

## **June 2025 Board of Trustees Meeting Packet**

FPBUU Zoom #1

<https://us02web.zoom.us/j/87973310409?pwd=7AQdOA8MA5jH7w9Biq1Ebt4arZZ7mO.1>

Meeting ID: 879 7331 0409

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### **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.**

*Be Mindful, Be Kind, Be of Service*

*BE MINDFUL*

*BE KIND*

*BE OF SERVICE*

**AGENDA**

First Parish Brewster Board of Trustees

June 17, 2025

EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS AT 3:00 p.m.

1. Call to Order – Chalice Lighting - Minister Inspiration 4:00
2. Covenant Reading - Karen
3. Acknowledge Visitors 4:15
  - Letters to the Board – Gail
4. Old Business
  - a. Annual Meeting Review
  - b. Minister Transition Team - Scott  
Timeline
  - c. 501c3 Update - Karen  
Consider possibilities for a Grant Writing Team 4:45
5. New Business
  - a. Consider Endowment Request for Treasurer to Establish a New Special Fund – Karen
  - b. Retirement of a key church leader- big shoes to fill by whom?
  - c. Board Committees’ Roles – Summer work? Charge updates? Information only.
    - Stewardship Changes
    - Personnel 5:15
6. Approve Consent Agenda
  - Finance Report
  - May Board Minutes
  - Other TBD 5:20
7. Vote on Matters from Executive Session
8. Adjourn 5:45

## **First Parish Brewster UU Board of Trustees Meeting Minutes**

May 20, 2025 4-6:30 pm In-person meeting

**Present:** Gail Webb (Board President), Scott McLane (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- Minister Inspiration

2. Covenant Reading

3. Acknowledge Visitors - None

4. Old Business

**A. Further Discussion of Reformulation of Right Relations Team (RRT)**

The Board agreed that the revised charge to the RRT should not cover conflicts with staff or ministers, although this might be revisited once the RRT is fully functional. A statement of expected confidentiality should be included in the charge.

**Actions:** 1) Scott, Janet, Rob and Karen will work on the charge and related policy and bring it back to the Board.

2) The existing Personnel Policy Manual has a process for staff grievances. It was suggested that a flowchart be added for the grievance process.

**B. Records Retention Policy**

Rob reported on the revised **Records Retention Policy** which has been approved by the Policy Committee.

**Actions:** 1) Karen moved that the Policy as presented, subject to accepting all changes, and changing the first sentence in the Guidelines to be in bold, **be sent for congregational review**. This motion was approved unanimously

2) Minor changes to Section 2(b) of Policy 6.6 (Use and Protection of Personal Data) has also been revised to conform to the revised Records policy.

Congregational approval is not needed for this change. The Board approved these changes unanimously. The updated policy will be posted as final.

3) A full review of policies referring to the AFD position will need to be made.

### C. Soil Study

Jim reported on the recently completed soil study for the FPB parcels behind the solar panels. The studies were done with the idea that the land might be used for building, possibly of tree houses. Because one of the tests must be redone, the amount budgeted was not enough.

**Action:** The Board unanimously approved the following:  
**Resolved, that capital campaign funds in excess of the \$7500 approved on July 16, 2024, to pay for the study of conservation soils and wetlands, be used for such purposes to the extent of contributions to the capital campaign designated for that purpose.**

## 5. New Business

A. '24- '25 Budget Update- Karen Witting -March and April Financial Reports are complete, and the budget is in a fairly good place.

### B. '25- '26 Budget Final

**Action:** After discussion in Executive Session, **the Board voted unanimously to approve the budget to be presented at the Annual Meeting on June 8.**

## 6. Approve Consent Agenda

- President's Report, Minister's Report, and Finance Report were accepted.
- March 18, April 8, and April 15 Board Minutes were approved unanimously.

