

July 2023 Board of Trustees Meeting Packet

<https://us02web.zoom.us/j/89722686555>

Meeting ID: 897 2268 6555 passcode: love

One tap mobile +13017158592,,89722686555# US (Germantown)

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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DLRE’s Report

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Treasurer & Financial Reports

Endowment Quarterly Report

FPB Board Email Vote July 6, 2023

**FPBUU Board of Trustees Meeting Agenda
July 18, 2023, 6:30 PM Hybrid/Zoom Meeting**

- 6:30 Welcome Board, Staff, and Visitors (questions/comments) - Jim
- 6:35 Chalice Lighting, Spiritual Opening - Carol
- 6:40 Focused Check-in - Jim
- 6:50 Read Board Covenant - Gail
- 6:52 Special Board of Trustees Approval by email on July 6, 2023, for use of the
FPB sanctuary (without a fee) for a fundraising concert in support of the
Pan Mass Challenge
- 6:53 Timekeeper - Jim
- 6:55 Liaisons - Jim
- 7:00 Board Notebook -Jim
- 7:05 Board Retreat - Jim
- 7:10 Common Read – Jim
- 7:15 Interim Minister moving expenses – Jim
- 7:30 Interim Minister – Transition Team - Jim
- 7:35 Interim Minister & UUA’s recommended 2-year term – Jim
- 7:40 Policy Committee – Board request for policies (1st request – Records
Retention Policy)
- 7:45 Treasurer’s Presentation - Karen
- 8:00 Consent Agenda: Prior Month Minutes, President’s Report, Lifespan
Religious Education Director’s Report, Administration and Finance
Director’s Report, Treasurer’s Report, Financial Reports
- 8:15 EXECUTIVE SESSION - Staff Unused PTO during last fiscal year - Jim
- 8:30 Check out/Closing
- 8:35 Adjourn

FPBUU Board of Trustees Meeting Minutes

June 20, 2023, 6:30 PM, Hybrid/Zoom Meeting, Winslow House

Present: Carol Yerby (Board President), Jim Lieb (President Elect), Karen Witting (Treasurer), Rand Burkert (Clerk), John Kielb, Diane Willcox, Thomas O'Brien

Staff Present: Reverend Jessica Clay

Visitors: Kris Yerby (for the Energy Committee); Gail Webb (Finance Committee and incoming President Elect)

Board President Carol Yerby welcomed the Board, Staff, and Visitors, then led the Chalice Lighting, Spiritual Opening, and Focused Check-in

Tom O'Brien read the Board Covenant

Review of Special Votes Taken – Carol Yerby

Carol reviewed the votes taken in special Board of Trustee Meetings:

On May 11th, 2023, the Board voted to approve the slate of five candidates for Interim Minister in rank order FYI.

On May 17th, 2023, the Board voted to increase the percentage of the Interim Minister's family health insurance coverage by 10% increments by decreasing her professional expenses by \$2000 increments FYI.

On May 22nd, 2023 there was a Special Meeting to approve the FY 23-24 budget FYI.

Common Read Discussion, “Congregational Leadership in Anxious Times.” Carol Yerby led discussion of the last chapters, 7, 8, and 9.

SteepleCom, Potential Income Source – Kris Yerby

Kris Yerby explained a new Energy Committee has met with a consultant from SteepleCom, affiliated with ATP Network, which identifies additional income opportunities for churches. The State of Massachusetts legislature is providing support for battery technology initiatives. Our campus meets requirements for such projects. The first step is for our Church to become a client of Steeplecom through a contractual agreement so that the consultant can connect us with energy initiatives and companies. SteepleCom would have an exclusive and be paid 20% of our earnings from this project in perpetuity. The

modality of payment is a long-term lease of 25 to 30 years. These are lithium ion batteries that have safety functions built in. The installation can be a 5 or 6 million dollar project. These batteries are intended to augment resiliency of the local grid. (Jim Lieb said that a committee is also investigating economic advantages of potentially buying the solar field, in part to have flexibility to use the solar field space in future.)

