July 21, 2026 Board of Trustees Meeting Packet

Zoom #1

https://us02web.zoom.us/j/87973310409?pwd=.17AQdOA8MA5jH7w9Biq1Ebt4arZZ7mO

Meeting ID: 879 7331 0409 Passcode: fpbuu

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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.

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

AGENDA
First Parish Brewster Board of Trustees
July 21, 2026

Welcoming: (4:00)

1. Welcome Board Members and Visitors (questions/comments) – Paula
2. Chalice Lighting- Paula
3. Board Covenant & Check-in (1 minute per person). What is one thing that you want to bring into this meeting with you?
4. Acknowledgement of Visitors

In Progress Items: (4:20)

5. Strategic Planning Update (Allison/Paula) (drafts emailed)
   - Review draft of Guidance/Directions to Strategic Planning Committee (SPC)
   - Review/update draft Strategy Map
6. Hope for Us Program Update (Scott)

New Business: (5:00)

7. Identify Liaisons for Committees (Paula) [Committee outline in Board Packet (BP)]
8. Review BP Procedures for 2026-27 (Paula) [see BP]
9. Discuss possible Board Retreat dates/content (Paula)

Other Business: (5:20)

10. Endowment (review motions, if any, from meeting that morning) (Jeff)
11. Financial update (if any) No financial reports available at this meeting
12. Consent Agenda; approve the following:
    - June 14, 2026 Annual Meeting Minutes [see BP]
    - June 23, 2026 Board Meeting Minutes [see BP]
    - President's Report [see BP]

Executive Session: (5:30)

13. Personnel issues

Check out/Closing (6:00)

What is one quick thing that you take away with you from this meeting?

Adjourn (6:10)

First Parish Brewster UU Board of Trustees Meeting Minutes

June 23, 2026   4-7:30 p.m. In-person

Present: Scott McLane (Board President), Paula Lieb (President-Elect), Gail Webb (Past President), Karen Witting (Treasurer), Niki Popow (Clerk), Ed Klein, Janet Treanor, Allison Coleman, Jeff Talmadge (Members-at-Large), Rev. Scot Hull, Rev. Julia Jones
Also attending, newly-elected Board members: Mary Jo Jollett, Dan Harkinson, David Sutherland

1. Call to order: Reading, Check in— The meeting was called to order at 4:00 p.m. Rev. Julia read a Mary Oliver poem and we read the Board covenant.

No visitors

2. Updates

Written updates are part of the minutes and are attached at the end. There was no additional discussion.

3. Update by Ministers on Filling Vacant Church Administer position

Thanks to the Hiring Committee for their persistent work in getting this position filled. Rick Sawyer has been selected and, with the Board's approval, will begin work soon. He will be trained by Deb Klein, who has so ably filled this position for many months and has worked on a voluntary basis.

Scott moved that FPB **hire Rick Sawyer as the Church Administrator.** The motion was seconded and was passed unanimously.

4. Update by Ministers on change in their housing allocation

It was agreed that the Ministers would change their housing allocation, which is presently $4000, to $7000 a month. This will begin with the July 15 payment.

5. Report on Meeting with Brewster Police concerning safety issues

Janet Treanor reported on the meeting of the ushers and greeters with the Brewster Police on May 20. There was a follow-up meeting with Rev. Scot. The police did a good job pointing out ways to improve safety, such as locking doors during the service and putting up signs, and deciding on ways to communicate with each other. Plans are being made to update the first aid kits. A visit from the Fire Department is also planned. It is recommended that there be a Safety Committee; Janet and Rev. Julia will come up with a charge and look to update policies. On-going training should be planned.

6. Actionable Information from Interview Statements taken regarding UUA's investigation into Rev. Kaaren

Gail and Janet discussed their recommendations that had been emailed to Board members on May 20. Among other things, they recommended that Board members and all staff go over and refer to the Personnel Manual. The minister should submit a plan for continued operations in the case of extended absences. The Board, the staff, and the congregation all share the responsibility to stay in covenant with each other.

Paula suggested that there had been a break-down in communication between the Board and staff. Rev. Scot suggested that we try having the Church Administrator attend the Board meetings. Scott suggested that the Board leadership meet with the Staff and COVE at least 2 times a year. Scott also suggested that we follow up on Gail and Janet's suggestions at future Board meetings.

