

First Congregational Church of Woodstock
MINUTES of GOVERNING BOARD MEETING
Wednesday May 10, 2023, at 7:00 p.m. (in person)

In Attendance: Rev. Dr. Kevin Downer, Jim Nowak, Bruce Staehle, Suzanne Cimoichowski, Charles Bottieri, Jennifer Duggan, Ginny Moylan, Laura Boies (as Clerk)

Welcome and Opening Devotion

- Moderator, Jim N, opened the meeting at 7:08 pm.
- Rev. Kevin shared a reflection from the Daily Devotional from the UCC, "For Joy" based on John 15:11.

New Action Items

- Stewardship Team candidates are needed.
 - GB members made recommendations for candidates.
 - Bob Kirk was on the team last year. His past experience would make him a good person to lead new members. [Jim will ask Bob if he would be willing to do one more year.](#) If not, we will need to find another candidate who has past experience with Stewardship.
 - Several candidates were suggested; the first choice for a new member would be Karen Graves.
- Delegates needed for upcoming UCC meetings:
 - UCC Regional Conference on May 20th. Delegates are not required for this meeting. Rev. Kevin and Toby will be attending.
 - SNEUCC Conference on June 17th, 9am-6pm in Worcester. We need a delegate to vote at the business meeting. [Rev. Kevin and Ginny will attend.](#)
 - Windham Assoc. meeting on June 27th (via Zoom). [Jim and Jen will attend.](#)
- Policy Questions
 - Computer use policy (Bruce S)
 - We have three regular computers plus the treasurer's laptop. Bruce has written a policy and will post it online.
 - [All members should review and send comments to Bruce S. We will vote on it at our next meeting.](#)
 - We need to work with our Archivist (Bruce L) to create an archival retention policy.
 - Fiduciary and personnel records should be kept separately from the general historical records.
 - Recommendations for point person to work with Bruce L. include Tom Chase, Steve Ferrucci, and Bev Brazeal.
 - [Jim will contact Bruce L. on this.](#)
 - Consider whether we should protect our documents from loss due to fire.
 - Consider reviewing our "Safe Church" policy.
- Subdivision of Business vs. Physical Facilities Leader
 - Plan to subdivide into two factions: Facility Use and Property Maintenance.
 - Charles will continue as leader for Property Maintenance.

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- The Facility Use leader doesn't need to be a member of the Governing Board. This would mainly entail processing building use forms, handling deposits, event set up, etc.
- Jen D volunteered for this position.
- [Create a new email for the Facility Use leader.](#)

Minister's Report

- See full Pastor's Report [2023.05.10 Ministry Update.pdf](#)
- Faith In Action core team is complete with Ginny, Paula, Carolina, Mitra and Ryan.
- An FCCW Events Calendar has been created separately from Lisa's office calendar.
 - This will go on the website. Members have been given access to this calendar and can add events. Those events then will be able to be viewed on the calendar on the website. When you create an event you can designate a specific room in the church for your event.

Property Maintenance Update (Charles)

- See Facilities Report [Facilities Report, May 2023.pdf](#)
- Appreciation to Stan Swanson for repairs to the back wall in Harrison Hall and windows around the church, and to Glenn Boies for plumbing and heat system work. They have both volunteered their time and talent working on the building.
- Care of our septic system needs to be taken more seriously. The grease trap has been replaced but it is not possible to have a grease trap at the dishwasher. The triple sink is the only place where dishes should be rinsed before washing.
 - The GB proposes a meeting with the Community Kitchen leaders to come to a consensus on the process.
- John Navarro has talked to the town selectman about adding another catch basin in the parking lot. The selectman is agreeable.

Financial Business update (Suzanne)

- See Treasurer's report for details [FCCW Treasurer Report GB April 2023.pdf](#)
- The State performed the inspection for the daycare today. If they passed, the daycare should be open soon.
- We will be spending another \$20,000 on paving.
- The expenditure for the palladian window in Harrison Hall will be coming up soon. \$6,000 will be required in addition to the funds already raised for this.

Minister's Review is in process. (Charles and Jen D)

- As we have traditionally done, a questionnaire has been sent to a cross-section of the congregation and the team is awaiting the responses.

The Richardson's Tree Lighting Bequest (Suzanne)

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- Suzanne shared a copy of the original documents for the endowment.
- Mrs. Richardson expected that the *income* from the endowment would pay for the cost to “...decorate a Christmas tree in front of the church...”. The document is not specific about which tree or how large a tree. She stated that “The lights on the tree shall be red, green and white...” and that the tree will be lit from Dec. 24th through Jan 6th, between 4:30 pm and 1:00 am. There was not an expectation that the tree would be lit by these funds forever, but for “many, many years following [her] death”.

Vision and Values Team (Jen D)

- A statement of our Competing Priorities was distributed at the last Sunday service. There is a copy in the GB shared drive with a link to the document in the weekly email.

Action Items

- Share deadline is May 22nd. [Ginny](#) will write an update. (Include mention that the 2nd Hour on Apr. 23rd went well. Thank those who attended and thank Bruce S for leading. We plan to have another in the fall.) [Rev. Kevin](#) will create a PDF of the GB contact information list and include a link in the Share article.
- [Rev. Kevin and Ginny](#) will attend June 17th meeting.
- [Jim and Jen](#) will attend June 27th meeting.
- [Jim](#) will ask Bob if he would be willing to do one more year on Stewardship.
- [Jim](#) will contact Bruce L. regarding archive retention policy.
- [Jen/Bruce](#) create a new email for the Facility Use leader.
- [All members](#) should review computer policy and send comments to Bruce S. Be prepared to vote at our next meeting.

Closing Prayer offered by Rev. Kevin

Meeting adjourned at 8:38 pm