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WUS Standing Committee Meeting Minutes

Wednesday, October 20, 2021 7:15pm via Zoom

Present: Fritzie Nace, Gordy McIntosh, Brad Steele, Terrill Levering, Rev. Heather Janules, Patrick Draine, Robbie Brown, “Woody” Wood, Terry Currier, Vicky Coccoluto, Ivan Correia, Marcy Thompson

- I. Chalice Lighting/Opening Words and Check in: One or two words that describe where/how you are this evening. (7:15 – 7:20pm)**

- II. Approve Consent Agenda: (7:20-7:25)**
 - a. Committee Minutes**
 - b. Staff reports**

Motion to accept consent agenda: Patrick

Second - Marcy

All in favor, motion passes

- III. Treasurer’s Report (Brad) (7:25 – 7:40)**
 - a. Year to date update**
 - b. Fiscal 2021 positive fund balance (See Brad’s email of Oct 7th)**

We are 20% behind last year in what % of pledges have been collected through September, but could just be a fluke. Will look at it after the quarter

Restricted funds are distributed by trustees in October. This year disbursement was higher than expected at \$36,000 due to strong market returns. That will go to different restricted funds, but still very positive

Brad reports that the treasurer is supposed to present a report of the previous fiscal year by 10/31. Not sure how this report is sent out, and to where. Brad will check with prior treasurers.

Balance of funds from last year need to be disbursed. Brad suggests:

- \$10k to Sabbatical escrow account
- \$25k to building escrow account
- Remaining fund balance approx \$29k to undesignated capitol reserves to be used as needed

Some questions about the \$10k to sabbatical account. Currently budgeted to use \$25k for Heather's upcoming sabbatical which would deplete the acct. Heather explains current sabbatical line-up

- Heather is eligible for 1 month for every year in service. Will take 4 months in January 2022
- Sam is overdue for a sabbatical. He will most likely be coming to the SC to request sabbatical for next program year. He needs to request this one year in advance
- John Kramer had a sabbatical last in 2017

There is currently \$40k in the sabbatical fund now. If we use \$25k for Heather, that will leave \$15k. We can add back the \$10k from the reserves and be back at \$25k for future use

Brad motions to approve allocations for reserve funds as stated above, Patrick seconds. All in favor - passes

- \$10k to Sabbatical escrow account
- \$25k to building escrow account
- Remaining fund balance approx \$29k to undesignated capitol reserves to be used as needed

IV. Pandemic Task Force Update (7:40-7:45)

PP Task force met with program staff. A form letter was created for notifying attendees of a positive covid case at a gathering. Thomas will distribute as necessary. On the registration form, will start asking for email addresses to facilitate sending this out rather than texting/ calling everyone. The office will also give access to the registration form to organizers of gatherings because Thomas is not in the building after 5pm.

PP Task Force also decided that the threshold for holding coffee hour inside would be 50 degrees. Will serve beverages outside so that people can either be inside or outside depending on preference.

Chuck Khuen is coming up with a document which will include sq feet of different rooms and air filtration mitigation so that groups can better decide what spaces to use within the church if gathering inside. Will be available on the website as needed.

There was a positive COVID case at a memorial service. All attendees were notified. Thomas spoke with the positive individual, who gave permission for their name to be released so that individuals could determine their risk. Included a link to CDC's "What to do if exposed in a public setting." The Board of Health was not notified of this case, but would be prudent to do in the future. Fritzie will check in with them to find out the protocol.

Fritzie spoke with Sam about purchasing a tent to go outside Metcalf to be used in inclement weather so that RE/ WUSYG could still gather if people are not comfortable going inside Metcalf (esp. Unvaccinated kids) Determined 10x20 would be a good size. The EZ-Up type would be \$1000-\$2000 and include sandbags to weigh it down in case of wind. It was brought up that the building committee had a lot of concerns last time this was raised about liability. Fritzie will ask Thomas to check with our insurance carrier regarding liability when using a pop-up style tent. More discussion regarding liability, use, storage.

Fritzie moves that we approve tent purchase up to \$2000. Woody seconds. All in favor - motion passes pending coverage under liability insurance.

