

OPERATIONS COUNCIL MINUTES Final

September 21, 2021

Via Zoom online

Attending via Zoom: Susan Bartlett, Laurel Farnsworth, Jud Leonard, Karen Bottar, Wayne Everett, Chris Krebs (BOT), Anne Watson Born, 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:

- August minutes - Laurel moved and Jud seconded that the August minutes be approved. Unanimous approval, motion passed.
- Susan had sent an email on September 1 about building rentals, and proposed the following:
 - We move forward with resuming rentals and hosting FUUSN committees at this time.
 - All renters/users must follow COVID-related safety measures established by the CDC, MA state, and Newton city. As of 9/2/21, this means wearing masks for all indoor activities at FUUSN.
 - We leave distancing, vaccination, testing requirements up to individual renters/users.
 - We should notify renters/users that FUUSN has updated ventilation/air purification systems.
 - Rental agreements need to be reviewed to make sure nothing needs to be added to hold FUUSN harmless in a COVID illnesses. Maybe #12 in the standard terms and conditions already covers this type of situation. Should we have Gayle Smalley look at it?
 - Two people responded affirmatively to the above proposal by email.
- Susan had sent an email on September 2 regarding a discussion with Amanda re the RE assistant position. Susan proposed that FUUSN hire a 20 hr/week person for an RE assistant starting in October, and a 5-7 hrs/week youth coordinator starting in mid-September. Karen emailed the Ops Council after the Finance Committee meeting to say that the salary for the 5-7 hour youth coordinator position could be handled and to go ahead with that hire. Laurel moved, Jud seconded that FUUSN hire a youth coordinator for 5-7 hrs/week starting mid-September. Five voted yes, motion approved.

Staff Update

Erin – staff has been working on re-opening; also, on preparing for the first part of Erin's sabbatical January-February 2022.

BOT August meeting – Due to a miscommunication, no Ops Council member attended. Chris did not think that there was anything of particular relevance to Ops Council to convey.

Financial - Karen

- First 3 months of FY 22 – no surprises. Pledges are coming in. As of August, running about \$69,000 net income.
- FUUSN's second PPP loan has been forgiven..
- Susan had a question; spreadsheet shows that Pine Village hasn't paid anything. Karen said that they have actually pre-paid, but won't show up on the expense spreadsheet until the pre-paid amount is exhausted. It will show up in the September expenses.
- Jud found that Fran was paying Comcast for internet service even though we use Verizon and have been for some time.. He told her to cancel Comcast; Comcast responded that we owe them \$1,300 for early termination of a contract. Tom Bean is looking into this
- Re-negotiation of cell phone tower contract – if a new agreement is signed, the cell tower company will give FUUSN a signing bonus that will cover the consultant fee.
- Proposal from Brian Hicks about pledge data; this proposal was circulated with the agenda. Karen suggested developing a template so that future data could be input and compared to past years. Consensus was that it is important to have more information about pledges. Karen moved to accept Brian's proposal, Laurel seconded, 5 in favor, motion passed.

Continue reopening FUUSN building

- Updates/changes to procedures
 - Overall things went well
 - Anne – she had spoken to Amanda; during the service, many children walked up from the back to leave through the Highland Street door; how to correct? Consider blocking off rows for RE parents and children on front right side of sanctuary. Long discussion of how to get people seated in the correct area and leaving through correct door. Erin will discuss with Amanda and staff.
- A suggestion was made to hold a Cove coffee hour every 2 weeks; next one would be September 26. Susan will work with Fran to make reservation and payment.
- Should we make a banner for outdoors about the building being open; consensus was no.
- Continue outdoor greeting for next month – consensus is to continue until weather intervenes.
- Yard sale and holiday fair – long discussion of whether to hold them; if held, how to make them safe. Holiday fair netted about \$5-6,000 last year in a limited format. Consensus was to proceed with both.

B & G issues

- Parking update
 - Laurel received an email from Pine Village last week that the bank parking lot was going to be closed (chained off) as of this week. Susan Bartlett wrote a letter to Mark Development about it; no response received to date.
- Building occupancy: what we need to do – meeting with the city was supposed to happen last week; building inspector didn't know it was a Zoom meeting and showed up at FUUSN in person. Meeting to be re-scheduled.
- New Phil rental ~\$8000 for 4 concerts and rehearsals – the agreement has been signed, informational item.
- Other rentals and use of the building – are any changes//guidance needed? Consensus was that Susan's bullet -pointed list is adequate.
- Laurel will write/edit Bob Parson's email for the newsletter and emphasize that the staff corridor was not part of ventilation upgrade; need to limit foot traffic there.

Update: Committee activities

- Membership coordinator search and Membership committee chair - Wayne
 - Coordinator – Sharon Sisskind is chair. So far no responses to advertising. Sharon is working with Karen Davis to address additional advertising.
 - Committee chair – Wayne is considering holding a Zoom meeting of the committee to address where membership ought to be going. The hope is that several subcommittees will be formed and that a new chair will arise out of that.
- Ferry Beach
 - Will be taking place
 - Safety protocols will be in place
- Christmas tree sales - Eric
 - There is a continued shortage of Christmas trees and therefore prices are higher than last year
 - Decision needs to be made soon
 - Eric is thinking about ordering 400 trees (same as 2019); there would therefore be an increased upfront cost (\$18,000-19,000); would realize about 66% profit if all sold.
 - Consensus is to order 400 trees.
 - Eric requests authorization to spend up to \$20,000 for the trees; Karen seconded; all voted in favor, motion passed.

Thank yous – Jud, for all his work on the sound system; also, Chris Welles and Barbara Bates. Pat Rohan for sitting outside and greeting people prior to service.

Meeting adjourned 8:55 p.m.