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WUS - Executive Committee Minutes - DRAFT

3/9/2021 at 10:00 AM via zoom

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

Minutes

1. Opening Words – Sue offered a beautiful reading by – Nikita Gill – Temporary and Permanent
2. Check in –
3. Agenda for February Standing Committee meeting (below) – 2/17/21 - 7pm
 - a. Consent Agenda
 - i. SC Meeting Minutes
 - ii. EC Meeting Minutes
 - iii. Staff Reports
 - b. Publish Visioning report as final – start interviewing
 - c. Volunteers recruitment - update
 - d. Goals process
 - e. Return to in-person and virtual changes
 - f. Pledge drive – update
 - g. Treasurers report – draft budget update
 - h. Password breach
 - i. New business
 - j. Gratitudes
 - k. Adjourn
4. Communication tools development
 - a. Website – offer update on revisions
 - b. Highlights - discuss composition and shortening
 - c. Communication tools (in general) – discuss overall strategy
 - d. Marketing vs. Communication tools – discuss differences and possible need for a Marketing Plan for WUS; Heather circulate Marketing Plan from a couple years ago;
 - e. Action: Heather and Thomas to discuss short paragraph approach to Highlights and reach out to people on communications team
5. In person and virtual services - Heather
 - a. In-person worship - discuss the possibility of starting in-person services in September
 - b. Remote access – discuss the post-COVID remote access/virtual participation possibilities and technical requirements; Temple Tikvah could offer ideas on their efforts. Discuss the possible use of the Baldwin (~\$46,000) and other funds. Should involve building committee.
 - c. Action – bring these ideas to Pandemic Task Force to begin planning –
 - d. Action – recruit from SC to formulate a virtual-service technology task force that would develop a proposal and budget for retrofit of sanctuary for needed equipment - possible volunteers Don Daniel and Carolyn Shatz; Thomas to reach out to Building Committee
6. Rebecca’s Departure – discuss plans and next steps

- a. Rebecca celebration in planning phase – team in place
 - b. New job description - draft written [what is action item?]
7. Banner – Motion – Accept and approve the new banner as proposed by Marylyn
 - a. Motion passes
8. Leaf Blower – Woody offer motion below
 - a. Motion – Replace existing gas fired leaf blower with an electric leaf blower to be donated by Phil Coonley (to reduce carbon footprint of WUS) – motion passes
 - b. Action – Woody to inform Phil and Thomas of this vote
 - c. James made note that current leaf blower if fully depreciated
9. Goals process
 - a. Heather offer update
 - b. Action - goals to be brought to COSM and hopefully then COSM will organize congregation wide meetings to discuss goals
 - c. Questions – 1) are these goals for SC or the congregation 2) [I missed the second question]
 - d. Comments – reaffirm that WUS goals will be used for setting staff goals; EC was supportive of this approach;
10. Executive Session
 - a. Treasurers Financial Update – Sue & Judy
11. New Business
 - a. Marketing plan – 2018 – Heather emailed to EC
12. Gratitudes
13. Adjourn

WUS Standing Committee Meeting – DRAFT

February 17, 2021

Minutes by George Wood

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

Notes, Action Items and Motions

1. Opening Words – Woody offered: *The Ponds by Mary Oliver*
2. Check in – How full is your cup today?
3. Consent Agenda
 - a. SC meeting minutes
 - b. EC meeting minutes
 - c. Staff reports and committee minutes
 - i. VOTED – unanimously accepted; one abstention
4. RE Visioning report on cottage meetings – Patty and Fritzie
 - a. Cottage meeting comments
 - i. 27 attended at one meeting and 28 in the other
 - ii. Themes – appreciate rites of passage; some interest in teaching; discuss teen aids
 - iii. RE Staff Position – likely a ¾ time person
 - b. Next steps
 - i. Action: By March 17 SC mtg, Visioning Team come up with final recommendations based on feedback and a job description with salary range
 - ii. Cottage meeting notes summarized in final report; next year will be a planning year with an interim or acting person;
 - iii. Search team: members will be identified, blessed by SC and begin working by March 18th; Heather will be part of search team; final search team formulated and voted at next SC meeting
5. Goals process - *Woody*
 - a. Results of Action Item voting – reviewed and included as an appendix to these minutes
 - b. Process discussion – SC offer comments on the use of goal setting and on process
 - i. Patrick - Visioning does not include nuts and bolts – need more congregational meetings than once a year; reference by-laws in regards to role of SC
 - ii. Terry – the retreat was a bit of a surprise, namely to set goals; a lot to think about; suggest we work with these goals and wait to see how we do over time;
 - iii. James – important that lay leaders set direction for the congregation; more discussion with congregation is important but SC has implicit authority to set goals and help Heather determine what is important; be careful how we manage our volunteers – keep list of action items short to only very important items; keep some wiggle room
 - iv. Patty – SC has two roles – 1) set goals for itself; 2) if we set goals for congregation we need to engage them;
 - v. Robbie – good for SC to show leadership; good that we have specific action items; process cumbersome; a worthwhile exercise
 - vi. Heather – best organization have the balance of loose and tight goals; we started with too loose goals; enough space for the holy spirit to move; comment on spirituality offerings...review list of current offerings for spiritual growth

