

September 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 the First Parish Brewster Board of Trustees

Entrusted by the congregation of First Parish Brewster, we recognize that ours is a sacred duty, and we will bring our highest selves to work on their behalf. Each of us commits to:

1. Applying professional best practices to our work as Board members.
2. Be willing to do things differently and experience discomfort in the process.
3. Develop an awareness of our own biases and prejudices. Be self-reflective.
4. Strive to create healthy partnerships; effectiveness to be measured by positive impact on FPB systems.
5. Be curious and listen to understand others.
6. Respect our collective wisdom.
7. When we disagree, we will remain committed to the mission, work hard to realize it, and speak with one voice once a vote has been taken and a decision made.
8. When lost trust is experienced, we will use this Covenant to guide an intentional effort to repair trust, including whatever amends or actions are appropriate.

Our primary commitment is to the long-range health of First Parish Brewster Unitarian Universalist Congregation.

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Meeting Agenda

August Minutes

President's Report

Minister's Report (will be sent out separately)

Administration and Finance Director's Report

July Summary Financial Reports

AGENDA

First Parish Brewster Board of Trustees
September 17, 2024

1. Call to Order – Chalice Lighting - Minister Inspiration 4:00
2. Covenant Reading
3. General remarks - Gail
Acknowledge Guests - 10 minutes 4:15

4. ONGOING BUSINESS

- Board Committees
 - ✓ - Board Committee Liaisons
 - ✓ - Clarify Board Committee Liaison expectations
 - ✓ - Volunteer to prepare brief statements that defines “Board Committee”, “At-Large Committee”, Task Force; present draft statements to Board at October meeting.
- Director Reports Discussion/ Decision - Rev Kaaren
- 2023/ 24 Left-Over Split Plate Funds - Karen
 - ✓ How to distribute
- Treasurer’s Report 5:20

5. NEW BUSINESS

- Upcoming Settled Minister Contract
 - ✓ Negotiation Team Appointed
 - ✓ Information and discussion
 - ✓ To be continued 5:50

6. Consent Agenda – If any
 - ✓ Vote 6:00

7. Final Recommendation Minister Housing

Discussion to include updated financial picture, straw poll summary. Next steps: report to Search Committee, develop proposed Housing Agreement between FPB and Minister, writing /negotiating team, anything else that needs to be done? Establish timeline. VOTE.

8. Adjourn

First Parish Brewster UU Board of Trustees Meeting Minutes

August 20, 2024 4-7 pm In-person meeting

Present: Gail Webb (Board President), Leslie Rennie-Hill (President-Elect), Jim Lieb (Past President), Karen Witting (Treasurer), Niki Popow (Clerk), Ed Klein, Kevin Lowey, Rob Maclver, Janet Treanor (Members-at-Large)

Staff Present: Rev. Kaaren Anderson

Visitors: None

1. Call to Order, Chalice Lighting, Spiritual Check-in

The meeting was called to order at 4:00 p.m.

2. Review and Comment on new Covenant Draft

Gail had emailed us a revised draft of the covenant and procedures. Objections to the wording of #8 were brought up and discussed. A new version was agreed upon by all. The revised version of the Board of Trustees Covenant was approved unanimously. (Attached) We also agreed to read only the first and last statements at the beginning of our meetings. The Board covenant will be posted on the website under Board business.

3. Consent Agenda Approval

- Minutes of July Board Meeting
- President's Report
- Approval of Facilities Manager Position
- Minister's Report
- Administration & Finance Director's Report

Karen asked, and it was agreed, that the Treasurer's Report and the June Financial Summary Report be included in the reports to be approved. The Board voted unanimously to accept the modified consent agenda.

Karen asked for recommendations for a company to do our financial review, which is due this year. She has one name; we will use this company if there are no other recommendations in the next few days.

We discussed allocation of the split plate extra funds and agreed to have this as an agenda item for the September Board meeting.

4. Report from Personnel Committee- Ken Hill

Committee members are Kenton Hill, Daniel Beltran, and Chuck Ross. Ken shared his committee's Update on the Work of the Personnel Committee. Much of the work done is an update to the Appendix of the Personnel Policy Manual concerning the Committee's job description and the CORI/SORI policy. In addition, they have compiled Interview Guidelines and guidelines for a performance improvement plan. They also developed a Separation Policy and Procedures. The Committee is asking for feedback and direction today rather than formal approval.

The Committee will be meeting again on September 19. Any concerns with what was presented should go through Gail, who is the Board liaison to the Personnel Committee, in the next two weeks. It was noted that in detailing the CORI/SORi requirements for employees, requirements for volunteers should not be included. There should be separate CORI/SORI policies for volunteers working with children. A question was raised about whether we have any sort of career ladder for employees.

The Board agreed that the Interview Guidelines and the Performance Improvement Plan guidelines could be part of procedures, but not Board policy. These guidelines are to help those involved in the hiring process. These do not go into the Personnel Policy Manual, which is available to those being considered for employment.

