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WUS - Executive Committee Minutes – DRAFT

5/11/21 at 10:00 AM via zoom

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

Minutes

1. Opening Words – Fritzie – The Stew of Life – Danna Faulds
2. Check-in
3. SC Agenda (for 5/19/21) – a week after the annual meeting (invite both old and new SC members)
 - a. [James to draft]
 - b. [Suggested topics to be reviewed by co-chairs below]
 - i. Tech support
 - ii. Preview of coming attractions
 - iii. Brad Steele role and method of communicating to SC
 - iv. Discuss new co-chair
4. Treasurers Financial Update – Sue & Judy
 - a. Sue report that reports will be ready for annual meeting
 - b. Policy for salary review has been revised and sent to Personnel Committee
 - c. Raise concern about supplying tech support to staff
 - d. Discuss including Brad Steele as signatory
5. Annual meeting agenda
 - a. [James to fill in]
6. RE Search Update
 - a. Have one applicant that Heather offered comments upon
 - b. Search committee meeting tonight
 - c. Heather recommend that we get the interim consultant outreach effort started

- d. Agree to tell applicants that our RE vision is in transition
 - e. Director of Religious Education will be the title
7. Plans and next steps for Rebecca's departure / new job role written?
 8. Groundbreaking ceremony coming up for landscaping project Tuesday May 18, 2021 at 2:30 pm
 9. Goals process update by Heather
 - a. Heather send out latest revision – Fritzie walk through key challenges and goals
 - b. Would like to get to SC for review and comment
 - c. Discuss process for finalizing, implementing, monitoring and reviewing performance against goals
 10. New Business

Adjourn

WUS Standing Committee Meeting – DRAFT

April 21, 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

Notes, Action Items and Motions

1. Opening Words (read by Ivan) William Ernest Henley- Invictus
2. Check in – still in Pandemic, mood mixed; happy for Spring
3. Consent Agenda
 - a. SC meeting minutes
 - b. EC meeting minutes
 - c. Staff reports, committee reports
 - i. Youth programs – discussion on traveling to other churches;
 - d. **Motion** to accept consent agenda
 - i. VOTE was unanimous and motion passes
4. **Treasurers Financial Update** – Sue & Judy
 - a. FY22 Budget Vote – discuss FY22 budget for presentation and vote at Annual Meeting on May 16. Income: \$663,857.42. Expenses: \$713,747.40. Deficit: \$49,889.98 to be covered by Capital Reserves - \$25,000 from the Sabbatical Escrow Fund and \$24,889.98 from Undesignated Capital Reserves”
 - i. **Motion** - To approve the 4/16/21 draft budget
 1. VOTE was unanimous and motion passes
 - b. Financial Review update – (Patrick Draine)
 - i. “Financial Review” – discuss the need for a review; by laws state need for one every three years and WUS has not one done in six years
 - c. **Employee Compensation Policy** update – drafted by Personnel and being reviewed by staff and ERC. Will come to SC for vote at May meeting.
5. Volunteers
 - a. Fall Survey – Need a SC person to lead a task force and begin to draft a survey; last one done prior to Heather’s arrival; Robbie will lead this effort with Woody’s support
 - b. Fundraisers – need a SC volunteer to lead the fundraiser organizing – that Sheila Puffer and Ivan Correia have volunteered to oversee creation of a fundraiser(s) for next year
6. Pledge Drive – Robbie
 - a. Current - 101 pledges totaling \$327,317
 - b. Last year results - 118 pledges for total of \$351,000
 - c. Reminder to 35 people; now have 25 people that pledged last year that did not pledge this year and \$27,000 short
 - d. A suggestion made to go back to those that have pledged and ask for more – consensus was not to pursue this path

7. DRE Search Team update – Terry/Heather
 - a. Advertising for past 30 days – no results yet
 - b. New approaches – think about part vs full time; discussion of other approaches
 - c. Discuss Interim consultant possibility from Guild of Religious Educators -
 - d. SC offer ideas to committee
8. Assistant DYM Search – Ivan
 - a. Update on current efforts – post went up the end of March
9. Post Pandemic Tech Planning – Steve/Fritzie
 - a. Team together – meeting planned and team will update SC in May
10. IFPL Environmental Assessment update – Fritzie/Phil Coonley
 - a. The assessment has been received and Executive Summary will be presented to SC by Phil Coonley at May meeting
11. Renovations update
 - a. Lower Lobby bathroom – needs to be relocated due to sewer drainpipe location.
 - b. Landscaping project is due to begin and be completed by end of summer '21
12. Goals Project – Heather/Woody
 - a. Fritzie, Heather and Woody to develop staff goals for next church year and present to COSM and SC for approval before the end of June
13. General Assembly delegates
 - a. Motion – Approve Clair McNeil as our delegate
 - i. VOTE was unanimous and motion passes
14. Marketing and Communications Team formed – Thomas, Marilyn, Fritzie, Heather and Christine
 - a. Discussion: task force to determine revisions to Highlights format, website style and process for updating, and identify a draft Marketing Plan for WUS.
15. Rebec ca celebration – SC members will contribute personalized amounts to a token of appreciation from SC, the bench from staff and SC. Any remaining money will go to the general celebration fund. SC please send donations to Fritzie (checks made out to WUS)
16. New Business
 - a. Rebecca’s celebration discussion
 - b. Transitional SC meeting to be held on June 16th
17. Gratitudes
 - a. Music Committee for another successful concert on April 17th
 - b. James Pidacks and Carolyn Schatz - tech help for April concert
 - c. PCA's for successful Memorial Brick campaign - 2x projected funds raised - Robbie will write thank you
 - d. Terry Currier and DRE Search team – ongoing
 - e. Brad Steele for Budget Buddy help - Judy will write
18. Adjourned

