

NORTH CHAPEL BOARD MEETING MINUTES

May 16, 2017

“We are the trustees of the spirit of the North Chapel”

Present: Denise Lyons, Susan Inui, Ann Wynia, Judy Williamson, Anne Dean, Chris Bartlett, Deborah Rice, Anne Macksoud

1. Consent Agenda

-- *reviewed/approved 4/18/17 mtg. minutes Motion by AD, seconded by SI

2. Treasurer’s Report/Finances

--update from Finance Committee meeting: Jim Swift is setting an expectation to look at the budget in three-year blocks.

-- *voted on budget report (Motion and second by AD, CB)

3. Facilities and Mini-campaign

-- Michael Stoner was present and updated the board: Cost estimates total \$267,300 for repairs, renovations, and improvements.

Lower-level and roof issues are essential because of water entering building; some of the insulation work and interior renovations could be optional or phased. These steps that are less-visible, but essential to the long term existence of the building, could be publicized as they happen to help maintain interest. Franz Van de Ven explained that some of the insulation work should probably be done before replacing the roof, to avoid damage. Grant from Preservation Trust could potentially cover half of the roof. Moved and seconded by AD AM, all *voted to accept this report.

-- Discussion of next steps: Fundraising committee meets Friday. Will discuss with the Committee setting a campaign goal of \$300,000, to allow for cost overruns and possibility of establishing a capital fund for the future.

4. Preparation for Leon’s arrival: Denise reminded us that we must avoid falling back in to the minister-centric model focusing on creating a collaborative ministry model, which is a more constructive approach for the community and the minister.

-- August community conversations will be held on the topic of making the transition from being lay-led to forming a collaborative relationship with our new minister.

-- Board to-do’s:

A transition team will be set up to help Leon, two people from Search and three from the general congregation.

5. Life and Hope status

--Assess where we are: Chris reported that it is now ten years that we have been committed to these kids, and there is a life cycle to it. We will see our kids through school. Chris would like some support with the project.

-- Discussed fundraiser plans and the need to have a committee that will take the lead.

6. Committee/Project Matters

-- W&E/Membership, Denise wonders if there can be some outreach to the 40 and 50’s age group—as the board had discussed at its February retreat. Perhaps we should meet with W&E. Also, this discussion could be scheduled when Leon is present.

-- Nominating update – They have conversed with last year’s Canvass Task Force members.

-- Pizza night: Deb reported on ideas for improving or streamlining the operation, and would welcome volunteers.

Meeting Adjourned at 7:00pm
Deborah Rice Secretary

As a member of the North Chapel Board, I agree to:

- Speak my truth
- Listen with patience and an open mind and heart
- Stay focused on our vision and mission
- Articulate North Chapel values and champion initiatives that support them
- Do the work that is ours to do
- Commit to continuous learning and self-assessment
- Ask challenging questions
- Encourage creative tension, among ourselves and in our community
- Take care of myself and of others
- Maintain good will and give the benefit of the doubt
- Be proactive and responsive
- Bring joy and kindness to what we do

North Universalist Chapel Society
Profit & Loss Budget vs. Actual
 January through May 2017

	Jan - May 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
Pledges	77,216	154,000	50%
Fundraisers	1,843	11,000	17%
Contributions	680	4,000	17%
Rental Income	2,440	9,000	27%
Loose Collection	6,087	13,000	47%
Reserve Fund	0	3,500	0%
Total Income	88,267	194,500	45%
Gross Profit	88,267	194,500	45%
Expense			
Parsonage			
Water/sewer	0	0	0%
Maintenance	0	8,000	0%
Furnace	0	200	0%
Electric	0	0	0%
Total Parsonage	0	8,200	0%
Employee Benefits			
GF Life Ins.	141	0	100%
ADM medical premium	2,193	5,210	42%
ADM dental ins premium	280	675	41%
Employee Benefits - Other	(141)		
Total Employee Benefits	2,473	5,885	42%
Church Expense			
Fuel/furnace	3,994	7,000	57%
Property Insurance	5,296	5,300	100%
Water/Sewer	565	1,000	56%
Repair & Maintenance	3,286	15,000	22%
Electric	1,359	4,000	34%
Grounds	4,303	5,000	86%
Janitorial	608	2,500	24%
Total Church Expense	19,411	39,800	49%
Payroll Expenses			
Wages	28,391	69,130	41%
Taxes	2,098	5,288	40%
Worker Comp Insurance	210	1,825	12%
Payroll Expenses - Other	830		
Total Payroll Expenses	31,528	76,243	41%
Spiritual Exploration			
Training	1,075	1,500	72%
Artistree rent	132	440	30%
Supplies	379	500	76%
Total Spiritual Exploration	1,586	2,440	65%
Music			
Special Music	450	800	56%
Supplies	110	600	18%
Total Music	560	1,400	40%

