

March 2024 Board of Trustees Meeting Packet

FPBUU Zoom #1 Meeting Link:

<https://us02web.zoom.us/j/649089576?pwd=MFprL0lMWGZWenN2RUc1eDhDcGFNdz09>

Meeting ID: 649 089 576 Passcode: fpbuu

One tap mobile +13017158592,,649089576#

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
March 19, 2024, 6:30 PM Zoom Only Meeting

Welcome Board, Staff and Visitors - [1 minute] - Jim

Chalice Lighting & Opening Words [2 minutes] - Rev Kaaren

Focused Check-in [9 minutes] – Rev Kaaren

Read Board Covenant [1 minute] –

Written Consents of Board since last meeting Agenda [1 minute] – Jim: NONE

Endowment Approvals [5 minutes] - Jim (if any are requested) – Jim

Next Meeting – special budget meeting this Thursday at 4:30 (Zoom only); then back to hybrid beginning in April – Jim [1 minute]

Minister Housing Taskforce update – Jim [10 minutes]

Social Justice update – Leslie [10 minutes]

Personnel Committee update – Gail [10 minutes]

Policy Committee proposals – Jim [10 minutes]

Treasurer’s Presentation [5 minutes] - Karen

Consent Agenda [5 minutes] – Jim: Minister’s Report; Lifespan Religious Education Director’s Report, Administration and Finance Director’s Report, President’s Report, January Financial Summary Report; Minutes

Transition [30 Minutes] – Rev Kaaren

Common Read [20 minutes] – Twinks

Board Blast [5 minutes] – items to highlight - Liz

Check out [5 minutes] – Jim

Adjourn

FPBUU Board of Trustees Meeting Minutes

February 20, 2024, 6:30 P.M., Zoom Meeting

Present: Jim Lieb (Board President), Gail Webb (President-Elect), Karen Witting (Treasurer), Carol Yerby (Past President), John Kielb, Leslie Rennie-Hill, Diane Willcox, Liz Cable, Irie Mullin (Clerk).

Staff Present: Rev. Kaaren Anderson, Twinks Hastings.

Visitors: Elenita Muniz, Ken Hill.

- 1. Welcome to the Board, Staff, and Visitors.**
- 2. Chalice Lighting, Spiritual Opening.**
- 3. Focused Check-in.**
- 4. Read Board Covenant.**
- 5. Social Justice Committee Report**

Leslie reported on the current state of social justice work at FPBUU. Our congregation is doing as much work as the city of Portland Oregon, which has a much larger population than we do. The social justice committee is trying to assess our work as it is now. There was a meeting yesterday, a couple of issues came up. First, appreciation for the new flagpole flying the Pride flag. Hope that the flagpole can fly the Black Lives Matter flag on one side of the transom, the Pride flag on the other, and the US flag on the top. There was a check as to whether flying the US flag was appropriate for a church with separation of church and state, and it appears it is. Second, UU the Vote is coming up in March, there is opportunity there for congregational participation and understanding. Having a session after a church service with materials and snacks is one option, this would be good for folks who work and may not have time for a separate meeting. There is no other decision being asked of the Board at this time, but Leslie will keep the Board informed going forward. We are a small to medium congregation with a lot of heart, social justice work is front and center to why many people belong to this congregation, and there is an opportunity to broaden understanding and participation in this work, but decisions around that have not been made yet.

6. Actions by Written Consent since January Board Meeting

None.

7. Endowment Approvals

Jim reports that the Endowment Board approved two things. First is \$2500 for an OWL retreat. Twinks reports that the high school youth group requested to do the high school curriculum of OWL, which they have not done before. Doing it as a multi-day overnight retreat is the best way to do this. There will be a history component and tour in Boston as well. Twinks would like to make this a more regular thing for youth in the congregation in the future. A question as to who is working with Twinks to put it together. Twinks is working with colleagues in Boston to visit their churches, and using available materials to plan the trip. There will need to be youth advisor adults to go on the trip as well, the date is TBD in late April. Comment that the youth love these retreats, and happy that this is being provided for them. More sex education at the request of youth is great!