5. Committees

The Board unanimously voted to approve Karen Witting and John Kielb to the Capital Campaign Committee. More people are needed for this committee once it begins to focus on capital projects to be undertaken.

The discussion of Board versus Standing Committees and new liaison assignments is moved to the September Board meeting.

6. Ministerial Housing Options- Kris Yerby

Ed emailed the Board a chart laying out 4 different options for ministerial housing, (Included in May '24 Board Packet). Kris spoke today about the option of using church property, with Winslow House becoming the "parsonage" and the Barn being converted to offices and meeting rooms. He provided a detailed breakdown of repairs and upgrades for the Barn and Winslow House with preliminary estimates of expenses. Some of these expenses would be needed

anyway for property maintenance. This option would be the most cost effective for the Church but there are other drawbacks. With this option the minister would not be gaining equity (FPBUU would be the landlord) but could potentially accrue savings, as the rental would likely be below market value. The Board discussed whether deciding on an option requires a congregational vote.

It is important to the Church that the new minister wants to live on the Cape. There could be a clause in the minister's contract that they live within a certain distance from the Church.

There is a certain urgency to deciding on options so that the Search Committee has something to present to ministers they are interviewing. Jim noted that fund-raising parties for selected potential donors are to take place in October. It was agreed that there would be a special meeting of the Board on September 10 to go over the options for ministerial housing. Some Board members think the Board should present a recommended plan to the congregation. Others think presenting 2 options would be better. This will be discussed further at the September 10 meeting. The option of short term assistance with rental payments could be a temporary solution.

The need for housing for other employees was also brought up. We should create a good workspace for office employees and a meeting place.

7. Social Justice Reimagined— Rev. Kaaren

Reverend Kaaren joined the meeting. She has proposed a Pilot Project for reorganizing the Social Justice work of FPBUU, based in part on a UUA model created by Rev. Dr. Dick Gilbert. Rev. Kaaren and Leslie met with Katherine Farnham and Sue Trask (Co-chairs of the Social Justice Committee); they have proposed moving to a task force model. Each Task Force needs a mission statement, 7 members signed up as primary members, and plans for 3 areas of engagement: education, advocacy, and action. The congregation votes on the Task Forces at a special congregational meeting in the fall. The purpose of this proposed change is to increase congregational participation, allay the burnout of some committee members, and improve focus and impact.

For this year, the social justice leadership committee will be disbanded. All members can participate in the task force they wish to join. There will likely be 5 Task Forces at FPBUU: Welcoming Congregation, Environmental Task Force,

Reproductive Justice, Reparations, and Building a Bigger Table. The Board discussed the need for congregational buy-in. The refocus will make it clearer what this congregation stands for; one cannot speak for the Church on social justice issues unless part of a Task Force. Some of the details will be figured out later. The Board voted unanimously to approve the Social Justice Committee's reorganization pilot proposal. It will be reevaluated in the Spring of 2025, and at that point, a report and final proposal will be forthcoming.

8. Executive Session

The Board went into executive session at 6:25 p.m. to discuss legal matters.

Coming out of executive session, the Board unanimously approved the following motion:

RESOLVED, That the Board hire an attorney at an amount not to exceed \$5000, with this amount coming out of the Sustainability Fund.

9. New Business

Karen reported that the recent reglazing of windows and painting of the church buildings came in \$3000 over what had been approved. The additional cost was paid for out of the Buildings- Special Projects line of the Operating Budget.

Gail stated that the Board needs to look at the long-term sustainability of the Operations Budget given that:

- 1) FPBUU still has an outstanding mortgage debt of \$59,637 (@3.45%)
- 2) Funds from the Sustainability Fund will be depleted for FY '25/'26
- 3) A plan for replenishing the Capital Campaign Fund for the \$42,500 used for repairs and painting of the meetinghouse needs to be addressed.

10. Check Out

The meeting was adjourned at 7:05 p.m.

President's Report

The UUA has revised some of the provisions in the church-sponsored retirement plan that First Parish Brewster offers its employees. As a result of the revision, they require member churches to update the subscription agreement. Karena is the contact person of record but the new agreement requires a signature of the Board President by the end of October. The last agreement was signed in 2018. I am waiting to learn which options the church agreed to in that agreement before signing a new one, and, learning what the basic provisions are in the plan and what the requirements and responsibilities are for First Parish in the new agreement. If anyone has expertise in this area I would appreciate any assistance. Karena, members of the Personnel Committee and others (I hope) will assist. The changes do not appear to be significant but in order to feel comfortable signing I'll make every effort to gain a working knowledge of this important employee benefit.

Report from Administration and Finance Director – September 2024

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

- FY24-25, we have received, as of 9/12/2024, 172 pledge units for a total of \$487,304. This year we had more of our higher pledgers pay earlier than in past years. This is evident when you look at the pledge totals in the statement of activity comparison report.
- We have made more progress on the 501c3 application, and still working to get it submitted by the end of September. Karen will be bringing a request to the Board to change my role as assigned by the Board of Trustees for the 501c3 application based on clarification from Finn Allen's review.
- I am still finalizing the FY24 financial reports, which has taken longer than we hoped due to other time sensitive requests. It is typical to be finalizing year end reports in September although we have been working to get this done in August. The delay this year has to do with a review of how this past year's payroll payments were categorized within our new accounting system.

