

# First Congregational Church of Woodstock

## MINUTES of COUNCIL MEETING

Tuesday, May 10, 2022, at 7:00 p.m. via Zoom

In attendance: Rev. Dr. Kevin Downer, Jim Nowak (Moderator), Laura Bond, Charles Bottieri, John Cimochoowski, Suzanne Cimochoowski, Jennifer Duggan, Tom Duggan, Debby Kirk, Alexandra (Sam) Lyman, Bruce Lyman, Christina Manuilow, Leilani Nixon, Kathy Packard, Debra Pallatto-Fontaine, Rick Singh, Tom Singleton, Bruce Staehle, Charlene Swanson

### Welcome

- Moderator Jim Nowak opened the meeting at 7:04 pm.

### Opening Devotion

- Charlene S. shared a prayer.

### Clerk's Report (Laura B)

- Rev. Kevin had submitted a clarification which has already been corrected in the minutes in the Council Google Drive.
- Minutes of the April meeting were accepted with appreciation.

### Treasurer's Report (Tom D)

- The new format for the financial report, which was presented at our last meeting, is up and running. Trustees have viewed it and are happy with it. (Thank you Toby.)
  - First Page is narrative.
  - Second page is a high level summary income statement.
  - Remaining pages explore details.
- Restricted or "Off-budget" income and expenses will now be reported separately each quarter to help make our main operating results simpler and clearer.
- We have also started a new practice of realigning some budget items for individual months to reflect where we expect to see those expense and income items. (ie: the Chicken BBQ budgeted income for April is \$0)
- This month's report shows we are essentially operating in line with the budget.
- Please see the Financial Report on our website for more detail.

### Pastor's Report (Rev. Kevin D)

- Please read the full Pastor's report which can be viewed on our website.
- Activities since Council's last meeting
  - Received and screened 41 applicants for the two positions of Children and Family Ministry Coordinator and Communications Coordinator. Twenty three candidates were screened via phone. Nine initial interviews and one second interview have been set up so far.
  - Rev. Kevin has been implementing Google Workspace for Nonprofits:
    - Migrated existing email addresses from GoDaddy to Google in time to avoid GoDaddy's forced upcharge of \$13/user /month
    - Established new Workspace Accounts/email addresses for various church teams and individuals.

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- Migrated YouTube brand channel into our Workspace.
- Created a shared GoogleDrive for the Communications Coordinator Search.
- Began exploring workflow for time reporting.
- Addressed persistent email issues with MailChimp and Comcast.net.
- Began developing migration plan for non-managed “personal” email accounts and Google Drives that are used for FCCW ministry, e.g., OfficeFCCW@Gmail, TreasureFCCW@Gmail
- Met with Woodstock Academy regarding support of the Ukrainian students.
- Participated in multiple meetings with the Restructuring Team and Vision & Values Team.
- Met with each of four families to plan upcoming memorial services.
- Began planning July and August Worship, including meeting with Pastor Sue and deacons of both churches.
- Spoke at the recent Marathon.
- Met with Woodstock Cemetery Association.
- Began a year-long coaching program through SNEUCC, Together We Thrive initiative.
- Upcoming Activities through the summer to include: (please see details in Pastor’s Report)
  - Racial Justice training.
  - Memorial services for David Teed, Paul Stanton, and Linda Chase.
  - Vision and Values kickoff.
  - Windham Association Council and Annual meeting.
  - Participation in Woodstock’s Memorial Day service.
  - SNEUCC Annual Meeting.
  - Shared services with EWCC.
- Suggestions for Teams, Boards, Committees:
  - Rev. Kevin encourages “Thinking 3, 2, 1”
    - Explore ideas for three months into the future.
    - Begin planning the who, what, when and how, two months in advance.
    - Review and refine the execution details of items in the next month.
  - Reconsider the structure of meetings. Other than Council, meetings don’t need to follow Robert’s Rules of Order. Instead, focus on the most important issues at the beginning of the meeting before fatigue sets in. Less crucial issues and updates can go at the end of the agenda or be covered in emails.
  - Consider bringing back the Mega Meeting, combining the 3 main board meetings in one evening, beginning with the full group together before breaking off into our separate meetings.
- We are migrating to Google Work Space for Nonprofits
  - Please see Pastor’s Report for details and links.
  - Google Workspace is a suite of Google tools integrated together in one place which will make our work easier, more efficient and more effective.