Allison asked that when there is a need for legal advice, the Board hire an attorney. We could use Sustainability Funds for legal matters.

7. UUA's Hope for Us Program Considerations

Scott indicated that we as the Board had committed to Part 1 of this program offered free to us by the UUA. There were some questions we wanted answered before going ahead. Scott, Paula, Allison and Jeff met with Connie Goodbread and two of her colleagues on 6/11/26. Further information was provided in discussion and in the *At a Glance* document. There are certain requirements of us that go along with this commitment; Scott has agreed to be the contact moving ahead. Rev. Scot feels that this program can be an olive branch to those who are still disaffected. Despite the past chaos, we are moving forward, and the program may offer resolution. In many ways, FPB has been "stuck" in the last 25 years; we are entering a "new era" with our 325th year.

A motion was made by Scott **to commit to working with the UUA for Phase 1 of the Hope for Us program.** The motion was seconded and the Board voted in favor of this motion, with 8 yes votes and 1 abstention.

8. Visioning/Strategic Planning

Allison provided us with a draft 5-to-10 year strategy map; she will research the recent data related to membership and suggest revised numbers for the Financial Sustainability and Growth section. Karen suggested that the goal of "doubling the size of the Endowment" be framed differently to emphasize the need to align the Endowment with broader needs of the church. Allison agreed to revise this section accordingly. Rev. Scot, Allison and Karen recently met with the Endowment Board and believe there may be openness to considering options for changing the focus of effort for the Endowment Board to achieve better alignment. Allison and Paula would like to work with the CYM committee and other congregants to develop strategies for the "Vibrant Multi-Generational Community" goal. Further, they and Jeff will meet to develop specific direction for the Strategic Planning Committee and review these suggestions with the board at the next meeting; the goal is to finalize these directions for presentation to the SP committee at its meeting on July 30th.

The Board agreed to endorse (a) the Vision Statement; (2) the Goals, subject to edits to the data and to the Endowment bullet point; (3) moving ahead to develop strategies related to the Vibrant Multi-Generational Community goal with relevant groups of congregants; and (4) developing directions for the Strategic Planning Committee.

Rev. Scot noted that Dave Caolo has developed information for the capital plan on each building and what needs doing. There are large expenditures. This information should be considered as part of the Strategic Planning Committee's work in recommending facility needs and options.

9. Financial Update

Karen Witting announced that there would be new authorized signers; Paula, Allison and Mary Jo will need to go to Cape Cod Five to fill out the paperwork.

10. Proposal on Helping Youth with Educational Funds

This is a proposal from Ed and Paula that sets out guidelines for fundraising events to help one of our youth with educational funds. The question raised was whether to send this document to the policy committee. It was generally agreed that these procedures can remain as guidelines but no formal "policy" is necessary. We agreed to give the draft policy to the CYM committee as it might be helpful to them if a child or youth should ever want to hold a fundraiser.

11. Discussion on Conferring Emerita Status on Reverend Kaaren Anderson

Pros and cons of providing some formal recognition for Rev. Kaaren were discussed. As she does not really fit in the definition of who should be awarded Emeritus status, other alternatives were suggested. It was decided to wait until after the Hope for Us program has been completed to make a decision, as the emotional landscape at that time might be quite different. We may want to frame a picture of her with appropriate words of appreciation. Scott will be in touch with Kevin Lowey, who has requested the Board take action in recognizing Rev. Kaaren.

12. Vote on Consent Agenda

Approved: Minutes of the May 2026 Board meeting

Received: President's Report, Financial Administrator's Report

The Board unanimously **approved the new Ministers' contract** and it was **signed by them and the Board President on May 5.**

Ratified: (1) Email vote regarding pursuing Minister Housing Fund pledges- May 30, 2026- Unanimously approved

The Board authorizes the Financial Administrator to provide Susan Smith with the names of parties that have not fully paid their pledges to the Minister Housing Fund, along with the amounts outstanding on their pledges. The Board authorizes Susan Smith to contact these parties to ask if and when they will be able to pay pledges, and whether they will fully, or partially, pay their pledges. Jim Lieb and Scott McLane might help Susan

Smith make calls, and therefore might be provided with names of parties that have not fully paid their pledges, but neither or them will be provided with pledge amounts.

