

April 2025 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.

AGENDA

First Parish Brewster Board of Trustees

April 15, 2025

1. Call to Order – Chalice Lighting - Minister Inspiration 4:00
2. Covenant Refresh - Review, Rate and Recommend 4:10
3. Acknowledge Visitors 4:25
4. New Business
 - Personnel Committee Update - Ed
 - Status of Church Administrator Search
 - April Finance Report - Karen
 - 25/26 Budget Update
 - Write-up draft announcement, draft letter to Wampanoag Leaders to be sent following Annual Meeting. Volunteer needed.
 - MA Unemployment Issue 5:00
 - Book Business
 - Hotchkiss - Can we use this as a “baseline” resource for upping governance effectiveness?
 - Chapters 3 & 11 overview of key elements; identify possible applications.[
 - Block - Can this be a source for us to invite the congregation into a healing and uniting activity?
 - Summer Reading with an early September kick-off?
5. Old Business 5:30
 - Review original charge to Right Relations Committee - Kaaren and Scott
 - Recommended changes, deletions, additions
 - Vote to formalize RRT at May meeting?
 - Director and Manager Report Schedule - Need a volunteer to draft required elements in reports.
 - Final Report and Recommendation of Social Justice Task Forces as the New Model
 - Write-up for Website
 - Do We Want to Provide Opportunities for Potential Church Leaders?
 - ORG Chart that reflects a collaborative model for leadership and an accountable component that relies on following RACI principles.
6. Consent Agenda 6:10
 - ✓ President’s Report
 - ✓ Finance Report
 - ✓ Endowment Report
 - ✓ Minutes from March 9th Congregation Meeting
 - ✓ Minutes from March 18th Board Meeting
 - ✓ Email vote to approve SNOUU Coordinator 6:15
9. ADJOURN 6:30

April 2025
Rev. Kaaren Anderson
Minister's Report

Staff

Most of my work with staff has been with volunteers this month who are filling in for vacant positions. I am incredibly grateful in particular to Debbi and Ed Klein for their ongoing commitment to getting these positions right and to doing the daily work of organizing, filing and trudging through how each system is secure and accessible to the next Church Administrator.

The COVE volunteers should get a shout out as well. Susan Smith did an excellent job of recruitment and new faces are turning up, ready to participate and help.

Pastoral Care

I have had much in pastoral care this last month with two parishioners being diagnosed with serious illness and then dying just weeks after diagnosis. Both parishioners I visited and attended to at death and after death. It bears noting how excellent this community is at wrapping themselves around families in times of need, from food, to calls, letters, etc. It's a sight to behold and a very real strength of FPBUU.

Worship

Not only do I have a full month of worship, but I am trying to get the rest of the calendar filled with quality and meaningful pulpit supply through July. I will speak to the candidate to see if they'd like me schedule pulpit supply in August or if they plan on preaching through August themselves.

Committees

I continue to work with Stewardship to wrap up lagging pledges, keep in touch with the Caring Committee and the Membership Committee, as we plan out upcoming new member joining. I just wrapped up the 2nd Starting point class in 3 months. Encouraging news that both classes were full. One had 12 people in it, the other had 10. The second class had 3 younger- 30ish- couples in it with children or about to have children.

Respectfully submitted, Rev. Kaaren Anderson

President's Report – April 2025

1. Completed seven preliminary interviews with applicants for the Church Administrator position on Zoom with Ed Klein. To date, two have been asked to return for a second interview with an interview team at Winslow House. We have received a number of applicants who have strong resumes for the position.
2. Have met with Deb Selkow twice for 1 – 2 hours to resolve communication issues and brainstorm ways to support families with children in our programs. She has developed a survey with Kaaren to send out to same-sized churches to learn about current practices and discover some new ideas. During my meeting with the UU Peer Church Presidents I gathered the information from their churches for the survey.
3. I have met with UU Peer Presidents twice this past month. Our conversations have been VERY helpful for all of us and many good ideas have been shared. Many challenges we face at FPB are, as I have learned, not unique to us!
4. I've met for 4 – 5 hours with our new President-Elect. We probably need more time.....the Board has done a LOT of difficult work this year!

Music Director's Report

We are floating after a March 30's successful Music Sunday on the theme "Trusting in the Light" that featured choir, handpan ensemble, clarinet ensemble, and a handful of other volunteer musicians. The feedback has been extraordinary – some commented on how healing it was to be uplifted. I am grateful for how smoothly the program went, considering the "stage management" required to allow almost 40 musicians to perform in such variety on a limited chancel.

It appears that the turbulence of staffing changes has mostly passed, and the office atmosphere is more peaceful. It is impressive to see a member of the church stepping up to volunteer and keep the ship afloat until a new administrative hire is made. Bravo to Debbi Klein for making order out of some amount of chaos. What a cooperative and generous community! It will be great to relieve Debbi of this unexpected workload and welcome a new staff member to get settled before we have the larger staffing change of a minister swap.

I have been working on a Parish Room A/V Manual, which will be a small laminated booklet containing photos and clear instructions on how to work the equipment for guest speakers and other situations that require a mic or image projection. Rikki has guided me on how the whole system works, and Dave has given input on some troubleshooting. I will be bringing the first version of such a thing to completion in the coming week or two, and then we will be holding a training for folks from committees that regularly use the system. The hope is that this will minimize the panicked last minute requests to Rikki to help set things up.

