



# Channing Memorial Church

## Governing Board 2006 – 2007

### The Year of Decision!



*Governing Board and Month of Education Planning Meeting Agenda  
December 12<sup>th</sup>, 2006, 6:30 PM – 9:00 PM, Parish Hall*

*Education is not itself so much an idea or a subject matter as it is a theme to which the great ideas and the basic subject matters are relevant. It is one of the perennial practical problems which men cannot discuss without engaging in the deepest speculative considerations. It is a problem which carries discussion into and across a great many subject matters. . . It is a problem which draws into focus many of the great ideas – virtue and truth, knowledge and opinion, art and science; desire, will, sense, memory, mind, habit; change and progress; family and state; man, nature, and God.*

*Mortimer J. Adler, The Great Ideas: A Lexicon of Western Thought*

#### Goal

Before the Congregation can decide where it wants to go, it must understand where we are today, what resources are necessary to maintain the Church today and what resources will be necessary to realize the dreams articulated in the First Focus Discussion. Church leadership will provide education to the Congregation on where our resources come from, how we use them, and what resources will be necessary to achieve a vision for the future.

#### Products

- I. A specific “curriculum” setting forth what we want to provide the Congregation.
- II. Assignments of responsibility for each item in the “curriculum”.
- III. A detailed schedule of events.

#### Agenda

**I. 6:30 PM      Governing Board Business. Tom Beall**

- A. Appointment of Process Observer / Approval of Minutes      *Tom Beall / Lissa Fernandez*
- B. Property Committee – Rent Increases (10 min.). *Barbara Russell-Willett*
- C. Finance Committee (15 min.). *Richard Webb*

**II. 7:00 PM      Introduction: Tom Beall**

- A. Discussion of types of growth and the Congregation’s expressed interest (from the First Focus Discussion) in exploring them.
- B. Review why the Congregation comes to Channing (from First Focus Discussion):
  1. Spirituality and Inspiration.

2. Community / Caring / Fellowship.
  3. Action / Outreach.
  4. Sacred Space / Music.
  5. Diversity of Beliefs / Shared Values.
  6. Growth and Learning.
- C. Review what the Congregation wants to do if resources are unconstrained (from First Focus Discussion):
1. Expand programs.
  2. Repair, maintain, and sustain our Sanctuary.
  3. Expand local and world community outreach.
  4. Increase our visibility in and communication with the community.
  5. Improve and add useable space with adequate parking.
- D. Review what changes (other than in areas of property) the Congregation would like to see put in place (from First Focus Discussion):
1. Expand our human resource base and make better use of it.
  2. Improve the functioning of our shared ministry, including leadership development, to attract new members and make the best use of all individual talents
  3. Improve lifespan religious education.
  4. Improve our connection with the local and the wider world.

**III. 7:10 PM: Brainstorming Session I. Envision the following scenarios for Channing in 2016. Under each of these scenarios, how would your area of activity meet the needs and desires of the Congregation as expressed above?**

*Bill Peresta, facilitator*

*Note: We will have 10 minutes of individual reflection followed by 20 minutes of group discussion.*

- A. **“Return to a decade ago” scenario:**
1. 50 active members / families.
  2. 30 – 40 pledge units providing approximately \$50K annually.
  3. No long term funding source – other than annual fund drive and rental income – established to sustain properties.
- B. **“No change” scenario:**
1. Approximately 180 active members / families.
  2. 110 “pledge units” providing approximately \$140K annually.
  3. \$400K - \$700K capital campaign completed. Steeple repaired.
  4. No long term funding source – other than annual fund drive and rental income – established to sustain properties.
- C. **Growth scenario:**
1. 300+ active members / families providing \$300K in pledges annually.

2. \$1M - \$1.5M capital campaign completed – steeple repaired all buildings restored and in good state of repair. Endowment fund grown to sustain buildings into future.

IV. 7:40 PM: Break.

**V. 7:50 PM: Brainstorming Session II (40 min.): Now that we have discussed the extent to which we could meet the Congregations needs and desires under the three scenarios set forth above, let's discuss how we can educate the Congregation.**  
*Marsha Francis, facilitator*

- A. What do you think are the most **effective** ways to communicate and educate the Congregation?
- B. A number of you have told us that, “We need to educate the Congregation on what it takes to run this Church.”
  1. What kind of information should we provide?
  2. How should we develop and provide it?
  3. In what venues should we deliver this information?
- C. Given the needs and desires of the Congregation (as expressed in the First Focus Discussion) and given the resource opportunities and constraints we have discussed in the first brainstorming session, how can we educate the Congregation on the implications of growth, remaining the same, shrinking?
- D. Are we sustainable remaining as we are (the “no change” scenario).