(2) Email vote to **approve revised Special Funds Policy** to add descriptions of Circle Alliance Fund, the Endowment Suspense Fund, and the Minister Housing Fund - June 11, 2026- Unanimously approved

(3) Email vote: **To increase the budgeted salaries of FPB's Church Administrator and Financial Administrator to $30/hour, and that all benefits affected by those adjustments be changed to reflect those increases. In addition, to pay retirement to the Financial Administrator for the full 2026-2027 fiscal year. Total amount needed to balance this is $7,900 which will be requested from Endowment as partial support of our commitment to the Wampanoag Language School and any amount not authorized by Endowment be taken from the Sustainability Fund.** June 18, 2026- Unanimously approved

13. Executive Session

The Board voted unanimously to move into Executive Session to discuss personnel/financial matters.

The Board voted unanimously to end the Executive Session.

14. Vote on Minister Housing Second Mortgage Memorandum of Understanding

In light of the fact that the Ministers did not ask for a raise this year, Scott made the following motion: **To give to the Ministers any funds over $150,000 left in the Minister Housing Fund as of July 16.** The motion was seconded and passed with a vote of 8 in favor with 1 abstention.

15. Adjourn 8 p.m.

Submitted by Niki Popow, Board Clerk

Attachment 1: **Written updates submitted for Board meeting 6-23–26**

Updates for June 23, 2026 FPB Board Meeting

Stewardship

This will likely be the last regular update about the stewardship campaign for FY 2026-27, as the campaign has been completed. In mid-June FPB Treasurer Karen Witting reported that pledges received to date of $488,100 is the highest amount it's been since she's been keeping track (4 years) and the budgeted number of $510,000 is the highest amount since 2019.

Right Relations Team (RRT) - by Scott McLane

The RRT continues to polish up their various supporting protocols and documents.
They are teaming up with Pat Stover for a church service in July.
So far there have only been 2 requests to the RRT for assistance, both of which came a few months ago. It appears they might need to better publicize their availability, and are creating a flyer to help with that.

UUA / Rev. Kaaren Investigation Work Group – Paula Lieb, Allison Coleman, Ed Klein, Gail Webb, Scott McLane

Paula Lieb, Gail Webb, Mark Cullinane, Dan Harinson, Ed Klein and Jim Hild attended the UUA GA meeting on line and voted on 2 proposals written by Ed in response to the investigation of Rev. Kaaren and her resignation from the ministry. One passed and the other did not. The UUA previously agreed to another of Ed's proposals to consider ways to mitigate the impact of suspension from ministerial search on the compensation of Ministers.
The only additional action currently planned by the work group is on hold waiting for the UUA co-moderators to get back to us on who they recommend hear our concerns. Ed briefed them in late May, and asked that they get back to him after General Assembly.

Minister's Housing Fund

A Memorandum of Agreement (MOA) regarding the 2nd Mortgage that can be provided through the Minister's Housing Fund has been updated and will be discussed and likely voted on at the 6/23/26 Board Meeting.

Strategic Planning Committee (SPC) – Jeff Talmadge
The Board and ministers engaged in a strategic planning meeting on June 12 and will discuss their findings at our 6/23/26 Board meeting. Per incoming President Paula Lieb, the Board will be shooting to be ready to provide solid guidance to the SPC by the end of July.
There is no noteworthy news to report this month on the below items
-Safe Congregations Policy - Janet Trainor and Rev. Julia
-CYM – Janet Trainor,
-325 th Anniversary Committee – Paula Lieb
-Social Justice Task Forces – Niki Popow and Rev. Julia

Attachment 2: Memo from Marilee Crocker, Endowment Board

From Marilee Crocker
To: FPB Board of Trustees
From: Endowment Board
Re: $4,500 Endowment money previously earmarked for UUA dues (FY 25-26)

Following BOT's decision to cancel its request for distribution of $4,500 Endowment funds for payment of UUA dues in FY25-26, we are requesting that the Board of Trustees release the Endowment Board from any obligation to use that $4,500 for Building Oversight Committee projects. We appreciate timely action, if possible, so we can clarify the matter with the Building Oversight Committee.

Our request follows an apparent misunderstanding regarding the intent of the Endowment Board at our March 17 meeting. At that meeting, we agreed to disburse $10,000 to Building Oversight. We also requested an update from the BOT regarding the status of its $4,500 distribution request for UUA dues. It was not our intent to link these two matters.