RE Committee Meeting Minutes 4/6/2021

Present: Naomi, Erin, Ryan, Karen, Lucille, Rebecca, Terry and Heather

Minutes were taken by: Karen

Terry needed to leave early, so we moved issues on agenda that she as SC liaison could assist with.

I. Safe Congregations Discussion:

- a) What is minimal threshold needed for people to teach RE children?
The policy suggests it is updated annually to review UUA policy, offer supervision, training for volunteers, building safety/how many adults in bldg. at time of RE programs. When using teens as teachers in RE, who needs to be in the room?**
- b) Terry suggested this is a huge issue and needs to be narrowed down. Asked Rebecca what type of training she gives teens around safe congregations. Rebecca shared that we have typically do not do that type of training. Teen aides cannot be CORI checked and she does not know how to train teens around sexual boundaries although there is a Code of Ethics that teens sign.**
- c) Erin shared that WUS being out of compliance with the most recent UUA safe congregations policy came out of the Visioning Committee during an interview with an outside person. That we should check with UUA safe congregation policy annually to note any changes and be sure WUS is still in compliance with the policy.**
- d) Lucille suggested helpful ways we can train and talk to teens and adult RE volunteers around how to keep boundaries for self, also ways to talk to kids around their right to speak up. Write it down and use for training.**
- e) Terry shared that the Standing Committee needs to decide on this. Naomi suggested we have a small group work on this issue, Terry and Erin agreed to talk separately. We are looking for recommendations**

on how to best train volunteers. Decide how closely WUS wants to follow UUA policy.

II. Budget

a) Terry shared that the building committee will provide the funds for the air filters to increase ventilation in the Wallace Room for the OWL program. Steve M. made recommendations for HEPA filters to address the poor ventilation in that room. Erin had some questions about this and will reach out to Chuck about her questions.

b) RE is budgeted for 4 teen aides/teachers and for one person to go through OWL training.

Rebecca shared that there are no current OWL trainings available due to COVID.

c) Standing Committee will assist RE with any needs they have beyond their budget.

III. RE programming Teen Aides

a) Teen aides/teachers. Heather, Sam and Rebecca have a list of possible teen aides for the fall. Rebecca wanted clarification on the process for selecting teens before asking if teens are interested and available, shared that this is typically an informal process where she talks to Sam to identify them. Rebecca expressed concern for teen's health and safety regarding in-person fall RE programming.

b) Terry shared that we are not looking to change the teen hiring process but just add more safety training.

c) Rebecca agreed to talk to teens to see who is interested and available for the fall.

Terry left the meeting.

d) Naomi shared that she would like to have the talk with teens before Sept. Lucille agreed and shared suggestions for training teens not just

regarding safety but also how to help children feel seen, heard and valued.

Went back in agenda to check-in, members shared how they are doing.

- e) Can Hunt on Easter Sunday went well, thanks to Claire for hiding the cans.
- f) Sunday Picnics will begin again after the service from 12:30-2.

Naomi shared that due to our very large agenda, she would like RE members to choose areas on the agenda that they would like to resolve.

IV. OWL

- a) Rebecca looked into partnering with another UU church for OWL, Cambridge would like to join forces with WUS. They have 3 OWL teachers and 7-8 teens identified. We would need to provide 2 OWL teachers and we currently have about 8 teens interested in Owl for the fall. Most OWL classes would be hosted in Cambridge. They meet late Sunday afternoons. Some classes could be held in Winchester as well.
- b) We discussed whether folks would be open to traveling to Cambridge for the program, Karen suggested that we contact folks on our list to inquire if they would be willing to send/bring their teens to Cambridge for the program. Ryan shared that he would be willing to go there to teach but concerned that people will initially agree to go and then stop attending due to the location. Erin shared that she would be willing to send her teen if it's held in Cambridge.
- c) We all agreed that 12 would be critical mass for holding the OWL program.
- d) Rebecca agreed to email families on the OWL list to inquire if they would be willing and able to bring their teens to Cambridge for the program. She agreed to get back to the RE committee about this. Naomi asked to be cced on that email to OWL parents. Rebecca will

reach out to OWL teachers as well to ask about their ability to go to Cambridge for the program.

Ryan shared that he would be interested in looking into programming for middle school aged teens.