**VI. 8:30 PM Planning Session (30 min.).**

*Tom Beall*

- A. Curriculum – from previous brainstorming session.
- B. Responsibilities.
- C. Schedule Development.

**VII. 9:00 PM Adjourn.**

**Channing Memorial Church Governing Board Meeting  
November 14, 2006**

**Attendance:** Maryellen Doherty, Tom Beall, Barbara Nowicki, Lissa Fernandez, Marsha Francis, Don Mallinson, Nancy Caswell, Dennis Greene, Holly Grosvenor, Rev. Amy Bowden Freedman, Bill Hawkins, Ellen Bliss, Dave Banister, Richard Webb

**Approval of Minutes:** Marsha moved that the minutes be approved. Holly seconded the motion which passed.

**Discussion of Current Business**

**Minister's Report:** Rev Amy extended her thanks to all who have been working so hard with all of our current endeavors and initiatives. She expressed her support for Krista's request for a new computer and an upgrade of software for the church office. Tom recommended that we move forward with the purchase of a new computer which will come equipped with Office software since we have the funds to do so. Krista is also investigating ways to make church mailing more cost efficient. Amy was pleased that 12 members of Channing attended the recent BCD conference.

**Treasurer's Report:** Dave reported that three grants have been received for pinnacle and stained glass restoration in the Sanctuary. The most recent grant is from the Van Buren Charitable Trust in the amount of \$50,000. The McBean Foundation awarded a \$75,000 grant and the Prince Trust's grant totaled \$73,000. These grants will allow us to move forward with much needed restoration. Dave discussed the procedure that will be followed for accounting of the grant money. Assistant Treasurer Millie Jensen will create a file for each of the grants. Expenses will be tracked by fund and invoices will be kept in the appropriate file. The money will be tracked in Quickbooks by account, but there will always be corresponding paper documentation. The Goods and Services auction was a big success. Marsha reported that the gross receipts have totaled \$15,100 to date. Dave made two recommendations for Board consideration. After discussion, Marsha moved that, "Channing Church switch payroll vendors from Paychecks to Dannin, Mendel, and Detweiler, CPA beginning in January 2007." Maryellen seconded the motion. The services offered by the new service are identical to what we currently receive but at one-third the cost. The motion passed. Dave also recommended that we transfer the bulk of the Arthur Barrows account from BankNewport to Smith Barney. This move will allow us to generate approximately \$2,800 a year in additional income. Richard moved that, "we move funds from the Arthur Barrows money market account currently at BankNewport to Smith Barney under the supervision of Paul Steinbrenner." Dennis seconded the motion and it passed.

**Property Committee Report:** Dennis reported that the Property Committee will be reviewing rents paid by our current tenants anticipating that rent increases will occur. The time frame of the lease may also change so that leases are coming to an end in the spring which is the optimal time to be seeking new tenants or negotiating leases. A Christmas in Newport event will be held in the Sanctuary on December 3, 2006. Dr. James Yarnell will discuss the memorial artwork that is housed there.

A list of critical maintenance and repair needs was presented to the Board by Richard. Several of the critical needs have implications for the Church's liability risk. It is estimated that \$66,000 would be required to tackle all of the projects. There is currently \$25,000 in the budget available for these critical repairs. Richard discussed the question of how to pay for the repairs. There is resistance to diverting tax credit money to pay for these repairs. Strong feelings exist that we have an obligation to repay the Arthur Barrows fund since that was the stipulated plan when the loan was originally made. The Property Committee will explore funding options for these projects since it is crucial that they do get underway. It was decided that we will move forward and use our property reserve fund to begin making critical repairs that relate to insurance liabilities. The Property Committee will begin working on the next budget. It was suggested that they create a budget that reflects what they need rather than budgeting for what they feel they can raise from the congregation. Final word from the State on the historic tax credit is still pending.

