

First Parish UU Beverly, MA	<b>Committee Name</b> Membership
Date: 04/04/07	

<b>Facilitator</b>	Jon Roussel	<b>Scribe</b>	
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<b>Attendees</b>					
	<b>Name</b>	<b>Role</b>		<b>Name</b>	<b>Role</b>
	Jen Flynn	Coordinator			
	Maureen Driscoll		X		
	Dan McAlpine		X		
	Jim Strunk		X		
	Jon Roussel	Facilitator	X		
	Steve Hoy		X		

<b>Meeting Agenda</b>		
7:00	Chalice Lighting and opening words	
7:05	Personal Check in	
7:15	Housekeeping <ul style="list-style-type: none"> <li>• Volunteer to take minutes</li> <li>• Minutes</li> <li>• Committee Reports</li> </ul>	
	Calls for newcomers potluck	
	Calls for new member Sunday April 29	
	New member Sunday April 29	
	Visitor Coordinator	
	Potluck and potluck cleanup	
	Committee members for next year	
	Committee Annual Report	
	Sunday morning greeter procedures	
	Budget request to finance	

**Minutes for Meeting**

- I. Calls for newcomers potluck Twenty friends and guests were identified. The names and calls were divided up. It was agreed we would send a post card if we do not have a valid telephone number.
- II. Calls for new member Sunday April 29 Dan said he would call those friends and guests identified as potential members. We discussed and agreed he would include an invitation to join the church and explain about speaking with Sylvia and the new member Sunday on April 29

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- III. New member Sunday April 29 Jon said he would speak with Beth Williams and Sylvia about the logistics of the service, He will then report back to the committee by email. Refreshments and hospitality were agreed as follows: Dan and Debbi will bring a shrimp platter, Jon will bring terriakiyi chicken wings and baked items, Jim will get a veggie tray. Maureen will bring fruit.
- IV. Visitor Coordinator We discussed the greeting, follow up and record keeping for Sunday worship guests. We agreed that we have improved the setup and logistics in the outer foyer and need to continue to keep the UU literature rack stocked and the name tags in good order, We discussed some short term changes we could make to reduce or eliminate guests falling through the cracks. We discussed how we could change the committee structure and more effectively staff greeters, ushers and hospitality. Jon said he would approach Beth Williams, Carol Ballantyne and Karen Menzes about a planning retreat in August. The visitor coordinator position was discussed.
- V. Potluck and potluck cleanup Jim, Dan and Jon identified what they would bring to the potluck and that they would help with cleanup.
- VI. Committee members for next year Jen had previously informed the committee she will be leaving the committee at the end of this church year. Maureen informed the committee she will be leaving the committee at the end of this church year. Jon, Jim, Dan and Steve said they would remain on the committee next year. We agreed that the optimum size for the committee is eight, six the minimum, Four members were identified as a good fit. Jon said he would email this information to Debbi and Jay Coburn and suggest they approach them. Jon said he has represented the committee all year at the Parish Council and will continue to do the agendas and help run the meetings. There was no discussion about who would chair the committee next year.
- VII. Committee Annual Report Maureen said she would write and submit the committee annual report to Sylvia, the board and the committee. Jon said he would submit the monthly reports to Sylvia and the council.
- VIII. Sunday morning greeter procedures The master greeter schedule for the remainder of the year was set. Steve will do May 6 and 13. Jon will do May 20 and 27. It was agreed that newer members or shy members, when assigned to greet, will be paired with either a Membership committee Member or an experienced greeter. We discussed how this would help with the training and orientation of new greeters.
- IX. Budget request to finance Maureen said a budget request of \$600 had already been submitted to finance for FY 2008.

Action Items - Open					
#	Description	Assigned	Due	Status	Owner
	newcomers potluck	Jon, Jim, Dan Steve	04/13/07	Open	Committee
	Calls for new member Sunday	Dan	04/26/07	Open	Committee
	Sunday worship guests	Jon	09/02/07	Open	Committee, council, board
	Committee members for next year	Committee Jon	06/15/07	Open	Committee, Volunteer Dev, council, board
	Committee Annual Report	Maureen	05/30/07	Open	Maureen
	Sunday morning greeter procedures	Committee	09/02/07	Open	Committee
	Visitor Coordinator	Jon	09/02/07	Open	Committee, board

Action Items - Closed					
#	Description	Assigned	Closed	Status	Owner
1	Budget request for FY 2008	Maureen	04/07	Closed	Committee
2					
3					