V. RE Programs for youth

a) Erin asked if we will restart Sunday in-person gatherings/picnics, if so, when? Will Rebecca advertise them? Sunday Picnics will begin again after the service from 12:30-2.

b) Lucille brought up the gardening plan, she, Naomi and Margret talked about it. Margret wants to put together a group for planning, Lucille will be part of the group for gardening. Plan to do four things in Spring with RE children. Anyone is welcome to join this small group. Contact Naomi as the group will talk about what will be taught, by whom and at what time.

b) Heather shared an idea for Earth Day (close to Earth Day): Horn Pond Clean up on Sat 4/17 because that's when the Woburn Environmental Network meets to do clean-ups. Might be a good plan for WUS RE program to join their clean up day. They begin very early, but we could begin at 8:30am and meet up with them after. Each child would be with their adult, no drop off. Heather reached out to the Green Sanctuary as well. We would need to send an announcement to bring gloves, grabber, bags. Heather will run with it as all agreed it's a good plan.

c) Had kick-off of in-person RE gathering, had 7 kids for can hunt.

VI. RE planning

a) Hiring new interim DRE, Heather shared they have been meeting every other week, looking for an interim DRE for one year, came up with a job description and posted job. No responses yet.

- b) Naomi discussed that she and the Nominating Committee are trying to recruit two new RE Committee members for the fall as Ryan and Erin will be rolling off the committee.**
- c) Naomi has begun the RE Committee annual reports for the Standing Committee, RE members can review and reach out to her to give suggestions.**
- d) Discussed that the Temple Shir Tikvah in town inquired about the possibility of renting space from WUS on Sundays from 9-11am. Discussed which room WUS RE will be in need of for the fall to determine which room are available to rent. Heather shared that any room used pre-pandemic should be off limits to rent from WUS. Also need the room used for the nursery. Erin shared concerns about the amount of children that will increase on Sunday mornings coming into of out of church. Ryan likes the idea but concerned about numbers of children as well. Safety impact, concerns about bathroom use and Covid protocols. How many children are too many. 100 is too many, maybe 30 would be acceptable due to the numbers the Cooperative pre-school use, Naomi suggested that 40 is the amount for that the Nursery School uses, but they do not use all the rooms. RE needs Wallace room, nursery, and at least two RE rooms and Metcalf for kitchen accessibility. Naomi agreed to reach out to Thomas about rooms needed for RE.**
- e) Heather discussed the upcoming worship service on Becoming about the RE program on 4/11. Spiritual Visioning for cross-generational worship and opportunities. Send Heather any quotes or ideas for service. JJ will try to do a chalice lighting for the service, Heather will connect with them. Naomi will share the priorities she is teaching her son.**
- f) Thinking about Coming of age for May agenda.**



**Winchester Unitarian Society
Membership Committee Meeting Minutes
Thursday, April 15, 2021
6:00 - 7:30 PM Meeting
Via Zoom**

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

1. Introduction 6:00 – 6:15 PM

- Welcome! Check-in
- Reading & Lighting of Chalice - Deb provided a moving reading from the NY Times paper entitled
- Volunteer to take Minutes (Marilyn) and another volunteer to keep Time

2. 2020 - 2021 Planning 30 Minutes from 6:15 - 6:45 PM

A. Recurring Tasks

1. Bring a Friend Services

a. April 18th "The Good Place" - postcards mailed, pulpit announcement made, highlight for 4/1, 8 and 15 submitted. Only Marilyn received feedback from her postcard mailing and Mayra Rodriguez-Howard will attend. Marilyn suggested personally reaching out to WUS buddies of yours that haven't attended in a while as well as reaching out to friends or family that have watched The Good Place.

b. Last and final BAF - Youth Service on 5/23 - confirmed with Sam.

Marilyn will follow up with Sam on a youth pulpit announcement on May 16th. Robin volunteered to do the highlights for 5/6, 112 and 20. The Youth Service Bring a Friend focus could be to those with high school age kids.

2. Banners

a. Earth

Day will be hung on April 19th.



b. Remaining banners - 1, 3, 4, 6 deferred until next church year.

3. Checking the virtual visitor card log - upon Heather's return, Robin stopped checking because it was her understanding that she was covering this while Heather was on sabbatical.

4. Membership Annual Report - Marilyn to do (due no later than 4/28)

B. New Business

45 Minutes from 6:45 - 7:45 PM

1. Possible New Members:

a. **Kathy Howard and Dianne Chabot - MM to follow up with Naomi**

b. **Dianne Leslie-Mazwi - Deb to do**

c. Anne Miller - Sophia reported that she's interested but perhaps not for this cycle; should revisit once we are back to in person services.

d. Nancy Schrock and Mary English to be approached when we are back to in-person services.

e. **May 16th New Member Sunday? Membership Class?** Right now, we don't know if we have any new members to sign up this year. **Naomi and Deb will need to make this ask a priority in order to determine whether we go forward.** If Howard, Chabot and Leslie-Mazwi are interested, it's a go. They should arrange for a book signing with Rev. Heather.

f. What about Faith Forward program? Good discussion about the possibility of using this curriculum going forward. With prepared materials, we would need a coordinator and couple of facilitators and the suggestion was made to staff from current and past Membership members (Gloria and Marilyn expressed interest). An idea was also raised whether we combine with other UU church if this program is too labor intensive. The consensus of the group was to purchase the intro track for \$200 in the fall.

