

First Unitarian Church of Providence
Prudential Committee Meeting Notes
November 13, 2019

ATTENDING:

Prudential Committee

Cheryl Bartholomew, President
John Simmonds, Past-President
Michael Cappelli, President-Elect
Roberta Groch, Treasurer
David Fancis, Assistant Treasurer
Claire Rosenbaum, Clerk
Caroline Mailloux, Strategic Planning
Tiffany Reed, Stewardship Liaison - *absent*
Edie Warren, Personnel Liaison
Sam Cole, Community Life Liaison
Greg Kniseley, Social Justice Liaison
Dave Spremulli, Spiritual Development Liaison

Church Staff Attending

Elizabeth Lerner Maclay, Minister
Roger Peltier, Assistant Minister for Pastoral Care
Cathy Seggel, Director of Religious Education
Nancy Forsstrom, Church Administrator

Guests Attending –

Max Pounder – Building and Grounds
Rick Richards – Commitment Drive
Meghan Smith – 300th Anniversary

6:45 Check-in

Opening Words (John) – From “Our Circle Again” Shari Woodbury
Call to Order - Chalice Lighting & Covenant Reading
Meditation

7:10 Consent Agenda:

- **October Minutes**
- **Pastoral Care Hire** -The Executive Committee voted unanimously via email to approve the motion: I hereby move that we hire Rev. Roger C. Peltier as our Assistant Minister for Pastoral Care. (Cheryl / John)
- **Non-Budgeted Fundraisers ExecComm Approval** - The Executive Committee approved three applications for Non-Budgeted Fundraisers:
 1. 300th Anniversary Stained Glass Window Suncatchers to benefit 300th Anniversary programs/events.

2. Sale of calendars created by Greg Kniseley and Susie Dorr to benefit Art in the Atrium.
 3. Raising funds for a sound system for the Meeting House - this fundraiser will not begin until spring of 2020 and will continue into the fall of 2020. This fundraiser has received approval of the Executive Committee to include an active appeal.
- **Outstanding Check Policy** – It is recommended that the following to be added to Policy Manual - Section 4.6.5 **Outstanding checks**
When checks are sent from First Unitarian to other parties, but are not cashed, they will, after six months from the date of issue and two (2) documented attempts to contact the party, be recorded as a contribution to the church by that party.
 - **Landscaping Motion** - The Executive Committee voted unanimously via email to approve the motion: I move to allow Max Pounder, Chair of the Building & Grounds Committee, to proceed with emergency repairs to the electrical conduit that was severed by Shalvey Bros Landscaping Inc. during the installation of an underground water sprinkler system. Church President, Cheryl Bartholomew shall work with our Treasurers to secure funding for the estimated repair cost of \$2000, but not to exceed \$3000; and to work with our Church Administrator to recoup any insurance monies. Furthermore move to suspend purchasing policy requirements to obtain bids given the nature of this emergency. (John / David F.)
 - **Policy Handbook Change to Medicare Benefit** – Proposal to delete language in Policy related to “doughnut hole” and replace with the following: Beginning January 1, 2020, drug company discount participation will result in drug insurance co-pay to remain consistent at 25%, so the donut hole reimbursement is no longer applicable.
 - **Deacon Nomination to Fill Vacancy** - The Deacons request that PruComm approve Louise Sloan to serve on the Board of Deacons in Katy’s place until the next annual meeting which will be in June of 2020.
- Motion to approve above consent agenda passed unanimously – (Dave S. /John)

DISCUSSION ITEMS:

- **Landscaping (Max Pounder)**
Landscaper was contracted for \$2700. There is \$5500 in budget for this effort. Irrigation system was initially estimated at \$4000. Max designed a system with commercial hoses buried under ground for a cost of \$198.61. Max worked with the contractor to do grading and digging for irrigation system. An electrical conduit was hit (the conduit was not buried as deep as it should have been – 18 – 24 inches). The Executive Committee approved digging of trench for appropriate depth. A lot of roots caused extra time. Cost of trench digging was \$2000. Landscaper put sod down. Bulbs were purchased and panted by church volunteers on Monday – daffodils, allium and grape hyacinths. Worked with the Green Team about water concerns. Total cost --- \$5696. (Melissa Guillet, Karen Longette, Nancy Weiss-Fried will meet with Max over winter to come up with a plan for plantings in spring). Will need to raise some money for those plantings. Cheryl will email with Max regarding dates for getting proposed budget to PruComm for this.
- **300th Anniversary (Meghan Smith)** –
Meghan has been working with History Committee. They are planning a January parish supper kick off of the 300th anniversary efforts. Plans are also underway for an October culmination celebration. Tom Getz will organize the parish supper. Sun Catchers from the old stained glass window are being sold. Pendant and pins depicting the weathervane are being designed. The theme for the celebration will be “Finding Direction through the

Winds of Change”. The committee has designed 3 - 100 year banners (one for each 100 years). They will be on display for GA in June. Suggestions: Be sure to promote with larger community -- RI Public Radio? Boston Globe? Liz suggested scheduling an invitation to congregation for the ideas the committee has, but needs assistance with. Highlight long time members along with specific new families. Involve of children and youth.

