

OPERATIONS COUNCIL MINUTES FINAL

Tuesday, April 16, 2019
Children's Chapel

Attending: Susan Bartlett, Laurel Farnsworth, Judy Curby. Rand Stone, Ted Hess-Mahan, Sharon Sisskind, Josie Greene (BOT), Erin Splaine, Linda Ross (asst clerk), Jacki Rohan (to discuss records retention policy; left at 8:10 p.m.). Karen Burns, Karen Davis at 7:50; John Adtkins at 8:00 p.m.

Called to order 7:05 p.m.

Invocation/Chalice Lighting/Reading - Ted

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.

Approvals:

- Minutes – Laurel moved that the March minutes be approved, Judy seconded. All voted in favor, motion passed.

Staff Update

Erin – She is looking to put together a proposal of what staffing will look like in 5 years. Once completed, it will be brought to the BOT. She will be pushing for health insurance for staff as part of their benefits.

Laurel – for Amanda who couldn't be here, from her discussion at the BOT meeting. Formal RE classes are now over; there are intergenerational activities from now until the end of the year (Erin – this has been done for the past few years).

RE Sunday is the June 2nd, the Sunday after Memorial Day.

From BOT – Laurel

- Brian Gill gave an update on the budget. He is confident that there is enough money in the budget to cover UUA dues for this year, due to Amanda not needing health insurance from us and Jaelynn coming on part way through the year.

- No guarantee that there will be enough money in the future for UUA dues.
- BOT is waiting until their next meeting to vote on paying full UUA dues

- Dan Brody has spoken to BOT about the need for UUA dues; he felt as important as paying the minister.

They are still working on the stewardship subgroup and are looking for people to be on that team.

- Draft charge has been developed for the ministerial review team.
- There was discussion of how the many pieces of our organizational culture should be prioritized - stewardship, diversity, etc.
- DeDe Vittori will be the new member of the financial oversight committee

Financial

- Proposal to fully fund UUA dues and building reserve fund in FY19
It looks as though there is enough money in the budget for this year to pay UUA dues and add to the reserve fund, and still have a balanced budget.
 - Out years are still a question. Judy – projections don't look as though there will be enough to fully pay UUA dues next year.
 - Pledge drive goal is \$625,000; currently at \$501,000. Brian Gill is thinking that we will end up around \$605,000.
 - Discussion of options for the future to meet the budget if there are increased financial needs.
 - UUA figures the full amount owed, but congregations are only asked to increase dues paid each year by 10% until full dues amount reached.
 - UUA dues request is \$36,411 for FY 19
 - Laurel moved that we recommend payment of full UUA dues for FY 19 depending upon outcome of the pledge drive for FY20. Motion withdrawn after discussion of dates of upcoming BOT and OC meetings.
 - UUA dues – updated calculation
 - The UUA calculates dues as total expenses minus capital expenses and denominational dues; then 6.75% of the result = dues.
 - Some of our expenses are due to rental of the building during the week (e.g. heat, cleaning); not necessarily from FUUSN use.
 - Laurel (B & G) receives a certain amount each year for painting, etc. that really is capital maintenance.
 - A modified approach for calculating UUA dues purposes was proposed. From total expenses - pull out building expenses that can be considered capital maintenance, 1/3 of building operations expenses as being attributed to rentals, the amount passed to the Board of Investments, Social Action amount, and Second Collection amount.
 - There was discussion of what constitutes a capital expense
 - Calculation of amount from formula above is self-reported.
 - UUA asks for information on expenditures every January.
- OPS will continue to consider the most appropriate calculation and submit to the UUA when completed.

PPC FY 20 budget recommendations – Karen Davis, Karen Burns, John Atkins

- Salary ranges the UUA puts forward are based on 7 levels of geographically-based rates, further subdivided by size of congregation.
- This year the UUA moved all grids 1.8% across the board.
- FUUSN is a “Fair Compensation” employer.
- UUA starting to look at benefits as part of compensation package
- FUUSN pays 100% of health insurance for full-time employees but doesn't pay for family.

- The proposed salary table was distributed, and Karen Davis reviewed the recommendations. There was discussion of some of the recommendations, and benefits in general, especially health insurance.

Update: Committee issues/reports

- GA delegates – Ted was asked to get the request for delegates into the electronic newsletter.
- Data security work – Rand. They have collected all of the data. He needs to have a conversation with Julia Huston about the next steps.
- Record retention policy – Susan
 - Policy was previously sent out via email; there was a very brief discussion of the document.
 - Laurel moved that we approve the Records Retention Policy as sent out via email; Judy seconded. All six voted yes, motion passed.

Next month's newsletter article due May 7 - ? No items suggested.

May meeting schedule – May 13, with BOT.

Thank yous – For Fellowship Dinner: Jeremy Lu and Devon Wells, for cooking; and the committee, Saul Lookner, Julia Wolfe, Amy Lambert, Ron Margolin, Susanne Greelish and Stephanie Kendall

Meeting adjourned 9:25 p.m.