Jim made the following motion:

RESOLVED, that the authorization by FPB's Endowment Board to pay from Endowment Funds \$2,500 for the cost of the Children & Youth Ministries' Our Whole Lives retreat is hereby approved.

Liz seconded. **Unanimously approved.**

The second approval was \$600 for a new countertop and shelves below for the thrift store, materials only, installation will be done in-house. Countertop from Home Depot, shelves from Mill Stores.

Jim made the following motion:

RESOLVED, that the authorization of FPB's Endowment Board to pay from Endowment Funds \$600 for the materials for a new countertop and under-counter shelves for the Thrift Store is hereby approved.

Diane seconded. **Unanimously approved.**

There was also a capital expense request for \$300 for a consultant to determine the source of leaks in the Meetinghouse. Elenita reports that the last big storm we had, there were leaks in every window, and there is an on-going leak from the steeple with every south-east storm but they can't figure out where it is coming from. It was thought it was the ground wire, but that has been sealed by the painters and it is still leaking. For the building to be properly inspected, it needs to be done in a rainstorm. The inspector is Herb Holmes, his fee is \$150/hour. He predicted one hour to find the leak and one hour to write the report. Holmes was recommended by Howard Hayes. Liz mentions that her uncle is an experienced home inspector, Munsell Associates, and used to dealing with old buildings. He may be able to offer a lower quote. Elenita has an appointment with Holmes for Friday afternoon during the next expected storm, but it will be good to have info on other options for the future, we have lots of old buildings to maintain. The windows will be reglazed by the painter, that is not being dealt with at this point, but the steeple leak is coming through under the ladder in the balcony, and is critical to address during an actual storm. The budget doesn't have funding for this, so it is coming from the capital expense fund.

Jim made the following motion:

RESOLVED, that the payment of \$300 from FPB's Capital Expense Fund on account of consulting services relating to Meeting House leaks is hereby approved.

John seconded. **Unanimously approved.**

The Endowment Committee has agreed to hold \$5000 for a formal request in the future for funding audio system and hearing assistance technology upgrades, but the matter is not yet ready for formal approval and no Board vote is needed at this time.

8. Policy Committee

Twinks discussed the issue of background checks/CORI information, and what results on that would disqualify a person from working in church programs. CORI info has only come up twice in Twinks' career. The first time, the person informed Twinks ahead of time and it was fine. This time, there was no advance notice and a lot of information came up on a CORI unexpectedly. There were terms that Twinks and Rev. Kaaren were unfamiliar with. Twinks went to the Brewster Police and didn't get much more information. There were no guidelines to decide how to live our values of inclusion while also considering safety. Twinks realized we

needed a policy around this, because at present it feels arbitrary for her to decide alone or just in conjunction with the minister. A question whether the policy committee has the right set of people to answer the question, is the Safer Congregation Committee the better venue for this? Twinks has collected a lot of wording from colleagues in other congregations for potential use in a policy. The issue is that not all offenses are sexual in nature, and the Safer Congregation Committee policy specifically mentions sexual offense risks, so the CORI situation is not the entirety within the scope of that committee. The policy committee can consult with other people/committees as needed. Suggestion that we could send it to the policy committee with a recommendation to consult with Twinks and the Safer Congregation Committee. Concern that SCC does not have full membership at this time, it's important to replace the missing member. Someone just stepped off, this will be addressed. Irie works in criminal law and can help read the technical information on a CORI as needed. She can't speak to confidential information in particular cases, but she can translate the abbreviations and vocabulary on the CORI reports.

Jim made the following motion:

RESOLVED, that the FPB Board of Trustees requests the Policy Committee consider a policy regarding background checks (including what in a background report would disqualify a person from volunteering for certain matters and who should make that determination), in consultation with FPB's Safer Congregation Committee.

Diane seconded. **Unanimously approved.**

9. Personnel Committee

Gail reports that the personnel committee met with a UUA consultant, and discovered that there was no charge for the committee in the Board Handbook at this time, so there was an intent to clear that up. Rev. Kaaren met with the committee several times, all the work on this was in collaboration with her. Ken Hill reported that the personnel committee looked at the existing versions of the charge for the committee's work. There are approved changes in December 2016, that appears to be the most recent version. From that, a new draft was developed, and circulated today.

