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WUS Standing Committee Meeting – DRAFT

May 19, 2021

Minutes by George Wood

Attending: James Pidacks, Fritzie Nace, Mike Hyde, Robbie Brown, Patty Cameron, Sheila Puffer, Judy Murray, Patrick Draine, Sue Kiewra, and George “Woody” Wood; Terry Currier; Rev. Heather; Ivan Corriea, Terrill Levering, Marcie Thompson , Vicky Coccoluto , Brad Steele

Notes, Action Items and Motions

1. Opening Words - music offered by Heather
2. Check in – delightful check-ins with old and new members
3. Welcome to New AC Members – Fritzie
4. Vote on new co-chair
 - a. Discussion on By-Laws stipulating Vice Chair instead of Co-Chair. A member pointed out that this is to clarify the final decision-making hierarchy.
5. Liaison assignments for new members
 - a. Fritzie ask that people identify 1st and 2nd choice for liaison position to committees to be finalized at June meeting
6. Consent agenda
 - a. SC meeting minutes
 - b. EC meeting minutes
 - c. Treasure Reports
 - d. Staff Reports
 - e. Motion – James made a motion to accept and then seconded – all support – motion carries
 - i. Discussion – Does Sam run second job – yes at Needham UU church, very part time
7. Concert Series / Donations - John Kramer
 - a. Question – do we want concert series support WUS or the share the plate with other organization;
 - b. Recommendation – Music committee is allowed to share the plate once the music financial goal is met
8. Youth ministries –Sam Wilson (Youth = emerging adults 18-25 yo; young adults = 26 - 35yo)
 - a. [I am not sure I got the message on this topic] Sam invited some recent grads to a meet-up to see if they are interested in post-WUSYG meetings. There was not much response. Haley has reached out to some older alumnae but feels she needs more time to get responses. Sam will continue to explore interest and report back.
9. Summer Minister – Heather
 - a. Heather ask to consider hiring Kye Flannery for summer minister. Although operating remotely from Austin, Kye would serve both as the worship minister and the pastoral care minister. In cases where there was need for an in-person pastoral care presence, Marianne DiBlasi will fill in. (Need to check this with Heather.)
 - b. SC supports hiring Kye at the rate Heather presented.

10. PC / Technology support and document management – Heather
 - a. Thomas to work with staff and committees to use on google drive to share and maintain documents/ agenda/ minutes. –
 - b. Have a current and future need for technical support for WUS owned equipment. Personnel Committee is working on drafting a policy on this. Standing Committee will need to approve the budgeting aspect.
11. Update on DRE search process (and Asst. DYM) – Terry
 - a. One person answered the ad for 20 hour a week person – excited about prospective person
 - b. This would be a permanent position
 - c. Still planning to hire a UUA RE consultant for next year to help us further discern how to approach RE going forward.
12. Update on Fundraiser Planning – Sheila and Ivan
 - a. Had a brainstorming session recently – list on google spreadsheet
 - i. “MaxSold auction” –online auction - Rache I Whitehouse is willing to lead the effort - Goal to extend the reach outside the church
 - ii. Night of the Arts idea – dress-up event open to the public; bring in artists that would pay to have a table where they can sell their work, have live music, light food and beverages. Attendees would by a ticket to come in.
13. Preview of Goals and process review – Woody, Fritzie and Heather
 - a. Fritzie review the six challenges and goals (see attached)
 - b. Discussion on following elements: governance;
14. Treasurers Financial Update and exiting remarks – Sue
 - a. SC & EC Meeting attendance for Treasurer – discuss requirements and flexibility
 - b. Transfer of Signatory Authority to Brad - update
 - c. Addendum to current personnel policy regarding compensation – Sue (using guidelines for UU Midsize I category)
 - i. Motion to accept the Personnel Policy update regarding goals for employee compensation at no less than 50% of the UU guidelines; all support and motion passes
15. Music Committee
 - a. Motion – Upon recommendation of the music committee, that standing committee approved transfer of funds from the concert series proceeds as follows: \$8500 to the operating budget and \$500 to the Sue Swap fund.
 - b. Motion passes
16. General Assembly
 - a. Motion to accept Sandy Thompson, Patty Shepard, Patrick Drane and Fritzie Nace volunteering as GA voting delegates for WUS
 - i. Vote carries and motion passes
17. Update on Building – James
 - a. Possible rentals on the horizon – Temple Shir Tikva on Sunday mornings for Hebrew school - about 50 students is firmly interested in renting 3rd floor and a couple of rooms on 2nd floor of RE wing. , Chinese Cultural After-School program has expressed their intention to return this fall but asked for language in their contract that they would pay monthly in case they needed to close again due to “events beyond their control” like the pandemic.
 - b. Technology Upgrades status – Task Force has an initial estimate of \$20,000 for 4 camera system; task force is doing additional research and will report back at June Standing Committee meeting. Goal is to have equipment installed by August so staff can practice before beginning in Sept.

