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WUS - Executive Committee Minutes

12/8/20 at 10:00 AM via zoom

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

- **TOPICS, ACTION ITEMS AND VOTES**
 - SC agenda development – Fritzie editing as meeting progressed
 - Personnel Policy Revisions – Sue report
 - New treasurers search – Sue/Judy report – Discuss possible candidates – none stepping forward at this time
 - Pledge drive apprentices – seeking – need ASAP
 - Goals and Actions process – Woody and Heather review latest draft and receive feedback – Woody to revise and present to next SC
 - RE visioning – discuss revised document with Executive Summary – discuss next steps
 - Candidates for new SC members – develop outreach list and follow up calls responsibilities by EC members
 - Review annual committees and liaison assignments (Building, Personnel, CoSM, GS) and review current liaison assignments. Ask SC for check-in on their committees?
 - Sabbatical update – Heather offer update and details on Kye substitution – Rebecca to be Acting Chief of Staff
 - Treasurers update – current budget reports and discussion of impacts of RE director replacement
 - Items on agenda not covered (??)
 - Salary review procedures
 - PPTF – requests from SC going forward? Goals? – Technology needs?
 - Volunteers to run Congregational survey Fall 2021
 - Request from GS to purchase electric leaf blower and retire gas-powered blower (a potential recipient has been suggested)
 - Holiday events/services – any SC support needed?
 - No votes
- Meeting adjourned

WUS Standing Committee Meeting – DRAFT

November 18, 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 George “Woody” Wood

Notes, Action Items and Motions

1. Opening Words – Terry “Bow to everything” from Jeff Foster book: “You Were Never Broken.”
2. Check-in
3. Consent Agenda (James)
 1. Executive Committee Minutes
 2. SC meeting minutes
 3. Staff Reports
 4. VOTE – passed unanimously
4. Heather’s Sabbatical Update:
 - a. Kye Flannery Sabbatical Minister Proposal review – see report to SC
 - b. Rebecca Kelley-Morgan will be Acting Chief of Staff
5. Treasurers Financial Update – (Sue & Judy)
 - i. Budget Close Out
 - ii. Finding Treasures for FY22 – start training - Sue will post request for volunteer in Highlights
 - iii. Estimated \$25,000 “surplus” for next FY
6. Status of Building (Thomas)
 - c. Rentals – some inquiries - Pandemic Planning Task Force meets tomorrow and will review the requests along with other building use requests
 - d. Brickwork – Welcome Garden bricks were disturbed when town re-designed the walkway. The town worked with Julie Khuen and has completed the repair
7. Report from the Visioning Team (Patty and Terry)
 - e. Patty and Terry offer summary of report with discussion
 - f. Agree to have Visioning Team draft an Executive Summary with conclusions and action items and offer report to staff (before Christmas) and congregation (after holidays) to be followed with zoom “cottage” meetings to process. (Was there a timeline designated around all this?)
8. Seeking volunteers to run Congregational survey in fall of 2021 (James)

- g. Discuss history of survey and request volunteers; possible integration with pledge drive

9. New Business

- h. Gifts have been made to the congregation – funding toward front entrance landscape plan implementation and toward an accessible bathroom on the ground floor.
- i. Motion – Send thank you to Frank V. for his donation toward landscape project & other donor for bathroom work (FN)
 - i. VOTE – passed unanimously
- j. Motion – To accept the gifts and to go back to Julie K. for more information on costs of landscape project and message that we cannot commit funds in addition to the donation at this time(FN)
 - i. VOTE – one opposed and motion carried
- k. Sunday worship tech help – discuss internal and external people available; agreed that Heather could potentially offer a stipend to interviewees from outside congregation.

Gratitude's: John Kramer and James P for first in Concert Series; Evan Forcucci for work on an outdoor Haunted House that brought 2 new members into WUSYG

Next Standing Committee – December 16, 2020 7PM Adjourn

Minutes for Green Sanctuary Meeting November 19, 2020

Attending: Phil Coonley, Fritzie Nace, Sue Doubler, Sheila Puffer, Lindy Brown, Cynthia Randall, Maggie Russell

Standing Committee's Response to our "Zero CO2 church exploration" proposal, and next steps

SC voted in favor of supporting Green Sanctuary request to undertake making our church a Net Zero Green Building

Ok'd fundraising request—schedule so it does not coincide with Pledge Drive or other fundraising

Arrange an energy audit by Interfaith Power and Light—Sue Doubler will contact IP+L. The cost is approximately \$1,000. The First Congregational Church used them and shared their audit with us. FCC audit was comprehensive and a similar audit on our church will be instructional to determine what type of heating/cooling system will be efficient and green. They will assess many energy aspects and suggest ways to get us to net zero.

UU Climate Collaborative

Sue attended their monthly virtual meeting. She will send contact info for the next Zoom meeting

Eight communities were represented and they shared concerns/needs/actions on how to eliminate greenhouse gasses

Everyone has heating system needs

Interfaith Power and Light awards

Phil shared an opportunity for our congregation to be recognized by Interfaith Power and Light for some of our environmental stewardship work. We plan to apply under 2 categories: *Community Inspiration* for the 100% renewable electricity campaign we did last year and *Cool Planner*.

There are five entry categories and judges will choose the top submission of each:

Energy Saver: Installing more efficient lighting, insulation, windows and doors, and/or heating and cooling systems

Renewable Role Model: Generating clean energy with solar, wind, geothermal installations or solar water heating

Sacred Grounds: Using water conservation landscaping, native plants, organic gardening, providing wildlife habitats, and composting

Community Inspiration: Inspiring congregants to reduce their carbon footprints at home, or organizing your community to reduce emissions or be more climate resilient

Cool Planner: Conducting energy audits, or completing planning or fundraising for a new project

The deadline is December 15 and there is an award of \$1,000.

Fritzie will contact SC and ask for permission to enter our congregation and once received Phil and Fritzie will work on the application.

Environmental Action/Community Leaders

Phil would like to recognize leaders within our congregation who work/volunteer on environmental issues. Further discussion to come.