**Social Justice Committee:** Nancy Caswell and Don Mallinson attended the Board meeting as representatives of the Social Justice Committee. Global warming and climate change are the focus of the committee's current efforts. The committee will be exploring steps that our congregation can take to become a green sanctuary. Individual members of the committee are also pursuing social justice projects that have personal meaning such as equal marriage rights, affordable housing, and hunger in the community. A resolution was proposed for Board endorsement. Marsha moved that, "the Board endorse the activities of the Social Justice Committee as they move forward in creating a proposal which will be presented at the Annual meeting resolving that Channing become environmentally sustainable." Barbara Nowicki seconded the motion and it passed.

**Planning Discussion:** Tom updated the Board on the status of the Year of Decision conversation. A summary of points of agreement from session 1 has been formulated. Education of the congregation is considered to be our next big step. Holly proposed that committee chairs meet in December to brainstorm how this education will be done by the committees. It was decided that the December 12 meeting of the Board begin at 6:30 to allow ample time for meaningful conversation. Maryellen and Tom distributed a survey to volunteer leaders on church staffing needs.

The meeting adjourned at 9:10.

Respectfully submitted:

Lissa Fernandez  
Clerk  
Channing Memorial Church

**From the Membership Committee and Service Auction Committee**

1. Service Auction Chair Marsha Francis will make a motion that the proceeds from the sale of the Calendar, since we are over the goal budgeted, go to the Steeple Fund. She estimates this will be \$300-400.
2. Membership - We had 4 new members sign the Book after UU101 on Sunday and we will welcome them as new Members this coming Sunday!

10:24 AM  
 12/11/06  
 Accrual Basis

**Channing Memorial Church  
 Profit & Loss Budget vs. Actual  
 July through November 2006**

	Jul - Nov 06	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Oper. Income			
4001 · Pledges - Cash	45,130.00	129,500.00	-84,370.00
4002 · Pledges - Stock	0.00	7,000.00	-7,000.00
4003 · Donations-Sunday Collections	3,273.20	9,000.00	-5,726.80
4004 · Donations-All Other	1,138.00	4,500.00	-3,362.00
4006 · Fund Raising	13,264.67	12,000.00	1,264.67
4009 · Interest Income	266.60	1,500.00	-1,233.40
4013 · Late 05-06 pledges	3,735.00		
4000 · Oper. Income - Other	5,282.50		
<b>Total 4000 · Oper. Income</b>	<b>72,089.97</b>	<b>163,500.00</b>	<b>-91,410.03</b>
4010 · Endowment Income			
4011 · CCHC Mtge Interest	540.00	1,300.00	-760.00
4012 · Interest & Dividends	4,000.00	4,000.00	0.00
<b>Total 4010 · Endowment Income</b>	<b>4,540.00</b>	<b>5,300.00</b>	<b>-760.00</b>
4020 · Rental Income			
4021 · CH Apt-2nd Fl	6,000.00	18,000.00	-12,000.00
4023 · CH-Office-Correia Law Office	2,800.00	8,400.00	-5,600.00
4024 · PH-2nd Fl	4,400.00	13,200.00	-8,800.00
4025 · PH-Daycare- Nelson's Nursery Sc	4,000.00	12,000.00	-8,000.00
4026 · PH-Other Rentals	0.00	250.00	-250.00
4027 · Sanctuary-Weddings	5,850.00	15,000.00	-9,150.00
4028 · Sanctuary-Other	150.00		
4029 · Rental Vacancy Allowance	0.00	-4,300.00	4,300.00
<b>Total 4020 · Rental Income</b>	<b>23,200.00</b>	<b>62,550.00</b>	<b>-39,350.00</b>
<b>Total Income</b>	<b>99,829.97</b>	<b>231,350.00</b>	<b>-131,520.03</b>
<b>Expense</b>			
6000 · Admin. Exp.			
6001 · Secretary	4,060.94	10,218.00	-6,157.06
6002 · Telephone	550.42	1,320.00	-769.58
6003 · Postage	578.07	1,700.00	-1,121.93
6004 · Office Supplies	654.70	2,400.00	-1,745.30
6005 · Copier	982.01	2,150.00	-1,167.99
6006 · Fidelity Bond	0.00	110.00	-110.00
6007 · Payroll Taxes	1,679.59		
6008 · Payroll Expenses-Paychex	537.60	2,000.00	-1,462.40
6100 · workers comp insurance	0.00	1,200.00	-1,200.00
<b>Total 6000 · Admin. Exp.</b>	<b>9,043.33</b>	<b>21,098.00</b>	<b>-12,054.67</b>