For the contractual relationship with Steeplecom, Jim Lieb drafted a Memorandum of Agreement, shared in the Board Packet. Steeplecom would work to find a large energy company willing to do the installation and address all of the regulatory and logistic challenges.

Jim Lieb made a motion to accept the Memorandum of Agreement with SteepleCom; Tom O'Brien seconded; all approved unanimously.

Wampanoag Shells Clam Boil – Jim Lieb reported that in relation to our Repairs commitments, we had considered free rental to Wampanoag members for use of our grounds. The question has been returned to the Repairs Committee to clarify how this offer to the Tribe would function.

Treasurer's Report – Karen Witting, Treasurer

501c3 status

Karen said the Finance Committee has proposed applying to the IRS for official 501c3 designation because this will allow us to qualify for some grants. Endowment, at request of the Financial Committee, has agreed to pay the fee for application, \$750.00. Jim Lieb pointed out that many churches do not pursue 501c3 status due to onerous reporting requirements in tax returns to the IRS. Karen assured us that required disclosure information is likely to be identical to financial information already annually shared publicly by the Financial Committee. Jim offered to do further research with the UUA to find churches that have already achieved 501c3 status for pros and cons. Gail Webb also offered to contact a church that has 501c3 status for the same reason. Jessica Clay said that more churches are 501c3 than not, and she has not heard of any significant problems.

Karen Witting made a motion to authorize Karena Stroh to move forward with application for 501c3 status in July, with funding from Endowment for the application cost. Diane Willcox seconded; all approved unanimously.

Steeple Repair Allocation from Endowment:

Karen Witting made a motion to accept Endowment's decision to put the remainder of its 5% annual allocation into the Capital Expense Fund to pay off the remaining balance of the Steeple repair. Tom O'Brien seconded. All approved unanimously.

Financial Reporting to Board of Trustees:

Karen also proposed simplifying the financial reporting modality for future Board Packets to focus on most salient points. Members approved this idea. Karen also emphasized the importance of finding a new member of the Financial Committee as the requirement is 6 members and there are currently only 5.

Consent Agenda – May Minutes, Lifespan Religious Educator's Report, President's Report, Minister's Report, Treasurer's Report, and April Financial Reports

In relation to the Lifespan Religious Educator's Report, the Board noted the problem that Staff are not finding ways to take their full Paid Time Off. Part of the solution may be in clearer definition of responsibilities by the Personnel Committee for various roles. Members agreed we need to create a better support system for all staff, conferring with the incoming Interim Minister. We also agreed to research what portions of PTO have not been used by various staff and how to best rectify it.

Thomas O'Brien made a motion to approve the Consent Agenda; Diane Willcox seconded; all approved unanimously.

The Meeting adjourned at 8:25 PM

Minutes respectfully submitted by Board Clerk Rand Burkert on June 27th, 2023

President's Report for July 2023

Battery Storage Project – The Agreement to retain SteepleCom to serve as FPB's agent to put together a project for a battery storage facility in the area of FPB's parking lot, approved at the June Board of Trustees meeting, was signed. As previously reported, this project is likely to take several years to put together. I will ask FPB's Energy Committee, organized to monitor the proposed project, to report periodically to the Board.

UUA Article II – The UUA's proposed Article II revisions received preliminary approval at GA in June, with minor modifications from what was originally proposed. The Article II revisions would replace the UUA's Seven Principals with seven words (Love, Justice, Generosity, Evolution, Pluralism, Equity & Interdependence). Those words are accompanied by explanations which parallel most of the former Seven Principals. To be finally adopted, the revised Article II will need to be approved again at the UUA's 2024 General Assembly. During the coming year, the FPB membership should consider these revisions and determine how it wants the congregation to vote on them at GA in June 2024.

Report from Administration and Finance Director – July 2023

Financial Highlights & Pledges (see the Treasurer's report for more info)

- For FY22-23, we have received, as of 7/13/23, 188 pledge units for a total of \$347,816.
- For FY23-24, we have received, as of 7/13/23, 177 pledge units for a total of \$417,224.

