

## OPERATIONS COUNCIL MINUTES FINAL

Tuesday, January 21, 2020  
Children's Chapel

Attending: Susan Bartlett, Laurel Farnsworth, Jud Leonard, Eric Haas, Sharon Sisskind (after 7:20 p.m.), Amanda Graff, Karen Burns (BOT), Linda Ross (asst clerk)

Called to order 7:07 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:**

- December minutes – Eric moved that the December 2019 minutes be approved. Laurel seconded, 4 voted yes, motion passed.

#### **Staff Update – Amanda**

- Just hired a temporary education assistant for 15-20 hours/week (Aoife )
- Amanda is thinking about how to incorporate inclusion, not only in RE but in whole congregation. This is partly prompted by two children in RE who are on the autism spectrum.
- There will be a re-launch of the search for a full-time RE assistant and youth program coordinator in February.
- Coming of Age
  - will be selling soup during coffee hour Feb. 9
  - collecting clothes for Ecclesia in February

#### **Financial**

- Review December expenditures
  - Karen Bottar put explanation of 6-month expenditures in newsletter. People did read it because she received some questions.
- Status : multi-year forecast
  - Laurel just sent to Karen
  - Will then go to BOT
- Venmo and paying youth (see Sharon's document as Appendix)
  - Re Sharon's findings – it is not an option to have money revert to FUUSN if a check is not cashed; the funds must go to the Secretary of State's office.
  - Discussion of various options, including paying youth monthly
  - The decision was made to look into Venmo more thoroughly – e.g., make sure FUUSN bank will allow and handle VENMO transactions. Sharon will do this.

## Updates:

- GA delegates – Jud – people who have expressed interest in being a delegate:
  - Pat & Jacki Rohan
  - Barbara Deck
  - Julia Huston
  - Wendy Schwartz
  - Karen Burns
  
- B & G: Laurel
  - Theater group
    - § Children's theater came here because Allen House wasn't open; still isn't open. They are here for the spring, M -W-Th. No overlap with Dorshai Tzedek, who is here on Tuesday.
    - § The theater likes our space and would like to come back
    - § Laurel had asked Pine Village about having the Children's Theater continue, and they didn't seem to have concerns
    - § Pine Village can use the upstairs space instead of Parish Hall if needed for games or other activities
    - § The consensus was satisfaction with the arrangements
  - Voter sign up - Josephine McNeil wrote Ted Hess-Mahan – she wants to have a voter sign up drive here at FUUSN at no charge. February 8 seems a good date with no other major events scheduled. After discussion, Jud moved and Eric seconded to allow the League of Women Voters to hold a voter registration drive at FUUSN without charge. 5 voted in favor, motion passed.
  
- Safe Congregations handbook – joint BOT and RE effort.. Still in progress.
  
- Assign Racial Justice Ministry to a liaison
  - Meg Holland and Jacqui James are co-chairs
  - Eric Hass will be the liaison
  
- Website – Jud
  - He has done little with the website
  - Some discussion with Bruce and Greg about what is needed
  - He thinks a design is needed with a coherent structure, implemented by someone with experience in this area.
  - Jud will reach out to a FUUSN member who has expertise
  
- Working with Realm – increasing use & understanding
  - Hold help sessions?
  
- Jud had some microphone wires installed under the floor in the front of the sanctuary so that extension wires would no longer be necessary
  
- Discussion of use of hearing assist devices and the best way to make people aware of them
  - Question about standard sign indicating that hearing assistance is available – Jud will check
    - § Via email, following the meeting

- Jud emailed a sample of available diagram indicating hearing assist devices were available.
- He will print and post
- Susan subsequently determined that there is such a sign posted on the back of the sanctuary door as you enter from the rear door. If the door is open, you can't see the sign
- Laurel will put information in order of service about availability.

**Newsletter: Next month's newsletter article due January 28** – update on Legacy Circle; Sharon will start process.

**Thank yous** – Julia Huston for Christmas pageant; Community breakfast group - Chris Dame ,Ollie McFadden, Alan Crosby. Tree Guys - Eric Haas, Jonathan Lilienfeld

**Meeting adjourned** 9:00 p.m.

## Appendix

### Options for payment of youth

Each year FUUSN employs numerous students as classroom aides, teachers, babysitters, beadles, dishwashers, etc. Many of these students do not cash the checks that they are issued for their work. At the end of the fiscal year, the funds committed to these checks are transferred to the State Treasurer's office as "unclaimed cash". We believe that this is not the outcome that anyone favors and I researched into how we might address this problem.

I met with Fran Clancy, Faith Kreider, Kim Shanks (who keeps the records of who is working and distributes the checks), and the students, along with Dana Hanson, during the monthly bagel brunch. I also exchanged emails with Karen Bottar and Judy Curby.

There was consensus that the ideal solution would be that the students cash their checks. Also we agreed that it was preferable that the money owed students default to FUUSN as a donation rather than go to the state.

Initially I was researching the possibility of using an app such as Venmo or Zelle to pay the students. As a result of my conversations to explore this possibility, several other options were generated and discussed:

#### 1. **Venmo or Zelle**

- a. Requires a bank account to receive funds. Of the 9 students I spoke with 8 had a bank account and the 9<sup>th</sup> was getting one within the month. Kim Shanks will check with the few others that I did not reach.
- b. One of the FUUSN treasurers would have to download the Venmo or Zelle app and take responsibility for paying the students. Karen is willing to do this.

#### 2. **Pay students in cash**

- a. Cash from the collection plate could be used (students are fine with all \$1 bills)
  - b. Paper trail for transferring funds from plate to students needs to be set up. Payment for the students falls under 4 different line items.
  - c. Beadles would continue to be paid via check
  - d. Alternatively, Fran suggested writing checks on the 4 accounts and withdrawing the funds from the bank would provide a better paper trail but require someone to go to the bank.
3. **Direct Deposit** into the students' accounts (not researched)
  4. **Continue paying by check** with suggested modifications
    - a. Stamp all checks with a notice: "Void after 90 days"
    - b. In addition, students could be required to sign a form that says they understand that after 90 days all checks are void and considered contributions to FUUSN.
    - c. Pay students monthly or even once/semester – will bigger checks be more likely to be cashed?

I recommend that we adopt 4. and perhaps pay some students on a monthly or per semester basis. I also think that the general use of Venmo as an alternative to sending and receiving checks is worth exploring.