

## **UUCSV Council on Committees (CoC)**

Wednesday, September 11, 2013

6:30 p.m. – 8:10 p.m.

Joe Schad, UUCSV Board Vice-President, presiding

The meeting began with introductions, everyone “checking in” and the reading of the CoC promises.

Attendees were Joe Schad, Dick Dugan, Ann Cross, Kelsey Wilkes, Owen Lowe, Liz England, Teri Merrill, Katie Mack, Norma Riley, John Elrick, Tammy Bjelland, Kelsey Wilkes, Robert Hurt, Mary Dale Jackson, Ken Goodwin, Mark Lore, Paul Britner, Willy Hayes, Zelda Zadnik, Karin Gettings, Robert Gettings, Heather Peppersack, Marilyn Dugan, Jack Hurt, Deidre Cochran, Robert Hurt, and Judy Miller.

There were no additions or corrections to the August 14, 2013, minutes.

Absent Committees: Worship, Concert, Memorial Gardens, Religious Education, and Committee on Ministry

### **UUCSV Board of Directors**

#### **UUCSV President of the Board – Katie Mack**

The next Board meeting will be Wednesday, September 18, at 6:30 p.m. in the sanctuary. Holly Hewlett will give an update on the April 12, 2014, church auction. Topics for discussion will be revisions to the UUCSV constitution and by-laws, and the 5-year plan. The Board will ask UUCSV CoC members to review these areas. Katie recommended that CoC members read the highlights of the Board meetings in the newsletter and be certain to make suggestions for the Board to review. If you wish to speak at any Board meeting, please notify Katie by the Saturday before the meeting.

#### **UUCSV Board Vice-President – Joe Schad**

Joe stated that a list of FY 2013-14 Board liaisons had been emailed to CoC Chairmen. He reminded everyone to be committed to the liaisons and to keep them informed about committee meetings and events.

Joe asked everyone to review the draft financial document for Accepting and Acknowledging Operating Fund Gifts and Donations (attached) prior to the October 9 CoC meeting. Members are to email suggested changes to Bob Gettings promptly. Bob will revise the document prior to the October CoC meeting.

#### **UUCSV Treasurer – Robert Gettings**

As Treasurer, Bob is involved in managing the finances of the church and seeing that the roles and responsibilities of the Board are carried out. The three drafts, Transmittal on Basic Responsibilities of Lay Leaders and Staff, Transmittal on Budget Amendment Process, and Transmittal on Budget Development Process, were emailed to CoC members on September 8 for their review. (attached) Bob stated that the three documents indicate an orderly way for the Board to take info and distribute funds if there is a reduction in church funds. CoC will recommend that the financial documents with changes suggested by CoC chairmen be sent to the Board for review and approval.

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### Minister's Report

#### **Paul Britner**

At the First Annual UUCSV Homecoming on September 8 there were 155 adults in the sanctuary plus those that were involved in Religious Education and setup for the picnic. Paul stated that this was the highest attendance since he became the minister in August 2012. Postcards about the event were sent to Church members and friends, and prior members and friends, which assisted in the increased number of people attending. Paul provided pictures taken of five of the original twelve charter members and the youth at the homecoming church service. The charter members were Naomi Pidgeon, Hubert Martin, Claudia Martin, Jeane Lillis and Mary Lillis.

### Committee and Taskforce Reports

#### Social Action and Justice Committee –Tammy Bjelland and Kelsey Wilkes

Tammy and Kelsey reviewed the Share the Plate document changes. They stated that the scope of the organizations that we contribute to will be broadened. In order to get people to support the various organizations and their causes Kelsey said that the program may focus on hunger one year and focus on abuse and neglect the next year. Paul stated that Share the Plate helps people to connect to organizations they care about and bind us to the community. The CoC will recommend that the Board approve the Share the Plate policy at the September 18 Board meeting.

On Sunday, September 15, Kelsey will present the “Message for All Ages” about hunger and promote donations to the backpack program for children. The International Day of Prayer and Action for Human Habitat is October 6.

A special collection in honor of the 50<sup>th</sup> anniversary of the March on Washington, D. C., and Dr. Martin Luther King’s “I Have a Dream” speech was taken at the Sunday service on August 25. Paul stated that the \$1,000 collected was given to the Winchester Area Branch of the NAACP.

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On October 19 the UUCSV 5K “team” will participate in a race to benefit Blue Ridge Hospice. Registration begins on September 15 and will continue through September 29. The registration fee is \$22, which includes a UUCSV t-shirt to commemorate the event. T-shirts will also be available to purchase. Funds donated to the UUCSV team will be used as scholarships for any participants who can't afford the registration fee, and the rest of donated funds will be contributed to Blue Ridge Hospice. Suzanne Pardue is the contact for further information.

October is Domestic Violence Awareness Month. On Saturday evening, October 26, UUCSV will host a free benefit concert for Shenandoah County Response, the County’s lead domestic violence agency. Guest musician will be Len “Mahbood” Seligman, an interfaith singer-songwriter from the Washington, D.C. area. A collection for Response will be taken at the concert. Bruce Pardue is the contact for this event.

