

# July 2025 Board of Trustees Meeting Packet

Zoom #1

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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.
- 9.

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

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*We cultivate liberating love by:  
Living with mindful intention,  
Acting with kindness,  
Serving needs greater than our own*

## **July 15, 2025 FPB Board of Trustees Meeting Agenda**

### **Executive Session 3:00 - 4:10 PM**

**-4:10 – 4:25** Welcome any visitors and hear anything they want to share.

### **Go back into Executive Session....4:25 – 5:10**

#### **End of Executive Session**

**-5:10 – 5:30** -Financial Update - Karen

**5:30 – 5:40** Brief scheduling attempt for August BoT Retreat Dates

**5:40 – 6:50 PM** Discuss possible policy additions re..

1. *Access to Pledge Data*
2. *Authority to sign contracts*

**5:50 – 6PM** Discuss Committee liaisons assignments for FY 25-26.

**6:00 – 6:05 PM** Consent Agenda

-June BoT Minutes

-Financial Report

**6:05 PM** – End Meeting

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

June 17, 2025 3-6:30 p.m. Hybrid In-person/Zoom 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 MacIver, Janet Treanor (Members-at-Large), Paula Lieb, new Board member (president-elect)

**Staff Present:** Rev. Kaaren Anderson

**Visitors:** None

**1.** Call to order- The meeting was called to order at 3:10 p.m. The Board moved into Executive Session to discuss personnel matters.

**2.** The Board ended the Executive session and moved into the regular meeting at 4:45 p.m.

**3.** Acknowledge Visitors - None

Gail read a letter from Delia Maroney to the Board, giving thanks to Deb Selkow for doing a great job continuing the CYM program this year. Gail noted that Deb and Kaaren have worked collaboratively on the children's programming.

Gail read a poem by Kaeza Fearn thanking the Board for their work this year.

**4.** Old Business

a. Annual Meeting Review

Thanks to Karen Witting, Treasurer, for all the Budget work.

b. Minister Transition Team

Scott is head of this; he and Gail and Kaaren will decide who is on the team. There is no timeline as yet. Elenita Muñiz has agreed to chair the Strategic Planning Committee.

c. 501(c)(3) Update

Ed is putting an announcement in the Angle that the IRS has approved our 501(c)(3) application. We will be looking for members of a grant-writing team.

Karen proposed that a new policy be developed to inform ministers, committee and task force members, etc., of the need to refrain from "issue advocacy that functions as political campaign intervention" in order to stay in compliance with IRS guidelines for a 501(c)(3) organization. After discussion, the Board decided that no new policy is needed. However, Board committees, liaisons to the committees, and the Task Forces need to understand and follow the guidelines so as not to jeopardize our 501(c)(3) status.

d. Letter to Weetumuw School

A letter will go out on Church letterhead from Rev. Kaaren and the Board informing the Director of the Weetumuw School that the congregation approved the donation of \$10,000 for three consecutive years to the school.

5. New Business

a. Endowment Board request to establish new Special Fund

The Endowment Board has money left over that has been allocated but not spent during this fiscal year. They request that a new Special Fund be established so that this money can be carried over and used for its designated purpose rather than going back into the general Endowment Funds. A draft resolution was discussed but voting on the resolution was deferred. There will be a vote by email once the resolution is finalized.

b. Approval of Endowment Board distributions

**RESOLVED, that the Endowment Board action to fund \$400 for the evaluation of mold remediation in Winslow House is hereby approved.**

**RESOLVED, that the Endowment Board action to fund \$6,000 during FPB's 2025-26 fiscal year for the payment of UUA dues is hereby approved.**

The Board unanimously approved the above 2 resolutions.

c. Retirement of key Church leader

Tavia Ossola has informed the Board that she is retiring from Church leadership. She is currently chair of the Caring Committee, co-Chair of the Stewardship Committee, and she coordinates volunteers for the worship services. She will be greatly missed in these roles and it will be hard to "fill her shoes."

d. Board Committees

Gail noted that it is important for all committees to plan for their continuation. One suggestion is for every committee to have a vice-chairperson who then becomes chairperson. There is a particular need right now for additional members of the Personnel Committee.

The Board unanimously approved the following appointments:

**John Kielb, to the Finance Committee**

**Dan Harkinson and Kip Tourtellot, to the Policy Committee.**

e. Revised Charge to Right Relations Team

The Board will consider further revisions to this document.

6. Approve Consent Agenda

The May Board minutes and the Finance Report were unanimously approved.