- vii. Mike – COVID a priority – getting back to service; there is a sense of disconnection;
 - viii. Fritzie – wish we had acted on goals from retreat more quickly; starting a church year with another retreat would be helpful; COSM could be helpful in spiritual fulfillment and maybe not addressed at SC; some of goals already in action by others; want to take hold of relevant goals and not get to involved in metta process;
 - ix. Sheila – it is imperative that we set goals for the church and glad we are doing; lets go for it;
 - x. Sue – lots of day to day details to do; there is a beauty to having goals that helps us serve the mission; it offers us direction; like having action items that push us to lay out a plan
 - xi. Thomas – the three goals should be the focus of SC and the church; COVID is a constant until it is not – leadership key to dealing with COVID; spiritual is the whole purpose; COSM makes sense for spirituality;
 - xii. Ivan – spirituality – all responses ask what is happening and how do we get more involved
 - xiii. Judy – concerned at who can drive this going forward; COSM wants to know what goals are and are SC not sure if we now know what they are;
- c. Next steps
- i. Action: EC work with Heather to edit/rewrite goals and action items and check in monthly at SC
6. Update on pledge drive – *Robbie*
 - a. Pledge packets mailed out last week
 - b. Liz Scott and John Healey have joined the team
 - c. Off to a good start
 7. Vote on Accessible Bathroom plan/budget - *Fritzie intro, James- motion*
 - a. Held a separate briefing on this project last week
 - b. Motion – Move that we accept proposal from contractor for bathroom work
 - i. In favor – Yes – 11 NO - 0
 8. Update on landscaping project –*James*
 - a. Review project – refer to attachments
 9. COVID planning: *James*
 - a. James recommends that WUS run another survey in Feb. to determine congregational readiness to return to in-person or hybrid services/meetings.
 - b. James recommend that March SC address the need for a “technology task force” to assess goals/needs going forward and to help in Capital planning
 10. IFPL Assessment update – *Fritzie*
 - a. Church energy audit got go ahead and will start shortly
 11. Capital Planning – discuss need for SC process to create a Capital Plan? – *Fritzie*
 - a. Acknowledge that a capital project list was developed last year
 - b. Ventilation – being updated with current project
 12. Treasurers Financial Update, Budget Buddies and Long-term Giving – *Sue & Judy*
 - a. Budget will be tight next year; many generous donations for projects
 - b. Fundraiser – we need to set a date for next fundraiser
 13. Haley’s replacement update – *Fritzie/Ivan*
 - a. SC has given blessing for Sam Wilson, DYM, to begin search for Haley's replacement as Asst DYM with support from YAC members, SC liaison- Ivan Correia, and Rev. Heather. Seeking volunteers:
 - b. SC 2021-22: need 4 SC; Co-Treasures (need), Clerk (need), Asst. Treasurer

- c. Fall '21 congregational survey – need at least 1 SC member to form task force of 3 to identify the information we want to collect (see By-Law charge for purpose). Create and run survey in Fall '21. Report results to SC.

14. New Business

- a. Racial Justice task force is continuing their outreach
- b. Heather – suggest that COSM work with SC on upcoming transitions – Heather will ask COSM to reach out to SC

15. Gratitudes:

- a. EC sent Anthodium plant to Kye for her service during Heather's sabbatical
- b. EC sent flowers to Heather upon her return to the church
- c. Appreciation expressed for Chuck and Julie's work on church
- d. Gratitude expressed to RE Visioning team

See Summary of Goals and Actions results on following pages

Adjourn

Standing Committee Voting Results for Top Three Action Items for Each Goal

(Top vote getters first – see highlighted Action Items – need editing)

- **Goal: Expand leadership development** (see votes next to bullets)
 - 5 votes - Construct and distribute a questionnaire/poll to the congregation to identify expertise and interests' people have and the type of commitment they are willing to make or hours they would contribute to serving on a committee or in a leadership role. Nominating Committee could be the lead on this..
 - 4 votes - Open SC Zoom meeting to others. Have members of committees (including SC) invite someone(s) to be silent observers of meetings. Exception might include, COSM, personnel, and EC. Invited person could ask questions via chat and /or unmute at end of meeting to pipe in.
 - 3 - Conduct at least one more workshop similar to Harvest the Power. (Ministers, Current leaders, UUA representative.).. [comment added here to consider if we proceed]
 - 2 - Implement some method of reminding the congregation about the many rewards of serving as a WUS leader. (Nominating Committee)
 - 2 - Leadership Development Plan/Protocol – Nominating Committee to meet in early March to start to review/revise plan for submission to SC by April.
 - 1 - Leadership Vacancy Recruitment – Nominating Committee to recruit for and fill all upcoming vacancies by May 2021. [comment added here re RE and adult Ed]
 - 1 - Research available resources on topics such as group facilitation, organizational skills and presentation skills. These could include online and offline sources, UUA offerings, and mining the skills of church members.
 - As an intro to the questionnaire - perhaps a related Sunday topic with a mention of the upcoming questionnaire and the importance of involvement. Rev Heather would be the logical lead on this
 - Present training options to the congregation through surveys and/or cottage meetings to get feedback. Complete by June 1, 2021