#### Covenant of Right Relations Task Force –Norma Riley

CoC committee chairs were asked to review the document of collected responses from various members of the congregation (attached) and be prepared to discuss what actions should be pursued by the Board at the October 8 CoC meeting. The goal is to have some consensus as to which of these follow-up efforts should be pursued this church year, and in what priority.

**Green Sanctuary Taskforce – Deirdre Cochran**

Deirdre updated attendees on the four focus areas, which are worship and celebration, religious education, environmental justice and sustainable living. These areas are the building blocks of the Green Sanctuary program.

**Communications Committee – John Elrick**

John gave a summary of the committee's work since August 2013. The winter UUSCV publication will be distributed in December 2013. He asked that CoC committee chairmen submit topics for the edition. The committee is strengthening communications procedures and plan to integrate technology into the day-to-day affairs. Some of the areas to be reviewed are criteria for special emails, internal communications, office procedures, and status and lists of members. One of the goals of the committee is to provide easy access for the congregation to find out information about the church. The committee will propose to the Board that documents on line be safeguarded in case of a disaster. Training will be offered for the committee chairmen so that they may train their members. A great deal of the church's technology needs to be updated. Personal information of church members and friends will remain private on the website. Any ideas or documents about communications may be emailed to John or Scott Riley.

**Nominating Committee- Deirdre Cochran**

Deirdre asked CoC members to be alert for church leaders and potential Board members and inform her, Zelda or Michele Worthing. Evaluations have been sent to the FY 2012-2013 Board members and will also be sent out to prior Board members for response.

**Stewardship Committee – Mark Lore**

Mark stated that the Stewardship Committee had been inactive this summer. An initial concern for FY 2013-2014 is the portion of the church membership that does not pledge at all. Procedures are being discussed to deal with this matter, and the message to be reinforced is that everyone should donate, pledge or talk to the minister. The Stewardship Committee will meet in October, and is looking for additional members.

**Membership Committee – Karin Gettings**

A lunch for Seniors who are unable to come to church or have trouble getting to services and events was held at UUSCV on September 10. Food was provided by the committee and served to the 18 guests. Paul will hold a "New to You" meeting once a month after the Sunday service for newcomers. The next new member orientation will be October 5.

**Newcomers Committee–Zelda Zadnik**

Twenty-two people attended the "Repelling Fewer Visitors" session on September 7. Another showing at Liz England's home will be held on October 6 at 4 p.m. This day engages the entire faith community in a dedicated time of prayer and reflection for those in need of shelter. "Stuff the Truck" is Friday, September 13, and additional volunteers are always needed. The new Welcome sign for the Narthex, to be crafted by Jon Rose, will be started in November or December 2013.

**Lifespan Faith Development (LFD) – Ken Goodwin**

Ken stated that the fall LFD brochure will be ready for distribution at Sunday services on September 15, 2013. Plans for the Jefferson Bible workshops on September 22 and 29 are being finalized.

**Finance Committee – Teri Merrill and Willy Hayes**

A draft budget and calendar have been developed for FY 2013-2014. CoC members need to contemplate their budget requests for the next fiscal year.

**Caring Committee – Norma Riley**

The committee responds to the needs of church members and friends who need assistance at various times. They are also responsible for who receives the joys and concerns emails. Norma stated that they are recruiting new members.

**Building and Personnel Committees – Robert Hurt**

Robert has installed new weather stripping on the front doors and reminded everyone to be certain that the locked doors are shut. He will contact fire personnel to set a date for the church fire drill. The Building Committee needs two or three new members and maybe a new chair to relieve Robert Hurt's workload as a chair of two committees. The Personnel Committee has been tasked to write a policy for UUCSV staff merit pay and bonuses.

**Socials and Sharing Suppers – Heather Pepersack**

Heather stated that many volunteers helped to make the First Annual Homecoming a success. The church grill is not working properly and probably needs a part replaced so that flames will not shoot out the sides. The Oktoberfest will be held on October 12, 1-3 p.m. and is mostly for families with children. Plans for next year's Oktoberfest will hopefully include a beer tasting for adults. The annual Thanksgiving feast will be November 28. The holiday carol sing, dinner and first children's pageant are being planned for December 21. The committee has also been working on the December 7 UUCSV Bazaar and notifications have been sent to vendors. Signup stations for covenant groups, sharing suppers and the 5k run will be available at church this Sunday.

**Grounds Committee – Judy Miller**

Judy reminded committee members that the Fall Grounds Cleanup will be held on October 12.

**Scheduled UUCSV 2013 Events:**

- Food and Drink Items for Children's Backpacks – September
- Jefferson Bible LFD Workshops, September 22 and 29
- Kick-off for Vegetarian and Vegan Dinner and Presentation, September 29
- Unitarian Universalist History, October 2, November 6, and December 4
- New Member Orientation, October 5
- Green Sanctuary Kick Off, October 6
- Grounds Workday, October 12
- Oktoberfest, October 12
- Auction Informational Meeting, October 13
- 5K Run to Benefit Blue Ridge Hospice, October 19
- Concert to Benefit Shenandoah County Response, October 26
- Thanksgiving Feast, November 28
- Holiday Bazaar, December 7
- Holiday Decorating, December 14

**Scheduled UUCSV 2014 Events:**

- Auction, April 12
- Grounds Workday, April 26

Meeting was adjourned at 8:10 p.m.

Respectfully submitted,  
Judy V. Miller