- c. Possible location for downstairs accessible bathroom – Location needed to be moved from lower foyer because sewer drain pipe was not where originally thought. New location will be utilizing part of the pantry area of the Metcalf kitchen.
 - d. Brief update on Energy Assessment – Fritzie- All SC members received a copy of the InterFaith Power and Light assessment. It was presented to several Standing Committee, Building Committee and Green Sanctuary members by the 2 assessors with opportunity for Q & A. . The assessment outlines many actions WUS can take to reduce our energy use including both building modifications and behavior. A small task force will create an executive summary of the recommendations for SC to use when we work on our Capital Plan next year.
18. Pandemic Task Force update
- a. Met recently and drafting updated guidelines for indoor use – possibly open church for this summer
19. New Business
- a. Fall congregational survey – Robbie Brown volunteered to organize the survey and George Wood offered to support – request ideas for survey
 - b. Pot luck BBQ offered at Fritzie’s house Sat June 5th
20. Gratitude’s
21. Adjourn – Motion to adjourn

Primary Challenges currently facing WUS and Related Goals 05/19/2021 - DRAFT

These Challenges and Related Goals emerged from the year-long Standing Committee process to address Rev. Heather’s request that Standing Committee take a leadership role in establishing goals for her, for program staff and extend these goals to committee work as well as general congregational awareness. The basis for this request is to help give us a greater sense of shared purpose and direction based on our Mission and Vision. Particularly given the increasingly limited resources in terms of time and energy that members and friends of the Society have to offer, the idea is to help us best direct these resources for the greatest shared outcome. This document was created collaboratively by Rev. Heather Janules, Fritzie Nace – SC Co-Chair and George Wood – Clerk and Committee on Shared Ministry.

Challenge: Need to articulate our mission and adapt our practices within the current cultural context of our communities?

Related Goals

1. Update our technological capacity for multi-platform streaming of our services and activities.
2. Advance Marketing/Communications strategies. Review the Marketing and Communications report from 2018 and see what’s been accomplished and what we can do next.

3. Reconfigure our RE ministries for generations younger than 35. Hold several cottage meetings for congregation to decide how to prioritize funding of Children, Youth and Young Adult ministries to get clarity on job description for next DRE.

Challenge: Need to modify our governance structure for greater flexibility and clarity

Related Goals

1. Set a precedent for reviewing Heather's annual evaluation and goal-setting for her and staff
2. Establish precedent for committees to use Transitional Worksheet for reporting accomplishments and goals for the next year in May/June. Ask Liaisons to support this accountability process.
3. Develop a governance system that meets our current needs
4. Continue advancing clarity and transparency about responsibilities and authority of the SC, minister, staff, committees and membership

Challenge: Need to stabilize and become pro-active in financial planning

Related Goals

1. Create a Capital Plan (5 year?) based on Building Committee's list of projects in prioritized order and the IFPL Energy Assessment
2. Revisit previous plans to organize and launch a Legacy Circle campaign and program
3. Raise awareness and engagement about yearly fundraisers, with an emphasis on those that draw revenue from outside the congregation
4. Explore additional approaches to annual Pledge Drive.

Challenge: Declining membership

Related Goals

1. Establish concrete goals for net increase of members and/or engaged participants
2. Deepen outreach and inreach ministries (example: Faith Forward), Marketing and Communications team

Challenge: Ensuring we are providing spiritual support throughout these challenging times

Related Goals

1. Conduct a "spiritual inventory" (perhaps part of the Fall Congregational Survey?)

Winchester Unitarian Society
Social Action and Outreach Committee
Minutes May 4, 2021

Present: Harris Gibson, Gordy McIntosh (chair), Claire McNeill (secretary), Patty Shepard, John Healey, Patrick Draine (Standing Committee Liaison), Rev. Heather Janules and Tali Smookler.