- **Goal: Continue to nurture spiritual growth** (see votes next to bullets)
 - 4 votes - Invite spiritual leaders to present their philosophy and practices (advocate for at least 3 speakers each year) beginning this Fall 2021.. [need lead person/committee]
 - 4 - Conduct Individual Spiritual Inventory – Rev. Heather and COSM to develop a proposal and plan due by the end of May for implementation September 2021 church year. Spiritual Inventory involves one on one conversations with as many members as willing (voluntary) asking questions such as: What do I believe?; What spiritual practices are nurturing to me? When do you feel most spiritually connected? When are you most at peace? Do you have any spiritual goals? How can WUS assist you on your spiritual journey? Conversations are private and results are summarized..
 - 3 - Covenant Groups – Rev. Heather lead a Covenant Group leaders meeting prior to end of May 2021 to review current status of Groups, recruitment of new members and longer term goal of forming one more group
 - 2 - Restart spiritual reading group.(Rebecca? Volunteers?)
 - 2 - Dividing work amongst responsible parties: compile list of possible participants; identify components of worship service for lay person participation; lay out schedule of Sundays for 2021-2022, not including summer worship services. Report back to SC on possible number of participants. Complete by June 1, 2021.
 - Restart prayer shawl ministry.(Rebecca? Volunteers?)

- Publicize plan in Highlights and other appropriate social media saying that you and your family will be asked to participate; solicit feedback and begin to fill Sunday slots. Create procedures for confirming participants, making/distributing assignments, keeping a history, making course corrections. Select coordinator. Complete by June 1, 2021.
- Schedule tasks and coordinate for successful September rollout. Develop evaluation procedures. Design a Highlights blurb advertising who's gone and who's coming up and how great the program is and aren't you glad your turn will be coming soon, too. Complete by June 1, 2021.
- 1 - I listen to podcasts created by House for All Sinners and Saints (<https://www.houseforall.org/media/sermons.php>) and enjoy their weekly spiritual messages and teachings? I struggle to come up with anything similar at WUS and I would like to advocate that the spiritual committee tackle this question and suggest something similar that this community can rally around as a source of pride. This will take time and I would suggest at least 6 months to give a response (Nov 2021) (stretch goal with extra points for delivering..)
- Goal: Build and support WUS community during COVID (see votes next to bullets)
 - 7 votes - With return of better weather find creative ways to commune in open spaces with safety in mind. Create a schedule by June 2021 (ASAP better) ..[need lead person]
 - 4 - Compile feedback from community on lessons learned from the pandemic (coping skills, trials, joys, etc.). Compile feedback by July 2021..[need lead person]
 - 3 - Return to in person service with appropriate safety measures. Recommendation by June 2021 (ASAP better) with intent to gather in person by Fall 2021..[need lead person]
 - 3 - Consider asking the Membership (or ?) committee to run one or two Circle Zoom Coffee/Lunches/Dinners where interested members sign up for a preferred time range and are randomly assigned to a small group for a friendly chat. Invite the staff to also join these if they would like [comment added that already happening – let's discuss]
 - 3 - Offer the opportunity for members to perform on Zoom from the sanctuary. Use current Tech to allow a person or persons (some limit TBD) to perform music, tell a story or do standup comedy. It could be done after service or some evening. [comment added that this happening Thursday – lets discuss]
 - 1 - Combine the two [COVID and Racial Justice]. See how we can help get minorities in the Greater Boston area to get vaccinated through information outreach and hands on help such as driving people to vaccination sites.
 - Publish findings in a nice “professional” format that reflect how WUS responded during COVID. Help in preparation for future pandemics with lessons learned and how we can do things better. Responsible party: COVID committee and Rev. Heather with volunteers to oversee the publication. Complete within 3 months after compilation (by Oct 2021)..

PERSONNEL COMMITTEE – January 20, 2021

Attending via Zoom: Pete Baldwin, Sue Kiewra, Kathy Richardson; Phil Coonley and Sandy Thompson from the Racial Justice Team; Thomas Slack

1. Sandy and Phil led a discussion culminating in the consideration of how the committee's work might be changed if viewed through an anti-racism lens. We proposed adding experience in anti-racism work to the qualification section of job descriptions. We also should consider the church's recruitment strategy through this lens.
2. Thomas joined the discussion of the organization of information on the church computer.
 - a. There should be two categories of files
 - archival: completed work for reference
 - in process: working files shared by relevant people until they are complete
 - b. Where does the primary file reside? Who has access to this and each other file? How is access managed, especially given turnover of volunteers?
 - c. Sue and Judy will discuss how to organize and manage financial data.
 - d. Each committee should have a Google Drive.
 - e. By the next meeting everyone should think of topics that would be the first level of sorting for the files.
3. Soloists' LOAs have gone out.
4. Compensation: See Sue's initial thoughts in Salary Review Procedures document attached to her email of January 19. Work on FY22 budget will begin in late February. Still to consider: policy and procedure for mid-year compensation changes. No time at this meeting to discuss.
5. Video technician: no indication that help from this committee is needed at this time
6. Report from Visioning Team: waiting for release of report by SC
7. Policy manual update: approved by SC at December meeting. Kathy has completed revision of table of contents and will coordinate release with Thomas.
8. Staff input to computer policy: Pete and Kathy to attend staff meeting March 2, joining at 1:00 – 1:15.
9. Everything book: Since most tasks must be handled at predictable times, they should be on a calendar. It would be the responsibility of the administrator to maintain the calendar and see that tasks are completed.

Next meeting: Wednesday, March 3, 9:30 a.m. assuming that works for Heather

Pending items:

- Change of title for position: What is the process?
- Minister's time off

Winchester Unitarian Society
 Building and Grounds Committee
 Zoom Meeting Minutes
 February 15, 2021 7:00 p.m.

