use - As mentioned above, the Nursery School will be using the RE wing and Metcalf and the bathrooms next to the office during the week. Please let us know what specific rooms you are interested in using so we can discuss.*
 - *For 5 classes OWL - If you want to use the OWL room, we need to make sure that all participants and teachers can fit while maintaining 6ft distances. A concrete way to measure should be used (pool noodles work well!). Masks must be worn at all times. Sign -in protocols must be followed for screening and contact tracing. The protocol should be shared with the parents to get their permission. The youth should answer the screening questions and sign in each session and teachers are to turn in the sheet w/in 24 hours. If there is any doubt about potential exposure, parents should clarify and keep their child home if they have had any risk of exposure as outlined in the screening questions. If teachers learn*

of a participant's risk to exposure after the class has met, all who were potentially exposed are to be contacted.

- *For space for parents (watching worship) indoors while kids are outdoors Please give us more detail as to this idea. The later bullet says meet -ups are planned for 12 - 1pm on Sundays. Is there a plan to also meet during worship?*
- *RE Closet Supplies: when can we do this (would like to go at least once a week) See above.*
- *Playground available on Sunday? Following current state guidelines, playgrounds may be open. Everyone 5 and over are to wear masks, as maintaining 6ft would likely be inconsistent. Please use hand sanitizer before entering. There is some available inside the back door.*
- *Teen Teachers: are they a possibility (Remote vs in person) Since RE doesn't usually start until about the 3rd week in September, teen teachers' pay is not budgeted for until then. Please let us know in more detail what you are requesting, including dates. SC is currently planning to approve budgets for shorter time periods over the next several months since it is difficult to project much into the future, both income and expenses.*
- *Protocol for what happens if the kids are supervised by another person than parent - all safety protocols should be observed. Is this question focused on those who are not required to wear masks due to age?*
- *6 Meetups being planned for outdoors using your outdoor procedure for the fall. We are planning for them to be on Sunday from noon to one. This sounds great. Please follow the Sign-In Sheet protocol for screening and contact tracing. Parents should oversee the screening and signing in process.*
- *The PPTF and the Standing Committee encourage all committees to be creative in finding ways to engage our WUS families and youngest members, not only for religious exploration, but also with the wider congregation. So much of our intergenerational interaction happened informally in the church building. Without that, it is difficult to maintain. It has been wonderful to see so many of the children watching the services on Zoom. A few ideas to consider:*
 - *pairing families with various members of the congregation to explore ways to get to know each other*
 - *have youth contribute elements of the service on zoom*
 - *have RE story time with Juanita prior to the church service on zoom*
 - *Many more ideas are available on the UUA website at [UUA Guidance for Multi-generational Ministry in an Age of Physical Distancing](https://www.uua.org/leadership/library/multigenerational-ministry-age-social-distancing)*
<https://www.uua.org/leadership/library/multigenerational-ministry-age-social-distancing>
- Programs we discussed
- **In-Person RE:**
 - Discussed hosting a “Kick-off” meeting in late September and trying to plan at least 6 dates for Sundays after worship from 12pm-1pm

- *6 meetings outside, okayed by the Pandemic Planning Task Force and the office. Should we adjust the meeting time to give families time to drive to the WUS building - 12:15 or 12:30? Looking for the sweet spot to accommodate nap time and drive time. Have not asked about RE activities in recent survey. Move to plan for 12-1 with the understanding that folks might be late.*
- (Have two per month) Rotate leadership in person meetings having at least 2 people *How do we prevent burnout among volunteers? Low-key, low-prep activities including rituals...(20 minute homilies are cancelled :))*
- Kick-off picnic/Meet and Greet:
 - Date 9/13 Rain date 9/20? Really work with School starting? *9/13 or 9/20 if there is rain. Despite a late school start, committed to this date...9/13 will be an in-person gathering on the front lawn with the whole congregation (with protocols.) Kids can participate in the final blessing of the water and then break off with RE leaders for an RE-focused piece (brainstorming with kids about future activities)*
 - Leadership *Naomi volunteered to be one person, Lucille has also expressed interest. (Discussed with Lucille & sent out email to Lucille & Rebecca 9/3/2020 NM)*
 - Highlights *(Notified WUS office 9/3/2020 NM) How will this be communicated? A letter to families who participated in Summer programming pointed to Highlights. Plus Sunday am announcements, parent listserv, 1:1 outreach. Call with an invitation when details are set. Erin and Ryan volunteered to make calls. Encourage families to invite kids' friends to join once we get settled and have nailed down the distancing protocols. Also ask them about utility of using Facebook Live at in-person events.*
 - Reserve Space *(Notified WUS office 9/3/2020 NM)*
 - Activity: Ask Children? Brainstormed some outdoor activities for in-person RE: picking herbs, planting garlic, rock distributing, birding, scavenger hunt, walk in Fells, Wright-Locke farm visit (Naomi reached out to Lia to see if might be possible in August, no reply yet), play in snow. Discussion of activities available for fall into Winter, brainstorm using whiteboard, kids can vote for the activities they like best.
 - What should be **covered**
 - Take care of each other (Moral Tales)
 - Inclusion
 - Racism
 - Environmentalism