Next meeting is December 17 at 7 pm



**Winchester Unitarian Society
Membership Committee Meeting Minutes
Thursday, November 19, 2020
6:00 - 8:00 PM Meeting
Via Zoom**

Attendees: Rev. Heather Janules, and **2020-21 Membership Committee: Chair** Marilyn Mullane (4th); **Members:** Naomi Delairre (3rd), Gloria Legvold (3rd), Deb Eiler (2nd) and **Co-Chair** Robin Wolf (2nd), Sophia Sid (1st); **SC Liaison** Patty Cameron

1. Introduction 6:00 – 6:15 PM

Welcome! / Check-In

Reading¹ shared by Robin & Lighting of Chalice by Deb

Volunteer to take Minutes - Marilyn, and another volunteer to keep Time

2. 2020 - 2021 Planning 30 Minutes from 6:15 - 7:00 PM

A. Recurring Tasks

1. November 22nd New Member Sunday

a. Linda Copeland, John Healey and Susan Woodward will all participate in New Member Sunday; John signed the book in the mediation garden with Heather and Marilyn today.

b. Naomi checked in with Mary English and Gloria with Nancy Schrock and both are possibilities for the spring.

c. Anything left to do? Deb will do the chalice lighting on Sunday; Marilyn will represent Membership in the ceremony; all approved Heather's text; Patty to gussy up their bio's for sharing with the congregation (Marilyn to forward Linda's and Susan's bio and Heather will provide John's once she receives it NLT Saturday); Heather to provide their selfie's so that Patty can pair with their bio's.

d. Gloria wondered if we should encourage others to welcome our new members and all agreed. Sophia to have the choir crowd welcome John, Marilyn to reach out to WUS LWV members to welcome Susan, and Gloria will reach out to Linda's covenant group to encourage their personal welcome.

2. Bring A Friend Sunday - Membership agreed to four for this church year

a. November 29 Reflection of Monuments - November 22nd pulpit announcement and November 12 and 19 highlights were completed.

b. Revisit after holidays to select two more BAF Sunday's.

¹ See Reading below

(1) Thoughts on October 25th Music Sunday? Consensus was that a virtual Music Sunday wasn't the same and best to put off until we can gather in person to hear and experience this service.

(2) More Spiritual One? Heather mentioned a service toward the end of February based on "The Good Life" with individuals currently part of her class and Membership unanimously approved it.

4. Suggestions for Additional Banners

a. Status of a 2nd Principle Banner - Gloria has not heard back and will follow-up. There was some discussion about accepting a product when it was delegated and conceding as well as stepping back and looking at something through a racial lens. This is something that the Racial Justice Group is exploring in its endeavors and will be recommending to others. In the end, the decision will be that of SAOC, including opting to go with their first proposal.

b. 5th and 7th principles covered - Robin reported on existing banners. Most are event focused and include as follows:

- Town Day Chile Hot Dogs and Homemade Pies
- Celebrate Summer and Register for RE
- Inherent Worth and Dignity, including Flag Stealers
- Sanctuary for Your Spirit and Immigrants (banner is in bad shape

and will need to be replaced)

- Summer Worship and Join Online
- Celebrate Summer! WUS 10:30 Service
- Nurture Your Spirit and Heal our World
- Music Sunday

Marilyn will ask Thomas to switch out the Vote Banner for the Nurture one. In real time, Heather created a Christmas Eve banner, received unanimous approval, and submitted to the Executive Committee for approval. After we have finalized our 2nd Principle Banner, we will work on banners for the remaining principles.

5. Winchester Chamber of Commerce gift bags for new homeowners (50) and visitors (24)

a. Refrigerator magnet design - Sophia submitted the magnet to Kristine in real time for its design now that the Auction work is completed.

b. Purchase of votive candle holders completed by Deb and she will purchase the bags for visitors and homeowners soon. Robin will schedule a time with Heather to review the Membership materials so that we can finalize our gift bags.

B. Mission and New Possibilities based on Covid 30 Minutes from 7:00 - 7:30 PM

1. Benchmarking with First Parish of Bedford in terms of how it is engaging its members and welcoming visitors - Marilyn will reach out to Bedford to schedule and will jointly record with Heather over Zoom their conversation for sharing with Membership at our December meeting.

2. Update on 1 - 1 Conversations - Heather and Patty reported on a new initiative that the Standing Committee (SC) is pursuing that we might partner on. Our By-Laws requires a survey of the congregation every five years and we are overdue. This survey could be conducted with small groups using standard questions that have been used in the past by SC members, PCA's and Membership members. The Membership Committee agreed to partner on this and forego its planned 1:1 conversations provided the survey questions did not address the pledge or stewardship. Patty will let SC know and will share the survey questions when they become available. SC will also be responsible for any communications and publicity around this endeavor.

3. Christmas Cards? Give our commitment to the survey, it was decided to forego hand written Christmas Cards.

[Next Meeting - December 17th from 6 - 8 PM]

A Blessing For One Who Is Exhausted

John O'Donohue

When the rhythm of the heart becomes hectic,
Time takes on the strain until it breaks;
Then all the unattended stress falls in
On the mind like an endless, increasing weight,

The light in the mind becomes dim.
Things you could take in your stride before
Now become laborsome events of will.

Weariness invades your spirit.
Gravity begins falling inside you,
Dragging down every bone.

The tide you never valued has gone out.
And you are marooned on unsure ground.
Something within you has closed down;
And you cannot push yourself back to life.

You have been forced to enter empty time.
The desire that drove you has relinquished.
There is nothing else to do now but rest
And patiently learn to receive the self
You have forsaken for the race of days.

At first your thinking will darken
And sadness take over like listless weather.
The flow of unwept tears will frighten you.

You have traveled too fast over false ground;
Now your soul has come to take you back.

Take refuge in your senses, open up
To all the small miracles you rushed through.

Become inclined to watch the way of rain
When it falls slow and free.

Imitate the habit of twilight,
Taking time to open the well of color
That fostered the brightness of day.

Draw alongside the silence of stone
Until its calmness can claim you.
Be excessively gentle with yourself.

Stay clear of those vexed in spirit.
Learn to linger around someone of ease
Who feels they have all the time in the world.

