

Minutes
Standing Committee Minutes
September 9, 2019

Committee Members present: Kathy Coolidge (Chair), Elaine Mittell (Past Chair), Nancy Fenstermacher (Clerk), John Cameron, Karen Mariscal, Tim Fulham (Vice Chair), Karen Quigley

Committee members absent: Betsy Taylor (Treasurer), Jim Lillie

Also attending: Rev. Dr. Kelly Murphy Mason

Opening Words

Participatory chalice lighting accompanied with an excerpt from “A Hundred Ways to Keep Your Soul Alive” read by Rev. Kelly.

Ratifying email votes taken since June meeting:

Voted to ratify the Minutes of the June 10, 2019 Standing Committee meeting

Voted to ratify the approval of a new member, Estelle Slavin.

Important Dates:

- Camp Starfish Service Day, September 14, 2019
- Volunteer Fair (during Fellowship Hour) to inform congregation members about volunteer opportunities, September 15, 2019; postponed until October 6 (Betsy Taylor, Tracy McGrath and Joan DeArtemis will organize.)
- Religious Education Retreat with Deb Weiner, a certified interim religious education professional serving congregations experiencing transition in their religious education programs, September 22 (afternoon). Exact invitation list to be determined. The goal is to invite key stakeholders in our RE Program.
- Elaine Mittell announced that we have reserved a table for 8 at the Out Metro West Gala, September 28, 2019, 6:30 pm. Our presence there is very important given our long term relationship with this organization.
- Standing Committee Retreat with Hilary Allen from the UUA, November 17, 1:30-5:30 PM

Minister's report:

- Touchstone Groups: There are two members who have volunteered to be facilitators this year. It's important that people sign up for a group (and not just assume they will automatically be enrolled) so that we have accurate numbers.

- Communication with the minister will be offered through quarterly listening sessions and weekly Quebrada Bakery coffee chats (from 2 to 4 pm on Monday, Sept. 9th, 16th, and 23rd). Rev. Kelly will continue to meet monthly with the Transition Team.

Additional listening sessions will be held by Suzanne Cartreine (Director of Music) on Sunday, Sept. 22, at 9:30 in the Chapel, Michael Packard (Acting Director of Educational & Family Ministries) on September 29, 12:30 in Rice House, and the Standing Committee on November 10, 9:30 in Rice House.

To further provide information to the congregation, six bulletin boards are located in Parish Hall that convey news from the Staff, Social Justice Council, Music Program, Religious Education, Standing Committee, and Touchstone Groups.

- Ministerial Intern Update: Joan DeArtemis was welcomed with a potluck supper in June. As summer minister, she supported the summer services. She has informally met with the Ministerial Intern Advisory Committee and will formally meet with them later in September.
- The Welcoming/Membership Committee, under the leadership of Loie Williams and in conjunction with the Standing Committee, hosted a very successful Welcome Back Pot Luck Supper on Friday, September 6, 2019.
- The Social Justice Council has its first meeting of the church year on September 17, 2019.

Membership Report: As the bylaws state, qualification for membership in the Unitarian Universalist Society of Wellesley Hills requires the payment of dues within the past 36 months. As the new fiscal year began (July 1, 2019), Betsy, as Treasurer, wrote to members who have not paid dues within the required time frame; however, they did not respond and thus are no longer being counted as members. Two additional members recently requested that they be removed from the membership rolls.

There were 155 members as of 8/2019 and the membership status currently is 150. It was decided to acknowledge long-term members Patti Henry and Chuck McWilliams during Fellowship Hour on September 15, 2019. They will be moving to Colorado at the end of September. Over the summer, we sadly lost John Kaufmann whose memorial service will be held on Saturday, September 21, 2019 and Bob Geiser whose service is October 5.

Treasurer's Report

The September Treasurer's report is posted on the website. Some items of note in the report include:

- Lisa Markey, our former book-keeper, has trained Amanda Spinazzola, Congregational Coordinator, on the use of Quick-books On-line.
- Fernando Cristancho (Sexton), Amanda, and Rev. Kelly all have working credit cards.
- Work continues on CORI checks.
- As of June 30th, we have a positive net income (\$80.00) after transferring \$3,971 to the capital account to pay for maintenance and repairs in the year ahead.

Appointment of Finance/Endowment Committee for 2019-2020 (See June 10, 2019 Minutes)

Personnel

The Standing Committee will formally appoint 2019-2020's Personnel Committee at next month's meeting.

The following Hiring Protocol was approved and will be added to the website.

