



<b>COUNCIL MEMBERS IN ATTENDANCE:</b>	Pat Rohan (Ch), Laurel Farnsworth, Alan Cody, Anne Hess-Mahan, Jeannie Chaisson, and Kim Shanks.
<b>ALSO IN ATTENDANCE:</b>	Rev. Erin Splaine, Mr. Barb Greve, and Bruce Henderson In attendance for part of the meeting: Sue Skoler (Assistant Clerk: Bonnie McDonald)
<b>UNABLE TO ATTEND:</b>	

## 1. OPENING WORDS AND COVENANT

Laurel Farnsworth read a passage from Mo Tzu, who practiced Taoism and Confucianism.

*"When all the people in the world love one another, then the strong will not overpower the weak, the many will not oppress the few, the wealthy will not mock the poor, the honored will not disdain the humble, and the cunning will not deceive the simple. And it is all due to universal love that calamities, strife, complaints, and hatred are prevented from arising. Therefore the humanist praises it."*

The Operations Council covenant was read aloud.

## 2. REVIEW MONTHLY BUDGET TRACKING

Pat reported that the Services Auction was a great success; raising more than \$18,000. (Expenses still need to be deducted.) This winter's fundraiser exceeded our revenue expectations. Pat noted we may have had less people in attendance, but those people spent generously.

## 3. BRIEF UPDATE ON COMMITTEE ACTIVITIES

Karen Bottar and Kevin McCormack presented the FUSN Long Term Forecast (FY13 to FY17), takes our budget and goes 5 years from that. They added a 3.7% increase in costs per year.

### A. BUILDINGS & GROUNDS COMMITTEE – UPDATE BY LAUREL

There was consensus that we should leave off renovation date on the Chapel plaque.

### B. RELIGIOUS EDUCATION COMMITTEE – UPDATE BY KIM

Kim said they had a successful 'Teacher Appreciation' brunch.

With regard to the search for a new Director of Lifetime Religious Education (DLRE), the Committee has sorted through some resumes; and there are six candidates to be interviewed.

### C. FINANCE COMMITTEE – UPDATE BY ALAN

Alan mentioned the Finance Committee is not meeting this month. They'll be meeting again in March to kick off the budget season.

### D. MEMBERSHIP – UPDATE BY PAT

Pat said the Membership Committee didn't meet this week.

### E. COMMUNICATIONS COMMITTEE – UPDATE BY ANNE

FUSN's newsletter was sent electronically, and things went smoothly.



**F. BUDGET DRIVE COMMITTEE – UPDATE BY BRUCE HENDERSON**

Bruce mentioned there were 25-30 parties to be scheduled, in which people could attend to make their pledges for the annual budget drive. We currently have 10 Captains and 22 Stewards; which is about half of what Bruce projects we'll need.

There are trainings scheduled from February through March for Captains, Stewards and Party Hosts.

It was mentioned that the Fellowship Dinner needs waitstaff. The Coming of Age and other Youth would be asked to enroll to help out with the dinner.

**4. MEMORIAL SERVICES COORDINATOR AND ROOM CHARGES PRESENTATION**

The subjects involving a new (Memorial Services) Coordinator position and rental fees were discussed. Erin brought Sue Skoler to the meeting who had done a great deal of research on other congregations' policies and fees regarding events including memorial services/funerals and weddings. This discussion was in response to a discussion at the January Ops Council meeting, when Erin was asked to provide some ideas on a fee structure and the new position. For example, the new Coordinator role would charge \$400 or more per event. This role would be employed when someone needs assistance planning an event at FUSN. This role is to be considered a service to the family, who wouldn't have to think about or act on details including florist arrangements, catering, etc.

Several documents were presented, including one with 'Key Elements Requiring the Attention of the Operations Council.' This asked questions about defining FUSN supporters, our current fee structure, and how the Ops Council will help to educate the congregation about the increased fees.

Currently, FUSN members are charged only \$88 for any room rental in the building. Questions were asked about long-term 'friends' of FUSN...would they still receive the privileges of lower fees?

There was discussion about FUSN's long-term member's costs being absorbed by the congregation for a memorial service. Additional discussion included consideration of a minimum pledge amount for a certain number of years before a community member might be considered a "Supporter."

This discussion also brought up several Insurance related questions. A "Hold Harmless Agreement" was discussed; and Laurel wants to be sure the previous waiver is added to the current document.

Pat thanked Sue Skoler for all of her research efforts, and said this was a good start. However, the Ops Council members would need more time to study all of the documentation and ideas on a new fee structure and Coordinator position.

**5. GOVERNANCE UPDATE**

**A. POLICIES**

Pat and Laurel met with Gordon Moriarty and Susan Bartlett on the Board of Trustees (BOT) to discuss policies. Pat and Laurel asked the BOT to revisit some policies, and mentioned there are several that need to be discussed soon. Gordon reported that he may be working to update some policies soon.