2. Nominating and Leadership Development Slate Update - Susan Woodward confirmed.

3. Widening the Circle of Concern Workshop

a. 2nd - Education for Liberation is deferred until the fall

b. 3rd - Hospitality & Inclusion planned for the spring; with three Committees targeted (Membership, Fellowship and Building), it was suggested that a doodle poll be used to determine the best date.

4. Fellowship co-sponsor of refreshments on the lawn in the spring or end of year picnic? Will be deferred until May meeting.

5. Marketing - Crawford Methodist Easter services mailing. Marilyn will check out the cost of a large postcard mailing to generic Local Postal Customer. This could be used for next year's Earth Day Sunday service.

6. Added to the agenda for May will be training for ushers and greeters since we may be returning to in-person service in the fall. The base for training should be broad since social interpersonal skills may have lapsed.

[Next Meeting - May 20 from 6 - 8 PM]

YAC meeting notes 4.15.21

Check in

Chalice lighting

Looking back

- Still doing meetings on Zoom and had one outdoors recently with slightly higher attendance
- Zoom attendance is dwindling as expected

Looking forward

- Young Activists Camp (& help with dinners)
 - 20 people registered now
 - 11am-8pm
 - We surveyed the teens on their interests, then contacted several different organizations and no one was accepting groups of volunteers, so we decided to pivot the service trip to a “young activists camp”
 - Idea is that service is only one portion of social action, which is comprised of service, education, advocacy, civil disobedience, public witness
 - Will have an environmental justice day (service), racial justice day (public witness), and lgbtqia justice day (advocacy) (education on all days!)
 - Each theme will be coupled with a related dinner - making change by financially supporting these issues: locally sourced vegan dinner, black-owned business, and queer exchange Boston catered meal
 - They'll provide their own lunches, we'll buy dinner and snacks
 - Heather and Rebecca may join for parts
- Sweatshirts
- Young Adult Ministries
 - Upcoming meeting with recent grads
 - Survey went out to alums and older young adults to get a sense of interest in WUS-related programming/group things
- ADYM Search
 - Job has been posted but not much interest expressed yet
- In-person meeting this Sunday!
- Camp dinner pickup help?
 - Christine will help with Wednesday
 - Jenny will do Thursday
- Exec biz: committee members, annual report
 - YAC next year - Kristine Kamikawa and Michelle Kingdon expressed interest, as did Karen Caputo
 - Roofus & Patrick are on 3rd term but agreed to stay on again
 - Marcy is probably going to join Standing Committee and will be YAC liaison

Next meeting date: Wednesday, May 12 at 7:00 pm

PERSONNEL COMMITTEE – April 28, 2021

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

1. Heather updated the committee on the status of searches for DRE and Assistant Youth Director. Given the lack of applicants, the search committees are trying to adjust.
2. Salary review procedure: ERC is fine with the draft sent to them; a staff member raised two issues
 - a. What is/are the UUA positions used as reference for salary? This should be added to each LOA.
 - b. Where do professional development/credentialing fit in and does WUS encourage this? Sue to review wording.
 Heather to raise the issue of this draft procedure at the next staff meeting to make sure we have all staff comments before the final version goes to Standing Committee.
3. Any details concerning departing staff:
 - a. Committee agreed that Rebecca Kelley-Morgan is entitled to pay for five weeks' earned vacation that was not taken.
 - b. Rebecca is uploading relevant documents from her computer so they are available after she leaves. All WUSYG documents are on the YAC Google drive.
4. Letter of agreement template: [Offer Letter template 2021-05-03.docx - Google Docs](#) Kathy to incorporate these suggestions
 - a. Add UUA classification and link to UUA webpage
 - b. Use "society" or "congregation" instead of "church"
5. Computers and phones: discussed [DRAFT policy on tech equipment 2021-04-05.docx - Google Docs](#)
 - a. Those eligible for the allowance would be determined on a case-by-case basis. Initially, it would be the Minister, DRE, Music Director and Youth Director.
 - b. What would be the tax treatment of the allowance? Sue to ask the UUA.
 - c. WUS needs to designate an internal resource for technical issues/approvals/questions. This is a matter for Standing Committee. Sue will take it to Executive Committee.
6. There will be a staff tutorial on Google Docs the second Tuesday in May.
7. Database architecture update: Kathy has been adding to lists and working with Thomas. One problem is the lack of communication between Breeze and Constant Contact. Breeze might work with Mail Chimp. Heather will discuss with Thomas.
8. Since so many people have input into documents related to employment, we need better/more forms to make sure that each document has a clear indication of steps to completion.