The handpan ensemble is seeing some more interest and growth. Thus far, the four founding members bought and own the instruments we use. Although inexpensive, low quality instruments are available, and a recently joined member owns one, the other two players are currently using borrowed good quality instruments. I am thinking about finding a way to subsidize the purchase of a few instruments, so that joining the handpan ensemble does not necessarily require a member to immediately shell out that kind of cash. It is noticeable when a lower quality instrument is played.

I recently attended a handpan festival with workshops and performances by handpan artists from around the country. It was affirming to know that we are doing something truly unique and special in the world of handpan music by having an ensemble, and kudos to Judy Jollett for spawning this idea in the first place. Several members of the group have performed in the wider community recently, at a physical therapy clinic and then also at the Cultural Center of Cape Cod. It's great we are getting out there so ears and eyes can behold the beauty!

I am grateful for the efforts the board has made to bring healing to the community and to use the situation we have all been through as an opportunity for growth and furthering the health of the organization and its members. I sincerely hope that the spring brings a lighter feel to all of your work.

Respectfully submitted,

Kaeza Fearn
Music Director

**3rd Quarter of FY 2024-25 Endowment Board Report
To FPBUU Board of Trustees**

Balance in Investment Account (03-31-2025)	\$ 1,310,325
--	--------------

Balance in Checking Account	18,765
-----------------------------	--------

Total Assets	\$ 1,329,090
--------------	--------------

Available for distribution in FY 2024-25	\$ 63,680
--	-----------

Already approved/expended for FY 2024-25	57,022
--	--------

Remaining for FY 2024-25	\$ 6,658
--------------------------	----------

Topper Roth

Financial Secretary, FPBUU Endowment Board

04-09-2025

Financial Reports February 2025

Reconciled

Submitted by Karen Witting, Treasurer

Table of Contents

P&L Budget vs. Actual Summary

Statement of Activity Comparison Summary

% of budget should typically be at 67%

Points of Interest

Total Income is at 76% of budget

Total Pledge Payments received 78% of budget

Offertory is at 69% of budget

Thrift Store Income is at 71% of budget

Total Expenses are at 65% of budget

Split Plate Donations totals TBD

Capital Expense Fund

	Actual Expenditure	Board Approved	Remaining	Remaining	Status
Balance 7/1/2024	4,293.37	4,293.37			
Balance 2/28/2025	4,293.37	4,293.37	-146.87		

Sustainability Fund

	Actual Expenditure	Board Approved
Balance 7/1/2023	68,218.00	68,218.00
CYM Stipend	0.00	-4,000.00
AFD Celebration	0.00	-1,000.00
Cars for Charity Income	412.50	412.50
Funds to Balance the Budget		-30,000.00
Balance 2/28/2025	68,630.50	33,630.50

First Parish Brewster UU
Budget vs. Actuals: Operating Budget FY25
July 2024 - February 2025

	Total			
	Actual	Budget	Remaining	% of Budget
Revenue				
Fundraising	33,904	43,500	9,596	77.94%
Investment, Interest, Misc	6,916	8,550	1,634	80.89%
Offertory	17,227	25,000	7,773	68.91%
Pledges	376,757	480,450	103,693	78.42%
Rental	6,256	8,000	1,744	78.20%
Thrift Store Income	100,660	142,397	41,737	70.69%
Total Revenue	\$ 541,721	\$ 707,897	\$ 166,176	76.53%
Gross Profit	\$ 541,721	\$ 707,897	\$ 166,176	76.53%
Expenditures				
Administrative	10,271	18,800	8,529	54.63%
BldgGrounds	65,650	100,201	34,551	65.52%
Committees	2,524	4,360	1,836	57.89%
Lifespan Religious Education	2,771	6,150	3,379	45.06%
Mortgage Loan Payments	4,925	7,400	2,475	66.55%
Music	2,318	5,900	3,582	39.29%
Staff	381,935	579,186	197,251	65.94%
UUA/NER Dues	8,000	12,000	4,000	66.67%
Worship	809	3,900	3,091	20.75%
Total Expenditures	\$ 479,203	\$ 737,897	\$ 258,694	64.94%
Net Operating Revenue	\$ 62,518	-\$ 30,000	-\$ 92,518	-208.39%
Net Revenue	\$ 62,518	-\$ 30,000	-\$ 92,518	-208.39%

Wednesday, Mar 26, 2025 05:01:22 AM GMT-7 - Accrual Basis

First Parish Brewster
Statement of Activity Comparison
July 2024 - February 2025

	Total	
	Jul 2024 - Feb 2025	Jul 2023 - Feb 2024 (PY)
Revenue		
Fundraising	33,904.20	29,618.74
Investment, Interest, Misc	6,916.25	5,803.06
Offertory	17,227.07	16,044.27
Pledges	376,757.49	302,741.18
Rental	6,256.00	4,282.50
Thrift Store Income	100,659.79	76,769.93
Total Revenue	\$ 541,720.80	\$ 435,259.68
Gross Profit	\$ 541,720.80	\$ 435,259.68
Expenditures		
Administrative	10,270.88	12,519.20
BldgGrounds	65,650.05	59,743.47
Committees	2,524.10	2,229.83
Lifespan Religious Education	2,771.04	3,062.15
Mortgage Loan Payments	4,924.88	4,924.88
Music	2,317.86	2,945.54
Staff	381,934.81	336,544.93
UUA/NER Dues	8,000.00	7,506.00
Worship	809.29	3,104.61
Total Expenditures	\$ 479,202.91	\$ 432,580.61
Net Operating Revenue	\$ 62,517.89	\$ 2,679.07
Net Revenue	\$ 62,517.89	\$ 2,679.07

Wednesday, Mar 26, 2025 05:02:53 AM GMT-7 - Accrual Basis