Here's the relevant excerpt from the BOT's March 17 minutes (emphasis mine) that we are seeking to undo:
"The Endowment Board requested information regarding paying dues to the UUA. The Endowment's share of the withheld UUA dues would be $4500. **The Board unanimously passed the following motion: The Endowment Board has permission to use their portion of the UUA dues, $4500, to support the BOC request**. The Endowment Board will not be asked to pay UUA dues

between now and the end of June.”

Feel free to contact me with questions or concerns.

Thank you!
Marilee Crocker
Endowment Board

First Parish Brewster Unitarian Universalist Annual Meeting
June 14, 2026
Meeting in-person and online via Zoom

1. Call to Order

Scott McLane, President of the Board of Trustees, called the Annual Meeting of the First Parish Unitarian Universalist Society to order at 11:30 a.m. Scott welcomed everyone and made introductory remarks about the logistics of the hybrid meeting and the recording of the meeting.

2. Establishment of a Quorum

Scott announced that twenty percent of our voting members, which is 60, are needed for a quorum for any business meeting of the Society. Gail Webb reported that there are 58 members present; Jim Lieb reported that there are 10 attending via livestream, for a total of 68 members. As there are more than 60 members present, a quorum is present.

3. Welcome by Reverend Scot Hull

Reverend Hull welcomed everyone and gave an invocation reminding everyone of our Covenant and our enduring goal to build a community.

4. Introduction of Moderator

Scott introduced and welcomed the Moderator for the meeting, George Cavanaugh. George was a member of this church for 15 years until moving west in 2009 and joining the Unitarian Church of Barnstable. There he is the alternate moderator and has presided at three of the church's annual meetings. George also was the moderator at our annual meeting last year. George is an attorney in Orleans.

5. Approval of Minutes from Annual Meeting 6/8/25

Voting Item No. 1: Paula Lieb moved that the Minutes from last year's Annual Meeting, as presented in the Annual Meeting Program and approved by the Board of Trustees, be approved. The motion was seconded and the Minutes were approved unanimously.

6. President's Report

Scott McLane referred to his submitted written report. In addition, Scott highlighted the work of the Board of Trustees members who came to meetings prepared and engaged in the work of the church. After respectful and careful thought in discussion, decisions were made, including full implementation of the Minister Housing Fund agreement. Scott made the happy announcement that

DRAFT

Reverend Scot and Reverend Julia have a signed agreement to purchase a home in Brewster this summer.
Scott introduced Jim Lieb to give the Minister Housing Fund report.

7. Minister Housing Fund Report

Jim Lieb reported that the Minister Housing Fund campaign received pledges of $175,000 during the fall of 2024. Contributors were given two years to pay their pledges, and almost all had been received by the beginning of June 2026. The few remaining pledges are expected to be received by early July, before the ministers close on the purchase of a house in Brewster in mid-July.

8. Endowment Board Report

Marilee Crocker, chair of the Endowment Board, gave an end-of-the-year report, summarizing the activities of the Endowment Board for the past year. The current principle in the Endowment Fund is $1,452,938.

9. Treasurer's Report

John Kielb, Finance Committee member, gave the Treasurer's report, reading from the notes prepared by Allison Coleman, Treasurer-Elect. The Treasurer and the Treasurer-Elect were unable to attend the meeting as they were both supporting close family members with health concerns. Allison gave a resounding thanks to Karen Witting for her four years as Treasurer during some difficult times. Karen also invested a lot of time in improving FPB's financial and operational systems. We all owe her a debt of gratitude.

John reported on the 2025-26 fiscal year and presented the 2026-27 Budget for approval. John referred to the budget spreadsheet, some copies of which were handed out.

The Board has approved the budget with revenues estimated at $777,500, with 65% coming from pledges, 19% coming from the Thrift Store, 6% each coming from fundraising and the Offertory, and 2% coming from investments and miscellaneous income. Pledges received to date, $492,400, is the highest amount it's been in the last 4 years, and the budgeted number of $510,000, is the highest amount since 2019. Expenses are budgeted at $786,000, representing a 5% increase over '25- '26.