- Social Emotional: dealing with disappointment
 - Mindful movement
 - Looking to others for curriculum
- 10/4-10/11 *To take place before our next meeting...wish to gather kid input first. Will advertise in Highlights when focus is known.*
 - Leadership *Wait until we know what the focus is because interest may drive volunteering*
 - Highlights
 - Reserve Space *(Notified WUS office 9/3/2020 NM)*
 - Activity:- Kids decide? From Kick up activity?
- 10/25-11/1 Maybe a Halloween activity, could be pumpkin carving in-person and/or virtual. Discuss more in October *Membership and WUSYG is also interested in offering such an event and opening it to the community-at-large. Timing is unclear, date - possibly 10/25. 4:30pm would likely work with sundown at 5:36. Naomi will circle back with the committee when there is more information.*
Perhaps add a Facebook Live feed so folks at home can connect? Ryan volunteers to figure this out; we may want to do this for any event where some gather in person and some are at home.
- **Remote RE:** (Have one per month) *Discussion of whether Family Worship serves as remote RE until the weather turns. Callers will engage families about 1) openness to in-person activities and 2) suitability of Family Worship as Religious Education if all remote*
- **Family Worship Remote**
 - In the works with Heather. We will hear more in late September or early October.
 - Do you think we Sunday morning will work? *Preference to go back to 10am on Sunday. May have more "drift" from the 10:30 crowd into Family Worship although some prefer to use different Zoom links or use of a waiting room. With a second link, they post it late Sat/early Sunday on their website. No recording of Family Worship. Launch on 9/20. 9/27 if there are complications.*
Rebecca will be distributing scales and stones for families to lead joys and sorrows. Perhaps distribute at the meet-and-greet? Naomi to ensure that the family committed to remote receives it by 9/20.

Eight families needing scales: McVey, Magnoni, Jacquinta/Collella, Levering, Bronski/Graham, O'Donnell, Hannon, Mukherjee. Erin, Ryan and Naomi to ensure distribution by 9/20. Bags are already at the congregation. Contact-free pickup can be arranged through the office.

- Pew packs worked with some families/or monthly packages? *Diversity of usefulness among families, RKM suggests mailing an envelope of materials related to the monthly theme to RE households. Will also be on the website for downloading. Separated by Week One...Week Two...*

Soulful Home from Soul Matters: Materials for households for at-home religious education. An improvement over the previous materials for families through Soul Matters. RKM to forward the September packet to the committee.

- Zoom Meetings Potlucks *Tabled*
 - Circle dinner like thing with inter gen
- **Parent Support** *Tabled*
- **Leader** recruitment for next years programs (Sunday programs, OWL, Service Trips, COA) *Tabled*
 - Teens: pandemic planning team

OWL

Ryan and Karen: write up summaries of the remaining Owl workshops and share with the participants and *Summaries are in progress, RKM suggests sooner rather than later*

For older kids grades 6-8th

Possibility of being paired with another group of UU kids although uncertain. Should we explore on our own?

Timing: possibility of late afternoon?

Or Junior High Youth Group?

What are other congregations doing? Bedford meet on Wed and Sun nights; Arlington has a small youth program

What about a program based on Harry Potter? There are a couple UU curricula around...

Value in finding a program where kids can talk with each other; even kids who are quiet absorb what is going on

Overall - wish to find a program that allows kids to talk and connect. Added benefit is if our group can join another UU congregation's group.

- Crossing Paths:
 - \$225 for program 10 months
 - If we do not do this then what?
 - Start Date idea? To pass on to OWL & others who are interested. October?

Need to identify a kick-off time for this age group. Outreach will happen with these families to see where they lean - Crossing Paths, Harry Potter, youth group. Choice is assumed to be virtual.

