

**Standing Committee Meeting
UU Wellesley Hills
November 12, 2018**

Committee Members Present: Elaine Mittell (Chair), Lise Olney (Past Chair), Kathy Coolidge (Vice-Chair), Betsy Taylor (Treasurer), Nancy Fenstemacher (Clerk), Karen Mariscal, Lelia Elliston, Andy Kemper, Karen Quigley

Also Attending: Rev. Dr. Kelly Murphy Mason (Minister)

Opening

Reading offered by Rev. Kelly to accompany chalice lighting.

Accepted resignation of Lelia Elliston from the Standing Committee. Elaine Mittell stated that, according to the bylaws, we can appoint someone to replace Lelia now to complete her term ending in June 2020, and the congregation can officially elect him/her at the Annual Meeting in June 2019. Lelia is willing to continue to consult on merging Quick Books into the BREEZE system and on helping to flesh out strategic elements of the Stewardship Campaign.

Ratified email vote since October meeting:

Had previously approved minutes of the October 15, 2018 Standing Committee meeting

Vote to Confirm New Members:

Standing Committee voted unanimously to welcome Sally and Rick Watts as new members.

Suggestions were made about welcoming new members on a more regular basis rather than during a service at the end of the year. Elaine and Rev. Kelly will follow up with plans to provide a welcoming gift and membership certificate, coordinating with the Welcoming Committee.

Important Dates

- Holiday worship schedule: Sunday, December 23 (to include a cookie swap); Monday, December 24, 4:45 PM Christmas Eve Service (to include refreshments). Elaine and Rev. Kelly will collaborate on requesting support from the Sunday Hospitality Team (Marianne Laffitte and Sheila Boyle) and others who have been involved before to continue the cookie swap and refreshments respectively at these two services.
- Installation Service for Rev. Kelly, April 7, 2019, 3:00 PM, with dinner the preceding evening for Standing Committee members and their spouses at David Barnard's house.

Minister's Report

- Touchstone Groups are moving ahead enthusiastically with new inquiries about participation being received.

- Fellowship Hour from 11:30-12:30 has received a favorable response as noted by increased attendance each week and visitors commenting on the friendliness of the congregation.
- The next Listening Sessions and Chats at Quebrada Baking Co. have been scheduled
- Committee name changes to better reflect their functions are in process
- Archives transfer: The Harvard Divinity School is motivated to do this in a timely manner preceding the April Installation Service and 150th Anniversary of the Society (2020-2021). A site visit of the archives by a HDS representative is being planned and will be followed by a proposal for their storage, as well as plans for succeeding years' updates. Standing Committee will consider the proposal when it is available for review.
- Ministerial internship plans: With a modest increase in stipend, Rev. Kelly is hoping to attract a candidate for either a ministerial student placement or internship. She and Betsy will consult regarding use of the Nichols' fund.
- The recent memorial service of a parishioner has led to the realization that the 2016 policy clarifying guidelines for payment of various components of memorial services needs review. Elaine will follow up with Rev. Kelly.

Treasurer's Report

Betsy Taylor commented that pledges are being paid in a timely manner which helps to support the current budget. Lelia said she has perused the BREEZE data base, found it easy to learn, and will help Betsy merge Quick Books data into this new system.

Betsy will draft and present the 2019-2020 budget for the Society in December, as it will have implications for the "ASK" in the Stewardship Campaign.

Stewardship Plan

A video conference was held during the meeting with David Barnard, who along with Peter Stoner, Tim Fulham, and Lelia Elliston as consultant, make up the Leadership Team for the UU Wellesley Hills Stewardship Drive. "Grow the Good, Fund the Growth" was unanimously approved by the Standing Committee as a theme and fund-raising strategy for the campaign. The first step is to establish a budget for 2019-2020 and then invite people to go above it. A match of \$25,000 has already been obtained for any donations exceeding the target budget amount. These "growth funds" would be used to enhance programming.

The Stewardship Drive will take place in late February through March.

Debrief on Coffee and Conversation with the Standing Committee

The first attempt at updating the congregation using this format occurred on Sunday, November 11, 2018, at 9:30 AM in Rice House. A few SC members engaged in an open-ended conversation with ten congregants. Pleased with the setting and informal tone of the discussion, and the positive exchange of information and ideas, Standing Committee will plan another Coffee & Conversation update for a Sunday when the Choir is not rehearsing.

Safety Planning

Given concerns raised about safety following the recent synagogue shooting, Elaine asked Andy Kemper to reach out to the Wellesley Police for consultation. The Police Dept. offered to make a site visit. Andy, Jim McLaren, Rev. Kelly, and other staff participated in a security review of the church on November 8, 2018 with representatives of the Wellesley Police Department. Standing Committee discussed their recommendations, some of which are being implemented (securing the plate collection immediately following Worship, training the staff and interested ushers how to respond to an intruder); others will require a capital expenditure (a new entry system, exit signs). The police recommend contacting them immediately if someone on the premises is creating discomfort.

Capital Campaign Spending Priorities

Elaine Mittell proposed, and the Standing Committee approved, the formation of a Task Force consisting of Rev. Kelly, Betsy Taylor (Treasurer), Jim McLaren (House and Grounds), Karen Mariscal and Elaine Mittell (Facilities Use), and our SC vice-chair, Kathy Coolidge, to evaluate and prioritize outstanding capital needs, research their costs, and propose a timeline for completion of improvements. The Task Force will report its findings to the Standing Committee for its consideration at its February meeting. The group which has authority to make decisions regarding the approximately \$30,000 remaining from the 2015 Capital Campaign will then be asked to consider this input when disbursing the funds.

The needed repairs and renovation of the organ, not on the original list for the 2015 Capital Campaign, can be funded partially with the \$15,000 in the Chandler Gregg Fund which can be spent in one lump sum.

Reports from Liaisons

- **Welcoming Committee:** Regarding signage, Jim McLaren has lit the small signs at the entrance and exit drive. Lise Olney has conferred with the Village Church about how they met the specific Design Review Board and Village Zoning Board requirements for additional signage on their property. She learned they hired a graphic designer and Lise highly recommends that we, also, engage him to design the temporary banner and navigational signs for UU Wellesley Hills. Long Range Planning funds will be used for this design phase. This decision was supported by a prior vote of the Standing Committee.
- **House and Grounds/Facilities Use:** The Historical Society's landscaping work began on November 12, 2018 and should be completed by week's end. Karen Mariscal has joined the Facilities Use Team.
Rental fee update: WAGLY will begin paying rent in January; Wellesley Weston Lifetime Learners contract negotiation is still in process.
- **Fundraising:** Going forward effort will be made to evenly space the fund raising events during the church year with the Comedy Night (Peter Stoner and Loie Williams) tentatively scheduled for January, the Rummage Sale (John Cameron and Marc Shechtman) on March 30, 2019, the Carnival (Jessica Srinivas) during the Wellesley

Wonderful Weekend in May, and the Auction (Elaine Mittell and ???) in the spring this year and possibly the fall next year.

Lise Olney will talk with the Green Sanctuary Team about their interest in selling usable items left over from the Rummage Sale on Craig's List.

- **Personnel:** Cyra Coady's change in title to Congregational Life Coordinator was acknowledged.

Standing Committee considered some changes to the provisional Policy on Gifts to Staff that had been approved last spring. Final language will be sent out via email for a vote. The congregation will be informed of the policy via the weekly Update.

Standing Committee Meeting Schedule

The next meeting of the Standing Committee will be on **Monday, December 10, 2018 at 6:30 PM.**

Respectfully submitted,
Nancy Fenstemacher, Clerk