

ANNUAL MEETING PROGRAM JUNE 12, 2022
First Parish Brewster Unitarian Universalist Society

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AGENDA FOR ANNUAL MEETING

I. Call to order, welcome, and logistics	Susan Smith, President
II. Establishment of a quorum	Rand Burkert, Clerk
III. Introduction of Moderator	Susan Smith, President
IV. Approval of minutes from last year's annual meeting	Gwen Pelletier, Moderator
V. President's Report	Susan Smith, President
VI. Approval of Congregational Covenant	Gwen Pelletier, Moderator
VII. Endowment Board Report	Howard Hayes, Chair
VIII. Treasurer's Report	Diane Pansire, Treasurer
IX. Approval of 2021-2022 Proposed Budget	Gwen Pelletier, Moderator
X. Leadership Development Committee Report	Judy Harrison, Chair
XI. Election of Officers for the Board of Trustees, Endowment Board, Leadership Development Committee members	Gwen Pelletier, Moderator
XII. Approval of Leadership Development By-Law Changes	Gwen Pelletier, Moderator
XIII. Introduction of 8th Principle By-law Changes	Carol Yerby, 8th Principle Taskforce
XIV. Approval of 8th Principle By-Law Changes	Gwen Pellitier, Moderator
XV. Approval of UUA General Assembly Delegates	Gwen Pellitier, Moderator
XVI. Special Acknowledgement of FPBUU Members	Susan Smith, President
XVII. Welcome to Board President	Susan Smith, President
XVIII. New Business	Carol Yerby, President Elect
XIX. Adjournment	Carol Yerby, President Elect

PROPOSED MOTIONS

#1 Approve the minutes from last year’s Annual Meeting

#2 Motion to Adopt Congregational Covenant

I move that the proposed Congregational Covenant by the Board of Trustees for First Parish Brewster, previously adopted for the fiscal year beginning July 1, 2021 and ending June 30, 2022, be permanently adopted.

FPBUU Congregational Covenant

1. We respect the wisdom of all, in a friendly and loving manner. Everyone deserves to be heard, including our children and youth.
2. We approach one another as spiritual partners. Before speaking, we take a breath and think: Is it true? Is it kind? Will it help? We speak directly and openly with empathy, compassion, and kindness. We use “I” statements and respect healthy boundaries.
3. We act in good faith according to our UU values. We listen carefully to the decisions made by leadership and expect our leaders to honor the voices of those who disagree. When needed, we follow processes of reconciliation and resolution through Right Relations.
4. We embrace questions and engage directly, listening deeply. When conflict appears, we see it as an opportunity for change and growth. Understanding our differences, we allow for missteps, and welcome feedback. We seek the goal of reconciliation, encouraging peer and social support when needed.
5. We aspire to be our best selves. Whenever we need to, we have the capacity to gently remind and call each other back into covenant, into the widening circle of our loving community.

#3 Motion to Approve Budget for FY22-23

I move that the budget proposed by the Board of Trustees for First Parish Brewster for the fiscal year beginning July 1, 2022 and ending June 30, 2023, as stated in the Annual Meeting Program, be adopted, with the right reserved to the Board of Trustees to make changes to such budget in response to changed financial circumstances, provided, however, that, in accordance with Article VII, Section 6 of the FPB Bylaws, no expenditure shall be made unless an adequate appropriation has been voted by the Board and funds therefore have been secured, and provided further, that no payments or commitments in excess of an amount equal to five percent of the budget shall be made by the Board without a prior appropriation therefore or approval thereof at a Special Meeting of the congregation.

#4 Motion to Approve Trustees, Officers, and Committee Members for FY22-23

In accordance with Article VII, Section 2; Article VIII, Section 1, Article IX, Section 2, and Article X, Sections 1 and 3 of the First Parish Brewster Bylaws, I move that the congregation approve the Leadership Development Committee’s proposed nominations for the positions of Board trustees and officers, members of the Leadership Development Committee and members of the Endowment Board as stated in the Annual Meeting Program.

#5 Motion to Adopt By-Law Changes - Leadership Development Committee

I move to make the by-law changes put forth by the Leadership Development Committee, approved by the Board of Trustees and as stated in the Annual Meeting Program.

