

## OPERATIONS COUNCIL MINUTES Final

Tuesday, April 20, 2021  
Via Zoom online

Attending via Zoom: Susan Bartlett, Laurel Farnsworth, Jud Leonard, Karen Bottar, Eric Haas Sharon Sisskind, Brian Hicks (BOT), Karen Davis until 7:55 p.m., Amanda Graff (after 7:55 p.m.), Erin Splaine, Linda Ross (asst clerk);

Called to order 7:00 p.m.

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

#### **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:**

- March minutes - Laurel moved to approve the minutes; Karen seconded the motion, unanimous approval, motion passed.

#### **F22 Budget: Salaries (Executive Session)**

Karen Davis reviewed salaries and recommendations for the coming year, as well as budgetary implications.

#### **Membership Coordinator Search – Sharon**

- She had sent a draft description of the position by email prior to the meeting. She will add wording about the availability of health insurance
- Brief discussion of the job description
- Sharon is looking for recommendations for members of the search committee

#### **Staff Update**

Amanda

- Doing great work with CRE committee to define its function and role. Had an outdoor retreat last Saturday
- Would like to have an end of year gathering, outdoor, maybe at the Cove, June 12. This was approved.
- Doing a lot of work to try to figure out what programs they will have in the fall; trying to minimize indoor activities.

Erin

- Second round of Living the Pledge has started
- Judy Zacek's memorial service will be May 1
- Last service of the year and annual meeting will be June 6.

#### **Report on March BOT Meeting – Karen**

- Discussed the work of racial justice group, and how to bring more people into it

- What to do to make it easier for younger people to attend racial justice meetings
- Discussion of how the Board operates
- Discussion of the 8<sup>th</sup> Principle– how to incorporate into our services
- Responsibilities of Ops Council vs Board, especially from younger members who didn't know the history of the two groups.

### **Financial - Karen**

- Review March expenditures – nothing outside of the ordinary to comment on.
- Venmo – final decision is that we can't do it.
  - It is not designed for non-profits, cannot track who donates and therefore generate tax letters.
  - Not designed to pay a series of individuals.

### **Building Rental and B & G Issues**

- Rental questions
  - Laurel has received many requests for the use of the FUUSN building for the fall
    - § Wedding August 1
    - § Children's theater group
    - § The New Philharmonic wants to hold a concert with 25 musicians, 30 guests, in the sanctuary, obeying all regulations.
    - § If new air handling systems are approved and installed, the air will be as good as required of schools.
- Air purification upgrades
  - Total cost approximately \$60,000
  - Does not involve bringing in outside air but rather recirculating purified air.
  - Every room in the building will meet the standard being asked of schools for filtering air and killing viruses, including the sanctuary.
  - The outside offices (along the corridor) will not be part of the new system because they already have a mini-split system
  - Discussion
    - § Would be using budgeted line items, paid out of next year's major maintenance budget
    - § Can be put into next year's budget, so the contract can be signed by Chris Krebs without needing a BOT vote.
    - § Need approval soon so that work can be completed by September
    - § Other major maintenance – an additional \$6-7,000 is being spent this year so that the roof crew can repair the current roof while they are here.
  - Jud moved to approve the contract for the air purification system, Eric seconded, 5 voted in favor, motion passed.

- Rental questions (discussion resumed)
  - Erin asked about how the new air purification system would affect FUUSN's use of the building, as opposed to renters who provide income. Laurel discussed the uses and briefly discussed the "traffic flow" of people in and out of the building.
  - Lengthy discussion of whether rentals should be allowed and traffic flow, especially for the children's theater group .Susan asked a question about how many people are allowed in the building at once; Laurel responded
    - § Dorshei – she doesn't know the numbers, will find out.
    - § Pine Village is licensed (pre-COVID) for 41 children and associated teachers.
    - § Children's theater group - 20 children, 8 adults
    - § Laurel indicated that the above are not a problem with occupancy
  
- New inspection requirement – for certificate of occupancy, from Newton Inspectional Services Department.
  - FUUSN needs a separate certificate for each renter and a separate one for the building as a whole
  - Every room must be labelled and occupancy listed, by function; must be submitted by a registered architect.
  - Laurel is requesting \$5,000 to pay the architects. Laurel moved to hire LDA Associates. to comply with the requirement of the City of Newton Inspection to provide occupancy certificates as required by law, not to exceed \$5,000. Karen seconded, 5 voted in favor, motion passed.
  
- . Rental questions (discussion resumed again)
  - Different criteria for services than for renters
  - Continued lengthy discussion of whether to allow rentals of the building
  - Consensus was that discussions about allowing the Children's theater and Dorshei to use the building could proceed.
  - August 1 wedding
    - § There was a question about whether we have a hold harmless clause if someone contracts COVID during the wedding; could be added to rental agreement.
    - § Stipulations for the wedding; 60 people maximum (or legal limit of people allowed in sanctuary), no singing, no food or drink, participants must obey all state and local regulations re COVID.
    - § Erin will OK the wedding.
  - A FUUSN member requested use of Parish Hall for a party June 5; request denied
  - Luca Antonucci requested the use of the Parish Hall for a chamber music rehearsal (10 people) for several evenings (June 14, 15, 16) (string instruments); request denied.

**Update: Committee activities**

- Sandy Island – will not be held this year.

- Discussion postponed until a future meeting
  - Hybrid services
  - Web redesign - Jud
  - GA delegates

**Thank yous** –.Wendy Haskell and Connie Adkins for Over 60s work; Judy Friedman for Moth hour.

**Meeting adjourned** 9:25 p.m.