Gradually, you will return to yourself,
Having learned a new respect for your heart
And the joy that dwells far within slow time.

PPTF Agenda 11/19/2020 and Minutes

- A. PPTF meeting regularly in next few months - goals and process
 - a. Next meeting: Dec 3rd - 4pm
 - b. Meet bi-weekly unless no agenda, or more frequently if issues arise
- B. Review current building use and identify any changes needed:
 - a. **RE and WUSYG outdoor gatherings:** yes, using current Guidelines/Sign-In and have “teachable moment” conversation about freedom and responsibility
 - b. **Piano recital:** Dec 19th host takes responsibility to follow our guidelines
 - i. Must observe state guidelines for # of attendees, Sign In Sheet
 - ii. Wear masks
 - iii. No food/drink
 - iv. Spacing - up to them to mark
 - v. Cleaning- hire sexton – in contract
 - vi. 25 people limit
 - c. **Stacey party:** No – assuming food/drink
 - d. **WCNS staff party** – only in their space; please respect State guidelines for small indoor gatherings, as this has been a major source of spread; can use Metcalf, but preferably not Thursday
 - e. **January Music Concert** musicians in sanctuary (no wind instruments)– masks to be worn by musicians and AV person
 - f. **Sunday service:** decided on week to week. 6ft distance to be maintained whenever masks cannot be worn due to speaking/video roles.
- C. Review Guidelines for Meeting/ Screening Questions - identify any changes/improvements – **See attached Screening Questions to replace the current ones.**
- D. Guidance for staff and committees about planning activities (ie WUSYG and RE monthly outdoor mtgs) - WUSYG this Sunday: *See above.* Heather reports that Sam has decided to go ahead with this week’s meeting but cancel the one scheduled in December.
- E. Congregational polls - how often? What do we do with the results? Messaging the congregation?
 - a. Frequency: based on what’s happening in world; most recent on-line poll had 28 responses, 7 of which indicated no desire to return until viable tx or vaccine has been implemented.
 - b. Messaging: Fritzie to submit blurb to Highlights indicating:
 - i. PPTF is reconvened and meeting regularly to address specific questions and inquiries about use of WUS space /grounds, to

- update guidelines as needed and to stay abreast of impact of status of the virus on congregational functioning
- ii. Polling – although no overwhelmingly consistent response, we will not be changing the status of our response – we continue in “Phase 3 – Vigilant” of our WUS Pathways to Reopening (see document on website)
 - iii. Report of a member who tested positive, contact tracing done using our protocol and quarantine completed with negative test result post-quarantine. Please continue to use our Guidelines and Sign-In sheet for any in-person gatherings so that we may continue effective screening and contact tracing.
- F. What to do with reported cases? *See messaging above* - self reported members following BoH quarantine guidelines and Dr. orders.
- a. Do we need to notify congregation in any way? *We make it the PPTF protocol to inform congregation generally of positive cases and contact tracing as we are made aware if there is any impact on congregational functioning.*
 - b. How do we verify eligibility to return to in-person gathering? *Follow Guidelines and Sign-In Screening protocol.*
- G. *Request made for Building Comm (James and Chuck) to continue work on establishing square footage of various meeting spaces to determine # of people each space can handle according to State and CDC guidelines.*

Welcome

Check-In & roles

Chalice Lighting - UU Worship Web app

Looking Back: Zoomsyg - attendance slightly decreasing, in-person mtg- 23 people and following Zoomsyg 19-20

haunted house - 2 new members "recruited" due to working to help set up

Winchester in "Red Zone" - Covid numbers - and poor weather canceled the event,

Some families did show up because they did not hear of the cancellation.

Looking to next year - possible fundraising opportunity?

Looking Fwd: in-person mtgs,- this Sunday - 11/23 is on. December mtg is canceled. Other months will be decided by Sam and Haley

Hide The Gnome, etc. - outside of official WUSYG time to try to connect

Updates: Discord - began using this platform

Discussion: pandemic,

visioning team - presented to Standing Committee - staffing discussions, etc

New YAC Stading Committee liaison - Woody

alums - no party this year

To do: Find Youth Member

Parent check-in

Next meeting - Jan 14, 2021 7:00 pm

PERSONNEL COMMITTEE – November 25, 2020

Attending via Zoom: Pete Baldwin, Sue Kiewra, Kathy Richardson; Rev. Heather Janules

1. Reclassification of employees /change of category for UUA guideline compensation
 - a. Should category depend on job description or staff member's capability or staff member's effective functioning?
 - b. PC should work out a plan for current staff – classification and place within salary range - this year to implement in FY22
 - c. Sue will run numbers to determine impact of possible changes – salary and associated benefits
 - d. Noted new UUA compensation equity guidance: [Compensation Process Guidance | LeaderLab | UUA.org](#)

2. Staff concerns
 - a. Soloists' letters of agreement – Sue and Heather to follow up
 - b. Outside support for video coordination – Since it is harder to get volunteer help, John Kramer has had to put an inordinate amount of time into video coordination. PC agrees with the proposal to engage a volunteer from outside the congregation to begin training with the possibility of moving to a paid position.
 - c. Heather's sabbatical – Heather will be on sabbatical during January and the first half of February. She is nearing an agreement with Kye Flannery to provide worship and pastoral coverage and is seeking a local person to cover any needed graveside services. Probably Rebecca Kelley-Morgan would be acting chief of staff during this time. PC advised beginning roll-out of information to general WUS community soon.

3. Policy manual update
 - a. ERC agreed with draft changes as presented. Staff did not have feedback. Sue will take draft to Executive Committee.
 - b. Computer section – Wording in the model UUA policy covers most of the points of the current WUS policy and more in addition. Kathy and Pete will review the UUA suggested wording, looking for areas where further editing is needed before we recommend its adoption.

