



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

1. OPENING WORDS AND COVENANT

Pat Rohan read a passage from the Book of Ecclesiastes (3:1-8).

*"To everything there is a season,
and a time to every purpose under the heaven..."*

2. PRESENTATION OF PERSONNEL POLICY COMMITTEE BUDGET REQUEST

Karen Davis and Karen Burns attended part of the Ops Council meeting to discuss the Personnel Policy Committee (PPC) and its proposed budget. Karen Davis said to think of the PPC as FUSN's Human Resources Department; with Erin as its CEO.

They provided a spreadsheet with the PPC's Proposed FY13 Salary and Benefits Budget. There was a discussion of how the various salary and benefit numbers are put together. Some of the details are provided in contracts for Barb and Erin. Other numbers are based on what we have historically paid for other staff. We are also a Fair Compensation Congregation and we try to meet the UUA guidelines. Once the PPC has incorporated any feedback from the Operations Council, the PPC's proposed salaries and benefits will go to the Finance Committee for inclusion in the proposed budget for next year. The Board will eventually approve proposed salaries and benefits when they do their budget review in May. And the congregation ultimately approves salaries and benefits when they approve the budget in June.

Pat asked if we can see a comparison of what is budgeted for this year versus last year in a column on the "FUSN PROPOSED FY13 SALARY AND BENEFITS BUDGET" document. He said it would be useful to know how much more we're spending.

3. REVIEW MONTHLY BUDGET TRACKING

Laurel reported that we are under budget on the utilities because of the mild weather. Jeannie asked if this frees Laurel up to accomplish other deferred maintenance projects, and Laurel replied that the Emergency Lights need repairs right away.

Pat mentioned again that the winter fundraiser exceeded revenue expectations.

On another matter, Pat said there had been a discussion with the Steering Committee about a list of people who did not pay their pledges from last year. Wendy Schwartz has contacted them with a reminder. Laurel agreed to draft a letter that could be sent. This letter would be an additional reminder that we count on their pledges.

4. DISCUSS WHICH BODY SHOULD REVIEW THE LONG TERM FORECAST

There was discussion about who should look at the Long Term Forecast, and questions arose:

- Should the Board of Trustees (BOT) look at the Long Term Forecast *versus* the Ops Council
- Is it a Forecast, or is it a Plan? (Laurel mentioned there is a significant difference.)
- Alan asked if we should have just a Forecast

Pat indicated that he would take up the issue of who reviews the long term forecast and what goes into it with the Board.



Date: March 14, 2012

5. OPERATIONS COUNCIL BUDGET

Pat reported the Ops Council spent \$434 for the Committee Chairs meeting in November 2011 and \$225 on Conference Fees for Mass Bay District training. He feels we should pare back the Ops Council budget to \$1,000 for FY2013.

6. PROPOSAL FOR NEW FEE STRUCTURE FOR WEDDINGS AND FUNERALS

Pat opened the discussion saying there were many issues regarding the suggested new fee structure for weddings and memorial services, and suggested we go through them issue-by-issue.

- **FEES.** The issue of memorial service charges was discussed, and several people agreed that FUSN should not charge members for memorial services. It was suggested that FUSN budget for 10 funerals/services a year and eat the cost of the coordinator (for members).

Pat asked what we currently do regarding payment for the organist, and Erin mentioned there are music union rules pertaining to the fees.

- **CONTRACT & LEGAL.** Laurel wanted to be sure we add a line in the contract about a returnable security deposit.

Gayle Smalley sent an E-mail to Laurel about the 'Hold Harmless Agreement.' Gayle's recommendation was for FUSN to rely on its own insurance coverage, in place of a Hold Harmless Agreement. However, she also recommended that the User/Tenant be responsible for any damage, loss or injury to FUSN's property.

The discussion concluded with the agreement to spend more time working out the details for the payment structure, and about the coordinator position.

7. BRIEF UPDATE ON COMMITTEE ACTIVITIES

A. FINANCE COMMITTEE – *UPDATE BY ALAN*

Alan mentioned mid-year report was late due to (a) 'transfer of information' issues and (b) QuickBooks 'date of entry' issues.

B. BUILDINGS & GROUNDS COMMITTEE – *UPDATE BY LAUREL*

Laurel said we have an electrical problem, and she is getting prices for the Emergency Light systems.

C. COMMUNICATIONS COMMITTEE – *UPDATE BY ANNE*

Anne reported that FUSN's newsletter is now up on our website. She mentioned there were some minor problems with the E-mail list.

Anne also mentioned that the Communications Committee would like the BOT and the Ops Council to give a 100- to 200-word summary each month that would go into the newsletter to keep the congregation updated. She also said they would like to get more 'news briefs.' For example, a reminder of "Don't forget to pledge," around budget drive time would be good. The Communications Committee had another Social Media class, which went well; and Anne mentioned that FUSN's FaceBook page is being re-worked. In May, there will be another 'Circle of Laptops' to help additional people get their profiles into the online directory.

D. MEMBERSHIP – *UPDATE BY PAT*

Pat said the Membership Directory is out, and has been well-received. He also said there would be a Newcomer Potluck on May 5th; and that there had been a New UU class in March.

E. GREEN SANCTUARY COMMITTEE – *UPDATE BY LAUREL*

Laurel said the Green Sanctuary Application will be given to the Ops Council at the April meeting to be reviewed before submitting it for certification.



Date: March 14, 2012

F. RELIGIOUS EDUCATION COMMITTEE – UPDATE BY KIM

Kim said that Beth Walton has agreed to stay for another year to assist the new DLRE.

8. REPORT ON THE BOARD MEETING

The three BOT budget 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.

Other related discussion included:

- Alan said the subjects of the Board of Trustees' terms and size was discussed. It was suggested that there be six members plus a Youth Coordinator. Questions asked included: "Should people serve two or three year terms?" And, "Should people be able to serve two terms, up to six years, for continuity?"
- Laurel said the Nominating Committee should be asking if people want to 're-up.'

9. APPRECIATION

The following were named for 'Thank Yous' by the Ops Council:

- **ALICE NICHOLS** – *For organizing Anne Bancroft's ordination*
- **ORDINATION COMMITTEE** – *For their assistance with the event.*
- **ANDREA KELLY & RUTH COMSTOCK** – *For organizing the Fellowship Dinner.*
- **THE YOUTH COFFEEHOUSE** – *Including Janet White, Claire Perrault, and Wendy Atamian.*

10. MEETING WITH COMMITTEE CHAIRS

There will be a meeting with the Committee Chairs on Saturday, March 24th in the Alliance Room. Pat mentioned the meeting has been opened up to the entire congregation, but there has been very little response so far.

11. UPCOMING MEETINGS & SCHEDULE

Operations Council Meetings are being held on the second Wednesday of each month. Next month's meeting is 4/11/12.

Respectfully submitted,

Bonnie McDonald, Assistant Clerk
April 23, 2012