

**UUCSV Council on Committees (CoC)**  
**Unitarian Universalist Church of the Shenandoah Valley**  
**Wednesday March 12, 2014**  
**6:30 p.m. – 8:30 p.m.**  
**Joe Schad, UUCSV Board Vice-President, presiding**

Joe Schad began the meeting with a brief “check in” by attendees and the reading of “The CoC Promises.”

**Attendees:** Paul Britner, Joe Schad, Zelda Zadnik, Heather Pepersack, Ken Goodwin, Owen Lowe, Robert Hurt, Karin Gettings, Robert Gettings, Robert Hurt, Jack Hurt, Joe Farruggia, Kelsey Wilkes, Mark Lore, Joe Maio, Marilyn Dugan, Dick Dugan, Mary Dale Jackson, Peggy Maio.

Board members attending: Joe Schad, Owen Lowe, Mary Dale Jackson, Dick Dugan

The January meeting minutes were approved as submitted.

### **New and Revised Charter Approval**

Two draft charters were sent to their committee for proposed changes following CoC discussion.

Membership: Mark Lore suggested adding to the responsibilities “assist the Stewardship Committee in promoting within the congregation the concept of year round stewardship”. Karin Gettings will take the recommendation to the Membership Committee.

Social Action and Justice: Kelsey Wilkes will discuss with the SA&J committee whether to delete or revise for more precision the phrase “within and outside the church” in reference to seeking funding. Comments from CoC members included the fact that outside sources are required to be coordinated by the board of directors and that the inside source is the Endowment Fund. The charter also needs to be updated to comply with the church Fundraising Policy.

It was also noted that it would be helpful to have a process for seeking funds outside the church. Owen Lowe will take the suggestion to the board of directors.

Four draft charters were sent to the board of directors by unanimous consent.

Life Span Faith Development Committee: Ken Goodwin reported that after consultation with Director of Religious Education Cory Ness the committee is changing the name to Adult Education Committee for clarity. The CoC concurred, and the charter was forwarded to the board.

Endowment Fund Committee: A redundant sentence in B.2 regarding appointment of members was deleted.

Grounds Committee: as submitted.

Nominating Committee: as submitted.

### **Revised Financial Policies**

Bob Gettings summarized three draft Financial Manual Transmittals dealing with: a.) collecting, counting and cash payments and credit/debit cards transactions; b.) using the credit and debit card machine and c.) paying outstanding bills including processing requests for reimbursement of out-of-pocket expenses. The former transmittal updates procedures that have been in place for almost four years, while the latter two transmittals address topics that are not currently addressed in the manual. All three changes were unanimously approved by the CoC.

## **Five Year Plan**

Owen Lowe set a deadline of April 1 for each committee chair to send him their comments and initiatives for the current revision of the Five Year Plan. He has already filled in some “gaps” in Part II.

Owen told the CoC that the board will be working through May on the plan, including seeking congregation input. They will have the final version ready to ratify at the annual meeting. The plan is reviewed annually.

## **Board of Directors Update**

Joe Schad reported that the Board approved two Financial Manual Transactions at its February 18, 2014 meeting following a presentation by Bob Gettings. One of the Financial Manual Transactions deals with managing church reserve funds, while the other addresses policies and procedures governing the investment of reserve funds. The board has approved policies for merit pay that were drawn up by Dixie Wiles and Robert Hurt.

Joe is in the process of getting a master copy of the church’s governance documents, the constitution and bylaws in one place. He is also working with *Ann Cross* and Heather Peppersack to conduct a survey on social events. *A calendar planning meeting for the 2014-2015 church year is planned for April 19, 2014 hosted by Paul. The meeting is intended to put together a coordinated schedule that will go onto the church calendar and be posted on the web site to prevent double bookings and to insure priority for worship and church wide events. A related issue is to have the web site church calendar match the calendar produced by the Office Manager to prevent conflicts with the cleaning schedule.*

Joe also asked COC members to send him any suggested changes to the Safe Congregation Policy before it goes to the board in May.

