

## **BUF Operations Team Meeting**

**April 19, 2019**

Paul said the board of trustees will meet this Thursday. Community minister, healthy relations team and pastoral care will report out.

RE Committee met Wednesday April 17. The Operations team talked about how to market RE better. Teacher team meeting in a couple weeks. Genia is anxious about low attendance this spring, but all General Assemblys (liberal religious educators association) report that attendance is down nationwide, churches big and small.

Jae H will find out about low attendance numbers. She will go to April 28 meeting and get their advice/input. Will advise outcome.

Rod has gone to the last 2 board meetings and given written reports. Hard to balance times between OPS and board meeting. But process will continue.

Paul said beloved conversation on rules/regulations> RP-based methods with fewer hoops. Both have perils and pros and pitfalls. **[PAUL NEED ELABORATION HERE]**

**Current needs** (Agenda items from the councils that are bring brought to Operations)

Rod asked: what are current needs? Jae H. said those situations where if any of Ops Team members have had a request from the councils, but it is not on the agenda, it would constitute a current need.

Paul: Kaitlin's response to "how do things work around here?" was an idealized OPS team structure. Paul asked: under what circumstances would we want people to come with us? We will table this topic for next time? Let's figure it out and communicate to congregation. Kathy W: policies & procedures will help us sort that in future.

**Share-outs** (Agenda items that Operations want to share out to the council)

Kathy W: this is the time of year we decide what tasks need to be done by the end of the fiscal. Building and grounds and IT sometimes end up with surplus. Council leaders may have good ideas to help building/grounds/IT prioritize.

**Current projects** -- (Work Plan list):

Safety Policy and Procedures - Genia. This doc has been looked at by RE committee and Paul and Genia thinks it is time to vote. Kathy looks at it as a chapter within policy and procedure, not comprehensive. What Genia has presented is well-organized. Genia was charged by Board to get this doc done for RE. She'd like to report it is done, but not definitive. Paul said it is important to establish it now. We will add bits and pieces to the OPS manual as things come up. Paul said the title narrows it appropriately to Religious Education, remove date. Put date in footer. Genia: we are bound by any specificity. PB: we could put that we have a time limit to respond (72 hours?) but that does not promise resolution. Paul: Amend item #2 to read: "to determine an appropriate response, which will then be communicated to all parties involved within 72 hours of that meeting." also add, "We will follow the attached form 12:12.(for example).. A process of documentation will be developed and followed.") Kathy will download a form to attach to policy and procedures

Genia and Carol added "drills." Paul-we need a drills practice. Kathy said teachers should be taught how to leave the building in case of emergency. Genia: Carol included it in the safety video. Paul-maybe Genia should add, "teachers will receive safety training, including evac procedures. All teachers will initial this training doc. Kathy- teachers should be shown where fire extinguishers are and how to use them. There should be training and a posted chart. Paul: please add the safety training verbiage and something about all teachers will ack this policy itself. (already exists under "safety Training" - Genia will add, "including these policies and procedures.

Sanctuary AV Project Follow-up - Paul. design team talked to Rory (our VP). KW: IT had already worked on a demo and drawings. Rory emphasized he thought it benefited the memorial garden would benefit. OPS and IT should do the demo after service. KW: the IT team may do a mock up. The end of the church year coming up and June events may be a concern with timeline. Once IT says they are ready, OPS will come up with a date. They may sponsor coffee hour. There will be a listening session at the demo time. Purchases can be made before the end of June (per KW). the color drawings can be sent during the midweek update. It would be nice for installation to occur over summer. It should not coincide with May 19 congregational meeting. Maybe the following week, unless that is Memorial Day. Board has been clear this is an OPS team call.

Budget Considerations - Paul: budget draft was initially in the hole. Board made recommendations that are in the 1st April meeting notes to balance the budget. It will be reviewed again next week. Rod asked has there been movement on Stewardship? Paul: most recent version is about \$280,000 pledge in hand. Kathy: every year we project income. PB: projection this year is pretty flat, but we have a path to a balanced budget. Rod: we'll do a skit after Easter Sunday. Kathy & Paul are responding to Board's directive.