1. Recently completed projects
 - a. Replacement of worn connector in bell timing motor – Conversion to new connector completed. James to return to lube the units with the proper type of oil and suggests that lubing the bell ringing chain mechanism be added to the annual maintenance. Thank you, James & Randell,
2. Update re on-going projects
 - a. HVAC upgrade for sanctuary, Symmes and chapel
 1. Contractor selected and approved – LC Anderson from Boston selected
 2. Summary of system and plans – Balanced plan of restoring original design, fixing broken components and adding new controls including economizers (controlled dampers) to let in outside air exactly as needed, plus programmable thermostats in the chapel and Winsor and a CO² sensor to manage temp and air refresh rates.
 3. Benefits and cost – Substantially healthy air in Sanctuary, Chapel and Symmes in the winter, heat restored to the Chapel and augmented in Winsor. Total cost of \$18,200
 4. Special monitoring system being tested – New product from Steve Milt's company allows us to monitor air quality. Testing now in the nursery school but will move to Sanctuary and Symmes to establish baselines. Once the HVAC upgrade has been completed and we are back in session, this feedback will tell us if we have to add additional fresh air intakes to accommodate large gatherings.
 - b. Music Directors office front of sanctuary
 1. Cabinet acquired and refurbished - Completed
 2. Shelving approved and being built – 80% done, being built by Joe C. morning sexton, plus the shelving numbers completed using the backs of the old hat rack number as blanks.
 3. Clean out office & install – Once all is finished, will need help from John to assure his music and folders are treated properly during the transition
 - c. Anonymous donor funding first floor accessible bathroom
 1. Location identified and marked – Marked with blue tape in the vestibule
 2. Architect drawings completed (thank you Sally DeGan & Dave McWhan) – final revisions being completed by Dave McWhan based on feedback from SC and Re-Do.
 3. Two quotes received, lower selected – final bid \$36,500 selected from same contractor who did the new bathroom off of Symmes.
 4. Next steps
 1. Finalize location and chamfer variation – Detailed discussion with the SC members on location, impact and the addition of a chamfer to reduce the impact of the pinch point coming in from the door to Winsor.
 2. Formal SC approval – Scheduled at SC meeting on 2/17 and received as of this writing
 3. Schedule work - to be done by Chuck
 - d. Additional sound absorption panels in Metcalf – Still pending with James
3. To be addressed
 - a. Braiding end cap on bell pull rope – Matthew & Tyson are getting serious about finally doing this

- b. Outlets in front of Chapel
 - 1. From Fritzie, one 'sparks' and additional needed – Chuck to bring in our electrician once he compiles a list of some additional things to be done.
 - c. Fix broken urinal flusher in ground floor men's room – Completed using new plumber recommended by Randell Drane
 - d. Water damage in dungeon, Sam's WUSYG storage request – Chuck to look into what the Dungeon needs and speak with Sam. Thomas made it clear that the WUSUG room needed to be cleared out enough for it to be reliably cleaned
 - e. Refurbish Vestibule and downstairs bathrooms – This need arises because the new bathroom will make the remains of the vestibule and the nearby bathrooms look very tired. Re-Do to take on the Vestibule but we need to find someone who knows how to modernize bathrooms on a budget
- 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. Refurbish Metcalf Hall – On hold but the addition of the accessible bathroom and what ever other refurbishing we can do, renting Metcalf becomes far more doable. Thus, this is moving up in priority.
- 6. Grounds
 - a. Donor funded MVP side, major landscape upgrade status – Design completed and all quotes are in. Work to begin in the spring. Thank you, Julie
 - b. Repair of sidewalk plow damage on new Main St. driveway – Damaged asphalt to be replaced with cobble and a 'guard' boulder to protect from the sidewalk plow going forward. Managed by Julie during the MVP project funded by remnants of the Main Street funding.
 - c. Remove and resurface Chapel walkway – During the MVP project Julie will manage removal of cracked old asphalt walk to chapel and its replacement with compacted stone dust (matching the new walkway from the circular drive to the terrace). Funding to be found by BGC.
- 7. Other Business
 - a. Racial injustice meeting – Matthew recounted his efforts to work with Gloria on offering options for BGC members to attend other events on this issue.
 - b. Boiler pilot light in boiler – Thomas noted that the pilot light in the boiler has been going out. To eliminate a draft as the source he is having a sexton build a draft protector and we will monitor.
- 8. Next scheduled meeting Monday, March 15th



Winchester Unitarian Society
Membership Committee Meeting Minutes
Thursday, February 18, 2021
6:00 - 8:00 PM Meeting
Via Zoom

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

Unable to attend - **Co-Chair** Robin Wolf (2nd) and **SC Liaison** Patty Cameron

1. Introduction **6:00 – 6:15 PM**

Welcome! Check-in

Reading & Lighting of Chalice - Naomi beautifully read a portion of Amanda Gorman's inaugural poem

Volunteer to take Minutes (Marilyn), and another volunteer to keep Time

2. 2020 - 2021 Planning **60 Minutes from 6:15 - 7:15 PM**

A. Recurring Tasks

1. Bring a Friend Services

a. April 18th "The Good Place" - **postcards to all**, pulpit announcement and highlight. All postcards will be mailed on April 1st and all will submit for reimbursement stamps purchased. The message to folks that are regularly attending will be to bring a friend! And for those that we haven't seen for a while, their encouragement to attend. We miss you! etc. Naomi and Deb agreed to do a pre-recorded pulpit announcement that will air April 11th. Sophia will coordinate with Heather and submit a highlight that will run on 4/1, 8 and 15.

b. Last and final BAF - Youth Service on 5/23; Marilyn will alert Sam.