## 7. Annual Meeting June 8th

- George Cavanaugh is engaged as Moderator.
- In an email vote the Board unanimously approved the following resolution:  
**Resolved**, that the following resolution be presented to the congregation at the 2025 Annual Meeting of First Parish Brewster: "**Resolved**, that the congregation hereby approves the commitment by First Parish Brewster to

support the Weetumuw School of the Wampanoag tribe in Mashpee for a period of 3 years commencing July 1, 2025, in the amount of \$10,000 per year.”

- Delegates to the General Assembly will be selected.

#### **8. Executive Session - Personnel, Transition & Annual Recognition Planning**

- The Board agreed on the recipients of the Unsung Hero Award, to be announced at the Annual Meeting.
- Other ways of recognizing volunteers were discussed.

**Actions:** Scott and Gail will send a letter of appreciation to Ted Parks, for his 20 years of service keeping the steeple clock showing the right time, and for repairing it as needed. Gail may ask for assistance in recognizing several retiring COVE volunteers.

Janet and Niki will send notes of appreciation to other volunteers who have gone “above and beyond.”

#### **9. Adjourn 7:20**

Final Board Meeting for 2024 - 2025 is June 16, 2025

**Page 3- BOT Minutes 5-20-25**

Submitted by Niki Popow, Board Clerk

# Treasurer's Report

## A) May Financials

The May Summary Financial report is provided. As was mentioned at the Annual Meeting, Pledge payments have fallen behind. Staff are working to identify missing pledges and follow up. This poses a significant risk to our end-of-year budget result, but we are hoping to turn it around in June.

## B) Endowment request for new Special Fund

At the May 27 meeting of Endowment, they decided to request a new Special Fund to be used exclusively by the Endowment Board. Their description is:

The Endowment Board asks the Board of Trustees to create a Special fund named "Endowment Suspense Fund" for the purpose of transferring any funds remaining for distribution, ON REQUESTS THAT HAD BEEN APPROVED BUT NOT COMPLETED in this current fiscal year into that fund so they could be dispersed in the next fiscal year. Any distributions from the Endowment Suspense Fund would be subject to the FPB By-laws governing Endowment Fund distributions. This policy will apply to requests approved during this current fiscal year (2024-2025) only. The Endowment Board will develop a more detailed policy to be followed in FY 25/26 which can be followed in future fiscal years.

## C) 501c3 status

Our response to the IRS letter was received by the IRS on June 10. We await their response.

Considering our likely receipt of 501c3 status, we could consider if new policy is appropriate to ensure we are in compliance with 501c3 requirements. Some possible new policy:

- a) Restrictions on speaking from the pulpit or at other official functions: "religious leaders can't make partisan comments in official organization publications or at official church functions"
- b) Require that all split plate organizations must be 501c3

## D) Updating Cape Cod 5 accounts

Each year in late June/early July, Karena would work with Cape Cod 5 to update all our bank accounts with new signatories based on changes in BOT and Endowment. She could do this because she was on all of the accounts. At this point, as far as I'm aware, we do not have one person on all the accounts. I will work with Topper to get the process started – since between us we have access to all the accounts. I would like to add Victorea to all the accounts and have her do this work going forward.

## E) Finance Committee membership changes

Because Jeff Talmadge will be joining the BOT he has resigned from the Finance Committee. And John Kielb has agreed to join the committee. John is a prior BOT member and will bring a new perspective to our work on the committee.

## **Financial Reports May 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 92%**

### **Points of Interest**

**Total Income** is at 94% of budget

Total Pledge Payments received 90% of budget

Offertory is at 96% of budget

Thrift Store Income is at 94% of budget

**Total Expenses** are at 86% of budget

Split Plate Donations total \$24,031 to 47 organizations from July 1, 2024 to June 1, 2025.

