

**Minutes
Standing Committee
December 9, 2019**

Committee Members Present: Kathy Coolidge (Chair), Tim Fulham (Vice Chair), Elaine Mittell (Past Chair), Betsy Taylor (Treasurer), Nancy Fenstemacher (Clerk), John Cameron, Karen Mariscal, Karen Quigley, Jim Lillie

Also attending: Rev. Dr. Kelly Murphy Mason and guests Singu Srinivas (via phone) and Kathy Kaufmann

Opening Words

Participatory chalice lighting with an accompanying reading by Rev. Kelly

Ratifying email vote taken since the November meeting:

Voted to ratify the Minutes of the November 11, 2019 Standing Committee meeting

Approval of new member:

Approved Ted Rebholz as a new member of UUSWH

Membership Report

As of December 1, 2019, there are 152 members of UUSWH (A duplicate listing in the Membership Roll was corrected.)

Important Dates:

- 150th Anniversary Congregational Meeting/Lunch, January 12, 2020
- Stewardship Launch, February 2, 2020
- Appreciation Session, February 16, 2020

150th Anniversary Planning

Singu Srinivas, Chair of the Planning Committee, updated the Standing Committee on the recruitment of volunteer leaders and work to date on a vision for a potential fundraising effort. Kathy Kaufmann has volunteered to lead our fundraising efforts and Elaine Mittell has volunteered to lead Communications.

Discussions around 150th Anniversary fund raising, Singu reported, have led to adopting a multi-faceted campaign approach, one that might include 1) increasing the endowment, 2) identifying 1-2 Building and Grounds projects, and 3) donating to a social justice cause embraced by the congregation. The second goal, the planning committee concluded, would require a comprehensive assessment of our Buildings and Grounds by an outside expert to determine major needs for on-going facilities use for the next 10+ years. Also, the planning committee would like to engage Barry Finkelstein, a UUA consultant who assisted with the ReNewal Campaign, to help set the vision for the 150th campaign and to determine the feasibility of raising funds, what the fundraising goal should be, and a target amount.

Singu asked for \$1000 to support initial 150th planning and communication activities and the Standing Committee **approved** this request using money available in the Long-Range Planning fund. Singu will come back to us to make a formal request when more information has been gathered about conducting an assessment. Various people are working to identify who might conduct an assessment. SC wants to make sure that programmatic needs will guide the assessment and make it clear that the Standing Committee will hold final decision-making power on projects recommended.

Action item: Singu will report back to the SC about other up-front funding needs at its February meeting.

Rice House

In light of the underuse of rooms in the church building on a weekly basis and the need to generate more revenue to address facilities issues, the idea of consolidating the use of space in the church building and Rice House has arisen. Doug Poutasse has informally performed a feasibility study of renting out Rice House and recommends that a formal study be undertaken.

Action item: Doug to recommend potential professional assessors

Minister's Report

- Communications with minister: Bimonthly Coffee Chats continue at Quebrada Baking Co.; Transition Team meetings continue on a monthly basis.
- Ministerial internship update: Joan's coffee chats have not been well attended. Rev. Kelly will be speaking with her about developing a different model.
- The staff has received Social Media Training by Peter Bowden and the question arose about training other people in leadership roles as well. The recommendation of SC was to approach people in the congregation who use social media for assistance with building our social media presence.
- Three people attended the Appreciation Session held on December 8, 2019 and were helpful to Michael Packard's discernment. There will be another session offered early in 2020.
- Shared Ministry Guidelines that had been approved in earlier meetings will be posted on the Church's website.

Treasurer's Report

Financial status as of November 30, 2019:

- Through Sunday, December 1st we had collected \$3,573 via internal plate collections for Good Works of the Congregation vs. an annual budget of \$4,000. Therefore, beginning in January proceeds of the Sunday plate collections will go exclusively to external efforts deemed worthy of support.
- In the past month, funds have been expended from the Capital Campaign for designated improvements (See below). The reductions in the Capital Fund and the Capital Campaign fund represent welcome progress on the maintenance of our facilities. (See full Treasurer's Report on the Church's website.)

- Suzie Cartreine estimates that the Messiah Sing on December 15, 2019 will cost an unbudgeted \$2,300. The Treasurer will be identifying a source of funds and Rev. Kelly will follow up with Suzie.

Music Fund

After consultation with Kathy Kaufmann, Karen Quigley will write up an exact proposal, sending it to Rev. Kelly for comment, to direct the \$8000 given in memory of John Kaufmann to the Music Fund for supplemental support of the music in Sunday services. SC will vote on whether to accept that exact proposal for a restricted gift at its next meeting.

Bylaw Revisions

Bylaw revisions work is in process

Action item: Will discuss at next Standing Committee meeting

Facilities Use Update and Capital Improvements (from information sent via email to Standing Committee prior to the meeting)

- Karen M. reports that Write Ahead is renewing their lease for the spring semester.
- Elaine states a list of all the tasks associated with facilities and property (rentals) management is under development to help us determine how to best fulfill Standing Committee's operational responsibility in these areas going forward. It is clear to those currently providing oversight that being good stewards will require professional management given the amount of time, effort, and expertise needed.
- Emergency repairs have been required (and carried out) to ensure that heat is working in both Rice House and the main church building, and that the Rice House door lock is functioning properly. Repairs have been made to the Rice House door buzzer/camera system to improve security.
- Maintenance of drainage system catch basins was completed, remedying clogs. Some gutter repair work is needed.
- Fernando has been continuing the work of converting indoor lighting to LEDs.
- Capital campaign funds and a directed gift to improve our visibility have made it possible to address heating system issues (still in progress), replace windows in the loft over Parish Hall, and improve outdoor lighting. The renegotiation of the preschool lease enabled us to replace the hallway carpeting.
- There are numerous major and minor repair issues outstanding, including (and especially) work on our slate roof and snow-guard replacement to prevent further damage. House and Grounds, supported by Standing Committee liaisons Elaine and John, will continue to work with our Treasurer to determine what funds are available, and develop/implement a work plan. Priorities continue to be safety, energy efficiency, and preventing further damage.

Issues to be addressed by 2019-2020 Standing Committee

Communicating membership expectations; committee structure; facilities management; bylaw revisions

Standing Committee meetings: The next Standing Committee meeting will be on **Monday, January 13, 2020**. Future meetings will occur on the second Monday of the month (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)