



First Unitarian Society of Westchester

Minutes of the Meeting of Board of Trustees Tuesday, September 12, 2017

In Attendance:

Sue McAnanama, President
Greg Shunick, Vice President
Amy Jo Neill, Treasure
Jane Lawrence, Secretary,
Irene Jong
Rob Politzer
Bill Reynolds
Rev. Peggy Clarke
Tracy Breneman, RE Director
William McEvoy, FUSW Intern
Betty Gilmore, Committee on Ministry

Summary of Motions Passed

- A motion to approve the Board meeting minutes of 8/8/17 was made by Greg and seconded by Amy Jo. APPROVED. It was agreed that finalized versions of Executive and Board minutes will be sent by the Secretary to the full Board and to the Committee on Ministry.
- A motion to approve increasing our cleaning services monthly fee to \$1,010 from \$810 for additional job responsibilities was made by Sue and seconded by Rob. APPROVED. See page 2 of these minutes for details.

Summary of Action Items

- Jane is to send a copy of the Minister's Report to the COM.
- Jane to send finalized versions of Executive and Board minutes to the full Board and to the Committee on Ministry
- Irene, Bill and Greg will meet with 2-3 representatives from the proposal group to finalize questions, identify facilitators, organize small groups and other formats for engagement, and discuss data capture and presentation.
- Sue will draft a new contract with Details Green Cleaning Services (our current cleaning company), based on their former contract, that will containing additional responsibilities and Greg will review it.
- Details Green Cleaning Services has liability insurance but not workman's comp. Rob will discuss matter this further with Greg.
- Amy Jo will also prepare for the Board hard figures on the actual amount of the surplus, the deficit, and a history of what the premiums have been for Peggy's health coverage.
- Peggy will ask Pam Parker regarding the Scoop position.
- Sue will speak to her friend in Staten Island who is a web designer about rates for consultation on periodic design improvements.
- Rob will look into emergency exit light repairs
- October Agenda Items (includes possible additions from items not discussed or only cursorily discussed at September Board meeting):
 - Intern's curriculum and FUSW responsibilities
 - Fundraising though different social events
 - Possible reimbursement for staff cell phone fees
 - Program Groups & Themes
 - Master Calendar Planning
 - Report on Verizon Proposal/Not Just Reimbursement

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Chalice Lighting was led by William McEvoy at 7:00 pm.

Reports

- Religious Education - Tracy gave a verbal report rather than preparing a written one. Topics included:
 - Barvniok – Svetlana requests leaving their printer in room 6. Bob Kinney and Tracy will review Greg's comments on Barvinok's agreement renewal

- Youth Group - Good first meeting with 10-12 in attendance. There will be a Youth Group lock-in from 10/8-10/9 (Sunday – Monday).
 - FUSW website is updated with new photos.
 - Before booking an event, be sure to check private events.
 - OWL is not being held this year but the RE team will consider it for next year. There is a need to train OWL teachers now if it will be offered next year. The RE team can't plan for or anticipate who/how many will participate in OWL if FUSW youth are not attending.
 - There is a need for more RE teachers.
- Minister – Peggy emailed a detailed report to the Board prior to tonight's meeting. Jane is to send a copy it to the COM. Peggy's discussed her role as an Adjunct Consultant with the Central East Region of the UUA, for which travel is not required, and as a teacher at the Guild for Spiritual Guidance (once a year). Regarding the Adaptive Leadership Training, Sue, Greg, Jen Rohr and Peggy will be participating in the six session program.
 - Intern - William's described that his internship here at FUSW is part of his classwork with Meadville Lombard. His training also involves on-line course work and he will go to Chicago for 2 weeks in January and one week in March.
 - Treasurer – Amy Jo referred to her report which she emailed to Board members before tonight's meeting. The report covers the first two months of our fiscal year (7/1/17-8/31/17).