North Universalist Chapel Society
Profit & Loss Budget vs. Actual
 January through May 2017

	Jan - May 17	Budget	% of Budget
Membership			
Recognition	127	1,000	13%
Coffee	228	300	76%
Outreach	187	250	75%
Leadership	725	1,000	73%
Quest	200	1,000	20%
Total Membership	1,467	3,550	41%
Worship			
Advertising	171	300	57%
Supplies	27	500	5%
Minister's substitute	150	1,800	8%
Total Worship	347	2,600	13%
Minister Expenses			
Professional & Out of Pocket	0	2,185	0%
Minister medical insurance	0	2,323	0%
Group term life	0	178	0%
Long term disability	0	262	0%
Pension	0	2,185	0%
Moving expense	0	8,500	0%
Pastoral Care Minister	4,800	7,720	62%
Compensation	0	11,850	0%
In lieu FICA	0	1,672	0%
Housing	0	10,000	0%
Total Minister Expenses	4,800	46,875	10%
Office Expenses			
Website Host/Upkeep	545	700	78%
Travel and Mileage	358	0	100%
Membership fee	255	0	100%
Minister Search Committee	8,386	11,000	76%
Telephone & Internet	581	1,300	45%
Merchant Account Fees	92	0	100%
Supplies	476	2,500	19%
Vanco	169	360	47%
UUA / NER	1,000	2,000	50%
Postage/Printing	136	200	68%
Quick Books	747	120	623%
Copier	2,075	3,800	55%
Total Office Expenses	14,820	21,980	67%
Bank Charges	15		
Total Expense	77,007	208,973	37%
Net Ordinary Income	11,259	(14,473)	(78)%
Other Income/Expense			
Other Income			
Investment Gains/Losses	12,830		
Total Other Income	12,830		
Net Other Income	12,830	0	100%
Net Income	24,090	(14,473)	(166)%

North Universalist Chapel Society
Balance Sheet
As of May 31, 2017

	<u>May 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
People's Checking	74,045
Jantos Fund	7,088
VT Community Foundation	98,598
Wells Fargo Reserve	76,624
Total Checking/Savings	<u>256,354</u>
Accounts Receivable	
Accounts Receivable	(1,800)
Total Accounts Receivable	<u>(1,800)</u>
Other Current Assets	
Prepaid Expenses	1,262
Total Other Current Assets	<u>1,262</u>
Total Current Assets	<u>255,816</u>
TOTAL ASSETS	<u>255,816</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Byrne Foundation	15,000
VT/Quebec Grant	1,828
Spiritual Practice	2,436
Sabbatical Savings	593
Pizza Oven	851
Permaculture Garden Grant	4,735
Organ Fund	598
NYE/Cranna	2,700
Minister's Fund	1,714
Focus For Future	1,396
Payroll Liabilities	1,344
Total Other Current Liabilities	<u>33,196</u>
Total Current Liabilities	<u>33,196</u>
Total Liabilities	33,196
Equity	
Unrestricted Fund Balance	198,531
Net Income	24,090
Total Equity	<u>222,620</u>
TOTAL LIABILITIES & EQUITY	<u>255,816</u>

North Chapel Society Finance Committee

May 15, 2017

Present: Mark Auriema, Ann Wynia; Peggy Kannenstine, Moira Notargiacomo, Denise Lyons (ex-officio), Susan Inui (ex-officio), and Jim Swift.

