

## OPERATIONS COUNCIL MINUTES

Wednesday May 14, 2014

Alliance Room, 7:00 P.M.

**Present:** Susan Bartlett, Rev Meghan Cefalu, Jeannie Chaisson, Alan Cody, Laurel Farnsworth, Anne Hess-Mahan, Andrea Kelley, Rev Erin Splaine.

**Guests:** Charlie Watts, Bobbie Sproat, Brian Gill, Karen Bottar

### **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.

**Staff update:** Erin, Meghan

**Meghan:** We had a successful newcomer potluck. The Board voted on and approved 12 members and we should have a nice Sunday service introducing the newcomers.

Pride Parade is coming up and Sandy Island is coming up.

Expanding the chalice circle program to get more people involved.

The BBQ is June 8<sup>th</sup>.

**Erin:** Been gone to my semi annual minister study group for the past three days. Dealing with the ramifications of staff changes has taken a huge part of my time. The Coming of Age Team and Kim Shanks deserve a huge thanks. The Team has been handling the transition very well and planning for next year. The DRE search committee is going well. We have interviews with four and have three more resumes. Erin, Kim and some help from Rebecca Hines is looking for a Youth Coordinator.

The Committee for a permanent DRE is gearing up. Marc Kaufman, Jacqui James, Kim Shanks, Dana Hanson, Chris O'Donnell and Erin. They will begin in August.

~ **Report on May Board of Trustees meeting:** Anne Hess Mahan

Anne Hess Mahan reported that BOT had an Executive Session with the Ministerial Review Committee. The Green Sanctuary Committee motion was approved for the annual meeting.

Also, the Board approved 12 new members. The Board discussed the formation of the Conflict Transformation team. The Financial Oversight charter was approved and committee members

are being recruited. Charlie announced that the call went out for two new board members and a replacement for Charlie's seat.

**Financial:**

Karen reviewed the April actuals. Of note, utility expenses were adjusted down about \$4,200. The \$2400 for the Congregational data base will not be expensed this year and it will be leased for \$50 a month. The Community Ministry program is on hold. This year there was no expense and probably not going forward. In RE professional development it is brought down to \$1100. The organ maintenance budget has not been spent. Laurel reports that the company does work but we never see any bills. Alan expressed concern that they might send us a huge bill someday. The April budget has a projected loss of \$5,960 while the budgeted loss was projected to be \$39,100.

Karen reviewed the 2015 budget. The pledges came in less than last year so the projected income is less than last year and is \$811,084. The projected net loss for 2014 is less than budgeted. The projected net income for 2015 is a loss of \$86,731.

As for expense categories, there are no significant differences in the total building and grounds budgeted expenses. Utilities will be projected roughly the same. The office expenses were also roughly the same. In the ministry section the biggest change is the health insurance. Erin is taking her health insurance from her spouse's employer which will reduce the expense by approximately \$10K. Ministry is higher as a result of the addition of an assistant minister. In RE, the salary expense is less for the acting DRE because there is a month or two of no expense. No major changes in remaining categories. The GA delegation line was increased in 2015 to match the 2014 budget. The fellowship dinner increased to include a tent rental. The Leadership Training increased to allow for more training of leadership development. In membership, there is an additional \$1K for a multicultural workshop.

Brian stated that the budget is conservative. Alan stated that the negative bottom line is after the just under 4% draw on the Endowment of \$45,713. Brian stated that there was a discussion with the investment committee about raising the draw to 4.5%. Another option is to take the additional funding out of the operating reserve. The Council also discussed where the budget could be reduced. Brian noted that the line 6671 computer expense can be reduced to \$900 since we don't need a new laptop. And the database system can be reduced to \$1200. The DRE professional development was reduced by \$1,500. The search committee was reduced by \$500. The music line was reduced to a 6% increase. The fellowship dinner was reduced to \$2200. Since the Leadership Development Committee is not active at this point, the line should be reduced to \$500. The Membership line could be reduced by \$1,000 to the 2014 budget and add the \$1,000 to adult RE for the multicultural workshop. Helena Froehlich would like reimbursement of \$100 in 2014 and \$200 in the 2015 budget for Creation Dance materials. This will be put in the music budget.

There was a recommendation that the 2% of pledges that go to social action be eliminated saving \$10,573. Charlie recommended that there be a discussion with Social Action regarding

these funds and a request that they consider a reduction. Erin recommended that there be a larger conversation held regarding fundraising for social action and how it relates to the integration of their activities to other aspects of FUSN. Jeannie noted that all the other fundraising for social action that is done dwarfs the 2%. For tonight's deliberation, the 2% will be kept in. With the above reductions, the loss is reduced to a loss of \$65,885. This is now in line with other deficit budgets.

**Thank yous:** There was a work crew last week doing landscaping. Laurel will thank them individually in the newsletter. Susan will write a thank you to Dwight Golann for fixing the sign. Kim Shanks and The Coming of Age Team will be thanked for a wonderful Coming of Age weekend.

The meeting adjourned at 9:50 pm.

Respectfully submitted,  
Sheila Ardery  
Assistant Clerk