Business

- Conversation About Fair Compensation – Greg reported on his brief conversation with Ron Katz and Sarah Clark regarding Peggy's request to apply the approximately \$6,000 surplus remaining at the end of FY 2016-2017 to her health insurance benefits which were reduced in June 2017. Ron and Sarah are in favor of this. A full discussion by the Board followed. A question was raised whether the Board alone can decide on this matter when the entire congregation approved the current deficit budget. It was decided that the Board would continue to investigate Peggy's request by seeking input from the finance committee. Susan Greenberg may also be consulted regarding the UUA's guidelines. Amy Jo will attend the 9/13/17 Finance Committee and bring this issue to their attention. Amy Jo will also prepare for the Board hard figures on the actual amount of the surplus, the deficit, and a history of what the premiums have been for Peggy's health coverage.
- Follow-up to 9/10/17 Meeting With the Proposal Group – Betty Gilmore provided a summary of the meeting because Bill, Rob, Tracy and William did not attend. A lengthy discussion followed regarding next steps. It was agreed that a potluck lunch will be held followed by small group discussions that engage, connect and build community while discussing how to strengthen the congregation, the finances and our programs going forward. It was also agree that a committee of representatives of the proposal group and Board members will be convened to finalize the questions to be discussed in the small groups. Irene and Bill will reach out to 2-3 members of the proposal group to review questions and try to meet after Sunday's service in the next couple of weeks. It was recognized that the Covenant Committee may also be a resource in the preparation of the questions. The dates of either 10/15/17 or 10/29/17 were proposed as possible Sunday's for the potluck lunch followed by small group discussions. Email questionnaires would also be available to those not attending the small group discussions. Leaders of the small group discussions will need to be trained. Irene will work on a list of facilitators drawing from the congregation at large, the Board, the COM and the Covenant Committee. Peggy will offer a sermon connected with this topic on that date.
- Review 3 Tiered Administrator's Position Progress – it was generally felt that it has been tough operating without a full time administrator. Many items have fallen on Peggy.
 - Scoop & Printing of Order of Service - A discussion was held of various ways to get the Scoop prepared each week and the OOS printed. It was decided to ask Pam Parker at the White Plains UU congregation to do the routine weekly updating of the Scoop. And for FUSW to hire a design consultant to periodically do design improvements and re-branding. Peggy will ask Pam about a 6 hour commitment at \$20/hour to prepare the Scoop at home on her computer. Sue will as her graphic designed contact in Staten Island about rates for periodic design improvements. Neither Pam nor the design consultant will be printing the order of service. No decision was made how the OOS will get printed out. The one-page OOS that Peggy put together for the 9/10/17 service was generally recognized as a simpler way of preparing the handout. In the future, we hope to have the media capabilities to project the OOS onto a screen/wall in the meeting room.
 - Cleaning Services – our cleaning services will increase from \$810 to \$1,010 per month for their unloading 2 dishwashers and for setting up chairs Saturday for Sunday's service. Funds for this will come from the reduced administrator's salary. Sue moved to approve \$1,010 per month and Rob seconded it. APPROVED. Their current contract has expired. Sue will draft a new contract with Details Green

Cleaning Services based on their former one and Greg will review it. Details Green Cleaning Services has liability insurance but not workman's comp. Rob will discuss this matter further with Greg.

- Sexton – no discussion other than we need to find volunteers to do office filing.
- Vendors/Inspections/Audit this Sunday – Rob took care of a couple items in need of repair that were identified by Barvinok's inspection and will look into emergency exit light repairs. It is noted that Denise Dunn will be doing an audit after the 9/17/17 service.
- Nominating Committee – Cheryl, Kevin & Sarita are currently on the committee. Only one of the two additional nominating positions have been filled thanks to Paul Gross' volunteering. Sue will ask Adelaide and possibly Doris if they would serve on this committee.
- Membership-Membership – Time & Talent Review and Tasks
 - There is will be a new members' dinner on Saturday 10/28/17 at 5 pm Sat. Other recently added new members will also be invited. While the Board will be invited, only a couple need to attend.
 - Irene suggested noting the total number of people attending each week on the attendance sheet.
 - The new members' packet needs revisions especially the list of major programs. The idea of an Activity Day to find more/new people for different activities was suggested. Also, existing FUSW members serving as "buddies" to new members is recommended.
 - Irene is working on an Exit Survey of members who no longer attend. Irene has a list of such members.
 - Desk survey – ask those attending "what brought you here?" And, if they don't keep showing up, ask them what they didn't find here.
 - Pastoral Care, the Worship Committee and having periodic meetings of Committee Chairs were briefly mentioned.
- Intern Committee – Gary T, Betty, Betsy Kates and two others will service on this committee. While a Board member could/should be on this committee, it has functioned without one in the past. William's curriculum is specific and his role starts small and grows bigger. The curriculum will be discussed at the October or November Board meeting. William will be at almost every Sunday service.
- Fund Raising – Peggy introduced the idea of selling calendars. The Auction will be the same format as last year. Marin is coordinating it again. Such events need to go on the master calendar. The Rock & Soul Dance Party open to the community is planned for 12/2/17. Fundraising though different social events will be added to the October Board meeting agenda.
- Kensico Cemetery Plot –Sue is discussing with Kensico Cemetery the possibly of selling the FUSW plot. It could be worth \$14,000+-.
- Phones
 - System Replacement – must be placed on hold until our fire alarm system is hard wired.
 - Possible reimbursement for staff cell phone fees was listed on the agenda but not discussed.
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- Program Groups & Themes – no discussion.
- Master Calendar Planning – cursorily discussed

The Chalice was extinguished at 9:07 pm by William.

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Upcoming Calendar:

Tuesday, Oct. 10th, 2017

Tuesday, Nov. 14th, 2017

Tuesday, Dec. 12th, 2017

Exec Board will meet as needed, but usually on the Fourth Tuesday of month