Staffing costs represent 71% of expenses. Salaries (with the exception of the ministers, who did not take a raise this year), were increased by 2.8%, the COLA recommended by the UUA. Individual salaries were also increased to get them closer to the UUA's ranges for certain positions. A 4.3% increase in benefits is also included in next year's budget. The Board is considering a

$5500 increase for personnel salaries as an adjustment for the market rate for church administrative personnel.

Building and Grounds expenses have been increased by 20% over the current year's budget, amounting to 5% of our income. However, we are still far away from fully funding our facility needs; we will need to rely on the Endowment and most likely a capital campaign in the near future.

The budget includes a second year of providing $10,000 for the Wampanoag Tribe's Weetumuw School, and $2000 for the biennial financial review. UUA dues are set at $2000.

There is a small group looking into strategies for repaying the mortgage of approximately $49,000; the interest was recently increased from 3.45% to 6.4%.

Several accounting changes were made, affecting the Offertory, the Social Justice split plate, and SNOUU.

A small deficit of $8900 is anticipated for 2026-2027; a portion of the Sustainability Fund will cover that gap. The amount remaining in Sustainability in June 2027 will likely be between $45,000 and $55,000. The deficit has decreased significantly over the last 5 years; the goal is to be able to achieve a balanced budget mainly through expanding our number of pledging members. We are poised to do that with FPB's strong ministerial and lay leadership.

10. Voting Item No. 2: Approval of 2025-2026 Budget

Jeff Talmadge made the following motion:

I move that the budget for First Parish Brewster UU, proposed by the Board of Trustees for the fiscal year beginning July 1, 2025 and ending June 30, 2026, 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 First Parish Brewster UU Bylaws, no expenditure shall be made unless an adequate appropriation has been voted by the Board and funds therefor have been secured, and provided further, that no payments or commitments in excess of an amount equal to five percent (5%) of the total budget shall be made by the Board without a prior appropriation therefor or the approval thereof at a Special Meeting of the congregation.

Tom O'Brien seconded the motion.

Questions from the floor included:

- How was the decision made to budget $2000 for UUA dues.

The President explained that this was a minimum amount pledged in light of the Board's ongoing efforts to resolve the damage incurred in 2024-25 by the

UUA's investigation of Reverend Kaaren Anderson.

- What is the status of the solar fields and what impact did they have on the increase in electricity budgeted for next year?

The President responded that we do not own the solar panels and the way the energy is generated and applied to our electricity consumption is challenging to calculate. A recent review of the system showed that we may want to consider purchasing the panels outright and that rising energy costs are impacting the budget.

- How much has the UUA requested of us for '26-'27?

Around $35,000.

There being no more questions, the Moderator called for a vote. The motion to approve the budget passed unanimously.

11. Leadership Nominating Committee (LNC) Report

Suzanne Sullivan, chair of the LNC, stated that there are 8 positions to fill this year.

The following people are nominated for positions on the Board of Trustees:

Dan Harkinson, President-Elect
Mary Jo Jollett, Clerk
Allison Coleman, Treasurer
David Sutherland, Member-at-Large

Nominations for the Endowment Board are:

Howard Hayes
Topper Roth
Both will serve three year terms.

Nominated to serve on the Leadership Nominating Committee are:

Julia Enroth
Joanne Powers

12. Voting Item No. 3: Election of Members of the Board of Trustees, Endowment Board, and Leadership Nominating Committee.

The Moderator recognized Ed Klein, who made the following motion:
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 Committee's proposed nominations for the positions of Board of Trustees, members of the Leadership Nominating Committee, and members of the Endowment Board as stated in the Annual Meeting Program.

The motion was seconded and was passed unanimously.

Reverend Scot expressed deep gratitude for the many volunteers, including those who serve in governance roles on behalf First Parish Brewster. Special recognition was given to Deb Klein for the many hours of volunteer service she has given by keeping the Administration Office running efficiently and smoothly during the search for a new church administrator.

13. Special Acknowledgement of FPBUU Members

Janet Treanor recognized and gave gifts to two **Unsung Heroes** voted on by the Board.

Deb Selkow has sometimes led and has always been a guiding light in the CYM program. She brings expertise, warmth, and a joyful smile to her work with the CYM children and families. For all that you do at FPB, including adding your beautiful voice to our fabulous choir, we thank you, Deb.