Update: The refugee family we have helped in Winchester is moving to their own apartment. Many volunteers included members of WUS and of Parish of the Epiphany, moved the furniture that had been stored at WUS, rugs, and donations from Mission of Deeds to set up the household.

UU Mass Action is developing new projects. Patty introduced Tali Smookler, the congregational organizing director, who shared a short power-point on the links between the challenges of Climate Change and Economic Justice. All their work is grounded in looking from the perspective of racial justice.

Boston Ujima is an investment platform grounded in reimagining our economy so that it works for all groups. Democratically run, its decisions are made by the members. Members of the target neighborhoods are the voting members. It was one of the groups featured by the UU Mass Action's fundraising last summer during the covid shut-down. To learn more, watch videos on their site: <https://www.ujimaboston.com>

Now UU MA has helped six UU congregations to get involved, through workshops. Some congregations (and perhaps individuals) have become investors, and called solidarity members. Tali is now coordinating the resulting "Faith Network," which meets quarterly. She welcomes questions about getting involved as part of our Social Action committee work.

tsmookler@uumassaction.org Their next meeting is Jun 14; it's open to people who want to learn more.

UU Mass Action is now forming **regional teams**, dividing the 140 Mass. UU congregations by region. Winchester would be in the Greater Boston Area team, which would include Brookline, Arlington, Arlington Street, Cambridge, Chestnut Hill, Community Church, Dorchester, JP, Malden, Medford, Melrose, Newton, Theodore Parker, Milton, Watertown, and Winchester.

Teams would enable congregations to share resources and ideas, in order to have more power and to work strategically. Rather than grouping by issues, working intersectionally can help us see the connections between issues. Tali will host and facilitate their meetings on-line. She provided a link to the google form being used to decide the date (in June?) of the kick-off meeting for this Boston area team. She suggested that some of us attend this

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meeting, even before we make a commitment to join the team. We thanked Tali for attending the meeting. Patty will continue to coordinate with Tali, and provide this link.

Report on the Racial Justice Team Planning Group

Widening the Circle workshops are continuing. On April 17, Heather led the first one: *Theology*. It was successful, attended by 6 members of the RJTPG, and 5 others from the congregation. The next one, *Hospitality and Inclusion*, to be held Tuesday evening June 8, will be the last one for this church year.

SAOC Annual Report, which Gordy sent to the office manager, includes details on the grants as well as the report of the Racial Justice Team Planning Group, written by Patty.

Grant recipients can be informed about their grants. Gordy will send a group email to the sponsors.

Community efforts.

- The Network for Social Justice held a meeting on racism in our housing history on April 28. Claire will forward the resulting email to SAOC members.
- Town Meeting is voting on a plan to build rental housing in the Waterfield parking lot land.
- Let's think of ways to work for voting rights vs. restrictions

Next Year:

Gordy announced that he will be leaving the committee in order to serve on the Standing Committee. Continuing members will be Patty, Claire, Sue, Harris, and John, with Gloria Legvold and Deb Walsh joining as new members.

Be sure to zoom-in to the Annual Meeting on May 16th to vote on the slate.

Next meeting will be June 1 at the usual 7 pm on zoom. We usually have a joint meeting with old and new members. **Gordy will invite them.**

Submitted by Claire McNeill



Winchester Unitarian Society
Membership Committee Transition Meeting Minutes
Thursday, May 20, 2021
7:00 - 8:00 PM Meeting
Via Zoom

Attendees: 2020-21 Membership Committee: Chair Marilyn Mullane; **Members:** Naomi Delairre, Gloria Legvold, Deb Eiler (3rd), **Co-Chair** Robin Wolf (3rd), Sophia Sid (2nd), Liz Lintz (2nd), Sheila Rudolph-Correia (1st), Susan Woodward (1st); and **Rev.** Heather Janules; **SC Liaison** Patty Cameron was unable to attend.