Leadership Development Committee (LDC) Recommended Changes to the Bylaws

Current Bylaw	Recommended Change
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<p>Article 7 Board of Trustees Section 2 - Term</p> <p>All trustees shall be elected at an annual meeting of the Society, the four (4) at-large trustees to serve for terms of three (3) years each, the President-Elect, President and Past President to serve for terms of one (1) year in each successive office (for a total of three (3) years each on the Board of Trustees), and the Treasurer and Clerk to serve for terms of two (2) years each.</p>	<p>At the end of that section add the following:</p> <p>“Any trustee filling a partial term created by a vacancy may be nominated to serve a subsequent full term position.” “Any trustee who currently serves on the Board may be nominated to hold an officer's position prior to their term being completed. Time on the Board shall not exceed 5 years.” “No trustee shall be elected for a second term until 2 successive intervening years have passed.”</p>
<p>Article 9 Leadership Development Committee Section 1 - Election and Term</p> <p>There shall be a Leadership Development Committee consisting of six (6) members. Two members shall be elected each year, at the annual meeting of the Society, to serve a term of three years. No member shall be eligible for a second term until after two successive intervening years have passed.</p>	<p>At the end of that section add the following:</p> <p>“Any committee member filling a partial term created by a vacancy may be nominated to serve a subsequent full-term position.”</p>
<p>Article 9 Leadership Development Committee Section 2 – Duties</p> <p>The Leadership Development Committee shall nominate persons for the President, President Elect, Treasurer, Clerk and any open Trustee-at-large positions. With respect to candidates for the Leadership Development Committee, the Board of Trustees and the Leadership Development Committee shall each nominate one (1) candidate each year. If more than two positions are to be filled, either the Board or the Leadership Development Committee shall nominate the extra candidates depending on which nominated the member (s) being replaced. Any vacancies on the Leadership Development Committee may be filled until the next annual meeting by either the Board or Leadership Development Committee</p>	<p>Delete the second paragraph which has not been followed and replace with the following:</p> <p>“The Leadership Development Committee shall nominate all persons to all elected boards including the Endowment Board, Leadership Development Committee and the Board of Trustees.”</p>

<p>depending on which nominated the member (s) being replaced.</p> <p>At the request of the Board of Trustees, the Leadership Development Committee shall serve as a resource for locating personnel to fill vacancies in the terms of officers, trustees, committee chairpersons, and committee members.</p>	
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#6 Motion to Adopt By-Law Changes - 8th Principle Task Force

I move to make the by-law changes put forth by the 8th Principle Task Force, approved by the Board of Trustees and as stated in the Annual Meeting Program.

FPB Bylaws 8th Principle Review (Fall 2021)

Reviewers: Jim Hild, David Sutherland, and Carol Yerby

Purpose of the Bylaws Review: Ensure that our bylaws are in alignment with the 8th Principle. Revisions also include suggestions for error correction and consistency.

Recommended Change	Before	After
<p>ARTICLE III. AFFILIATION:</p> <p>1. Replace Ballou-Channing district with the New England Region of UUA Congregations.</p>	<p>This Society shall be a member of the Unitarian Universalist Association (UUA) and the Ballou-Channing district of Unitarian Universalist churches.</p>	<p>This Society shall be a member of the Unitarian Universalist Association (UUA) and the New England Region of Unitarian Universalist Congregations.</p>
<p>ARTICLE IV. NON-DISCRIMINATION</p> <p>2. Delete the term “sex.”</p> <p>3. Replace the term “physicalchallenge” with “disability.”</p>	<p>We affirm and promote the full participation of all persons in all our activities, including membership, programming, hiring practices, and the calling of religious professionals without regard to race, ethnicity, sex, physical challenge, affection, gender identity, or sexual orientation, age, or national origin.</p>	<p>We affirm and promote the full participation of all persons in all our activities, including membership, programming, hiring practices, and the calling of religious professionals without regard to race, ethnicity, disability, affection, gender identity, or sexual orientation, age, or national origin.</p>
<p>ARTICLE V. MEMBERSHIP AND VOTING RIGHTS</p> <p>Section 1. <u>Membership</u></p> <p>4. Change “his or her” to “their.”</p>	<p>A person shall be considered a Member of the Society if his or her name appears on the Membership Book maintained by the Society, and participates, as able, in its programs, and has made an annual financial</p>	<p>A person shall be considered a Member of the Society if their name appears on the Membership Book maintained by the Society, and participates, as able, in its programs, and has made an annual financial contribution of</p>

<p>5. Change “senior minister” to “minister” for consistency.</p> <p>6. Change “his/her” to “their.”</p>	<p>contribution of record to its operating fund. The Senior Minister or the President of the Board of Trustees may waive these requirements at his/her discretion.</p>	<p>record to its operating fund. The Minister or the President of the Board of Trustees may waive these requirements at their discretion.</p>
<p>ARTICLE V. MEMBERSHIP AND VOTING RIGHTS Section 5. <u>Review</u></p> <p>7. Change “he or she has” to “they have.”</p>	<p>In order to determine the current active membership of the Society to report to the Unitarian Universalist Association and other purposes, an annual review</p>	<p>In order to determine the current active membership of the Society to report to the Unitarian Universalist Association and other purposes, an annual review</p>

