

Consistory Minutes
January 5, 2014

Those in Attendance:

Whit Wheeler, President;

Peter Rich, Secretary;

Judy Norton, Financial Secretary

Pastor Kristen Curlee

Marya Hynes, Vice President;

Art Lipman, Treasurer;

Guests: Bill and Joan Graver

Absent: Pastor Carolyn Richar

President Wheeler called the meeting to order at 11:37 a.m.

Pastor Kristen led us in devotions.

Marya moved and Judy seconded that the minutes of the November 24, 2013 meeting be approved as corrected. Motion carried 3-0.

There were no electronic votes.

Art presented the financial reports from November. He noted that he was still paying out December expenses. We are running a deficit of about \$7,000 Giving has been better than expected in December so far. The invoice for the roof was paid, as the issue of printing the invoice was resolved.

Finance Committee is to meet January 16.

Marya moved and Judy seconded that the Financial Reports be received, pending audit. Motion carried 3-0.

Old Business:

Vision and Mission statement was approved at the December Congregational meeting. It is now on the website on the "Who We Are" page. It will be in the January Beacon, and one week in the bulletin. Pastor Kristen will ask Worship and music if the statement or some version of it could be included in the bulletin. Also, there may be some re-designing of the bulletin.

We had lost touch with what the previous mission and vision statement had been, so figuring out

where/if to put it on the bulletin board or frame it and hang it someplace prominently, and if so, who sees to it that gets done.

Pastor Kristen will ask some office volunteers to redo the bulletin boards and the newly displayed vision and mission statement. If no one is willing, Whit will help to try and figure this piece out.

Insurance update. Tricia has checked and our coverage is appropriate. No revisions are needed. Just need to get the estimate on the carving yet, and whether we need a rider for that separately as artwork.

There was some discussion if the stained glass windows were considered works of art as well and if a separate rider would be needed for them. The insurance board rep felt that the windows were covered as part of the building.

New Business:

There was discussion about whether there was a way to make Consistory agendas and minutes more accessible to the congregation. We've talked internally about this, but no thoughts about putting the information out to the congregation.. It was discussed about posting them to the website (after revised, so would be a month behind) but where would they go?

We can create a free separate Bethel google drive to share them there maybe? Many churches do post to their websites. Another thought was to put at least a summary in the Beacon of issues that were voted on and/or at least discussed. The hope is to have the website set up so that the staff could have separate email accounts under there as well. Any closed session materials would not be included (discussions of personnel actions, for example).

The website is viewed more by visitors than by members and this might be an incentive to get members to view the website.

Consensus was that we would post minutes to the website and put a summary in the Beacon. Then get congregational feedback on both. It was mentioned that we might want to post the agenda prior to the meeting. Pastor Kristen would talk with Sam Le about where to post. Peter would send pdf version of the minutes to Pastor Kristen for posting.

Annual report preparation. With the Annual meeting set for February 23, we need to get the annual report together. Whit will push out requests for reports to the committee chairs. The annual reports would be due to the congregation by February 9. Some discussion about how to get them printed. Whether to use Staples, electronic copies, or the new printer? Last year Alicia

printed and collated.

Judy suggested purchasing a new copier. She saw one on Amazon for \$400 or from Staples for \$500.

The Annual Report is cumbersome collecting all the information, organizing, proofreading, etc. Judy agreed to assist Whit on this project. Committee chairs and Consistory Officers will be instructed to send their reports to Whit and Judy by January 26, 2014. Whit will check with Janna on formatting issues for the table of contents.

Nominating Committee update. Jean Luks has agreed to chair. She will meet with Whit and Pastor Kristen. Judy Lipman, Janna Lipman and Laura Wells have agreed to continue in their positions. Whit and Peter have agreed to new 2 year terms. Kristen Wheeler resigned as Property chair in December, citing personal issues at home and stress within the internal structure of the committee.

Other New Business:

Bill inquired if we had developed a baseline square footage rental rate. Consistory accepted Bill's offer to do so.

Copier would be just black and white. Marya moved to approve spending up to \$450 for a new copier. Peter seconded. Motion carried 3-0. The cost would come out of the information technology budget line. Some discussion about how to get rid of the old one? Pastor Kristen reported that she returned over \$160 of unused toner back to Staples.

Having the bulletins printed at Staples has been working so far. They have our phone number and account number. We are using the Arlington location on Wilson Boulevard. Remind them that we are tax exempt. The cost for today's bulletins was \$30. Judy Lipman is to get the bulletins and any other printings. Also, we will get store credit for any toner cartridges we recycle, up to \$10 per month.

Hymn inserts are costing about \$2 more, as we need to give Staples a copy of the CCLV license.

Pastor Kristen will email all persons who pick up that they need to pick them up, fold and stuff and keep one paper copy in the office files.

Senior Pastor's Report:

Regarding the website, Kim Moeller has offered to help us transition to a "safer" platform. It will be more user friendly, but what happens when Kim leaves? Judy will ask Skip to work with Pastor Kristen and Kim on this. We're not wanting to spend money to keep it up and running if

we can avoid it.

Pastor Kristen stated she is looking forward to another year. She has been asked to teach a class at Wesley Seminary over the summer. She has also requested to put our name out for other interns. We're the only UCC church that is ONA on the list.

We discussed whether to meet again before the Congregational Meeting on Feb 23. Decision was to pass and that we would conduct any votes electronically, particularly the Nominating Committee report.

Property is to meet on January 26, but it's not clear who will chair, maybe Tricia or Marya?

Marya mentioned that her travel schedule is gearing up beginning January 15, 2014 and she will be gone just about every other week thereafter. She will be in New England with her father or in Central America.

Pastor Kristen closed the meeting in prayer at 12:50 p.m.

Respectfully submitted,

Peter A. Rich, Secretary