

OPERATIONS COUNCIL MINUTES Final

April 19, 2022
Via Zoom online

Attending via Zoom: Susan Bartlett, Laurel Farnsworth, Jud Leonard, Karen Bottar (after 7:25 p.m.), Wayne Everett, Eric Haas, Brian Hicks (BOT), Erin Splaine, Karen Davis (7:15 - 8:00 p.m.), Greg Sullivan (8 -8:40 p.m.), Bruce Henderson (8. – 8:40 p.m.)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.

Approvals:

- Eric moved and Laurel seconded that the March minutes be approved. Unanimous approval, motion passed.
- Jud moved that the collection on music Sunday, April 24, be used to benefit FUUSN's music program;, Laurel seconded; unanimous approval, motion passed.
- By email
 - Susan sent an email on **March 16** clarifying the following plan for the ABD event on March 27
 - § Tapestry square making will be in the Alliance room (participants masked)
 - § Dancing in the Parish Hall—Norm T will DJ; all will be masked
 - § Snacks and drinks will be set up on one side of the Parish Hall. A table or two will be inside, and there will be some tables outside. People would be asked to remove masks indoors only when they are seated.
 - § All responded by email that they approved, and the event was approved
 - Susan sent an email on **March 23**; Wayne and the community breakfast team asked for clarification on the vaccination requirement given that children under age 5 are not yet eligible for vaccination. She proposed that FUUSN vaccination requirements should always be conditional upon eligibility for vaccines. Two were in agreement with Susan's proposal; two others agreed with Chris Dame's proposal but didn't comment on Susan's proposal.
 - On **March 24**, Susan emailed a follow up question asking whether it would be OK to have young children who are not eligible to be vaccinated in with the larger group at the community breakfast. She indicated that she would approve of this, and noted that it would come up in other situations, such as the Passover

Seder. All emailed that they would approve of having children in larger groups, but noted that requirements may change in the future if the COVID infection rate changes.

- On **April 3**, Susan emailed a request from Anne Watson Born that performers during the April 10 concert be allowed to be unmasked during singing. Unanimous approval, request approved.
- On **April 11**, Susan emailed a request from the DLRE search committee for \$500 to post the job announcement on Indeed and Idealist. There is no money in this year's budget for this, but there is \$1500 in next year's budget. Five voted yes; the amount was approved.
- On **April 11**, Susan emailed a request from Julia Huston for the UU Plant-Based Eating Club to hold their next potluck at FUUSN on the evening of May 1 at 6pm; starting to use the kitchen at 5pm. All attendees will be fully vaccinated. She estimates that about 20 people would attend. Five voted yes, request was approved.
- On **April 11**, Susan emailed a question from Denise Bousquet as to whether Sandy Island would occur this year. Five voted yes, one abstention, request was approved.

Staff Update

Erin

- A number of memorial services are coming up, for Iolanda Low, Ros Winsor, and Kathy Hearn,
- She is working to tie up loose ends before she leaves, including helping Heather.

FY 23 Budget – personnel - Karen Davis

- Over the past 2 years, many employers have been forced to cut positions and/or forego raises; FUUSN has done better than that.
- Many companies are giving 3-5% raises this year.
- FUUSN follows UUA guidelines for salary increases.
- FUUSN is certified as a fair compensation employer.
- Benefits
 - FUUSN employees must work 30 hours/week for 52 weeks or 1,560 hours each fiscal year to be eligible for benefits
 - FUUSN employees hired after January 1, 2019, who work at least 750 hours per year but fewer than 1,560 hours per year, are eligible to participate in FUUSN's (UUA) health insurance program on a pro-rated basis.
 - Anyone hired after January 1, 2019 will be asked to pay part of health insurance premium (20% of individual coverage).
- Upcoming changes affecting budget
 - Minister is leaving
 - Looking to upgrade the membership coordinator to membership director (still half time) by the beginning of the next church year. Current membership coordinator works a 10 month year.
 - DRE is leaving; assumption is that the new DRE will be in place September 1 for budgetary purposes.

- Assistant DRE position is on hold due to failure to fill the position; the position is not in next year's budget.
- Children's music director left; the position is not in next year's budget.
- A program assistant for membership and for DRE, half time, 10 months/year is being put into next year's budget.
- There was discussion of the program assistant position, future budgets, and future needs.
- Recommend a 3% salary increase for all current hires, and that new hires be brought in at the mid-point of the salary range for their position.
- Karen Davis reviewed the spreadsheet of salaries and recommendations, as well as rationale for the recommendations. An interim minister is compensated the same as a settled minister, per the UUA. UUA recommends a \$10,000 moving allowance which FUUSN has not done in the past; it has been put in the budget.

Jud moved, Wayne seconded to approve the salary recommendations; unanimous approval, motion passed.

Website – Bruce and Greg

Ellie Boynton, who did the Brookline UU website, was contacted. She sent a proposal to update the FUUSN website, and change all links to FUUSN (eliminate FUSN). This proposal had been sent out earlier with the agenda.

Greg

- It is important to hire someone to update the website, and to have FUUSN members become more active in updating their areas.
- Someone needs to be in charge of improving imagery, including cropping and scaling images.
- He thinks it is important to keep things as simple as possible and document for future users.
- He recommends having someone update the site, and then have volunteers to update in the future, with professional backup as needed.
- Lengthy discussion of the recommendations and the website. Decision was to talk to Marc Kaufman (he does web design) and Heather when she is back; put on May agenda.
- Brookline UU website for review: <https://firstparishinbrookline.org/>

BOT March meeting – Susan

- Several bylaws issues were discussed and tabled
- Discussion of term limits for other offices; put on hold.
- Interim minister search – application should have been submitted (due April 21).
- DRE search committee – discussion of how to appeal to as many people as possible.
- Erin and Heather discussed memo on re-structuring membership services and staff.

Financial - Karen

- Reviewed March expenditures – the budget forecast was updated at the last finance committee meeting. The forecast deficit is now \$39,000, vs \$50,000 in original budget, primarily due to unfilled positions. Loss of income due to lack of winter fundraiser.

Continue reopening FUUSN building

- Indoor eating – May 1 plant-based eating group; upcoming celebrations for Erin and Amanda. No one wanted to relax current safety standards. Susan will look into getting a tent so that these activities could be held outdoors.

Update: Committee activities

- B & G – parking lot update
 - Laurel, Susan, and Andrea Kelley met with Robert Korff about his apartment building proposal on the former Santander bank lot. He is willing to build FUUSN a 27 spot parking lot which would extend into the playground, making it smaller. This would make it much more convenient for weekday use and attracting tenants. In exchange, he wants FUUSN to give access to the parking lot for restaurant patrons use when FUUSN is not using (e.g., Friday and Saturday night). This is in a proposal stage only, nothing in writing. Karen moved and Jud seconded, that this proposal be approved in principle; unanimous approval; motion passed.

Removal of former minister's portraits

People from the racial justice ministry came in last week during the evening and took down all the pictures of prior ministers from the hallway. The pictures were left stacked in the ladies' parlor, and an email sent to Laurel. They also put together a notice for last Sunday's order of service asking for suggestions of what to put in place of the pictures. Lengthy discussion of the event and what to do. Decision was to have a Zoom meeting with RJM soon, before next scheduled Ops Council meeting. Susan will arrange.

Thank yous - Chris Dame for community breakfast and ask him to thank the others who helped; Sue Skoler for doing dishes after the Seder.

Meeting adjourned 9:30 p.m.