Finances:

The Search Committee spent approximately \$3,500.00 less than was budgeted. The chimney repair for the parsonage was approximately \$3,000.00 less than budgeted. Total savings of approximately \$6,500.00. Revenue to date, according to Ann Wynia, seems to match what is expected.

We have approximately \$25,000.00 in surplus from 2016 due to the lack of paying a minister for part of the year. With the above-referenced savings, the deficit for 2017 will be approximately \$8,000.00. The projected deficit for 2018 is approximately \$42,000.00. This deficit will be reduced by the carry forward surplus from 2016 of \$18,500.00 and the \$15,000.00 in the Byrne fund. For 2018, based on projected expenses, income and available "carry forwards", the deficit for 2018 is approximately \$8,500.00. Hopefully, this deficit can be erased by increased income for 2018. Clearly, the bigger challenge will be for 2019 where there is no carry forward.

Investments:

Mark will look at the return on investments for the VCF fund and the Wells Fargo fund. The Committee will continue to monitor maximization of return on these funds.

Planned Giving:

We will consider doing a Planned Giving presentation early next year after Leon is "invested".

Terms of Service:

The following is a list beginning dates for Members of the Finance Committee:

2016 –Mark and Jim
Moira – 2017
Peggy and Jack – 2015.

The Finance Committee is still light one Member.

Next Meeting:

August 7, 2017 at 5:00 p.m. at Church.

Membership Meeting - June 6

Present: Ann, Joanna, Joan, Pru, Sherry

Greeters:

June 11 Pru

18 Joanna

25 Joan

July 2 Ann

9 Pru

16 Sherry

23 maybe Fran

30 Joan

Ann will help set up coffee on the 2nd, 16th and 23rd.

Our committee is responsible for coffee hour the 5 Sundays in July.

We revisited duties. When someone signs the visitors book, the greeter for that day will write a note to each. Ann will check on quantity of the church stationery notes. We ask visitors "How did you find out about our church?" We ask if they would like a copy of the Quest and the pamphlet about our church. The greeter also checks the blue cards and pencils in the pews and replaces any gone. After the service, the greeter picks up the programs left in the pews and places the hymnals vertically in their holders.

When someone signs the book to become a member, whoever cosigns lights a candle for them the next Sunday. We tell Welcoming and Engagement committee so that a few weeks later they can check in with them.

Sherry and Barbara B have met about our two committees to further communicate between them. In the fall, the two committees will get meet.

There are two new brochures:

Becoming a Member and another about Unitarian-Universalism.

MUSIC AND WORSHIP COMMITTEE MINUTES

June 6, 2017, 5:15 PM, Submitted by: Jessica Stout

Attendees: Don Ransom, Anne Marinello, Jessica Stout, Diane Mellinger, Shoshana Belisle

Moment of Silence

Check-in

Review and Approval of Minutes from May meeting

Ongoing Business: (Action Points in Bold)

Review of Services this past month:

Services continue to receive positive reviews from both committee members and congregants who offer feedback. The reactions to Sam and Brad included gratitude for their sharing and for an expanded take on “Mother’s Day”, as well as peaked interest in developing a deeper understanding of what it means to be transgender.

Responses to Michael and Jim were also favorable.

The last service involved a last minute cancellation by the scheduled Reflector. However, the service was still full and rich due to the poems/readings provided by the service coordinator, the active “Joys and Concerns”, and a relevant sharing by Linda.

Review of Action Points from Last Meeting:

- a) Don connected with Mohsen Medawi, who will provide the reflection on 6/25.
- b) Mary followed up with Kirtan group who will come on 8/27; Mary will service coordinate. Bridgewater Community Chorus is also currently scheduled for that day.
- c) Anne to follow up with Phyllis about providing the reflection on 9/17.**
- d) Don sent out Guidelines for Guest Reflectors, which now include Diane’s suggestion to alleviate any potential pressure about time constraints on the speaker (i.e. the speaker will have approx. 15 minutes no matter when the Reflection begins). These guidelines were reviewed and approved by the committee.
- e) Committee members read and provided a few poems as part of a collection to be on hand when a last minute Reflection might be

needed. **Committee members will continue to bring in poems to add to this collection.**

