

FUSN OPERATIONS COUNCIL MINUTES

January 9, 2013

The meeting was called to order at 7:05 pm

Present: Pat Rohan, Jeannie Chaisson, Alan Cody, Perry Montrose, Laurel Farnsworth, Anne Hess-Mahan, Carl Metzger, Barbara Bates, Alan Cody

~ **Opening Words/Snacks:** Anne

~ **Operations Council 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.

~ **Presentation by the Conflict Resolution Committee** - Carl Metzger with Barbara Bates and Alan Cody.

The committee outlined a procedure for developing the specifics of policies and procedures. The Board would ultimately be responsible for approving the policies. It also recommends thinking about “conflict” as issues that can be managed and are an integral part of any organization and its development. Barbara pointed out that recognizing and dealing with conflict is a way to move forward and make progress. Carl presented a Powerpoint-generated document. The BOT saw it in October. For more details, refer to the document.

Carl mentioned that now, when there is no active conflict at FUSN, is a good time to address the topic.

The committee also pointed out that the process of conflict resolution, when developed, will be non-controversial and can be used in many contexts.

Pat commented on the excellent research, thought, and explanation in the documents the committee provided.

~ **Presentation of the Building and Grounds Budget – Laurel**

Laurel indicated that we are doing well with the B&G budget so far this year. See her written report for details. She will be requesting a 3% budget increase for repairs for next year. Utilities rates are currently low, due to low gas prices; we cannot count on this continuing. The new capital needs survey, almost completed, will help with projecting future major maintenance budgeting possibilities. This month, insulation will be blown into the pre-K and other classrooms, which have an outside wall and are cold. Additional plans include improving the lighting in the hallway leading to the parking lot and upholstering in

the Ladies' Parlor, budget permitting. Alan made a motion to approve moving funds from one part of the B&G budget to pay for these 3 projects. Jeannie seconded. The motion was approved.

~ **Building Security - Laurel**

Laurel reported that Pine Village expressed concerns about security after the violence in Newtown, CT. The front and side doors are locked. The door from the parking lot is normally unlocked, and there is no way for staff to view it to see who is coming and going. The outside door leading to the Parish Hall is not locked and does not have "panic bars" (i.e., easy exit even when locked). She would not like to install panic bars on those doors, as the whole door will need to be replaced at some point. The use of cameras was discussed. Pat pointed out that if someone wants to get into FUSN, they will be able to, because of all the entrances and windows; there is no way to provide 100% security without having the building seem like it's locked down, with bars, etc. Alan suggested getting an expert to come to look over the building and make security recommendations. If Pine Village wishes to make a specific request as part of a lease negotiation, Laurel will bring it to the Ops Council and the Board. She also says we should take into account if the staff feels secure. No action was taken on security for now.

~ Pat asked if FUSN has a **defibrillator**. There is not one in the building. It was discussed if we need one. Jeannie pointed out that we are across the street from the police station, and they could provide this aid if needed. In addition, anyone who uses this equipment needs training, updated on a regular basis. If someone is harmed by the equipment, FUSN would be liable. FUSN is not required to have one. No action will be taken.

~ The **FUSN Long-Term Forecast** was discussed. It is a work in progress. Staffing changes are under consideration, along with other issues

~ **Proposed By-Laws changes** were discussed: composition of the Board and the Ops Council, term limits and exceptions, etc. Pat will send to Councillors the latest version of proposed changes.

~ **Parking information on the website - Pat**

Pat asked if we should include any mention of the bank parking lot. Discussion ensued. Consensus was to not mention that lot. We cannot designate a spot as "Handicapped Parking," because it does not meet official requirements. It can be designated for those with mobility issues.

~ **Review spending to date - All** No unusual items reported.

~ **Policy on Collection of Goods was voted on and approved. - All.**

~ **Thank-yous - All.** Nancy Mattei and Neil MacGaffey for the Christmas Eve service refreshments, Kristin, Norm Thibeault and others for the New Years Eve party, and the Hollands for leading the Origami project on New Years Eve.

~ Approval of Minutes

There was a brief discussion about how to improve the processing of the minutes. Nothing was decided as Wendy has already left for the evening.

Respectfully submitted,

Wendy Schwartz

2/9/13