Property Management

- The Building Maintenance Committee (BMC) will be demolishing the gazebo on Winslow House lawn Saturday, July 15. New exterior doors will be installed soon at the basement level of the Barn and the ramp entrance for Parish Hall to address ongoing issues. The new ramp door requires a new crash bar and coordination between the carpenter and locksmith. This will not be an inexpensive fix but has become a safety issue since the door can be pulled open even if locked. BMC members work hard to coordinate the many projects needs each year to keep our buildings in good condition. If you see something that may need attention, please let Dave, our Sexton, know or reach out to one of the BMC members.

Administration as Ministry

- Sue Weber has submitted her resignation due to medical issues. She is grateful for her time here at First Parish Brewster UU, and hopes to stay in touch with us as she focuses on her health.
- I am forming a hiring team for our open Office Assistant position. Susan Smith from the COVE team has agreed to serve and there will be one more member from the Personnel Committee. The first task will be to create a clear job description for this position, and then we will begin advertising asap.
- I will be meeting with the Personnel Committee to discuss how our current office/administration staff positions are structured. The goal is to figure out how our current structure is working and what may need to be reimaged. I have written to the Board before about how impossible it is to keep up with everything highlighted in my job descriptions and had hoped that by splitting some of the responsibilities between the AFD and Office Assistant positions things would be more manageable.
- The following names are to be removed from membership: Reese Brewer, Shana Brogan, Jeffrey and Sandra DiBona, Gail Goodness, April Naturale, Ellen O'Donnell, Pam Paine, Jeff Schwartz, Allen/Lorrie/Amy Thornberg, Doug Wittmer. These individuals did not pledge for 22-23 or 23-24 and have not responded to multiple letters regarding a need for a pledge to continue membership at FPBUU.
- I thought we did a wonderful job of showing our appreciation for and love of Rev Jessica and her ministry at FPBUU with our Farwell Picnic, Saturday July 8th and her final Sunday in the pulpit on July 9th. This week has been filled with so much love and sadness as we said goodbye and get ready for our next chapter.
- July is a busy time transitioning from one fiscal year to the next. I am working on updating Board of Trustees and Endowment Board notebooks, new signatures for our bank accounts and end of fiscal year financial reporting. This year I also have the onboarding of our new interim minister.

Sustainability, Professional Development and Serving the Larger Community

- I will be off the weeks of July 24-27 and August 28-31. The week in August I will return to Star Island for a meditation retreat. When I did this last year during my sabbatical, I connected with others from all over the world and various faith communities. I look forward to this precious time away to deepen my spiritual connection.
- I am enjoying my work on the two volunteer boards for which I serve. Pause A While, Inc. has reached one of our goals of offering various meetings at the same time. Starting July 13th, we are able to offer each Thursday at 5pm AA, Alanon and Alateen meetings all at our facility at 250 Underpass Rd, Brewster. I was able to attend the Association of UU Administrators Board retreat prior to General Assembly in Pittsburgh, and it was so good to set our yearly goals for organization in person. I spent a lot of GA talking to people about the importance of recognizing church administrator as a religious professionals. One of the AUUA Board goals that I am taking lead on is to elevate the status of administrators within the UUA and congregations.
- I so appreciated my time at the UUA General Assembly this year. It was a time to connect to the larger UUA community and being there in person with others from FPBUU was a gift.

Kind regards, Karena Stroh, Administration and Finance Director

Treasurer's Report

A) May Financial Report

This month's board report includes a summary view of the nine-page report previously provided. I am proposing that this summary view be what is included in the board packet each month, and the detailed nine-page report be made available via a link on the board website page. I welcome your feedback on the summary report and this proposed change in process.

B) Capital Campaign Committee and bank accounts

I met with Susan Flaws, Susan Smith and Karena to discuss the Capital Campaign bank account. We agreed to the following recommendations that we are asking the Board to approve.

- The Capital Campaign Committee should be a committee of the Board of Trustees. Therefore its membership would need Board approval.
- A Chair or Co-chairs will be chosen from the membership.
- The FPBUU Treasurer and Co-Chairs of the Capital Campaign Committee will have the authority to sign checks. Should there only be a single Chair, the Committee may elect another member to be an authorized signer.