<p>8. Replace “Senior Minister” with “Minister” for consistency.</p>	<p>shall be conducted by the Minister, the Clerk and other designees of the Board concerning changes in membership by reason of death; resignation by reason of withdrawal notice; or loss of contact with the member because he or she has moved and left no forwarding address. In the absence of a waiver by the Senior Minister or President of the Board of Trustees, the Board may, by consensus at a Board meeting, remove individual(s) from the list of members if either: 1) the member has failed to participate in any of the Society's programs during the past two years; or 2) the member has not made a financial contribution of record to the Society's operating fund during the past two fiscal years.</p>	<p>shall be conducted by the Minister, the Clerk and other designees of the Board concerning changes in membership by reason of death; resignation by reason of withdrawal notice; or loss of contact with the member because they have moved and left no forwarding address. In the absence of a waiver by the Minister or President of the Board of Trustees, the Board may, by consensus at a Board meeting, remove individual(s) from the list of members if either: 1) the member has failed to participate in any of the Society's programs during the past two years; or 2) the member has not made a financial contribution of record to the Society's operating fund during the past two fiscal years.</p>
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<p>ARTICLE VI: MEETINGS, Section 1. <u>Notice</u></p> <p>9. Add the following statement: “All feasible measures will be taken to ensure that meetings shall be accessible, for in-person or virtual attendance.”</p>		<p>All feasible measures will be taken to ensure that meetings shall be accessible, for in-person or virtual attendance.</p>
<p>ARTICLE VI: MEETINGS, Section 4. <u>Quorum</u></p> <p>10. Change the term “legal quorum” to “quorum,” and the term “legal meeting” to “meeting.”</p>	<p>Any measures presented for consideration at Society meetings, including nominations for office, shall be passed by a majority vote with a legal quorum present, except that the sale of real property and amendments to the by-laws, which shall require a two-thirds majority vote, and the calling and ordination of ministers, which shall require a vote of eighty-five percent (85%) of the members present and voting at a legal meeting of the Society. Twenty percent (20%) of the voting members shall constitute a quorum for any legal meeting of the Society.</p>	<p>Any measures presented for consideration at Society meetings, including nominations for office, shall be passed by a majority vote with a quorum present, except that the sale of real property and amendments to the by-laws, which shall require a two-thirds majority vote, and the calling and ordination of ministers, which shall require a vote of eighty-five percent (85%) of the members present and voting at a meeting of the Society. Twenty percent (20%) of the voting members shall constitute a quorum for any meeting of the Society.</p>
<p>ARTICLE VIII. OFFICERS Section 6. <u>Bonding</u></p> <p>11. Delete “whenever the Board of Trustees shall so direct.”</p>	<p>The office of Treasurer shall be bonded at the expense of the Society whenever the Board of Trustees shall so direct.</p>	<p>The office of Treasurer shall be bonded at the expense of the Society.</p>
<p>ARTICLE IV: BOARD OF TRUSTEES Section 10. <u>Quorum for Board Meetings</u></p> <p>12. Replace “legal quorum” with “quorum.”</p>	<p>All motions enacted by the Board of Trustees must be by majority vote with a legal quorum present consisting of five members of the Board including at least one officer.</p>	<p>All motions enacted by the Board of Trustees must be by majority vote with a quorum present consisting of five members of the Board including at least one officer.</p>

<p>ARTICLE XI: THE ENDOWMENT FUND Section 2. <u>The Endowment Fund Board</u></p> <p>13. Change “Nominating Committee” to “Leadership Development Committee.”</p> <p>14. Change “he or she acts”to “they act.”</p> <p>15. Change “his/her” to “their.” Change “her or his” to “their.”</p>	<p>The Nominating Committee shall nominate candidates for regular members of the ENDOWMENT BOARD.</p> <p>No member shall be personally liable as long as she or he acts in good faith and with ordinary prudence.</p> <p>Each member shall be liable only for his/her own willful misconduct or omissions and shall not be liable for the acts of omissions of any other member.</p> <p>No member shall engage in any self-dealing or transactions with the FUND in which the member has direct or indirect financial interest and each member shall at all times refrain from any conduct in which her or his personal interests would conflict with the interest of the FUND.</p>	<p>The Leadership Development Committee shall nominate candidates for regular members of the ENDOWMENT BOARD.</p> <p>No member shall be personally liable as long as they act in good faith and with ordinary prudence.</p> <p>Each member shall be liable only for their own willful misconduct or omissions and shall not be liable for the acts of omissions of any other member.</p> <p>No member shall engage in any self-dealing or transactions with the FUND in which the member has direct or indirect financial interest and each member shall at all times refrain from any conduct in which their personal interests would conflict with the interest of the FUND.</p>
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BUDGET HIGHLIGHTS: July 1, 2022 through June 30, 2023

We present to the congregation a balanced budget (line 125) for Fiscal Year 2022-23, which the Board of Trustees passed at their May meeting. This budget reflects the challenges of our times, where expenses are rising, staff is harder to hire, and inflation is hitting many people in the congregation. We balanced expenses, reluctantly cutting where we had to, with increased expenses for staff salary and benefits. In this budget, we hope to capture the values and aspirations of our congregation.

As always, we start crafting a budget with money available or money projected to be available. That means projected income plus any unexpended funds from the previous year.

