

# First Unitarian Church of Providence

Prudential Committee Meeting Notes  
January 9, 2019

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## ATTENDING

### **Prudential Committee**

John Simmonds, President  
Jay Glasson, Past-President  
Cheryl Bartholomew, President-Elect  
David House, Treasurer  
Roberta Groch, Assistant Treasurer  
Claire Rosenbaum, Clerk  
Caroline Mailloux, Strategic Planning  
Tiffany Reed, Stewardship Liaison  
Kate Bowden, Personnel Liaison  
Sam Cole, Community Life Liaison  
Nancy Weiss Fried, Social Justice Liaison  
Cynthia Roberts, Spiritual Development Liaison  
Carson Cole, Youth Observer

### **Church Staff Attending**

Elizabeth Lerner Maclay, Minister  
Cathy Seggel, DRE  
Nancy Forsstrom, Church Administrator

### **Guests attending**

David Francis, Chair of Finance Committee  
Ralph Mero, Finance Committee and Benevolent Society

## OPENING

6:45 PM - Check-in; Brief meditation; Opening words - presented by Jay  
Call to Order - Chalice lighting and covenant reading  
Welcome guests and observers

## CONSENT AGENDA Jay; Cheryl 2nd

- December Meeting Minutes - Cheryl moved to accept minutes as presented, Tiffany seconded. Passed unanimously

## REPORT HIGHLIGHTS

- **Minister (Liz) – See written report. Highlights:**
  - Kevin Carson has started his internship as pastoral care assistant. He will be working Tuesdays and Fridays. He met with Liz and Cynthia Rosengard regarding work of the Caring Crew. He will have a role in worship services to gain visibility.
  - Communications Summit - Jan. 15 - 7PM

- Important for PruComm to attend Board retreat on Saturday, Sunday meeting with David Pyle, and the Communications Summit on Tuesday evening.
- Thandeka follow-up -- People are looking for greater clarity on impact of the work. Changes in worship service are evident. Chalice Circles expansion and revitalization will be coming, but likely not until the Fall. This will be discussion topic on February agenda.
- **DRE (Cathy) – See written report - Highlights:**
  - Much effort has gone into Holiday worship
  - Tech Connect - youth with older folks
  - Gift Card drive for Dorcas International
  - Zoom connection for teachers
  - Parenting Circle
  - RE Team did not participate in budget process -- would recommend sound system for auditorium and a bit more funding for youth scholarships
- **Church Administrator (Nancy F.) –Written report - Highlights:**
  - Bill and Beth Koteff have been working together on communication issues and the Communication Summit
- **Treasurer (David / Roberta) -**
  - Everything good -- where we should be
  - Christmas eve collection - \$3600 to be divided between minister's fund and food pantry

#### **EXECUTIVE COMMITTEE HIGHLIGHTS**

- **Security**
  - Met with Ray regarding security film for windows. He doesn't think it is cost effective. He recommends beefing up alarm system.
- **Sound System**
  - Need some clarification as to procuring further bids
- **Technology**
  - Need a fair amount of technology improvements. David Pyle also made additional technology recommendations
- **Sanctuary Meeting with Three Presidents -** Meeting to debrief Sanctuary process has been postponed
- **GA Local Coordinator**
  - No one is interested in this role -- responsibilities are quite substantial
- **Liz's Performance Evaluation**
  - Three presidents will meet on Jan.16 with Liz - to provide interim feedback (formal eval comes at year three of Liz's contract)
- **Ask the PruComm -**
  - Cynthia Roberts and Cheryl will host "Ask the PruComm" table on Jan. 13
  - Nancy and Roberta - Feb. 11
  - March - Coordinate with Commitment Drive
- **Communication Summit (January 15)**

- **Budget Prioritization Process (David)** - After some discussion of process and some clarification of items, PruComm members submitted individual prioritization forms for calculation

### **MINISTRIES, PERSONNEL, STRATEGIC PLANNING**

- **Personnel (Kate)** –
  - Completed organizational chart
  - Arranged for David Pyle meeting
- **Strategic Planning (Caroline)** –
  - Need help understanding how David Pyle and Thandeka fall in with Strategic Planning. Tiffany offered assistance.
- **Community Life (Sam)**
  - Transylvania Partnership group meeting after church Jan 20. Trip will take place last ten days of June. Partner Church Sunday is Feb. 12.
  - History Committee working group is meeting every Thursday morning. Working toward 300th anniversary celebration.
  - Potluck this Friday.
- **Social Justice (Nancy)** –
  - There is no mitten tree, but a mitten fence.
- **Spiritual Development (Cynthia)** -
  - Feedback from committees on big picture -- communications, etc.
  - A bit frustrated regarding role of Spiritual Ministry liaison -- wants to identify better opportunities to connect
- **Stewardship (Tiffany)** –
  - Commitment drive underway - planning visits to top donors.
  - Planning opportunities for folks to share what First U means to them
  - Commitment Drive Team will be coming to PruComm next month for pledges.

### **DISCUSSION ITEMS**

- **Capital Projects Fund & Preservation Endowment Fund Budget**
  - Jay moved that we adopt Capital Projects Fund & Preservation Endowment Fund proposed by Finance Committee. Cheryl seconded. Motion carried - one abstention.
- **Current Bids/Purchasing Policy**
  - Claire moved that we adopt the proposed bidding and purchasing policy language. Tiffany seconded. Jay offered an amendment that we change the title to read "4.8 Purchasing Policy - adopted 1/9/2019". Tiffany seconded amendment. Amendment and motion to adopt proposed language were both passed unanimously
- **Organization Chart & Policy changes**
  - Jay moved we adopt new organizational chart and related policy changes. Cheryl seconded. Jay moved to amend the motion to add, next to name of the policy, the date it was adopted - 1/9/2019 and also to amend section 1.3 to add Assistant Treasurer to the Executive Committee. Tiffany seconded. Amendment was unanimously approved. Motion with amendment unanimously approved.
- **Prioritization Process (David)**

- David shared the tabulated results of prioritization process. These will be shared with Commitment Drive Team. This process will ultimately help us to begin to plan budgetary goals a year and a half out.
- **Sanctuary & Staff (Cheryl)**
  - Recognize the amount of time and care church staff took for sanctuary family
- **Pastoral Care Report /PruComm meeting with David Pyle (Kate)**
  - Please read document from David Pyle before Sunday's meeting.

**NEW BUSINESS**

- **Winter Board Retreat - January 12 - 12:00- 5:00 Liz's House.** Thanks to Liz, Cheryl, Nancy and Tiffany for planning.
- **Variety Show - March 23.** This is not a fund raiser, but a chance to share talent in congregation. Anyone who has family members who want to perform should be in touch with David.
- **Jan. 26 -** Coming of Age class is hosting Taco dinner.

**8:50 PM - ACTION ITEMS REVIEW**

1. John will check with Neil to clarify Sound System team's recommendation on procuring further bids for the design and work for sound system and how the requested FY 20 funding will be used. (Done)
2. John will check with Commitment Drive Team as to best date for March "Ask the PruComm" - March 10 or 24? (Done)
3. Tiffany will ask Commitment Drive Team to get materials (giving guide grid) to John before next meeting.

Next meeting

- Date: February 13, 2019
- Time: 6:45 PM
- Opening Words (Claire) - Closing Words (Jay)

Tonight's Closing Words - Jay

**ADJOURNMENT -**

9:08 PM – Roberta moved that we adjourn. Tiffany seconded. Unanimous agreement.

**SUBMITTED by CLERK**  
Claire Rosenbaum