Financial Reports - May 2023

Reconciled

Submitted by Karena Stroh, Admin & Finance Director

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

Tab 4 (page 4) - *Operating Fund* Balance Sheet Previous Year Comparison

% of budget should typically be at 91%

Points of Interest

Total Income is at 91% of budget

Total Pledge Payments received 86% of budget

Offertory is at 83% of budget

Thrift Store Income is at 109% of budget

Total Expenses are at 88% of budget

Capital Expense Fund

	Spent	Planned
Balance 7/1/2022	23,750.00	23,750.00
Steeple	-18,000.00	-18,000.00
Remaining	5,750.00	5,750.00

Sustainability Fund

	Spent	Planned
Balance 7/1/2022	27,275.00	27,275.00
ERTC	89,549.21	89,549.21
Leave Minister	-3,100.00	-5,650.00
Remaining	113,724.21	111,174.21

Operating Funds
Profit & Loss Budget vs. Actual
July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget	
1					
2					
3	Ordinary Income/Expense				
4	Income				
5	Pledges				
6	2022-2023 Pledges	300,867.14	349,200.00	-48,332.86	86.16%
7	2021-2022 Pledges	8,199.13	10,000.00	-1,800.87	81.99%
8	2020-2021 Pledges	1,395.59	0.00	1,395.59	100.0%
9	Total Pledges	310,461.86	359,200.00	-48,738.14	86.43%
10	Offertory	16,594.84	20,000.00	-3,405.16	82.97%
11	Fund Raising				
12	Thrift Store/Annex Income	103,249.25	95,000.00	8,249.25	108.68%
13	Church Fundraisers	16,014.97	19,000.00	-2,985.03	84.29%
14	Food Certificate Sales	1,750.00	1,500.00	250.00	116.67%
15	Women's Circle Alliance	300.00	0.00	300.00	100.0%
16	Welcoming Congregation-Income	0.00	2,000.00	-2,000.00	0.0%
17	Total Fund Raising	121,314.22	117,500.00	3,814.22	103.25%
18	BldgUse	5,157.00	7,000.00	-1,843.00	73.67%
19	Investment,Interest,Misc Income	7,549.09	5,550.00	1,999.09	136.02%
20	Total Income	461,077.01	509,250.00	-48,172.99	90.54%
21	Gross Profit	461,077.01	509,250.00	-48,172.99	90.54%
22	Expense				
23	Staff Salaries	288,812.81	323,183.00	-34,370.19	89.37%
24	Staff Benefits/Payroll Expenses	84,281.08	93,069.20	-8,788.12	90.56%
25	Staff Professional Expenses	11,817.45	17,253.00	-5,435.55	68.5%
26	BldgGrounds	77,677.77	82,322.00	-4,644.23	94.36%
27	Office Expenses	16,061.36	18,900.00	-2,838.64	84.98%
28	Loan & Mortgage Payments	2,183.37	7,200.00	-5,016.63	30.33%
29	Denominational Dues	16,500.00	18,000.00	-1,500.00	91.67%
30	Committees				
31	Caring Committee	95.00	0.00	95.00	100.0%
32	Board of Trustees	90.99	400.00	-309.01	22.75%
33	Landscape Committee	140.00	850.00	-710.00	16.47%
34	Membership	445.83	750.00	-304.17	59.44%
35	Social Justice	1,000.00	1,000.00	0.00	100.0%
36	Stewardship	161.33	300.00	-138.67	53.78%
37	UU Connections	250.00	1,360.00	-1,110.00	18.38%
38	Total Committees	2,183.15	4,660.00	-2,476.85	46.85%
39	Lifespan Religious Education	3,651.39	6,200.00	-2,548.61	58.89%
40	Music	2,901.64	5,600.00	-2,698.36	51.82%
41	Worship	5,369.47	5,500.00	-130.53	97.63%
42	Total Expense	511,439.49	581,887.20	-70,447.71	87.89%
43	Net Ordinary Income	-50,362.48	-72,637.20	22,274.72	69.33%
44	Other Income/Expense				
45	Other Income				
46	Other Income and Expenses				
47	Surplus from prior year	0.00	72,637.20	-72,637.20	0.0%
48	Total Other Income and Expenses	0.00	72,637.20	-72,637.20	0.0%
49	Total Other Income	0.00	72,637.20	-72,637.20	0.0%
50	Net Other Income	0.00	72,637.20	-72,637.20	0.0%
51	Net Income	-50,362.48	0.00	-50,362.48	100.0%