- Line 4: We have built this budget on Pledge income of \$360,000. This represents the actual pledges of \$330,000 received, plus anticipated new and increased pledges budgeted to come in during the coming year.
- Line 10: In 21-22, offertory came in \$4,000 less than budgeted, but in anticipation of meeting in-person all year long, we kept the same budgeted figure as last year: \$20,000.
- Line 12: As the Thrift Shop far exceeded budget (projected income of \$96,000 vs. budget of \$80,000), we budgeted to hit that income target again next year.
- Line 13 and 14: Our Fundraising Team performed admirably and hit its targets, and we hope to do the same again next year.

- Line 16: The Welcoming Congregation Committee’s highly anticipated FUN-raiser, the Gayla Ball, is in the initial planning stages.
- Line 122: We had \$73,426 remaining from the Payroll Protection Plan (‘PPP’) funds from the height of the Covid pandemic. It is important to note that this budget is balanced because we used all of the remaining funds. After this, there is no more surplus.

Our biggest increase in expenses comes as we continue to move our staff in line with median guidelines set forth by UUA. Our motivation is twofold: appropriately compensating staff for the stellar work that they do and increase the likelihood of retaining staff in this very tight labor market.

- Line 40: Staff salaries increased \$14,000 over last year’s budget, which included a modest cost of living adjustment (‘COLA’).
- Line 70: Total Property Management increased about \$7,500 mainly because of the increase to Insurance (line 64), and Housekeeping (line 65)
- Line 79: Office Expenses decrease about \$2,500 because we did a financial review (line 74) in the current budget and will not do one in the coming year.
- Line 84: UUA dues were reduced from \$25,000 to \$18,000. This was a difficult cut because the UUA was extremely helpful to church leaders and staff as we navigated unprecedented challenges.

The Board passed this budget with the intention of providing leadership to find new ways to fill in the gap that is left when PPP funds are depleted. We have already begun a series of meetings called ‘Financial Futures’ that includes the Finance Committee, the Board, the Endowment Board, and Staff. Other groups will be invited to participate in the coming months. These meeting are ongoing to address the strategic financial future of FPB as we explore the bigger picture. We are just getting started, and many ideas are surfacing:

- To return next year’s Pledge Drive to greater than the levels of previous years, in part by following the guidance of Barry Finkelstein.
- To create new fundraisers that reach the wider community.
- To encourage the congregation to more actively support the Fundraising Team in its endeavors so it is able to exceed its ambitious goal we set for the coming year.
- To increase volunteerism in the Thrift Shop so it can be open for more hours. Thrift Store income has shown no sign of plateauing.
- To increase our outreach and membership.
- And to creatively seek other sources of income.

The church leadership believes in this vision. We believe in commUNITY, we believe our future is bright, and we know we are better together. We are asking you to support this budget which requires us to show up with our good ideas and work creatively and cooperatively in the year ahead.

BOARD APPROVED PROPOSED BUDGET FY22-23

No.		Final FY21 FYE Actual (2020-21)	Approved FY22 Budget (2021- 2022)	Projected FY22 FYE 6/30/22 (as of 4/12/22)	Draft FY23 Budget (2022- 2023)
2	<u>INCOME</u>				
3	<u>A. Pledges</u>				

4	Pledges		375,378		360,000
5	Less: Lost Pledges (3%)		11,261		10,800
6	Total Current Year Pledges		364,117	369,000	349,200
7	Pledges Prior Years		10,000	10,500	10,000
8	Total Pledges	372,705	374,117	379,500	359,200
9	TOTAL PLEDGES/TOTAL INCOME	74.86%	73.91%	72.77%	70.54%
10	<u>B. Offertory</u>	16,816	20,000	16,000	20,000
11	<u>C. Fund Raising</u>				
12	Thrift Store/Annex Income	77,583	80,000	96,000	95,000
13	Spring Auction	9,147	10,000	10,000	10,000
14	Church Fundraisers - Other	11,836	9,000	8,000	9,000
15	Food Certificate Sales	1,100	1,500	1,500	1,500
16	Welcoming Congregation-Income	2,000	2,000	0	2,000
17	Total Fund Raising	101,666	102,500	115,500	117,500
18	<u>D. Building Use</u>				
19	Space Rentals	0	2,500	3,000	4,000
20	Weddings/Memorials	500	1,500	2,000	3,000
21	Total Building Use	500	4,000	5,000	7,000
22	<u>E. Investment, Interest, Misc Inc.</u>				
23	Misc Contributions	659	300	300	300
24	Total Investment Income	5,224	5,000	5,000	5,000
25	Interest Income	312	250	200	250
26	Total Inv, Int, Misc Inc.	6,195	5,550	5,500	5,550
27	TOTAL INCOME	497,882	506,167	521,500	509,250
28	<u>EXPENSES</u>				
29	<u>A. Staff Salaries</u>				
30	Minister	91,080	96,175	96,175	99,145
31	Admin&Finance Dir	43,099	45,945	45,945	47,364
32	LRE Director	42,101	45,858	45,858	47,272
33	Music Director	35,308	37,073	37,073	38,218
34	ThriftShopManager	31,200	32,415	32,415	33,416
35	Sexton	19,615	20,698	10,765	15,600
36	Bookkeeper	14,464	15,638	15,638	16,121
37	Pianist	5,121	10,920	8,583	13,000
38	AV Tech Suport	3,410		3,360	8,320
39	CYM-Childcare	270	2,208	850	2,254
40	Total Staff Salaries	285,668	306,930	296,662	320,710
41	<u>B. Staff Benefits/Payroll Expenses</u>				
42	Employee Health Insurance	30,523	35,267	34,000	36,801
43	Retirement	23,767	27,818	26,525	26,542