V. Update on Fundraiser Planning Gordy (7:45 – 7:50))
a. MaxSold Auction update: dates/place/ announcements

Rachel sent a written update. In summary:

The Chapel is the location

- Dates are set (Drop off/catalogue Nov. 3-8; Pickup on Nov. 20)
- Sign up Genius is done and aligned to the dates
- Contract with MaxSold is signed.
- Promo in WUS weekly highlights for the last 4-5 weeks

The chapel is being used for storage right now. Thomas is connecting Rachel and Chuck Khuen to sort this out, make sure there is the space needed. Tables can be brought from Metcalf

VI. Update on Building: (1 mins)

- a. Accessible bathroom current location and timing: on hold waiting for contractor to get started – October estimated start time**

Not started yet, no new updates

VII. Heather's Sabbatical planning: (Heather) Search for sabbatical minister (7:50 – 8:10)

First, gratitude from Heather on being able to take a sabbatical after this tough 18mths, acknowledging that it creates more work for others.

On the UUA website, under the office of church staff finances, can find a chart of salary recommendations based on Mid-size 1 geo index 5. Would be using the salary of an associate minister for sabbatical coverage. This would be approx \$18-19k. The sabbatical fund of \$25k would cover this salary and also some of the guest preacher expenses. We should be mindful of budget not to exceed the \$25k with guest speakers included, bearing in mind that we need the "right person" for this important position.

Sam is new to his role as RE coordinator, and may need some extra supervision/ someone to bounce ideas off of. Heather reports he is doing well at balancing his positions. Heather also noted that while John Kramer likes to do his own thing, both Sam and Thomas appreciate 1:1 feedback and some more involvement from the minister. Would like to include in the sabbatical minister job description "regular check-ins with program staff."

Sabbatical minister would not be involved in DRE search, as this is not under their charge. It is generally not appropriate for an interim to get involved in matters that have strong future ramifications for the church.

The sabbatical minister search committee can crunch some #s to see where the budget will come from for guest speakers, could also ask lay leaders if necessary to lead a service or two.

Important to acknowledge that we may have trouble filling position in the current climate of jobs. Heather reports that many ministers have left positions and may be looking for something temporary like this.

Marcy motions to accept the sabbatical minister job description as written with caveat for regular program staff checkins. Fritzie seconds. All in favor - passes

VIII. Follow up on goals process ((8:10-8:20)

Fritzie sent a doc incorporating the ideas from the retreat into goals. On 11/11, she will present this to the committee chairs. Liaisons will then discuss with committees to see how their committees can meet these goals.

Everyone should read through and let Fritzie know any feedback

Fritzie can possibly share goals process in Highlights to inform congregation of process. Maybe in a "Notes from the chair"

At December SC meeting, we will address Heather's eval, look at last year's goals.

IX. Director of Religious Education (8:20-8:40)

a. Recommission Search Committee

Despite coming up with a good solution in the end (Sam) there was a feeling of failure surrounding disbanding DRE search committee. The process was complicated and constantly meeting challenges. We did come up with some ideas that need to be flushed out further.

- Possibly sharing a DRE with First Parish Lexington, who is also looking for a 20hour DRE
- Sam could possibly take over middle-school programming (OWL, F8th in action) and create a middle school youth group to transition to WUSYG. This would be a 10hr position, leaving a 20hr DRE for K-5th or 6th grades.

There are a lot of unknowns - no one really knows where the program should go from here and how to grow it. Need to have conversations with the congregation about where RE should go. We did a visioning process/ report but it wasn't concrete enough, just a lot of ideas that were often contradictory. It's hard to reconvene a search team when we don't know what we're looking for.

We have available a UUA consultant Deb Weiner who can help us discern how to move the program forward. Need someone to start this conversation again with her and with the congregation

Ivan agrees to help with the search, but not lead it. Would recommend Rachel Whitehouse but she is focusing on MaxSold.

At this point, Fritzie suggests we all think about it, talk to people in the congregation and email her with ideas.

X. Liaison Reports: meet w/committees, review goals, id committee goals – Everyone check-in. (8:40-8:50)

Membership is still looking for ushers/ greeters/ secretaries.