Next meeting: Wednesday, May 26, NOON

Pending items:

- Computer section of policy manual
- Personnel database – see Pete's email of Feb. 17
- Minister's time off

May 4, 2021 Minutes

Present: Erin, Heather, Karen, Lucille, Naomi, Rebecca, Ryan, Sarah, and Terry

Minutes were taken by Heather and Naomi

Facilitated by Erin

Start 16:33 End 18:19

Programming

Remote RE

2020-2021 (Pre-K - 5th grade)

- **Gather feedback:**
 - Family Worship: We do have at least one family that would participate more if Family Worship were in person as opposed to remote.
 - First Reflections - Works well for one family. Another family - loves it when WUSYG leads it. Animation is great.
 - March 21st Egg Dying 4:30-6:00: How did it go for our last zoom RE event until further request? 3 families attended

2020-2021 For older kids grades 6-8th

- **Crossing Paths:** Update - Hats off to Caroline for her faithful attendance and participation. In some ways, this group works better than in person because we can see the different services virtually and attend many places in one session without having to drive, etc.
- When is the last date? May 23rd confirmed

In-Person RE

2021-2022 OWL

- What did you find out about Cambridge? with email to families? Finding another teacher?
 - Some families are okay going to Cambridge, some not. (3 okay, 3 not, 2 not responding)
 - Decision to “cut bait” and advertise in Winchester and surrounding in lieu of Cambridge partnership
 - Partner with Temple Shir Tikvah and Sal Carraviello?
- Where are we going from here? We will be promoting in the area to hold OWL at WUS.
 - Flier is made and is on the drive. Need to edit to update information. Include owl@winchesteruu.org Should have a point-of-contact. Plan to forward owl@ to office@winchesteruu.org and have Thomas field questions during the summer
 - Karen needs an electronic copy of the flier, as well as registration and update on who receives the emails for her promotion purposes. These things will also be needed for others to promote.
 - Lucille, Heather, Rebecca and Sarah to write an article for the Star. (Sarah as parent and teacher)
 - Terry to get the word out in Woburn
 - Outreach to First Congregational and the Temple
 - Rebecca to confirm with families that we will be in Winchester. Encourage them to “Bring your friends!”

- Teachers: Ryan, Karen and Sarah. Suggestion to invite back Sophia Sid or Mark Shepard.

2021-2022 For older kids grades 6-8th

- Coming of Age
 - Cameron: Naomi wants to reach out and give something like the bible type book for his family from the RE or from just her as a congregant.
 - Other names? 2 others
 - Heather and Rebecca to talk to Sam about 8th graders Bridging in the Senior Service
 - Gifts
 - Chalice necklace - Rebecca to order from the UUSC
 - Book like Social Action Heroes or something like that? Or for next year?

2020-2021 Pre-K - 5th grade 5:30ish

- **Sunday picnic/gatherings**
 - Earth Day: "Went great" Want to do again next year with Green Sanctuary potentially.
 - May 2nd Event Chalice Painting: "very much appreciated" by one participant and would love to do it again.
 - Memorial Day: In person 23rd of May wreath making for a video with Memorial Day? Annual ritual. Would the 29th work? From 12-2 Plan to invite adults and children plus members of the community-at-large. Heather to request permission from the town via the Town Manager
 - Plan:
 - May have the possibility of "road tripping" with First Church Salem for Family Worship. For Mother's day TBD. No picnic that day.
 - Virtual or Live? Teacher & other Thank you cards. Preference for outside. To plan at June meeting.
 - Gardening with Soil: decided on a 2 day curriculum with Margaret and Lucille as teachers and Naomi as supplies coordinator. Still working on dates.
 - Shared Playground Suggestions (This is a great resource for us to share the playground with the WCNS which we should keep for the kids to see even after COVID. We will have it available at the picnics for review at the end of each session.)
<https://docs.google.com/document/d/1UxMdUV2GKuPLj0JEP-LhpJRtp2ROighNBxdEUyDDaxQ/edit>
 - Thank you Rebecca for posting **Sundays on the Lawn: We are returning (weather permitting) to inviting families to picnic and play on the lawn at Winchester Unitarian in the backyard. 12:30-2:00ish** weather permitting - when in doubt reach out to the family and friends group via..

Leader Transition: Rebecca Leaving in June

- RKM last day? What do we still need? New system for preparing for RKM absence (After June 18th) Last sunday June 13th Last formal day July 1
 - OWL contact changes before June
 - RKM will give Naomi a tour to do that after June 18th.
 - Cleanout day or Sort day in later June
- Schedule time to meet in person: determine in June

- The visioning team: All done
- Hiring an interim DRE team? (Sarah, Lucille, Terry, Rev. Heather) www.tinyurl.com/wusdreapp
 - Plan B new DRE job description is posted.
 - With Plan B Sam would step in for 2nd year
 - Plan C: If no one applies, Sam would coordinate with a lead teacher.

Yearly Business : 5:50pm

- Safe Congregations: Heather to convene a meeting between Erin, Terry and Heather with a cc to the REC to invite any who wants to join to identify questions and concerns and make recommendations to the SC for policy and practice next year.
- Recruit for next year RE Members: space for Erin & Ryan open: No new members yet
- Continue Meetings in the Summer? July and or August?

