

April 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

April 16, 2024, 6:30 PM – Hybrid/Zoom Meeting

[please excuse typos, missing agenda items & lack of President's Report as this was done shipboard]

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

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

Focused Check-in [10 minutes] – Rev Kaaren

Read Board Covenant [1 minute] –

Written Consents of Board since last meeting Agenda [1 minute] – Jim:

3/26/24 – The hiring of Victorea Luminary as FPB's Bookkeeper at a cost not to exceed the budgeted salary for the position was approved by written consent of all Board members (Liz Cable not responding).

Board Blast [5 minutes] - Jim

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

Policy Committee [10 minutes] – Jim (proposed policies to be circulated before the meeting)

Treasurer's presentation & Report [5 minutes] – Karen

Consent Agenda [10 minutes] – Jim: Minister's Report; Lifetime Religious Education Director's Report; Administration and Finance Director's Report; Minutes

Transition [15 minutes] – Rev Kaaren

Executive Session [45 minutes] – Jim & Karen (2024-25 Budget)

Check out [5 minutes] – Jim

Adjourn

FPBUU Board of Trustees Meeting Minutes

March 19, 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 (Acting Clerk), Leslie Rennie-Hill, Diane Willcox, Liz Cable.

Staff Present: Rev. Kaaren Anderson, Twinks Hastings.

Visitors: Debbie Klein and Elenita Muniz.

1. Welcome to the Board, Staff, and Visitors.

The meeting was opened at 6:33 PM.

2. Chalice Lighting & Opening Words.

3. Focused Check-in.

4. Read Board Covenant.

5. Actions by Written Consent since February Board Meeting

None.

6. 501 (3) (c)

Debbi Klein encouraged all involved to move forward with obtaining 501(3) (c) status. Mary Jo Jollett has spent 20+ hours on the on-line form. Arlington UU has received a \$750,000 grant. It may take 4 weeks + to provide data. Debbi urges the effort be followed closely after board approval. Karen has the forms and knows what is needed and Karen also knows, but needs the hours to complete pulling the 5 years of financial data. Karen and Karen are the two people who know how to extract the data. The resignation of office assistant Sue Weber has delayed the effort putting more work on Karen's plate that is already full. All parties wish the effort could have gone more quickly, but patience is needed to be able to pull 5 years of financial data, and put them in the form the federal government requires. Leslie has experience with another board that has their application approved in one week. Leslie hopes our LBGTQ support might provide political encouragement.

7. Clerk

John is serving as acting clerk until the leadership committee finds a replacement following the resignation of Irie Mullin.

8. Endowment Approvals

Jim reported that The Endowment Board has approved \$6,129.07 for a new sound system for the Meeting House. Below is excerpted from Rikki Bates' letter to Rev. Kaaren, which was provided to Endowment, explaining the new system.

Hi Kaaren,

Here's what I have right now. I had a meeting with Irie's committee (is that the disability committee?) and they were very enthusiastic about my proposal. I also met with Rog Smith to talk about the installation of the new speakers, which will take a little bit of work. Rog thought it was doable and volunteered to help with the work, however at the (disability?) meeting Elenita pointed out that church rules prohibit volunteers from doing work on ladders, so she suggested that we hire someone to do the work. I've been trying to find an insured carpenter to do the work but so far no luck. I will keep looking, but the bottom line is that this will bring the cost up a bit above the current numbers, and some work remains to be done before we can get to the bottom line cost-wise.

Also at the meeting we discussed the particulars of what exactly we should be ordering to best meet our congregants' needs and it was decided to up the numbers for some pieces in the system a bit above what I originally estimated. Both Elenita and Carol Yerby thought that we should just go for what we need even if the cost goes up some. So I had Sweetwater (the company we will be getting the equipment from) put together a revised quote containing the upgrades that the committee suggested. I'm attaching that quote in a pdf file here.

I'm also including the last draft of my proposal which I presented to the tech committee. This represents things as they stood before the committee made the suggestions which were included in the Sweetwater quote attached. The current quote stands at \$6,129.07 not including installation costs.