XI. Gratitudes: (a SC member offers to send a written thank-you.) (3 min)

XII. Next meeting date: Weds. November 17th 7:00 – 9:00pm: On-line vs in-person? (2 min)

7:15 via Zoom

XIII. Motion to Adjourn

Patrick motions. Everyone seconds!

Executive Committee Agenda for November 10, 2021

(via Zoom 6:30pm – 8pm)

Present: Fritzie, Rev. Heather, Gordy, Terrill, Sam (until 7:15)

Absent: Brad

- I. **Chalice Lighting**
- II. **6:30- 6:50 Conversation with Sam W. re: DRE position and search (Is Sam available to come to SC meeting? Do we want to invite him to discuss with others?)**
 - a. **How is this year going so far? Balancing both pieces of his workload and time.**

According to Sam, things are going well. Multi-age programming outdoors so far with 8 consistent attendees. (Plus the potential for 3 more) Unclear how many families will transition inside, especially before the kids are fully vaccinated. It has been challenging for Sam to do both roles - has probably been averaging 50hrs/week. For ex: Fall fest took a lot of time to plan. Also, since we are creating our own curriculum not just implementing one that has been used before, it has been tough figuring out the week-to week plans. Sam is running up against volunteer fatigue, finding it hard to get volunteers to delegate to.

- b. **What vision do you have for your role in our Children's and Youth ministry going forward? What would you love to do?**

A few possibilities for next year that Sam has been thinking about:

- 1) Try again to search for an interim or permanent $\frac{3}{4}$ time DRE for grades K-8. Sam would go back to his prior role of DYM at 30hrs/wk for grades 9-12.
 - 1A) Similar to the previous plan, but Sam would stay at full time, taking over middle school programming for 6-8. Would hire a 20hr DRE for grades K-5 and Sam would be responsible for 6-12, most likely setting up a middle school youth group in addition to WUSYG and overseeing programming for 6-8 (including OWL)
- 2) Continue with the current model for one more year (with Sam as coordinator, running RE and WUSYG.) Having Sam continue for one more year would allow the congregation time to do more

intentional visioning, working with a consultant to determine what direction we want RE to go in before attempting to find a permanent DRE.

- 3) Sam would become the permanent DRE at full time, meaning he would oversee the program from infants through 12th grade. He would continue to lead WUSYG with his assistant, and also oversee the rest of the programming. The difference from this year is that K-6 would have a lead teacher (or coordinator depending on what we want to call them) and possibly a junior youth group leader. Would definitely require more intentional support (Heather says right now there is extra \$ in the RE budget)

Sam is excited about the prospect of forming a junior youth group and also bringing back a coming of age program. (He developed a coming of age program at his last congregation.) If we went with the last scenario, it might look something like K-5 have RE during worship. 7th grade is OWL and 8th grade is coming of age (but could also flipflop these for 7th and 8th graders depending on maturity level/ readiness. In visioning it was strongly recommended we offer OWL every year. If both OWL and Coming of age were offered at the same time (Sun eve) then afterwards, they could come together with the 6th graders and do the Junior youth group for an hour. Would be open to community like WUSYG. All of this sounds great in theory, but need to make sure there are kids - would be a shame to create awesome program then only have 1 kid.

Sam is due for sabbatical next year but that might not work well with any of these plans. Heather suggests if he wants to wait a year and is at risk of losing his time, SC could offer a special waiver to keep his accrued time but push off sabbatical for a year.

Alex (ADYM) has a lot of their plate and could probably not take on more responsibilities at this time.

Sam prefers full time next year, but is open to what works best for congregation needs.

c. What do you see is working in the current format?

The announcements in highlights have been great - make the program seem exciting and give people an idea of what is happening outside of general worship.

- d. **What do you see is missing and would be beneficial to include in the next year to build and sustain the RE program?**
- e. **What innovations might WUS consider in defining our program to better meet needs and wants of families in our current culture?**

III. **6:50-7:00 WUSYG Service trip discussion- Sam (can he come to SC meeting to discuss?)**

- a. **Update on War, WV destination**
- b. **Possible alternatives – establish before Heather goes on sabbatical**
- c. **SC approval needed – when shall we ask for Sam to bring plans to SC?**

The WUSYG service trip proposal will be in the SC report for next week. Right now, it looks as if the plan for War, WV is fully moving forward. Sam has a few ideas for backup, but does not want to fully flesh these out unless necessary. Will include in SC report as well.