44	FICA Taxes	13,644	16,123	15,300	16,950
45	Minister's FICA	6,888	7,357	7,357	7,585
46	Minister's Term Life	819	734	734	808
47	WorkCompInsurance	2,806	2,910	2,910	2,910
48	Long Term Disability	0	3,525	3,525	3,379
49	Staff Appreciation	0	900	900	900

50	Moving Expenses	0	2,500	2,500	0
51	Total Staff Benefits	78,447	97,134	93,751	95,875
52	<u>C. Staff Professional Expenses</u>				
53	Minister's Professional Exp	9,000	9,618	9,618	9,817
54	Admin&FinanceDirProf Ex	1,704	2,757	2,757	2,814
55	LRE Director Professional Exp	1,664	2,752	2,752	2,808
56	Music Director Prof Exp	1,396	2,224	2,224	2,270
57	Total Staff Professional Expenses	13,764	17,351	17,351	17,709
58	<u>D. Building & Grounds</u>				
59	Properties-Maintenance		13,800	13,800	13,800
60	Properties-Supplies		4,200	4,200	4,200
61	Properties-Building Projects			0	0
62	Total Properties	16,284	18,000	18,000	18,000
63	GroundsKeeping	7,372	12,000	12,000	12,000
64	Liability/Property Insurance	14,329	14,200	16,463	18,462
65	Housekeeping	4,160	5,700	9,280	14,720
66	Electric	4,129	5,000	4,000	5,000
67	Gas	5,089	5,000	6,000	5,000
68	Phone/Internet	5,444	5,000	6,800	7,640
69	Water	1,449	1,500	1,500	1,500
70	Total Property Management	58,256	66,400	74,043	82,322
71	<u>E. Office Expenses</u>				
72	Advertising	1,380	1,500	1,500	1,500
73	Credit Card/Bank/PayPal Fees	5,637	3,000	4,500	4,500
74	Financial Audit	0	2,500	2,500	0
75	Office Expense/Supplies	2,582	4,000	4,000	4,000
76	OfficeEquip/Maint	6,904	6,200	6,200	6,000
77	Payroll Software Expenses	1,080	900	900	900
78	Software Expense	3,115	1,800	1,800	2,000
79	Total Office Expenses	20,698	19,900	21,400	18,900
80	<u>F. Loan Payments</u>				
81	Mortgage Principal Payments	3,937	4,500	4,100	4,100
82	Mortgage Interest Payments	3,225	3,100	3,100	3,100
83	Total Loan Payments	7,162	7,600	7,200	7,200
84	<u>G. Denominational Dues - UUA</u>	21,408	25,000	25,000	18,000

85	H. Committees				
86	Board of Trustees	1,315	450	450	400
87	HelpingHands	0	100	100	0
88	Landscape Committee	353	700	700	850
89	Membership	739	750	750	750
90	Social Justice				1,000
91	Reparations	293	295	295	0
92	Stewardship	0	500	500	300
93	UU Connections	0	560	560	1,360
94	Total Committees	2,701	3,355	3,355	4,660
95	I. Lifespan Religious Education				
96	Special Programming/Multigen	1,253	1,500	1,500	1,500
97	Pre-K to Grade 8	678	1,300	1,300	1,300
98	High School Youth Group	434	800	800	1,000
99	Pathways/AdultFaithDevelopment	0	600	600	600
100	Contract Childcare	0	400	400	400
101	Child Care Supplies	0	300	300	300
102	Office/Library	263	300	300	300
103	Child Abuse Prevention Training	0	200	200	200

104	O.W.L. (Our Whole Lives)/COA	-350			600
105	Total LREM	2,278	5,400	5,400	6,200
106	J. Music				
107	Guest Musicians	1,150	2,900	2,900	2,200
108	Music Scores	565	600	600	1,500
109	Music Support/Supplies	711	700	700	700
110	PianoOrgan	50	700	700	1,200
111	Total Music	2,476	4,900	4,900	5,600
112	K. Worship and Ministry				
113	Hospitality	197	650	650	300
114	Materials/Supplies	1,081	1,000	1,000	1,000
115	Pastoral Care Coverage	0			
116	Pulpit Support	0	3,600	3,600	3,600
117	Substitute Sexton	0	600	0	600
118	Total Worship and Ministry	1,278	5,850	5,250	5,500
119	TOTAL EXPENSE	494,136	559,820	554,312	582,676
120	NET ORDINARY INCOME	3,746	-53,653	-32,812	-73,426
121	L. Other Income				
122	Surplus Used		53,653	32,812	73,426
123	Total Other Income		53,653	32,812	73,426
124	NET INCOME	3,746	0	0	0
125	Surplus Remaining	106,416	52,763	73,604	178