Operating Funds Profit & Loss Prev Year Comparison July 2022 through May 2023

	Jul '22 - May 23	Jul '21 - May 22	\$ Change	% Change
1				
2				
3	Ordinary Income/Expense			
4	Income			
5	Pledges			
6	2022-2023 Pledges	300,867.14	0.00	300,867.14 100.0%
7	2021-2022 Pledges	8,199.13	322,948.50	-314,749.37 -97.46%
8	2020-2021 Pledges	1,395.59	12,119.67	-10,724.08 -88.49%
9	2019-2020 Pledges	0.00	900.00	-900.00 -100.0%
10	Total Pledges	310,461.86	335,968.17	-25,506.31 -7.59%
11	Offertory	16,594.84	15,513.33	1,081.51 6.97%
12	Fund Raising			
13	Thrift Store/Annex Income	103,249.25	91,271.41	11,977.84 13.12%
14	Church Fundraisers	16,014.97	16,952.16	-937.19 -5.53%
15	Food Certificate Sales	1,750.00	963.75	786.25 81.58%
16	Women's Circle Alliance	300.00	191.00	109.00 57.07%
17	Total Fund Raising	121,314.22	109,378.32	11,935.90 10.91%
18	BldgUse	5,157.00	5,095.73	61.27 1.2%
19	Investment,Interest,Misc Income	7,549.09	6,053.99	1,495.10 24.7%
20	Total Income	461,077.01	472,009.54	-10,932.53 -2.32%
21	Gross Profit	461,077.01	472,009.54	-10,932.53 -2.32%
22	Expense			
23	Staff Salaries	288,812.81	271,088.65	17,724.16 6.54%
24	Staff Benefits/Payroll Expenses	84,281.08	86,468.72	-2,187.64 -2.53%
25	Staff Professional Expenses	11,817.45	14,005.04	-2,187.59 -15.62%
26	BldgGrounds	77,677.77	66,404.36	11,273.41 16.98%
27	Office Expenses	16,061.36	18,400.18	-2,338.82 -12.71%
28	Loan & Mortgage Payments	2,183.37	2,340.54	-157.17 -6.72%
29	Denominational Dues	16,500.00	25,000.00	-8,500.00 -34.0%
30	Committees			
31	Caring Committee	95.00	0.00	95.00 100.0%
32	Board of Trustees	90.99	202.06	-111.07 -54.97%
33	Landscape Committee	140.00	200.75	-60.75 -30.26%
34	Membership	445.83	364.00	81.83 22.48%
35	Reparations	0.00	99.00	-99.00 -100.0%
36	Social Justice	1,000.00	0.00	1,000.00 100.0%
37	Stewardship	161.33	400.78	-239.45 -59.75%
38	UU the Vote	0.00	-150.00	150.00 100.0%
39	UU Connections	250.00	300.00	-50.00 -16.67%
40	Total Committees	2,183.15	1,416.59	766.56 54.11%
41	Lifespan Religious Education	3,651.39	3,890.37	-238.98 -6.14%
42	Music	2,901.64	4,283.48	-1,381.84 -32.26%
43	Worship	5,369.47	4,763.67	605.80 12.72%
44	Total Expense	511,439.49	498,061.60	13,377.89 2.69%
45	Net Ordinary Income	-50,362.48	-26,052.06	-24,310.42 -93.32%
46	Net Income	-50,362.48	-26,052.06	-24,310.42 -93.32%

