

OPERATIONS REPORT — JULY 2023

SECURITY & PLANNING

JULY 21

In April, I shared information provided by the UUA on safety policies and procedures to Michael Solomon and Rev. Bob for their consideration. Over the years, we have taken a number of steps to prepare and therefore prevent bad things from happening. One of the most significant was the purchase of the new front doors, which can be locked to keep folks from coming in and still allow folks on the inside to get out in the event of fire. (If our old doors were locked, no one was getting in —OR out.) The most expensive was the installation of the fresh air exchange to reduce the spread of Covid.

That said, we do not yet have a safety and security team. But thanks to the memorial gift (in memory of Dave Roberts) of an Automated External Defibrillator (AED), we have an opportunity to get back on the wagon. The device has arrived, and has been installed (thank you, Bob Bennett!) at a spot convenient to both the Fellowship Hall and the Sanctuary to be easily available if it is needed. Now comes the training.

Your Board President has already stepped up to attend one of these trainings — I am very interested in recruiting ushers and greeters for this task. The more people who are trained, the better. The two-hour training does require one to practice “regular” CPR, because this is required prior to getting an AED into action. It takes a few moments to set that up. Not all of our ushers and greeters are going to be comfortable with training, so now would be a great time for us to recruit a few new people for these roles who are willing to be that first line of defense for those who might need CPR. In your conversations, if someone expresses interest in training, please send me their name so Trisha or I can get them on the training schedule.

Finally, there is a rise in protests/violence directed at “liberal” churches. This weekend saw the firebombing of the front doors of a UU church in Plano, TX. There are a few different steps we could take to “harden” our existing building, some of which cost money, some which don’t. A Safety Committee could begin that discussion. I see this group as both a Policy and activity group—if it is officially a Committee, then they would receive direction from the Board and work with Ministry as directed in planning procedures that would become part of various Team responsibilities. As an example, they may recommend that Facilities works to determine a blast and impact-resistant film to be applied to our windows, or they may recommend that Membership work with Greeters on procedures for securing the front entrance after services have begun. (Just examples.) As a Committee, this group would report to the Board, ensuring that the Board, which is the insured agent of the Congregation, has an accountable body not distracted by other policy or tasks.

STAFFING

I am working with administrative staff to help with anchoring the office M-TH, weekly. Trisha will be on campus on Mondays and Thursdays, leaving hours available for at home tweaks to communications and filling in for nursery or classroom staffing as needed. I am flexible with all part time staff concerning vacation time, but I am formalizing the “4-day” work week so that the office can be completely closed on Fridays. Chelsea’s regular schedule is 3 hours a day, Mon-Thursday. In dealing with the realities of post-60 life, I suggest that my schedule become Sunday-Thursday, ensuring that I

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have at least one day of ‘rest.’ I also want to clarify that “office hours,” for me, do not reflect the only days/times I am at the office. Those are just the hours in which I hope to have people come in or call “unscheduled.” This allows me to schedule UUTC or medical appointments at times OTHER than my announced “office hours.”

Chelsea, per our own policies, has been issued a Chromebook for remote work so that she does not perform UUTC tasks on a personal device. This effectively wipes out the Computer equipment budget line for this year, but I don’t anticipate any failures that would force us to use that line for anything else. We did get it on sale during Prime days.

Sue Gervais has mailed us a slew of last year’s records this week. Chelsea will be assimilating these records as quickly as possible after the end-of-year reports are completed so that we can move forward with the records review procedure.

I will be taking the week of July 31st-August 4th off. This will be my first week of four of paid time off for this fiscal year. Thank you for that! The WayFinding will come out this Friday.

SPACES

At the last Team Meeting Night, the Facilities Team began planning for the 25th anniversary of UUTC. They are enlisting Hector for some projects (such as the pressure washing of concrete), but want to have the space looking as good as possible by next June. Next June will likely be another month-long batch of activities, but I am hopeful we will be able to space them out a bit better... and only one concert: the Gay Men’s Chorus.

FUNDRAISING

HalloweenFest is three months away, but the planning has begun in earnest. I have reached out to Shelly Webb — folks who would like to support Sharing House instead of getting an e-bike for themselves will have the option to donate the bike to Wheels To Work (if their ticket is pulled). We are also adding a “Dance Circle” to our tent activities (we hope — have to hear from Heart of Brevard on that) to encourage folks to interact with our booth longer. We hope that these two innovations will help us exceed the budget revenues for the E-Bike Raffle.

In Covenant, RK