2. Banners

a. 7th Principle - Respect for the Interdependent Web of all Existence of which we are a part. Per Spirituality Covenant Group: Green Sanctuary and Nature and

**In nature
nothing
exists alone**

-Rachel Carson

Membership approved the above wording for our 7th principle and Marilyn will pursue additional funding from the Standing Committee. If funding is approved, Marilyn will ask Kristine to design a banner for approval by the Executive Committee and ultimately its production.

b. Earth Day as a stand alone? Membership agreed that it is worth asking for additional funding for this banner as well and Marilyn will pursue. If funding is approved, Marilyn will ask Kristine to design a banner for approval by the Executive Committee and ultimately its production.

c. Remaining banners - 1, 3, 4, 6 will be deferred until next church year.

3. Checking the virtual visitor card log - Heather checked and indicated that there was no follow-up action necessary.

4. Follen benchmarking - Marilyn reported as follows:

a. What are you doing to engage your members?

- Sending notes...via snowflakes, valentines
- Targeting and texting specific individuals
- Octagon dinners over Zoom
- Recording services

b. What are you doing to attract visitors?

- Publishing virtual worship services but requiring rsvp's for Zoom link; once registered, their Membership Director can e-mail directly
- Decided to limit outreach to those far away given pivot eventually to in-person services
- Faith Forward curriculum which consists of nine courses
- Will offer 4 on a regular rotation starting the first week in February

c. How are you doing UU newcomer workshops?

5. Budget Update - Marilyn reported that from our budget of \$1,200, we have a balance of \$196 given purchase of three banners and Bring-A-Friend postcards. In addition, members of our Committee still need to submit reimbursement requests for stamps (\$67.32 overall), visitor and new resident welcome bags¹ (\$52.00), and WUS magnets (\$106) so we have exceeded our budget by \$29.32. In addition, the Committee agreed for Marilyn to pursue two additional banners (see 2. A and b above) at a cost of \$288.00 each.

B. New Business

45 Minutes from 7:15 - 8:00 PM

1. Possible New Members:

a. NLDC/Phil - Karen Hirschfeld who is interested in joining the SAOC Committee which requires being a member; only downside she has moved to Beverly and is interested in getting connected to the Beverly UU church once it is back to in-person worship services; that said, Gloria pointed out that her parents live in Winchester so Winchester is still a draw.

¹ Deb, our creator of bags, wisely decided to forego adding chocolate to our visitor bags. Instead, some sweet will be added as each bag is distributed.

b. Pledged last year for FY21. Assignments as follows:

- Lindy Brown and Roofus Hoffman - Marilyn
- Lauri and Travis Clark - Marilyn
- Kathy Howard - Naomi
- Dianne Leslie-Mazwi - Deb
- Karin Sangster and Umar Mahmood - low key e-mail invitation (Marilyn to do), and
- Carolyn Schatz - low key e-mail invitation (Marilyn to do)

c. Last pledged FY20 - Dianne Chabot; Heather suggested probably not worth pursuing.

d. Other names offered up by Rev. Heather:

- Anne Miller - Sophia
- Nancy Schrock - Gloria
- Dianne Chabot - Naomi
- Mary English - Naomi

2. Membership Brochure - given our budget situation, the need to include the name of our new RE hire and that we have at a minimum 25 brochures still on hand, updating this brochure is deferred until the fall. In the meantime, all are asked to read the brochure for the next meeting to identify obvious text changes with an emphasis on inclusion. A change of the cover photo is also critical.

3. Radically Inclusive Brainstorming Ideas Discussion - All were asked to read the compilation of brainstorming ideas which were attached to the minutes of January 21st for one or two low hanging fruit(s) for the next meeting as well.

4. Benchmarking with the Carlisle Unitarian Church - introduced by Sophia. After some discussion, the Committee decided that Sophia could pursue benchmarking with their Membership Committee. Rev. Heather will attend the Zoom call with Sophia, if available. If not, Marilyn will be her back-up.

[Next Meeting - March 15 from 6 - 8 PM]

PERSONNEL COMMITTEE – March 4, 2021

Attending via Zoom: Pete Baldwin, Sue Kiewra, Kathy Richardson, Heather Janules; Thomas Slack

1. Thomas joined the discussion of policies on managing church information. Key issues:
 - a. What do we have?
 - All committees have Google Drives but not all use them. Some actively resist even though it would be helpful for information they would like to share and keep for future reference.
 - Program staff use Google Drives to coordinate work such as worship services.
 - Breeze = church management system includes data on congregants such as contact info, membership status and pledging/giving history.
 - Financial transactions use QuickBooks, and information is managed with Excel spreadsheets.
 - b. Where does it live?
 - All of the above are on the office computer as well as in the cloud, but staff and volunteers have other materials on personal computers.
 - Note: need to retain important information held by Rebecca and Haley before they leave.
 - c. How do we manage access and content?
 - What is the connection between key data elements? How do we assure that they do not conflict/contradict each other?
 - Need for greater security emphasized by recent data breach resulting in outsider access to Members & Friends web page and, thus, member directory.
 - d. Next steps
 - Thomas to focus on Book of Everything and calendar for recurring tasks with help from Sue and Kathy.
 - Kathy to create first draft of architecture/schema for church information
 - Thomas to help train staff on use of Google Drive in response to their request. Ryan Levering may have helpful materials.
 - Pend purchase of off-the-shelf personnel database since current systems seem to be serving us well.
2. RE search
 - a. This committee should work with Terry Currier and Tyson Kamikawa on creating a job description.
 - b. Letter of agreement should include specifics of computer provision and use.
3. Compensation – recommended to Executive Committee certain adjustments to salary and benefits

Next meeting: Wednesday, March 31, 9:30 a.m.