4. Intellectual property
 - a. Agreed on the wording of a new section 10.12 for the manual: Creative works produced in the course of employment with the Society belong to their creator; however, the Winchester Unitarian Society has the unlimited, royalty-free right to use them, with proper attribution. The rights to commissioned works should be negotiated at the time they are commissioned.
 - b. This will be added to the draft sent to Executive Committee while it is being reviewed by ERC and staff. [Note: The above text for section 10.12 reflects a minor edit suggested by ERC that did not change the sense of the draft proposed by PC in this meeting.]
 - c. After it is approved by Standing Committee, this provision will be added to the letters of agreement for the Director of Lifespan Religious Education, the Music Director, the Director of Youth Ministries and the Assistant Director of Youth Ministries.
 - d. Since the model UUA manual did not include any reference to intellectual property, Kathy will send our wording to them as a suggestion for addition to that manual.

5. Report of Visioning Group re: Religious Education leadership – The report is complete. An executive summary will be available soon to the general WUS community.

Next meeting: Wednesday, December 16, 9:30 a.m.

December 1, 2020 Minutes

Used Church zoom link

Committee members present: Lucille Cannava, Terry Currier, Erin Graham, Ryan Levering, Naomi Magnoni, Sarah Milt

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

Not Present: Karen Caputo

Started: 4:30ish pm Ended: 6:14pm

Programming

Pageant : How is it going? Do we still need anything?

- WUSYG will be doing the first vignette
- Tree vignette
 - Need Pictures of Ornaments, etc. Naomi will send out an email to friends and family
 - Narrator: Lee Barton
- Nativity vignette
 - Narrators: Sharon Grady, Rebecca and Linda Copeland
 - Need Voice for
 - wiseman: JJ
 - Shepard: C
 - Angel: V
 - And Mary & Joseph Need by next week if not Ryan and Terrill will do
 - Rebecca will see what will happen by next week & get back to us if she needs more

In-Person RE (Pre-K - 5th grade)

- **Gather feedback from past Sunday picnic/gatherings**
 - Still have a few families each week? Yes and Okay to still meet if people are okay.
 - How could we make things more comfortable? Such as having something to sit on instead of sitting on the cold ground. More blankets for now and then maybe reflectix. Or folding chairs that can be on-site and/or people can bring from home.
- **Prepare for future events**
 - December
 - Advent Spiral (Erin): 12/20 Nice to have it at night. Would have a more sacred feel. Clear on announcement about just setting it up and people can come from 4:30 to 7pm. It may have lights. Meditation Garden? Using Garland? LED?
 - Mitten Tree: JJ & I would love to drop off.
 - Ornament exchange: for bin give a ornament and take an ornament
 - Loosely done candles for before the christmas eve service
 - Prep for possible cancellation if too much Covid: may still be down to 25 outside: when ready we will announce in highlights that we will have one more and then we meet again in spring but we are not there yet.

Remote RE (Pre-K - 5th grade):

- **Gather feedback about family worship, Sunday morning printable materials and home delivered packets?**

- How to gather more feedback: Still unknown except for 3 families who are on the Committee.
- Pew packs work with some families/or monthly packages? Need to let others know how this is done. Rebecca and Thomas will look into it and Rebecca will put in highlights for a week.
- Distributed packages? These are nice for at least two families. Opening and interacting with the materials are more important than links online.
- Chalice lighting
 - During RE: difficult as fewer people show up but will continue until there are no longer people showing up.
 - Email working: Family & Friends email Naomi and Ryan seem to get the most response. Being used.
- Sunday morning breakout room/Zoom room with Juanita feedback: Good for at least two families.
- Animated pieces: good for at least two families.
- **Decide on future remote programming expansions**
 - Family worship is done remotely. Are we ready for more? Jan fest
 - Idea: Zoom Meetings Potlucks: Circle dinner like thing with inter gen. Postponed until next month.

Jan Fest : Covid Style

- One zoom link with breakout rooms
 - How many
 - What time/date (Potluck Theology Time?) Jan 24th at 4:30 with WUSYG. Naomi will email Sam & Ask
 - Highlights for 2 weeks then Rebecca will reach out to Erin and Sarah with Naomi & Ryan as more if you need.
- To do list created by group above if/when decided

For older kids grades 6-8th (5 minutes)

- **Crossing Paths** (*what is the name of this program? Is it just Crossing Paths that the group will be following, or is there more/alternative material?*): This is really needed and thank you. Great to connect with people from another area in the US (Chicago).

Other

Standing Committee has these goals:

- Expand leadership development: For children and adults is needed (Terry Currier will present)
- Continue and expand racial justice advocacy: 6-8th graders in Chicago & we can talk more with Social Justice in winter. It is part of our curriculum
- Review the needs of and further develop programing for youth ministry: we are always doing
- Continue to nurture spiritual growth: We do this but should think to be more explicit.
- Expand environmental practices and advocacy: We started with Water this year. Lucille read a book on ecology.

PPTF Meeting 12/3/2020 – Agenda and Notes:

- I. **Check – in and Updates:** Present: Rev. Heather, Rebecca K-M, Sam Wilson, Thomas Slack, church admin; Fritzie Nace, chair; Kerry Bartlett; Kim Foley; Cynthia Randall; Dirck Stryker. Absent: James Pidacks, SC co-chair.

II. Building issues/questions?

- a. Piano recital – Dec. 19th. 25 people limit per segment; 30 mins btwn sessions; follow protocols; will take temps.; responsibility to contact trace should be theirs but we have the contact sheet.

Discussed state guidelines: WUS follows indoor gathering at event/public space, so can have 25 in the Sanctuary, 6ft apart w/masks.

- b. Music Comm Jazz concert – *Music Comm meets this coming Sunday. Continues to plan for musicians to play in sanctuary w/masks. Hope to have some attendees in sanctuary, but not sure. Would need to follow state guidelines noted above.*
- c. WCNS holiday party – *didn't hear report; no discussion*
- d. Worship in Sanctuary – *didn't hear report; no discussion. Remaining question: what technical, A/V needs are we identifying? Are there any decisions to be made? Do we need/want a "subcommittee" to address this?*
- e. RE and WUSYG programming- *families have continued informal outdoor gatherings using safety protocols. Seems important for kids and connections. WUSYG had Nov inperson meeting but cancelled Dec. gathering due to increased cases. Is in process of planning Jan – June calendar, but will have contingency plans if weather/risks require. Acknowledged availability of fire pits for cold weather gathering – requires some planning and help from donating families.*
- f.