1. Introduction **7:00 – 7:15 PM**

- Welcome! Check-in
- Reading & Lighting of Chalice - Sophia read:
Like the First Hint of Green

By Jennifer McGlothin

As the first hint of green begins to peek through the barren ground

As that little sprig grows into a healthy stem

As that stem grows into a stalk and forms a bud

As that bud slowly opens with each new day

To form a yellow daffodil

Let us be, like that first hint of green, renewed by the warm of the sun's rays

And ready to emerge with a new energy, ready to face the day.

We light this chalice to bring a glimmer of that warmth into our space.

- Marilyn volunteered to take Minutes and to keep Time

2. 2020 - 2021 Transition **30 Minutes from 7:15 - 8:00 PM**

A. End of Year Transition Worksheet - Marilyn reviewed and noted that there was overlap with her Annual Report. She will also send out the EOY worksheet from the previous year that will include recurring tasks, like Circle Dinners and arranging for ushers and greeters, activities that couldn't happen during Covid.

B. 2021 - 2022 Budget - \$1,800 allotted. This represents \$600 more than our 2019 - 2020 budget and the amount we actually spent as augmented/approved by the Standing Committee this church year.

C. June 8 Widening the Circle/Hospitality & Inclusion - Gloria reported on the session she conducted with Claire McNiell for just our Committee where we brainstormed twenty or so items that could be pursued by this Committee for "widening the circle". She also highlighted the upcoming June 8th session focused on Hospitality & Inclusion. All were highly encouraged to attend. Sheila and Liz indicated that they could make it and Naomi and Robin hoped to as well.

D. Elect Chair and Co-Chair - Sophia Sid and Robin Wolf respectively.

E. May 23rd Bring A Friend/Youth Service - The youth pulpit announcement was made last Sunday and Sam has publicized it as well. This will be our last Bring A Friend Sunday and we're hoping for turnout with local family and friends of middle school and high school age kids.

F. Responsibility for rotating banners - Marilyn mentioned the importance of rotating the banners and highlighted one that she missed; the Vote your Values banner for our March town elections. Liz asked about an inventory and Robin will share the one she already did for us. Also, the new six banners can be found in Membership's Annual Report. Marilyn will also alert Thomas to hang the summer lay led service banner for the week leading up to June 20th.

G. Summer Planning/August Retreat - Marilyn and Heather both stressed the importance of this Committee meeting the end of the summer to get to know each other and to do some planning for the fall. This is one Committee that hits the ground running! Sophia asked about the start of the church year (2nd Sunday in September), whether hybrid (it is), and whether there would be new policy guidance for those that are vaccinated and the re-opening of the church (in process).

End of Year Transition Worksheet

Committee Name: Membership Committee

Date: May 20, 2021

Committee Charge: The Membership Committee shall act to attract, welcome, encourage and assist newcomers to become and remain engaged Members of the Society.

Goals: No goals were established due to Covid.

2019 - 2020 Chair and Co-Chair: Marilyn Mullane and Robin Wolf

Chair for Coming Year: ?

Co-Chair for Coming Year: ?

Major Accomplishments Over Past Year:

1. With continued virtual church services due to Covid, we reached out to everyone in the church directory via hand written postcards to invite them to "The Good Place" service with a message to (a) come if we haven't seen you in a while or (b) bring a friend.
2. Focused on our outreach to the community via six new banners from expressing our values found in one of our seven principles to advertising a particular service, like Christmas Eve.
3. Continued our benchmarking efforts with three UU churches to either learn how they were engaging their members and attracting visitors during the pandemic (First Parish Bedford and Follen Church) to rebuilding their RE program (Carlisle Unitarian Church).

Recurring Major Tasks:

1. Bring A Friend Sunday's - four this year!

2. New Member Sunday - brought in three new members at a fall service.
3. Replenished gift bags for the Chamber of Commerce to distribute to new Winchester home buyers; made ready visitor gift bags for when we can gather in person.

Suggestions on Next Steps:

1. Like colleges last fall, Membership may be dealing with both a virtual and in person world which will impact whether it can fully engage in social events targeted for visitors and new members as well as larger gatherings where the congregation is invited. Membership will also need to be creative in coming up with new ways to attract visitors and engage members, especially if virtual church persists.
2. Membership's Welcoming brochure due for an update, especially the cover photo. Some preliminary work has been accomplished.
3. Continue use of banners as our face to the community (principles 1, 3, 4 and 6 are possibilities).
4. Consider Faith Forward curriculum to revitalize our new member classes.

