

December 2020 Board of Trustees Meeting Packet

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Meeting ID: 897 2268 6555

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Covenant of First Parish Brewster UU Board of Trustees

“Entrusted by the congregation, we recognize that ours is a sacred duty and we will bring our highest selves to all work on their behalf. We promise to arrive on time, come prepared, speak gently and respectfully with each other, and allow everyone time to speak. We will operate by majority vote, trying whenever possible to work toward consensus and support a decision once it has been made.

We pledge to use one-on-one communication to express concerns or resolve conflicts with each other. When communicating with the congregation and community at large, the Board speaks with one voice. Our primary commitment is to the long-range health of First Parish Brewster Unitarian Universalist congregation.”

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FPBUU Board of Trustees
Meeting Agenda December 17, 2020

6:30 Spiritual Opening and focused check-in - Rev Jessica

6:50 Read Board Covenant – Bill

6:53 Widening the Circle Discussion (pages 57-76) - Rev Jessica

7:20 Financial Update - Diane

7:25 Policies – Procurement Policy & Policy 2.2 Board Meetings/Purpose: To establish relations including communication between FPBUU and its members -
Katherine

7:50 Covid Task Force Report – Rev Jessica, Carol D

8:00 – Community Engagement Survey

8:10– Congregational Covenant Report – Katharine and Susan

8:15 – 8th Principle Task Force Report – Tom, Carol Y

8:20 - Consent Agenda – November 2020 Board minutes, President's report, Minister's report, Life Span Religious Education Director's report, Director of Administration and Finance report

8:25 Check-out/Closing – How are you feeling about this meeting. Both positive and negative comments are welcome.

**FPBUU Board of Trustees
Zoom Meeting Minutes
November 19, 2020 6:30 PM**

Members in Attendance

Carol DiAnna, President
Jim Hild, Past President
Susan Smith, President-Elect
Diane Pansire, Treasurer
Carol Yerby, Clerk
Katharine Farnham, Member at Large
Tom O'Brien, Member at Large
Frank Re, Member at Large
Bill Roberts, Member at Large

Staff in Attendance Rev. Jessica Clay, Twinks Hastings

Visitor in Attendance Susan Flaws

Spiritual Opening and Focused Check-in - Rev Jessica

Rev Jessica read The Low Road and lit the chalice. Opening spiritual exercise was to write a thank you letter to a member of our community.

Read Board Covenant – Tom

Tom O'Brien read the Board Covenant.

Financial/Stewardship Campaign Report – Diane and Susan Flaws

Susan Flaws reported that 119 pledges were received this year. The Monthly Pledge Report was completed at the end of October. She noted that pledges are coming in really well this year. Susan clarified that she is only referring to the current year's pledge year. There will be a full report from the Stewardship Committee in the Quarterly Angle in December. The Stewardship Team met last week. There are 40 people who have not pledged yet this year. Some people are not as active in the church as they have been in the past. They will contact people individually to discuss.

The next stewardship campaign begins in the spring. The Stewardship Team and Finance Committee recommend that we start in March again this year as April is too late. The Board voted unanimously to start the stewardship campaign in March.

Diane Pansire noted that we are down by about 29 pledging units from last year. Bylaws recommend that members pledge, however, if there are extenuating circumstances, they are waived. There is no minimum pledge. Jim noted that Article 5, Section 5 of the bylaws explains the process for membership removal. Susan estimates that the budget is solid at \$315,000 for this year.

Widening the Circle Discussion (pages 39-56) - Rev Jessica led the discussion on Congregations and Communities. Board members agreed that this chapter contained a lot of valuable information and shared sections from the reading that resonated with them. Examples include sample covenant, importance of Diversity, Equity, and Inclusion work, value of a master plan, and the power of the UUA. This year's virtual General Assembly exposed attendees to a culture shift that is happening within the organization. The pandemic has forced us to make institutional change which can be difficult.

The **reading assignment for next month** is *Hospitality and Inclusion and Living Our Values Into the World* (pages 57-76).

Draft Policies – Conflict of Interest, Demonstrations - Katharine

Katherine explained that Topper drafted the policy on managing demonstrations. The policy addresses how to set up demonstrations. She recommended that he not include a statement that says to call the police. If you are going to call the police, you need to prioritize the most vulnerable people in the group. The Board voted unanimously to approve the Demonstrations policy as is.

Training in de-escalation is recommended for all members of the Board. We would like to have trained marshalls onsite during demonstrations that could possibly become contentious. UU Mass Action offers training on de-escalation techniques.

Policy Requiring That the Board Minutes Be Posted Within Two Weeks - Carol D.

There is a policy that requires us to post the minutes from the Board meetings within two weeks and that the meeting notes be summarized in the Angle. The Board decided that the policy should be updated. Carol D and Katharine will discuss this issue.]

Covid Task Force Recommendations – Rev Jessica and Carol D

People are missing time in the sanctuary. The Covid Task Force has recommended that small groups of people (family pods, of no more than ten people) can meet for 30 minute intervals in the sanctuary for reflection and meditation on three Fridays in December. Members who want to take advantage of this must contact the office at cove@firstparishbrewster.org or **508-896-5577** to schedule a 30 minute time slot for their visit to the Sanctuary. This policy was written up in the Board packet. The Board voted unanimously to approve this policy.

FPBUU Community Survey - Rev Jessica

More than 100 people have completed the survey.

Congregational Covenant Committee – Katharine and Susan

The Congregational Covenant Committee is making progress and getting good feedback. They will publish an update in the next Angle.

8th Principle Task Force Report – Tom and Carol Y

Elenita delivered a personal reflection during the worship service. The Q&A went well. Questions raised by the 12 attendees included: Why is the 8th Principle so wordy? Why are we talking about adopting the 8th Principle now if the 7 existing Principles are being reviewed now? Can you define the term “Beloved Community?” Are we considering the 8th Principle at FPBUU or more broadly? What else is happening on the Cape (i.e., Are other UU congregations on the cape doing this too?)

Tom asked the Board members to think about what they would like to commit to doing if the congregation votes to approve the 8th principle. Rev Jessica responded by asking the 8th Principle Task to make recommendations to the Board.

Consent Agenda – October 2020

The Board voted unanimously to approve the October 2020 Consent Agenda.

Check-out/Closing

Adjourn

Respectfully submitted, Carol Yerby, Clerk

President's Report December 17, 2020

Here we are heading into the new year with no let up of the coronavirus. In fact, in much of the country including Cape Cod cases are on the upsurge. This upsurge comes at a time when many of us would be gathering with family and friends to celebrate the holidays which is not a safe and healthy option for many of us. On the rare occasions that I step out and go into a grocery store, I feel as if I am in the twilight zone as everyone is wearing masks which is absolutely a good thing but still it feels strange.

I know there are some of FPBUU members who would like church services to be held in the sanctuary now and would like the Board to allow small groups to meet in FPBUU buildings. However, given the upsurge in the coronavirus, we feel this is not appropriate at this time. During the month of December, we did offer time for family groups (of no more than ten) to reserve a time on one of 3 Fridays in the sanctuary for reflection and meditation. We did not get a big response; so we will discontinue this for the time being.

The Board is aware that many of us are growing weary of the limitations that this pandemic has foisted upon us and how we long for face to face communication and we continue to evaluate that possibility based on the recommendations of the Covid 19 Task Force.

The Board is also aware that working on our own intended or unintended racism and working to address long-term cultural and institutional change is extremely important and will not be easy but with open hearts and minds, I know we can and will make progress. Therefore, the Board of Trustees continue its work with the 8th Principle Task Force and the Congregational Covenant Task Force. FPBUU also has 2 task forces dealing with reparations.

The FPBUU Board of Trustees believes it's important for us to analyze systemic racism and white privilege culture within Unitarian Universalism and within our own congregation.

The Board continues to work to maintain the long-range health of the FPBUU congregation by overseeing planning and goal setting, creating policies and overseeing the annual budget.

Keep the faith.

Carol DiAnna

Ministers Board Report December 2020 from Rev Jessica Clay

Overall thoughts:

We had 112 people fill out the community engagement survey, the results are attached. Overall I think it was a good turnout and we received some helpful information.

Thank you to the board for giving staff an extra week off after Christmas. It is much appreciated. I will not be checking email but will be available via cell for pastoral care emergencies.

NOTE- For our Widening the Circle discussion in Dec, please bring one insight from each of the two assigned chapters and recommendations on action steps you think the board and congregation should take. These action steps can be from any of the previous chapters.

Worship and Rites of Passage:

Worship attendance continues to hover around < 100 people on average. We will be having our Christmas Eve service at 4:30 pm on Christmas Eve. No service on the 27th. The 3rd of January Twinks will be hosting a yule log for several hours on the plaza for people to bring their intentions. This will not be a group gathering as people will place their intentions then leave. I will return to leading service on January 11th.

I am leading a memorial for Bev Kimball on Monday Dec 14th.

I met with the welcoming congregation committee to help them plan a service they are leading in February.

Pastoral Care:

I continue to meet with congregants via phone and zoom. I met with Tavia Ossola to plan how to best care for congregants this winter, we will be holding a pastoral care meeting on zoom in January.

Social Justice in the Public Square:

I have been in communication with Diane Pansire and Abigail Walters (reparations committee) about subscriptions to historical websites to help the reparations team with their research.

Administration:

I met with LDC and had a productive meeting about how to increase diversity among leadership. I consulted with Tavia Ossola who is one of our personnel consultants about a personnel matter. I continue to receive coaching from Rev Jake Morrill.

Staff will be doing annual evaluations in January. I continue to meet with the staff I supervise regularly.

Serves the Larger Unitarian Universalist Faith:

I continue to attend UUMA cluster meetings, my local interfaith women ministers group, and the zoom group of newly settled ministers that I convene.

Board Report December 2020 - Director of Lifespan Religious Education

Overview

December is proving to be just as full as any other year as we prepare for our online pageant, Christmas Eve and Yule Log Ritual. I am feeling the sadness of this holiday season and our separateness, and the families are too, but we have a great CYM community, a great committee and we will get through this time.

Caring for our Families

For this season we are connecting with the families in several ways. Each family will be receiving a holiday card, a gingerbread cookie and a hand knitted hat for the holidays. I sent out a virtual family advent calendar and we are planning a story walk on the grounds for early January. There is much worry among the parents about school having to go 100% virtual again, if this happens then we will look at other ways to support our community.

Professional Development

I recently passed my Adult Faith Development module and am signed up to take a course on Mental Health First Aid for Children and Youth. I am working on finishing up my portfolio which is due Feb 1st and will use my second week of study leave during this time.

Adult Education

One of my goals this year is to create a comprehensive adult education program. For the last two months I have been teaching Coming of Age for Adults (on-line) and it was a wonderful experience. The class will be doing a service next year where they will share their credos. For me, offering that class, was a way to experiment with offering RE curriculums for adults. I got some incredibly positive feedback from the participants, which is encouraging. I am interested in your thoughts, as the board, about adult education at FPB.