There still may be some other cost tweaks to come.
Rikki

Jim made the following motion:

RESOLVED, that the authorization by FPB's Endowment Board to pay from Endowment Funds \$6,129.07 for the cost of a new sound system for the Meeting House is hereby approved, provided that private donations are available to support installation costs if the additional cost is not covered by Endowment.

The motion was seconded by Diane, and was unanimously approved.

9. Next Meetings

Special budget meeting this Thursday 3/21 at 4:30 PM in Winslow House, with hybrid available for those not able to attend in person. This Special Meeting will be held in Executive Session.

The regular April meeting is Tuesday 4/16 at 6:30 PM PM in Winslow House, with hybrid available for those not able to attend in person.

10. Thrift Store

The email excerpt below, together with Lisa Asci’s resume, is the recommendation for hiring a Thrift Store assistant. The position is being filled on the terms previously approved by the Board: 5 hours per week for April through October at \$20 per hour.

Following the job listing for the thrift store assistant position and carefully assessing the pool of applicants, we are pleased to announce that we have identified an exceptional candidate. Following the interview by the hiring committee, we have chosen Lisa Asci for the position. Lisa possesses a remarkable background in the retail industry, including prior experience as a thrift store assistant manager. With her impressive qualifications, we have chosen her as the ideal candidate for a start date of April 1st.

Sincerely,
Celine Crook

Jim made the following motion:

RESOLVED, that Lisa Asci be hired as FPB’s Thrift Store assistant, for the period April through October 2024, for 5 hours per week at the rate of \$20 per hour.

The motion was seconded by John, and was unanimously approved.

11. Use of Meetinghouse by Town

Jim received the following email:

Hello Jim,

I was given your contact info by Katie Miller Jacobus.

As you may know, the Town has spent the past year plus developing long-term plans for the former Sea Camps properties. This process has included extensive community involvement. At this point, the Select Board is bringing the plans to Town Meeting in May. The Bay and Pond Property Planning Committees are looking to continue their outreach to residents in the lead up to Town Meeting. They are interested in having a few members of their committees joining a post-service gathering of your members some Sunday in April to informally talk about the plans and answer questions. Would this be something you would be open to?

Thanks,
Peter

Peter Lombardi
Town Manager
Town of Brewster
508-896-3701 x. 1128

The Board supports the proposal, and the Town should contact Karena to arrange.

12. Minister Housing Taskforce Update

The Minister Housing Taskforce has three separate working groups looking at alternative ways of assisting our next settled minister with housing on Cape Cod.

Jim has been working with the group focusing on converting Winslow House to a parsonage (and the Barn to offices) and the group focusing on creating a fund to assist a minister in buying or renting their own home, and Jim will be meeting at the end of this week with the group focusing on buying an off-site parsonage. Jim will be setting up a meeting in April for all three groups to come together and share ideas, with the goal of coming up with a consensus approach to provide to the Board which could then hopefully be presented to the congregation at the June Annual Meeting.

13. Social Justice Committee Report

Leslie reported she attended the most recent Social Justice meeting. The committee is stretched thin and is working on prioritizing their work. Ideas are meant to provide FPB members opportunities to support the wider community in activities that are in line with our values. An example is the showing of the movie *Oyate* at Cape Cinema. *UU the Vote* is up and running along with other activities.

Regarding Gaza, how can FPB express our concern for the people in the short term and long-term solutions? How can we support the UUA, our values and our hearts?

14. Personnel Committee update

Gail presented the proposed revision of 12/15/16 to the charge and duties statement by the Personnel Committee which is provided for Board consideration:

Charge: It is the charge of the Personnel Committee to assist and support FPB in the appropriate, safe, fair, and fiscally responsible use of human resources. The Committee serves the Board of Trustees and the Senior Minister in an advisory capacity. It will be made up of five members preferred to have personnel and/or management experience, appointed by the Board for three-year staggered terms. The Chairperson will be elected by the members of the Committee. No paid staff will be members of the Committee.

