

Standing Committee Meeting December 10, 2018

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

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

Opening

Reading offered by Rev. Kelly to accompany chalice lighting

Ratifying email votes taken since November meeting:

- Had previously approved minutes of the November 12, 2018 Standing Committee meeting
- Had previously approved UU Wellesley Hills Policy on gifts to Staff (November 2019). See content of policy below.
- Had approved unanimously the appointment of Jim Lillie to fill a Standing Committee vacancy left by Lelia Elliston's resignation. He will serve until June 2020.
- Had approved the appointments of Singu Srinivas (representing the congregation at large) and Kathy Coolidge (representing Standing Committee) to the Personnel Committee

Important Dates

- Next Standing Committee Coffee & Conversation, January 6, 2019, 9:30 AM. Elaine Mittell will create an agenda and Elaine, Kathy Coolidge, and Karen Quigley will attend.
- Comedy Night (January ???)
- Jewels and Tools Sale (February ???)
- Stewardship kick-off (February 24, 2019); Parish Hall lunch celebration (March 22, 2019)
- Installation of Rev. Kelly, April 7, 2019, 3:00 PM

Minister's Report

- Six Touchstone Groups have been implemented successfully and participants and others are still welcome to join. All are encouraged to subscribe to the Thought for the Day.
- Fellowship Hour continues from 11:30-12:30 after church on Sunday with meaningful conversations extending sometimes beyond the appointed hour. A Touchstone reflection table and a Gratitude Board have provided a focus for those who prefer a more structured activity.
- The final Listening Session for 2018 will occur in Rice House at 12:30 PM on Sunday, December 23rd. Community Chats at Quebrada Baking Co., 272 Washington St., will occur from 2-4 PM on December 17th and 27th. Some routine for communication with

the minister will be established for 2019. During the fall, a small group of congregants regularly attended the Listening Sessions.

- A Transition Team has been established to support and provide feedback to the minister in the initial phase of her ministry. The Transition Team, staffed by Doug Poutasse and Kathy Coolidge from the Ministerial Search Committee and Betsy Taylor, Treasurer, will meet once a month with Rev. Kelly for a period of two years.
- In regard to the possible transfer of UU Wellesley Hills archives to Harvard Divinity School, Rev. Kelly, Rev. John Nichols, Elaine Mittell, and Marc Shechtman will meet in January with representatives from HDS to show them what we are currently storing and to learn about what they can offer. A proposal will be shared with Standing Committee for our consideration sometime following this meeting.
- The application deadline for a Ministerial Internship experience has been extended to mid-January and feelers have gone out to Boston University, Meadville Lombard, and Harvard Divinity Schools. If no interns apply, outreach to ministerial students will occur at a later date.
- 150th Anniversary Celebration planning (2020-2021): Lise Olney and Singu Srinivas will serve as Co-Chairs. A meeting will be arranged in the near future to invite congregational input and encourage interest in being part of the planning team.
- Rev. Kelly has been considering our committee structure. Many congregation members serve on multiple committees. She and the Standing Committee will be looking at this in the future to determine how to avoid “burn out.”
- Rev. Kelly has been in conversation with the Green Sanctuary Team and LGBTQ Interest Group to discuss UUA requirements for recertification as a Green Sanctuary and Welcoming Congregation; the requirements for the latter are quite rigorous.

Treasurer's Report

See the Treasurer's written Report and Financial Statement for December—both of which will be posted on the website.

At Betsy Taylor's request, a motion was made and a vote was taken to add to the pension funds of Fernando Cristancho, Sexton, and Suzanne Cartreine, Music Director, in recognition of lost earnings related to delayed contributions. The motion passed unanimously.

Jim Lillie has already begun to contribute his technology skills. While he continues to refine our website, he is working on getting us fully up to speed with our use of Quickbooks Online and our new database (Breeze Church Management Software).

Stewardship Update

The Stewardship Leadership Team is developing plans, which will be implemented with a kick-off luncheon on February 24, 2019; they will present more details to Standing Committee for our input in January. Rev. Kelly and Vice-Chair, Kathy Coolidge will be meeting with David Barnard, Team Leader to provide input before the report to Standing Committee.

Safety Planning Update

Cyra Coady is arranging a date for the staff to meet with Wellesley Police representatives to obtain safety training. Sunday morning Hospitality volunteers will be invited also.