SLATE OF NOMINEES FOR ELECTION – June 2022

BOARD OF TRUSTEES

To Be Elected:

President-Elect: Jim Lieb (2025)

Jim and his wife moved to Brewster and began attending First Parish full time in June 2020, following his retirement in December 2019. Prior to that Jim had worked from his home in Brewster each summer since 2003 while residing in New Jersey the rest of the year. In New Jersey Jim was an active member of his local Unitarian Society for over 40 years. Until his retirement Jim was a corporate attorney and business executive working out of New York City.

Treasurer: Karen Witting (2024)

Karen moved to Cape Cod in 2015 and joined FPBUU in 2016. Karen has been a member of the Finance Committee for four years. She is a Covenant Group leader and Chair of the Policy Committee. After graduating with a Masters in Math, Karen joined IBM as a software engineer. Through IBM she earned a Masters in Computer Science, and continued working as a software engineer until she moved on to working on healthcare technology standards and then a project director for healthcare infrastructure development projects. Now Karen is retired, she is focusing on training and competing in dog agility.

Member-at-Large: Liz Libby (2025)

Liz Libby has been a member of First Parish Brewster since 2015, when she moved to Brewster with her spouse Matt and her three children Owen, Jonah, and Emmett. She has been active in the CYM program and has participated in covenant groups as well. She works as an International Board Certified Lactation Consultant, in both private practice and for the WIC program at the state level. In her private practice, she also works as a childbirth educator, postpartum doula, and trauma recovery coach. She is fiercely proud of both her work and her family, and committed to working toward a more just world

Returning:

Past President: Susan Smith (2023), President: Carol Yerby (2024), Clerk: Rand Burkert (2023) Member-at-Large: Tom O'Brien (2023), Member-at-Large: John Kielb (2024), Member-at-Large: Diane Willcox (2024)

ENDOWMENT BOARD

To Be Elected:

Linda Bailey-Davies (2025)

Linda has been a member of First Parish for over 30 years. She and her wife Gloria have lived on the Cape since 1976 and currently live in Orleans with their new beloved Ragdoll kitten, Bodhi. She graduated from the University of Wisconsin and received a Master of Religious Education from Princeton Theological Seminary and a Master of Social Work from Smith College. Linda commuted to Hartford CT each week for 30 years and retired from their private psychotherapy practice there in 2006. Since then, she has been a personal life coach. At First Parish Linda has been a Covenant Group leader since it began 12 years ago, served as Co-Chair of the Welcoming Congregation Committee and has completed her first term on the Endowment Board. Previously she worked on a past Capital Campaign. Being part of First Parish Brewster has transformed her life, and she wants to do her part to make sure it continues to thrive well into the future for many generations to come.

Barry Powers (2025)

Barry has been a member since 1990. He and his wife Joanne raised their two children (Eli 30 and Shauni 26) here at FPB and were active in CYM throughout the 1990's and early 2000's. Barry was on the Ministerial Search Committee in 2004, has served on the Leadership Development Committee on two separate

occasions, and most recently was on Reverend Jessica's Committee on Shared Ministry. He currently serves on the Stewardship Committee.

Returning: Bob Flanagan (2024), Bruce McGregor (2023), Topper Roth (2023)

Officers are elected annually from the current Board members.

LEADERSHIP DEVELOPMENT COMMITTEE

To Be Elected:

Debbi Klein (2025)

Debbi has been a member of the UU faith since 1996. Ed and Debbi were looking for a faith community to raise their 2 young children and felt this was the home for our family. Her involvement in the UU church first started being centered around her children's faith development. Through their time at Church, they benefited from the OWL Program, the Coming-of-Age Program and Senior Youth Group Participation. During her time at the UUAC of Sherborn she was active as a Religious Ed teacher for several different age groups, on the Religious Ed Committee and she chaired the yearly auction for 9 years. When they moved full time to the Cape, Debbi and Ed joined FBPUU as their spiritual home in 2017. Since then, she has been involved in the Membership Committee, Fundraising Committee, Stewardship Committee, and participated in Covenant Groups.