PERSONNEL COMMITTEE – May 26, 2021

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

1. It is expected that Kye Flannery will be the summer minister with Marianne DiBlasi on call for situations requiring a minister in person. Kye's job description and letter of agreement from last summer should work for this year with minimal edits.
2. It is not clear to all staff what decisions they can make independently, which ones need a supervisor's approval, and which ones need to go through the treasurer or Standing Committee. Generally only actions requiring unbudgeted expenditures or exceptions to policy need approval by lay leaders. Heather will address this in staff meetings.
3. Next year's committee membership: It is valuable to have the treasurer as a member of the Personnel Committee, but that adds to the time commitment for a role which necessarily involves membership on the Executive and Standing Committees. For the past three years we have had co-treasurers, so the demands of the position have been shared. Given that next year there will be only one treasurer who will be to some extent in training mode with the current co-treasurers, it makes sense to have Sue continue on the committee and be the primary person to respond to issues related to finances. Pete and Kathy are willing to continue as well.
4. Salary review procedure
 - a. Proposed document with policy and procedures was accepted by SC at its May meeting. The final document is in the policy folder of this committee's Google drive: [Policy for Annual Salary Review Procedures approved by SC 2021-05-19 - Google Docs](#).
 - b. Section 3.1 of the Personnel Policy Manual may need to be revised to assure alignment with this policy. Recommendation for final wording to be decided at a later meeting.
 - c. Information in "relevant data" section of document should go in Book of Everything. Sue will relay this to Thomas.
5. Committee accepts current version of letter of agreement template: [Offer Letter template 2021-05-03.docx - Google Docs](#)
6. Computers and phones: reference [DRAFT policy on tech equipment 2021-04-05.docx - Google Docs](#). Sue to ask Jan Gartner at the UUA about the income versus expenses issue related to the computer reimbursement - documentation and stipend versus specific expense.
7. Due to an oversight, new expenses for computers, phones and technical help were not included in FY22 budget approved at Annual Meeting. Sue to take the issue to Executive Committee. One possible offset is to cap professional expenses at \$10,000 as Heather mentioned some churches do.
8. Approved three updated forms:
[Personnel new hire form 2021-05-11.docx - Google Docs](#)
[Checklist for change of status 2021-05-11.docx - Google Docs](#)
[Checklist for Departing Employee 2021-05-04.docx - Google Docs](#)
They should be modified as needed to make sure details are handled and communicated appropriately.
9. Constant Contact v. Mail Chimp: The marketing group (Thomas Slack, Fritzie Nace, Kristine Kamikawa and Marilyn Mullane) might be best positioned to decide which is best for WUS.

10. Software: Although Breeze, the current church management system, has shortcomings, especially with regard to interacting with other software, any transition would be very labor intensive. We seem to function well enough without a data base specifically for employees. Although Excel spreadsheets are just snapshots in time, the treasurer retains old spreadsheets so we can access history of compensation as needed.

Next meeting: TBD – Committee is on call to address issues related to staff transitions

Pending items:

- Computer section of policy manual
- Minister's time off

YAC Meeting Notes 6/7/21

WELCOME!

Check-in

Chalice Lighting

Looking back (recently)

- We've been meeting in person since the Young Activists Camp in April with help from Haley's friend Amanda stepping in as the 2nd adult; attendance has been good but dwindled a bit since the April camp (as expected).

Looking forward

- Wednesday 6/9/21 goodbye party for Haley 7-9 pm
 - A few tables for dessert potluck
- Sunday 6/13/21 Final WUSYG goodbye party 4-6 pm
 - Goodbye Tea for Rebecca Kelley-Morgan will be from 2-3:30

ADYM search process

- Have had one applicant - they've applied for both Rebecca's and Haley's positions
- Rachel Whitehouse (heading search committee) and Sam decided to open the pool to Idealist.org to try to get more applicants
- 2:30 - 3:30 on Thursday - search committee meeting

Year Overview: pluses & "deltas"

- Enjoyed young activists camp
- Activity bags were good
- Next year: West Virginia, hopefully with graduates from last 3 years

Gratitude & welcome for new folx

Gratitude & goodbye for those leaving

Future meetings - First meeting for the fall tentatively set for **Thursday, August 26**

Time w/o Haley