

Minutes
Standing Committee Meeting
April 14, 2019

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

Also attending: Rev. Dr. Kelly Murphy Mason

Opening

Participatory chalice lighting accompanied by a reading by Rev. Kelly

Ratifying email vote taken since March meeting:

Voted to confirm email vote to approve Minutes of the March 11, 2019 Standing Committee meeting

Important Dates:

- Auction, April 28, 2019 and May 5, 2019 during Fellowship Hour (Elaine Mittell will lead this fund raiser.)
- Standing Committee Meeting, Monday, May 13, 6:30 PM
- Spring Carnival, May 18, 2019
- Comedy Night (at the church), June 2, 2019
- Annual Meeting, June 9, 2019. In accordance with the By-laws, the Clerk will send out notice of the Annual Meeting to the Congregation by May 21. Also, the 2019-2020 Annual Budget will be distributed by May 31, 2019-
- General Assembly, June 19-23, 2019 in Spokane, Washington (See below for UU Society of Wellesley Hills delegates)

Minister's Report

- Touchstone Groups: This program is built around a 5-year curriculum cycle. It remains to be decided whether the Touchstone Groups will meet during the summer. Also, Rev. Kelly will check to see whether the recently formed multi-generational Touchstone Group for Middle and High School youth and their parents has begun meeting.
- Communications with the minister: The final Listening Session of the church year will occur on May 7, 2018 at 7:00 PM in Rice House. Rev. Kelly will hold Coffee Chats at Quebrada Baking Co. on Tuesday, April 16, 2019 and on the following Mondays, April 22 and 29, from 2:00-4:00 PM.
The Transition Team will meet with Rev. Kelly on Tuesday, April 16, 2019.
- Our Ministerial Intern, Joan DeArtemis, will be arriving on June 16, 2019 and Co-Chairs of the Internship Committee, Marianne Laffitte and Phyllis Joachim, are working on recruiting committee members. They will not need to begin their work with Joan until

the fall, when the internship officially begins; before that, Joan will be functioning as a summer minister. Joan and her wife are still unsettled about their housing, and potential communities and strategies for pursuing housing options (ex. exploring nearby college sabbatical housing opportunities) were suggested.

- A group of members interested in joining the Pastoral Care Team met with Rev. Kelly on March 31, 2019—most of them had attended the training recently held in Providence. Another meeting will be scheduled soon to plan the introduction of the Pastoral Care Team to the Congregation and to decide on a model for services offered by the PCT during the 2019-2020 church calendar year.
- The Social Justice Team will meet on June 4, 2019 to begin to create a programming plan for next year.
- Jessica Srinivas, who is stepping down as Welcoming Committee Chair at the end of this Church Year, is seeking a new Chairperson.

Treasurer's Report

See the Treasurer's Report for April 14, 2019 which is posted on the Church Website.

Betsy Taylor, treasurer, supported by input from Rev. Kelly and a subcommittee of Standing Committee members, will develop the Annual Budget for the 2019-2020 church year and will present it to the Standing Committee at its May meeting. Priorities for "Catch the Match" funds, half of which will be spent next year, will be reflected in the upcoming budget.

Personnel

- The Standing Committee heartily approved the two-year contract signed by the Music Director, Suzanne Cartreine. Her salary is now at the top of the UUA scale for small congregations, higher than her previous salary which was at the mid-point for a "mid-size I" congregation (we currently fall into the category of mid-size I by a few members).
- The Standing Committee approved a contract for the new position of Congregational Coordinator, developed by Rev. Kelly and Betsy (as Treasurer), which will be offered to Amanda Spinazzola. This will be a full-time position Sunday-Thursday with exact office hours to be determined. Amanda, a temporary employee from Office Team, has been filling the role of our Office Administrator for the past month. She will be paid at the level of Office Administrator in the UUA's compensation rubric; the title difference reflects the fact that she will carry some responsibilities not included in the UUA definition for this role. The full Congregational Coordinator job description will be developed over time as Amanda grows into the role.
- We have a strong contender for the two-year Acting DRE position. A contract is being developed for this position; a job title that reflects a focus on family ministry is under consideration by Rev. Kelly. The Standing Committee agreed on the salary to be offered and will vote on this appointment via email. We are likely to engage a highly regarded RE consultant to help us transition to a new RE model.