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- Some of the advantages include:
  - It's free!
  - Includes 50GB of space per user at no charge.
  - Unlimited number of @firstchurchwoodstock.org email addresses.
  - This will increase access to shared documents. We can have a common repository for the church as opposed to private accounts and emails that are less accessible and could be entirely lost when an individual leaves the church.
  - Possible integration with Google Voice for phone service/voice mail (addon)
  - Eliminate the cost of other applications we are currently using including GoDaddy, Zoom, InstaChurch, and MS Office subscriptions.
  - We can make calendars with bookable time slots for meetings, etc.
- Groups should look at the various tools offered and try them out.
- We need to start work on migrating the information in various apps, emails and drives currently being used by boards and other groups.
- Contact the current Tech Ministry Team (Rev. Kevin, Bruce Staehle and Rick Singh) with questions.

### News Briefs

- Restructuring Team (Bruce S)
  - The team has been researching other church models.
  - Bulletin board in Harrison Hall shows some organizational charts for governance structures.
  - Now asking current and past leaders for input on what has worked and what hasn't, using surveys, discussions, and requests for input posted in the newsletter.
  - 2nd Hour discussion on June 5th.
- Visions and Values Team (Jen D)
  - Recent article in SHARE outlining our journey ahead.
  - May 15th the team will hold a Congregational Gathering to share our stories and questions to begin creating a list of our core values.
- Ukrainian Students (Rev. Kevin)
  - Woodstock Academy currently has six students from Ukraine and is in conversation with four more.
  - The Academy is looking for host families for the summer. WA intake form has been sent to those who filled out our form. Contact Rev. Kevin with questions.
  - FCCW will hold a tag sale June 11th during the Woodstock Town Wide Tag Sale. Proceeds will benefit the Ukrainian students.
- Prayers and Celebrations
  - Jim's neighbor is going through treatment for lung cancer.
  - Charlene is thankful for prayers for her brother who recently had surgery.
  - Joy and prayers for Cimochowskis who will be babysitting their grandchild.

### Old Business

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- COVID protocol- Keep Council meetings on Zoom at this time.
- The new Children and Family Ministry Coordinator will be Heather Lovely.
  - Currently works with autistic children in the Killingly school system.
  - Great references: very good working with children and families, team player, organized, a person who gets things done.
  - Member of the Westfield Congregational Church and familiar with the UCC.

New Business

- Summer Fall Arts & Crafts Festival Oct. 15th & 16th
  - Karen Olah not available for this meeting
- Summer Council meetings to continue through the summer.
- Seeking volunteers for opening/closing prayers for the coming months.

Closing Prayer: Charlene shared “Blessed Are You Who Bear the Light” from Circle of Grace by Jan Richardson.

Meeting Adjourned @8:12pm

**Addendum:**

Re: email vote

On May 13, 2022, Jim Nowak, moderator, shared an email requesting a reply from the voting members of Council regarding our Arts & Craft Fair in October. Karen Olah needs to contact potential crafters as soon as possible because applications and fees must be in by July 31st. Therefore we need to make a decision well before next month's meeting.

MOTION: Council affirms that we will hold the Annual Craft Fair on October 15 and 16, as described in Karen Olah's May 13 email. Rev. Kevin/ 2nd Susan McKechnie. Ten Council members responded in the affirmative via email. Motion passed.

*Scribe: Laura Bond*