Capital Improvements Task Force Update

The Task Force (Elaine Mittell, Kathy Coolidge, Karen Mariscal, Betsy Taylor, Jim McLaren, and Rev. Kelly) met to draft and discuss a list of potential capital improvements. They will collect information about costs and reconvene to prioritize the list so that they can make recommendations to the Standing Committee (which will convene the group which is authorized to disburse remaining Capital Campaign funds). Capital needs will be addressed with the help of the House and Grounds fund (\$10K), Capital Campaign remaining funds (\$30K), Chandler Gregg Fund (\$15K), and possibly some Operating Budget Funds.

Consultation with Hilary Allen/UUA

A series of conversations intending to support the launch of Rev. Kelly's ministry have begun. A meeting was held between Hilary Allen of the UUA and SC past, present, and future Chairs—Lise, Elaine, Kathy—and Rev. Kelly. This group will continue to meet to clarify expectations around shared ministry prior to convening a facilitated Standing Committee retreat at a later date. The UUA recommends that such a retreat take place in the 2nd year of a new settled ministry.

Reports from Liaisons

- **Welcoming & Outreach:** Lise Olney, Jessica Srinivas, and Rev. Kelly will meet with the consultant who worked on signage for the Village (UCC) Church in early January to begin to develop a graphics identity for our church. There is wide ranging potential for use of the design.
- **House & Grounds/Facilities Use:**
 - Snow Removal—an independent contractor has been found as a back-up for Fernando. The Facilities Use Committee will be considering plans to make sure that plowing and sanding occur as needed to insure safe access for the congregation and renters.
 - Our Fee schedule for rentals will be re-considered in the new year.
 - The Facilities Use Committee and Rev. Kelly have been considering the impact of our rental relationship with Wellesley Weston Lifetime Learners. We will not continue to provide space to them after June 2019. The high cost of running the program (staff time, liability incurred) is not covered by what they are able to pay. We have been subsidizing the program for many years and the hours our sexton spends supporting its functioning need to be devoted to keeping our buildings up to code. Negotiations are continuing regarding payment and operational support for their spring 2019 term, when our sexton will not be available on their meeting day.
- **Fundraising:** Dates need to be firmed up for Comedy Night, Jewels and Tools sale, Auction; Stewardship, Rummage Sale, and Carnival have set dates. John Cameron is

willing to experiment with selling leftover rummage on Craigslist or eBay, likely beginning in June.

- **Personnel:** The Personnel Committee and the minister will be reviewing how our current staffing fits with congregational needs. They will be looking toward a sustainable growth model under which congregational volunteers would be relieved of operational responsibilities.
- **Data Base implementation:** Breeze data base implementation is proceeding with guidance from Jim Lillie. Individual profiles are quite customizable with the addition of tags for specific groups, graphics, etc. Staff and congregation members will eventually receive training in its use.
- **Nominating:** The appointment of Kathy Coolidge as the Standing Committee representative to the Nominating Committee was approved.
- **Leadership Council:** A meeting of the Leadership Council (heads of committees) will eventually be convened by Kathy Coolidge for the purpose of information sharing and coordination of activities; with some committees in flux, the timing has not been right to bring this group together.

Standing Committee Meeting Schedule

The next meeting of the Standing Committee will be on **Monday, January 14, 2019 at 6:30 PM**. Subsequent meetings will take place on February 11, March 11, April 8, May 13, and June 10—all Monday evenings at 6:30 PM.

Respectfully submitted,
Nancy Fenstemacher, Clerk

UU Wellesley Hills Policy on Gifts to Staff - November 2018

At the recommendation of the Personnel Relations Committee, the Standing Committee has adopted a policy on gifts to staff with two goals:

- To ensure that all members of the staff are treated equitably and feel equally valued.
- To ensure that UU Wellesley Hills is in compliance with IRS regulations which consider gifts as taxable compensation unless they are of nominal value.

The policy is as follows:

- Holiday/End of Calendar Year/End of Fiscal Year gifts to all members of the staff shall be under the purview and funding of the Standing Committee. This applies to any staff member on the UU Wellesley Hills payroll, including but not limited to the Minister, Intern, Music Director, RE Coordinator, Congregational Life Coordinator, Sexton and part-time staff (e.g., Bookkeeper).
- Committees and groups within the congregation are respectfully requested to refrain from giving gifts to staff members.

- Individual members of the congregation are discouraged from making cash gifts. Special notes of appreciation or homemade gifts are always welcome and appreciated. Should members of the congregation wish to give a gift greater in value than \$50, they are requested to notify the Minister and the Standing Committee Chair.