

## OPERATIONS COUNCIL MINUTES FINAL

May 17, 2022  
Via Zoom online

Attending via Zoom: Susan Bartlett, Laurel Farnsworth, Jud Leonard, Karen Bottar, Wayne Everett, Eric Haas, Heather Beasley Doyle (until 7:15 pm), Stephanie Kendall (BOT - until 8:45 p.m.), Chris Krebs (after 7:15 pm), Brian Gill ( 7:25 p.m.-8:25 p.m.), Brian Hicks (after 7:30 p.m.), Demie Stathoplos (after 7:33 p.m.), Linda Ross (asst clerk)

Called to order 7:00 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:**

- Karen moved and Laurel seconded that the April minutes be approved. Unanimous approval, motion passed.
- By email
  - On May 4, Susan emailed a request from Helena Froehlich to have a table in the Parish Hall on May 15 to present information on Savesoil.org. One person approved, two recommended sending the request to the social action committee first. Fran was told to send the request to the social action committee.
  - On May 5, Susan sent information from Denise Bousquet about proposed Sandy Island COVID regulations. There was discussion about this via email; in the end, Denise and the Sandy Island team decided to stay with the protocols observed at FUUSN, which are as follows:

§ We will advise (but not require) vaccination & boosting, and mention that 95% of Newton is in compliance.

§ At-home antigen testing will be voluntary; folks will be advised to stay home regardless of test results if they have any COVID symptoms (and if so, will receive a refund).

§ Masks will be required indoors (bathrooms, lodge, dining hall) except when eating, drinking, toothbrushing, face-washing, showering.

#### **Heather**

- She presented her survey data last week to interested congregants on Zoom.
- Website – would like to get two more quotes; Stephanie offered to play a role.
- She would like to have more awareness/sensitivity in approaching congregants among those involved in the budget drive, perhaps in the fall.

### **BOT April meeting – Wayne**

- Further discussion on minister's portraits
- RE committee is in good shape for next year
- Long discussion about the Korff parking lot proposal
- Dan reported that pledge drive was coming along well
- Discussion of interim minister process
- Discussion of whether funds from Wayside pulpit could be used for website
- Website revision is supported by the BOT; they want urgency put in redesign. Money for the redesign is in the budget for next year.

**Wayside Pulpit funds** - Karen and Judy Curby will be submitting an application to the attorney general's office to remove the restrictions on this, as well as other restricted funds, so that the money can be moved to the general endowment. One application is required for each fund for which FUUSN would like restrictions to be lifted.

### **COVID update**

- Are updates needed for summer services and memorial services; consensus was that no changes are indicated
- Memorial services – masks can be removed for eating while seated.

### **Proposal for next steps regarding hall pictures**

- Christine had sent an email to Susan and Laurel asking about future collaboration
- There was a question about whether this is now a BOT issue rather than Ops Council
- Discussion about BOT and OC roles

### **FY 23 Budget Review**

- Overview
  - Brian Gill – FY 22 is ending up better than forecast; about \$5,000 surplus rather than the forecast \$51,000 deficit. This is partly due to lack of spending on the building and not filling the membership coordinator position until mid-year.
- Discussion
  - FY 23 budget income assumptions
    - § Finance committee is comfortable recommending a budget with a deficit of \$51,000 because FUUSN usually does better than budget, and there is enough in the operating reserve that even if the deficit is actually \$51,000, there will still be more than the targeted minimum in the operating reserve.
    - § A question was asked about whether FUUSN has a structural deficit; Brian Gill is not convinced that there is one. There has been one in the past when there were more staff.
    - § Brian Gill discussed loss of income from Dorshei and new income from services auction.
    - § Will be dipping into the sabbatical/search fund for \$8,000 for moving expenses for interim minister.

- Susan recommended increasing to \$10,000 based upon UUA recommendations; Brian will do so.
- Susan asked about using some of this fund to also help with Anne Watson Born's sabbatical. Brian Gill thought that was reasonable, but suggested increasing the annual contribution because the music director was not previously included in sabbatical funds.

#### FY 23 expenses

- B & G
  - No painting in the budget for next year
  - Laurel has had difficulty in finding contractors to do any work; leaks in stairway tower need fixing but cause has not been determined.
  - Question about where the money for the proposed parking lot enhancements comes from; Laurel responded that it would be from the building reserve and major maintenance funds.
- Salaries
  - Change membership coordinator to membership director
  - Took all of personnel policy committee's recommendations for salaries
- \$6,000 for new website
- RE
  - Increased due to the addition of a half-time program assistant (the term "ADRE" in the spreadsheet has been changed to "program assistant")
  - There was a question about whether some money should be added to enable communication between Amanda and the new DRE; Susan will check with the search committee.
  - Music, denominational affairs, committee expenditures – no significant changes.
  - Zoom beadle salary is included with the coffee beadle salary (along with dishwasher beadle).
- Music sabbatical
  - Anne is planning to take her sabbatical after Easter
  - \$5,000 is budgeted to pay her replacement while she is away.
- Various questions about specific budget lines were asked and answered throughout the budget discussion.

#### **FY 22 Budget**

Jud moved, Laurel seconded, that for the FY 22 budget, an additional \$15,000 from B & G be moved into the building reserve and expenses of \$5,000 for Erin's celebration be approved (and will be charged to the BOT line item). Unanimous votes yes, motion passed.

**FY 23 Budget** – will wait to vote on the FY 23 budget until Susan talks to the RE committee, and she reviews the music sabbatical agreement document. The budget will be approved later by email.

Fran needs the final FY 23 budget by June 6.

Susan clarified the dates of upcoming meetings.

## **Update: Committee activities**

- Annual meeting June 12, 11:45 a.m.
  - Annual meeting – will take place in the Parish Hall; Zoom will be on screen. It may be difficult for some to see. The camera will be on the stage, behind those who are speaking.
  - Discussion about whether to have a BBQ in association with the annual meeting.. Susan will ask Pat Rohan and Heather about who could hold it. Could have a different meal that would not require as much preparation– e.g., catered sandwiches. No decision made.
  
- B & G – parking lot update
  - No decision yet
  - 27 vs 18 spaces? Laurel is strongly in favor of 27 spaces; will put together a draft of FAQs for the BOT.
  - Discussion of how the decision will be made.
  
- Social action
  - FY22 distributions and newsletter article – Eric hasn't heard from the committee, will touch base.
  
- Newsletter contributions – Heather asked for them – perhaps start in the fall.
  
- June Ops meeting will be June 21
  
- Demie asked if one or more Ops Council members could attend the listening circles about the minister's portraits.

**Thank yous** - Budget drive team (Kate Thibeault, Barbara Niles, Dan Stoll, Nancy Stanton); RJM for their response to issues around the removal of the minister's pictures. Wayne suggested that the thank yous also be put into the newsletter; consensus was that this would be done.

**Meeting adjourned** 8:50 p.m.