Framed as a program “with content and social components.” Timing is also a question. Naomi to engage Erin and Ryan in advance of outreach. (Notified Erin & Ryan; Suggested break all families up into 3 groups and call: 1. Kickoff , RE timing 12-1 or Remote RE needs, Care bag pickup or dropoff; 2. Kickoff, Youth group timing; and 3. Kickoff & RE timing 12-1 or Remote RE needs 9/3/2020 NM)

Winter Programs

Pageant

- *Could Someone reach out to WUSYG & Worship to have WUSYG take more of a lead? RKM and Heather will engage Sam about the capacity of WUSYG to engage in pageant leadership. A wish to 1) have the pageant sorted out sooner rather than later and 2) have many members of the congregation participate through pre-recorded videos.*

Minutes Social Action and Outreach September 1, 2020 on Zoom

Present: Sue Doubler, Harris Gibson, Gordy McIntosh (chair), Claire McNeill (secretary), Patty Shepard, Martina Werner, and Patrick Draine (Standing Committee Liaison) Rev. Heather Janules.

UUA News:

Claire shared information from the New England region UUA, and welcomes ideas and events for Highlights.

The UUA has set up a Disaster Relief Fund to be able to respond more quickly as needs arise. Heather had asked for it to be approved for Share the Plate. We all agreed.

WUS Banner project. Membership Committee would like WUS to create banners around our Seven Principles. The current banner is “We believe in the democratic process. Vote your values.” (Kristine Kamikawa often uses her design skills to help us create the banners.) Gloria Legvold asked the SAOC to consider working on the First Principle: belief in the Inherent worth and dignity of each person.

We brainstormed phrases, beginning with Every Person is Important—the children’s version. Words considered in various combinations: justice, action, differences, diversity, commitment, embrace. It is a challenge to distinguish #1 from #2: Justice, equity and compassion in human relations. **A small group: Sue, Claire and Gordy will meet separately to develop a proposal for the next meeting.**

Honoring Indigenous people. At this time when Massachusetts will be celebrating the 400th anniversary of the landing of the Mayflower, we should pay attention to the people who lived here before the Pilgrims and Puritans

- We can announce the status of the 5 bills sent to the Legislature this year by the current local tribes
- We can announce at each meeting the name of the Indigenous people who lived on this land.
- We could publicize the ways this anniversary will acknowledge Indigenous people.
- We might inform people how to research the land each of us lives on, and perhaps hold a Zoom meeting to share our results.
- The Winchester archivist, Nancy Schrock has done research on black people who lived in this area. We could contact her for ideas.

Council of Social Concern Food Pantry. Is low on food, having missed two usual food drives. We discussed the ways that donating money or food are motivating, and decided to work on both approaches.

- Heather is planning a way for people to gather informally over the welcome back service on Sept. 13. She will suggest that people bring food to donate.
- Martina asked if toiletries would be welcome.
- People could bring food into the church.

- Gordy will bring the food to the Council when it builds up at church—perhaps a box for donations could be placed next to the kitchen door.
- Claire is exploring an idea which would be similar to a Guest at Your Table, in which people each day would “give money” and at the end of a month send the money to the Council food pantry.

[The day after the meeting, Gordy reached out to the Council. They really need food at this time—not extras. The Thanksgiving Basket project will be done earlier than usual this year. They need to know by October 23 the number of baskets we can provide. Baskets will be distributed beginning in early November. Therefore, we will need to begin asking folks at the beginning of October—even before our next meeting. Claire sent an email Sept. 2, asking who would like to work on this.]

Area Events:

Gordy will attend a meeting to plan a local march and rally in Support of Black Lives Matter. Organized by a high school student, and supported by the local NAACP, it will be held on Saturday Sept. 12 from 2:00 to 4:00, at Dugger Park in West Medford

Ideas:

1. Patty would like to invite a minister whom she has heard speak on climate change, to give an on-line talk about Rank Choice Voting. All agreed.
2. Racial Justice Planning group will be sending to the committees a list of Definitions. Claire suggested that we discuss a few of them each meeting.
3. Patrick reported that the Standing committee did meet in August. They plan to have a Retreat, split into 3 sessions. One session would include the presentation and discussions led by the Racial Justice Planning Group –including Gordy, Patty, Claire.
4. Mitten Tree. Gordy will contact Naomi Magnoni, RE chair to see if they have plans.

Homework for all.

- Do some investigating about ways we can honor the Indigenous people who lived here in the 1600s.
- Talk with others to see who would like to join the committee
- Look at the WUS website [and Facebook?] to see if they reflect what we do.
- Think about an article for “Wondering Words,” (a blog Heather coordinates ?)

Next Meeting October 6 at 7 pm.