YAC Meeting Notes 5/12/21

Check-in, chalice lighting

Looking back

- We had a successful Young Activists Camp over April Break
- 22 teens came
- Covered 3 major justice issues and had good engagement
- Difficult with local meaning folx could pop in and out, but overall very successful

Looking forward

- Meeting in person this Sunday 4:30-6:30 (videotaping & gift for RKM - kintsugi planter and plant)
- Youth Sunday
 - Next Sunday, May 23, on Zoom
 - Marcy, Christine, and Roofus will pre-read senior statements (4 to 7 of them)
- ADYM search
 - Continuing the search, will be expanding it soon and not rushing. Will keep looking through summer
- Next year's YAC
 - Christine Kamikwa, Michelle Kingdon, and Karen Caputo
 - Invite them for next meeting in June (old/new YAC)
 - Roofus, Marcy, and Evan retiring from YAC
- Haley going away
 - Wednesday, June 9 evening (7-9pm) for celebration/goodbye party and end of year party for WUSYG
 - Party will have time for grownups to come say bye to Haley
 - We'll provide desserts or people will bring them - need to ask what's COVID-safe
 - Will also have congregational goodbye to Haley at Youth Sunday

Next Meeting date: Will be either June 2, 3, or 7 - Sam is sending around a Doodle poll to get feedback from everyone, plus new YAC-ers

From: Judy Murray and Sue Kiewra
Date: Saturday, May 15, 2021
To: WUS Standing Committee
Subject: Month-end financial reports for April 2021

Dear Standing Committee members,
Greetings! We welcome your review of the Budget vs. Actuals Report for FY21 and Balance Sheet as of April 30th.

On the Budget vs. Actuals report:

- We have an operating surplus of \$144,542.33.
- In Income, we're looking forward to some summer building rentals! Thank you, Thomas, for making arrangements.
- In Expenses, we are 8 out of 12 months through the year or 67% and on track for the year.

On the Balance Sheet:

Money market accounts 1060 and 1080 are where we're keeping approximately \$100K in donated big project money to earn higher interest until bills for project work are submitted for payment. Chuck and Julie Khuen are working hard to have these projects completed before the building reopens for in-person gathering.

We continue to be in great shape this fiscal year due to the forgiven PPP loan and the amazing Auction Fundraiser. See the Annual Report for projections through the end of the year. We estimate an approximate surplus of \$40K which stands us in good stead for next fiscal year's proposed deficit.

Other news:

- Health insurance rates for Thomas and Heather are going up by 10% beginning in July.
- We are pleased to welcome Brad Steele as the new congregational treasurer. A transition plan is being formulated to change signers and online access for bank accounts at Winchester Savings Bank and Needham Bank as well as creating new user accounts in our QuickBooks and Breeze systems.

We thank you for the privilege of serving as your co-treasurers these past three years. We are committed to supporting Brad as he takes on his new role so look for us in the background.

Questions and comments welcome.

Judy and Sue

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

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4100 Individuals				
4110 Current Year Pledges	269,778.24	340,000.00	-70,221.76	79.35%
4150 Prior Year Pledges (Late Payments)	19,730.00	12,600.00	7,130.00	156.59%
4160 Contributions - non-pledge	7,912.00	9,000.00	-1,088.00	87.91%
4170 Sunday Collection - non-pledge	9,422.30	13,000.00	-3,577.70	72.48%
4180 Sunday Collection - Share the Plate	12,696.30	15,000.00	-2,303.70	84.64%
4190 Electronic Funds Fees	-1,607.79	-1,800.00	192.21	89.32%
Total 4100 Individuals	\$ 317,931.05	\$ 387,800.00	-\$ 69,868.95	81.98%
4200 Investments & Endowments				
4210 Bank Interest	1,756.07	2,500.00	-743.93	70.24%
4220 Downs Income	9,255.00	12,340.00	-3,085.00	75.00%
4230 Meyer Income	33,600.00	57,600.00	-24,000.00	58.33%
4240 Trustees PermFunds - Unrestricted	48,000.00	96,567.00	-48,567.00	49.71%
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	\$ 103,011.12	\$ 179,406.00	-\$ 76,394.88	57.42%
4300 Building Use				
4310 Winchester Coop Nursery School	30,870.00	30,870.00	0.00	100.00%
4340 Other Building Use	450.00	2,000.00	-1,550.00	22.50%
Total 4300 Building Use	\$ 31,320.00	\$ 32,870.00	-\$ 1,550.00	95.28%
4400 Other Sources				
4410 Fundraising	32,871.53	10,000.00	22,871.53	328.72%
4420 Concert Series		8,000.00	-8,000.00	0.00%
Total 4400 Other Sources	32,871.53	\$ 18,000.00	\$ 14,871.53	182.62%
Total Income	\$ 485,133.70	\$ 618,076.00	-\$ 132,942.30	78.49%
Gross Profit	\$ 485,133.70	\$ 618,076.00	-\$ 132,942.30	78.49%
Expenses				
5000 Staff				
5100 Ministerial				
5110 Lead Minister				
5111 Salary	45,287.88	104,301.67	-59,013.79	43.42%
5112 Housing	22,884.55		22,884.55	
5113 Benefits	13,794.87	30,942.45	-17,147.58	44.58%
5114 In Lieu of FICA	5,190.69		5,190.69	
5115 Professional Expenses	2,730.22	10,400.00	-7,669.78	26.25%
Total 5110 Lead Minister	\$ 89,888.21	\$ 145,644.12	-\$ 55,755.91	61.72%
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%