10:24 AM  
 12/11/06  
 Accrual Basis

**Channing Memorial Church  
 Profit & Loss Budget vs. Actual  
 July through November 2006**

	Jul - Nov 06	Budget	\$ Over Budget
<b>6010 · Minister's Exp.</b>			
6011 · Salary	14,190.39	35,000.00	-20,809.61
6012 · Housing Allowance	9,205.00	22,092.00	-12,887.00
6013 · Health Insurance	1,630.30	3,912.00	-2,281.70
6014 · Dental/Disability	421.20	960.00	-538.80
6015 · Profess'l Exp	1,187.21	3,500.00	-2,312.79
6016 · Minister Pension Contribution	0.00	7,436.00	-7,436.00
6017 · SUPPLIES-MINISTER-SERVICES	21.29	100.00	-78.71
6018 · Sabbatical Reserve	0.00	1,200.00	-1,200.00
6019 · Committee on Ministry	0.00	0.00	0.00
6107 · Special Services	0.00	2,000.00	-2,000.00
<b>Total 6010 · Minister's Exp.</b>	<b>26,655.39</b>	<b>76,200.00</b>	<b>-49,544.61</b>
<b>6020 · RE</b>			
6021 · RE Director Salary	1,847.00	10,000.00	-8,153.00
6022 · RE Supplies	345.54	1,400.00	-1,054.46
6023 · Prof'l Devel.	0.00	100.00	-100.00
6024 · Youth Group Dir.	0.00	1,500.00	-1,500.00
6025 · Summer Program	915.00	900.00	15.00
6026 · Youth Group Exp	0.00	500.00	-500.00
6027 · OWL/COA	200.00	1,000.00	-800.00
6029 · Childcare	525.00	900.00	-375.00
<b>Total 6020 · RE</b>	<b>3,832.54</b>	<b>16,300.00</b>	<b>-12,467.46</b>
<b>6030 · Music</b>			
6031 · Organist/Choir Dir Salary	4,931.60	11,210.00	-6,278.40
6032 · Special Music	125.00	1,975.00	-1,850.00
6033 · Piano Tuning	0.00	160.00	-160.00
6034 · Music Supplies	202.85	500.00	-297.15
<b>Total 6030 · Music</b>	<b>5,259.45</b>	<b>13,845.00</b>	<b>-8,585.55</b>
<b>6040 · Committees</b>			
6041 · Social Action	0.00	0.00	0.00
6042 · James Luther Adams	0.00	150.00	-150.00
6043 · Publicity	713.70	1,500.00	-786.30
6044 · Fellowship-Income	0.00	0.00	0.00
6045 · Fellowship-Expenses	100.00	300.00	-200.00
6046 · Membership	145.56	550.00	-404.44
6047 · Canvass	0.00	750.00	-750.00
6048 · Adult RE	0.00	200.00	-200.00
6049 · Worship	0.00	0.00	0.00
<b>Total 6040 · Committees</b>	<b>959.26</b>	<b>3,450.00</b>	<b>-2,490.74</b>
<b>6050 · Denominational</b>			
6051 · UUA APF	0.00	5,000.00	-5,000.00
6052 · Ballou District	0.00	2,472.00	-2,472.00
<b>Total 6050 · Denominational</b>	<b>0.00</b>	<b>7,472.00</b>	<b>-7,472.00</b>

10:24 AM  
 12/11/06  
 Accrual Basis

**Channing Memorial Church  
 Profit & Loss Budget vs. Actual  
 July through November 2006**

	Jul - Nov 06	Budget	\$ Over Budget
6060 · Property Exp			
6061 · Sexton Salary	3,941.21	9,896.00	-5,954.79
6062 · Supplies	2,199.16	6,000.00	-3,800.84
6063 · Contracted Repairs	18,669.39	20,700.00	-2,030.61
6064 · Fire Alarm	160.00	425.00	-265.00
6065 · Insurance	3,224.00	6,700.00	-3,476.00
6066 · Boiler's Service Contract	0.00	400.00	-400.00
6067 · Property Taxes	2,356.12	7,000.00	-4,643.88
6069 · Advertising	0.00	100.00	-100.00
6070 · Utilities			
6071 · Electricity	1,181.05	4,000.00	-2,818.95
6072 · Water	490.98	2,000.00	-1,509.02
6073 · Gas	306.26	5,000.00	-4,693.74
6074 · Heating Oil	369.62	10,000.00	-9,630.38
Total 6070 · Utilities	2,347.91	21,000.00	-18,652.09
6075 · Property Management	344.00	3,000.00	-2,656.00
Total 6060 · Property Exp	33,241.79	75,221.00	-41,979.21
Total Expense	78,991.76	213,586.00	-134,594.24
Net Ordinary Income	20,838.21	17,764.00	3,074.21
Other Income/Expense			
Other Expense			
6080 · Other Expenses			
6082 · Bank Newport Loan Payments	5,430.76	16,300.00	-10,869.24
6080 · Other Expenses - Other	966.00		
Total 6080 · Other Expenses	6,396.76	16,300.00	-9,903.24
Total Other Expense	6,396.76	16,300.00	-9,903.24
Net Other Income	-6,396.76	-16,300.00	9,903.24
Net Income	14,441.45	1,464.00	12,977.45