Pending items:

- Salary review procedures – Sue’s draft 2021-02-20 - include process for change of title for position
- Computer section of policy manual
- Include notice of non-benefits in manual? Hiring discussion? LOA?
 “As a religious institution the Winchester Unitarian Society is exempt from participation in some state-administered programs such as unemployment insurance and the Paid Family and Medical Leave Program, and employees are not entitled to collect benefits from those programs based on earnings at the Society.”
- Minister’s time off

February 2021 Treasurer's Report

Happy almost spring, hope you are all well! Included are a Budget vs. Actuals Report for FY21 and Balance Sheet as of February 28thst. Very few changes of any substance - so a short report to go with a short month!

On the Budget vs. Actuals report:

- We have an operating surplus of \$176,100
- In Income, there is nothing noteworthy for February.
- In Expenses, we are 6 out of 12 months through the year or 50%. Because the building is closed, spending for Building and Grounds is low. Snow removal for February was substantial but we still have \$4,000 for a late season nor'easter, or if we're fortunate, to add to our capital reserves.

On the Balance Sheet:

- Money market accounts 1060 and 1080 are where we're keeping donated big project money to earn higher interest until bills for project work are submitted for payment - the deposit for the Mystic Valley project was paid in February.

We continue to be in great shape this fiscal year due to the forgiven PPP loan and the amazing Auction Fundraiser.

Other news:

- The Budget team (Patrick Draine, Brad Steele, Sue Kiewra, Judy Murray) continues to meet. We plan to have a draft FY22 budget ready to present for review by Standing Committee at the March meeting. First pass shows a deficit of \$73K. Yup, without another PPP bailout, we've got serious issues to discuss.

Questions and comments welcome.

Judy and Sue

Winchester Unitarian Society
FY21 Budget vs Actuals
September 2020 - February 2021

	Actual	Budget	Total over Budget	% of Budget
Income				
4100 Individuals				
4110 Current Year Pledges	239,464.90	340,000.00	-100,535.10	70.43%
4150 Prior Year Pledges (Late Payments)	19,730.00	12,600.00	7,130.00	156.59%
4160 Contributions - non-pledge	6,519.00	9,000.00	-2,481.00	72.43%
4170 Sunday Collection - non-pledge	7,147.30	13,000.00	-5,852.70	54.98%
4180 Sunday Collection - Share the Plate	9,018.30	15,000.00	-5,981.70	60.12%
4190 Electronic Funds Fees	-1,193.65	-1,800.00	606.35	66.31%
Total 4100 Individuals	\$ 280,685.85	\$ 387,800.00	-\$ 107,114.15	72.38%
4200 Investments & Endowments				
4210 Bank Interest	1,315.11	2,500.00	-1,184.89	52.60%
4220 Downs Income	6,170.00	12,340.00	-6,170.00	50.00%
4230 Meyer Income	24,000.00	57,600.00	-33,600.00	41.67%
4240 Trustees PermFunds - Unrestricted	24,000.00	96,567.00	-72,567.00	24.85%
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	\$ 65,885.16	\$ 179,406.00	-\$ 113,520.84	36.72%
4300 Building Use				
4310 Winchester Coop Nursery School	25,000.00	30,870.00	-5,870.00	80.98%
4340 Other Building Use	400.00	2,000.00	-1,600.00	20.00%
Total 4300 Building Use	\$ 25,400.00	\$ 32,870.00	-\$ 7,470.00	77.27%
4400 Other Sources				
4410 Fundraising	32,469.64	10,000.00	22,469.64	324.70%
4420 Concert Series		8,000.00	-8,000.00	0.00%
Total 4400 Other Sources	\$ 32,469.64	\$ 18,000.00	\$ 14,469.64	180.39%
Total Income	31.89	\$ 618,076.00	-\$ 618,044.11	0.01%
Gross Profit	\$ 404,472.54	\$ 618,076.00	-\$ 213,603.46	65.44%
Expenses				
\$ 404,472.54				
5000 Staff				
5100 Ministerial				
5110 Lead Minister				
5111 Salary	34,626.08	104,301.67	-69,675.59	33.20%
5112 Housing	17,499.95		17,499.95	
5113 Benefits	10,145.59	30,942.45	-20,796.86	32.79%
5114 In Lieu of FICA	3,963.13		3,963.13	
5115 Professional Expenses	1,731.50	10,400.00	-8,668.50	16.65%
Total 5110 Lead Minister	\$ 67,966.25	\$ 145,644.12	-\$ 77,677.87	46.67%
5119 Substitute during Sabbatical	3,720.00	10,000.00	-6,280.00	37.20%
5130 Summer Minister		2,153.00	-2,153.00	0.00%
5140 Sunday Speakers	364.62	1,000.00	-635.38	36.46%
Total 5100 Ministerial	\$ 72,050.87	\$ 158,797.12	-\$ 86,746.25	45.37%