III. How can the PPTF support program staff, building staff and committees in continuing our work?

Response: *Established process that PPTF will meet q2weeks for foreseeable future. All planned in-person activities should be passed by the committee for approval. We will all work together to stay abreast of current guidelines from state and CDC. WUS will at minimum follow these guidelines, but may choose to be more cautious.*

Action: *Fritzie will write a follow up note for Highlights clarifying this process.*

IV. What do our congregants need for support?

Rev. Heather reported that at least one congregant has reported feeling very lonely and isolated and wished for at least a monthly virtual gathering to meet up with others for informal conversation. This was brought to Membership Comm to see if they could offer something. They felt it was in the purview of Fellowship Comm. Heather also reached out to the Pastoral Care Associates. One PCA volunteered to offer a "coffee and bagels" gathering – see this week's Highlights.

Action: *Rev. Heather noted a general diminishing of volunteers to help with the community staying connected. When asked how PPTF can help support staff and committees, one significant way is to attend the coffee and bagel gathering, worship services, “coffee hour” chat rooms, and other virtual events offered ~ essentially to be present for others in the community.*

Fritzie is planning to ask Standing Committee members to check in with their liaison committees to encourage opportunities for connection and identify any known needs or possible people who may be isolated and slipping through the cracks.

V. Do we have anyone in our WUS community who is being particularly impacted? If so, how can we support them?

*Rev. Heather reported one member who has inadequate technology to successfully participate on zoom and could only listen to services and other gatherings w/out picture. A spare laptop is being set up for this person. **Do we have more needs such as this? Do we need to ask for other spare laptops that could be offered to those in need?***

Winchester Unitarian Society
 Building and Grounds Committee
 Zoom Meeting Minutes
 December 6, 2020

1. Recently completed projects
 - a. Final security camera installs – The installation of the final Ring camera is being completed by James inside the Chapel door.
 - b. Issue resolved from town intersection work – Julie summarized how the town stepped up and did an excellent job of filling in the sidewalk gap and properly replacing the memorial bricks disturbed in their recent project.
 - c. Adding mixing faucets to downstairs bathroom sinks – At the request of the Re-Do Committee, Chuck will look for a replacement, matching faucet set for the downstairs women’s room.

2. Update re on-going projects
 - a. Finishing repair of big bell in tower – Not yet complete. Shortly after the meeting this was scheduled for 12/15/20
 - b. HVAC upgrade for sanctuary and chapel
 1. Detailed investigation – The HVAC contractor who has the most knowledge of our system came in to analyze the heating and air flow system serving the Sanctuary and Chapel. They will provide recommendations on upgrades to improve the air flow and quality in both spaces while restoring the heat to the Chapel. Their report is due soon.
 2. Options & next steps – James offered to work with Chuck to review the report and create a short list of options going forward. In addition, Chuck to get quotes on cleaning the ductwork that serves the Chapel, as it has remained unused for some time.

3. To be addressed
 - a. Braiding end cap on bell pull rope – Matthew and Tyson will find time to do this once the bell repair is completed.
 - b. Water damage in dungeon – Chuck to look into this, as Joe offered that it may be too big a job for him to tackle alone.
 - c. Clean out Music Directors office front of sanctuary – Thomas to discuss with John Kramer at next staff meeting.
 - d. Anonymous donor funding first floor accessible bathroom
 1. Initial steps – Chuck to contact Sally DeGan and Raim to organize a ‘find the best possible (and viable) locations’ tour of the first floor.

4. Projects not to be forgotten but on hold for now
 - a. Future exterior painting (wood trim and windows)? – On hold

5. Larger items to remember for capital campaign:
 - a. Sound absorption in Metcalf and Symmes – James has acquired some additional sound absorption panels that can be added to the Metcalf walls. They are stored in Metcalf.

6. Other business
 - a. Donor funded MVP side major landscape upgrade – Julie announced the large donation by the Virnelli family in honor of Judy. The funds are to complete the remainder of the master landscape plan she developed for the church in 2009, where Frank Virnelli was an advisor.

Julie distributed an updated version of the design showing a complete upgrade for the MVP side of the church including a new terrace, steps, walkways and plantings. As the new design merges with and expands the current Welcome Garden, she is working with the PCR's and their planned program to offer memorial bricks, etc. to the congregation. With SC approval the work to begin likely in the spring.

b. **Other** – Thomas to actively look for alternatives to our current snow removal and sanding contractor based on concerns that we may be over-paying.

From: Judy Murray and Sue Kiewra
Date: Friday, December 11, 2020
To: WUS Standing Committee
Subject: Month-end financial reports for November 2020

Dear Standing Committee members,

Hope you and yours are doing well. Included are a Budget vs. Actuals Report for FY21 and Balance Sheet as of November 30th.

- We have an operating surplus of \$172,941.61 which is not unusual at this point of the fiscal year. Of note:
 - Auction fundraising income (line 4410) shows bidders' payments to-date; over \$30K was raised.
 - Forgiveness of the Payroll Protection Program (PPP) loan by the US Small Business Association is shown in line 8100 as \$89,500 in PPP Grant income.
 - WCNS has paid most of its annual rental amount (line 4310).
- We have had 6 of 26 payroll periods thru 11/30, or 22%. Retroactive 2.2% COLA as approved at our congregational Special Meeting Staff was applied in the first November paychecks to staff.
- On the balance sheet (BS), liability line 3010 shows the PPP loan "paid" as of October 15.
- A new BS fund will appear in December reflecting an anonymous donation of \$25K for a new accessible restroom. An additional \$25K will be donated once the project begins. We are very grateful to the donor family.
- Another new BS fund will appear with a donation from Frank Virnelli honoring the memory of his wife Judy. See this week's Highlights for details on how this generous gift will be put to use.

With the forgiven PPP loan and money coming in from Auction purchases, we are rolling in dough. BUT DON'T LET THAT FOOL YOU!! Do a quick calculation - \$89.5K PPP plus \$30K Auction equals \$119.5K. That income is saving our butts this year but it's not repeatable in future years. We need to be very, very careful with who we hire to replace RKM, with monitoring current staff salary and benefit increases, etc. And, we need to see how pledge season goes. We should celebrate now and then sober up, so to speak, when budget season begins.