Rog Smith, "jack of all trades," is a prolific author and steadfast helper here at FPB. Need something built? Ask Rog. Need to organize a whole campus clean-up? Ask Rog. For all your committee work and all you joyfully do, we present you with our Unsung Hero award.

Scott expressed his appreciation to three Board members who are completing their terms of office at the end of June: Gail Webb, past president, Karen Witting, Treasurer, and Niki Popow, Clerk.

Scott also announced the Board's decision to honor long-time church member Tavia Ossola with a "Lifetime Achievement" Award.

Gail Webb, past President, presented an appreciation gift to outgoing President Scott McLane.

14. Welcome to New Board President

Scott welcomed the newly elected Board President, Paula Lieb, handing over the gavel "with great confidence, respect, and appreciation for her work as President-Elect this year."

17. New Business

Paula called for any new business. There being none, the Annual Meeting was adjourned.

15. Adjournment

The FPB Annual Meeting was adjourned at 12:40 p.m.

Minutes submitted by Niki Popow, Board Clerk, based on script by Scott McLane and notes from Gail Webb and others

President's Report, July 21, 2026

I am excited to take on the role of Board President and am looking forward to working with everyone! Here is recent news.

Board Strategic Planning Retreat: The Board held a retreat on Friday, June 12 to discuss the results of the congregational visioning session on April 26 and to draft a guidance document with directions for the Strategic Planning Committee (SPC) regarding the physical plant. The Board is finalizing this document at its meeting on July 21, 2026 and will review it with the SPC on July 30, 2026. The Board is also working on a broader 5-10 year Strategy Map which outlines goals in four areas: Financial Stability and Growth; Nurturing Personal Growth (within); Vibrant Multi-Generational Community (among); and Social Justice (beyond).

Ministers on Vacation: Revs. Julia and Scott are on vacation for the month of July, hopefully packing in anticipation of a move to a new home. They accessed the Minister's Housing Fund, a $174,000 Fund created in 2025 with the generous pledges of members, to affordably rent housing pending the purchase of a home. They are on the brink of buying a home in Brewster with the help of a second mortgage through the Fund.

New Church Administrator (CA): After a multiple month search, we have a new CA, Rick Sawyer. Rick is a seasoned, nonprofit administrator with many skills and a calming personality. Many thanks to Bob Spencer, Neil Bartholmew, Victorea Luminary and Debbi Klein for their methodical job as the first level interviewing team. And, special thanks to Debbi, who jumped into the CA role as a volunteer for several months to organize the office and keep things operating smoothly. She is helping Rick get acclimated and will soon step away. Please note that Debbi not only substituted as CA periodically over the last year, she spear-headed cleaning/organized the office spaces and fine-tuning practices and procedures to make the office run more efficiently. She did all of this with patience and good humor. We are, and forever will be, eternally grateful to Debbi.

325th Anniversary Year Coming to an End with a Bang!: The year-long celebration of our 325 years as a congregation will be coming to an end in October in a spectacular way. In summer, things usually slow down, but we have a lot of planning going on for upcoming events. Note the following:

Democracy Fest: On Saturday, September 19 (10 am-2 pm) there will be a "Democracy Fest" in front of the church on the Plaza, with: (1) a keynote by Danielle Allen, Ph.D., Harvard professor of public policy, politics; acclaimed author; advocate for democracy; and, frequent expert on TV; (2) tables set up by 20 nonprofit organizations with information and concrete ideas for actions people can take leading up to the election; and, (3) a panel on Affordable Housing, a huge issue of concern on the Cape and elsewhere. "Better Angels," a nonprofit which provides workshops on how people on opposite sides of the political spectrum can talk to each other, will also be presenting. Contact Kris Yerby or Mark Cullinane if you want to help on the day of the event.

Ministers' Installation: On Saturday, October 3, at 10 am the First Parish community is invited come to the sanctuary for the celebratory Installation Rev. Julia and Rev. Scott! This joyous event will also mark the end of our 325th Year activities. Ministers from other UU congregations and churches in our community, friends of Rev. Julia and Rev. Scot, government leaders and others will be invited. The Installation ceremony will be followed by a reception brunch at 11:15 on the lawn at Winslow House. Please contact Paula Lieb if you'd like to help.

Wampanoag Day: On Sunday, October 4 a Wampanoag Day is being planned by the Indigenous and Racial Justice Task Force. Stay tuned for details. Contact Sue Trask if you'd like to help.