Review Future Services:

The list of Future Sunday Services was distributed and reviewed. Reflections are booked out through the end of August, though there are **five vacancies for service coordinators between now and then.**

New Business:

Diane expressed a strong preference to keep the prelude in the traditional place in the order of service. A suggestion was made to begin with Welcome and Announcements and follow with the prelude, though Diane identified ways that this presents challenges in terms of the flow and music selection. Discussed the beginning of Leon's tenure coming up on September 1. His first reflection will be on 9/3, and his Sunday off that month will be 9/17. Discussed conversing with him about how he would like to plan his future Sundays off.

Shoshana distributed her descriptions for the upcoming themes for July, August, and September. **Committee members will review soon and offer feedback before these descriptions are officially posted.**

Next meeting: Tuesday 8/1/17 at 5:15PM

Closing Circle

Adjourn: 6:30 PM

Buildings & Grounds
Minutes May 17, 2017

For Special Board Notice: It is our policy that tables from Social Hall do not go out on loan. This policy was established years ago when the new tables were purchased to replace the old wooden ones. The reason being that it would cause too much wear and tear and we wouldn't have enough control over how they would be treated or used or even returned!! The tables are not to be used outside.

Welcome Spring!

Sexton's Report - Agata reported that Radek had applied a spray foam insulation to fill the hole around the vent pipe that exits the Sanctuary roof as a temporary fix until a professional roofer can apply a metal roof flange around the pipe. In the meantime, this should prevent water from getting through. He also replaced light bulbs that were out in sanctuary and installed new hinges on the step going up to the alter. He will put out flower boxes as Donna requested so that she can fill them

Radek has requested permission to purchase a bag to attach to mower that catches grass clippings. They usually have to rake after each mowing.

Minutes from April meeting read and approved.

Old Business

Gina has found a wood stove for the parsonage at Upper Valley Woodstove Co. in Lebanon NH. When that is purchased and delivered, Top Hat Chimney will be able to come back and install. They will insulate the chimney liners at that time.

Jason Cayer, our electrician has taken a look at the emergency lights and determined that it might make sense to replace not only the batteries, but the light bulb and battery, so that we have new technology (LED lights) He is working on an estimate.

Vassie spoke to Phyllis about the large piece of equipment that the CTWK's have stored in our shed. She assured us that if they don't get permission to set it up where they are intending to, that it will be removed from the shed. Soon.

Gina replaced the handle on the toilet in the Narthex which had been causing some trouble.

Vt/Quebec Grant - Gina explained that although we had decided at our last meeting to put the money towards phase one of the facilities improvement, the decision was made to put the money towards communication technology. (i.e. a projection and screen) Anne Macksoud researched what might best accommodate our needs and came up with a recommendation for equipment to purchase.

Jack and Gina met to review the new model for the Rental Policy and made appropriate changes and updates. Gina now has to meet with Geraldine and get her input before putting into final form.

Gina and Vassie with the help of her son Daniel , joined forces to do some yard cleanup before the pizza party during Candidate Week. George Wohlgemuth's crew finished off the work by coming back during the week to mechanically sweep the stones and hard pack out of grass, till the soil and reseed. The new lawn looks fantastic!

Saturday, May 20th is Clean Up Day. Gina is planning to recruit Mark and together they'll paint the pizza oven pavilion that afternoon.

New Business

Jack reported on the Town Trustee's meeting which he attended on May 9th regarding the parking on Rte 4 in front of church on Sunday mornings. The Trustees voted to ban parking on Sunday mornings during church service on the opposite side of Rte. 4 from November 15th to April 15th.