Duties:

1. Develop personnel policies and procedures, to be approved by the Board of Trustees.
2. In collaboration with the Senior Minister conduct an annual review of the personnel policies and procedures.
3. Maintain and keep current the Personnel Policy Manual. Archive the Manual as a history of FPB personnel policies.
4. Assist the Senior Minister in the development of job descriptions, salary, administrative practices, benefits, and other employment policies needed to comply with appropriate Massachusetts and federal laws for all staff.
5. Serve on each hiring sub-committee established when a position is vacated or created. The Chair of the Personnel Committee will designate one member of the committee to serve along with the staff person in charge of the open position. At the discretion of the staff person, one or a maximum of two others might be appointed as appropriate. Once established, the Board of Trustees will be informed of the hiring sub-committee membership.
6. Participate in employee grievance procedure if resolution has not been reached after employee has followed the procedure of first speaking with their supervisor and the Senior Minister if necessary.
7. During the annual budget process, recommend salary and benefit adjustments and hours worked. All decisions regarding increases or decreases in pay or hours worked or benefits for staff are to be exclusively handled by the combined input of Supervisors, Minister(s), and Personnel Committee. Final approval will be made by the Board of Trustees.

Gail made the following motion:

RESOLVED, that the Proposed Revision of 12/15/16 Purpose and Duties Statement By Personnel Committee 3/19/24 be accepted and be made part of the Board Handbook.

The motion was seconded by Leslie, and was unanimously approved.

15. Policy Committee proposals

Jim reported in response to the Board's request that, going forward, proposed changes to FPB's By-Laws be reviewed by the Policy Committee before being presented to the Board of Trustees for approval, the Policy Committee has recommended the following addition to the charge to the Policy Committee: "When changes in FPBUU bylaws are proposed, the Policy Committee shall review the proposed changes before the BOT approves their being presented to the congregation."

Jim made the following motion:

RESOLVED, that the following be added to the Board of Trustees' charge to the Policy Committee: "When changes in FPBUU bylaws are proposed, the Policy Committee shall review the proposed changes before the BOT approves their being presented to the congregation."

The motion was seconded by Diane, and was unanimously approved.

16. Treasurer's Presentation

Karen's focus has been on Thursday's Special Meeting on budget priorities. There has been an unexpected financial hardship and a significant pledge will not be met. The current budget projection for next fiscal year is that more money will be needed from the Sustainability Fund to produce a balanced budget.

The Board sincerely and greatly appreciates Karen's diligent work on preparing for the budget meeting.

17. Consent Agenda

- a. Minister's Report**
- b. Lifespan Religious Education Direction's Report**
- c. Administration and Finance Director's Report**
- d. President's Report**
- e. January Financial Summary Report**
- f. Minutes**

Gail moved and Leslie seconded that we accept the consent agenda, which was unanimously approved.

18. Rev. Kaaren – Transition Update

We have 4 weeks to put together a search committee for our next settled minister.

It was suggested that FPB consider using our grounds for a day care center. Enthusiastic support for the idea, separate from the CYM program.

The Transition Team has met three times for six hours since the congregational history session. Who are we, what are we good at, and where are our edges. This work is important to get a good fit between the next settled Minister and the Congregation. Rev. Kaaren is writing up a summary of the work. Example, this congregation expects the minister to share organizational responsibilities with lay leaders.

Rev. Kaaren provided a synopsis of guidelines for selecting a Minister Search Committee that is recommended by her and the UUA as a best practice. She also committed to sending the guidelines by e-mail. The guidelines recommend that the Board of Trustees and the Transition Team will contact all the members of the congregation for recommendations. The FPBUU bylaws requires that the Board appoint the search committee. The Board can follow the UUA guidelines which provides members of the congregation to recommend members for the search committee. Based on those recommendations and the willingness of those recommended to serve on the committee, the Board will select seven members for the committee and present that slate for approval by the congregation. Jim will provide text for an e-mail to start the process of getting recommendations from the congregation. John, as acting clerk, will tally the congregational recommendations. Our goal is to obtain the congregational recommendations and tally the recommendation for a congregational vote on the committee members in first week of June.

19. Board Blast

Liz suggested items for the next Board Blast which was met with general approval.

20. Meeting Adjourned at 08:47 P.M.

Minutes submitted by John Kielb, acting clerk.

