

UUCSV Council on Committees (CoC)
Unitarian Universalist Church of the Shenandoah Valley Sanctuary
Wednesday, November 13, 2013
6:30 p.m. – 8:25 p.m.
Joe Schad, UUCSV Board Vice-President, presiding

Joe Schad began the meeting with a brief “check in” by attendees.

Attendees were Paul Britner, Joe Schad, Liz England, Mary Dale Jackson, Joe Farruggia, Teri Merrill, Katie Mack, Norma Riley, John Elrick, Mark Lore, Willy Hayes, Zelda Zadnik, Heather Peppersack, Carmella Crawford, Rebecca Allen, Karin Gettings, Kelsey Wilkes, Stewart Brown and Judy Miller.

Absent Committees: Building, Personnel, Concert, Lifespan Development, and Memorial Garden

Absent Board Members: Ann Cross, Richard Dugan, and Owen Lowe

Absent Non-board Officers: Robert Gettings, Treasurer; Judy Sperka, Secretary

The CoC promises were read by some of the attendees. The September meeting’s minutes were approved as corrected by Mark Lore.

Documents Reviewed at the November 13, 2013, CoC Meeting

UUCSV Council on Committees Charter – Attendees suggested corrections to the UUCSV CoC Charter. The revised document by Joe Schad will be available before the December meeting.

Charter for Annual Yard Sale Committee – Suggestions were also made on this document. Joe Schad will make changes and forward the document to CoC before the next meeting.

Charter for UUCSV Investment Committee - Mark Lore, Chairman of the Stewardship Committee, stated that Robert Gettings had suggested the Stewardship Committee be included on the Investment Committee. Mark and the CoC attendees concurred with his suggestion.

Draft Council on Committee Meeting Policy (November 4, 2013) – Policy adopted by CoC attendees and the final document will be forwarded to the Board for review and acceptance.

Proposal to Modify the 2012 Announcement Policy – Suggestions for significant changes to this document were made. Joe Farruggia will make changes and the document will be emailed before the December CoC meeting.

Mid-year Budget Adjustments – Paul reviewed the document with the attendees. A discussion occurred regarding overtime and “comp” time. Paul stated that there are no written documents on these two issues and that prior actions had been driven by expediency. A policy was recommended by attendees.

UUSCV Board of Directors

UUSCV President of the Board – Katie Mack

Katie stated that a “Speak Easy” will be held on Sunday, November 17 at 12:30 p.m. Members and friends of UUSCV will have the opportunity in this open meeting to ask questions and discuss various issues. The Board will update attendees on the revision of governance documents. Holly Hewlett, Auction Chairman, will discuss plans for the Auction on April 12, 2014, at the “Speak Easy.” The next Board meeting will be Wednesday, November 20, at 6:30 p.m.

UUSCV Board Vice-President – Joe Schad

Joe recommended that the “UUSCV Policy on Disruptive Behavior” be eliminated because this policy is now incorporated in the Safe Congregation Policy. He also recommended removal of Care of Our Children Task Force from the website and church directory because the taskforce’s work has been completed. There was a tacit approval by attendees.

Joe reminded the attendees to keep meeting minutes that reflect policy changes and new initiatives that are agreed upon is decided by their committees for future reference. He also mentioned that there does not seem to be a Building Rental Policy or brochure, which would provide rental information for the use of the church spaces by members and non-members.

UUSCV Treasurer – Robert Gettings (absent)

UUSCV Board Member - Owen Lowe (absent)

Joe Schad reported that Owen was unable to attend the meeting due to illness. Owen will email the Five-Year Strategic Plan to CoC members for review before the December meeting.

Minister’s Report

Paul Britner

Paul discussed the UUSCV’S Annual Report and stated that in the future a format will be followed so that the annual report is standardized. An email will be sent to committee chairs to review the FY 2012-2013 Annual Report for errors. Chairs should report their findings to Dick Dugan and Paul.

Committees and Task Forces

Caring Committee – Norma Riley

The committee is asking that returning and new committee members sign a new list for the areas in which they are interested in helping. In order for people to receive the weekly joys and concerns via email they must be a part of the committee.

Grounds Committee – Stewart Brown

Stewart updated the attendees on future plans for the Grounds Committee and stated that more details would be forthcoming in the next couple of months. Attendees suggested that Building, Grounds, and Memorial Garden Committees should be combined under a Facilities Committee. Stewart and Judy Miller, Grounds Committee Co-chairman, will discuss this with Robert Hurt, Building Chair, and Michelle Worthing, Memorial Garden Chair.

