

## **OPERATIONS COUNCIL Meeting**

Tuesday March 21, 2017  
Children's Chapel, 7:00 P.M.

The meeting was called to order at 7:05 p.m.

**Present:** Susan Bartlett, Judy Curby, Laurel Farnsworth, Kate Mason, Dir. RE Rowan Van Ness, John Brennan, BOT - Eric Haas

### **~ Invocation / Chalice Lighting**

#### **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.

### **Pre-meeting Vote**

On March 9, 2017, Rowan Van Ness emailed the Ops Council to seek permission to have a bake sale fundraiser during coffee hour on March 19 for the Coming of Age Youth and Mentors' restorative justice efforts. Four Ops Council members sent their approval by email, and the bake sale was approved.

### **Approvals**

February minutes – Judy Curby moved approval and Kate Mason seconded; moved with change to be added by Laurel re reserve fund. The motion was approved (approve 4, abstain 1).

Records retention policy – Susan Bartlett had run the draft policy by the PPC. The finance committee had approved. There was a short discussion about whether FUSN undergoes financial audits; it does not, and also does not have any formal financial review. There was discussion of where to store the records. There was a suggestion to scan the paper records and then put them into electronic media (encrypted); this would need to be put into the policy. It was asked if they are ever looked at, and the response was that they are. Judy Curby will think about how records should be stored. She will be in touch with the preservation committee and see what they do and what they think we should do.

Rowan indicated that she receives paper copies of ethics statements and RE registration forms, and asked how long to keep those. Susan will ask PPC.

Amending room rental rates –. Judy Curby moved and Kate Mason seconded that members have the opportunity to have weddings and funerals at FUSN with no charge for room rental; all other charges apply. The motion was approved (4 approved, 1 abstention)

## **Staff Update**

Rowan – Erin says everything is great, staff is wonderful, she is happy to be back. RE staff amazing, collaborating well as a team.

RE Sunday will be April 9, with children, youth, and adults participating. .

Coffeehouse was great, numbers were manageable.

**Report on BOT meeting** - Not discussed because meeting was postponed.

## **Financial**

Review year-to-date spending – Laurel Farnsworth– nothing new to report. Judy Curby sent an email to the financial oversight committee and board of investment re the use of endowment funds. They want a new bylaw to regulate use. Judy questions whether this should be a bylaw. (*Judy – can you send me a copy of the email?*)

Budget preparation schedule – There will be an additional meeting May 11, 2017 – a joint with the board of trustees to review the proposed budget for 2017-2018. .

**RE FY'18 budget request** Rowan van Ness passed out a proposed budget. She indicated that it was the same as last year except for a decreased amount for adult education. The previous increase had been for an adult OWL person, but no such person had been identified. There was discussion of whether anything else might be coming up that would require funds, such as something from the adult faith development, or “treats” to encourage people to come for events. It was thought that food expenditures perhaps should be in another budget rather than RE. Rowan will increase the adult RE line item to \$2000 for FY18. There was a question about what the telephone charge in the budget is for. RE has a separate telephone line and it was thought that was the reason for the charge.

**Update Committee Issues/reports**, including:

Newsletter columns (need for April – due April 11) - it was suggested to include information about the budget being in process and that people can give input. Information from the committee chairs report can also be included. Kate Mason agreed to do the column; Linda Ross will send her the minutes from the committee chairs meeting.

Parking – Ted Hess-Mahan & Rockport Shoes parking garage. Andrea Kelley is reaching out to Ted re the possibility of FUSN people parking at the Rockport Shoe building. Susan Bartlett will touch base with Andrea.

Ferry Beach - Vern Ellis will be organizing Ferry Beach one last time, then will turn over to someone else. There is a list of people to possibly take over. John Brennan will be the liaison between Vern and the new person. Vern would like to co-chair with the new person this fall in order to train them.

Minutes are no longer being hung on bulletin board but are being stored in binders in a cubicle in the hall.

Meeting adjourned at 8:45 p.m.

**Thank you's** - to Marc (Susan's husband) for poster plan of fire evacuation route. Laura Thompson, Eric Moore, Lorenz Glazer for coffee house. Norm Thibault , George Batchelor for helping with sound. Will send cards (Andrea) and put in newsletter.