Rev. Kaaren Anderson
Board Report
April 2024

Staff

The proposed Property Management position will finally right size Karena's work. Karena and I compiled a list of positives the larger system will benefit from once the position is in place. Ultimately work for both positions, (Admin/Finance Director and Property Management,) will move from reactive to proactive objectives, especially regarding planning and scheduling, and support and shared ministry regarding financial options that would benefit from staff support. (a copy of that breakdown is included in this board packet)

Karena and I have also worked on Job Descriptions for Communications, Admin/Finance, Custodian and the Property Maintenance position. The April Personnel committee meeting will review these job descriptions so all are informed as to the transitions and the re-imagining of positions and breadth of work.

The larger staff meeting in April is focusing on the needs of working with volunteers interpersonally and best practices.

Transition Team and Board

The mission work with the congregation- on March 24th provided about 50 of us the opportunity to re-imagine our mission, so it is theologically based, memorable, practical and portable. We have two more sessions scheduled before the board meeting in April and one in May. The transition team continues to be helpful, present and connected to this work as well. When all of this is done, I'm compiling a group of people to review the data, to better understand what our time is calling us to do and be in the world., so we as a congregation can be impactful within our walls and without.

Committees

I continue to work with stewardship, financial analysis team, membership, (another Starting Point class has started with 9 new people) personnel, caring and communications. As I mentioned in March, it's a lot. But again, I'm confident First Parish is making progress in many areas of church life and will be well positioned to be competitive and attractive to a newly settled minister.

Congregation

They continue to surprise me with their love and commitment to this congregation. It's a delight to be here with all of you. Yes there are bumps with miscommunications at times, but overall, this is a strong healthy congregation.

I know you as board members have a lot on your plate. You not only followed through on your stewardship calls and visits, but are now taking on the laborious task of assembling a search committee. Please know I see you and am grateful for your contributions, energy, patience, and commitment to First Parish. Board work is often unseen work. So please know I see you and want to honor all you are doing. The congregation is grateful for your work as well, they are! Hang in there. Once the search committee is assembled, your work should slow down a bit. Remember, you've got this!

Respectfully submitted, Rev. Kaaren Anderson

Report from Administration and Finance Director – April 2024

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

- For FY23-24, we have received, as of 4/9/2024, 184 pledge units for a total of \$408,490. This included reducing pledge total by \$20,000 due to change in financial situation of member.
- FY24-25, we have received, as of 4/9/2024, 159 pledge units for a total of \$438,939.

Property Management

- Dave and I have been working on a Winter Preparedness Plan in response to a request from Church Mutual and to focus our efforts on creating a proactive response to property oversight.

Administry

- Chuck Ross, Bob Spencer and Debbi Klein have agreed to serve on the hiring team for the vacant Communications and Office Administrator, and we plan to meet in the next week to formulate a plan and start advertising for this position. My hope is to hire someone by the end of May. I am currently supporting COVE on our weekly communications as part of my limited hours, and this is not sustainable much past May.
- I have found a local company that is able to help us with the website changes that Rev Kaaren, Jeff Talmage, Debbi Klein and Kris Yerby have been working on. This will be paid for by funds allocated for the COA salary since we will not be using all that was budgeted due to the current vacancy in this position.
- I am getting ready to send out requests for 2023 annual reports. These reports will be due May 6th. I also will be working with Jim Lieb on the Annual Meeting logistics. My plan is to send out the official Annual Meeting announcement and supporting documents May 17th, which is earlier than our Bylaws dictate.
- Co-leading Sunrise Easter Service at Paine's Creek with Twinks was a joy, and I hope we can continue to offer this each year. Despite a low attendance, it was a meaningful to those present.
- I will continue to work with Finance Committee to support budget development and help facilitate the Budget Review for in-person and Zoom participants scheduled for June 2nd at 11:30 am.
- 501c3 paperwork is still waiting for Karen and myself to have time to tackle this project. I still hold out hope that we can get the application submitted this fiscal year.
- I continue to meet with all 3 employees that I supervise and support other staff as needed.

