

**UUCSV Council on Committees (CoC)**  
**Unitarian Universalist Church of the Shenandoah Valley Sanctuary**  
**Wednesday, December 13, 2013**  
**6:30 p.m. – 8:00 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, Mike Deem, Teri Merrill, Katie Mack, Norma Riley, Mark Lore, Willy Hayes, Zelda Zadnik, Heather Peppersack, Rebecca Allen, Kelsey Wilkes, Stewart Brown, Marilyn Dugan, Richard Dugan, Ann Cross, Owen Lowe, Mary Haskins, Robert Hurt, Tammy Bjelland, and Judy Miller.

Board Members Attending: Katie Mack, Joe Schad, Ann Cross, and Owen Lowe

The November meeting minutes were approved as corrected.

**Documents Reviewed at the December 13, 2013, CoC Meeting**

**UUCSV Council on Committees Charter** – Attendees discussed the revised charter document and the duties of UUCSV CoC. The revised document was approved by the CoC and will be submitted to the Board for revision or approval by Joe Schad.

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

The Right Relations and Safety Congregation Policy documents should be reviewed by CoC members before the January 2014 meeting so that it may be discussed at that time.

**UUCSV Board of Directors**

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

Katie informed the CoC that at the next UUCSV Board of Directors meeting on December 20, 2013, Teri Merrill and Willy Hayes will discuss the FY 2014-2015 budget. Treasurer Bob Gettings will discuss church investments. The mid-year Board retreat will be held in January 2014.

At the February 2014 Board meeting, Mark Lore will discuss the stewardship campaign and Holly Hewlett will give a progress report on the April 12, 2014, Auction.

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

Joe asked CoC members to record the numbers of people who participate in various fundraising activities, so that Board members can review the quantitative measures of various events in determining fundraising events for FY 2014-15. Joe asked CoC members to bring their committee charters to the January 2014 meeting. He also requested that members review Rev. Paul and DRE Cory's December 2013 reports to the Board.

He recommended that the "UUCSV Policy on Disruptive Behavior" be eliminated because this policy is now incorporated in the Safe Congregation Policy. Joe 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 stated that Elaine Lederman is updating the rental fees, making a brochure for the church and updating, if needed, the Building Use Policy. The updated building rental fees will be discussed at the January 2014 meeting. (Joe attached the current rental fees for facility rental to his December 9 email.)

**UUCSV Board Member - Owen Lowe**

Owen asked that CoC members review the Five-Year Strategic Plan 2014-2019, which he emailed on December 12. Committee assignments will be finalized early next year and a date will be set for a goal setting workshop.

**Minister's Report - Paul Britner**

Paul handed out a potential Interim "UUCSV Inclement Weather Policy" for CoC members to review. The Board will review the policy at their meeting on December 18. An attachment of the policy will be emailed with the December 2013 CoC minutes. Due to inclement weather only 21 people attended services on Sunday, December 8. In the future the congregation will be notified of cancellations through email, the UUCSV website, Facebook, and texting to cell phones.

Planning Retreats will be held on April 19 and on May 10, 2014. Congregants will be invited to participate in these sessions and assist in scheduling the FY 2014-2015 calendar, a UUCSV orientation, etc.

The Independent School has rescheduled their concert for Monday, December 16, at 6 p.m. Cory will lead the service on Sunday, December 15, with an intergenerational Christmas service.

The Holiday Pageant will be held on Saturday, December 21. There will be a hymn sing, potluck and a visit by a very special person. The Christmas Eve service will be meditative. Deirde Cochran and John Zimet will perform.

## **Committees and Task Forces**

### **Building Committee – Robert Hurt**

Robert has discussed the CoC's concerns with the cleaning service. He stated that there would be probably two congregational cleaning days in 2014. Robert noted that if we expand the cleaning service, it will be necessary to compensate accordingly. He is seeking quotes for the R. E. doors and windows from various vendors.

### **Grounds Committee – Stewart Brown**

Stewart announced that there would be a Grounds planning meeting on Sunday, January 19, 2014, at 9:30 a.m. The agenda is under development.

### **Social Action and Justice Committee - Kelsey Wilkes and Tammy Bjelland**

Kelsey said that Share-the-Plate donations were still being received for the Lord Fairfax Branch of the Blue Ridge Area Food Bank. Mr. Jarrett Tomalesky spoke at the December 8 Sunday Services. Because of the low attendance due to weather conditions, he will be invited to speak again next year. Tammy and Kelsey said that they have received many items for our adopted family and that there were three pending Share-the-Plate applications, two of which have been approved.

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

Willy said that they are on schedule for the FY2014-2015 budget and have been in touch with all committee chairs. Teri and Willy will discuss the budget with the Board at the November 18 meeting.

### **Stewardship Committee – Mark Lore**

Mark stated that Stewardship and Membership Committees will make calls in December and January to ask people what they see as the church's strengths and strong points. The Stewardship Campaign will start on February 16 and conclude on March 30.

### **Committee on Ministry (CoM) – Rebecca Allen**

Rebecca stated that the Right Relations Taskforce will be invited to the next CoM meeting.

### **Socials and Sharing Suppers Committee– Heather Pepersack**

Heather stated that the "Chili Supper" would be January 25 and that February 15 will be the annual "Heart to Heart" party. Heather stated that the Craft Cabaret was smaller than usual and would yield about \$1,000 in profits from the December 7 event. A Casino night will be held on March 15.

**Newcomers Committee and Nominating Committee – Zelda Zadnik**

The survey from former Board members has been submitted to Paul and the Board.

**Endowment Fund Committee (EFC) - Judy Miller**

Judy stated that the EFC is preparing for the 2014 grant process and that the committee would know by mid-January the amount available for grants for CY 2014. Note: Gloria Winn and Ed Jaffee are new EFC members.

**Communications Committee – Mary Haskins**

Mary stated that the committee is working on the first issue of the magazine.

**Membership Committee - Marilyn Dugan**

Marilyn said that the members-and-friends directory is reviewed several times a year and that Membership will be assisting Stewardship with calls.

**Religious Education (R.E.) Committee – Mike Deem**

Mike stated that he, Carmella and Cory have worked on the R. E. charter and that Ann Cross will present the charter to the CoC and Board. The committee will send their goals to Owen for the Five-Year Strategic Plan. Cory will conduct a startup workshop on February 8 and Carla Miller will be a part of the workshop. One additional teacher is needed for the Darwin Fish youth.

**Scheduled UUCSV 2013-2014 Events**

- Holiday Decorating, December 14
- Board Meeting, December 18
- Holiday Pageant, Potluck, and Hymn Sing, December 21
- Christmas Eve Service, December 24
- The Cranberries Concert, December 28

**Scheduled UUCSV 2014 Events:**

- CoC Meeting, January 8
- Updated and new Committee and Task Force Charters due, January 15
- Board Meeting, January 15
- Grounds Committee Meeting, January 19
- Chili Supper, January 25
- Green Ladies Clothing and Accessories Swap, January 26

- UU Orientation, February 1
- “Heart to Heart,” February 15
- Auction, April 12
- Grounds Workday, April 26
- Updated and new Committee and Task Force policies and procedures due May 1

Joe Schad read the CoC Promises. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Judy V. Miller