In other news, 93 giving statements were mailed out on 12/4 to pledgers with open balances. Thank you, Thomas, for getting them printed, folded, stuffed and mailed. These statements are to serve people want to make pledge payments before the end of calendar year 2020. We have 115 pledges this year, so that means 22 pledges have been paid in full. 2020 statements for all categories of giving will go out in January to help with tax return prep.

Two blurbs from your co-treasurers are appearing in Highlights throughout December:

- Reminder of rules for receipt of donations in calendar year 2020 for tax purposes and inclusion of a link on special IRS rules for charitable giving in this pandemic year.
- Refresher that WUS participates in the Amazon Smile program if you name WUS as your choice of charity when making Amazon purchases.

Questions and comments welcome.
 Judy and Sue

Winchester Unitarian Society
FY21 Budget vs Actuals
September - November, 2020

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4100 Individuals				
4110 Current Year Pledges	109,915.33	340,000.00	-230,084.67	32.33%
4150 Prior Year Pledges (Late Payments)	19,055.00	12,600.00	6,455.00	151.23%
4160 Contributions - non-pledge	3,792.00	9,000.00	-5,208.00	42.13%
4170 Sunday Collection - non-pledge	3,970.30	13,000.00	-9,029.70	30.54%
4180 Sunday Collection - Share the Plate	4,553.30	15,000.00	-10,446.70	30.36%
4190 Electronic Funds Fees	-584.57	-1,800.00	1,215.43	32.48%
Total 4100 Individuals	\$ 140,701.36	\$ 387,800.00	-\$ 247,098.64	36.28%
4200 Investments & Endowments				
4210 Bank Interest	607.57	2,500.00	-1,892.43	24.30%
4220 Downs Income	3,085.00	12,340.00	-9,255.00	25.00%
4230 Meyer Income	9,600.00	57,600.00	-48,000.00	16.67%
4240 Trustees PermFunds - Unrestricted		96,567.00	-96,567.00	0.00%
4250 Trustees PermFunds - Building	716.15	716.00	0.15	100.02%
4260 Trustees PermFunds - Cook Funds	7,310.70	7,310.00	0.70	100.01%
4265 Trustees PermFunds - Baldwins Fund	2,373.20	2,373.00	0.20	100.01%
Total 4200 Investments & Endowments	\$ 23,692.62	\$ 179,406.00	-\$ 155,713.38	13.21%
4300 Building Use				
4310 Winchester Coop Nursery School	25,000.00	30,870.00	-5,870.00	80.98%
4340 Other Building Use		2,000.00	-2,000.00	0.00%
Total 4300 Building Use	\$ 25,000.00	\$ 32,870.00	-\$ 7,870.00	76.06%
4400 Other Sources				
4410 Fundraising	29,624.68	10,000.00	19,624.68	296.25%
4420 Concert Series		8,000.00	-8,000.00	0.00%
Total 4400 Other Sources	\$ 29,624.68	\$ 18,000.00	\$ 11,624.68	164.58%
Total Income	\$ 219,018.66	\$ 618,076.00	-\$ 399,057.34	35.44%
Gross Profit	\$ 219,018.66	\$ 618,076.00	-\$ 399,057.34	35.44%
Expenses				
5000 Staff				
5100 Ministerial				
5110 Lead Minister				
5111 Salary	15,992.68	104,301.67	-88,308.99	15.33%
5112 Housing	8,076.90		8,076.90	
5113 Benefits	4,669.78	30,942.45	-26,272.67	15.09%
5114 In Lieu of FICA	1,814.90		1,814.90	
5115 Professional Expenses	851.93	10,400.00	-9,548.07	8.19%
Total 5110 Lead Minister	\$ 31,406.19	\$ 145,644.12	-\$ 114,237.93	21.56%
5119 Substitute during Sabbatical		10,000.00	-10,000.00	0.00%
5130 Summer Minister		2,153.00	-2,153.00	0.00%

	Actual	Budget	over Budget	% of Budget
5140 Sunday Speakers	364.62	1,000.00	-635.38	36.46%
Total 5100 Ministerial	\$ 31,770.81	\$ 158,797.12	-\$ 127,026.31	20.01%
5200 Administration				
5210 Administrator				
5211 Salary	11,646.49	51,100.00	-39,453.51	22.79%
5212 Benefits	3,645.25	18,718.15	-15,072.90	19.47%
5213 Professional Expenses	237.00	1,000.00	-763.00	23.70%
Total 5210 Administrator	\$ 15,528.74	\$ 70,818.15	-\$ 55,289.41	21.93%
5220 Administrative Assistant				
5221 Salary	4,399.54	20,600.00	-16,200.46	21.36%
5222 Benefits	336.55	1,575.90	-1,239.35	21.36%
Total 5220 Administrative Assistant	\$ 4,736.09	\$ 22,175.90	-\$ 17,439.81	21.36%
5230 Sextons				
5231 Salary	8,467.58	37,527.55	-29,059.97	22.56%
5232 Benefits	647.76	2,832.61	-2,184.85	22.87%
Total 5230 Sextons	\$ 9,115.34	\$ 40,360.16	-\$ 31,244.82	22.58%
Total 5200 Administration	\$ 29,380.17	\$ 133,354.21	-\$ 103,974.04	22.03%
5300 Religious Education				
5310 Director Religious Education				
5311 Salary	16,176.53	67,402.47	-51,225.94	24.00%
5312 Benefits	3,925.21	16,918.07	-12,992.86	23.20%
5313 Professional Expenses	14.31	4,500.00	-4,485.69	0.32%
Total 5310 Director Religious Education	\$ 20,116.05	\$ 88,820.54	-\$ 68,704.49	22.65%
5340 RE Program Assistant		813.83	-813.83	0.00%
5350 RE Teachers and Aides	190.13	4,255.42	-4,065.29	4.47%
Total 5300 Religious Education	\$ 20,306.18	\$ 93,889.79	-\$ 73,583.61	21.63%
5400 Youth				
5410 Youth Director				
5411 Salary	9,119.73	39,405.78	-30,286.05	23.14%
5412 Service Trip Stipend		2,000.00	-2,000.00	0.00%
5413 Benefits	1,868.76	8,862.86	-6,994.10	21.09%
5414 Professional Expenses	310.00	2,000.00	-1,690.00	15.50%
Total 5410 Youth Director	\$ 11,298.49	\$ 52,268.64	-\$ 40,970.15	21.62%
5420 Youth Assistant				
5421 Salary	1,379.56	6,281.21	-4,901.65	21.96%
5422 Service Trip Stipend		2,000.00	-2,000.00	0.00%
5423 Benefits	105.53	633.51	-527.98	16.66%
Total 5420 Youth Assistant	\$ 1,485.09	\$ 8,914.72	-\$ 7,429.63	16.66%
Total 5400 Youth	\$ 12,783.58	\$ 61,183.36	-\$ 48,399.78	20.89%
5500 Music				
5510 Music Director				
5511 Salary	9,020.55	39,089.09	-30,068.54	23.08%
5512 Benefits	1,712.00	7,687.26	-5,975.26	22.27%
5513 Professional Expenses		2,150.00	-2,150.00	0.00%
Total 5510 Music Director	\$ 10,732.55	\$ 48,926.35	-\$ 38,193.80	21.94%
5520 Children's Chorale Director				