There was more discussion around the sign that has been placed on the front of our Sanctuary by the Welcoming and Engagement Committee. Rick Fiske has contacted Gina about the sign getting an additional part which would be two decals, both announcing that we are a welcoming and inclusive church honoring all human rights. One is the rainbow flag- and the other, the Blue and yellow flag. The B&G committee is pretty much in agreement that the sign attached to the front of the building does not honor the simplicity and balance of the front of the Sanctuary and that we might still want to consider other solutions to announcing that we are an inclusive, welcoming congregation. (we also don't like to put screw holes into the clapboards)

Ralph came up with a possible solution; he suggested that maybe the flag decals would be better placed if they were on the big sign where folks could see them from the road and before they got onto the porch. Gina will meet with Rick to discuss this and share our ideas and opinion

The committee acknowledged Polly and Jack for their good work in maintaining the little garden under the sign. It always looks so nice and it was especially nice this year at Easter to have flowers there. Also thanks to Donna Durgin for her continued involvement in decorating the Sanctuary for Easter and for filling the flower boxes on the front porch of Sanctuary.

Gina will get in touch with Ham Gillet to ask if he would give a workshop for recycling and composting

Speaking of composting - Gina pulled out the first bucket full of composted organic matter and applied it to one of the gardens

We discussed the policy around loaning out the tables. Noted above

Next meeting is June 6th at 5pm prior to the Committee Cafe.

Respectfully Submitted by

Gina Auriema
in Vassie's absence

Buildings & Grounds
June 2017

Present: Gina Auriema, Jack Nelson

Sexton's Report

Sextons not available for report.

On agenda: to discuss the need for a new mower. It has been brought to our attention that the mower Radek is using is 30 + years old and it's therefore impossible to get new parts for it. Since we don't have money for a new mower this year, it should go into our budget for grounds next year. Gina suggested to Radek that he sharpen the blades and raise them to a higher position so that the grass isn't so short and doesn't burn

Weed whacking and trimming - Gina wanted to discuss trimming around the boundaries of the yard - maybe do every second or third mow during the growing season.

Social Hall Floor - Is the cleaning and waxing of floor happening this summer?

Railing on Sanctuary porch - During the Earth Day event at church someone **taped (duck tape!)** a poster to the railing and when it was removed pulled paint off the surface. This will have to be repaired to prevent rusting

Minutes of May meeting were not read

Old Business

Clean Up Day - Special thanks to Joanna and Norwood Long for showing up! Jack and Polly arrived with loads of annuals to plant under the sign in their continued efforts to keep that area beautiful. Mark and Gina spent the afternoon of Clean up day painting the Pizza Pavilion. A few more spots still have to be done to complete the job.

Gina is planning a Wood Stove shopping day on Wednesday. She will stop at the Vermont SoapStone showroom and the Upper Valley Wood Stove Co. to look at the models they have available and to compare prices.

Gina met with Rick Fiske, from Welcoming and Engagement Committee about our (Ralph's) idea for adding the Equality, Human Rights and Justice decals to the sign on the lawn rather than the new sign that hangs from the Sanctuary Wall. He will pursue that idea. Gina suggested that he get in touch with the original sign maker for ideas and implementation, so that it is done professionally.

New Business

Jack has contracted with Dead River Co. for heating oil for the 2017-2018 season. He got a price of \$2.0723, which is 1 cent/gal over last year's price I just locked in our price on heating oil. Last year we used 3,500 of the 4,000 we contracted for.

Gina spoke with Ham Gillette about our hosting a Composting & Recycling Presentation at NUCS. He said that he is giving one at the NWPL on June 27th from 6:30 to 7:30 and that maybe we should just promote that and encourage our folks to attend that one.

It was noted that the small sign that hang from the large sign, could be hanging from shorter hooks, so that when the minister's sign is added they won't hang down so far and get obscured by the flowers.

There was no other discussion, so meeting was adjourned and Jack and Gina went into kitchen to see if there was any way to help Polly with dinner.

Our next meeting time is up for consideration. Gina will contact committee members.

Submitted by

Gina Auriema

Communications Committee Meeting: June 6 2017

Present: Marcia Peterson, Laurie Marshall, Deb Rice, Geraldine Fowler, Gail Owens

Absent: Wendy Smith

Pizza Oven: Schedule created by Deb. Deb wants to buy some plastic plates that people can buy and keep for \$1. Preferably bring their own plate that they take home with them. Move away from paper plates. Dough will be made in big batches.