Young Adults

I reached out to all the young adults that I have contact information for to see if there was any interest in a holiday virtual meet-up. I only heard back from 1 person. This group is out there, and with leadership and encouragement I believe that they could be a vital part of our congregation. Unfortunately, I don't have the hours to be that person. Our neuro-diverse youth group is meeting every week and now that they are established my input is minimal.

CYM

All of our programs, Chalice Children, CartUUns, Taking Flight and Youth Group continue to be well attended. I am present and leading CartUUns, Taking Flight and Youth Group. We are desperate for volunteers; our announcements have not received any response. Even our seasoned volunteers are unwilling to teach online without me being there to run the tech. Rev Jessica will be teaching a public speaking/sermon delivering class for the youth group in the New Year which we are all looking forward to.

In conclusion

I am looking forward to our virtual pageant, it is bringing joy to our families in its creation! I'm also excited in upholding the yule log tradition in the New Year.
I wish you all a happy and healthy holiday.

Report from Administration and Finance Director – December 2020

Financial Highlights & Pledges (see the cover page of the financial reports for more info)

- Nov 2020 Financial Reports show us with a surplus of \$17,033 and checking/savings at \$111,844. With cash on hand of more than 2 months of budgeted expenses, no Endowment distribution is needed at this time.
- For FY20-21, we currently have 193 pledge units for a total of \$354,473 pledge commitments.
- Since General Assembly, I have been attending the quarterly UU Common Endowment Fund investor calls. The original donation from Homer Clark is still invested with the UUA, and I appreciate learning more about how they manage the fund as a whole including the community investing initiatives.

Property Management

- Jennie Mignone and I have been coordinating and scheduling the onsite access for staff, members and contractors. There are regular maintenance appointments along with inspections that occurs throughout our buildings, which Jennie has started scheduling since she is the primary staff on campus each week.

Administration as Ministry

- A big shout out to Susan Flaws, for taking on the extra work of keeping track on not only what is sent in through the mail, but also the donations/payments that are dropped off in the locked box at the top of the ramp at Winslow House. This is just one way she currently supports the work of FPBUU.
- We published and mailed to all our members a special paper edition of the Winter Quarterly Angle. It was a nice change to having everything electronic these days, and I was able to utilize some paper stock.
- The Holiday Fair was a great success both building community and raising funds. We raised \$3,600, which is 3x as much as we have raised in previous years due to the generosity of the congregation and some new creative ideas from the Fundraising Team. A huge shout out to Judy Harrison, Debbi Klein, Susan Flaws, Rog Smith and Judy Jollett for not only organizing the safe distribution of all the winnings but for shifting pick up a day earlier than planned at the last minute due to a storm.
- I have been onboarding our new Tech Support, Maggie, and feel confident that she has the skills and resilience to meet the challenges of this position. I am thankful for how she has jumped in and taken over some of the extra work that I have had since FPBUU moved to online services and committee meetings.
- I continue to meet with the 4 Employees that I supervise regularly and offer support for all staff as needed.

Worship and Congregational Support

- What a wonderful response I got for leading the Worship service on November 15th around Edgar Villanueva's book *Decolonizing Wealth: Indigenous Wisdom to Heal Divides and Restore Balance*. In January, I will be facilitating a two-session book discussion on this book and do hope Board members will consider joining, if you haven't already signed up. More details are in the weekly Angle or email me if you want to sign up.

Professional Development

- I attended a Tech Soup online offering focused on organizing work with teams remotely, which was quite helpful. Some of the suggestions that I see FPBUU already working hard to do include: encourage people to practice selfcare, humanize our message and rethink how we are currently doing things. Areas that FPBUU can continue to grow include: leaning into over-communication if we aren't sure the message has been received, getting really clear on what tools we are using for what, and staying open to new ways of doing things even if at first it sounds unrealistic. The presenter suggested just answering "Yes, and..." when people come with new ideas knowing that there's space between idea and action to sort out the how.

I am very grateful to the Board for giving all staff two full weeks off this year for the holidays. In some ways, I think it will make January challenging but honestly it has been a hard 9 months and this investment in our wellbeing sends a clear message of appreciation and support to our staff. Happy Holidays.

Blessings, Karena Stroh, Administration and Finance Director

MINUTES
FPBUU Policy Committee (via Zoom)
December 7, 2010

Present: Karen Witting (Chair), Marilee Crocker, Katharine Farnham (BOT liaison), John Kielb, Topper Roth

Karen called the meeting to order at 6:30 PM and we did a quick check-in with each other.

Karen reported that the COVID guidelines are final and that the Demonstration Policy is out for congregational comment.

Re: the Procurement - FPBUU Members As Prospective Providers Policy, Karen reviewed the most recent comments from Julia Enroth who was concerned that the policy discriminates against FPBUU members. We feel that whether or not to put *all* goods/services costing \$1,000 or more up for bid, as Julia suggests, (and not *only* those that FPBUU members have expressed interest in providing) is really a BOT decision. We had considered the option she suggested months ago, but decided against it based on input from AFD Karena Stroh. Marilee suggested that if one FPBUU member expresses interest, all members should be informed of the opportunity, possibly via The Weekly Angle. John wondered if \$1,000 is too low a figure. Karen said she wouldn't want to make any change either in terms of amount or in terms of publication without consulting the AFD. Karen suggested that the BOT weigh in on Julia's concern that it may be discriminatory and on whether the dollar limit should be revised upward. Karen will write up a series of comments regarding the proposed policy that Katharine can take to the BOT at its next meeting, along with the changes we agreed on at our November meeting. If the BOT is OK with our latest revision of the Policy as it stands, the Policy can go out again for congregational review; if not, the BOT will send it back to us for further revision.

Katharine talked about the Policy on Board Meetings that she and BOT President Carol DiAnna have been working on revising. We went over their proposed revisions in some detail, with Karen doing real time editing. Karen will send the edited versions to Katharine by Wednesday, December 9.

Karen reported that Elenita Muniz would like to come to one of our meetings to talk about the Eighth Principle. Karen will invite her to attend our January 4 meeting.

Marilee gave an update on a proposed Safety Policy. She has done a lot of editing of the existing documents regarding safety issues and feels she has a version for the Committee to look at. We agreed that Marilee will distribute her current version some time in January and we will discuss it at our February meeting.

Karen has done some work on Communication Policies, which we will look at at a future meeting.

John described a lack of clarity regarding the status of "Policies Under Review" as this designation pertains to his making progress on Use of Facilities and Special Events Policies. After some input from Karen, John indicated that he will move forward in working on these.

Karen adjourned the meeting at 8:00 PM. Our next meeting will be January 4, 2021 via Zoom.

Respectfully submitted,

Topper Roth

First Parish Brewster Unitarian Universalist Policy

Policy Title: Board Meetings

Congregation Effective Date: Oct 2017

Policy Number: 2.2

Revisions: New

Purpose: To establish relations including communication, between the Board and the members of the FPBUU

Board Review: September 2017

Congregations' Acceptance: October 2017

POLICY STATEMENT

This policy establishes the procedures/standards for relations and communications between the Board and the members of the FPBUU Congregation.

The Board will hold open meetings so FPBUU members can share in important decision making. The Board will ~~also~~ communicate Board decisions with the Congregation through ~~a written "Board News" bulletin and online through its the FPBUU web site, the weekly, Angle and quarterly Angle and annual electronic media.~~ The Board may also enter into an executive session to discuss confidential personnel and legal matters.

PROCEDURES

1. At the beginning of each Board meeting time will be allotted for members of the congregation to come before the Board to make comments or questions. Members wishing to make comments should contact Board President prior to meeting.
2. A "Board News" bulletin board shall be placed in a visible spot in the Parish Room or the hallway near the other bulletin boards. The following information may be posted on the bulletin board and / or available on the FPBUU web site:
 - a. Photos ~~, of and contact information for, of~~ all Board members along with an invitation for members to contact the Board president with their ideas and concerns.
 - ~~b. A synthesis of the most recent Board meeting will be written up for the weekly Angle and, additionally, posted on the Board bulletin board within 2 weeks of the meeting date.~~

~~be.~~ A copy of the upcoming meeting agenda will be posted on the FPBUU website a week ~~bulletin board the Sunday~~ before the meeting.

~~cd.~~ An invitation to attend Board meetings.

~~de.~~ Approved minutes will be posted on the web site under the governance tab within 2 weeks after they are approved. Approved board policies that have been reviewed by the congregation will also be posted.

~~f. Other items deemed appropriate by the Board.~~

3. When a member or members of the FPBUU community bring proposals or concerns to the Board that require further study, a written response by the Board will be made to the initiating member(s).

4. ~~The Board may enter into executive session only in accordance with I~~the following procedures apply whenever the Board is in executive session:

~~aa. To Enter to Executive Session~~

~~i. A Board quorum must be present;~~

~~ii. A motion to enter the Executive Session shall state the reason(s) for the _____ session;~~

~~iii. The motion shall be made, seconded, and approved by a simple majority vote of those present.~~

~~b. The reason(s) stated in the motion shall be the only issue(s) to be discussed during the executive session. If one or more related but separate issue(s) result from the original issue(s), then the Board must vote to discuss the issue(s) by a majority vote to continue the executive session.~~

~~e.~~ Board members and others whom the board invites as needed for the purposes of the session shall be the only persons entitled to attend the executive session.

~~bd.~~ No votes or binding decisions will be made in an executive session, unless the nature of the issue is such that it must remain confidential until fully resolved.

~~e. Minutes of the executive session:~~

~~i. If the session was an informal discussion, the general substance of the session shall be noted and read out in the regular minutes.~~

~~ii. If the session contributes to a board decision about a difficult or important issue (legal, personnel, etc.,) minutes will be taken and marked as “**Confidential**”. The confidential minutes will be kept in a confidential file with access to the Board Trustees and those who the Board designates to have access.~~

~~iii. In general, any minutes taken are to be shared only with participants in the meeting.~~

~~iv. Such minutes and any other confidential documents shall be clearly marked as such and maintained by the Board Chair or Executives as applicable.~~

~~f. Minutes of the open Board meeting of which the executive session is a part will reflect:~~

~~i. The details of the motion and vote to enter into the executive session;~~

~~ii. The time the Board began and ended the executive session;~~

~~iii. Any report out from the Board president (or acting Board president) of the executive session;~~

civ. Decisions to be made as a result of the executive session discussion shall be formalized in the open Board meeting with a motion that is properly made, seconded, and voted upon.

dg. Executive sessions may be held to manage the following:

i. Selection of members to fill Board or Committee vacancies;

ii. Human resource issues, including evaluations, compensation, and disciplinary issues;

iii. Legal issues

iv. Any other issues that arise requiring confidential discussion by the Board.

