

## **OPERATIONS COUNCIL Meeting**

Wednesday, June 14, 2017

Children's Chapel, 7:00 P.M.

The meeting was called to order at 7:05 p.m.

**Present:** Susan Bartlett, Judy Curby, Jeannie Chaisson, Laurel Farnsworth, Andrea Kelley, Ted Hess-Mahan. Guests: Josie Greene, Cathy Morocco (BOT). Assistant clerk: Linda Ross

**Invocation / Chalice Lighting**

**Covenant** – Susan Bartlett

As we, the members of this Council and staff, gather to serve this congregation in leadership, we commit to ourselves and to each other: to be present and prepared for the work of this meeting; to listen well and contribute respectfully; to balance both our short and long-term visions with fiscal responsibility; to support the decisions of the Council; to uphold the democratic process; and to lead with goodwill and faith in the work we can accomplish together.

**Elect Chair and Vice-Chair**

Laurel Farnsworth moved to omit the paper ballot; all agreed. Jeannie Chaisson nominated, and Andrea Kelley seconded, Susan Bartlett as Chair and Laurel Farnsworth as vice-chair. The motion was approved unanimously.

**Approvals:**

**Minutes** – None for May. Judy Curby moved approval of the April minutes and Andrea Kelley seconded. The motion passed; 5 in favor, 1 abstentions.

**PMC benefit concert** – the PMC group will be renting the sanctuary and Alliance room at the non-profit discount rate. Susan hasn't yet asked Erin if it is OK to use the sanctuary; Jeannie thought it would be fine. (Erin has to approve any use of sanctuary). Susan will send an email to Erin about this. Laurel moved to approve this rental at the non-profit rate; Andrea Kelley seconded... Unanimous approval.

**Staff update** – from Susan.

Andrea Kelley – asked about staff attendance at the Ops Council meetings over summer. Rowan is working, Sam Foster will be off after tomorrow June 15). Rowan is interviewing for a Youth Programs Director; she is currently checking references for some applicants. She is starting a junior youth group and may be starting a K1 OWL curriculum. She is having a discussion about a new curriculum, and may suggest changes in the spring. She is also thinking about developing a safe congregation handbook.

**Report on BOT meeting**

**Financial**

**Pledge update** \$537K vs \$532K in approved budget

Susan passed out copies of the Annual Budget Drive Report. The Council discussed the decrease in the number of pledging units over the past 3 years (340 to 280); last year's report had 288 units. There was discussion about this year's pledge process, including a decrease in the number of pledging units, timeliness of the process, database issues, storage and transmission of

information from one group to another, online payment, and methods of obtaining pledges

**Liaison assignments** – Susan discussed how assignments were set up. Ted agreed to do communications and Jeannie agreed to do worship.

### **Scheduling**

Meeting dates: currently 3<sup>rd</sup> Tuesday – will continue.

Next meeting – August (3<sup>rd</sup> Tuesday = Aug. 15) – Laurel offered to host meeting (and retreat) at her house.

Schedule Ops retreat to set priorities - Susan will try to find dates.

Financial summit - Oct. 14, 9 a.m. to 3 p.m. (approximately). The summit will be facilitated; likely by an outside person. There was discussion of who and what will be involved.

Summer services sign-up – one board member or one ops council member to attend each service

Susan Bartlett will send an updated spreadsheet with dates and assignments for Ops Council. One person does readings at Ops Council, another attends board meetings as a guest. These assignments rotate among the Ops Council members, they can swap around if needed.

**Update:** Committee issues/reports

Room rental agreement – Andrea discussed the 2 forms and when to use each one, and the rate sheet. Judy Curby indicated that there is a need to list the rooms and have a place to enter the rental amount, which is done by Fran. Fran will have the rate sheet, but rates will not be published. There was a suggestion to include condensed terms and conditions on the back of the short form. The decision was made to add all 12 terms and conditions, formatting to be done. There was discussion of who is able to rent space at FUSN.

Josie - SURJ (Showing Up for Racial Justice) is looking for space to do workshops over the summer. She had spoken to Erin, who agreed that is an appropriate use of space. It will probably take place over 4-6 Monday nights; 1 room (nursery) will be needed, charge will be \$55 per night. It was indicated that the organization renting the space can charge or take donations if they wish.

### **Thank yous**

Sandy Island – Denise Bousquet.

Val Miller and Greg DiBiasio for picking up donations at Alan Hartman's home and bringing them to FUSN.

The Hartmans for their donations.

Laurel suggested publicizing Sandy Island and Ferry Beach more with articles and/or pictures. Ted will find someone to write article about Sandy Island.

Anne Watson Born for choir trip to Germany.

In the newsletter article for September – put out information about available parking before fall services begin.

Adjourned 9:05 p.m.