This is a quick summary of major changes. First, to refer to the document as a charge rather than a purpose. On the second point of the duties, the new draft adds "in collaboration with the senior minister" in reviewing policies and procedures. On the fourth point of the duties, the new draft adds the phrase to "assist the board" with job descriptions. The hiring subcommittee provision is drafted so that when each position is vacated, there will four people on the subcommittee, including a staff person as well as another person with particular expertise selected by the staff person if desired. The grievance procedure is drafted so that a person with a grievance first speaks with the supervisor and senior minister if necessary.

Rev. Kaaren noted that creating or adjusting job descriptions right now is the work she does with everyone she supervises. She and staff go over job descriptions every year, she understands the intent but is she now supposed to submit the adjusted job descriptions to the Board under this policy change? Rev. Kaaren thought that in the prior meetings, the "assist the board" aspect was taken out of point 4. It is Karena's job to ensure that we are following the job descriptions, as Human Resources, and keeping with state and Federal law. Suggestion to have this go back to the personnel committee for revision before coming back to the Board. Observation that point 4 was phrased in a confusing way: "assistance" is to staff, and right now it's written to be restricted to just compliance with laws, but it should be compliance outside of that for all H.R. responsibilities.

Observation on point 7: that the Board handles all final decisions, not the people listed there. Those listed people need to be mentioned though, there needs to be clarification on what goes to the Board. Disagree, this is a list of duties, not procedures for how to accomplish the duties, less is more. Agreed that conciseness is important. This document is great and a big improvement over anything we've had before.

For point 6, suggestion to add "employee" to grievance procedure to clarify this is not any other type of grievance. For point 5 regarding the hiring subcommittee, is this how the procedure has been working in the past? Rev. Kaaren's understanding is that the personnel committee hasn't been in use for several years, so there wasn't much happening. Point 5 is written to include more than just the minister in the room to make a decision—including the supervisor and someone with expertise in the area. Depending on what area it is, that affects who from the personnel committee would be appropriate or available. Question whether it is appropriate to include the Board in some aspect of this—informed as to who is on the subcommittee? Approving the makeup? Rev. Kaaren asked what is the concern behind that, as we have been trying to define "lanes" for responsibilities. Hiring a person is a very important event, feels that the Board should be able to "see" that, concerned about visibility. Rev. Kaaren thinks this is important to cover the staff person who is doing the hiring, but also having a group of people from the congregation who have been supporting that hire so the staff member is not left out in the wilderness. Comment that having more people in the room is important, but what often happens on the Board is that the process happens and then later the Board gets asked to approve without any knowledge of the prior process, this results in a sort of request for a "rubber stamp." We just get a name at the end of the process, and that's not great. Would like to see more flow of information to the Board before that point. Existing policy doesn't make any sense, the head of staff is responsible for hiring and firing but then the Board is taken into the work of the staff. It might help to change the policy around to clarify those lanes, Rev. Kaaren has never seen a congregation where you had to go to the Board for a rubber stamp approval after the whole process has been done, this runs the risk of a hire being blocked after a whole process. Once the personnel committee has the charge finished, the next step is to go into hiring policy details. Feels that the Board should only have approvals for the director level, and anything below that should be up to staff without Board approval. Comment that this is the best way to handle it. The board could have better information earlier in the process, but many of the subcommittee members are already approved by the Board as part of the personnel committee. Some of the trust issues are not towards the minister, but come from the policies/procedures being unclear, and things aren't written down. The next step is to look at the steps in hiring, and also for a performance improvement plan policy. There is a long list of everything that would be great for the personnel committee to address once they get the charge finished.

The personnel committee will meet next Tuesday and discuss it further. Ken brings long experience to leadership coaching and executive success.

10. Treasurer's Presentation

Karen did a financial presentation last Sunday, it went well. There is a copy of the handout in this month's board packet. We are on track with the budget.

Rev. Kaaren raised the issue of costs for the minister search. Karen submitted that to the endowment fund, but funding isn't needed until next year. Karen doesn't know what would be entailed, she guessed at \$15,000 but that seems high. She wanted to know if the board wanted to

weigh in on whether the money should come from operating, from endowment, etc. Next month the Board will have a whole session on the budget, this would be good to include there.