5. Voting by email - Under special circumstances, the Board may be required to vote on a specific issue by email. In such an event, responses by a quorum of Board members responses will be required to arrive at a decision.

GUIDELINES

1. Unless the minister or ministers are required to attend an executive session, the minister or ministers will be excused from executive sessions as a normal matter of course of action.
2. When issues arise that require tasks beyond Board members' available time or special skills or knowledge, the Board will be mindful of the possibility of appealing to the church community for assistance in order to insure the best outcome and as a way of inviting greater numbers of church members to become involved in the operation of the church.
3. The board will seek congregational input when considering Board decisions that would create a major departure from current practices.
4. The Board shall consider holding some meetings during the day to accommodate those who want to attend Board meetings but do not drive at night.
5. Before any vote by the Board, comments and opinions from any congregants present will be solicited.

STANDARDS

“TBD”

DEFINITIONS

1. Executive Sessions are exclusive to Board members but may invite people. The core functions of the executive functions are to assure confidentiality, create a mechanism for board independence and oversight, and enhance relationships among board members. While such sessions seem contrary to the expected openness and transparency of the Board these sessions provide a mechanism to respond to confidential issues.

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- c. An invitation to attend Board meetings.
 - d. Approved minutes will be posted on the web site under the governance tab within 2 weeks after they are approved. Approved board policies that have been reviewed by the congregation will also be posted.
3. When a member or members of FPBUU bring proposals or concerns to the Board that require further study, a written response by the Board will be made to the initiating member(s).
4. The following procedures apply whenever the Board is in executive session:
- a. Board members and others whom the board invites as needed for the purposes of the session shall be the only persons entitled to attend the executive session.
 - b. No votes or binding decisions will be made in an executive session, unless the nature of the issue is such that it must remain confidential until fully resolved.
 - c. Decisions to be made as a result of the executive session discussion shall be formalized in the open Board meeting with a motion that is properly made, seconded, and voted upon.
 - d. Executive sessions may be held to manage the following:
 - i. Selection of members to fill Board or Committee vacancies;
 - ii. Human resource issues, including evaluations, compensation, and disciplinary issues;
 - iii. Legal issues
 - iv. Any other issues that arise requiring confidential discussion by the Board.
5. Voting by email - Under special circumstances, the Board may be required to vote on a specific issue by email. In such an event, responses by a quorum of Board members will be required to arrive at a decision.

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Conflict of Interest Policy - FPB 2019 - Draft

First Parish Brewster Unitarian Universalist Policy

Policy Title: ~~Conflict of Interest (Procurement)~~ Procurement – FPBUU members as prospective providers

Policy Number: 4.87

Purpose: To ~~describe a process whereby financial conflicts of interest may be avoided in the process of procuring goods and services~~ ensure that FPBUU does not undermine its own financial interests by routinely giving priority or preference to FPBUU members in decisions that involve the spending of budgeted funds.

Revisions: New

Board Review Date: 10/15/2020

Congregation's Review Period: 10/27/2020 to 11/27/2020

Effective Date: TBD

POLICY STATEMENT

To avoid potential conflicts of interest when awarding contracts or making other agreements for the procurement of goods and services, First Parish Brewster Unitarian Universalist (FPBUU) requires a bidding process for the purchase of any good or service whose cost is expected to exceed \$1,000 in a fiscal year, in cases when a FPBUU member wishes to be considered as the provider of the good or service.

PROCEDURES

- In such instances that the leadership and/or the Minister or staff of FPBUU has decided that a particular good or service is to be purchased whose cost is expected to exceed \$1,000 in a fiscal year AND a FPBUU member has expressed interest in providing that good or service, the Administration and Finance Director (AFD) or a designee shall be informed and shall arrange for a bidding process or some similar method, so that a range of contractors/providers is sampled, to include at least one who is not a FPBUU member.
- Although the final choice of contractor/provider should not be based on price alone, the AFD or a designee should be cognizant of the obvious potential for a conflict of interest, should one or more of the bidders be a FPBUU member.
- The final choice of contractor/provider shall be up to the AFD or a designee, in consultation with such other interested parties as may exist, such as a Committee Chair or a technical advisor.

GUIDELINES

Commented [KW1]: Julia Enroth has expressed concern that this policy “discriminates against FPBUU members”. In response to Karen’s email explaining the administrative challenges of using a full procurement policy Julia writes: “I feel rather strongly that the policy as proposed is very discriminatory and that a straightforward Procurement Policy would be fairer, simpler and (based on my experience as Town Administrator) easier to implement and administer.”

The Policy Committee is concerned with increasing the administrative overhead without the board’s guidance and Karen’s support. If a more robust procurement process were to be adopted, including something like requiring a notice be posted in the Angle, we could mitigate that challenge of that by increasing the \$1,000 limit to be something higher.

The Policy Committee recommends approving the current document as final, addressing concerns about the title – which has been changed – but not addressing concerns which would require significant changes to the current procurement process.

Members of FPBUU who wish to be considered as bidders on projects costing more than \$1,000 in a fiscal year should be encouraged to accept the spirit of this policy, which is meant to ensure that FPBUU does not undermine its own financial interests by routinely giving priority or preference to FPBUU members in decisions that involve the spending of budgeted funds.

STANDARDS

No standards are recommended at this time.

DEFINITIONS

Leadership - Any individual or group that has access to approved budget funds, such as Committee Chairs

Contractor/provider - Any individual, group of individuals, or commercial organization or entity whose aim is to be paid money for such goods or services as he/she/they/it may provide

tr 01-07-2020

Conflict of Interest Policy - FPB 2019 - Draft

First Parish Brewster Unitarian Universalist Policy

Policy Title: Procurement – FPBUU members as prospective providers

Policy Number: 4.8

Purpose: To ensure that FPBUU does not undermine its own financial interests by routinely giving priority or preference to FPBUU members in decisions that involve the spending of budgeted funds.

Revisions: New

Board Review Date: 10/15/2020

Congregation’s Review Period: 10/27/2020 to 11/27/2020

Effective Date: TBD

-

POLICY STATEMENT

To avoid potential conflicts of interest when awarding contracts or making other agreements for the procurement of goods and services, First Parish Brewster Unitarian Universalist (FPBUU) requires a bidding process for the purchase of any good or service whose cost is expected to exceed \$1,000 in a fiscal year, in cases when a FPBUU member wishes to be considered as the provider of the good or service.

PROCEDURES

- In such instances that the leadership and/or the Minister or staff of FPBUU has decided that a particular good or service is to be purchased whose cost is expected to exceed \$1,000 in a fiscal year AND a FPBUU member has expressed interest in providing that good or service, the Administration and Finance Director (AFD) or a designee shall be informed and shall arrange for a bidding process or some similar method, so that a range of contractors/providers is sampled, to include at least one who is not a FPBUU member.
- Although the final choice of contractor/provider should not be based on price alone, the AFD or a designee should be cognizant of the obvious potential for a conflict of interest, should one or more of the bidders be a FPBUU member.
- The final choice of contractor/provider shall be up to the AFD or a designee, in consultation with such other interested parties as may exist, such as a Committee Chair or a technical advisor.

GUIDELINES

Commented [KW1]: Julia Enroth has expressed concern that this policy “discriminates against FPBUU members”. In response to Karen’s email explaining the administrative challenges of using a full procurement policy Julia writes: “I feel rather strongly that the policy as proposed is very discriminatory and that a straightforward Procurement Policy would be fairer, simpler and (based on my experience as Town Administrator) easier to implement and administer.

The Policy Committee is concerned with increasing the administrative overhead without the board’s guidance and Karen’s support. If a more robust procurement process were to be adopted, including something like requiring a notice be posted in the Angle, we could mitigate that challenge of that by increasing the \$1,000 limit to be something higher.

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STANDARDS

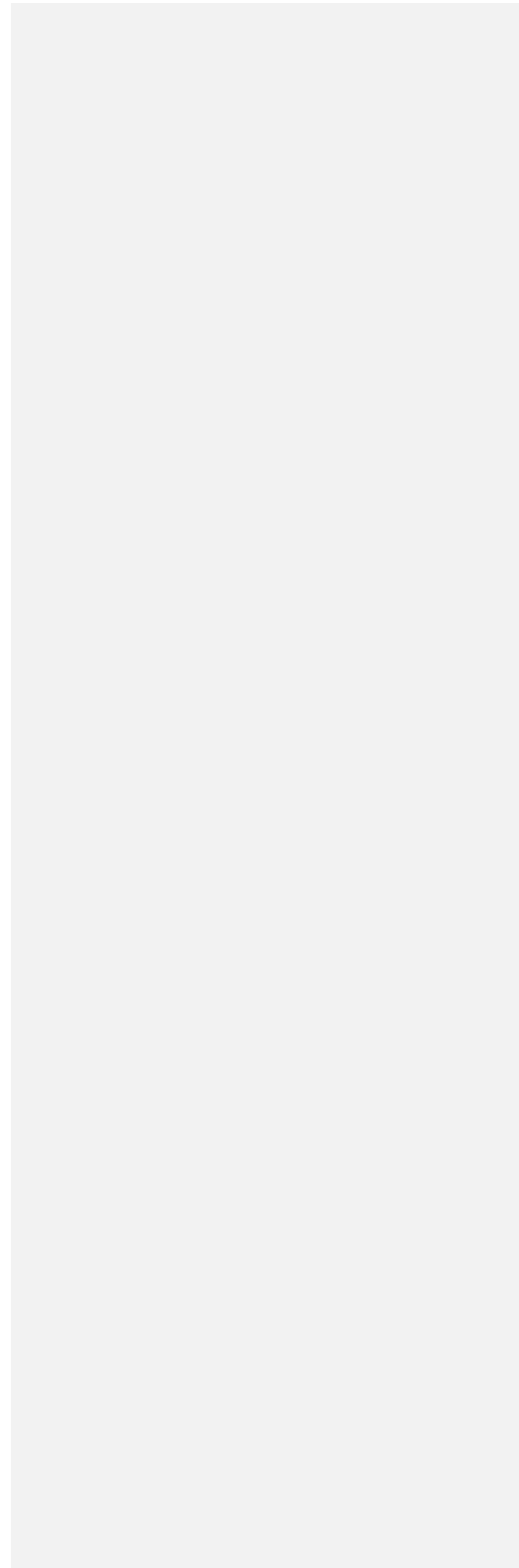
No standards are recommended at this time.