### **Capital Expense Fund**

	<b>Actual Expenditure</b>	<b>Board Approved</b>
<b>Balance 7/1/2024</b>	<b>4,293.37</b>	<b>4,293.37</b>
<b>Balance 5/31/2025</b>	<b>4,293.37</b>	<b>4,293.37</b>

### **Sustainability Fund**

	<b>Actual Expenditure</b>	<b>Board Approved</b>
<b>Balance 7/1/2023</b>	<b>68,218.00</b>	<b>68,218.00</b>
CYM Stipend	-3,000.00	-4,000.00
AFD Celebration	-504.03	-1,000.00
Cars for Charity Income	412.50	412.50
Funds to Balance the Budget		-30,000.00
<b>Balance 5/31/2025</b>	<b>65,126.47</b>	<b>33,630.50</b>

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

	Total			
	Actual	Budget	Remaining	% of Budget
<b>7 Revenue</b>				
8 Fundraising	45,581	43,500	-2,081	104.78%
9 Investment, Interest, Misc	15,619	8,550	-7,069	182.68%
10 Offertory	24,013	25,000	987	96.05%
11 Pledges	433,765	480,450	46,685	90.28%
12 Rental	8,751	8,000	-751	109.39%
13 Thrift Store Income	134,095	142,397	8,302	94.17%
14 Total Revenue	<b>\$ 661,825</b>	<b>\$ 707,897</b>	<b>\$ 46,072</b>	<b>93.49%</b>
15 Gross Profit	<b>\$ 661,825</b>	<b>\$ 707,897</b>	<b>\$ 46,072</b>	<b>93.49%</b>
<b>16 Expenditures</b>				
17 Administrative	15,224	18,800	3,576	80.98%
18 BldgGrounds	83,835	100,201	16,366	83.67%
19 Committees	3,280	4,360	1,080	75.22%
20 Lifespan Religious Education	3,234	6,150	2,916	52.59%
21 Mortgage Loan Payments	6,772	7,400	628	91.51%
22 Music	2,838	5,900	3,062	48.11%
23 Staff	506,954	579,186	72,232	87.53%
24 UUA/NER Dues	11,000	12,000	1,000	91.67%
25 Worship	1,509	3,900	2,391	38.70%
26 Total Expenditures	<b>\$ 634,647</b>	<b>\$ 737,897</b>	<b>\$ 103,250</b>	<b>86.01%</b>
27 Net Operating Revenue	<b>\$ 27,179</b>	<b>-\$ 30,000</b>	<b>-\$ 57,179</b>	<b>-90.60%</b>
28 Net Revenue	<b>\$ 27,179</b>	<b>-\$ 30,000</b>	<b>-\$ 57,179</b>	<b>-90.60%</b>

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**First Parish Brewster**  
**Statement of Activity Comparison**  
**July 2024 - May 2025**

	<b>Total</b>	
	<b>Jul 2024 - May 2025</b>	<b>Jul 2023 - May 2024 (PY)</b>
<b>7 Revenue</b>		
8 Fundraising	45,581.12	42,316.85
9 Investment, Interest, Misc	15,619.32	11,415.51
10 Offertory	24,013.34	22,393.08
11 Pledges	433,765.21	373,191.08
12 Rental	8,751.17	5,787.50
13 Thrift Store Income	134,095.22	106,709.70
14 Total Revenue	<b>\$ 661,825.38</b>	<b>\$ 561,813.72</b>
15 Gross Profit	<b>\$ 661,825.38</b>	<b>\$ 561,813.72</b>
<b>16 Expenditures</b>		
17 Administrative	15,224.29	16,024.44
18 BldgGrounds	83,835.47	89,689.26
19 Committees	3,279.73	2,639.83
20 Lifespan Religious Education	3,234.18	4,596.07
21 Mortgage Loan Payments	6,771.71	6,771.71
22 Music	2,838.22	4,879.20
23 Staff	506,953.75	473,446.59
24 UUA/NER Dues	11,000.00	9,174.00
25 Worship	1,509.29	3,194.10
26 Total Expenditures	<b>\$ 634,646.64</b>	<b>\$ 610,415.20</b>
27 Net Operating Revenue	<b>\$ 27,178.74</b>	<b>-\$ 48,601.48</b>
28 Net Revenue	<b>\$ 27,178.74</b>	<b>-\$ 48,601.48</b>

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