There is a parent's meeting on 11/21 regarding the service trip. Would like to have SC approval by that time. Sam will send the report to SC and Fritzie will note for members to take special consideration to read this, as there will be a vote at the 11/17 SC meeting to approve service trip. Sam will come to the meeting to answer any questions.

IV. **7:00 – 7:15 Plan for next steps in DRE Search**

- a. **Revise Job Description (by ? date)**
- b. **Identify Search Team: Who will lead/chair? Need SC rep.**

See Sam's discussion earlier - Sam will be at SC 11/17 to discuss further and will flesh out these 3 proposals a little more in his report to SC

If posting an outside job, Sam recommends it be posted by January for a DRE (lead teacher/ coming of age/ junior youth group positions would probably be less important to post right away.)

The entire DRE process needs to have complete transparency with the RE committee. If they would like to be on the search cte, that would be great. Otherwise, should have full access to notes and be kept up to date after meetings as to current thinking/ what is going on.

V. **7:15 – 7:45 Heather’s Review and Goal-setting w/ SC**

- a. **Process for SC meeting – what would be desired outcome? X number of concrete, measurable goals for Heather? Can we do this at Nov meeting? Should we prepare more and wait until December?**

Heather only has about 6 weeks left in the program year after she returns from sabbatical and only slightly longer than that before she leaves (and a busy holiday season.)

Did not have ministerial eval last year and the year before that was upended by the pandemic. Asks SC to informally identify goals for this program year and before the end of this program year, to come up with a new goal-setting process to begin next year. That will take some pressure off this year because the sabbatical breaks things up and not much time to actually accomplish goals.

- b. **Going forward: status of CoSM, reviewing the “Charge” and tasks to make clearer their role and work**

CoSM is a committee of the congregation. For WUS, it has lost its way, but Rev. Heather did find it useful when it was functioning in the past. Heather would like to re-establish this as 1) a resource for the minister but also that it looks at all the ministries of the church (pastoral, music, etc)

CoSM looks at the health of the ministries and facilitates connections between different programs/ committees. Focused on the pulse of the congregation, how it’s going. Can be difficult to find members who would suit this role.

Heather will reshare article on CoSM and its different purposes (4 identified in the article, but for it to work, usually focus on only a few of those.) Will share now, but plan to discuss in January.

Heather wants to make sure that without a functioning CoSM that the sabbatical minister has people to come to - could possibly be a combo of their search committee and the executive (or just Gordy who is on both!)

VI. 7:45 – 8:00pm Review Standing
Committee Agenda for November 17th:

- a. Chalice Lighting and Opening Words – *Terrill*
- b. Consent Agenda
- c. Employee Relations Committee visit – John Russell (*Do we save this for December given all that is on our plates re: staffing?*)

Will thank John but ask him to hold off for now because there is so much on the agenda. Maybe January? Being cognizant that every month has a busy agenda

- d. Treasurer's Report-Brad (*Do we have any business to conduct – votes?*)
- e. Thomas' notice of coming resignation, proposed job description reconfigurations; Search team and plan – Brad and Heather

Fritzie will send an email ahead of reports and agenda to inform SC of his pending resignation.

- f. DRE Search update – (*conversation with Sam?*)
- g. Heather Sabbatical planning update – Gordy and Heather
- h. Review Goals from Retreat and next steps with committees - Fritzie

Will be shared at cte chairs meeting 11/11

- i. Heather's 2020 Review and Goals?
- j. Update on CoSM? – next steps/purpose
- k. WUSYG Service trip discussion- SC approval needed (Fritzie)
 - i. Status of War, WV as destination?
 - ii. Possible alternatives – establish before Heather goes on sabbatical. *When should SC ask Sam to bring plans for SC approval? February?*
- l. PPTF update – Fritzie
 - i. HVAC updates and procedures by room – on website

ii. PPTF liaisons to committees/groups

Nothing really new to report, can delete

m. Max Sold Update- Auction in process on line until

n. New Business:

o. Gratitudes and Appreciations:

- i. OWL teachers**
- ii. Rachel Whitehouse – WUSYG Retreat host and MaxSold**
- iii. John Kramer and Music Committee – great first concert!**
- iv. Others?**

Mikayla Hathaway has been serving as Sunday secretary

v.

p. Next Meeting – Weds December 8th 7:15pm

****Date corrected to Dec 15th****

q. Motion to Adjourn

VII. New Business

Thomas' pending resignation

Thomas will meet with Brad and Heather, hopefully Tuesday morning to come up with financial parameters in rearranging job descriptions for admin and Jenny's position

Currently we have 2 admins but no marketing or membership person as a lot of nearby congregations have. Can use this transition to shift some of Thomas' duties to Jenny (who has wanted full time.) With some of these tasks absorbed by Jenny,

the new admin could have marketing/ membership taks as well. Need to find right person who is both skilled at attention to detail and also people - oriented.

Search cte from last time was Judy Murray, Sue Kiewra, Chuck Khuen, Kristine Kamakawa, Kathy Richardson.

Heather has upcoming meeting with personnel - will include them in the loop that Thomas is leaving.

Current timing for Thomas leaving as far as we know looks like either end of Dec or Jan. Would prefer to hire replacement before Thomas leaves so he can train them. He has been compiling a book with all the info that has previously been stored in people's minds/ memories (not very accessible!) If we haven't hired someone yet, Heather would agree to break sabbatical just to attend final interview for admin candidate.

VIII. Next Exec Comm meeting: Dec. 15th, 2021 7:15 PM

****Date corrected to Dec. 8th****

IX. Motion to Adjourn



**Winchester Unitarian Society
Membership Committee
Meeting Minutes
Thursday, September 16, 2021
7:00 p.m.**

Location: Parlor (in-person attendees) and via Zoom

Attendees: Sheila Rudolph Correia, Deb Eiler (3rd), Liz Lintz, Sophia Sid (Co-Chair), Susan Woodward, Robin Wolf (Co-Chair), Rev. Heather Janules, and Gordy McIntosh (SC liaison)

I. Introduction

The meeting began with a chalice lighting and reading, *Go Forth in Simplicity* by Samuel A. Trumbore. Sophia complimented Robin on her great minutes of the August 7 committee retreat and asked members to please review and provide any comments.

II. Debrief of events and projects since our last meeting

First Sunday of Hybrid Worship

Attendees shared their observations about the September 12 worship service, which was the first Sunday of the 2021-2022 church year as well as our first worship service in which people attended in person and through our live stream.

Sophia noted that Fritzie and Kim helped with ushering and administering our COVID protocols. We need at least three people each week to help with this. Ushering people out onto the terrace worked well. People were encouraged (compelled?) to stay. The atmosphere felt friendly and welcoming.

Sheila indicated that the people she talked with were enthusiastic to be present in person. The newcomers got a lot of friendly contact.

With regard to the virtual side of things, Heather received feedback that the visual and sound quality were great on the live stream. The Zoom room for the water ceremony did not work as well, but the question was moot because people were not there, as far as Heather could tell. We are going to try to have virtual coffee hour. Heather hopes people will come and hopes to get the technology right. Also, moving away from Zoom, we no longer have transcription functionality, so those with hearing loss may be missing the transcriptions. We are going to try to put the live stream through Zoom so we have the positive bells and whistles of Zoom (transcription and chat). Heather thinks it would be valuable to have a virtual greeter who is always online. When we connect the live stream with Zoom, however, that may not be possible.

67 people were in attendance (including the Choir) at the service. Our COVID protocols limit occupancy of the Sanctuary to 75 people. We need to have ushers be more proactive in helping people figure out where to sit. Gordy mentioned that Sophia did a good job proactively directing people in exiting onto the Terrace.