Unitarian Universalist Urban Ministry and General Assembly Delegates

- The Standing Committee approved the appointment of Kathy Kaufmann, Tricia Johnson, and Rev. Kelly Murphy Mason as our delegates to the Unitarian Universalist Urban Ministry.
- Elaine Mittell, Kathy Coolidge, Tim Fulham, and Doug Poutasse were approved as “remote” delegates to General Assembly in Spokane, WA, June 19-23, 2019. The \$160 “remote” delegate fee will be paid through the Bob Brown Fund which provides resources for participation in denominational activities. Rev. Kelly is automatically a GA delegate.

Facilities Use Update

Karen Mariscal reported a change in policy regarding the rental of church facilities and grounds to maximize its monetization. She stated that leases will be the best route to follow and one-time rentals will be discouraged. To that end, the fee for single use rentals will be increased. A previous focus on discounting the rent for service organizations is being discontinued, with the exception of a few grandfathered organizations. All rental prices and forms are on the Church Website.

- Parking Plans: Boxcar, a new company using an online app to help businesses and churches monetize their parking, has contacted us and met with some Facilities Use Team representatives. Based on that meeting, Karen is pursuing application to the Town of Wellesley for approval of 42 non-accessory use parking spaces (27 additional spaces in addition to the already approved 15). There will be a hearing in early May.
- Summer Rental and Sexton Coverage: Two four-week summer camps (Chinese Language School which will meet in Parish Hall and a Chinese painting class meeting in the Chapel) have been booked. A young man who is well known to Karen has been hired to serve as sexton during the month that Fernando is away.
- Preschool Lease: With full enrollment and a very desirable, successful program, the Director wants to renegotiate the current lease (expiring in 2021) for a longer-term lease. We may agree to extend the lease if they are willing to agree to a higher rate structure going forward.
- Current projects, upgrading the lock system on 3 doors and repainting parking lot lines (April 19, 2019), are in process and being paid for with Building & Grounds funds. These were deemed essential to safety and to our rental plans.

Capital Improvements Task Force Update

Elaine Mittell presented a Capital Needs List—4/9/19 created by this Task Force which included identified items to be addressed, estimated cost, source of funds, and order of priority. While not completely researched and itemized, it was stated that “High Priority” items (those that impact safety, or where not addressing them will lead to further costs and damage) can be addressed either with the \$30,000 outstanding Capital Campaign Funds or other available funds in the operating budget. The Standing Committee voted unanimously to reaffirm the Capital Improvement Task Force’s authority to set the priorities for projects to be undertaken; Elaine

hopes to convene the Capital Campaign Committee, charged with making decisions about dispersing those funds, this spring—once some more research about associated costs has been completed.

Brief Updates:

- Stewardship: After the completion of a very successful Stewardship Campaign, the Standing Committee Vice-Chair is scheduling a debriefing meeting with the Stewardship Team.
- Fundraising Events: Schedule for next year and point people (Tabled until our next meeting)
- Archives Transfer to Harvard Divinity School has been completed for now. Approximately 30 boxes have been sent and 10 boxes have been retained that include archival materials to display at the 150th Anniversary and to use to write up historical “highlights” throughout the celebration year.
- Website: Kevin Childress is awaiting photographs and the new church logo in order to finalize the design of the new site. Our signage consultant is currently working on the logo, which will be shared with the congregation in the coming weeks.
- Database: Jim Lillie reported that we will soon transition to using Mail Chimp via the Breeze database to send out communications. Training for the Congregation in using the Breeze database is ongoing.
- Signage (Tabled; awaiting final designs from the consultant)
- Safety Planning Update: Staff Safety Training will occur in the fall when the full complement of staff is on board.
- 150th Anniversary Planning: Lise Olney and Singu Srinivas, Co- Chairs of the Church’s 150th Anniversary Task Force will meet with Rev. Kelly in early May to begin the planning for the year-long celebration.

Standing Committee Meeting Schedule

The next meeting of the Standing Committee will be on **Monday, May 13, 2019 at 6:30 PM**. The final meeting of the 2018-2019 Church Year is scheduled for Monday, June 10 at 6:30 PM.

Respectfully submitted,
Nancy Fenstemacher (Clerk)