History Addendum to be Published: In October, the addendum to our history written in 2000 will be available. Thanks to the Kip Tourtellot (Editor), Susan Binkley (Lay out) for their work on this.

Respectfully submitted, Paula Lieb

Board Packet Schedule, 2026-27[1]

The Board Packet is a PDF which consists of: Meeting logistics, Board Covenant, Table of Contents; Agenda; Minutes from the prior Board meeting; Report(s) (Ministers', President's, Administrative, Financial, etc.) and Attachments related to agenda topics. The goal, based on best practice, is to get the Board Packet into the hands of Board members by Thursday prior to the Board meeting which is held on the third Tuesday of each month at 4:00 at the Winslow House (unless otherwise notified). Simultaneously, the Board Packet will be posted on the website. (FPB.org→→Resources→→Governance).

JULY 2026

Mon.	July 6	President (Pres.) requests Agenda items from Board; asks that attachments (if any)[2] be emailed to Church Administrator (CA), cc. Pres., by Friday, July 10[3] Clerk sends draft minutes to Board; requests changes by Friday, July 10
Fri.	July 10	Changes to minutes due to Clerk Agenda items due to Pres. Attachments (if any) due to CA, cc. Pres.
Mon.	July 13	Clerk sends final minutes to Pres. for approval; Pres. forwards reports, etc. to CA
Tues.	July 14	(No Presidents' meeting; Ministers on vacation) Pres. sends final Agenda to CA
Wed.	July 15	Financial Reports to CA, cc. Pres
Thurs.	July 16	CA completes Board Packet PDF, emails Packet to Board; posts it online
Tues.	July 21	Board meeting

AUGUST 2026

Mon.	Aug. 3	Pres. requests Agenda items from Board; asks that attachments (if any) be emailed to CA, cc. Pres., by Friday, Aug. 7 Clerk sends draft minutes to Board, requests changes by Friday, Aug. 7	
Fri.	Aug. 7	Changes to minutes due to Clerk Agenda items due to Pres. Attachments (if any) due to CA, cc. Pres.	
Mon.	Aug. 10	Clerk sends final minutes to Pres. for approval; Pres. forwards to CA Reports to CA (President's, Ministers', Administrative, etc.)	
Tues.	Aug. 11	Presidents' meeting with Minister(s) Pres. sends final Agenda to CA	
Wed.	Aug. 12	Financial Reports to CA, cc. Pres.	
Thurs.	Aug. 13	CA completes Board Packet PDF, emails Packet to Board; posts it online	
Tues.	Aug. 18	Board meeting	

[1] The schedule is written in compliance with Policy Rule 2.2. "Board Meetings".

[2] Liaisons, three or four times in the Board year, please provide an UPDATE (paragraph or two) on your committee(s)' work, e.g., October, January, April, June.

[3] Board members are encouraged to periodically report on any significant plans, activities/decisions/initiatives happening in the committees to which they are liaison.

SEPTEMBER 2026

Mon.	Aug. 31	Pres. requests Agenda items from Board; asks that attachments (if any) be emailed to CA, cc. Pres. by Friday, Sept. 3 Clerk sends Draft minutes to Board, requests changes by Friday, Sept. 3
Fri.	Sept. 4	Changes to minutes due to Clerk Agenda items due to Pres. Attachments (if any) due to CA, cc. Pres.
Mon.	Sept. 7	Labor Day – Office closed
Tues.	Sept. 8	Presidents' meeting with Minister(s) Reports to CA (President's, Ministers', Administrative, etc.) Clerk sends final minutes to Pres. for approval; Pres. forwards to CA Pres. sends final Agenda to CA
Wed.	Sept. 9	Financial Reports to CA, cc. Pres.
Thurs.	Sept. 10	CA completes Board Packet PDF; emails to Board; posts it online
Tues.	Sept. 15	Board meeting