Next month there is the financial discussion—putting together a list of things that could go into the budget, submit that to the Finance Committee, then bring the list to the Board in March to prioritize for the Finance Committee. That way the Finance Committee can easily apply the funds raised to the Board's priorities in May instead of figuring it out then.

In Karena's report, she has made progress on the 501c3 application by consulting with another UU church which has done it. Karen can help her merge the numbers from the advice on how to approach the requested data. Has heard there is a feeling that we should not pursue the application, so does the Board want her to keep going? There was concern that there would be significant additional work *annually*, but it was unclear what that would be. But another UU church that has gotten their 510c3 has made it clear that it's certain types of business income reporting, and Karena is confident that even if we have to do some of it, it will be manageable, so no more concerns there. Comment that the Finance Committee had recommended this, it is good for applying for grants, this process goes back a while. With no more concerns, we will move forward with the 501c3 process.

Finance Committee was asked if there could be people reviewing health insurance costs, the costs have gone up for the congregation and the employees. Someone needs to analyze both the finances and the benefits. Karen had asked that the personnel committee address it, but nothing has happened. We need to make this decision in the next few months so we can put it in the budget. What if anything can be done to kickstart this? Jim reports that Personnel concluded that they don't have the expertise and time to do this task. Comment that this is very important, people need to know what is in the health insurance policies, and what we are paying for it. Suggestion for a subcommittee of the board, finance committee, and personnel to get together to do some research and build up our own knowledge base on health insurance. Currently, the annual spending is \$83,566, including both health and dental insurance. Question whether the health insurance we currently have is a UUA plan? Yes, they work with a national insurance company, Blue Cross Blue Shield. Comment that this might impact our ability to attract a minister if we are deviating from UUA-wide health insurance benefits. Other non-profits have ways to provide great benefits with creative financing. Question whether having UUA insurance is a thing ministers are looking for? Rev. Kaaren says yes, it's very good insurance, and the switching of insurance as you move between jobs may cause issues for people. Comment that there are issues with switching insurance companies beyond just enrollment, such as medication reauthorization and provider eligibility. There was a comment at the financial presentation by Dave Sutherland that we are below average on health insurance costs in relation to overall salary costs in comparison to his experience of such costs in the broader non-profit world. Comment that the UUA has invested a lot of time and resources into negotiating the current plan, we may not need to invest the time and resources to educate ourselves to reinvent the wheel in order to assess whether the UUA picked the right set of tires. We could be penny-wise and pound-foolish. Comment that we don't necessarily want to change insurance, but we could find out whether there is cost savings or ways to change the plan to have higher deductibles.

Jim will work with Gail on exploring these issues more and come back to the Board to make a decision. Will talk to Dave Sutherland about his experience with benefit expenses in the nonprofit world.

Question whether we need a special meeting to work on the budget next month so we don't rush through the process? We will need a special meeting but it may not be in March.

There is a draft budget now but it cannot be approved because we don't have pledge amounts. Current pledges are around \$266,000 as of today. Cautioned against comparing last year's pledge amounts to this year's, but that's where we are at this point. In terms of having a special meeting, in the past we have not made any decisions on the budget until May, but Karen doesn't want to do that again. She is concerned we won't have time given how long the discussion of health insurance was. There are a lot of topics on the list for the budget—this will take a long time, cannot be done in 20 minutes. Create a list of budget items, rank them by priority, and designate items to fund if we get more money. How does the Board make the decision on the ranking—how long does that take? Rev. Kaaren said it has taken a good couple of hours in the past. It needs more than a regular board meeting unless we want to forego everything else we normally do in a board meeting. Karen will send around a poll as to availability for a special meeting—it could be the week or two after the next board meeting. It would be good to have the preliminary budget ahead of time to review.

