

Parish Committee Meeting (in person)
June 19, 2024

Present: Jim Bonnar, Lois Aldrich, Stephen Larrett, Jeff Giddings, Vi Fairweather, Rev. Peter Connolly, Marc MacQueen, Diane Reed, Nancy Backus

Meeting called to order by Jim Bonnar at 6:30 pm

Opening Words: Rev. Peter Connolly read FUUSM Mission Statement.

Go around

Consent Agenda

- Minutes from 5-15-24 PC meeting approved.
- Minutes from 6-14-24 Annual Meeting were discussed. Lois Aldrich will revise minutes to incorporate comments and resend to PC members.
- Reports from Minister, Music Director, Music Committee, and Treasurer were received and accepted.

Discussion Agenda

- **Meditation group:** A meditation group has been meeting at the church for the past several months, with Rev. Peter Connolly leading the group. Rev. Peter will soon be leaving FUUSM, and the group would like to continue to meet but will need a new leader. PC is in agreement that group can continue to meet and suggests group decide who should be the leader. Two members have keys and will be able to open the church for meetings. New minister will be on board in August, and group will revisit this matter then.
Discussion regarding who to contact to turn on AC or heat if needed. Temperature in church is controlled remotely by Val Ortelt (who is off for the summer) or JR Pucillo- Dunphy. Dianne Reed, who is in the meditation group, will speak to JR regarding process to contact him should there be a need to adjust temperature when the group meets.
Suggestion made that others be granted access to remotely control building's temperature, specifically Buildings & Grounds committee members.
- **Laptop for Assistant Treasurer:** Jeff Giddings requested the church purchase a laptop that can be used by the new Assistant Treasurer (Nancy Backus). Such laptop will be clearly identified as church property and returned to church when Nancy's term as Assistant Treasurer ends. This will ensure that all records remain with the church. The laptop will be used solely for church business. Cost for refurbished laptop estimated to be ≈ \$500, including license for Microsoft Office. Marc MacQueen stated that funds can be made available for this purchase.
Motion to purchase laptop passed unanimously. Jeff will speak to JR about the purchase.
- **Donation to music program:** Jeff Giddings informed the PC that he has received checks totaling \$2250 as a onetime gift from 6 members of the Mullen family, with a specific request that the funds be used for the choir. The gift is in honor of the 100th anniversary of Mrs. Mullen's birth.
PC agreed to accept this gift. Sue Hotchkiss had previously mentioned she would like to hire a piano accompanist. Jeff will ask Sue Hotchkiss to write up how these funds will be used for the choir.
PC discussed the need for there to be a written policy regarding gifts to church, restricted vs unrestricted donations, etc. PC will ask Finance Committee for their input.

- Church Gift: FUUSM has received a generous unrestricted gift from the estate of Sylvia Camandona in the amount of \$11,000. PC discussed how this money can best be put to use. Investments have done well, so currently the budget is in decent shape. However, there will be additional building expenses in the near future. A bulk of pledges will have come in by end of summer. Motion to leave the \$11,000 in the church's bank account until end of summer passed unanimously. PC will consult with Finance Committee, who will discuss and make recommendations to PC. Jim will send thank you note to estate through lawyer.
- Welcoming Rev. Beau Rivers: Vi Fairweather suggested the PC develop a notebook containing photos and brief messages from each member of the congregation as a way to welcome our new minister. Vi distributed member names for each PC member to contact to obtain picture and message. These will then be inserted into welcome book for Rev. Beau. Discussion around other ways to make her feel welcome, like taking her out to lunch and making sure all members wear name tags during church services and events. PC agreed to continue this discussion at our next PC meeting.
- Policies and Procedures: PC reviewed policies drafted by Stephen Larrett, including:
 - Key Policy
 - Safety Guidelines & Safety Here at Church
 - Reporting Concerns
 - Alcohol Use (revised).

Suggestion made to merge the Safety Guidelines, Reporting Concerns and Safety Here at Church policies into one Safety Policy. Stephen will make changes as appropriate. Motion to approve policies with suggested changes passed unanimously.

- Refrigerator: Nancy Backus volunteered to coordinate cleaning out the refrigerator.
- Exempt Salary Threshold Change: UUA sent an email to UUs regarding upcoming changes to the Fair Labor Standards Act that may impact UU employees. Jeff Giddings reviewed and found that the new rules should not impact any FUUSM staff. No action needed at this time.
- Building repairs: PC discussed the need to better coordinate the process for managing building repairs. Suggest Building & Grounds generate list of what needs to be done, Finance team review costs and make recommendations, and PC reviews recommendations and makes final decision.
- PC Retreat: has been tentatively scheduled for August 17, 2024 10:00 am- 5:00 pm, pending confirmation from Rev. Beau.

Next PC Meeting: July 17- 6:30 pm via ZOOM.

Closing: Rev. Peter read excerpts from the Proclamation for Juneteenth by President Joe Biden, 2021.

Meeting adjourned at 8:05pm

Submitted by Lois Aldrich

Parking lot:

- Church gift for graduates (request from Annual Meeting)
- Report on capital funds and investments submitted with the Annual Report each year (request from Annual Meeting)