

Standing Committee Meeting March 11, 2019

Committee Members present: Elaine Mittell (Chair), Kathy Coolidge (Vice-Chair), Betsy Taylor (Treasurer), Nancy Fenstemacher (Clerk), Andy Kemper, Karen Mariscal, Jim Lillie

Committee Members absent: Lise Olney, Karen Quigley

Also attending: Rev. Dr. Kelly Murphy Mason

Opening

Participatory chalice lighting accompanied by a reading by Rev. Kelly

Ratifying email vote taken since February meeting:

Voted to confirm email vote to approve minutes of the February 18, 2019 Standing Committee meeting

Important Dates:

- Stewardship Dinner Celebration, Parish Hall, Friday, March 22, 2019
- Rummage Sale, Saturday, March 30, 2019
- Installation Service for Rev. Kelly, Sunday, April 7, 2019, 3:00 PM with reception to follow in Parish Hall
- Standing Committee meeting, Sunday, April 14, 2019, 3:00-5:00 PM
- Auction, April 28, 2019 and May 5, 2019 during Fellowship Hour (Lise Olney and Elaine Mittell to lead this fund raiser)
- Carnival, May 18, 2019
- Comedy Night (at the church), June 2, 2019
- General Assembly, June 19-23, 2019 in Spokane, Washington (We will have four official delegates. The notice for those interested in attending GA is posted in the Weekly Update. The official delegates will be approved at the April Standing Committee meeting. The registration fee increases on May 1.)

Minister's Report

- A new multi-generational Touchstone Group for Middle and High School youth and their parents will begin meeting on Wednesday evenings under the leadership of Steve Fogg and Maureen McCaffrey.
- Communications with the minister: Listening sessions will continue every other month, the next one on Sunday, March 17, 12:30 PM in Rice House and another one in May. Rev. Kelly will hold Coffee Chats at Quebrada Baking Co. on Monday, March 18, 2019 and Monday, March 25, 2019 from 2:00-4:00 PM.
- Our Ministerial Intern, Joan DeArtemis, will be arriving in early June. Her 20 hour/week assignment will include serving as Summer Minister in 2019 and 2020 and supporting

both programming and pastoral care. Her Internship Committee will be co-chaired by Marianne Laffitte and Phyllis Joachim. (See vote on Ministerial Intern contract below.) Of note, Joan has had prior experience with church administration and preaching.

- Nine members of the congregation attended Pastoral Care Team training last month in Providence, RI and formation of a pastoral care team and duties will be discussed at a meeting on March 31, 2019. It is hoped that this program, extending the reach of the minister, will be introduced to the congregation in the fall.
- Rev. Kelly will attend a March 19 meeting of the Social Justice Council and introduce the need for review of the programming and plate collection model. The current model was initiated in 2012.
- Jessica Srinivas will be stepping down as Chair of the Welcoming Committee after this programming year. Under Jessica's strong leadership, this committee has primarily focused on outreach to the community and engaging visitors. There is a need for increased focus on the path to membership.
- The reorganization of our committee structure in general will become a focus next year.

Treasurer's Report

See the Treasurer's Report for March 11, 2019 which is posted on the Church Website.

Betsy Taylor reported that the Stewardship Drive deadline date is March 31, 2019, but pledging will likely continue beyond that date. She clarified that the "Catch the Match" funds will be spent over a two-year period of time.

Betsy also noted that the UU Wellesley Hills property use has increased which is advantageous to the church operating budget.

Personnel

- The Ministerial Intern contract was approved. The church offers a stipend of \$1,200 per month (or \$14,000.10 per year or \$553.85 per pay period).
- The Standing Committee reviewed the job posting for an Acting Director of Religious Education and voted to approve the title and salary range of \$22,100-\$26,100 per UUA Fair Share guidelines.
- We discussed the likelihood of hiring temporary office staff overlapping with Cyra Coady prior to her departure on April 28, 2019 to facilitate the transition process. Elaine will be working with Cyra to develop a procedural guide.

Brief Updates on Ongoing Initiatives

Stewardship:

Many of the major donors' pledges are in and the remaining pledges are being actively solicited.

Archives:

The Document of Transfer of the Archives to Harvard Divinity School has been signed, boxing of the archives has begun, and the first transfer will be undertaken on March 14, 2019. Elaine Mittell and Marc Shechtman are working on which archives to transfer and which to retain; current thinking is that we will keep records for the last 10 years as well as documents that we may want to incorporate in our 150th anniversary celebration.

Website:

The Electronic Communications working group, which will shepherd the development of the website and social media presence (including Rev. Kelly, Elaine Mittell, Jim Lillie, Jessica Srinivas, and Lise Olney), met with consultant Kevin Childress on March 10, 2019 to go over his first mock-up of our new website. A process for how to provide updates to the Website and input information to Facebook, Twitter, and Instagram, to be implemented by professional staff, is not clear yet. Photos of church activities are needed. The timeline for implementation of the new website is not yet determined, but it will hopefully be up and running by summer.

Planning of next SC Coffee & Conversation:

Because of the low attendance on March 3, 2019, as well as during the February session offered to the congregation, the SC wonders how best to keep the congregation informed regarding our activity going forward. We will continue to post the monthly SC Minutes on the website as quickly as possible after meetings and SC members will be available to respond to individual inquiries from the congregation. We will consider holding a future session at a date to be determined.

Capital Improvements Task Force Update:

The Task Force will meet on March 19, 2019 to continue to discuss and prioritize our capital needs.

Safety Planning Update (tabled)**150th Anniversary Planning (tabled)****Reports from Liaisons**

- **Database Implementation:** Jim Lillie stated that the Breeze database has been rolled out to the congregation at large and about 35-40 people have signed on so far. Others are encouraged to do so. The Weekly Update will be issued using Breeze data via Mail Chimp, beginning probably sometime in April.
- **Nominating Committee:** Kathy Coolidge reported that the Nominating Committee has had success in filling all slots for next year (Treasurer, Clerk, Auditor, two Standing Committee vacancies, two Nominating Committee vacancies). Who might fill the position of Vice Chair of the SC is unclear at this time.
- **Welcoming and Outreach:** The Standing Committee voted to establish a working group (Lise Olney, Jim McLaren, Jessica Srinivas, Elaine Mittell, and Rev. Kelly) to shepherd the

decision-making process around signage and lighting. The working group met on March 10, 2019 and will have three signage designs to present to the congregation in April; they will seek the congregation's input during a two-week comment period. They will also be seeking consultation from a lighting designer to insure that the signage and our Rose Window are visible.

- **House & Grounds/Facilities Use:** The Facilities Use team will meet jointly with the Capital Improvements Task Force on March 19, 2019 to discuss rental rates for next year, current requests for the use of our space, along with our capital needs. Karen Mariscal will manage negotiations with renters until professional assistance is engaged.
- **Fundraising:** All of the fundraisers are scheduled and staffed for this year; an appropriate fundraising schedule for next year needs to be determined.
- **Personnel Committee:** This committee will meet before the end of March to discuss staffing issues and will bring hiring decisions to the Standing Committee for vote as needed.

Executive Session to Discuss Personnel Issues

Standing Committee Meeting Schedule

The next meeting of the Standing Committee will be on **Sunday, April 14, 2019 from 3:00-5:00 PM**. Subsequent meeting dates are to be determined.

Respectfully submitted,
Nancy Fenstemacher (Clerk)