- **Commitment Drive - Online Giving & Listening Sessions (Rick Richards)**
Theme for commitment drive this year will be “Giving, Receiving as Love Shows us How”. Committee has developed printed materials. They are organizing listening sessions based on the following questions. 1. What do you love? What keeps you coming? 2. What would make your experience better? 3. Of all those things, to which would you like to commit your time, effort, resources? Participants will be asked to write answers on index cards which will be posted in atrium for all to see. Rick would like to have a PruComm member at each meeting. Roger suggested he can also use protocol as he meets various groups (e.g., Alliance, Men’s Group, etc.). Ministry Liaisons to do protocol with ministry groups? PruComm engage in protocol themselves? Questions were raised about how this effort might be different from the “Imagine the Future” conversations. These listening sessions provide another opportunity in another way to learn what people want – another point of entry into the conversation. There might need to be some explanation of where we are we leading with this. To help clarify the congregational vision and mission going forward.
- **Imagine the Future (John & Caroline)**
In total, 121 people attended the three sessions. Some consistent themes arose. Comments: Well-organized. Willingness for people to hear each other. Shocked about the idea that we should sell the church. Opportunity to hear from everyone – especially those we do not always hear from. Next steps – Committee has transcribed all comments. They are working on how to make a report in an accessible way for congregation. More to come December PruComm meeting.
- **Documentary Request**
Roberta and Michael met with Justin Reifert, documentary filmmaker. One takeaway, we have questions for Sanctuary group. Need to hear more from them about their view of the project. We plan to invite Sanctuary Steering Committee to PruComm meeting in December. We are also reaching out to Jay Glasson to discuss legal implications.

EXECUTIVE COMMITTEE HIGHLIGHTS:

- **Pastoral Care Minister Update** – Welcome to Roger. See Liz’s Report regarding his work to date. Already a clear need for more than quarter time Pastoral Care minister.
- **Sabbatical Planning Task Force** – Need PruComm member on this Task Force.
- **Leadership Retreat** – January 3 and 4 proposed dates, with January 24 and 25 as backup. Nancy is working on identifying a location. Planning on an overnight retreat close enough so people could commute if they need to.
- **Special Projects and Budget Requests** – Bill Koteff designed the online form. Liasons, please share emails of committee chairs with Michael so all will get link and process

description at same time. Deadline for submission is December 20 – for special projects as well as budget proposals for FY 2021. Michael wants to get the link out to committee chairs by Thanksgiving.

- **Strategic Planning Committee Update** – Caroline, Michael, Nancy, Molly Garrison. Will be meeting before January.
- **David Smith Wrap Up** – awesome, energetic, invigorating, soulful, downright fun, musical, miracle, rockin', higher love. Should we budget for next year?
- **Sound system** – Putting off fundraising for this until spring. Want to include technology people (Bill Koteff and Derek Smith).

REPORT HIGHLIGHTS

- **Church Administrator (Nancy)** – Thank you!
- **DRE (Cathy)** – Soul Matters Sharing Circle curriculum. Is good, but will get better. Using pieces of it.
- **Minister (Liz)** – How do people reach Roger. Featured in weekly email. Time boundaries will be important.
- **Treasurer Reports (Roberta)** – We are where we should be. No budget for sabbatical in this year's budget. We could devote funds from the surplus to a sabbatical fund. Special Project Requests and Committee Budget Requests are both due on December 20. Special Project requests will only be funded after base budget has been funded. PruComm will review Special Project Requests by January 20 and prioritize. Commitment Drive will be informed of Special Project request priorities. After the Commitment Drive is completed and the base budget has been funded, the Budget Committee will fund special project requests, if additional money is available, based on the prioritization by PruComm. The budget will then be presented for approval at the annual meeting in June. Upon approval of the budget, committees that submitted special funding requests will be notified as to whether their request has been funded.

MINISTRIES, PERSONNEL, STRATEGIC PLANNING

- **Personnel (Edie)** – Committee met. Recommended to hire Roger. Ten hours will not be enough to do the job. Ongoing discussions as to whether employees should be under contract or memorandum of agreement. When Moses Met Aaron recommends that entire PruComm review minister, not just three person team. We might not need to close in summer.
- **Strategic Planning (Caroline)** –
- **Community Life (Sam)** – No potluck in December. No sponsor. February is questionable. RE committee may be interested in that date. May – Community band?
- **Social Justice (Greg)** – Thirteen programs. Three have same leader. Been in touch with all but three. Can put up a report on google drive, etc.
- **Spiritual Development (David S.)** – No report.
- **Stewardship (Tiffany)** – No report

NEW BUSINESS –

- Giving Tuesday will be coming up. Last year was first time we had online giving. Discussion ensued about what the benefit should be this year (last year was Sanctuary effort). It was decided to devote Giving Tuesday proceeds to Minister's discretionary fund.

- Email from Kevin Carson inviting First Unitarian to co-sponsor his ordination on December 21, 3PM at First Church in Dedham. There is an important ceremonial role for this. As many PruComm members as possible should attend. John Motion that we co-sponsor Kevin Carson's ordination carried unanimously (John Dave S.)
- Caroline wants to reengage the Regional UUA Peer Facilitation group to facilitate the Saturday morning portion of the Leadership retreat. Motion to this effect was approved unanimously (John / Edie).

8:50 ACTION ITEM REVIEW

- 1. Cheryl email with Max to come up with schedule to finalize plantings budget**
- 2. Cheryl will email to find best Sunday to have PruComm commitment drive listening session.**
- 3. Liaisons will email Michael - name of committee, name of chair, and email address by Friday 11/15/2019.**

Next Meeting/Assignments

- **Next Meeting: December 11**
- **Opening/Closing Words: Roberta**

**Closing Words (John) – “As You Prepared to Leave the Sacred Place” Andrew Pakula
Extinguish Chalice**

9:15 ADJOURNMENT – Motion to adjourn (Edie / Michael) carried unanimously.

Respectfully submitted,
Claire Rosenbaum
Clerk