	Actual	Budget	over Budget	% of Budget
5200 Administration				
5210 Administrator				
5211 Salary	25,332.18	51,100.00	-25,767.82	49.57%
5212 Benefits	8,451.11	18,718.15	-10,267.04	45.15%
5213 Professional Expenses	195.00	1,000.00	-805.00	19.50%
Total 5210 Administrator	\$ 33,978.29	\$ 70,818.15	-\$ 36,839.86	47.98%
5220 Administrative Assistant				
5221 Salary	11,052.14	20,600.00	-9,547.86	53.65%
5222 Benefits	849.31	1,575.90	-726.59	53.89%
Total 5220 Administrative Assistant	\$ 11,901.45	\$ 22,175.90	-\$ 10,274.45	53.67%
5230 Sextons				
5231 Salary	18,575.87	37,527.55	-18,951.68	49.50%
5232 Benefits	1,430.60	2,832.61	-1,402.01	50.50%
Total 5230 Sextons	\$ 20,006.47	\$ 40,360.16	-\$ 20,353.69	49.57%
Total 5200 Administration	\$ 65,886.21	\$ 133,354.21	-\$ 67,468.00	49.41%
5300 Religious Education				
5310 Director Religious Education				
5311 Salary	35,049.16	67,402.47	-32,353.31	52.00%
5312 Benefits	8,503.09	16,918.07	-8,414.98	50.26%
5313 Professional Expenses	14.31	4,500.00	-4,485.69	0.32%
Total 5310 Director Religious Education	\$ 43,566.56	\$ 88,820.54	-\$ 45,253.98	49.05%
5340 RE Program Assistant		813.83	-813.83	0.00%
5350 RE Teachers and Aides	524.81	4,255.42	-3,730.61	12.33%
Total 5300 Religious Education	\$ 44,091.37	\$ 93,889.79	-\$ 49,798.42	46.96%
5400 Youth				
5410 Youth Director				
5411 Salary	19,728.93	39,405.78	-19,676.85	50.07%
5412 Service Trip Stipend		2,000.00	-2,000.00	0.00%
5413 Benefits	4,134.78	8,862.86	-4,728.08	46.65%
5414 Professional Expenses	613.01	2,000.00	-1,386.99	30.65%
Total 5410 Youth Director	\$ 24,476.72	\$ 52,268.64	-\$ 27,791.92	46.83%
5420 Youth Assistant				
5421 Salary	2,770.22	6,281.21	-3,510.99	44.10%
5422 Service Trip Stipend		2,000.00	-2,000.00	0.00%
5423 Benefits	213.84	633.51	-419.67	33.75%
Total 5420 Youth Assistant	\$ 2,984.06	\$ 8,914.72	-\$ 5,930.66	33.47%
Total 5400 Youth	\$ 27,460.78	\$ 61,183.36	-\$ 33,722.58	44.88%
5500 Music				
5510 Music Director				
5511 Salary	19,544.58	39,089.09	-19,544.51	50.00%
5512 Benefits	3,753.98	7,687.26	-3,933.28	48.83%
5513 Professional Expenses		2,150.00	-2,150.00	0.00%
Total 5510 Music Director	\$ 23,298.56	\$ 48,926.35	-\$ 25,627.79	47.62%
5520 Children's Chorale Director				
5521 Salary	1,658.00	3,100.32	-1,442.32	53.48%
5522 Benefits	118.32		118.32	
Total 5520 Children's Chorale Director	\$ 1,776.32	\$ 3,100.32	-\$ 1,324.00	57.29%

	Actual	Budget	over Budget	% of Budget
5530 Soloists and Section Leaders	7,838.01	14,155.98	-6,317.97	55.37%
5540 Other Musicians		2,000.00	-2,000.00	0.00%
Total 5500 Music	\$ 32,912.89	\$ 68,182.65	-\$ 35,269.76	48.27%
Total 5000 Staff	\$ 242,402.12	\$ 515,407.13	-\$ 273,005.01	47.03%
6000 Building & Grounds				
6110 Grounds	780.00	3,200.00	-2,420.00	24.38%
6120 Snow Removal	10,285.00	14,400.00	-4,115.00	71.42%
6130 Church Maintenance	6,787.59	35,000.00	-28,212.41	646.00
6140 Furnishings	1,101.17	1,200.00	-98.83	49.27
6150 Cleaning & Paper Supplies	320.44	1,360.00	-1,039.56	23.56%
6160 Gas	9,273.88	17,000.00	-7,726.12	54.55%
6170 Electricity	1,810.24	8,840.00	-7,029.76	20.48%
6180 Water & Sewer	2,141.40	4,000.00	-1,858.60	53.54%
Total 6000 Building & Grounds	\$ 32,499.72	\$ 85,000.00	-\$ 52,500.28	38.23%
6500 Operations				
6510 Financial				
6512 Insurance	4,506.50	17,500.00	-12,993.50	25.75%
6513 Pledge Drive		500.00	-500.00	0.00%
Total 6510 Financial	\$ 4,506.50	\$ 18,000.00	-\$ 13,493.50	25.04%
6520 Office Expenses				
6521 Office Equipment	1,329.70	3,000.00	-1,670.30	44.32%
6522 Office Operations	3,380.03	9,200.00	-5,819.97	36.74%
6524 Phone & Internet	2,683.70	5,300.00	-2,616.30	50.64%
6525 Web, Marketing, Publicity		600.00	-600.00	0.00%
Total 6520 Office Expenses	\$ 7,393.43	\$ 18,100.00	-\$ 10,706.57	40.85%
6540 Staff Hiring & Support				
6541 Staff Meetings, Retreats, Acknowledgements	938.44	1,200.00	-261.56	78.20%
6542 Search & Transitions		100.00	-100.00	0.00%
Total 6540 Staff Hiring & Support	\$ 938.44	\$ 1,300.00	-\$ 361.56	72.19%
6550 Denominational Affairs				
6551 UUA Annual Program Fund	15,036.50	30,073.00	-15,036.50	50.00%
6552 Contributions - other organizations		500.00	-500.00	0.00%
Total 6550 Denominational Affairs	\$ 15,036.50	\$ 30,573.00	-\$ 15,536.50	49.18%
Total 6500 Operations	\$ 27,874.87	\$ 67,973.00	-\$ 40,098.13	41.01%
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	1,010.33	2,500.00	-1,489.67	40.41%
7240 Worship & Flowers & Candles	215.75	750.00	-534.25	28.77%
7250 Fellowship		200.00	-200.00	0.00%
7260 Hospitality		1,500.00	-1,500.00	0.00%
7270 Membership	1,032.80	1,200.00	-167.20	86.07%
7280 Grief Group & PCAs	9.20	200.00	-190.80	4.60%