11. Consent Agenda

a. Minister's Report

Question as to what is the "financial analysis team" that Rev. Kaaren was working on? This was the thing with Barry, creating a team to look at all the data that came out. This is part of the strategic planning committee with focus just on the finance part.

b. Lifespan Religious Education Direction's Report

c. Administration and Finance Director's Report

Question as to what is the timeline for creation of a new position of property manager? Rev. Kaaren noted that Karena has four things she is responsible for and should only have two things, given that she only works 28 hours a week. Communications and administration of Cove volunteers was shifted to Sue Weber. The 360 review results all indicated that Karena has way too many responsibilities for her job hours. Removing communications didn't seem to be enough to deal with the overload, and Karena's preference was to remove building and property maintenance as the additional way to lighten the load. We will lose her if we keep that task with her and increase her hours, she does not want that. It would be a mistake to do that rather than create a separate position. Karena is getting to the point that unless we pay attention to this, she will leave. She is feeling like people keep asking her to do something, and she always ends up behind. Rev. Kaaren has never seen all of Karena's tasks together in one job at any other congregation. The property maintenance position would supervise the custodial position, with Karena as the top supervisor of the property maintenance position. This will lighten her load, make her happier with the work she is doing, so she can focus on the admin and finance aspects of the job and be a great asset to us as we work on finances. The new property maintenance position would not start until next fiscal year.

d. President's Report

e. Treasurer's Report

f. Minutes

Gail moved to approve the consent agenda, Karen seconded. One abstention, approved unanimously by remaining board members.

12. Transition and Goals

It is late, so Rev. Kaaren is going to send out in writing what she was going to talk about in full detail. She will just summarize the key points really quickly. First, we are not behind with anything on transition. Second, the transition group is now going to start meeting every two weeks and we are giving assignments out. Third, all the things we have been working on since the SWOT analysis and how that has been important to figure out before we even get to the search and determining who we are. An example is personnel, why it matters to take care of some of this stuff. There was a matter that came up in the history part about someone who was hired and then quit, because there was a romantic relationship with someone in the congregation. Everyone who is hired should have a document that explains that having a romantic relationship with a member of the congregation has to be approved by a supervisor or is cause for termination. Fourth, Rev. Kaaren has been meeting with Board executives, mapping out the next 18 months as to who is responsible for what, so everyone knows the trajectory of where we are going. Fifth, mission creation will be done with a whole congregational effort in March. Sixth, appreciative inquiry is coming up, Rev. Kaaren met with Elenita, she will be in charge of that with the transition team, so we can glean info out of it rather than just doing it rote. Seventh, the board and transition team met with Hilary on Friday. We are going to do more work along that line—trends, missteps, strengths, weaknesses—and explaining that to the congregation and asking what we might be missing? Eighth, there have been a group of parking lot issues coming up that we are likely not going to get to in the next two years, but may have to be moved forward to the future.

13. Common Read

Twinks created an 11-question online game show for the board about Article 2. It was fun and educational. Thank you Twinks!

14. Board Blast

- The Board is continuing to work on the transition.
- The Personnel Committee is working to create a charge.
- The Board is gearing up to head into budget season.
- The Board is learning about Article 2.

15. Meeting Adjourned at 09:06 P.M.

Minutes submitted by Irie Mullin, clerk.

PRESIDENT'S REPORT

The three working groups of the Minister Housing Taskforce have been focusing on the following alternatives for assisting our next settled minister with housing:

- 1) converting either the Winslow House or Barn to housing,
- 2) acquiring off-site housing, or
- 3) creating a fund to assist a minister in purchasing or leasing their own home.

At the March Board meeting I will give an update on some of the thinking relating to those alternatives.

As I indicated in my February report, before any construction can be contemplated on FPB's properties south of Route 6A, an engineering firm will be needed to determine whether any of the "Potential Conservation Soils" on that property are "actual" Conservation Soils, which could limit construction. The engineering firm that was engaged to assist with the major renovations on the Meeting House 15 years ago initially thought they could focus on this on a timely basis. They have since advised us that, due to integration difficulties in their recent merger with another firm, they will be substantially delayed in providing these services to FPB. In the meantime, we have determined that the engineering firm which provided similar services to our tenant which operates the solar field may be able to assist FPB with this matter. More to follow.