Eugene Friesen Concert: Sign for outside - Deb thinks she has a sign pre-made - will need some updating - Deb will look into that. Eugene sent poster. Gail and Laurie will distribute posters. Will also hand out posters downstairs during Committee Cafe for distribution. Geraldine created a banner of images for publicity purposes. Press release sent to Valley News and Vermont Standard. Created Facebook event for concert and shared on the NC Facebook page. Geraldine added the concert to the Woodstock Calendar, Daily UV calendar and that also sent to the listserves. Email Chamber to get the concert extra promotion - Geraldine to do this.

Signs: Laurie, Gail and Deb went outside to message the outside sign area. Looked at various banner designs for outdoor to advertise / promote pizza night. Designed a banner and ordered. Also need signs for Concerts (velcro on the sign to add info) and Bookstock (other public events)

Website: Laurie: Homepage - say when Leon starts? Yes - Geraldine will do that. About - talks about elevator? Outdated - Permaculture Page: needs to be updated? Listserv? Need to remove as its not being used. Social Justice Action - updated - remove old events. Community Events - remove all events. In Touch and SE newsletters - update weekly.

About? Maybe ask Welcome and Engagement? Will ask tonight.

Bookstock: Get a similar banner for promoting North Chapel at these different events. Marcia will work with Deb for signage.

Submitted: Geraldine Fowler

Nominating Committee Meeting

June 6, 2017

Present: Neil Marinello, Mary Jeanne Taylor, Hope Yeager, Susan Inui.

Absent: Irene Hanslin.

Neil began the meeting by discussing our committee's assignment of creating a Canvass Task Force. Neil spoke with Mary Hawkins and Rick Fiske from last year's Canvass. Mary Jeanne spoke with Kathy Beaird. Hope spoke with Ann Wynia. Susan pointed out that of those only Rick Fiske did the canvass work. Neil noted that Mary Hawkins is not planning on working on this year's canvass. The capital campaign task force has the intention of having the capital campaign be over by the end of the summer so it does not overlap with the canvass for the Annual Appeal. The capital campaign is being run by: Susan Inui, Denise Lyons, Anne Dean, Ann Wynia, Chris Bartlett, Michael Stoner, Peggy Kannenstine, Chris Lloyd, Vassie Sinopoulous.

Neil reported on his meeting with Mary. She did the writing of the materials sent out with last year's canvass. Her main point was to keep the topic of the Annual Appeal in the eyes of the congregation through the Quest, In Touch, Order of Service, letter that was sent out. Mary mentioned that there was a launch meeting at the start which really helped.

Susan reiterated the Board's request for Nominating Committee to find a leader for the Canvass Task Force. Rick Fiske assured Neil that he would participate again in this year's canvass. Neil got the impression that Rick would rather not be the one in charge of the canvass task force. Patsy was the one who recruited the people who spoke every Sunday during the Annual Appeal.

Neil talked through the process of how the Annual Appeal goal is reached by the budget being created through the Finance Committee working with Ann Wynia by mid-September. Susan said that at tonight's committee café the committees would be asked to create their budgets by the end of the summer.

Neil noted that Rick wished that the people giving the testimonials on Sundays during the Annual Appeal had paid more attention to the thermometer each week. We discussed the extent to which folks at the North Chapel are uncomfortable talking about money and pledging. We discussed that there needs to be more education among North Chapel members and friends about how pledging works and how it is different than just putting cash in the plate on Sunday.

Susan encouraged us to look through the directory to find possible leaders for the canvass committee. Mary Jeanne also said that we can put out a general request through the Quest, In Touch, and through mentioning this need during Sunday services. Mary Jeanne suggested engaging the congregation in bigger conversations about money and giving. Neil wondered if we could get someone from the NE UU office to come and talk to the congregation about the topic of giving.

Neil mentioned that he thought of Matt Friedman but he must be exhausted from being on the Search Committee. Mary Jeanne said that we still need to ask people even if we think those people are unlikely to say yes. Neil also thought of asking Richard Schramm. Mary Jeanne mentioned that Kathy Beaird felt that she didn't do much last year with it. Maybe she would be willing to be a part of the task force again this year.