III. Winchester Town Day

We discussed WUS staffing for Winchester Town Day on Saturday, September 18. From Membership, Susan and Sophia planned to be present from in the morning and into early afternoon. There was a discussion about refreshments and the desire to avoid individually wrapped snacks and disposable paper products. Sophia suggested that we use the reusable

plastic cups that are used during coffee hour. Deb offered to bring popsicles and lemonade, which are, relatively speaking, minimally packaged and use more environmentally friendly materials, as well as coolers and ice.

In addition to Membership Committee participation, Heather and Sheila Puffer planned to represent WUS and work the crowds, including by handing out lavender sachets made by Heather and other WUS friends.

Naomi Magnoni, representing RE, and WUSYG were expected to be present in the afternoon. RE and Social Action materials were to be available for distribution.

IV. Current New Member Prospects

The committee discussed outreach to various people who have visited WUS (virtually or in person) in the past 18 months or so:

1. **Brett Mulder** was with us on September 12. He got a warm welcome from many people at WUS. His children are 6 and 11. He expressed an interest in bringing them and his wife to WUS, but there is a scheduling difficulty in that the children are enrolled in a Nepalese language program that meets on Sunday mornings. He works for Mass General doing programming for children and adults with autism. Sophia emailed him to invite them to attend RE.
2. **Jeff Kostan** and **Christine Yamie** were scheduled to have breakfast with Marilyn Mullane and Sophia on September 26. Christine used to go to the Waltham UU, so she is familiar. She and Jeff expressed an interest in becoming members and joining the Hospitality Committee (Christine) and Social Action and Outreach Committee (Jeff). We are not sure what Hospitality is up to given that, technically, we are not supposed to have food inside. We discussed the possibility of asking Christine to be an Usher/Greeter. Sophia indicated that Claire McNeil spoke with Jeff about SAOC and opined that he has a lot of good ideas, but he is not yet a member, which is required to join SAOC, and online meetings are to discuss Share the Plate. Claire seemed to have some concerns about whether it would be appropriate to have a non-member involved. Heather indicated that this issue has come up in the past, and it is the case that anyone can come to SAOC meetings, but those who are not members of the Committee are just there in a nonvoting capacity. One member asked if Deb Walsh is still organizing monthly volunteering at Womens Lunch Place to see if that is a possible way to get Jeff involved. Gordy indicate that WLP is not accepting group volunteers, just individuals right now. The Sanctuary Task Force and Green Sanctuary might be good avenues, depending on Jeff's passions.
3. **John Grebe** attended virtually over the summer. He has a 6 year old child. Sophia and Heather have reached out to him. Most recently, Sophia and Naomi reached out to him about the RE open house.
4. **Heather Root** is based in Utah. She was here visiting friends and family who live locally. No follow up is required at this time.
5. **Tanya Teslovich** lives in Winchester. She visited in March 2020. Rebecca reached out to her in the past. It was asked whether we delivered gift bags to these folks like Tanya who visited right before COVID. Deb does not think any bags have been delivered since COVID. Deb suggested personal reach out might be better than a bag. Perhaps a note "We're back in person and would love to have you visit us again." Deb volunteered to leave a personalized note with magnet.

6. **Dianne Leslie-Mazwi** loves attending in person and online. She was ready to sign book; however, she splits her time between her two sons, and her son who lived in Winchester moved to Seattle. No follow up is required at this time.
7. **Julie Wanko** lives in Woburn. Robin was in touch with her in March 2020, “just as things went to hell.” They had a little conversation via email, but Robin doesn’t remember the substance. Robin will check the emails and be in touch with her. Jeff Herzog and partner Kate Kamm. Notes say Deb emailed them 3/6/20. Thinks she did but the timing was obviously not good. Deb will reach out to them
8. **Catherine Smith** recently moved to Boston from Kentucky. Sophia will reach out to her.
9. **Mahrya** attended the Solstice and Caroling. She has 2 children. Sophia will send her note that we are back.
10. **Jerome Evans** just moved to Winchester. He previously attended the Milton church. Sophia will email him.
11. **Julia Rankin** attended at Christmas in 2019. She knows Janet Nelson from the gym and has also attended the Solstice and Caroling. She has children. Sophia will email her.
12. **Damaske family** (Janet and John, children Grace and Noah). Sophia will reach out.
13. **Martin Miller & Mary Winn**. Heather and Sophia emailed them. There has been enough back and forth such that Heather is convinced it would be worthwhile to reach out. Deb lives on Cambridge Street, where they live and will reach out to them. Sophia recalls that they loved Heather’s Memorial Day service.
14. **Samantha Powers-Narvila** lives in Woburn. Susan will reach out.
15. **Cosette van Paassen** visited last September. Robin will contact her.
16. **Jacob Mulberry** and **Pamela Kuechenmeister** of Malden were guests of the Coccolutos at a Bring a Friend Sunday. Jacob is their nephew. Bring a friend. Susan write to them.
17. **Donna Housh** is a member of the Marblehead UU. She Connected with us for a while, but we don’t want to poach. It has been awhile since we’ve seen her.