DEFINITIONS

Leadership - Any individual or group that has access to approved budget funds, such as Committee Chairs

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tr 01-07-2020



December 9, 2020

COVID Taskforce Recommendation to the Board

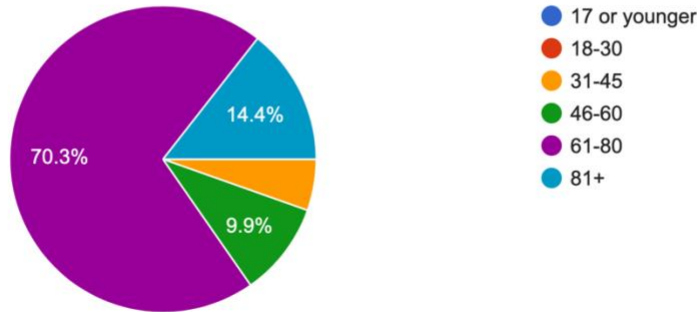
The Covid Taskforce met last night and voted unanimously to recommend that the FPB campus remain closed, subject to current authorized uses, until June 1, 2021. The Task Force will continue to meet monthly, and should circumstances improve before June 1, particularly as vaccination programs are implemented, the recommendation would be reassessed at that time.

Members: Irie Mullin, Matt Libby, Marie Hartley, Rev Jessica and Carol DiAnna (Board President).

FPBUU Community Engagement Survey Results

What age group are you in?

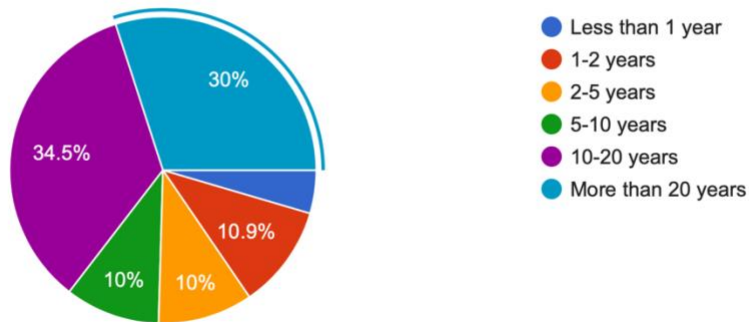
111 responses



108 Of survey respondents were members, 3 were friends. 6 are caregiving or parenting full time.

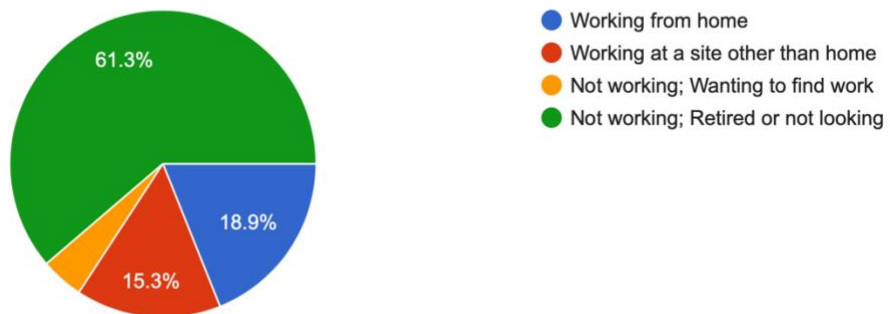
How long have you been part of FPBUU's community?

110 responses



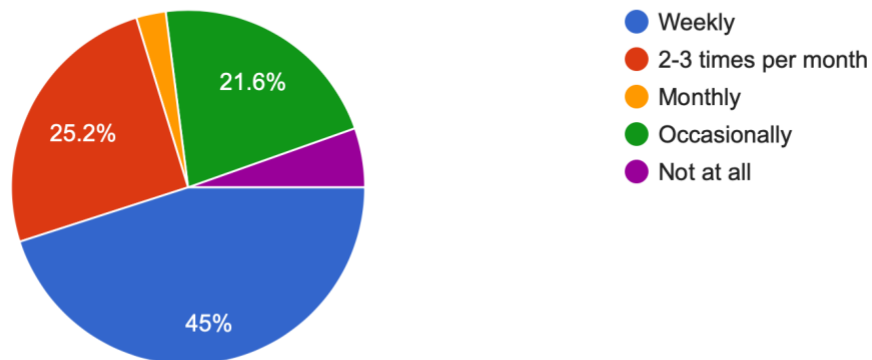
What does your day-to-day life look like these days?

111 responses



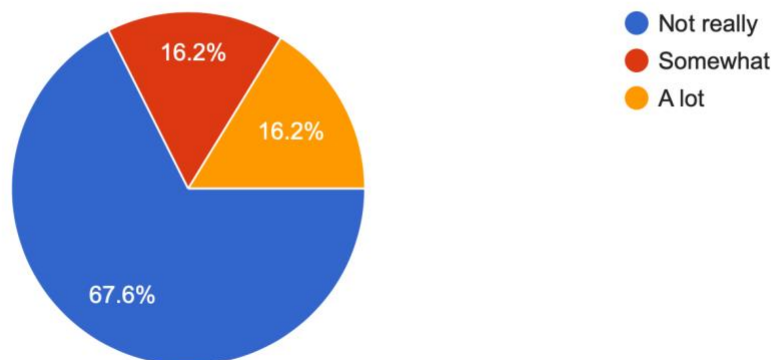
How often have you been attending the online Sunday worship service since the Covid-19 shutdown began (approximately)?

111 responses



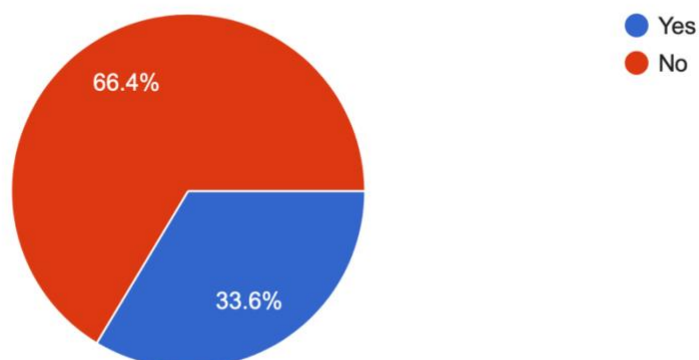
Did summertime impact your usual level of attendance this year?

111 responses



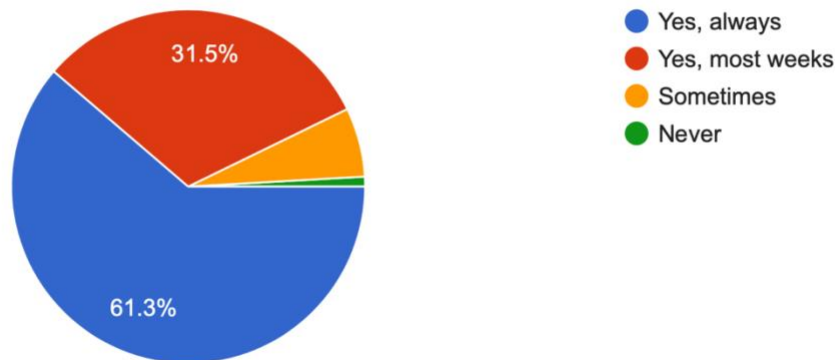
Are you participating in a Covenant Group at FPBUU this fall?

110 responses



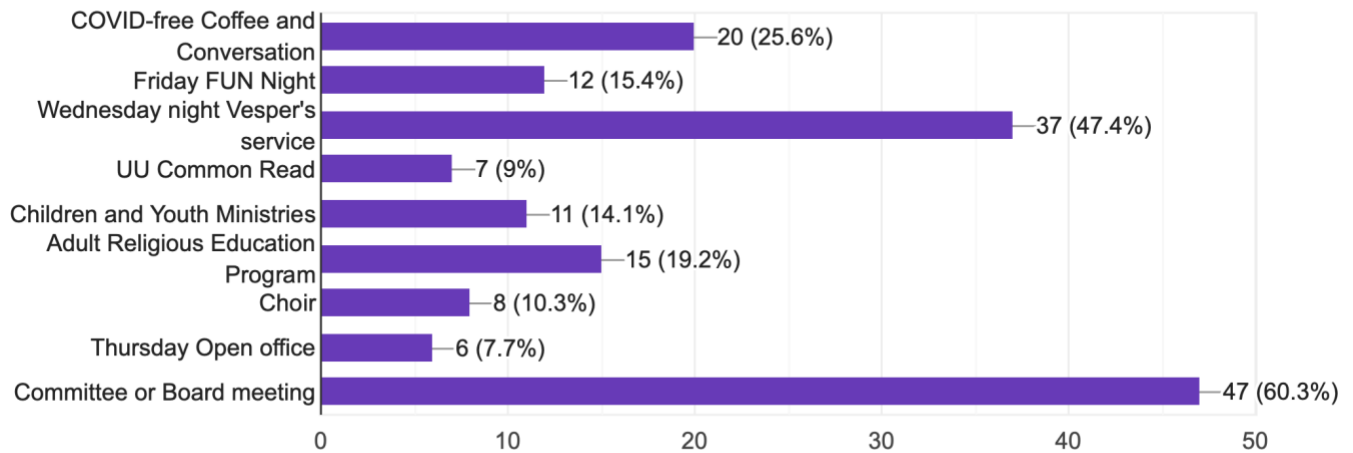
Do you read the Weekly Angle each week?

111 responses



What other FPBUU community activities have you participated in online? (Please select all that apply.)

78 responses

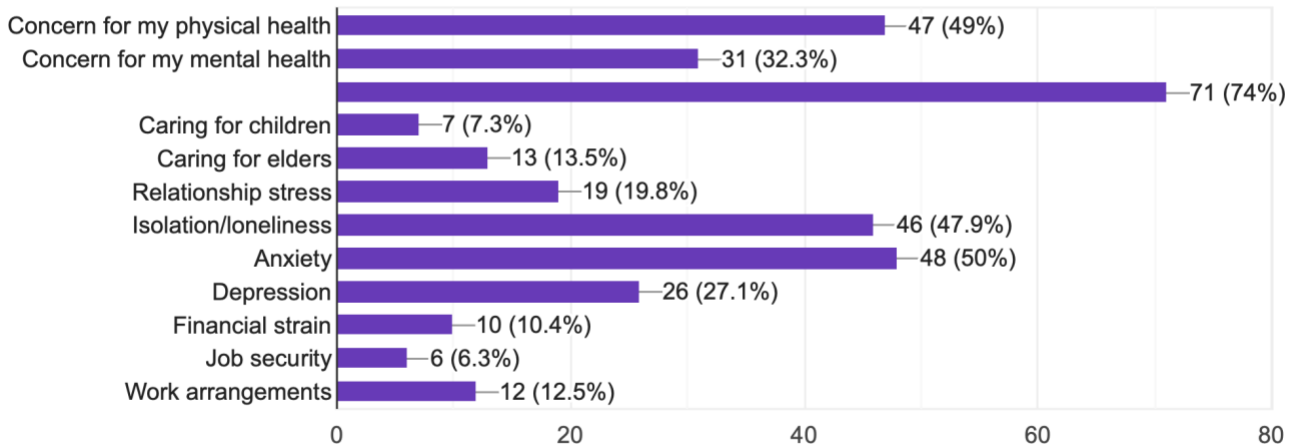


If you attend other online groups which ones?