	Actual	Budget	over Budget	% of Budget
5140 Sunday Speakers	364.62	1,000.00	-635.38	36.46%
Total 5100 Ministerial	\$ 93,972.83	\$ 158,797.12	-\$ 64,824.29	59.18%
5200 Administration				
5210 Administrator				
5211 Salary	33,493.70	51,100.00	-17,606.30	65.55%
5212 Benefits	11,479.52	18,718.15	-7,238.63	61.33%
5213 Professional Expenses	195.00	1,000.00	-805.00	19.50%
Total 5210 Administrator	\$ 45,168.22	\$ 70,818.15	-\$ 25,649.93	63.78%
5220 Administrative Assistant				
5221 Salary	14,485.74	20,600.00	-6,114.26	70.32%
5222 Benefits	1,111.98	1,575.90	-463.92	70.56%
Total 5220 Administrative Assistant	\$ 15,597.72	\$ 22,175.90	-\$ 6,578.18	70.34%
5230 Sextons				
5231 Salary	24,425.22	37,527.55	-13,102.33	65.09%
5232 Benefits	1,878.09	2,832.61	-954.52	66.30%
Total 5230 Sextons	\$ 26,303.31	\$ 40,360.16	-\$ 14,056.85	65.17%
Total 5200 Administration	\$ 87,069.25	\$ 133,354.21	-\$ 46,284.96	65.29%
5300 Religious Education				
5310 Director Religious Education				
5311 Salary	45,833.52	67,402.47	-21,568.95	68.00%
5312 Benefits	11,229.84	16,918.07	-5,688.23	66.38%
5313 Professional Expenses	816.47	4,500.00	-3,683.53	18.14%
Total 5310 Director Religious Education	\$ 57,879.83	\$ 88,820.54	-\$ 30,940.71	65.16%
5340 RE Program Assistant		813.83	-813.83	0.00%
5350 RE Teachers and Aides	714.97	4,255.42	-3,540.45	16.80%
Total 5300 Religious Education	\$ 58,594.80	\$ 93,889.79	-\$ 35,294.99	62.41%
5400 Youth				
5410 Youth Director				
5411 Salary	25,791.33	39,405.78	-13,614.45	65.45%
5412 Service Trip Stipend		2,000.00	-2,000.00	0.00%
5413 Benefits	5,461.04	8,862.86	-3,401.82	61.62%
5414 Professional Expenses	840.41	2,000.00	-1,159.59	42.02%
Total 5410 Youth Director	\$ 32,092.78	\$ 52,268.64	-\$ 20,175.86	61.40%
5420 Youth Assistant				
5421 Salary	3,667.42	6,281.21	-2,613.79	58.39%
5422 Service Trip Stipend		2,000.00	-2,000.00	0.00%
5423 Benefits	282.47	633.51	-351.04	44.59%
Total 5420 Youth Assistant	\$ 3,949.89	\$ 8,914.72	-\$ 4,964.83	44.31%
Total 5400 Youth	\$ 36,042.67	\$ 61,183.36	-\$ 25,140.69	58.91%
5500 Music				
5510 Music Director				
5511 Salary	25,558.30	39,089.09	-13,530.79	65.38%
5512 Benefits	4,932.33	7,687.26	-2,754.93	64.16%
5513 Professional Expenses		2,150.00	-2,150.00	0.00%
Total 5510 Music Director	\$ 30,490.63	\$ 48,926.35	-\$ 18,435.72	62.32%
5520 Children's Chorale Director				

	Actual	Budget	over Budget	% of Budget
5521 Salary	2,394.00	3,100.32	-706.32	77.22%
5522 Benefits	174.62		174.62	
Total 5520 Children's Chorale Director	\$ 2,568.62	\$ 3,100.32	-\$ 531.70	82.85%
5530 Soloists and Section Leaders	11,205.31	14,155.98	-2,950.67	79.16%
5540 Other Musicians		2,000.00	-2,000.00	0.00%
Total 5500 Music	\$ 44,264.56	\$ 68,182.65	-\$ 23,918.09	64.92%
Total 5000 Staff	\$ 319,944.11	\$ 515,407.13	-\$ 195,463.02	62.08%
6000 Building & Grounds				
6110 Grounds	780.00	3,200.00	-2,420.00	24.38%
6120 Snow Removal	12,110.00	14,400.00	-2,290.00	84.10%
6130 Church Maintenance	9,375.36	35,000.00	-25,624.64	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	15,613.82	17,000.00	-1,386.18	91.85%
6170 Electricity	3,225.99	8,840.00	-5,614.01	36.49%
6180 Water & Sewer	2,141.40	4,000.00	-1,858.60	53.54%
Total 6000 Building & Grounds	\$ 44,668.18	\$ 85,000.00	-\$ 40,331.82	52.55%
6500 Operations				
6510 Financial				
6512 Insurance	9,013.00	17,500.00	-8,487.00	51.50%
6513 Pledge Drive		500.00	-500.00	0.00%
Total 6510 Financial	\$ 9,013.00	\$ 18,000.00	-\$ 8,987.00	50.07%
6520 Office Expenses				
6521 Office Equipment	1,966.00	3,000.00	-1,034.00	65.53%
6522 Office Operations	4,418.02	9,200.00	-4,781.98	48.02%
6524 Phone & Internet	3,961.42	5,300.00	-1,338.58	74.74%
6525 Web, Marketing, Publicity		600.00	-600.00	0.00%
Total 6520 Office Expenses	\$ 10,345.44	\$ 18,100.00	-\$ 7,754.56	57.16%
6540 Staff Hiring & Support				
6541 Staff Meetings, Retreats, Acknowledgements	938.44	1,200.00	-261.56	78.20%
6542 Search & Transitions	80.00	100.00	-20.00	80.00%
Total 6540 Staff Hiring & Support	\$ 1,018.44	\$ 1,300.00	-\$ 281.56	78.34%
6550 Denominational Affairs				
6551 UUA Annual Program Fund	22,554.75	30,073.00	-7,518.25	75.00%
6552 Contributions - other organizations	250.00	500.00	-250.00	50.00%
Total 6550 Denominational Affairs	\$ 22,804.75	\$ 30,573.00	-\$ 7,768.25	74.59%
Total 6500 Operations	\$ 43,181.63	\$ 67,973.00	-\$ 24,791.37	63.53%
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	474.50	1,500.00	-1,025.50	31.63%
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	2,010.85	2,500.00	-489.15	80.43%
7240 Worship & Flowers & Candles	680.75	750.00	-69.25	90.77%