Jim Lieb

Rev. Kaaren Anderson
Board Report
March 2024

Staff

Performance reviews for the Directors is complete. I am moving reviews/objectives/goals to August, so that they are conducive and compatible with a church year not a calendar year. This is the only church I've ever served where they did reviews in a calendar year. Given this, the Directors were asked to submit 3 goals that were specific, measurable, achievable/realistic and time limited to review in August.

The current review forms are as one member of the personnel committee commented, more in keeping with feedback given for a summer camp and not really a performance review. That said this summer a new review form and guidelines will be developed. Further, I'm working with Daniel Beltran from the personnel committee (he does HR for the Town of Brewster) to have a mini retreat with the Directors and myself in August/September to create goals for the year, and address the difference between performance evaluations and performance management.

Transition Team and Board

The transition team worked with Hillary Allen from the UUA and members of the board to map out the beginning of a history timeline. The transition team has met twice since that time and has gone over the time line more specifically regarding dates, times, circumstances, events, and transitions to better access what can be tweaked or changed in the future to usher in best practices and get a handle on who we are. It's proving a very useful and helpful exercise.

On March 24th, with the transitions teams help, I'll be leading the congregation through re-imagining a new mission, one that is theologically based, practical and portable. It's a great congregational participatory event that ultimately teases out, who we are and who we want to become.

Committees

I continue to work with stewardship, financial analysis team, membership, personnel, caring and communications. I am busy. More than I should be. But we are making progress in many areas of church life and am confident First Parish will be well positioned to be competitive and attractive to a newly settled minister.

Respectfully submitted, Rev. Kaaren Anderson

Director of Lifespan Religious Education, Twinks Hastings

Board Report March 2024

Overview

I was able to take a week's vacation thanks to Deb Selkow being willing to step up into leading CYM, it feels good to be on a course to use all my vacation and study leave this year.

CYM Committee

Deb and I meet regularly and have started to work on evaluating the new CYM program. Over the next couple of months, I will be hosting each family for dinner and will be talking about all things FPB and CYM.

Professional Development/Serving the Wider Faith

I have been asked by the UUA to be a mentor in the credentialing program, which is a nice recognition of the work I've done with LREDA and the UUA since I was credentialed myself.

Pastoral care

This month I met with two families, both of whom are struggling with bullying in the community.

Article 2

I ran a class for 14 folks around the issues of article two, there seemed to be a lot of interest from the folks that were there. From this meeting, I have arranged to meet with the Covenant Group facilitators to help share the relevant information before General Assembly

Nursery provider

Dani will be heading college in the New Year - we have been so lucky to have her, filling this position is tough so I am already putting feelers out there. If you know of anyone that might be interested please let me know.

Emails

Much of what is going on in the RE programming can be found in my bi-weekly emails to the congregation, please find copies attached to this report.

At long last, we have crossed into the realm of spring! I can feel it in the air, and with spring comes hope, renewal, and new growth.

I hope you were able to experience the Youth Group service. If not, I recommend watching the video on YouTube. Our youth's spirit offers a year-round dose of that spring energy. The vulnerability with which they shared their stories was incredible, and I can't stress enough how that bravery to do so comes from growing up in this community. When thinking about Religious Education in the past, we often got caught up in the details of the curriculum, what programs we were offering, and what the learning outcomes would be. Now, research and understanding around faith development are helping us realize that in fact, the whole church is the "curriculum." What they experience every week, the way that they feel their voices and opinions are respected and how much they feel a part of the community, are more important than whatever the lessons might be. That old adage applies - someone might not remember what you tell them, but they will remember how you made them feel. For those teens to feel safe enough to share their struggles with mental health, their music, and their thoughts on the tender subject of social media in front of the congregation, is a reflection of the safety they feel in this community. No lesson plan could teach that! This week I was told by a congregant that she approached the group of youth after the service and was sharing some thoughts with them, and one of the youth turned to her and said they were here to listen if she needed someone to talk to. How beautiful is that?