Sustainability, Professional Development and Serving the Larger Community

- I continue to be very engaged the larger Cape and UU communities in my leadership roles on the Pause A While, Inc and Association for UU Administrators Boards. Although this is outside my role at First Parish Brewster, I know this work has a positive influence on my work as FPBUU Administration and Finance Director. In a recent meeting of a UU Professional Organizations meeting, it was suggested that Director level positions may consider including in job descriptions the expectation that they join their respective professional organization due to how much support and resources become available with membership. I feel that having this strong connection to our larger organization and colleagues can help during times of challenge.

Kind regards, Karena Stroh, Administration and Finance Director

Music Director's Report

April 2024

In the last few months, we've had some enlivening experiences with guest musicians, from both near and far. The February gospel workshop was a success, and the following Sunday morning service rocked the sanctuary, with Kathy Bullock at the helm leading the singing. For me, it was an unforgettable service of spirited music, and we had a large handful of visiting singers who had attended the workshop come back to church on Sunday morning. One of the take-aways that Rev. Kaaren and I spoke about afterward was that if we were to do something like that again, it would be important to have Kathy contextualize the songs that she led during worship, which is something she did at the Saturday workshop. As Unitarians, it is important to keep pointing the ship at cultural appreciation rather than appropriation. Cape Cod's lack of racial diversity makes this point even more important, despite the fact that Kathy as a worship leader was raised in the African-American music tradition. Also in February, we featured Cape Cod's Fred Clayton on stand-up bass in a service oriented around racial injustice.

With Easter popping in at the end of March, the choir dug into a sophisticated classical piece by Mozart, accompanied by piano and the FPBUU instrumental ensemble, a group which was augmented and honored by the playing of a talented youth oboe player who regularly attends Youth programs at FPBUU. It was lovely to hear the choir latch on to the piece in short order. Dan Anthony graced us with trombone that morning.

The choir has had a little bit of turnover, but is still going strong in numbers over 30 (with a rotating 20-25 in town, healthy and performing). A couple of members have stepped back (reluctantly) due to work/personal circumstances, while others from the church community have been charmingly lured in our direction. I'd still like to get the back row of singers up higher, and a first idea didn't pan out. Choral accompanist Dan Anthony and I will be starting a monthly one-hour sight-singing class to support music reading.

Speaking of panning, let's talk about handpanning! The handpan group has made our official debut during Sunday April 7 worship. If you missed the magic that included not only 5 of us playing synchronized handpans, but also the very talented guest musician Ricky Hillson on beautiful solos (we all met him last fall when we bought handpans from him), you'll be sure to hear handpans again. We have been meeting weekly since January and due to Saturday's workshop with Ricky, are likely to pick up a couple other members interested in learning the instrument.

Rikki Bates has done an incredible job researching and meeting both the functional and aesthetic requirements to updating the sanctuary sound system, something which is long overdue. She has kept it close to the budget agreed upon by the endowment board. This is in process and we just tested the new pulpit mic. More equipment will arrive and be installed in the coming couple of months. The expectation is that feedback pings and rings will disappear once she has leveled out everything.

I'm working on summer plans, and although last summer was fun with diverse offerings for the church, it didn't allow me the time necessary to learn new piano music, research repertoire, organize instrumental sheet music, or develop my own skills. My current sketch for the summer is to do one monthly Wednesday eve activity, several Sunday choir pop-ups, and have a guest pianist sub for me every other week or so. We'll see!

Kaeza Fearn
Music Director

Benefits of adding a Property Manager position that are not currently being addressed.

Moving from a Reactive to Proactive model

- Elevate the attention to our buildings that will save us money and frustration in the future.
- Create a seasonal calendar for regular property preventative maintenance tasks to reduce things getting forgotten or overlooked.
- Perform regular security, plumbing, electrical walk throughs to ensure systems are working to catch problems before they are exacerbated.
- Negotiate better service contracts, 3rd party vendors and best pricing on purchasing supplies that are aligned with FPBUU values.
- Increase ability to engage in committees and improve communication between staff and committees which builds valuable and collaborative relationships.
- Lead individuals or small groups for training sessions to improve volunteers' knowledge and ability to use audio or visual equipment for meetings and events.
- Meet with rentals in person instead of quick exchanges via email. By taking time at the beginning of the rental process, agreements are better understood by all parties. Rentals are an on ramp to our church and community so a welcoming and attentive staff person is a plus.
- Serve as the main contact for all our regular contractors or vendors, which reduces confusion by 3rd party messages and streamlines scheduling service appointments.
- Built-in backup for Custodian on Sunday! We have been unsuccessful in hiring a Substitute Sexton. This new position enables a built-in back up plan that reduces additional stress in the system. Sunday is a crucial time for us to have trained support staff on site.
- Currently there is no time for the AFD to meet monthly with the Building Maintenance Committee. Having staff participating in these meetings ensures consistent communication between volunteers and staff, especially regarding deciding who is responsible and accountable for a project. i.e. determining the difference between regular property maintenance and special capital projects.