	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	1,608.80	1,200.00	408.80	134.07%
7280 Grief Group & PCAs	28.03	200.00	-171.97	14.02%
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	\$ 10,051.66	\$ 11,240.00	-\$ 1,188.34	89.43%
7800 Social Action Grants				
7810 SOC Committee Grants		18,000.00	-18,000.00	0.00%
7820 SOC Share the Plate Grants	12,245.79	15,000.00	-2,754.21	81.64%
Total 7800 Social Action Grants	\$ 12,245.79	\$ 33,000.00	-\$ 20,754.21	37.11%
Total Expenses	\$ 430,091.37	\$ 712,620.13	-\$ 282,528.76	60.35%
Net Operating Income	\$ 55,042.33	-\$ 94,544.13	\$ 149,586.46	-58.22%
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	\$ 144,542.33	\$ 0.00	\$ 144,542.33	

Saturday, May 15, 2021 09:12:48 AM GMT-7 - Cash Basis

Winchester Unitarian Society

Balance Sheet As of April 30, 2021

	TOTAL	
	AS OF APR 30, 2021	AS OF AUG 31, 2020 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1010 Winchester Savings Ops Checking	39,048.78	71,569.23
1015 Needham Bank Payroll Checking	20,242.81	5,896.41
1020 Winchester Savings CDs	86,855.28	85,854.30
1030 Needham Bank CD 1	0.00	0.00
1040 Needham Bank CD 2	62,258.21	62,017.68
1050 Winchester Savings MDF checking	6,720.79	7,986.03
1060 Winchester Savings Money Market	270,816.26	120,391.63
1080 Needham Bank Money Market	30,199.99	20,117.75
Total Bank Accounts	\$516,142.12	\$373,833.03
Total Current Assets	\$516,142.12	\$373,833.03
TOTAL ASSETS	\$516,142.12	\$373,833.03

Winchester Unitarian Society

Balance Sheet As of April 30, 2021

	TOTAL	
	AS OF APR 30, 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	20,170.00	60,723.18
3060 Prepaid Close the Gap	0.00	0.00
Total 3000 Operating Funds	148,554.73	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)	6,603.07	7,102.57
3170 Building Security Enhancements	389.00	389.00
3180 Accessible Restroom	37,815.38	
3190 Mystic Valley Pkwy Project	75,958.87	
3191 HVAC project	-10,653.36	
Total 3100 Building and Grounds	115,170.96	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	10,504.00	3,720.00
3400 Music Funds		
3450 Concert Series	12,135.41	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

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Balance Sheet As of April 30, 2021

	TOTAL	
	AS OF APR 30, 2021	AS OF AUG 31, 2020 (PP)
Total 3400 Music Funds	19,369.29	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	13,661.59	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	14,651.67	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	705.00	1,100.00
3870 Yoga Fund	2,720.33	1,245.33
3880 from Downs Fund	0.00	0.00
3890 Contra	-570.56	-3,825.56
3895 Minister Discretionary Fund	6,720.79	7,986.03
Total 3800 Other Funds	56,575.25	53,505.49
3900 Uncleared WSB Checks in ChWindows	0.00	0.00
Total Other Current Liabilities	\$371,599.79	\$373,833.03
Total Current Liabilities	\$371,599.79	\$373,833.03
Total Liabilities	\$371,599.79	\$373,833.03
Equity		
Opening Balance Equity	0.00	0.00
Retained Earnings	0.00	0.00

Winchester Unitarian Society

Balance Sheet As of April 30, 2021

	TOTAL	
	AS OF APR 30, 2021	AS OF AUG 31, 2020 (PP)
Net Income	144,542.33	
Total Equity	\$144,542.33	\$0.00
TOTAL LIABILITIES AND EQUITY	\$516,142.12	\$373,833.03