	Actual	Budget	over Budget	% of Budget
5521 Salary	646.00	3,100.32	-2,454.32	20.84%
5522 Benefits	49.27		49.27	
Total 5520 Children's Chorale Director	\$ 695.27	\$ 3,100.32	-\$ 2,405.05	22.43%
5530 Soloists and Section Leaders	3,563.40	14,155.98	-10,592.58	25.17%
5540 Other Musicians		2,000.00	-2,000.00	0.00%
Total 5500 Music	\$ 14,991.22	\$ 68,182.65	-\$ 53,191.43	21.99%
Total 5000 Staff	\$ 109,231.96	\$ 515,407.13	-\$ 406,175.17	21.19%
6000 Building & Grounds				
6110 Grounds	780.00	3,200.00	-2,420.00	24.38%
6120 Snow Removal	835.00	14,400.00	-13,565.00	5.80%
6130 Church Maintenance	2,871.99	35,000.00	-32,128.01	646.00
6140 Furnishings		1,200.00	-1,200.00	49.27
6150 Cleaning & Paper Supplies	234.45	1,360.00	-1,125.55	17.24%
6160 Gas	647.95	17,000.00	-16,352.05	3.81%
6170 Electricity	418.24	8,840.00	-8,421.76	4.73%
6180 Water & Sewer	235.00	4,000.00	-3,765.00	5.88%
Total 6000 Building & Grounds	\$ 6,022.63	\$ 85,000.00	-\$ 78,977.37	7.09%
6500 Operations				
6510 Financial				
6512 Insurance		17,500.00	-17,500.00	0.00%
6513 Pledge Drive		500.00	-500.00	0.00%
Total 6510 Financial	\$ 0.00	\$ 18,000.00	-\$ 18,000.00	0.00%
6520 Office Expenses				
6521 Office Equipment	639.85	3,000.00	-2,360.15	21.33%
6522 Office Operations	1,542.03	9,200.00	-7,657.97	16.76%
6524 Phone & Internet	1,194.49	5,300.00	-4,105.51	22.54%
6525 Web, Marketing, Publicity		600.00	-600.00	0.00%
Total 6520 Office Expenses	\$ 3,376.37	\$ 18,100.00	-\$ 14,723.63	18.65%
6540 Staff Hiring & Support				
6541 Staff Meetings, Retreats, Acknowledgements	98.74	1,200.00	-1,101.26	8.23%
6542 Search & Transitions		100.00	-100.00	0.00%
Total 6540 Staff Hiring & Support	\$ 98.74	\$ 1,300.00	-\$ 1,201.26	7.60%
6550 Denominational Affairs				
6551 UUA Annual Program Fund	7,518.25	30,073.00	-22,554.75	25.00%
6552 Contributions - other organizations		500.00	-500.00	0.00%
Total 6550 Denominational Affairs	\$ 7,518.25	\$ 30,573.00	-\$ 23,054.75	24.59%
Total 6500 Operations	\$ 10,993.36	\$ 67,973.00	-\$ 56,979.64	16.17%
7000 Programs & Committees				
7212 Chime Playing and Maintenance	4,990.00	500.00	4,490.00	998.00%
7215 Organ & Piano Maintenance		800.00	-800.00	0.00%
7217 Choral Music & Supplies		700.00	-700.00	0.00%
7220 RE Supplies & Curriculum	67.00	1,500.00	-1,433.00	4.47%
7227 RE Special Programs	83.73	250.00	-166.27	33.49%
7228 Growth & Learning		100.00	-100.00	0.00%
7230 WUSYG Supplies & Projects	946.07	2,500.00	-1,553.93	37.84%
7240 Worship & Flowers & Candles	120.00	750.00	-630.00	16.00%