James (Jim) R. Hild (2025)

Jim formerly lived in Bucks County, Pennsylvania and has been a Unitarian Universalist for more than 30 years as a member of the Unitarian Universalist Fellowship of Lower Bucks, where he served on the Fellowship's Board as a Trustee and President for six years. He also served on the Joseph Priestley District Board for 3 years. Jim has served on our FPBUU Board for 5 years, has been involved with covenant groups, helped set up the Policy Committee and worked with UU Connections. He is a follower of Buddhist teaching and finds great strength in following both the UU and Buddhist practices. Jim retired from Computer Sciences Corporation in 2007 after working there for 40 years. He has been coming to the Cape since 1958 and finally moved here in 2015. He now lives in Brewster. He is an active environmentalist and enjoys meditation, facilitating Buddhist teachings, reading, walking on the beach, gardening, cooking and the fine arts and sciences.

Janet Treanor (2024)

Janet grew up in Auburn MA and had the great good fortune to live in several areas of the country, settling on Cape Cod in 1996. She has also been blessed to have two rewarding careers as both a Nurse and Clinical Social Worker. She recently retired from private practice. Janet is married and with her husband have 8 adult children. She has been a member of FPB for about 15 years. Janet considers this her spiritual home and is active in several areas: coordinating the monthly meal delivered to the St. Joseph Shelter in Hyannis, the monthly serving of food with Faith Family Kitchen, as a Covenant Group facilitator, a member of Build a Bigger Table and as a Thrift Store volunteer.

Returning:

Margaret Rice Moir (2024), Maureen Osborne (2023), Rog Smith (2023)

Members choose their own Chair at their first meeting.

**First Parish Brewster Unitarian Universalist
Annual Meeting via Zoom, June 13, 2021**

I. Welcome and Meeting Logistics, Rev Jessica Clay

Jessica welcomed everyone to the meeting. She then explained that voting will be done electronically and that the meeting was being recorded.

II. Call to Order, Susan Smith, President

Susan read the following announcements: If you have a question during the meeting, please put it in the chat and it will be read aloud and addressed as appropriate. Please no discussion in the chat. We ask everyone to help us stay on time. Some questions may need to be followed up after the Annual Meeting. We also ask that everyone stay for the whole meeting to maintain the necessary quorum per our bylaws.

III. Establishment of a Quorum, Carol Yerby, Clerk

There were 85 members in attendance, therefore, a quorum was established. We have 327 members and our bylaws require a quorum of 20% of membership present (65).

Total Members in Attendance = 85

IV. Introduction of the Moderator, Susan Smith, Board President

Susan introduced Charlie Sumner as our Moderator and turned the meeting over to him. The Moderator noted that the Board had an agenda that was full of business items, and that he would keep track of the time and announce the time allotted for each item. Additional time may be requested in the chat and requests will be open for a vote.

V. Motion to Approve the Minutes from Last Year's Annual Meeting

Bill Roberts made the motion to approve the minutes from last year's Annual Meeting as presented in the Annual Meeting Program and approved by the Board of Trustees. The congregation voted unanimously to approve the minutes. Roger Smith seconded the motion. There was no discussion. The motion to approve the minutes from last year was approved.

VOTE: 88 yes, 0 no, 1 abstain

VI. President's Report by Susan Smith, President

Susan T. Smith, Board President presented her report to the members.

VII. Motion to Adopt the 8th Principle

Tom O'Brien made the motion that the proposed 8th Principle as stated in the 2021 Annual Meeting program and approved by the Board of Trustees be adopted. Marie Hartley seconded the motion. After a brief discussion, the congregation voted to approve the 8th principle.

VOTE: 94 yes, 1 no, and 2 abstain

VIII. Motion to Adopt the Congregational Covenant

Katharine Farnham moved that the proposed Congregational Covenant endorsed by the Board of Trustees for First Parish Brewster for the fiscal year beginning July 1, 2021 and ending June 30, 2022, as stated in the 2021 Annual Meeting program be adopted, with the right reserved to the Board of Trustees to make changes to such Covenant in response to First Parish Brewster members' suggestions at the end of the fiscal year.

Tom O'Brien seconded the motion. Katharine read the Congregational Covenant in its entirety and fielded questions from the congregation. Katharine explained that the covenant focuses on the positives not the negatives, and that we are voting on this covenant for a one-year term. The Congregational Covenant may be read aloud during worship services and may be displayed on the back of the pews. Changes can be made for next year if needed. Inspiration for the Congregational Covenant came from Widening the Circle of Concern. The motion was passed by a majority vote.

VOTE: 91 yes, 0 no, 4 abstains

IX. Endowment Board Report Howard Hayes, Chair

Howard Hayes presented his report. The congregation voted to disperse \$110K if needed to support the operating fund during the pandemic. The operating fund did not need any of this amount to cover operating expenses. No other disbursements were made until the Thrift Store requested \$2K for equipment which was approved. The Board voted to disburse \$29K to pay off the loan. As of the end of last month, the loan was down to \$51,090. At the end of May, the balance in the Endowment Fund was \$1,291,821 which indicates a lot of growth from memorial gifts, contributions, charitable funds, and investment earnings. All of that money has gone toward reducing the loan. Direct gifts were made to the Endowment Fund and have gone to reducing the loan. We are hopeful to repay the loan of \$51K by the end of the calendar year. If we pay off the loan, money can be made available for our programs and building maintenance. We meet annually with investment officers from Cape Cod 5 to ensure that our funds are invested in socially responsible funds.