Operating Funds
Balance Sheet Prev Year Comparison
As of May 31, 2023

	May 31, 23	May 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CC5 Ckg - 5859	22,453.06	32,471.47	-10,018.41	-30.85%
Repo Sweep - 0998	199,929.13	149,824.03	50,105.10	33.44%
Total Checking/Savings	222,382.19	182,295.50	40,086.69	21.99%
Other Current Assets				
Sustainability Fund	-113,724.21	-27,275.00	-86,449.21	-316.95%
Capital Expense Fund	-5,750.00	-23,750.00	18,000.00	75.79%
Unearned Pledges	-72,135.50	-44,704.61	-27,430.89	-61.36%
Unearned Summer Program Funds	-1,650.00	0.00	-1,650.00	-100.0%
Payroll Corrections	-129.04	-129.04	0.00	0.0%
Total Other Current Assets	-193,388.75	-95,858.65	-97,530.10	-101.74%
Total Current Assets	28,993.44	86,436.85	-57,443.41	-66.46%
Fixed Assets	1,761,018.93	1,761,018.93	0.00	0.0%
Other Assets				
Transfer Suspense	-3,000.00	1,209.89	-4,209.89	-347.96%
Food Coupon Inventory	8,529.76	6,979.76	1,550.00	22.21%
Petty Cash	75.79	100.00	-24.21	-24.21%
Total Other Assets	5,605.55	8,289.65	-2,684.10	-32.38%
TOTAL ASSETS	1,795,617.92	1,855,745.43	-60,127.51	-3.24%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Split Plate	4,844.00	4,106.00	738.00	17.97%
UUSC Coffee Sales	9.82	619.40	-609.58	-98.42%
Current portion-Loan Meeting H	4,080.00	4,080.00	0.00	0.0%
Payroll Liabilities				
Minister's Term Life	260.48	91.52	168.96	184.62%
MD Income Tax	28.56	28.56	0.00	0.0%
Long Term Disability	-1,014.22	-792.85	-221.37	-27.92%
Retirement	119.90	8,325.66	-8,205.76	-98.56%
UUA	-2,586.53	-976.16	-1,610.37	-164.97%
Payroll Liabilities - Other	1,226.48	1,226.48	0.00	0.0%
Total Payroll Liabilities	-1,965.33	7,903.21	-9,868.54	-124.87%
Total Other Current Liabilities	6,968.49	16,708.61	-9,740.12	-58.29%
Total Current Liabilities	6,968.49	16,708.61	-9,740.12	-58.29%
Long Term Liabilities				
Loan-Meeting House Improvements	61,601.29	66,595.28	-4,993.99	-7.5%
Total Long Term Liabilities	61,601.29	66,595.28	-4,993.99	-7.5%
Total Liabilities	68,569.78	83,303.89	-14,734.11	-17.69%
Equity				
Unrealized Endow Loan Gain/Loss	302,369.30	302,369.30	0.00	0.0%
Retained Earnings	1,473,491.32	1,496,124.30	-22,632.98	-1.51%
Net Income	-50,362.48	-26,052.06	-24,310.42	-93.32%
Total Equity	1,725,498.14	1,772,441.54	-46,943.40	-2.65%
TOTAL LIABILITIES & EQUITY	1,794,067.92	1,855,745.43	-61,677.51	-3.32%

2nd Quarter 2023 (4th Quarter of FY) Endowment Board report to FPBUU Board of Trustees

Balance in Investment Account	\$1,234,031
Balance in Checking Account	6,414

Total assets	\$1,240,445

Available for distribution in FY 2022-23 \$72,527

(All of these funds were distributed)

Available for distribution in FY 2023-24 \$59,067

Already approved for FY 2023-24 20,442

Remaining for FY 2023-24 38,625

Topper Roth
Financial Secretary, FPBUU Endowment Board
07-13-2023

Email Vote to Approve the use of the FPB sanctuary (without a fee) for a fundraising concert in support of the Pan Mass Challenge

On July 6, 2023, the Board of Trustees voted by email to approve a request from Twinks Hastings to use the FPB sanctuary (without a fee) for a fundraising concert in support her and Liz Cable's commitment to raise funds in the Pan Mass Challenge in honor of Laura Gill's battle with breast cancer.

Voting in favor: Rennie Hill, John Kielb, Jim Lieb, Irie Mullin, Gail Webber, Diane Willcox, Carol Yerby

Not responding: Liz Cable & Karen Witting