Benefits of Property Maintenance position to AFD position.

- More attention to the financial aspects of the congregation. Our financial system is complicated and deserves more time to ensure that we are effectively managing our resources. Given the fact that we are seeking to increase our funding from outside sources, attention to the many balls that will need guidance and oversight is imperative.
- Completing the 501c3 application, implementation and ongoing work that is required.
- Creating a clear, useful balance sheet for Operating and other accounts as stand alone reports. I have yet to find the time to resolve the issues with our balance sheet reports in our new accounting system.
- Timely reporting of the split plate donations in a way they can be incorporated into multiple forms of communication. Since Covid, we have accumulated extra funds within the Split Plate account which needs to be reconciled.
- UUSC Coffee Sales – A new system of tracking purchases, sales and donations needs to be developed to provide the proper oversight of this program and funds.
- Update loan payments accounting - Currently, each month I manually input the loan payments for the financial reports because I have not had the time to make this update which would save time and frustration in the future.
- Having the time to double and triple check numbers and rectify any potential mistakes. THIS IS HUGE!!!
- Documenting and monitoring our complicated financial processes by both streamlining and optimizing clarity.

- Negotiate better service contracts, best prices on purchasing supplies as well as ensuring that they align with FPBUU values. Monitor utility bills and follow up on irregularities in a timely manner.
- Implement electronic check deposits to streamline our banking.
- Maintain and improve the church's records including stewardship, property documents and other such relevant materials.
- Better oversight of Human Resources including regular review of retirement and health insurance payments, catching irregularities early.
- Provide solid onboarding across the organization. Create reference material for better access to members. Work with Volunteers to document responsibilities and position scope .
- Oversight of Ushers, Collection and Food Card Accountability
- Work with the Endowment Board to increase participation, visibility and income.
- Collaborate with volunteers and research possible grant opportunities.
- Improve committee support. Including implementing a fall workshop for congregational leadership, educating them on new website changes, how to book a space on campus or zoom, general how-to's.
- Assisting the Minister and their ministry; Collaborating to take an idea and make it become reality.
- Staff/Minister onboarding.
- Support Personnel Committee and Minister in implementation of HR requirements, general policies and procedures.

4/11/24

Dear Board of Trustees & Endowment Board,

We have recently experienced some unusual problems with our Sunday live streams. Throughout the time I have worked at First Parish we have had intermittent trouble with our live streams on Sunday mornings. Almost always, these problems are repeatedly caused by the same issues. Sometimes these things are due to internet connectivity issues and sometimes the problems are due to our ageing equipment. Comcast is generally very responsive and fixes the problem and our internet connection improved greatly. However, recently our internet stream stopped completely despite their repair and that our wi-fi was working great. We've never had this particular problem happen before and happened multiple weeks in a row.

After some research I discovered that the hardware we use for our Sunday live streams (called Sling Studio) is seriously out of date, and the company no longer supports it. Fortunately, they did release a software update which allowed us to stream last Sunday without any interruptions. Fingers crossed this continues. However, some peculiarities with the software remain, and the handwriting is on the wall. Streaming our services is a vital connection point for those unable to attend in person.

At Rev. Kaaren's behest, I've done extensive research equipment replacements and have included these details below as reference. The hope is that we will be able to do these upgrades in the 24-25 church year.