Property Management

- Dave Caolo is pulling together a Hiring Team for our custodian position with the intent of advertising this position by the beginning of October and have the position filled by November 1st. While the custodian position is vacant, Dave will be working some extra hours to ensure that everything is covered. All property questions or requests should be directed to Dave, and he and I meet regularly to maintain good communication.

Administry

- The updates to the website continue, although we are getting closer to finishing the reorganization and updating. Please reach out to Shelma if you notice anything that needs attention.
- I am supporting the Search Committee this month with tech support for the Zoom Breaking Barriers, Building Belief workshop and help with coordinating eblasts to promote participation with their important work.
- I am still working on updating our bank and articles of incorporation with our new board members for fiscal year 24-25. This is typically done in July but this got delayed due to other requests.
- I continue to meet regularly with the 4 staff members that I supervisor as well as support the rest of the staff as needed.

Sustainability, Professional Development and Serving the Larger Community

- This year, I am serving as the President of the Association of Unitarian Universalist Administrators, which is such an honor. We center our mission of "promoting Unitarian Universalism through effective administration". As you may imagine, all UU churches are not the same, but through supporting these various administrators we have an important impact on their congregations and the larger denomination.
- As part of my role as Vice President for the Pause A While board, I get to attend offerings by the Philanthropy Partners of the Cape & Island, which most recently spoke about fundraising partnerships and how they need to be fostered and infused with creativity to produce the best results. I was also able to try out a new software with a recent Pause A While fundraiser, and I am excited to bring this new tool to First Parish Brewster.
- My work with these two organizations fuels and inspires my commitment to the work that I do at First Parish Brewster UU.

Kind regards,

Karena Stroh, Administration and Finance Director

Financial Reports July 2024

Reconciled

Submitted by Karena Stroh, Admin & Finance Director

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P&L Budget vs. Actual Summary

Statement of Activity Comparison

% of budget should typically be at 8.3%

Points of Interest

Total Income is at 30% of budget

Total Pledge Payments received 38% of budget

Offertory is at 8% of budget

Thrift Store Income is at 17% of budget

Total Expenses are at 9% of budget

Capital Expense Fund

	Actual Expenditure	Board Approved	Remaining	Status
Balance 7/1/2024	4,293	4,293		
Balance 7/31/2024	4,293	4,293		

Sustainability Fund

	Actual Expenditure	Board Approved
Balance 7/1/2024	72,574	72,574 Estimated
Funds to Balance the Budget		-30,000
Balance 7/31/2024	72,574	42,574

First Parish Brewster UU
Budget vs. Actuals FY25
July 2024

	Total			% of Budget
	Actual	Budget	Remaining	
Revenue				
Fundraising	535	43,500	42,965	1.23%
Investment, Interest, Misc	1,011	8,550	7,539	11.83%
Offertory	2,094	25,000	22,906	8.38%
Pledges	183,569	480,450	296,881	38.21%
Rental	349	8,000	7,651	4.36%
Thrift Store Income	23,010	135,000	111,990	17.04%
Total Revenue	\$ 210,569	\$ 700,500	\$ 489,931	30.06%
Gross Profit	\$ 210,569	\$ 700,500	\$ 489,931	30.06%
Expenditures				
Administrative	2,073	18,800	16,727	11.03%
BldgGrounds	17,151	100,201	83,050	17.12%
Committees		4,360	4,360	0.00%
Lifespan Religious Education	375	6,150	5,775	6.10%
Mortgage Loan Payments	616	7,400	6,784	8.32%
Music		5,900	5,900	0.00%
Staff	46,916	571,789	524,873	8.21%
UUA/NER Dues	1,000	12,000	11,000	8.33%
Worship	285	3,900	3,615	7.30%
Total Expenditures	\$ 68,416	\$ 730,500	\$ 662,084	9.37%
Net Operating Revenue	\$ 142,153	-\$ 30,000	-\$ 172,153	-473.84%
Net Revenue	\$ 142,153	-\$ 30,000	-\$ 172,153	-473.84%

First Parish Brewster
Statement of Activity Comparison
July 2024

	<u>Total</u>	
	<u>Jul 2024</u>	<u>Jul 2023 (PY)</u>
Revenue		
Fundraising	535	6,052
Investment, Interest, Misc	1,011	1,156
Offertory	2,094	1,765
Pledges	183,569	108,760
Rental	349	400
Thrift Store Income	23,010	15,308
Total Revenue	210,569	133,441
Gross Profit	210,569	133,441
Expenditures		
Administrative	2,073	1,551
BldgGrounds	17,151	3,428
Education	375	521
Mortgage Loan Payments	616	616
Staff	46,916	40,961
UUA/NER Dues	1,000	834
Worship	285	901
Total Expenditures	68,416	48,812
Net Operating Revenue	142,153	84,629
Net Revenue	142,153	84,629