	Actual	Budget	over Budget	% of Budget
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	\$ 7,583.81	\$ 11,240.00	-\$ 3,656.19	67.47%
7800 Social Action Grants				
7810 SOC Committee Grants		18,000.00	-18,000.00	0.00%
7820 SOC Share the Plate Grants	7,512.29	15,000.00	-7,487.71	50.08%
Total 7800 Social Action Grants	\$ 7,512.29	\$ 33,000.00	-\$ 25,487.71	22.76%
Total Expenses	\$ 317,872.81	\$ 712,620.13	-\$ 394,747.32	44.61%
Net Operating Income	\$ 86,599.73	-\$ 94,544.13	\$ 181,143.86	-91.60%
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	\$ 176,099.73	\$ 0.00	\$ 176,099.73	

Winchester Unitarian Society

Balance Sheet As of February 28, 2021

	TOTAL	
	AS OF FEB 28, 2021	AS OF AUG 31, 2020 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1010 Winchester Savings Ops Checking	72,582.29	71,569.23
1015 Needham Bank Payroll Checking	14,671.51	5,896.41
1020 Winchester Savings CDs	86,599.75	85,854.30
1030 Needham Bank CD 1	0.00	0.00
1040 Needham Bank CD 2	62,193.96	62,017.68
1050 Winchester Savings MDF checking	6,868.22	7,986.03
1060 Winchester Savings Money Market	270,718.36	120,391.63
1080 Needham Bank Money Market	30,178.70	20,117.75
Total Bank Accounts	\$543,812.79	\$373,833.03
Total Current Assets	\$543,812.79	\$373,833.03
TOTAL ASSETS	\$543,812.79	\$373,833.03

Winchester Unitarian Society

Balance Sheet As of February 28, 2021

	TOTAL	
	AS OF FEB 28, 2021	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	5,500.00	60,723.18
3060 Prepaid Close the Gap	0.00	0.00
Total 3000 Operating Funds	133,884.73	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
3180 Accessible Restroom	12,815.38	
3190 Mystic Valley Pkwy Project	94,375.00	
3191 HVAC project	9,284.00	
Total 3100 Building and Grounds	128,843.95	11,907.82
3200 Flower Funds		
3210 Flower Fund	630.63	265.14
3220 from Dawn Kelley Bartlett Fund	2,019.74	932.39
Total 3200 Flower Funds	2,650.37	1,197.53
3300 Memorial Fund	6,075.00	3,720.00
3400 Music Funds		
3450 Concert Series	11,807.41	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 February 28, 2021

	TOTAL	
	AS OF FEB 28, 2021	AS OF AUG 31, 2020 (PP)
Total 3400 Music Funds	19,041.29	6,305.99
3500 Outreach Funds		
3510 Partner Church	0.00	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	0.00	20.00
3590 Outreach - other	0.00	0.00
Total 3500 Outreach Funds	800.82	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	1,600.00	1,100.00
3870 Yoga Fund	2,055.33	1,245.33
3880 from Downs Fund	0.00	0.00
3890 Contra	1,307.59	-3,825.56
3895 Minister Discretionary Fund	6,868.22	7,986.03
Total 3800 Other Funds	58,830.83	53,505.49
3900 Uncleared WSB Checks in ChWindows	0.00	0.00
Total Other Current Liabilities	\$367,713.06	\$373,833.03
Total Current Liabilities	\$367,713.06	\$373,833.03
Total Liabilities	\$367,713.06	\$373,833.03
Equity		
Opening Balance Equity	0.00	0.00
Retained Earnings	0.00	0.00

Winchester Unitarian Society

Balance Sheet

As of February 28, 2021

	TOTAL	
	AS OF FEB 28, 2021	AS OF AUG 31, 2020 (PP)
Net Income	176,099.73	
Total Equity	\$176,099.73	\$0.00
TOTAL LIABILITIES AND EQUITY	\$543,812.79	\$373,833.03