

First Parish UU Beverly, MA	Committee Name
Date:	

Facilitator	Sylvia Howe, Parish Minister	Scribe	Jon Roussel
Attendees			
Name	Role	Name	Role
Paul Willenbrock	Capital Campaign	Jon Roussel	Membership
Neil Olson	RE/Youth	Karen Menzes	Hospitality
Beth Williams	Music & Worship	Sylvan Menzes	Ministry
Tony Constantino	Social Action	Scott Gorman	Personnel
Deb Sweet	DRE	Maureen Driscoll	Parish Board
Gina Coburn	Treasurer		

Meeting Agenda		
1. Introduction - Opening		Checkins were completed. The 11/15 meeting minutes were discussed and approved. The committee reports were distributed and discussed.
2. Review Action Items		Sylvia asked for agendas, minutes etc to be sent as w\Word attachments. Building security was discussed.
3. Discuss Issues		Issues discussed were: Supervision of children when there is no RE, building security, the process for committee reports, upcoming holiday events, cleanup after events, spending of the RE endowment, capital campaign
4. Make Decisions – where applicable		
5. Roundtable		
6. Wrap-up		
Minutes for Meeting		

The following issues were discussed:

1. Building security and keys. Sylvia stated several examples of when doors had been left unlocked. She also said the lights had been left on several times. Security for Sylvia's and the church office were also discussed. Beth said she and her assistants need keys. Sylvan asked for a key. Sylvia agreed to send a security alert memo to all committee chairs.
2. Cleanup after meetings and events was discussed. Sylvia asked that floors be mopped and carpets vacuumed. A cleanup checklist will be posted in the upstairs coffee room and kitchen.

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3. Supervision of children when there is no RE was discussed. Neil said announcements about the coloring books, toys and Sylvia's turtles should continue. Unsupervised children in worship service were discussed. Beth summarized the music and worship policy. It was agreed that when there are no RE classes, specific instructions will be given to parents as inserts in the order of service and an announcement at the beginning of service.
4. Paul gave an overview of the capital campaign. The lack of a chairperson for the canvass was discussed.
5. Gina said the continued spending of the RE endowment remains a problem. Expectations about pledge levels were discussed. Gina said accruals to projected pledges were good so far.
6. Gina reviewed the committee budget requesting process. January 31, 2007 is the deadline for requests. February 11, 2007 was announced as the canvass kick off date.
7. Leadership development was reviewed during a discussion about the church fair and upcoming canvass. Sylvia said part of the problem with the fair was there was no chair and that Ann Gilke ended being the "go to" person by default. Diane Bianchette was identified as a potential candidate to chair the 2007 fair.
8. Upcoming events were discussed: children's New years eve party, the Messiah

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9. Sylvia discussed some anticipated changes in committee structure, leadership and other systems as we move toward a program sized church. The importance of up to date job descriptions, timely staff evaluations and accurate standard operating procedures was discussed. Jon asked about how all of the committee manuals, policies and procedures and minutes could best be stored and made accessible and available to the congregation and staff. It was agreed that some of the information and manuals are outdated and that committee chairs need to update their manuals and/or policies and procedures. This was designated as a future discussion topic.
10. Neil said the board has not consistently been effective in communicating important information to committee chairs in a timely manner. It was suggested and agreed that the council minutes and committee summaries will be provided to the board monthly.
11. The roles of the Parish Board and parish council were discussed. Sylvia explained that the board's main responsibility is to develop and implement policies. She said the main focus of the council is to develop, plan, implement, manage and evaluate the operations and programs. The accuracy and application of the current bylaws was discussed insofar as these roles and staff responsibilities are expected to continue to evolve.
12. Sylvia said all future work orders will be posted on the church website and emailed to committee chairs.

Action Items - Open					
#	Description	Assigned	Due	Status	Owner
1	Building keys for Beth & Sylvan	Paula			Sylvia/Terrence?
2	Security alert memo to committee chairs and Parish Board	Sylvia	01/30		
3	Building security tour	Paula Sylvia	01/30		Sylvia/Terrance?
4	Cleanup checklist	Jon	01/30		
5	Policy and procedure manuals	?			

Action Items - Closed					
#	Description	Assigned	Closed	Status	Owner
1					
2					
3					

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