10:24 AM  
 12/11/06  
 Accrual Basis

**Channing Memorial Church**  
**Profit & Loss Budget vs. Actual**  
 July through November 2006

	% of Budget
Ordinary Income/Expense	
Income	
4000 · Oper. Income	
4001 · Pledges - Cash	34.8%
4002 · Pledges - Stock	0.0%
4003 · Donations-Sunday Collections	36.4%
4004 · Donations-All Other	25.3%
4006 · Fund Raising	110.5%
4009 · Interest Income	17.8%
4013 · Late 05-06 pledges	
4000 · Oper. Income - Other	
Total 4000 · Oper. Income	44.1%
4010 · Endowment Income	
4011 · CCHC Mtge Interest	41.5%
4012 · Interest & Dividends	100.0%
Total 4010 · Endowment Income	85.7%
4020 · Rental Income	
4021 · CH Apt-2nd Fl	33.3%
4023 · CH-Office-Correia Law Office	33.3%
4024 · PH-2nd Fl	33.3%
4025 · PH-Daycare- Nelson's Nursery Sc	33.3%
4026 · PH-Other Rentals	0.0%
4027 · Sanctuary-Weddings	39.0%
4028 · Sanctuary-Other	
4029 · Rental Vacancy Allowance	0.0%
Total 4020 · Rental Income	37.1%
Total Income	43.2%
Expense	
6000 · Admin. Exp.	
6001 · Secretary	39.7%
6002 · Telephone	41.7%
6003 · Postage	34.0%
6004 · Office Supplies	27.3%
6005 · Copier	45.7%
6006 · Fidelity Bond	0.0%
6007 · Payroll Taxes	
6008 · Payroll Expenses-Paychex	26.9%
6100 · workers comp insurance	0.0%
Total 6000 · Admin. Exp.	42.9%

10:24 AM  
 12/11/06  
 Accrual Basis

**Channing Memorial Church  
 Profit & Loss Budget vs. Actual  
 July through November 2006**

	% of Budget	
6010 · Minister's Exp.		
6011 · Salary	40.5%	
6012 · Housing Allowance	41.7%	
6013 · Health Insurance	41.7%	
6014 · Dental/Disability	43.9%	
6015 · Profess'l Exp	33.9%	
6016 · Minister Pension Contribution	0.0%	
6017 · SUPPLIES-MINISTER-SERVICES	21.3%	
6018 · Sabbatical Reserve	0.0%	
6019 · Committee on Ministry	0.0%	
6107 · Special Services	0.0%	
<b>Total 6010 · Minister's Exp.</b>	<b>35.0%</b>	
6020 · RE		
6021 · RE Director Salary	18.5%	
6022 · RE Supplies	24.7%	
6023 · Prof'l Devel.	0.0%	
6024 · Youth Group Dir.	0.0%	
6025 · Summer Program	101.7%	
6026 · Youth Group Exp	0.0%	
6027 · OWL/COA	20.0%	
6029 · Childcare	58.3%	
<b>Total 6020 · RE</b>	<b>23.5%</b>	
6030 · Music		
6031 · Organist/Choir Dir Salary	44.0%	
6032 · Special Music	6.3%	
6033 · Piano Tuning	0.0%	
6034 · Music Supplies	40.6%	
<b>Total 6030 · Music</b>	<b>38.0%</b>	
6040 · Committees		
6041 · Social Action	0.0%	
6042 · James Luther Adams	0.0%	
6043 · Publicity	47.6%	
6044 · Fellowship-Income	0.0%	
6045 · Fellowship-Expenses	33.3%	
6046 · Membership	26.5%	
6047 · Canvass	0.0%	
6048 · Adult RE	0.0%	
6049 · Worship	0.0%	
<b>Total 6040 · Committees</b>	<b>27.8%</b>	
6050 · Denominational		
6051 · UUA APF	0.0%	
6052 · Ballou District	0.0%	
<b>Total 6050 · Denominational</b>	<b>0.0%</b>	