X. Treasurer's Report, Diane Pansire, Treasurer

Diane reported on the current state of affairs in her report. There was a substantial surplus at the end of this year. We received PPP loans of over \$72K. Pledges remained solid. Fundraising did amazing work and the Thrift Store did very well due to management and staff of volunteers.

XI Approval of 2021-2022 Proposed Budget

Karen Witting made the motion that the budget proposed by the Board of Trustees for First Parish Brewster for the fiscal year beginning July 1, 2021 and ending June 30, 2022, as stated in the warrant, be adopted, with the right reserved to the Board of Trustees to make changes to such budget in response to changed financial circumstances, provided, however, that, in accordance with Article VII, Section 6 of the FPB Bylaws, no expenditure shall be made unless an adequate appropriation has been voted by the Board and funds therefore have been secured, and provided further, that no payments or commitments in excess of an amount equal to five percent of the budget shall be made by the Board without a prior appropriation therefore or approval thereof at a Special Meeting of the congregation. John Kielb seconded the motion. Diane Pansire explained that there was a balanced budget. Surplus will be used as follows: $\frac{2}{3}$ will be used in the coming year, and $\frac{1}{3}$ will be held year for the following year. We expect pledges of \$375,378, an increase of \$25,000 over this year. The Thrift Store is expected to show a great increase from last year. Personnel categories follow the head of staff's recommendations. Staff will see a 1-6% increase if they were below UUA recommended amounts. 5% of the annual budget will be spent on the property, about half will come from the operating budget and half designated as capital improvements from the Endowment Fund. \$25K dues was paid to the UUA. They requested \$33K. Overall expenses will increase but will be paid for by this year's surplus. The Head of Staff explained that we are trying to get salaries to the midrange of UUA recommended salaries. There was good movement this year and we are hoping for more next year. This is a congregation-wide commitment that we can all make together. During the year when the Sr. Minister is not in the pulpit, there will be eight times when we will have a paid guest Minister, and the other times we will have an unpaid lay leader. The minister's housing allowance is part of the minister's salary.

The congregation voted to approve the proposed 21-22 Budget.

VOTE: 92 yes, 2 no, 1 abstain

XII. Leadership Development Committee Report, Judy Harrison, Chair

XIII. Election of Officers for the Board of Trustees, Endowment Board and LDC Members

Jim Hild made the motion to approve Trustees, Officers, and Committee Members for FY 21-22. In accordance with Article VII, Section 2; Article VIII, Section 1, Article IX, Section 2, and Article X, Sections 1 and 3 of the First Parish Brewster Bylaws, Jim moved that the congregation approve the Leadership Development Committee's proposed nominations for the positions of Board trustees and officers, members of the Leadership Development Committee, members of the Endowment Board, and members of the Children and Youth Ministries Committee as listed in the Annual Meeting Program. Tom O'Brien seconded the motion. Leadership development training will be made available if it is requested. Next year, we will not vote for members of the CYM Committee since it is not required in our bylaws. Judy thanked members of the committee and read the names of all nominees for election (Board of Trustees, Endowment Board, Leadership Development Committee, and Children and Youth Ministries). Bob Mauterstock is interested in joining the Endowment Board when there is an opening. Topper Roth is completing John Kielb's position. The end of his term on the Endowment Board is 2023. The congregation voted to approve the slate of officers.

VOTE: 90 yes, 0 no, 2 abstain

XIV. Approval of UUA General Assembly Delegates

Frank Re made the motion to approve the list of delegates for the 2021 General Assembly (Susan Smith, Jim Hild, Rikki Bates, Elenita Muniz, and John Kielb). Tom O'Brien seconded the motion. Rev Jessica noted that the Ware lecture may not be made available to congregations after GA. Scholarships are still available for anyone interested in attending. The congregation voted to approve the UUA GA delegates.

VOTE: 63 yes, 0 no, 1 abstain

XV. Special Acknowledgement of Members, Susan Smith, President

Susan thanked Charles Harris and Skip Bell, this year's unsung heroes voted in by the Board of Trustees. The Board offered their sincere appreciation to Lindsey Strauss for her years of service as Moderator. Susan went on to thank the members of the Board whose terms are up at the end of June (Carol DiAnna, Katharine Farnham, Jim Hild, and Frank Re).

XVI. Welcome to Board President, Jim Hild, Past President

Jim Hild recognized Susan Smith, next year's president and offered his congratulations.

XVII. New Business, Charlie Sumner, Moderator

There was no new business.

XVIII. Adjournment by Susan Smith, President

Susan Smith made a motion to adjourn the 2021 Annual Meeting. The motion was seconded by the members in attendance.