**B. ANNUAL BUDGET PROCESS**

A document titled "Annual Budget Process" was reviewed, along with some key issues and priorities. The BOT priorities for Fiscal Year 2013 include:

1. Make Membership Coordinator a full-time position.
2. Work towards reducing the structural deficit.
3. Decrease the yearly draw on the FUSN endowment.



Meeting Date: February 8, 2012

Kim asked what the Ops Council could do to help reduce the budget deficit. Bruce mentioned that the BOT feels that a full time Membership Coordinator will help bring in new members, and reduce the deficit.

It was mentioned that the BOT will be thinking more 'structurally,' and implementing a real paradigm shift away from overseeing small expenses. Pat agreed, and said four or five items could determine how the budget will come out. At that point, if there are questions about a deficit, they would get the BOT involved. Another comment was made about the need to clearly separate the Ops Council tasks from the BOT in the budget process.

## 6. REVIEW RE BUDGET REQUEST

A budget request from the Religious Education Committee was discussed about Fiscal Year 2013, and included a budget sheet. Additional expenses included \$480 for a Coming of Age Friday childcare provider.

Pat said Barb did a nice job not increasing it by much; and Barb said it was Kim who kept the budget reasonable.

Barb mentioned there is a need to evaluate the Coming of Age costs and program fees for families. The (minimum \$550) costs can include the Thompson Island trip, snacks, parent fees regarding the year-end celebration, etc.

Kim mentioned she hopes the Coming of Agers would make a financial gift/contribution to FUSN which could be used for the Scholarship Fund.

Pat asked if we had a process in mind to find a replacement for Wendy Berenson, the outgoing Assistant to the DLRE. Erin mentioned that she would bring it up at the Steering Committee, and that there was no immediate urgency since the permanent DLRE has not been hired yet.

It was mentioned that this Religious Education budget should be given to the Finance Committee next.

## 7. REVIEW COMMENTS ON LONG-TERM FORECAST

Pat asked if we should put both positions, the Membership Coordinator and Intern Minister into the Long Term Forecast. It was mentioned that the Membership Coordinator position should be put into this year's budget, and the Intern Minister position into next year's budget. It was reported that the BOT wants the Membership Coordinator to go full time soon. Erin said it was a longer-term hope to have the Intern Minister.

Laurel said the Long-Term projection is generally conservative; and without the Annual Budget Drive increase of 15%, we will have a structural deficit. A comment was made that it seemed misleading to have a budget forecast based on hopes.

Bruce said we should work on making Kristin (Membership Coordinator) full time, and that we should include her associated costs in the forecast we present to the congregation.

Alan agreed that the forecast should include a full time Membership Coordinator, and that the Intern Minister should be included as a half-time position in two years. Pat said to bump the top line Annual Budget Drive increase percentage to 4% on the Long-Term Summary Forecast (FY13 to FY17) document.

Bruce asked about the purpose of this forecast document, noting that if we keep going by these numbers, it is like a 'flashing red light.' Laurel commented that the situation is, indeed, a 'flashing red light.'

Bruce said we should continue to show the \$70K deficit in the forecast's net income section.

Alan asked if we could expect incremental numbers regarding new members once the Membership Coordinator position goes full time. Erin said that, in theory, we should be able to expect some noticeable growth; and that we should depict some slow, baseline growth in the forecast.

Jeannie cautioned that some new people coming to FUSN are strictly visitors, and "just looking" for now. However, she also noted that there has been a fair number of young families showing up.



Meeting Date: February 8, 2012

## 8. REVIEW CAPITAL NEEDS STUDY

Laurel said the Capital Needs Study was going to be more expensive than planned. They had originally thought it was going to be \$10,000, but it may be more. She asked Bob Persons to look at it; and she sent the estimate to the Green Sanctuary committee.

Laurel would like a temporary committee set up to talk about what the study should contain and analyze the building associated needs and make recommendations. She would also like suggestions from others, and mentioned the possibility of asking newer members of the congregation.

**Motion:** Set up a temporary committee (~4-5 people) to review the Capital Needs Study and make recommendations on how to proceed, and report to the Ops Council in May.

**Vote:** Approved unanimously; 6-0.

Laurel mentioned the possibility of the following people being on the committee: Laurel Farnsworth, Bob Persons, Eric Olsen, and Shawn Konary, who is an engineer.

## 9. MEETING WITH COMMITTEE CHAIRS

There will be a meeting with the Committee Chairs on Saturday, March 24<sup>th</sup>. Pat is planning to send an E-mail to the Committee Chairs. The question came up about whether this meeting was open to others in the congregation; which it is.

## 10. APPRECIATION

The Services Auction was a rousing success. The following were named for 'Thank You's' by the Ops Council:

- **THE SERVICES AUCTION COMMITTEE**
- **RON MARGOLIN AND DWIGHT GOLAN** – *For demolition work on the old cabinets, and acquiring and helping put up the nice, new shelving*

## 18. UPCOMING MEETINGS & SCHEDULE

Operations Council Meetings are being held on the second Wednesday of each month. Next month's meeting is 3/14/12.

Respectfully submitted,

*Bonnie McDonald, Assistant Clerk*  
March 20, 2012