V. Upcoming Events

Sophia reminded us that Heather is on sabbatical from January through April. Sophia looked at the worship schedule for the fall and made some suggestions for Bring a Friend Sunday. Heather has gotten feedback that it is good to balance out “ripped from the headlines” services with more spiritually focused service, and the suggested services were selected with that in mind. The group reached a consensus that the October 17 service (*The Spirituality of Mending and Making Do*) should be the first Bring a Friend Sunday this fall. Heather typically writes a blurb and one of the committee members works with that to create an invitation for Highlights. Robin will work on this.

We may start A seat reservation system. We are trying this out with Beth O’Donnell’s memorial service.

VI. Faith Forward vs. Membership Classes

With Heather going on sabbatical in January, in may be a good time for us to get some classes together. If we have Heather than great to do it. If people are willing to get together, it's okay to do the classes. Susan had volunteered to connect with Marilyn. Called her and she hasn't called back.

Deb took a look at the Faith Forward materials and had some questions. When would we do this, and would it be in person or hybrid ? She thinks the aim of the course is to give confidence in expressing what UU is. Are congregants feeling the need for this now? What do they need to help them feel more connected to UU and to express what UU is?

Sophia had conversation with Karen Caputo, thinking about Brett, Jeff and Kristine. There is no social hour, no Circle Dinners, no Pie Sunday. Is Faith Forward something that would help us make connections with one another? A lot of people are looking at that. Greeting everyone at social hour feels really different from an online class. Karen asked if we are you going to have membership classes and opined that it was nice for new and old members.

Heather commented that everything we did last year felt like throwing pasta to the wall to see if it stuck.

Maybe we should follow up with Follen and Belmont to ask about their experiences with the curriculum. Robin will follow up with them and start by calling the church office.

VII. Adjournment (closing reading)

We concluded the meeting with a reading, *Blessed by Our Connections*, by Susan Karlson.

Our next meeting is

Thursday, October 21 at 7:00pm

<https://partners.zoom.us/j/86046355352?pwd=S29iVGJ6bStLa1hSeW1vRW1RUXJoQT09>

Meeting ID: 860 4635 5352

Passcode: Membership

Our next meeting is

Thursday, October 21 at 7:00pm

<https://partners.zoom.us/j/86046355352?pwd=S29iVGJ6bStLa1hSeW1vRW1RUXJoQT09>

Meeting ID: 860 4635 5352

Passcode: Membership

Future meetings are on the 3rd Thursday of the month at 7pm on:

Nov 18, 2021 07:00 PM

Dec 16, 2021 07:00 PM

Jan 20, 2022 07:00 PM

Feb 17, 2022 07:00 PM

Winchester Unitarian Society
Building and Grounds Committee
Zoom Meeting Notes
October 4, 2021 7:00 p.m.

