

OPERATIONS COUNCIL MINUTES FINAL
Tuesday, January 19, 2021
Via Zoom online

Attending via Zoom: Susan Bartlett, Laurel Farnsworth, Jud Leonard, Karen Bottar, Brian Hicks (BOT), Eric Haas, Erin Splaine, Linda Ross (asst clerk);

Called to order 7:02 p.m.

Invocation/Chalice Lighting/Reading - Susan

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:

- Prior to meeting
 - Email request from Susan on January 8 for approval to have the FUUSN accountant help with the second PPP application – 6 voted yes, motion approved.
 - Email request from Susan on January 16 for approval of bell ringing on Tuesday, January 19, at 5:30 p.m., to remember and honor lives lost to COVID. Five voted yes, motion was approved.
- December minutes - Laurel moved to approve the minutes; Karen seconded the motion, unanimous approval, motion passed, approved.

Staff Update - Erin

- Everyone on staff is working hard and creatively
- She raised the question of having the choir meet outdoors as a group, with precautions (masks, 6 ft apart, under walkway at Newton South H.S.); numbers will be below maximum allowed by the state – asked if anyone had objections.
 - Eric may not be ready yet due to increasing number of cases and the more virulent strain.
 - Erin will discuss with Ann and give OK, but to be aware of above concerns.

Report on December BOT Meeting – Susan

- Much of the meeting was taken up by Jackie James and Meg Holland, on behalf of the Racial Justice Ministry – giving update on upcoming training.
 - Training is for 20 people at a time, so it will take some time for everyone in the congregation to get involved.
 - May also involve other congregations.
 - Board looking to see how they can best support the effort.
- Discussion of budget priorities for FY 22 – primarily how to keep things going

Financial

- Review December expenditures and updated forecast – Karen
 - The finance committee will look at the numbers more at their next meeting, when January financials are in
 - Pledges continue to come in, expenses less than usual
 - Overall, financials are in good shape so far this year

- Long-term forecast – Karen
 - 5-year forecast built very conservatively – 3 - 4% change/yr.
 - FY 21 has been a very atypical year financially
 - The hardest part for developing the FY 22 budget is projecting income - figuring out what the pledge drive will look like and will there be other income-producing activities.
 - Fewer adjustments on expense side
 - Will need to look at ways to increase part-time positions to full time sometime in the future
 - Rosemary will be leaving at the end of the year; could take a while to hire a replacement
 - Regina is still in Albania – trying to get back into U.S.; can stay in Albania for one year.
 - Discussion about options and possibilities for FY 22.
 - Summary; we are OK financially for a while, but not sure for how long.
 - Karen will submit the long term forecast to the Board

- Other financial items
 - There is \$9,000 in a COA scholarship fund; there is a question about what should be done with it.
 - § Karen will be checking with Urban regarding any restrictions on its use.
 - § Erin will also discuss its use with Amanda.
 - There are also funds in the Social Action budget (about \$7,700). The question is whether it will be spent, or if not, what to do with it.
 - § Discussion about how to use this money – there was a suggestion to send to an organization(s) with a mission that resonates with FUUSN and/or are giving out food, such as the Women’s Lunch Place or Chelsea Eats.
 - § Eric will get in touch with Peter Smith and discuss the option of donating to Chelsea Eats.

- Status PPP loan – Karen
 - Application was submitted earlier this week for round 2 PPP
 - She will update as things move along

- Roof replacement proposal – Laurel
 - She has been concerned about the condition of the roof for some time
 - A substantial renovation of the sanctuary roof has already been completed
 - One side of the office wing roof was completely replaced (in rear)

- The roof for a couple of the dormers has been replaced
- A complete analysis was done last summer with our preservations consultant
- The worst places are the roofs on one side of the Parish Hall, the headstart room, and the other side of office wing
- Laurel had sent a proposal to the members of the Ops Council prior to this meeting. This proposal had the roof replacement divided into 3 options
- Laurel recommends the first option, for which the estimate is \$183,000.
- Laurel has already discussed the roof replacement cost extensively with the Finance Committee. Between what is in the building reserve, major maintenance fund, and what is anticipated to be available in cash, she thinks that the cost can be met.
- Could take advantage of this time for replacement when staff are not in the building
- It would mean using all of the building reserves; nothing would be left in case of another emergency that is not covered by insurance.
- There was a question about how long the current roof will last? Not clear.
- Water came into the bell chamber during the last storm. This is a chronic problem area – roofers could repair while doing the other work.
- Lengthy discussion
 - § There was concern that this will violate the policy of having 2 months reserve; others disagreed
 - § Discussion about the requirement to have 2 months reserve
 - § Laurel – there is currently about \$50,000 reserve sitting with the Board of Investments, and we just gave them another \$50,000
 - § Karen - Spending money for a new roof will mean that the deficit will be no worse than what was forecast.
 - § Karen moved that the replacement of the roof be taken to the BOT. Jud seconded; 5 voted yes, motion passed.
- Musician's concert benefit for Urban Ministry (April 11)
 - There had been an email vote to hold this concert.
 - Erin pointed out that this will be during budget drive time
 - Discussion of whether the concert should proceed and whether it actually competes with the pledge drive
 - The concert is not a paid ticket event; donations are requested.
 - Erin expressed concern about the April 11 date being in conflict with the budget drive
 - Erin will talk to Ann Watson Borne about the date and finish the discussion by email
- FY 22 budget development process timeline
 - B & G request for Feb meeting
 - Amanda – RE request for March
 - Annual meeting will be June 6, 2021

Update: Committee activities

- GA delegates - Jud
 - Pat Rohan and Barbara Deck want to be delegates; Julia Huston plans to go but not be a delegate
- Tech support group – Jud
 - Had another meeting last week
 - Intend to put out another announcement to business list
 - Some uncertainty as to structure. Kesney Fontes and Chris Welles are interested in moving it forward; Ollie McFadden and Bob Persons will contribute. No in-person contact; help will be done by phone or Zoom
- A question was asked about working on the FUUSN website. Jud will look into contractors who may be able to do this.
- Social action
 - Social action committee has been challenged this year by the pandemic and the departure of Lynn Holbein.
 - Consider re-structuring or another model?
 - It was thought that there would be concern if structure was changed
 - No further action tonight; think about for the future

Thank yous – Amanda, for the pageant. Bob Feldman for chiming on Christmas Eve and today. Pat Rohan for outreach work.

Meeting adjourned 8:43 p.m.