We are now halfway through this month's theme of "Transformation" in our CYM program. We have been considering the meaning of transformation through the lens of three religious holidays that happen this month: the Hindu holiday of Holi, the Muslim holiday of Ramadan, and the Christian holiday of Easter. Last Sunday, there was a hearty discussion of how fasting during Ramadan can change the way you view the world. To demonstrate how parts of our world can experience great transformations, our youth have been making composters, kaleidoscopes, oobleck, and bean and seed mosaics and are seeing firsthand the power of transformative actions.

In Adult Faith Formation, I will be working with the leaders of covenant groups to help disseminate information about the Article 2 vote that will be coming up at the General Assembly this year. Each of the monthly themes that we have been exploring relates to the new values that will be written into our UU by-laws.

We are hoping to once again participate in the Brewster in Bloom Parade, as well as hold activities on the lawn. If you are interested in being a part of these activities, please let me know!

As ever I am here if you need me, do not hesitate to reach out

In the spirit of faith formation!

Twinks

Upcoming dates to be aware of. Subject, as always, to the alignment of the planets and the whims of the fates.

March 18th: Playdates with the Crone (adult ed) 6-8 pm

March 23rd: Youth Street Reach Breakfast

March 24th: Kaeza (our fabulous music director) will join CYM for the morning

March 26th: CYM Committee Meeting

March 31st: Easter Sunday - Egg Hunt after the service

Financial Reports January 2024

Reconciled

Submitted by Karena Stroh, Admin & Finance Director

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P&L Budget vs. Actual Summary

% of budget should typically be at 58%

Points of Interest

Total Income is at 67% of budget

Total Pledge Payments received 65% of budget

Offertory is at 71% of budget

Thrift Store Income is at 69% of budget

Total Expenses are at 56% of budget

Capital Expense Fund

	Actual Expenditure	Board Approved	Status
Balance 7/1/2023	15,199.29	15,199.29	
Steeple (Endowment YE2023)	-2,057.42	-2,057.42	Complete
Pew Change (Endowment YE2023)	-3,000.00	-3,000.00	Complete
BMC Special Projects (Endowment YE2023)	-4,245.00	-4,391.87	Complete
Deposit for PH door repair	-457.5	-457.5	Complete
Sanctuary Carpet repair	-1,146.00	-1,146.00	Complete
Meeting House Leak inspection & report	0	-300	Incomplete
Balance 2/25/2024	4,293.37	3,846.50	

Sustainability Fund

	Actual Expenditure	Board Approved
Balance 7/1/2023	129,596.70	129,596.70
Unexpected elevator repair	-4,995.00	-4,995.00
Additional Fridge in WH	-500.00	-500.00
Donation received	845.00	845.00
Funds to Balance the Budget		-58,000.00
Balance 1/31/2024	124,946.70	66,946.70

First Parish Brewster UU
P&L Actual vs Budget FY24 Summary Report
 July 2023 - January 2024

	Total			
	Actual	Budget	Remaining	% of Budget
Revenue				
Fundraising	29,285	37,500	8,215	78.09%
Investment, Interest, Misc	5,598	7,550	1,952	74.15%
Offertory	14,222	20,000	5,778	71.11%
Pledges	285,366	438,013	152,647	65.15%
Rental	3,767	8,000	4,233	47.09%
Thrift Store Income	69,935	102,000	32,065	68.56%
Total Revenue	\$ 408,173	\$ 613,063	\$ 204,890	66.58%
Gross Profit	\$ 408,173	\$ 613,063	\$ 204,890	66.58%
Expenditures				
Administrative	10,368	19,200	8,832	54.00%
BldgGrounds	55,114	88,827	33,713	62.05%
Committees	1,875	4,260	2,385	44.00%
Lifespan Religious Education	2,530	6,150	3,620	41.15%
Mortgage Loan Payments	4,309	7,200	2,891	59.85%
Music	2,076	5,600	3,524	37.08%
Staff	292,024	524,273	232,249	55.70%
UUA/NER Dues	6,672	10,000	3,328	66.72%
Worship	3,016	5,500	2,484	54.83%
Total Expenditures	\$ 377,984	\$ 671,010	\$ 293,026	56.33%
Net Operating Revenue	\$ 30,189	-\$ 57,947	-\$ 88,136	-52.10%
Net Revenue	\$ 30,189	-\$ 57,947	-\$ 88,136	-52.10%

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