10:24 AM  
 12/11/06  
 Accrual Basis

**Channing Memorial Church  
 Profit & Loss Budget vs. Actual  
 July through November 2006**

	% of Budget
6060 · Property Exp	
6061 · Sexton Salary	39.8%
6062 · Supplies	36.7%
6063 · Contracted Repairs	90.2%
6064 · Fire Alarm	37.6%
6065 · Insurance	48.1%
6066 · Boiler's Service Contract	0.0%
6067 · Property Taxes	33.7%
6069 · Advertising	0.0%
6070 · Utilities	
6071 · Electricity	29.5%
6072 · Water	24.5%
6073 · Gas	6.1%
6074 · Heating Oil	3.7%
Total 6070 · Utilities	11.2%
6075 · Property Management	11.5%
Total 6060 · Property Exp	44.2%
Total Expense	37.0%
Net Ordinary Income	117.3%
Other Income/Expense	
Other Expense	
6080 · Other Expenses	
6082 · Bank Newport Loan Payments	33.3%
6080 · Other Expenses - Other	
Total 6080 · Other Expenses	39.2%
Total Other Expense	39.2%
Net Other Income	39.2%
Net Income	986.4%

## CHANNING PROPERTY COMMITTEE DECEMBER 2006 REPORT

- **TENANT LEASES:** Coastal Management preparing lease extensions and is requesting Board approval to notify tenants of the following proposed increases in rent:
  - \* Channing House upstairs – \$1400/mo. to increase to \$1500, Feb. 1<sup>st</sup> renewal
  - \* Parish Hall upstairs - \$1100/mo. increase to \$1200, Feb 1<sup>st</sup> renewal
  - \* Sea Rangers -\$1000/mo. increase to \$1400, renewal July 1<sup>st</sup> (Missy has requested a longer term lease. Coastal recommends increasing to \$1500/mo. for the second year if we were to grant her a longer lease.) We have told them that we cannot promise a longer term lease until after we get further along with the Master Plan.
- **FIRE CODE UPGRADES CONTRACT** from Express Electric has been received and is awaiting signature pending modification to incorporate an early termination clause or agreement to allow for separating out of the “Mobilization” phase, which includes plans preparation and submittal to the Fire Marshall/coordination of approvals (\$7100). We are working on making this change with Express Electric. Note: this contract amount of \$45,000 may not be the final amount in the end but we chose
- **HISTORIC PRESERVATION GRANTS** of \$50,000 from Van Beuren Charitable Trust was awarded in November. Total grant money received this year for stained glass window and masonry repairs in the East vestibule and North wall/pinnacle is \$271,000 (\$73K Prince Foundation, \$75K Alleta Morris McBean Charitable Foundation, \$73K Champlin Foundations and \$ 50K Van Beuren Charitable Trust) Note: there was an error in the Catalyst reporting of amounts by donors.
- **CONSERVATION CONSULTANT / RESTORATION PROJECT MANAGEMENT:** proposals from two Conservators have been solicited for oversight of the Stained glass work to be done by Wilet Hauser Architectural Glass in their Philadelphia Studios. We have received one so far from Femenella & Associates out of Annandale, NJ for \$2800 which includes oversight of the repairing/repainting of the exterior woodwork of the Baker memorial Window in the north wall also. We are awaiting another proposal from ArtCare Resources of Newport before awarding a contract.
- **EXIT RAILINGS AT EAST & WEST SANCTUARY DOORS COMPLETED:** at a cost of \$3400 by Newport Forging and Welding. We will proceed next with the rear exit door.
- **2007 CALENDARS:** 40 have been ordered/sold and another five were given

as thank you gifts to James Yarnell and our four grant donors. A net profit of approximately \$345 will go into the Friends of the Sanctuary Fund.

- CHANNING WINDOWS TRI-FOLD BROCHURE: to be designed by Susan Kieronski

Barbara Russell-Willett, Dennis Greene, co-chairs