- Lenovo Laptop, \$749.99: <https://www.newegg.com/lenovo-ideapad-flex-5-16iau7-82r80003us-storm-grey/p/1XV-0001-028E2?Item=9SIAEYJXX4142>
- Atem Mini Pro Live streaming switcher, \$295.00: <https://www.newegg.com/p/27S-0012-00030>
- ASUS Portable monitor, \$299.99: <https://www.newegg.com/22-asus-mb229cf/p/N82E16824281300>
- Netgear 5 Port Gigabit Ethernet Switch, \$42.99: <https://www.newegg.com/netgear-gs105-v5-5-x-rj45/p/N82E16833122128#IsFeedbackTab>
- 1 pair 3ft. Ethernet Cat 8 cables, \$11.99: https://www.newegg.com/aubeamto-3-ft-network-ethernet-cables-black/p/1YU-02DZ-00003?Item=9SIBFMPJR72562&cm_sp=product_-_from-price-options
- 1 pair 6ft. Ethernet Cat 8 cables, \$14.99: https://www.newegg.com/aubeamto-6-ft-network-ethernet-cables-black/p/1YU-02DZ-00005?Item=9SIBFMPJR72564&cm_sp=product_-_from-price-options

Total cost \$1,414.95

In Faith,
Rikki Bates

Treasurer's Report

A) Budget Updates

The Finance Committee reviewed the Budget Income lines and Committee Requests and made some changes. The updated draft budget would require a total pledge of \$485,000. Stewardship is predicting a \$450,000 pledge level (including 8,000 for new pledges) so we have a gap of \$35,000.

As part of the discussion, it was noted that our original pledging goal was 518,000 and why has our goal changed so significantly. The original calculation was an estimate, based on many assumptions and guesses, many of which have changed. Of great significance is that the Board of Trustees has decided to use \$30,000 from Sustainability to balance this budget, lowering the amount needed from pledging significantly. Our current needed pledge level of 485,000 is very close to $518,000 - 30,000 = 488,000$.

B) February Financial Report

The February Financial Summary Report is included and there is nothing of significance to note.

Financial Reports February 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 67%

Points of Interest

Total Income is at 71% of budget

Total Pledge Payments received 69% of budget

Offertory is at 80% of budget

Thrift Store Income is at 75% of budget

Total Expenses are at 64% of budget

Capital Expense Fund

	Actual Expenditure	Board Approved	Remaining
Balance 7/1/2023	15,199.29	15,199.29	
Steeple (Endowment YE2023)	-2,057.42	-2,057.42	0
Pew Change (Endowment YE2023)	-3,000.00	-3,000.00	0
BMC Special Projects (Endowment YE2023)	-4,245.00	-4,391.87	-146.87
Deposit for PH door repair	-457.5	-457.5	0
Sanctuary Carpet repair	-1,146.00	-1,146.00	0
Balance 2/25/2024	4,293.37	4,146.50	-146.87

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 3/25/2024	124,946.70	66,946.70

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

	Total			
	Actual	Budget	Remaining	% of Budget
Revenue				
Fundraising	29,619	37,500	7,881	78.98%
Investment, Interest, Misc	5,803	7,550	1,747	76.86%
Offertory	16,044	20,000	3,956	80.22%
Pledges	302,991	438,013	135,022	69.17%
Rental	4,283	8,000	3,718	53.53%
Thrift Store Income	76,770	102,000	25,230	75.26%
Total Revenue	\$ 435,510	\$ 613,063	\$ 177,553	71.04%
Gross Profit	\$ 435,510	\$ 613,063	\$ 177,553	71.04%
Expenditures				
Administrative	12,519	19,200	6,681	65.20%
BldgGrounds	59,675	88,827	29,152	67.18%
Committees	1,892	4,260	2,368	44.41%
Lifespan Religious Education	3,062	6,150	3,088	49.79%
Mortgage Loan Payments	4,925	7,200	2,275	68.40%
Music	2,946	5,600	2,654	52.60%
Staff	336,563	524,273	187,710	64.20%
UUA/NER Dues	7,506	10,000	2,494	75.06%
Worship	3,039	5,500	2,461	55.26%
Total Expenditures	\$ 432,127	\$ 671,010	\$ 238,883	64.40%
Net Operating Revenue	\$ 3,382	-\$ 57,947	-\$ 61,329	-5.84%
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