The Board unanimously approved the following motion, that:

**Victorea Luminary is authorized to have access to all Cape Cod 5 bank accounts.**

Our policy restricts her from signing checks, but she is authorized to access the accounts for other purposes.

7. Flow-chart for resolving issues when a layperson is in conflict with the minister

Kaaren handed out the flow-chart that she has used in other congregations. FPB would need to edit and revise this for our particular circumstances. This is very helpful and the Board will study it further. Once agreed upon, it should be shared with the ministers, the personnel committee, and the congregation, and the Board should give some direction to the personnel committee for its use.

8. Vote on Matters from Executive Session

a. The Board agrees to request that, as of July 1, a new District Representative be assigned to First Parish Brewster by the UUA.  
The vote was 7 votes in favor and 1 abstention.

b. The Board authorizes a one-time exemption from the policy that requires a staff member who is leaving to reimburse FPB for the purchase of a computer, so that Rev. Kaaren may purchase a computer using her professional expenses and be permitted to retain it for her use without reimbursement, due to special circumstances. This was approved unanimously.

c. The Board voted to approve the following changes to the Budget:  
Adjust Worship/Pulpit Support budget from current value of \$2600 to \$700 (decrease of \$1900)  
Adjust Worship/Materials/Supplies budget from current value of \$1000 to \$750 (decrease of \$250)  
Adjust Staff Professional/Minister Professional Expense budget from current value of \$4100 to \$6250 (increase of \$2150)

9. Adjourn 6:55 p.m.

Submitted by Niki Popow, Board Clerk



# Treasurer's Report

## A) End of Year June Financials

We are diligently working to review and resolve the June financial reports. The final report should be available by August. The preliminary report shows that rather than \$30,000 from Sustainability to balance the budget, we will need only approximately \$500. Using the \$500 number, here is the status of the Sustainability Fund:

	Actual Expenditure	Board Approved
<b>Balance 7/1/2023</b>	<b>68,218.00</b>	<b>68,218.00</b>
CYM Stipend	-4,000.00	-4,000.00
AFD Celebration	-483.85	-1,000.00
Cars for Charity Income	412.50	412.50
Funds to Balance the Budget	-500.00	-30,000.00
<b>Balance 6/30/2025</b>	<b>63,446.65</b>	<b>33,630.50</b>

Therefore, considering the \$15,000 to be used in the FY25-26 budget and \$20,000 emergency reserve to be kept in Sustainability by policy, we have over \$28,000 available to spend on other things during the new fiscal year.

## B) Funding for Kaaren's celebration

A belated request has been received by the BOT to fund \$918.76 in reimbursement for those who purchased items used for Kaaren's celebration. Given the good news about the prior year budget status, I recommend this money be paid for from the Sustainability Fund.

## C) Replacing phone system

The office phone system is antiquated and in need of replacement. Kris Yerby has investigated multiple options and is recommending we use Ring Central. Equipment costs and installation will be requested from Endowment. Ongoing monthly costs will come from our existing budget. The additional costs above the current budget are approximately \$1,400. The Finance Committee recommends that we accept that the Phone & Internet line-item will go over budget by this small amount.

# New Policy Content

Recently the following two topics have come up and we have no policy language regarding either of them. Prior to sending this to the Policy Committee, the BOT should agree on the high-level concepts to be included in the detailed language. The following thoughts are intended only as a starting point for the discussion.

## **A) Access to Pledge Data**

Pledge data is especially sensitive so must be protected from unauthorized access. The only people who are allowed access to pledge data are the Minister, AFD, Bookkeeper and congregational members the BOT has approved for access to pledge data. Each congregational member authorized by the BOT must have a legitimate, ongoing need-to-know and that authorization should last only as long as that need-to-know continues. Typical types of need-to-know are a) membership on the stewardship committee b) office volunteer with specific pledge-related duties. The BOT should re-affirm the individuals given this authority at least once a year.

## **B) Authority to Sign Contracts**

### *General Rules for signing contracts*

- All contracts should be reviewed by at least two people prior to being signed. At least one of those people must be a member of the BOT.
- Contracts that effectuate spending that is within the approved operational budget and agreed to by the person managing that budget line-item can be signed without further approval.
- Contracts which spend money from existing Funds (i.e. Sustainability, Capital Expense, Endowment) must have approval for that spending prior to being signed but the contract itself does not need further approval.
- All other contracts must be approved by the BOT prior to being signed. Especially contracts which commit the church to multi-year agreements, like utility or other long-term commitments.

### *Who is authorized to sign*

The Board President is always authorized to sign contracts. A staff member, typically the AFD, will also be authorized to sign contracts by resolution of the BOT for that specific staff member in that particular role.