Once the Minister has identified and interviewed an attractive candidate:

- The Treasurer will prepare an Offer Letter that specifies the title, salary and terms of employment in line with UUA Fair Compensation Guidelines.
- Standing committee will review the Minister's recommendation and vote whether or not to approve the Offer Letter.
- The Personnel Committee will work out the details of a contract.
- The Treasurer will execute the contract acting as agent in line with UUA guidelines and UUSWH bylaws.
- If there are any changes to the approved Offer Letter, the Standing Committee will be called upon to approve an amended version.

Karen Quigley volunteered to check the Religious Education section of the website to determine what content needs to be updated. Michael Packard will be asked to send in a bio. and photograph, similar to those of other current staff members.

Facilities Use Update

Parking Plans: Boxcar revenue, though small, is now beginning to appear in our bank account. A Boxcar representative will be working to further publicize this parking option in neighborhoods adjoining the church. It was suggested that they also place ads in the Townsman, The SWellesley Report, What's Up Wellesley, and the Wellesley Hometown Weekly.

Rentals: For this church year, Karen Mariscal will continue to negotiate the property leases and Elaine Mittell has agreed to manage tenant relations.

This fall, a new renter is Writing Ahead, an after-school writing program.

Also, over the summer, a signed contract was negotiated with the preschool program that meets in the church. (See June 10, 2019 Minutes for the details.)

Standing Committee will discuss possible new models for facilities management that maximize our rentals, parking spaces and other revenue generating opportunities and minimizing burden on staff and volunteers.

Capital Improvements

On June 13, 2019, members of the Capital Improvements Task Force and the Capital Campaign Committee met to discuss disbursement of Capital Campaign funds. Several projects were identified and funded. To date, only a few items have been taken care of, among them curb cuts which have been completed. Addressing the window replacement issue this fall will help to resolve the high heating bills of last winter. Also, signage and outdoor lighting (the latter issue potentially requiring a lighting engineer) need forward progress toward completion to help raise UUSWH's visibility. Tim informed the SC that Wellesley Town bylaws have recently drawn up stricter lighting regulations. The group working on signage and lighting will try to identify a lighting engineer who has familiarity with the new regs. John Cameron stated he would be willing to join the ongoing discussion about how to best manage capital improvements and general house and grounds issues. This is too much responsibility for one person to manage. Kathy will convene a meeting with Elaine, John, and Jim McLaren, current House and Grounds chair.

Jared Parker, of the Wellesley Historical Society, reported that plans for the replanting of the strip between our two properties is on hold because Town approval of the Historical Society's building renovation plans is moving along very slowly.

Brief Updates

Fundraising events and initial planning for a 2019-2020 schedule: A firm date is the Rummage Sale on March 28, 2020 and John said he was willing to Chair this event. We discussed that most of our fundraising activities occur around the same time of year so there may be an advantage in staggering the fundraising events such as, the carnival, comedy night, auction and jewels and tools. The discussion was tabled until Betsy Taylor could be a part of it.

Website: Kevin Childress, the technology consultant, has been training Amanda on the new website. A launch date of January 1, 2020 is a stated goal. When the website is up and running, live broadcasts of the services will be possible, and a wider use of branding (the use of the logo on the Order of Service and the church's letter head, for example) will broaden UUSWH's visibility.

Database: Elaine is updating the church's membership status; the next project will be inputting pledge data. A switch to Mail Chimp is coming soon, and Amanda has taken on training for this move.

Signage: Rev. Kelly showed both seasonal banners created with the help of Jason Fairchild of the Truesdale Group showing the rose window design incorporating the symbolic rainbow on two different colored backgrounds. For a standing flag or banner, Lise Olney is working on obtaining approval of the Wellesley Zoning Board.

150th Anniversary planning: Karen Q. consented to be the Standing Committee's liaison to the 150th Planning Committee co-chaired by Lise and Singu Srinivas. Kathy Kaufmann and David Barnard (potentially) are other committee members.

Issues to be addressed by 2019-2020 Standing Committee:

Bylaw revision—Karen Quigley and Doug Poutasse worked over the summer to review our current bylaws and submitted a draft of revisions. Tim, Elaine, Rev. Kelly and Kathy will meet on September 30 to review the recommendations and present back to the Standing Committee for next steps.

Committee structure—Standing Committee will consider the need for committee restructuring and specifically discuss the need for focus on membership. SC will continue to work with Rev. Kelly about how to communicate membership expectations.

Facilities management for both rentals and repairs (addressed above)

Standing Committee meetings: The next Standing Committee meeting will be on **Monday, October 14 (Columbus Day)**. Future meetings will occur on the second Monday of the month (November 11, December 9, January 13, February 10, March 9, April 13, May 11, and June 15—the Monday following the Annual Meeting) at 6:30 pm in the Sharp Room.

Respectfully submitted,
Nancy Fenstemacher (Clerk)