

## OPERATIONS COUNCIL MINUTES Final

Tuesday, December 17, 2019  
Children's Chapel

Attending: Susan Bartlett, Laurel Farnsworth, Jud Leonard, Sharon Sisskind, Judy Curby, Eric Haas (after 7:25 p.m.), Erin Splaine, Chris Krebs (BOT), Linda Ross (asst clerk)

Called to order 7:05 p.m.

### **Invocation/Chalice Lighting/Reading - Sharon**

#### **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:**

- November minutes -Laurel moved to approve, Sharon seconded, 4 voted yes, 1 abstention, motion passed.
- Social action and RE fundraising activities that are still in need of approval
  - Three walks – NAMI, Mother's Day Walk for Peace, Walk for Hunger
  - Ecclesia fundraiser in January
  - Laurel moved that all be approved, Jud seconded, 5 voted yes, motion passed.
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#### **Staff Update – Erin**

- Anne Watson Born has approached Erin about a sabbatical
  - She has not had one before; has been here about 12 years.
  - Common in congregations
  - Probably would be 3 months, Jan-March 2021
  - Financial component – need to pay someone to fill in for essential services
  - May know more by next meeting

#### **Report from BOT – Sharon (Nov), Judy (Dec)**

- November
  - Discussion about staffing plan – no action
  - Discussion about congregational covenant, in response to previous conflicts
  - Discussion of ministerial review (overdue)
    - § Ellie Crocker is heading the review; Demi is liaison; § 4 meetings in January and February
  - Connie Stubbs had previously conducted a review of building costs as a percent of budget considering rental income – seems to be 14%
  - New positions – bookkeeper? Confusion about who might already be doing it?

- Legacy committee proposal for assignment of Wake Now our Vision matching funds approved
- December
  - Vote to approve staff bonuses
  - Urban Larson– new investment policy, voted approval
  - New members approved
  - FUUSN engagement initiative – pilot of small groups of congregants discussing what they would like – way for BOT to connect without asking for money.

## Financial

- Review November expenditures
  - November finance committee meeting cancelled due to unavailability of members
  - Pledges and prior year pledges coming in well – ahead of budget
- FY 19 outstanding checks – cash or Venmo? Discussion of how to pay small amounts without using checks
- Status – quarterly budget monitoring report to congregation. Will ask Karen Bottar to prepare summary for distribution to congregation each quarter.
- Process for setting Annual Budget Drive goal
  - Lengthy discussion of the process for setting the goal –how and by whom this occurs.
  - New initiatives are the main impetus for increased goal (outside of annual inflation).
  - Susan will have discussion with Chris about what would be helpful to the BOT in this process

## Updates:

- Hospitality
  - Fran agreed to supervise beadles
  - Ops council members are bringing in milk and cream for Sundays.
  - Alan Crosby, Chris Dame, and Ollie McFadden are working on the community breakfast in January. As of now, the same model as last year will continue.
- B&G – review property insurance and liability coverage
  - Judy and Fran just filled out annual forms
  - Anyone who has a tenant relationship with FUUSN is required to carry their own liability insurance; forms have been submitted.
- Membership idea for a suggestion box – there actually is one in the narthex, not used.
- Realm - working with Rosemary
  - Jud had met with Amanda – she would like to have all RE families (attendants) included in database. She is reluctant to change from the database which she is currently using. He has not yet spoken to Rosemary about her role – will schedule time to do that.

- Erin has asked Rosemary to become as familiar as possible with REALM, and have discussion with others such as Amanda as to what would be helpful.
- Rosemary's priority right now is the budget drive.
- General Assembly delegates – schedule
  - Meeting in June will be in Providence, RI
  - Scheduling needs to be done sooner rather than later
  - Housing opens March 1
  - Delegates
    - § Publicize in January or sooner.
    - § Applications will be reviewed by Ops Council and list developed
    - § Board of Trustees votes to approve delegates
  - Jud has developed a simple application that he will post in January; deadline for applications will be given.
  - FUUSN will have 7-9 delegate slots.
  - Off-site delegates - people with disabilities or work responsibilities can attend remotely, have input, and vote. Two slots will be reserved for these delegates; Erin emphasized the importance of stating this in application request.
- Website
  - Jud went through site and made some corrections; Greg Sullivan assisted.
  - Would like to have staff information with pictures
- FUUSN fair plus yard sale – preliminary financials
  - Did not do as well as last year, about \$1,000 less
  - Increased competition – 3 other local fairs in area on same day
  - Net \$19, 280 (approximately)
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**Newsletter: Next month's newsletter article due December 31** – Laurel will write update about the Fair; Jud will write a short notice about GA delegates.

**Thank yous** – Kit Ryan, Ruth Comstock, Sandy Jones for the fair. Barbara Bates for monthly cleaning of stove. Kim Shanks for her help with RE.

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