Stewardship, fundraising, COSM, personnel, hiring, Cove, Building a Bigger Table, Reparations Committee, Book groups, Faith Communities Environmental Network (FCEN), Harwich Climate Action Network, Harwich Cultural Council, Vespers, Brewster Cultural Committee meetings, Brewster Writers Group, ROMEOS, 8th principle work group, a Wabi Sabi Movement Zoom, Monthly WILPF meetings, Covenant congregational Task Force, Buddhist Study Group, Yacht club meetings, Prayer shawl, Membership Committee, Chapel in the Pines meetings, fundraising, LDC, LGBTQ Welcoming Congregation Committee, BOT, UUA gatherings around election and politics, enrolled in the Jaqui Lewis racism courses, UU FBR in Florida, Adult COA, covenant group, CYM. Foothills, Pflag, Merton group, 12 step meetings, social meeting, music group, Lifetime Learning classes at Snow Library, Orleans, Alanon, Big Book Step Study

During the pandemic, which of these issues have been significant for you? (Please select all that apply.)

96 responses



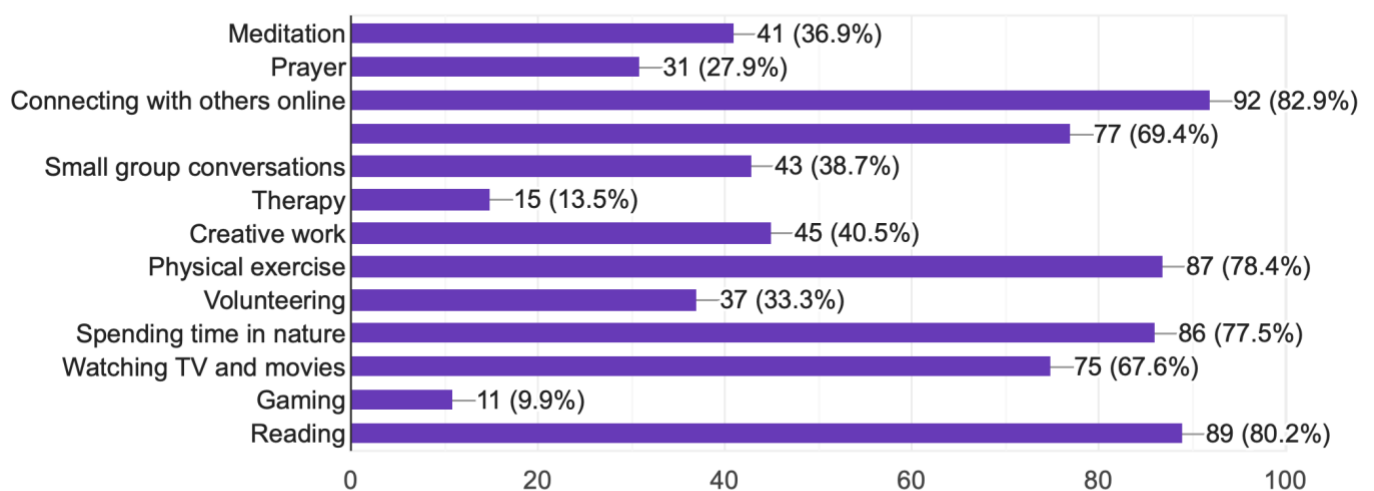
Are there any other issues that are significant to you?

- Grief
- the outcome of the presidential election & the divisiveness in our country
- Healing our nation
- miss being with extended family and friends
- .not being able to physically join a group, it can be done with protocols in place
- People around me are obsessed with politics, and it's hard to find respite from it
- General feeling of isolation from the larger community
- Existential angst
- Navigating between my own needs to be with my children and friends and husband and my husband's needs that I stay away from everyone as well as him and don't go out.
- Missing our grandchildren! Concerns for rebuilding unity in the US
- Healing this country
- No
- Covid 19
- The election outcomes
- Anxiety about the political situation;
- politics
- Some unwelcome changes in FPBUU
- None
- The Election! The divided state of America.
- Trans people getting murdered at increasingly alarming rates over the past 4 years. 2. Possible loss of trans rights because of the new Supreme Court. As a trans person I experience the hostility on the rise on a daily basis, and it's terrifying. 3. Not surprisingly, there's been a diminishing ability to be heard as a trans person in the midst of so much other injustice in this country - and maybe rightly so, considering it's the majority of the people. Consider this: if the secret police went out and scooped up every trans person and sent them to "Absentia", would anyone even notice? There are so few of us, I think not. That's the most terrifying thing of all.
- Fear of infection

- no
- Verbal abuse most every week
- Lack of connection with community. I miss hugs. And childcare options.
- It is very easy for us to isolate and be safe: financially secure, distant from others, lots of reading and e-mail interaction. We are very fortunate - no real significant issues.
- Years ago I became interested in FPUU but stopped participating. I want to renew my participation in the parish but am computer challenged. Just this week I figured out how to participate in the service for the first time. I would like to be more active but am not familiar with what is what and my technical hesitation makes that a slow process. I will get there.
- Parenting kids with special needs during this time has been absolutely brutal, as well as navigating boundaries with my family of origin.
- Increased burden of physical work with loss of household supports. Loss of gym/swim/exercise. Missing family. Constriction of options. No time really alone.
- Sure.
- Worry about elderly next door neighbor, how to help her in emergency, solved now
- the election
- Politics and the election
- physical distance from family members who are living in highly populated areas that are Covid hot spots. Sometimes I feel guilty that I'm leading a relatively safe life when they are not
- Miss singing, miss people
- Political Climate, Environment, sons' employment or lack thereof
- Aren't the above enough?!? :)))))) (I HAD to throw inn a tad of lightness!)
- Political climate in the country
- The chaos in the country
- Lack of touch (emotional well-being)

What supports or practices have been helpful to you in this time? (Please select all that apply.)

111 responses



What other supports are important to you?

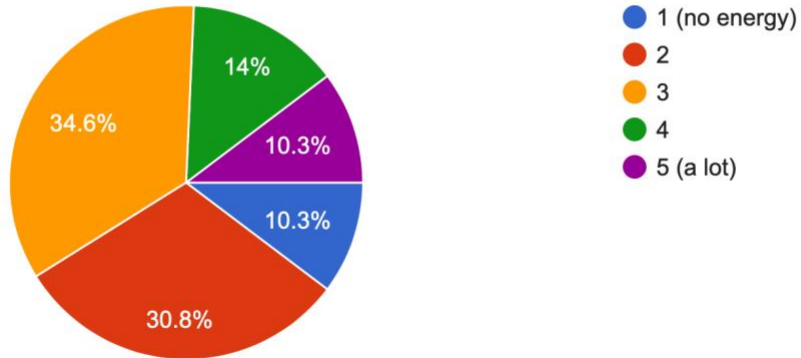
- Knitting, catching up with things that needed attention at home, chatting with friends who are near and far away

- Playing music
- Baking to share with neighbors
- My dog
- Writing
- none that I can think of
- writing, working in my wood shop
- my husband and kids- (mostly online)
- Music, learning/self-improvement, talking on the phone with friends, gratitude exercises, writing, helping others
- gardening
- gardening, cooking for myself and others, being with my cat
- Participating in UUThe Vote, weekly Vespers
- my weekly weaving group meeting outdoors
- Vespers, video messages from Rev. Jessica and staff.
- My Buddhist Studies
- FaceTime with grandchildren, Cycling
- participating in 2 men's groups - 1 online and another both on-line and in person
- House projects/landscaping
- Vespers
- gardening, piano, yoga as a spiritual practice
- My writing group and my writing output
- Corresponding with several friends by old-fashioned mail has been a pleasure.
- gardening, gratitude journal
- I am OK
- none
- family game nights, marshmallow roasts around the fire pit with friends and family
- Zoom Yoga movie group (Zoom) on Netflix (Florida church)
- My animals and music
- Podcasts to fall asleep
- Knowing that if we're careful we'll be OK. Availability of Little Free Libraries. Healthful food and drink.
- Wine tasting
- The Sunday sermon is a challenge I need to broaden my thinking and challenge me to become a better person
- Doing acts of kindness for others in the community
- dogs.
- Calling friends and family on old fashioned telephone! Summer in-person book group helped, a brand new group “innocently” formed in December; by March we were expanding and building new friendships despite then moving to zoom. We moved outside in May with masks! Three new people joined. We’ve all found it important to be doing something new that builds community. Already helping one another through life issues, all in our 60s, so knees and hips. I would encourage others not to limit because of COVID ... community can blossom even now. When we returned this month to zoom, several remarked they didn’t know what our new members looked like since we masked outdoors! That was funny. And okay.
- puzzles
- Art work , live and care of Sam (my dog)
- support group led by Kathy Brudeski
- Little road trips, my pets

- On line classes
- 12-step
- Watching/attending UU services in several other churches.....very enlightening!
- Knowing this too will pass.

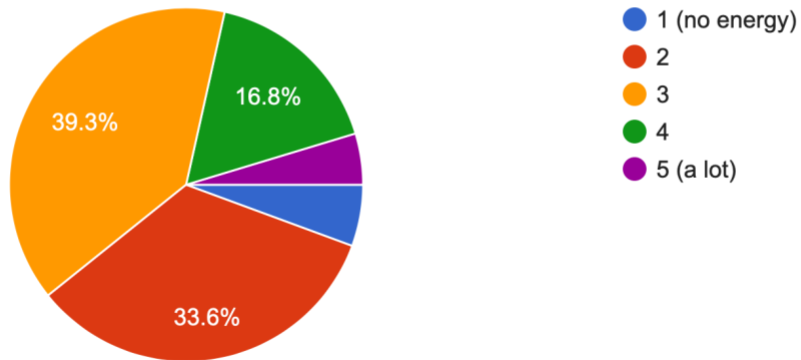
How much energy do you feel you have for volunteering at FPBUU this fall and winter?

107 responses



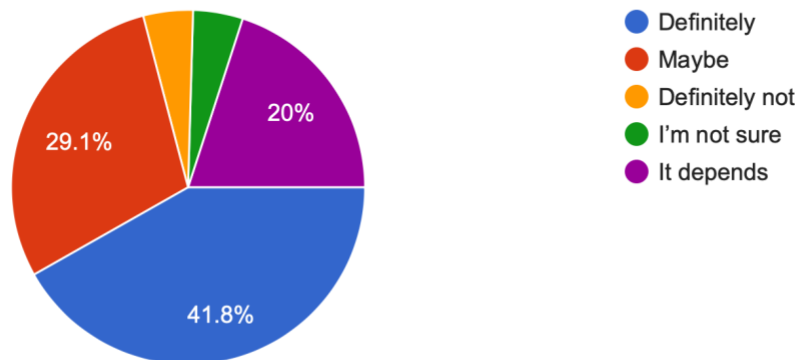
How much energy do you feel you have for participating in programs at First Parish this fall and winter?

