

OPERATIONS COUNCIL MINUTES FINAL

Tuesday, September 18, 2018
Children's Chapel

Attending: Susan Bartlett, Laurel Farnsworth, Ted Hess-Mahan, Rand Stone, Sharon Sisskind, Rev. Erin Splaine, Jon Reuman (BOT), Linda Ross (asst clerk)

Called to order 7:05 p.m.

Invocation/Chalice Lighting/Reading – Laurel

Covenant

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.

Introductions – all present introduced themselves and gave a brief bio.

Elect Chair and Vice Chair

Laurel nominated Susan to be chair, Ted seconded.

Ted nominated Laurel to be vice-chair, Sharon seconded.

Dual motion to approve Susan Bartlett as chair, Laurel Farnsworth as vice chair; all voted in favor, motion passed.

Susan explained that Lucy Boyle has resigned as treasurer; Judy Curby has agreed to step in for the time being. She is unable to be at tonight's meeting because she is out of town.

Approvals:

- Minutes-August. Vote postponed until new members have had time to read minutes. Note: New procedure for minutes – they will be approved by email as soon as possible after being posted; assistant clerk will send to members of the Board of Trustees so that they will have them for their meeting.
- Communities without Borders
 - Spring concert will be a fund raiser for them. Tentative date Sunday April 28 p.m., reception in Parish Hall, will use kitchen.
 - Erin – OK with above as long as Fran has checked with Dani regarding scheduled youth group activities.
 - Laurel moved to accept the spring concert proposal as long as there is no conflict. Rand seconded, all voted in favor, motion passed.
- Other collections
 - Erin would like the collections from Water Sunday and Flower Sunday services dedicated to the Minister's Discretionary Fund (currently funded only from donations and Christmas Eve service). - Don't think this is needed

- Laurel moved, Ted seconded, that the collections for Water and Flower Sundays go to the minister's discretionary fund. All voted in favor, motion passed.

Staff Update

- Erin – Amanda settling in well. Good attendance at the first two services. Carson is back as organist this year; his time here exceeds the average at most congregations. Ferry Beach is two weeks away. She will be away for the October Ops Council meeting. This is a hard stretch for many in the congregation due to congregants' illnesses and deaths.

Report on BOT Meeting - Ted

- Financials were discussed
- A significant amount of time was devoted to discussion of the parking lot
- Jon Reuman added:
 - A Board- designated endowment fund was approved; recent funds from an estate placed in that fund
 - Planning to hold a series of listening circles with the congregation to discuss long term vision as to where FUUSN is going.

Financial

- Reviewed summer expenditures
- Susan explained the budget and method of bookkeeping for new members

Discuss liaison assignment and Operations Council monthly tasks

- Susan discussed the role of the liaisons
- Liaisons for this year were decided (see Attachment 1)

Discuss 2 FUUSN policies: youth protection and records retention

- Youth protection
 - Susan gave background on a new policy for background checks. For the past several years FUUSN has been doing Massachusetts CORI checks for staff and volunteers. FUUSN's insurance company has changed its requirements to now include a national criminal background check. The rules/need for national background checks would now apply to adults chaperoning children for overnight activities as well as employees. If FUUSN does not conduct national background checks as specified, liability coverage for sexual misconduct would be reduced significantly. We will only have to do going forward. National background checks are approximately \$15, CORI free. Massachusetts does not report to national organization.
 - Sharon asked how long CORI checks were good for; Susan – 3 years.
 - Erin – should have conversation about background checks for lay ministers, and perhaps about Care Crew.
 - Laurel moved that national background checks be performed as described above; Ted seconded; all voted in favor; motion passed.
- Records retention
 - There was discussion of whether the Council can move forward with approval of the records retention proposal, or whether more information is needed.
 - Questions arose about the security of electronic information, including REALM database. Those present did not have knowledge of that. There was also a question of how electronic data is deleted. Rand noted that many organizations have written policies of how to maintain and delete drafts of final documents.

- No action was taken on this issue.

Update: FUUSN parking situation - Ted

- Last meeting with congregation was on Sept. 9; 20-30 people attended.
- Laurel – planning another meeting Sunday Sept. 23.
- The special permit for the proposed restaurant in the Santander building must pass Newton City Council in order for the developer to agree to build a new parking lot for FUUSN.
- Reviewed the agreement for the use of the Santander parking lot on Sundays once the restaurant opens; the agreement is good for 2 years, but after that is dependent upon whether the restaurant serves brunch.
- Will take about 30 days to build the new parking lot which would occur before construction on the bank building.
- Santander will move into a trailer in their parking lot during construction of bank building.
- These arrangements will ensure that parents of preschoolers at Pine Village have parking to drop off and pick up children.

Update: Committee reports

- Schedule November and March committee chairs meetings – Susan will send email to schedule.
- Next week's retreat- 5:30 p.m. Sept. 25, Susan Bartlett's house

Thank yous

- Jeannie Chaisson and Bob Persons, for moving some of the pews to allow room for wheelchairs.

Meeting adjourned 9:10 p.m.

ATTACHMENT 1

Operations Council Liaisons to Committees

The current members of the Operations Council and assigned areas of responsibility are as follows:

RAND STONE – WORSHIP, including the Worship Committee, Music Committee, Ushers and Social Action

SUSAN BARTLETT (Chair of the Operations Council) – EDUCATION, including the Religious Education Council, Adult Education, Coming of Age and the Nursery

SHARON SISSKIND – FELLOWSHIP, including Lay Ministers, Membership Committee, Chalice Circles, Welcoming Congregation, and the Fellowship Dinner

TED HESS-MAHAN – OUTREACH, including Denominational Affairs, General Assembly, Social Activities (Ferry Beach, Sandy Island), and Communications

JUDY CURBY – STEWARDSHIP, including the Finance Committee, Annual Budget Drive, Services Auction, Holiday Fair, Planned Giving and Capital Campaigns. Judy also serves as the elected Treasurer of the congregation.

LAUREL FARNSWORTH (Vice Chair of the Operations Council) -
FUNDAMENTALS/ADMINISTRATION, including Building and Grounds, Computer and Administrative Services, Memorial Committee, Preservation Committee, Green Sanctuary Committee and Hospitality Committee.

While each individual has assigned areas of responsibility, in practice members of the Operations Council get involved wherever it makes sense and this cooperative effort has worked well.