

## OPERATIONS COUNCIL MINUTES Final

January 17, 2023  
Via Zoom online

Attending via Zoom: Susan Bartlett, Laurel Farnsworth, Jud Leonard, Karen Bottar, Wayne Everett, Eric Haas, Hattie Kerwin Derrick (BOT), Parisa Parsa, Linda Ross (asst clerk)

Called to order 7:01 p.m.

### **Invocation/Chalice Lighting/Reading – Eric**

#### **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:**

- Laurel moved and Jud seconded that the December minutes be approved. Unanimous approval, motion passed.
- By email
  - Susan sent an email on January 4 regarding indoor mask recommendations from several institutions. Those responding agreed that masks should be recommended for FUUSN activities. Four votes in favor. Susan subsequently sent an email on January 5 asking for edits/comments on an email regarding masking, to be sent to the congregation. Those responding indicated that the email was fine with them..

#### **Staff update –Parisa**

- Devin is at the member services committee meeting. and therefore not attending this meeting
- The Christmas Eve services had good attendance at all.
- Sunday morning attendance is steady.
- She is working on the history and story-telling conversations.
- Also working on the re-vamping of FUUSN's website. This is raising questions about some processes at FUUSN overall; e.g. online directions, access to files of internal church workings.

#### **Report on December BOT Meeting - Wayne**

- The BOT is recruiting for the annual budget drive . They will be having apprentices this year who will become the leaders next year. Judy Friedman and Wendy Schwarz will be serving as BOT clerk because Kit will be serving as an apprentice.
- Working on activities will be given credit for those who cannot afford large pledges "time, talent, or treasure"
- Budget – projecting 1.5% increase
- Settled minister search budgeted at 10% of minister's salary

- Cost of living budgeted at 8.7%
- The cost of re-vamping the website will be in this year's budget
- Barbara Schmitt summarized the construction projects – parking lot, basement, basement bathrooms, playground
- There is a new owner for Pine Village. After a phone conversation with Laurel, they are OK with playground changes
- Search committee for new minister – Stephanie and Chris are looking for members for search committee; ideally announced by late April.
- Some concern about so many activities that it may be difficult to find enough evenings for meetings.
- Discussion with RoseAnn about values and history project
- Reviews about bylaws revisions, e.g. should remote participation in the annual meeting continue; term limits for elected leaders. Gordon and Tom Bean will aid discussion about the latter. Dwight Golann and Barbara Bates will solicit opinions about this.

### **Financial – Karen**

- December
  - \$27,000 net income from Holiday Fair
  - Trees netted about \$12,000
  - Services Auction coming up on Feb. 4
  - Positive net income through Dec \$29,000
  - End of year - lower deficit than projected \$21,000 vs budgeted \$56,000, primarily due to unfilled positions

### **B & G issues – Laurel**

- Basement
  - Laurel had a meeting with team – architectural firm, contractor, structural engineer
  - Will be more expensive than she thought
  - A spec will be put together. Price will be for yellow part of drawing that was sent previously.
  - Also getting a price for the purple areas – these would be excavated under the office wing for another classroom and office.
- Will ask for a ballpark price on parking lot (plus/minus \$100,000) once this is done.

### **FUUSN Covid Protocols**

- Updated metrics
  - Uptick in cases in Newton and Mass
- Will leave recommendations in place until the end of January. The suggestion was made to send another email regarding mask recommendation.

### **Update: Committee activities**

- Budget development process:
  - February 21: B&G
  - March 21: RE
  - April 18: final personnel budget
  - May 16: overall budget
- Kitchen-
  - Fridge & freezer clean-up; probably happened this morning; there were a number of volunteers.

- Ron Margolin had sent a list of kitchen-related activities
- Other kitchen maintenance
  - Laurel said she needs to ask Henry to clean the tops of the compressors because they get dusty.
- There was a question about whether a food handler certificate is needed. Laurel indicated that it was only needed if FUUSN was serving the public, which it is not.
- Second collection
  - Peter Smith sent a list of criteria for Second Collections
  - Karen had put together a listing of all money spent in the past few years
    - Karen
      - Social action gets a percentage of FUUSN income
      - Special collections are something different
      - She thinks that both of the above need a renewed look at to what the congregation wants.

Thank yous – Julia Dun Rappaport and Macy McKinney for doing an excellent job leading the Spirit Circle for the kids.

For Christmas Eve services - Cora Jeyadame and Meg Holland for the pageant; Jeannie Chaisson for organizing greeters; Gale Smalley and Bob Persons for organizing chiming and making it available via Zoom; Bob Feldman for chiming. Nancy Mattei and Mike Costello for organizing refreshments after the late service.

**Meeting adjourned** 8:10 p.m.