107 responses



If we were to open the building for services sometime in 2021, would you attend if the safety measures recommend by public health guidelines were in place?

110 responses

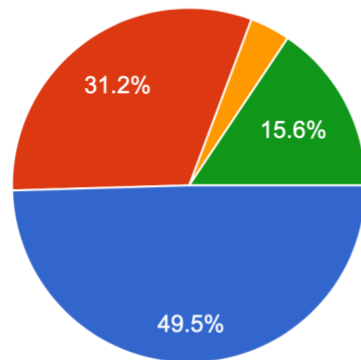


If you answered "It Depends" please explain

- Depends on the level of Covid in the country and in this area and it also depends on the vaccine.
- If I can get vaccinated
- My work schedule
- I would have to be sure that the services are safe
- I think I will not be ready until there is a vaccine.
- On whether we are physically there, how we are meeting CDC recommendations.
- How trustworthy a vaccine might be available; number of cases on Cape
- It depends on the subject of the sermon.
- Need a safe vaccine before I could feel comfortable in a close setting indoors.
- Gut feeling at that time
- on the protocols in place - don;t know the DPH recommendations
- Didn't answer "It depends." but need to explain a bit. I have energy to assist physically (food to St. Joseph; clear out behind Thrift Shop) but with hearing problems I don't want to be involved with groups or on the phone re FPB activities. So energy and interest in one but not the other.
- If everyone had been able to get two doses of a vaccine, then I would like to attend in person.
- If a vaccine has been made widely available, the number of existing cases
- We are more careful than the general guidelines recommend.
- I live far, far away
- Safety is paramount. I am fine with virtual worship during the pandemic.
- Ventilation, distancing,
- If we were on vacation I would. I live in CT but attend church at 1st Parish Brewster when on vacation(and virtually). Haven't been to the Cape in a couple of years. Faithfully read the newsletters and have done virtual sporadically.
- Definitely not till the summer; possibly outdoors. I'm not sure about sitting in our sanctuary.
- I am 91 now and cannot predict how active I will be as time progresses
- Small gatherings with reservations
- If it feels safe, if I am still here, if I feel that FPB can meet my needs as well or better than other UU churches. At the moment the services are not challenging me.
- It depends on my own sense of well-being...physically, mentally, and emotionally, so I guess it all depends on my health!

When the time comes to return to in-person services, we plan to continue to stream Sunday worship services online. How do you think you would attend?

109 responses



- I would probably attend in person all or most of the times I attended
- I would split my attendance between in-person and watching online depending on how I felt that week
- I would probably watch online all or most of the times I attended
- I don't know yet.

Is there anything else you would like the staff and leadership team to know or consider at this time?

- There is a part of me that would love to have the option of zoom rather than streaming on any given Sunday in the future. I love coming in person... But zoom is not so bad.
- I have great appreciation and gratitude for all of you.
- I tend to be a person who runs late, and I wonder if I would attend services online not for health concerns, but just because it's easier in the moment, even though on some level not as fulfilling. Online would also avoid the awkwardness of wanting to be physically close to people and knowing I shouldn't or can't, it's just easier to avoid the situation.
- I'm so very thankful for Rev Jessica and for wonderful Karena!
- If I were to attend services in person I would need a ride to & from FPBUU.
- thanks for your interest
- No, but good survey
- I think we need to think about a Christmas service, maybe by car, we also should look at groups with safe protocols. there are rooms where there could be safe social distancing
- I now live in Mashpee as a caregiver, so my commute distance has increased. I will still be there for choir practice on Wednesday and Sunday service, but it will be difficult for me to be there in person more than that.
- Thanks for your dedication, creative solutions, and hard work during these difficult times!
- One hour small group discussions are very helpful for me in combating the loneliness.
- Thank you all for your steady guidance and being open to new ideas
- It's good to have the church here
- Seeing how divided our nation is following the election, would it be possible to offer workshops on communicating with people who do not share the same viewpoints and finding common ground?
- Gratitude for all the good work being done.
- I feel unhappy that some of my mentors in social justice work have been neglected and or sidelined. I wish that Jessica and the Board would repair whatever problems there are and bring them back. Two that I think would come back are Sue Flemming and Tia Cross and then of course, Deer Sullivan, but that is more complicated. There might be baby steps that could happen in Deer's case.

- I'm grateful for all your good, creative work to minister to our community.
- Hoping our Meeting House can become a venue for rebuilding a sense of community in this country
- Thank you for all you do to keep us involved and caring for us and others.
- I appreciate our leadership and staff workover this pandemic to keep FPBUU going.
- I think the staff is doing a great job. Thank you
- I appreciate the efforts of the staff and volunteers in keeping FPB running and vibrant
- Deep appreciation for all the hard work you put into keep our beloved community together during this fraught time.
- More programs/services for men
- You have all been a lifesaver to us.
- You are doing a great job engaging the congregation and soothing our spirits.
- Celine is great to work with at the Thrift Store. I feel I'm contributing something.
- Given the changes that have occurred within FPBUU, we're decided about continuing.
- Thank you for all your hard work and dedication
- You have been doing a fabulous job supporting us. Don't know what I would have done without you. Thank you so much.
- You have done a great job keeping us connected during this difficult time.
- No
- Missing everyone!!!!
- I prefer written form to video messages, or at least that the main message of each video might at least be subtitled (example - what Jessica's 3 points would be about) - no biggie - but I often do not watch the videos. I feel rather detached from FPB - while weather is warm enough I will almost always choose being in nature or with a human at a distance to a Sunday morning zoom .. perhaps that will change in the winter.
- On the last point, while I would expect to attend in person most weeks when not traveling (which I want to do a lot in retirement once travel is again safe), I would definitely appreciate if Zoom is available in the event it were necessary for some reason
- The efforts that the staff have gone to in times like these, to reach out with genuine and varied high quality offerings, and the preparation that goes into each Sunday service, has been phenomenal and much appreciated.
- Just returning to FPB after 6 years away - life is complicated this year but hope to connect again
- I spend winter in Florida so Zoom allows me to attend services and groups.
- It would be nice to have someone visit the disabled and the ill from time to time
- I do enjoy Jessica's weekly videos that I access through email. Nearly impossible to attend online with two young children at home. It would be a mess as I've learned from zoom calls for work. Are the weekly services recorded and available online to watch later?
- I'm comfortable with the Zoom, and see no need to rush back to in person, though others undoubtedly feel far differently. Until a vaccine is provided, I have problems seeing the logistics of in-person attending: 2 folks per every other row? Choir? Pre and post service activities? I know I'd not attend in person if it means someone else, with more commitment to in-person attendance, could not attend because I was taking up limited space. Bless you all for taking on this difficult challenge; let's hope the vaccine can answer some of the issues, but that's still months away.
- The CYM programs during this time have been a lifeline for my kids and myself. They are engaging and nourishing, and we have been so, so grateful for that point of contact as a family.
- I think attending in-person services depends on everyone having had a vaccine for the safety of all, and after two doses have been administered to all attendees. The Vespers services have been amazing and helped to get me through each week since the pandemic started. I would be

so grateful if they would continue after we are able to be back in our sanctuary. Thank you for the survey.

- Not really
- We would definitely attend in person IF we felt absolutely safe. It would take a lot for us to feel safe.
- Maybe your talk is too rosy, naive.
- You all have been utterly amazing and adaptable and smiling through strange times. When things go wrong, you still smile. It speaks to trust and faith ... and sets a grand example for us all. Thank you.
- I wish the Sanctuary could be opened for meditation. It would be helpful to be in the place that provides sanctuary and solace. I think it could be done with appointment times scheduled, perhaps 1 or 2 times / week. The thrift shop is open 4 days a week and there seems to be no problem.
- Thanks for all you do!!
- Thank you all for your continuing service, caring and leadership!
- Thank you for this input opportunity & for all your efforts to keep us connected
- I miss all the things that made FPB so special.
- I am unhappy with the board's decision to allow our minister to leave, again. We are all sacrificing. I, also, do not understand why she continues to receive her full salary and benefits.
- I miss being in the historic building and would like to see the interior of our sanctuary rather than the brick fireplace wall. How about some FPB screen shots? Can we move to a more formal/ normal service with sermons and benedictions and not a large cast of characters participating? I do think that we all miss the building and the usual Sunday morning format. I'm glad you have hired a techie and hope that means that I don't have to watch our minister and staff trying to cue the prompts, etc. which destroys the flow of the service.
- Thank you for all your care and concern for this community.
- vespers has had a super positive effect om me
- I feel that the leadership at FPB is really considerate to the needs of her parishioners. I think we can all be grateful for that, and the zoom services just seem to be getting better and better.

Financial Reports - November 2020

Submitted by Karena Stroh, Administration & Finance Director

Table of Contents

Tab 2 (pages 2-5) - *Operating Fund* Profit & Loss Budget vs. Actual

Tab 3 (pages 6-8) - *Operating Fund* Profit & Loss Previous Year Comparison

Tab 4 (pages 9-10) - *Operating Fund* Balance Sheet Previous Year Comparison

% of budget should typically be at 42%

Points of Interest

Total Income is at 55% of budget

Pledge Commitments FY 20-21 \$353,683

Total Pledge Payments received 50% of budget

Offertory is at 37% of budget

Thrift Store Income is at 82% of budget

Total Expenses are at 39% of budget

Split Plates Offeratory - As of Oct 31, \$3,865 was collected for 15 different organizations. There is a current list of who we have recently shared our plate with on the website under the Social Justice Ministries/Split Plate Sundays. This does not include the collection we did for the UUtheVote on Oct, 11 because we asked people to send it straight to the UUA.

As of Nov 30, 2020, there was \$111,844 (page 8, line 3) in the Operating Fund of FPBUU, which is more than 2 months of budgeted expenses. No Endowment distribution needed at this time. The following are points of interest from the following reports.

Pledge payments are still coming in ahead of budget. In comparison to having received 52% of budgeted pledges last year at this time, this year 55% of funds pledged have already been paid.

Thank you to the Welcoming Congregation for the \$2,000 donation. They typically share the proceeds from the annual Gayla Ball with FPBUU, but due to the pandemic there will not be a ball this year. (page 2, line17)

Because the Church fundraisers are already over budget, the proceeds from the Spring Auction could have a big impact on reducing the total Endowment Fund distributions needed.