	Actual	Budget	over Budget	% of Budget
7250 Fellowship		200.00	-200.00	0.00%
7260 Hospitality		1,500.00	-1,500.00	0.00%
7270 Membership	288.00	1,200.00	-912.00	24.00%
7280 Grief Group & PCAs		200.00	-200.00	0.00%
7285 Small Group Ministry		100.00	-100.00	0.00%
7290 Leadership Development		100.00	-100.00	0.00%
7296 Green Sanctuary		200.00	-200.00	0.00%
7299 Social Action Supplies		100.00	-100.00	0.00%
7610 Standing Committee	175.00	220.00	-45.00	79.55%
7620 SC Projects & Initiatives		220.00	-220.00	0.00%
7630 SFC - Planned Giving		100.00	-100.00	0.00%
Total 7000 Programs & Committees	\$ 6,669.80	\$ 11,240.00	-\$ 4,570.20	59.34%
7800 Social Action Grants				
7810 SOC Committee Grants		18,000.00	-18,000.00	0.00%
7820 SOC Share the Plate Grants	2,659.30	15,000.00	-12,340.70	17.73%
Total 7800 Social Action Grants	\$ 2,659.30	\$ 33,000.00	-\$ 30,340.70	8.06%
Total Expenses	\$ 135,577.05	\$ 712,620.13	-\$ 577,043.08	19.03%
Net Operating Income	\$ 83,441.61	-\$ 94,544.13	\$ 177,985.74	-88.26%
Other Income				
8070 from Sabbatical Escrow		10,000.00	-10,000.00	0.00%
8100 US SBA Payroll Protection Program Grant	89,500.00	89,500.00	0.00	100.00%
Total Other Income	\$ 89,500.00	\$ 99,500.00	-\$ 10,000.00	89.95%
Other Expenses				
9070 to Sabbatical Escrow		4,955.87	-4,955.87	0.00%
Total Other Expenses	\$ 0.00	\$ 4,955.87	-\$ 4,955.87	0.00%
Net Other Income	\$ 89,500.00	\$ 94,544.13	-\$ 5,044.13	94.66%
Net Income	\$ 172,941.61	\$ 0.00	\$ 172,941.61	

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Winchester Unitarian Society

BALANCE SHEET

As of November 30, 2020

	TOTAL	
	AS OF NOV 30, 2020	AS OF AUG 31, 2020 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1010 Winchester Savings Ops Checking	76,126.93	71,569.23
1015 Needham Bank Payroll Checking	25,582.46	5,896.41
1020 Winchester Savings CDs	86,232.35	85,854.30
1030 Needham Bank CD 1	0.00	0.00
1040 Needham Bank CD 2	62,104.33	62,017.68
1050 Winchester Savings MDF checking	7,604.53	7,986.03
1060 Winchester Savings Money Market	120,513.87	120,391.63
1080 Needham Bank Money Market	40,136.10	20,117.75
Total Bank Accounts	\$418,300.57	\$373,833.03
Total Current Assets	\$418,300.57	\$373,833.03
TOTAL ASSETS	\$418,300.57	\$373,833.03

Winchester Unitarian Society

BALANCE SHEET

As of November 30, 2020

	TOTAL	
	AS OF NOV 30, 2020	AS OF AUG 31, 2020 (PP)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
3000 Operating Funds		
3010 Payroll Protection Plan Loan	0.00	89,500.00
3020 Capital Reserves		
3021 Undesignated Capital Reserves	55,117.72	55,117.72
3022 Project Escrow (Web, Marketing, Audit)	11,350.00	11,350.00
3023 Stabilization (Snow, Utilities, etc.)	10,000.00	10,000.00
3024 Sabbatical Escrow	43,917.01	43,917.01
3025 Fundraising Escrow	0.00	0.00
3026 Building Escrow	8,000.00	8,000.00
Total 3020 Capital Reserves	128,384.73	128,384.73
3050 Prepaid Pledges	0.00	60,723.18
3060 Prepaid Close the Gap	0.00	0.00
Total 3000 Operating Funds	128,384.73	278,607.91
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	2,784.63	2,142.88
3160 Hardscape Upgrades Fund (Meyer)	6,922.57	7,102.57
3170 Building Security Enhancements	389.00	389.00
Total 3100 Building and Grounds	12,369.57	11,907.82
3200 Flower Funds		
3210 Flower Fund	699.60	265.14
3220 from Dawn Kelley Bartlett Fund	2,019.74	932.39
Total 3200 Flower Funds	2,719.34	1,197.53
3300 Memorial Fund	6,050.00	3,720.00
3400 Music Funds		
3450 Concert Series	11,482.41	2,246.41
3460 from Parkhurst Organ Fund	306.65	0.00
3470 from Sue Swap Fund	4,094.45	1,884.00
3480 Elora Trump Fund	766.05	766.05
3490 Harpsichord Fund	536.00	536.00
3491 Cerny/Thomas Fund	1,530.73	873.53

Winchester Unitarian Society

BALANCE SHEET

As of November 30, 2020

	TOTAL	
	AS OF NOV 30, 2020	AS OF AUG 31, 2020 (PP)
Total 3400 Music Funds	18,716.29	6,305.99
3500 Outreach Funds		
3510 Partner Church	40.00	2.00
3530 Share the Plate	285.60	285.60
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	860.82	822.82
3600 RE Funds		
3630 from Nash Nursery Fund	1,996.79	1,996.79
3640 Our Whole Lives - class balance	859.84	859.84
3650 Coming of Age & F8th in Action	466.07	466.07
Total 3600 RE Funds	3,322.70	3,322.70
3700 Youth Funds		
3710 WUSYG Service Project Fund	13,273.29	13,473.29
3720 Church School Youth Fund	209.17	188.57
3730 from Sandy Fries Youth Fund	780.91	780.91
Total 3700 Youth Funds	14,263.37	14,442.77
3800 Other Funds		
3805 SC Projects Fund (Baldwins)	46,064.84	46,064.84
3810 Equal Exchange	0.00	0.00
3820 Pastoral Care Ministry	934.85	934.85
3840 from Student Minister Fund	0.00	0.00
3850 Green Sanctuary Carbon Offset	1,100.00	1,100.00
3870 Yoga Fund	1,730.33	1,245.33
3880 from Downs Fund	0.00	0.00
3890 Contra	1,237.59	-3,825.56
3895 Minister Discretionary Fund	7,604.53	7,986.03
Total 3800 Other Funds	58,672.14	53,505.49
3900 Uncleared WSB Checks in ChWindows	0.00	0.00
Total Other Current Liabilities	\$245,358.96	\$373,833.03
Total Current Liabilities	\$245,358.96	\$373,833.03
Total Liabilities	\$245,358.96	\$373,833.03
Equity		
Opening Balance Equity	0.00	0.00
Retained Earnings	0.00	0.00

Winchester Unitarian Society

BALANCE SHEET

As of November 30, 2020

	TOTAL	
	AS OF NOV 30, 2020	AS OF AUG 31, 2020 (PP)
Net Income	172,941.61	
Total Equity	\$172,941.61	\$0.00
TOTAL LIABILITIES AND EQUITY	\$418,300.57	\$373,833.03