Susan pointed out that this task has a specific beginning and a specific end point. We have the parts of the process, the written examples of what was used last year, the model of what works well. Neil said he feels like we need to have people lined up by the end of June. Hope mentioned that she will be away June 19 - July 11. Mary Jeanne said she would start by going back to Kathy Beard and ask if she would be willing to join the Annual Appeal task force again this year. Susan suggested that Mary Jeanne also ask Brooke Beard if he would be willing to work on the Annual Appeal as well. Mary Jeanne said she would ask Irene if she would come up with a list of names of people to be asked.

Neil said he would speak again with Rick Fiske about working on the Annual Appeal. He said he would also ask Kathy Fiske if she would be willing to make the thermometer again this year. Neil said he would also talk to Chris Bartlett. We discussed approaching new people as well about their interest in getting involved with committees. Mary Jeanne said she would touch base with Geraldine about any new families who have started coming who might be likely candidates for participating on the Annual Appeal task force.

Neil told Susan that he hoped she would continue to attend our meetings if possible. But at the very least he wanted to communicate to the Board that the capital campaign task force needs to educate the congregation on the difference between the capital campaign and the annual appeal for the operating budget.

We discussed talking with the Worship Committee about doing a service about giving and money. Susan pointed out that the UU churches around us also do annual appeals and they may have someone in their congregation who is a good speaker who could talk on this topic. Neil said he would contact the New England UU region office about having someone coming to North Chapel to talk about pledging.

We decided that our next meeting would be Wednesday, July 12, at 5:30 p.m. Mary Jeanne said she would ask Geraldine about reserving the Library for our meeting.

Hope said that she would come up with a list of names of possible people to ask for the Annual Appeal Task Force before she leaves on June 19. Mary Jeanne confirmed with Susan that we are looking for 4 -5 people for the Annual Appeal canvass.

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Hope Yeager

Welcoming & Engagement Committee Notes

June 1, 2017

Present: Barbara, Polly, Joby, Pru, Kathy

ANNOUNCEMENTS: Changes in committee membership - both Joanna Garbish and Rick Fiske have left the committee. Linda Galvao, Richard Schramm, Mary Hawkins and Laurie Marshall are possible additional members.

MINUTES of MAY 4th meeting accepted. As to the question of some people thinking designated welcomers are redundant - Anne Wynia sees good results with many happy faces coming into the sanctuary so we will continue.

CURRENT INITIATIVES FROM LAST MEETING:

- Signups for June Coffee hour - 6/4 Barbara Bartlett and Judy Williamson, 6/11 Rick and Kathy, 6/18 Polly and Jack, 6/25 Joby and Anne.
- Welcomers schedule - 6/11 Jack and Polly - **Polly** will email Anne and Neil, J and Renee and Brenda to schedule them.
- Blue cards, pencils, brochures and extra name tags on back table will be filled in by membership greeters. **Kathy** will get a box to store extras for filling in on the candle shelves.
- UUA brochures - We got 25 for \$7. The rack needs to be cleaned up. Would a wall mount in the narthex be ok with Buildings and Grounds? **Polly** will look into creating a welcoming table in narthax.
- Adding Icons to outdoor welcoming sign - WEC approved of both images on the free standing sign. **Kathy** follow up with Gina and the sign painter.
- Barbara met with Sherry about possible merging of Membership and WEC and it was decided that they will remain separate. In order to improve communication, the two committees will share minutes and Barbara and Sherry will check in with one another. **Barbara** will make phone calls to follow up on blue cards and ask Anne Wynia to put them in the box on the candle shelf.

PLANNING RETREAT TO BE HELD IN PLACE OF OUR JULY 6th MEETING 3 to 6:00 at Barbara's house. Goals and expectations for that meeting include:

- Creating a committee constitution (number of members, goals, etc.),
- Deciding what works and what doesn't
- New ideas for WEC activities. Since welcoming is covered, engagement needs to grow. Efforts will be focused on pizza night (with Deb Rice or the service coordinator inviting attendance), ice cream socials, pot lucks, singles night, a book group. Efforts must be made to encourage participation.

notes submitted - Kathy Fiske