In the P&L previous yr comparison, the 2019 other fundraisers include: Lobster Cruise, Potato Fest and Deeper than Skin Concert. (page 6, line15)

UUtheVote has a surplus but with reimbursements this will be zero. (page 4, line 95)

Operating Funds
Profit & Loss Budget vs. Actual
July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense					
Income					
Pledges					
1	2020-2021 Pledges	145,296.02	315,000.00	-169,703.98	46.13%
2	2019-2020 Pledges	15,882.24	7,500.00	8,382.24	211.76%
3	2018-2019 Pledges	150.00			
4	Total Pledges	161,328.26	322,500.00	-161,171.74	50.02%
5	Offertory	4,822.00	13,000.00	-8,178.00	37.09%
6	Fund Raising				
7	Thrift Store/Annex	32,744.05	40,000.00	-7,255.95	81.86%
8	Church Fundraisers				
9	Garden Tours	2,182.00	1,000.00	1,182.00	218.2%
10	Small Group Fundraisers	2,184.18	0.00	2,184.18	100.0%
11	Spring Auction	0.00	6,500.00	-6,500.00	0.0%
12	Summer Auction	6,018.00	1,000.00	5,018.00	601.8%
13	Holiday Fair	-406.18			
14	Church Fundraisers - Other	0.00	0.00	0.00	0.0%
15	Total Church Fundraisers	9,978.00	8,500.00	1,478.00	117.39%
16	Food Certificate Sales	450.00	500.00	-50.00	90.0%
17	Welcoming Congregation-Income	2,000.00	2,000.00	0.00	100.0%
18	Total Fund Raising	45,172.05	51,000.00	-5,827.95	88.57%
19	BldgUse				
20	Weddings/Memorials	500.00	0.00	500.00	100.0%
21	Total BldgUse	500.00	0.00	500.00	100.0%
22	Investment,Interest, MiscIncome				
23	Investment Income				
24	UUA GIF Distribution	1,459.94	2,800.00	-1,340.06	52.14%
25	Alton Smith Char Trust	245.22	1,000.00	-754.78	24.52%
26	Alton Smith Irrev Trust	317.00	1,200.00	-883.00	26.42%
27	Total Investment Income	2,022.16	5,000.00	-2,977.84	40.44%
28	Interest Income	132.13	250.00	-117.87	52.85%
29	Total Investment,Interest, MiscIncome	2,154.29	5,250.00	-3,095.71	41.03%
30	Contributions				
31	Misc Contributions	403.57	300.00	103.57	134.52%
32	Total Contributions	403.57	300.00	103.57	134.52%
33	Total Income	214,380.17	392,050.00	-177,669.83	54.68%
34	Gross Profit	214,380.17	392,050.00	-177,669.83	54.68%
35	Expense				
36	Staff Salaries				
37	Minister	37,950.00	91,080.00		
38	Admin&FinanceDir	17,957.90	43,099.00	-25,141.10	41.67%
39	CYM Director	17,542.20	42,101.00	-24,558.80	41.67%
40	Music Director	14,711.50	35,308.00	-20,596.50	41.67%
41	ThriftStoreManager	13,000.00	31,574.00	-18,574.00	41.17%
42	Sexton	8,267.22	20,325.00	-12,057.78	40.68%
43	Bookkeeper	6,026.50	14,461.00	-8,434.50	41.67%
44	Pianist	2,730.00	10,920.00	-8,190.00	25.0%
45	Tech Support	260.00			
46	CYM-Childcare	270.00	3,634.00	-3,364.00	7.43%
47	Total Staff Salaries	118,715.32	292,502.00	-173,786.68	40.59%
48	Staff Benefits/Payroll Expenses				

Operating Funds
Profit & Loss Budget vs. Actual
July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget	
49	WorkCompInsurance	-204.00	2,910.00	-3,114.00	-7.01%
50	FICA Taxes	5,738.86	15,239.00	-9,500.14	37.66%
51	Minister Benefit (FICA)	2,870.00	6,885.00	-4,015.00	41.69%
52	Employee Health Insurance	12,147.10	35,000.00	-22,852.90	34.71%
53	Pension	7,790.30	23,956.00	-16,165.70	32.52%
54	Minister's Term Life	378.00	734.00	-356.00	51.5%
55	Total Staff Benefits/Payroll Expenses	28,720.26	84,724.00	-56,003.74	33.9%
56	Staff Professional Expenses				
57	Minister's Professional Exp	2,808.55	9,000.00	-6,191.45	31.21%
58	Admin&FinanceDirProf Ex	987.58	1,704.00	-716.42	57.96%
59	CYM Professional Exp	505.23	1,664.00	-1,158.77	30.36%
60	Music Director Prof Exp	1,396.00	1,396.00	0.00	100.0%
61	Total Staff Professional Expenses	5,697.36	13,764.00	-8,066.64	41.39%
62	BldgGrounds				
63	Electric	1,947.11	3,500.00	-1,552.89	55.63%
64	Gas	587.97	4,500.00	-3,912.03	13.07%
65	Groundskeeping	4,036.00	12,000.00	-7,964.00	33.63%
66	Reg. Maintenance				
67	Supplies	1,299.82	3,000.00	-1,700.18	43.33%
68	Reg. Maintenance - Other	3,182.10	13,800.00	-10,617.90	23.06%
69	Total Reg. Maintenance	4,481.92	16,800.00	-12,318.08	26.68%
70	Liability/Property Insurance	7,079.00	14,200.00	-7,121.00	49.85%
71	Phone & Internet	1,660.03	4,300.00	-2,639.97	38.61%
72	Water	450.90	1,500.00	-1,049.10	30.06%
73	Total BldgGrounds	20,242.93	56,800.00	-36,557.07	35.64%
74	Thrift Store/Annex Expenses	95.24			
75	Office Expenses				
76	Transfer Suspense Account	2,514.08			
77	Advertising	0.00	1,500.00	-1,500.00	0.0%
78	Credit Card/Bank/PayPal Fees	1,311.55	4,000.00	-2,688.45	32.79%
79	Office Expense/Supplies	366.03	3,000.00	-2,633.97	12.2%
80	OfficeEquip/Maint	1,838.58	6,200.00	-4,361.42	29.66%
81	Payroll Software Expenses	170.00	800.00	-630.00	21.25%
82	Software Expense	1,286.20	1,800.00	-513.80	71.46%
83	Total Office Expenses	7,486.44	17,300.00	-9,813.56	43.27%
84	Loan & Mortgage Payments				
85	Mortgage Principal Payments	2,078.31	4,038.00	-1,959.69	51.47%
86	Mortgage Interest Payments	1,544.29	4,597.00	-3,052.71	33.59%
87	Total Loan & Mortgage Payments	3,622.60	8,635.00	-5,012.40	41.95%
88	Denominational Dues				
89	UUA-NER	10,704.00	21,407.00	-10,703.00	50.0%
90	Total Denominational Dues	10,704.00	21,407.00	-10,703.00	50.0%
91	Consultants/Contract Employees				
92	Housekeeping	3,520.00	8,320.00	-4,800.00	42.31%
93	Total Consultants/Contract Employees	3,520.00	8,320.00	-4,800.00	42.31%
94	Committees				
95	UU the Vote	-2,135.40			
96	Board of Trustees	0.00	100.00	-100.00	0.0%
97	Landscape Committee	53.00	500.00	-447.00	10.6%
98	Membership	730.55	500.00	230.55	146.11%
99	Stewardship	0.00	500.00	-500.00	0.0%

Operating Funds
Profit & Loss Budget vs. Actual
 July through November 2020

		Jul - Nov 20	Budget	\$ Over Budget	% of Budget
100	Total Committees	-1,351.85	1,600.00	-2,951.85	-84.49%
101	CYM				
102	Special Programing/Multigen	1,020.61	800.00	220.61	127.58%
103	OWL/COA	0.00	500.00	-500.00	0.0%
104	High School Youth Program	31.33	500.00	-468.67	6.27%
105	Pre K-Grade 6/7	8.30	650.00	-641.70	1.28%
106	Office/Library	23.89	200.00	-176.11	11.95%
107	Total CYM	1,084.13	2,650.00	-1,565.87	40.91%
108	Music				
109	Music Scores	250.00	500.00	-250.00	50.0%
110	Music Support/Supplies	458.45	300.00	158.45	152.82%
111	PianoOrgan	0.00	800.00	-800.00	0.0%
112	Total Music	708.45	1,600.00	-891.55	44.28%
113	Worship				
114	Hospitality	0.00	300.00	-300.00	0.0%
115	Materials/Supplies	506.15	1,000.00	-493.85	50.62%
116	Total Worship	506.15	1,300.00	-793.85	38.94%
117	Total Expense	199,751.03	510,602.00	-310,850.97	39.12%
118	Net Ordinary Income	14,629.14	-118,552.00	133,181.14	-12.34%
119	Other Income/Expense				
120	Other Income				
121	Endowment Fund Distribution	0.00	110,000.00	-110,000.00	0.0%
122	Surplus Transfer	0.00	20,000.00	-20,000.00	0.0%
123	Total Other Income	0.00	130,000.00	-130,000.00	0.0%
124	Net Other Income	0.00	130,000.00	-130,000.00	0.0%
125	Net Income	14,629.14	11,448.00	3,181.14	127.79%

Operating Funds Profit & Loss Prev Year Comparison July through November 2020

	Jul - Nov 20	Jul - Nov 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
Pledges				
1 2020-2021 Pledges	145,296.02	0.00	145,296.02	100.0%
2 2019-2020 Pledges	15,882.24	184,897.29	-169,015.05	-91.41%
3 2018-2019 Pledges	150.00	10,187.00	-10,037.00	-98.53%
4 2017-2018 Pledges	0.00	130.00	-130.00	-100.0%
5 Total Pledges	161,328.26	195,214.29	-33,886.03	-17.36%
6 Offertory	4,822.00	8,510.50	-3,688.50	-43.34%
7 Fund Raising				
8 Thrift Store/Annex	32,744.05	45,675.09	-12,931.04	-28.31%
9 Church Fundraisers				
10 Garden Tours	2,182.00	0.00	2,182.00	100.0%
11 Small Group Fundraisers	2,184.18	22.00	2,162.18	9,828.09%
12 Spring Auction	0.00	373.00	-373.00	-100.0%
13 Summer Auction	6,018.00	0.00	6,018.00	100.0%
14 Holiday Fair	-406.18	0.00	-406.18	-100.0%
15 Church Fundraisers - Other	0.00	6,905.70	-6,905.70	-100.0%
16 Total Church Fundraisers	9,978.00	7,300.70	2,677.30	36.67%
17 CYM Summer Program	0.00	770.92	-770.92	-100.0%
18 Food Certificate Sales	450.00	1,150.00	-700.00	-60.87%
19 Women's Circle Alliance	0.00	690.00	-690.00	-100.0%
20 Welcoming Congregation-Income	2,000.00	0.00	2,000.00	100.0%
21 Total Fund Raising	45,172.05	55,586.71	-10,414.66	-18.74%
22 BldgUse				
23 Space Rentals	0.00	4,698.65	-4,698.65	-100.0%
24 Weddings/Memorials	500.00	1,850.00	-1,350.00	-72.97%
25 Total BldgUse	500.00	6,548.65	-6,048.65	-92.37%
26 Investment,Interest, MiscIncome				
27 Investment Income				
28 UUA GIF Distribution	1,459.94	1,432.89	27.05	1.89%
29 Alton Smith Char Trust	245.22	333.46	-88.24	-26.46%
30 Alton Smith Irrev Trust	317.00	311.43	5.57	1.79%
31 Total Investment Income	2,022.16	2,077.78	-55.62	-2.68%
32 Interest Income	132.13	113.97	18.16	15.93%
33 Total Investment,Interest, MiscIncome	2,154.29	2,191.75	-37.46	-1.71%
34 Contributions				
35 Misc Contributions	403.57	178.38	225.19	126.24%
36 Total Contributions	403.57	178.38	225.19	126.24%
37 Total Income	214,380.17	268,230.28	-53,850.11	-20.08%
38 Gross Profit	214,380.17	268,230.28	-53,850.11	-20.08%
39 Expense				
40 Staff Salaries				
41 Minister	37,950.00	37,950.00	0.00	0.0%
42 Admin&FinanceDir	17,957.90	17,957.90	0.00	0.0%
43 CYM Director	17,542.20	17,668.56	-126.36	-0.72%
44 Music Director	14,711.50	14,711.50	0.00	0.0%
45 ThriftStoreManager	13,000.00	13,420.80	-420.80	-3.14%
46 Sexton	8,267.22	8,260.50	6.72	0.08%
47 Bookkeeper	6,026.50	6,026.50	0.00	0.0%
48 Pianist	2,730.00	4,287.50	-1,557.50	-36.33%

