

# Religious Education Committee Meeting Minutes

Sunday, July 12, 2015

- Meeting opened at 9:00am. In attendance: Michael Pohl (chair); Lisa Hill (Coordinator); Jill McCracken; Jack Donovan (Minister); Dolores Benjamin (treasurer); Beate Hughes-Brown; Morgan Gresham (clerk).
- Beate moved to approve June 7 and June 28 minutes. Dolores seconded. All approved.
- Action item status
  - **Michael** will confirm budget numbers with Sally Carville.
    - Done. Sally interprets the Board's January vote as authorizing RE to exceed its personnel budget by \$1000. The RE personnel budget could not be increased without either moving the funds from another line item or holding a congregational vote. Unresolved is the decrease of RE's personnel budget around September 2014. End result: Projection is that personnel expenses will be about \$1600 over budget and program expenses will be about \$600 under budget for FY 2014-15. Including the \$1000 in authorized extra personnel expenses, RE projects an overall balanced budget.
  - **Lisa** will talk with Laura about her teaching schedule.
    - Done.
  - **All** will determine via email what to call each role, class, and classroom space.
    - Ongoing; RE Retreat topic.
  - **All** will share ideas via email on how to improve communication with new families before service.
    - Ongoing; RE Retreat topic.
  - **Michael** will check the budget for funds for a teacher training session.
    - Done.
  - **Lisa** will put together programming for a teacher training session on June 28.
    - Done.
  - **Jack and Lisa** will work together on a schedule and plans for multigenerational services.
    - Not yet done. Jack and Lisa will meet offline.
  - **Lisa** will send Jill a link to the OWL training information.
    - Done.
  - **Lisa and Jill** will meet to discuss OWL training needs.
    - Done.
  - **Lisa** will provide attendance numbers to Michael for the RE report to the Board.
    - Done.
  - **Michael** will prepare and send this month's RE report to the Board.
    - Done.
  - **Morgan** will review the RE Committee Charter and Church By-Laws to identify the requirements we need to fulfill in terms of officers.

- Not yet done.
  - **Jill and Michael** will work on an InfoNet article talking about RE committee and program needs.
    - Jill drafted an article. Michael has not yet published it.
  - **Lisa and Jill** will talk with Sally about accounting questions regarding Hogwarts and OWL training.
    - Done.
- New business
  - Treasurer report
    - Dolores reminded all to submit expenses for FY 2014-15 by July 31.
  - OWL update
    - 6 registrations to date. 16 needed.
    - **Action: Michael, Morgan, Lisa, and Jill** will organize a final set of email campaigns to solicit OWL training signups. If not enough signups are received by July 15, they will postpone OWL training until January or February 2016.
  - Classroom and nursery space
    - Committee discussed benefits and drawbacks of moving the nursery and early years class upstairs. No decision reached. Later in the meeting (see Planning for 2015-16 below), decided to revisit classroom and nursery space during the RE Retreat.
    - **Action: Lisa** will investigate and write up emergency procedures.
    - **Action: Michael** will talk with Buildings and Grounds about upstairs accessibility.
  - Planning for 2015-16
    - Michael solicited input on how best to tackle items for 2015-16, such as sign-in / sign-out procedures; emergency procedures; supplies and donations; volunteer scheduling; handouts; snack policies; and email communication.
    - Committee and Lisa agreed on a Saturday RE Retreat.
    - **Action: Michael and Lisa** will draft a schedule for the RE Retreat.
  - Hogwarts Sunday
    - Needs: Projector with screen (Michael); adult to read story (Beate).
    - Decorations will stay up until after church; kids will be able to show adults the upstairs rooms.
- Action items
  - **Jack and Lisa** will work together on a schedule and plans for multigenerational services.
  - **Morgan** will review the RE Committee Charter and Church By-Laws to identify the requirements we need to fulfill in terms of officers.
  - **Jill and Michael** will work on an InfoNet article talking about RE committee and program needs.
  - **Michael, Morgan, Lisa, and Jill** will organize a final set of email campaigns to

solicit OWL training signups. If not enough signups are received by July 15, they will postpone OWL training until January or February 2016.

- **Lisa** will investigate and write up emergency procedures.
- **Michael** will talk with Buildings and Grounds about upstairs accessibility.
- **Michael and Lisa** will draft a schedule for the RE Retreat.
- Meeting adjourned at 10:00am.

*Minutes approved September 10, 2015*