## **Endowment Fund Grants**

Joe Maio said that the grant application form now includes a monitoring process for grants awarded. He has distributed the revised grant form to all committee chairs and has requested that it be posted on the web site. Individuals can apply for a grant as well as committees.

The Endowment Fund Committee will discuss at its March 19 meeting how to handle two 2013 grants that have not been fulfilled.

## **Committee Reports**

Pledge Drive: Mark Lore reported that 56 pledge units are in, about half of pledge units i.e. we’re more or less on course. Based on submitted pledges the projection is for a \$221,000 budget; that may not be enough for the suggested increases. The committee has begun calls this week to people who have not responded to the drive.

Social Action and Justice: Kelsey Wilkes said that plans are in progress for the June 29 Pride Sunday service. She reported that the Share the Plate donations totaled \$2,472.75 from July 2013 to February 2014. SA&J is considering up to 6 grant requests this year.

The committee is discussing linking Share the Plate Sundays with additional causes and possibly moving toward a theme approach such as coordinating with sermon topics.

Kelsey sought advice on whether funds from fundraisers such as the recent Magic Lantern movie night go to SA&J or to the general fund. The current charter designates the committee. It was agreed that the charter needs to be updated to comply with the church Fundraising Policy that the money goes to the general fund.

Socials and Sharing Suppers Committee: Heather Pepersack noted that preparations are in place for the Casino Night March 15. She inquired about dates for the re-scheduled Chili Cook-off. May 10 or 17 are potential dates depending on coordination with other events. Heather said that the church needs to replace the grill that is defunct and asked if that could be a grant request. There was no clear conclusion about whether the replacement grill belongs in the general budget or as a grant from the Endowment Fund in light of the criteria that the proposal be a "new" project. *It was noted that any committee could put in a budget request for money to purchase a grill for the church.*

Membership Committee: Karin Gettings reported that thirteen new members will be officially welcomed by the congregation on Sunday April 6. Invitations are going out for the Senior Fellowship Luncheon on March 27.

Nominating Committee: Zelda Zadnik said that four new members are being sought for the board. The committee's goal is to have a slate by April 15. They are calling people who might be interested in serving and are encouraging many more members to volunteer to serve.

Lifespan Faith Development Committee: Ken Goodwin reminded the CoC of the Leadership Development Workshop March 18 and 25. An alternative Residential Energy Workshop is scheduled for April 4 from 1 until 4 p.m. The committee plans to do an annual evaluation and survey of interests in May, using the church website.

Ken asked that the Director of Religious Education Advisory Committee statement of goals be attached to the COC minutes; it does not require CoC or board approval. He also noted that the DRE Search Committee has now fulfilled its six months tenure. Rev. Paul will appoint *new members to the DRE Advisory Committee.*

Minister's Report: Rev. Paul pointed out that the evening's exchange of information and discussion is exactly what the COC is formed to do.

He addressed a general concern from several committee chairs about timely postings on the web site. In light of the many technical problems with the electronics system at the moment, in addition to the transition to a new system, he suggested that the Endowment Fund grant announcement be distributed by e-mail through the Office Administrator; interested applicants can contact Joe Maio for the on-line form.

In response to a question about building set up and clean up responsibilities and security after special services such as memorial services, Rev. Paul proposed that the Building Committee develop an event form for such purposes, similar to the form used for committee sponsored events and rentals.

Rev. Paul asked that CoC members bring their calendars to the Calendar Planning Retreat April 19 from 9-2 p.m. He suggested having alternative dates ready. An example of items to be discussed is a potential fixed Sunday for the Share the Plate. He announced that the church is moving toward a year round church. He will be in the pulpit three Sundays in July and August, and there will be music in the summer.

Building and Personnel Committees: Robert Hurt reported that the roof repair is underway. Joe Schad is the incoming chair of the committee. Robert said that the Personnel Committee is still working on policies and job descriptions.

Worship Committee: Joe Farruggia said that the committee is now meeting two times a year and that they are meeting in two weeks to plan services for the rest of the year. He will ask the committee if they want to amend their charter. He reported that he is ready to meet with Office Administrator Carol Melby to order the material for the art railing grant project.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Peggy Maio