



Plymouth

CONGREGATIONAL CHURCH

BOARD OF COMMUNITY LIFE

Meeting Minutes

Wednesday, December 12, 2018

Attendance:

Yes	No		Yes	No	
	■	Emi Bennett Vo (2019), <i>Chair</i>	■		Remona Weaver (2021)
■		Beth Faeth, <i>Staff Liaison</i>	■		Matthew Wiandt (2020)
■		Heidi McCallister (2021)	■		Brad Wieman (2019)
	■	Fran Neir (2021)			
■		Collin Smith (2019)			

Actions Taken:

Item 1. Minutes of the previous meeting electronically approved.

Reflection

Matthew shared a portion of a commencement address titled “This is Water”, by author David Foster Wallace. The passage encouraged us to practice stepping outside of our ‘default’ beliefs and perceptions, in order to foster a greater awareness of the worth in others, as well as opening our minds to the value of the simple things in life.

Matthew will email the full commencement address to the group.

Debrief on Christmas Festival (All)

- What worked?
 - Remona’s documentation from previous years was a great resource. We added to that documentation this year, took pictures of set-ups, maintained volunteer lists, etc., and will use and build on these documents in future festivals.
 - Guild Hall had many more people than previous years.
 - Craft tables in Lenmark were very busy, and brought in much more money than previous years. There were many positive comments re the quality of the crafts offered, and the kids were excited to give them as gifts etc.
 - With 25 volunteer ‘cookie elves’, we had enough cookies for everyone, with only two trays of leftovers.
 - We also had plenty of food for everyone, with relatively little left over. Leftovers were either used by kitchen staff in the following Sunday’s lunch, or were donated to the Drop-In Center, so waste was kept to a minimum. Festival attendees were happy with the quality of the food.

Minutes Procedure

Minute-taker submits draft to group within 10 days of meeting; members have 7 days to submit revisions (no response is treated as approval).

If any revisions, minute-taker forwards revised draft to group within 3 days for electronic approval; members have 2 days to respond (no response is treated as approval).

Minute-taker submits approved minutes in Microsoft Word format to the Ministry Assistant for Programs (Doug Freeman, dougf@plymouth.org) upon approval.

- Although we had fewer food service volunteers than last year, the buffet lines were properly staffed.
- The kitchen staff had everything ready and out on time, and were very responsive when refills were needed.
- Sign-Up Genius worked well for tracking volunteers, monitoring open slots, and maintaining a list of volunteer e-mail addresses.
- What could we improve on?
 - There was concern over starting Guild Hall food service before the second worship service ended. The suggestion is to keep the 11:45 start time in Lenmark next year, but begin Guild Hall food service at 12:00.
 - The Kid's Buffet table in Guild Hall will be discontinued next year, as it was not well-utilized (Kid's Buffet in Lenmark only)
 - Buffet Items:
 - Increase egg rolls, keep same amount of Cubans
 - Re-assess other menu items; may want to switch out current items for some new ones
 - In addition to a host overseeing each hall, add a host dedicated to just the buffet lines.
 - Re-assess whether a crafts table is needed in Guild Hall; it didn't seem well-attended.
 - Crafts in Jackman was quite crowded; since not all seating was used in Lenmark, we should shift the buffet line / seating in Lenmark next year in order to expand the crafts area.
 - Trash bins were quite full; re-assess number and locations of trash bins
 - The Sing-Along didn't seem to draw as many as in previous years. There may have been confusion re location, as it was moved from Fireside to the Chapel. Set-up of piano and seating could also have been more inviting.
- To-Do
 - Matthew and Brad will gather and finalize all festival documentation, and look in to publishing it so that it can be accessible to others.

Committee Leadership / Volunteer Recruitment (Matthew)

- Committee Model
 - How can we create and promote volunteer opportunities for others?
 - Duties sometimes seem to fall upon the same individuals. How can we make volunteer opportunities for events more accessible and appealing to all Plymouth members?
 - Suggestions:
 - Hold events in Guild Hall (possibly during 10 am hour?) with information regarding upcoming events, volunteer opportunities, etc.
OR
Hold a 'First Sunday of the Month' volunteer event during hospitality, with a 'Volunteer Information' table, and cookies
 - Advertise these events in the bulletin
 - Send email invitations to members who have volunteered in the past, to encourage attendance (utilize Sign-Up Genius email lists?)
 - Be mindful of adding an offering at 10 am; don't want to end up offering too many things during that hour.
 - Create committees to support events, with a board liaison?
 - How do we make it easier for volunteers to know what opportunities are available, and to understand expectations, commitments, etc. when volunteering for a particular event?
 - Create 'templates' for events, with details re duties etc.
 - Document event details and publish in a 'library' or drop box, so they are available to everyone
 - Offer lists of volunteer opportunities in the New Member classes
 - Helps new members find community within the church
 - Utilize Sign-Up Genius for events
 - Assign multiple administrators

- Also announce opportunities in bulletins etc., providing administrator(s) as a contact. Volunteers may either sign up themselves, or contact the administrator to sign them up.
- Make any appropriate updates to the current volunteer opportunities page on the Plymouth website (Remona will review and update as needed).

Suggestions for new board members

- Remona suggested Chris Cutler; she will follow up.
- Emi had planned on following up with a few other potential members after our November meeting.
- Please bring suggestions for new board members to upcoming meetings.

Upcoming Event Planning

- **Member Reunion (the "9s")** Sunday, March 3, 5 pm in Jones Commons
 - Pot luck...the church will provide cutlery, dishes,
 - Decorations
 - Ask children to make decorations with a 'decades' theme
 - Heidi will reach out to Sarah Lehman to coordinate
 - Remona will ask Philip Brunelle to arrange a music presentation for the reunion.
- **Spring Fling** - Saturday, May 18th, 6 pm in Guild Hall
 - Budget estimated around \$1,800; Matthew will confirm
 - Remona will schedule the DJ from last year

Leadership Council Update (Matthew)

- Feedback on Church Growth Initiative
 - The Growth Task Force is currently in the process of fact-gathering. There is not currently a firm deadline for them to present their findings.
 - Primary goals are offering richer programming, and to drawing people in
- Embroidery
 - Opinions are very generational (young people believe it should come down, older people believe it should stay up)
 - Where do we draw the line? Could this discussion carry forward to other artwork etc. within the church? Consider consequences, no matter what is done.
 - There will be 4 upcoming monthly education sessions. Experts will be brought in to lead the sessions.
 - Racial justice will be a major focus in 2019; boards will be expected to participate in the process

Other

- Collin Smith will be leaving the board February 2, for an exciting opportunity in Borneo. We will miss him, but wish him the best of luck in his new adventure!

*Respectfully submitted,
Brad Wieman (substitute)*