- Margaret Lowery, our newest member and Brad Steele our new SC liaison were both recognized and welcomed
- Recently completed projects
 - Transformative addition of the new Bell Tower Terrace – Julie described the wonderful new addition to the front corner of our building reminding all that it was the last major component of the original design completed 2008. The project is complete with a few bills outstanding. All expressed interest in adding steps from the Bell Terrace down to the Chapel entrance.
 - Sanctuary complete A/V upgrade – Steve reviewed the game-changing, major A/V upgrade to the Sanctuary, which he managed to get done in record time. It is proving to be very functional in use. Still remaining a need to have an ethernet cable run to the Sanctuary from the communications closet to improve upload bandwidth. Steve is also working on the challenge of having the qualified staff on hand to manage the production/operations during Sunday services and events.
 - HVAC upgrade – Chuck covered the highlights of the HVAC upgrade that happened over the summer including
 - Mapping all radiators and creating an accurate zone map now posted in office
 - Adding a new zone which restored heat in the Chapel controllable with thermostat.
 - Restoring original Winsor heating system with added control
 - Adding smart thermostats on all zones
 - Adding digitally controlled fresh air vents to the heating system in the Sanctuary and Symmes, each with CO2 sensors to add fresh air into the heated air exactly when needed
 - Dungeon cleaned out and roof damage fixed – Chuck worked with all three sextons to empty and clean the dungeon, rebuild the damaged ceiling and replace most of the shelving.
 - New cabinet & choir shelves build for Music Director's office – Chuck worked with Joe C. to reuse the old hat racks from Symmes and Metcalf and craft them into a new choir book holder in for the Music Directors office with the capacity to support up to 50 choir members
 - Other completed projects: Chuck recounted working with the sextons to
 - Enhance the lighting in the Chapel, and Upper & Lower Lobby, and
 - Repair and repaint several external windows
- Update re on-going projects
 - Donor funded ground floor accessible bathroom – Chuck reported
 - The new location in Pantry & entrance from tunnel has been prepped
 - Fire door removed
 - Steam pipe blocking new door removed & radiator deactivated
 - Soil pipe location confirmed and mapped
 - The contractor says 'we are next – start sometime in October'

- Kitchen improvements (driven by Pantry changes) – James managed a group event to Clean out the Pantry shelves that were going to be impacted and completed the acquisition of the new (used) dishwasher & refrigerator. Also:
 - Joe C. is moving the drawers and shelves to under the big table
 - The electrical work to accommodate the new dishwasher and refrigerator is in process
 - HVAC upgrade continued – Chuck with work with Thomas to Program the smart thermostats and with James to test and make final adjustments to program and individual radiators. Adding CO2 sensors for Metcalf and Chapel leveraging the in-place air exchange infrastructure was discussed and approved.
 - MVP Historic District – Matthew (postponed)
 - Sanctuary technology upgrade, remaining issues? – Steve discussed working with the WHS tech crew to find help for services and events and some modest improvements to the equipment
- To be addressed
 - Small electrical projects – Chuck to work with the electrician after the kitchen project on
 - Outlets in front of Chapel
 - Softer lighting in Chapel lobby
 - Replace fluorescent light on stairs to Lower Lobby
 - Refurbish Vestibule and downstairs bathrooms – Re-Do will be called on if and when the money is identified to fund
 - Chapel door repair and locks James to pursue options and estimates
- Grounds
 - Julie discussed the need to plan for on-going maintenance for the new Bell Tower Terrace and the rest of the landscape upgrades, as the next step
 - Julie summarized the new nursery school fence upgrade
 - Margaret summarized a number of planting and beautification projects she has undertaken including a new bulb planting bed that she hopes to employ in working with RE to engage the youth in the process of planting and growing of bulbs.
- 6. Larger items for capital campaign:
 - Chuck is working with Brad Steele, new Treasurer, on a list of potential projects
- Other business
 - Co-Chairs Chuck Khuen and Matthew Bronski volunteered to continue in these roles without objection
 - The old harpsichord in the Sanctuary needs a new cover – Chuck to manage
- Next scheduled meeting – Monday November 1, 2021

Music Committee

The following are the minutes of the meeting of 10/20/2021:

1. We agreed on the desirability of having a fund that can be used to hold cash that has been donated to the Music Program until such time as we can decide on the specifics of how this gift is to be used. John will check with Thomas about how this can be done.
2. John, Kathryn, and Dirck have been given editor access to the Concert Registration Form.
3. Kathryn will submit registration forms for those who have sent in letters and/or copies of vaccination cards.
4. It was agreed to always designate a co-host at zoom meetings of the Music Committee.
5. Priority seating at concerts will be given to Sponsors, church members, and mailing list participants. The general public will be limited to online access.
6. The next meeting is scheduled for 11/3/2021.