Operating Funds
Profit & Loss Prev Year Comparison
July through November 2020

	Jul - Nov 20	Jul - Nov 19	\$ Change	% Change	
49	Tech Support	260.00	0.00	260.00	100.0%
50	CYM-Childcare	270.00	420.00	-150.00	-35.71%
51	Total Staff Salaries	118,715.32	120,703.26	-1,987.94	-1.65%
52	Staff Benefits/Payroll Expenses				
53	WorkComplnsurance	-204.00	73.00	-277.00	-379.45%
54	FICA Taxes	5,738.86	5,867.36	-128.50	-2.19%
55	Minister Benefit (FICA)	2,870.00	2,870.00	0.00	0.0%
56	Employee Health Insurance	12,147.10	13,637.10	-1,490.00	-10.93%
57	Pension	7,790.30	10,552.20	-2,761.90	-26.17%
58	Minister's Term Life	378.00	367.20	10.80	2.94%
59	Total Staff Benefits/Payroll Expenses	28,720.26	33,366.86	-4,646.60	-13.93%
60	Staff Professional Expenses				
61	Minister's Professional Exp	2,808.55	7,878.38	-5,069.83	-64.35%
62	Admin&FinanceDirProf Ex	987.58	183.30	804.28	438.78%
63	CYM Professional Exp	505.23	0.00	505.23	100.0%
64	Music Director Prof Exp	1,396.00	941.65	454.35	48.25%
65	Total Staff Professional Expenses	5,697.36	9,003.33	-3,305.97	-36.72%
66	BldgGrounds				
67	Electric	1,947.11	2,238.04	-290.93	-13.0%
68	Gas	587.97	800.65	-212.68	-26.56%
69	Groundskeeping	4,036.00	8,385.88	-4,349.88	-51.87%
70	Reg. Maintenance				
71	Supplies	1,299.82	921.88	377.94	41.0%
72	Reg. Maintenance - Other	3,182.10	4,032.88	-850.78	-21.1%
73	Total Reg. Maintenance	4,481.92	4,954.76	-472.84	-9.54%
74	Maint-Special Bldg Projects	0.00	2,400.00	-2,400.00	-100.0%
75	Liability/Property Insurance	7,079.00	6,644.50	434.50	6.54%
76	Phone & Internet	1,660.03	1,723.24	-63.21	-3.67%
77	Water	450.90	502.09	-51.19	-10.2%
78	Total BldgGrounds	20,242.93	27,649.16	-7,406.23	-26.79%
79	Thrift Store/Annex Expenses	95.24	0.00	95.24	100.0%
80	Office Expenses				
81	Transfer Suspense Account	2,514.08	1,234.58	1,279.50	103.64%
82	Advertising	0.00	395.00	-395.00	-100.0%
83	Credit Card/Bank/PayPal Fees	1,311.55	1,274.25	37.30	2.93%
84	Office Expense/Supplies	366.03	1,360.61	-994.58	-73.1%
85	OfficeEquip/Maint	1,838.58	2,009.51	-170.93	-8.51%
86	Payroll Software Expenses	170.00	191.25	-21.25	-11.11%
87	Software Expense	1,286.20	871.56	414.64	47.57%
88	Total Office Expenses	7,486.44	7,336.76	149.68	2.04%
89	Loan & Mortgage Payments				
90	Mortgage Interest Payments	1,544.29	1,618.02	-73.73	-4.56%
91	EndowLoanRepayment	0.00	1,995.00	-1,995.00	-100.0%
92	Total Loan & Mortgage Payments	1,544.29	3,613.02	-2,068.73	-57.26%
93	Denominational Dues				
94	UUA-NER	10,704.00	7,136.00	3,568.00	50.0%
95	Total Denominational Dues	10,704.00	7,136.00	3,568.00	50.0%
96	Consultants/Contract Employees				
97	Substitute Sexton	0.00	580.00	-580.00	-100.0%
98	OMG Music	0.00	800.00	-800.00	-100.0%
99	Housekeeping	3,520.00	3,520.00	0.00	0.0%

Operating Funds
Profit & Loss Prev Year Comparison
 July through November 2020

		Jul - Nov 20	Jul - Nov 19	\$ Change	% Change
100	Total Consultants/Contract Employees	3,520.00	4,900.00	-1,380.00	-28.16%
101	Committees				
102	UU the Vote	-2,135.40	0.00	-2,135.40	-100.0%
103	Board of Trustees	0.00	519.24	-519.24	-100.0%
104	Landscape Committee	53.00	370.39	-317.39	-85.69%
105	Membership	730.55	108.90	621.65	570.85%
106	Social Justice	0.00	121.25	-121.25	-100.0%
107	UU Connections	0.00	150.00	-150.00	-100.0%
108	Total Committees	-1,351.85	1,269.78	-2,621.63	-206.46%
109	CYM				
110	Special Programing/Multigen	1,020.61	954.54	66.07	6.92%
111	OWL/COA	0.00	899.30	-899.30	-100.0%
112	High School Youth Program	31.33	357.18	-325.85	-91.23%
113	Pre K-Grade 6/7	8.30	199.86	-191.56	-95.85%
114	Contract Childcare	0.00	420.00	-420.00	-100.0%
115	Office/Library	23.89	111.11	-87.22	-78.5%
116	Total CYM	1,084.13	2,941.99	-1,857.86	-63.15%
117	Music				
118	Music Scores	250.00	-131.72	381.72	289.8%
119	Music Support/Supplies	458.45	55.06	403.39	732.64%
120	PianoOrgan	0.00	703.21	-703.21	-100.0%
121	Total Music	708.45	626.55	81.90	13.07%
122	Worship				
123	Pastoral Care Coverage	0.00	350.00	-350.00	-100.0%
124	Hospitality	0.00	195.13	-195.13	-100.0%
125	Materials/Supplies	506.15	492.16	13.99	2.84%
126	Pulpit Support	0.00	700.00	-700.00	-100.0%
127	Total Worship	506.15	1,737.29	-1,231.14	-70.87%
128	Total Expense	197,672.72	220,284.00	-22,611.28	-10.27%
129	Net Ordinary Income	16,707.45	47,946.28	-31,238.83	-65.15%
130	Net Income	16,707.45	47,946.28	-31,238.83	-65.15%

Operating Funds Balance Sheet Prev Year Comparison As of November 30, 2020

	Nov 31, 20	Nov 31, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1	CC5 Ckg - 5859	22,944.99	1,764.08	21,180.91 1,200.68%
2	Repo Sweep - 0998	88,899.56	105,391.14	-16,491.58 -15.65%
3	Total Checking/Savings	111,844.55	107,155.22	4,689.33 4.38%
4	Other Current Assets			
5	Payroll Corrections	-129.04	0.00	-129.04 -100.0%
6	Clergy Housing Repayment	0.00	1,925.00	-1,925.00 -100.0%
7	Emergency Reserve Fund	-29,400.00	-29,400.00	0.00 0.0%
8	Capital Expense Fund	-25,250.00	-25,250.00	0.00 0.0%
9	Total Other Current Assets	-54,779.04	-52,725.00	-2,054.04 -3.9%
10	Total Current Assets	57,065.51	54,430.22	2,635.29 4.84%
11	Fixed Assets	1,761,018.93	1,761,018.93	0.00 0.0%
12	Other Assets			
13	Food Coupon Inventory	5,565.00	6,000.00	-435.00 -7.25%
14	Petty Cash	100.00	100.00	0.00 0.0%
15	Total Other Assets	5,665.00	6,100.00	-435.00 -7.13%
16	TOTAL ASSETS	1,823,749.44	1,821,549.15	2,200.29 0.12%
17	LIABILITIES & EQUITY			
18	Liabilities			
19	Current Liabilities			
20	Other Current Liabilities			
21	PPP Loan	72,300.00	0.00	72,300.00 100.0%
22	Split Plate	4,025.00	1,627.00	2,398.00 147.39%
23	UUSC Coffee Sales	897.57	-404.80	1,302.37 321.73%
24	Current Portion-Loan Endow	10,399.00	10,399.00	0.00 0.0%
25	Current portion-Loan Meeting H	4,080.00	4,080.00	0.00 0.0%
26	Payroll Liabilities	5,762.16	6,743.02	-980.86 -14.55%
27	Total Other Current Liabilities	97,463.73	22,444.22	75,019.51 334.25%
28	Total Current Liabilities	97,463.73	22,444.22	75,019.51 334.25%
29	Long Term Liabilities			
30	Loan-Meeting House Improvements	74,256.87	78,765.08	-4,508.21 -5.72%
31	Loan-Endowment Fund	494,105.11	185,385.71	308,719.40 166.53%
32	Total Long Term Liabilities	568,361.98	264,150.79	304,211.19 115.17%
33	Total Liabilities	665,825.71	286,595.01	379,230.70 132.32%
34	Equity			
35	Unrealized Endow Loan Gain/Loss	-202,134.81	106,584.59	-308,719.40 -289.65%
36	Retained Earnings	1,343,025.51	1,380,423.27	-37,397.76 -2.71%
37	Net Income	17,033.03	47,946.28	-30,913.25 -64.48%
38	Total Equity	1,157,923.73	1,534,954.14	-377,030.41 -24.56%
39	TOTAL LIABILITIES & EQUITY	1,823,749.44	1,821,549.15	2,200.29 0.12%

42 footnote: The liability for the Endowment Fund loan is not accurate. The balance of the loan as of Oct 31st is \$119,094.