Social Action and Justice Committee - Kelsey Wilkes

Kelsey encouraged people to complete the Share the Plate form to assist in selecting future recipients of the offering. She read the scripted announcement for Share the Plate Sundays. Sunday, November 17, will be a Share the Plate Sunday. The November beneficiary will be Winchester Area Temporary Thermal Shelter (WATTS)

Finance Committee – Teri Merrill

Teri stated that the committee has asked committee chairs and other church budget recipients to determine their financial needs for FY 2014-2015 and report to the Finance Committee as soon as possible.

Stewardship Committee – Mark Lore

Mark reminded attendees that the Stewardship Committee is now a year-round committee and that they work closely with the Membership Committee. The committee will ask a significant number of people what they like about the church. This year has been a year of consolidation and that the Committee may be asking for a 5% increase in pledges for next year. He reminded the attendees to look for opportunities before and during the pledge drive to have church activities and events to get people together and more engaged in the church.

Communications Committee - John Elrick

John said the committee met on November 6, and is working on establishing policies and guidelines and its charter. The committee hopes to have these ready within the next couple of months. John stated that the committee is also working to increase its abilities to track “hits” on the various communication channels.

Committee on Ministry – Rebecca Allen

Rebecca said that her task force was thankful for the Right Relations Policy. The committee is now tasked with determining its role at UUCSV. The committee meets every three months.

Socials and Sharing Suppers Committee– Heather Pepersack and Rebecca Allen

Heather stated that the “Chili Supper” would be January 25 and that February 15 will be the annual “Heart to Heart” party. There will be signup sheets for the annual Thanksgiving dinner. Heather encouraged attendees to take “Craft Cabaret” flyers to post in their communities. There will be signup sheets for future volunteer activities. Rebecca said that sharing supper groups have been created and that the individual groups have not reported their activities to her.

Worship Committee – Joe Farruggia

Joe stated that the Worship Committee meets quarterly to plan the church services and that the committee is considering various ideas about esthetics and different types of services. They are also looking at a five-year plan for the committee.

Religious Education Committee– Carmella Crawford

Carmella stated that Chris Lingle had done a wonderful job in her absence. Carmella and Chris are now co-chairs of the committee. Jeremy Fox is a new committee member. Cory Ness is working on the December pageant. On February 8, 2014, Carla Miller will facilitate the DRE startup event.

Newcomers Committee and Nominating Committee – Zelda Zadnik

A discussion occurred about there being no resolution of last month’s concerns about where to deposit completed newcomers’ forms. Zelda will look into this and report at the next CoC meeting. She stated that Ann Cross is now making the name tags. Zelda also stated that the Nominating Committee had received feedback from former board members and the committee will report their findings to the Board.

Endowment Fund Committee - Judy Miller

Judy updated the attendees about the inability of the committee to find more members. She expressed the committee’s concern that the EFC is not a legally authorized committee because it does not have the required five or more of members. Judy stated that if the EFC is short of members in May 2014 it would not be able to make any recommendations to the Board about who should receive grants. (Note: The review of grants should have as broad a congregational representation as possible.)

Membership Committee – Karin Gettings

Karin stated that the first Sunday of every month would be “Sign It Sunday.” Potential new members will be reminded that they can sign up for membership on that particular Sunday (or at any other time).

Building Committee- Robert Hurt (absent)

Joe Schad reported that Robert stated that Crawford Electric would be working on the flicking pole light in the main parking lot. He is also having the hot water heater inspected to see why the hot water is sporadic. In order to secure the sanctuary double doors, the ushers and others should place the doors where the lines are on the floor and then secure the door pins.

Scheduled UUCSV 2013-2014 Events

- ARC of the Northern Shenandoah Valley Sprout Film Festival, November 15
- “Share the Plate Sunday” and Board “Speakeasy,” November 17
- Board Meeting, November 20
- Thanksgiving Feast, November 28
- Paul’s Series on UU History, December 4
- Holiday Craft Cabaret, December 7
- CoC Meeting, December 11
- Holiday Decorating, December 14
- Board Meeting, December 18
- Holiday Pageant, Potluck, and Hymn Sing, December 21

Scheduled UUCSV 2014 Events:

- CoC Meeting, January 8
- Updated and New Committee and Task Force Charters Due, January 15
- Board Meeting, January 15
- Chili Supper, January 25
- “Heart to Heart,” February 15
- Auction, April 12
- Grounds Workday, April 26
- Updated and New Committee and Task Force Charters, Policies and Procedures due May 1

Meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Judy V. Miller