OCTOBER 2026

Mon.	Oct. 5	Pres. requests Agenda items from Board; asks that attachments (if any) be emailed to the CA, cc. Pres. by Friday, Oct. 9 Clerk sends draft minutes to Board, requests changes by Friday, Oct. 9
Fri.	Oct. 9	Changes to minutes due to Clerk Agenda items due to Pres. Attachments (if any) due to CA; cc. Pres.
Mon.	Oct. 12	Clerk sends final minutes to Pres. for approval; Pres. forwards to CA Reports to CA (President's, Ministers', Administrative, etc.
Tues.	Oct. 13	Presidents' meeting with Minister(s) Pres. sends final Agenda to CA
Wed.	Oct. 14	Financial Reports to CA, cc. Pres.
Thurs.	Oct. 15	CA completes Board Packet PDF; emails to Board; posts it online
Tues.	Oct. 20	Board meeting

NOVEMBER 2026

Mon.	Nov. 2	Pres. requests Agenda items from Board; asks that attachments (if any) be emailed to CA; cc. Pres. by Fri., Nov. 6 Clerk sends draft minutes to Board, requests changes by Friday, Nov. 6
Fri.	Nov. 6	Changes to minutes due to Clerk Agenda items due to Pres. Attachments (if any) due to CA; cc. Pres.
Mon.	Nov. 9	Clerk sends final minutes to Pres. for approval; Pres. forwards to CA Reports to CA (President's, Ministers', Administrative, etc.)
Tues.	Nov. 10	Presidents' meeting with Minister(s) Pres. sends final Agenda to CA
Wed.	Nov. 11	Financial Reports to CA, cc. Pres.
Thurs.	Nov. 12	CA completes Board Packet PDF, emails to Board; posts it online
Tues.	Nov. 17	Board meeting

DECEMBER 2026

Mon.	Nov. 30	Pres. requests Agenda items from Board; asks that attachments (if any) be emailed to CA, cc. Pres. by Fri., Dec. 4 Clerk sends draft minutes to Board, requests changes by Friday, Dec.4
Fri.	Dec. 4	Changes to minutes due to Clerk Agenda items due to Pres. Attachments (if any) due to CA; cc. Pres.
Mon	Dec. 7	Clerk sends final minutes to Pres. for approval; Pres. forwards to CA Reports to CA (President's, Ministers', Administrative, etc.)
Tues.	Dec. 8	Presidents' meeting with Minister(s) Pres. sends final Agenda to CA
Wed.	Dec. 9	Financial Reports to CA, cc. Pres.
Thurs.	Dec. 10	CA completes Board Packet PDF; emails to Board; posts it online
Tues.	Dec. 15	Board meeting

JANUARY 2027

Mon.	Jan. 4	Pres. requests Agenda items from Board; asks that attachments (if any) be emailed to CA, cc. Pres. by Fri., Jan. 8 Clerk sends draft minutes to Board, requests changes by Friday, Jan. 8
Fri.	Jan. 8	Changes to minutes due to Clerk Agenda items due to Pres. Attachments (if any) due to CA; cc. Pres.
Mon.	Jan. 11	Clerk sends final minutes to Pres. for approval; Pres. forwards to CA Reports to CA (President's, Ministers', Administrative, etc.)
Tues	Jan. 12	Presidents' meeting with Minister(s) Pres. sends final Agenda to CA
Wed.	Jan. 13	Financial Reports to CA, cc. Pres.
Thurs.	Jan. 14	CA completes Board Packet PDF; emails to Board; posts it online
Tues.	Jan. 19	Board meeting

FEBRUARY 2027

Mon.	Feb. 1	President requests Agenda items from Board; asks that attachments (if any) be emailed to CA, cc. Pres., by Fri., Feb. 5 Clerk sends Draft minutes to Board, requests changes by Friday, Feb. 5
Fri.	Feb. 5	Changes to minutes due to Clerk Agenda items due to Pres. Attachments (if any) due to CA, cc. Pres.
Mon.	Feb. 8	Clerk sends final minutes to Pres. for approval; Pres. forwards to CA Reports to CA (President's, Ministers', Administrative, etc.)
Tues.	Feb. 9	Presidents' meeting with Minister(s) Pres. sends final Agenda to CA
Wed.	Feb. 10	Financial Reports to CA, cc. Pres.
Thurs.	Feb. 11	CA completes Board Packet PDF; emails to Board; posts it online
Tues.	Feb. 16	Board meeting

MARCH 2027

Mon.	March 1	Pres. requests Agenda items from Board; asks that attachments (if any) be emailed to CA, cc. Pres., by Fri., March 5 Clerk sends draft minutes to Board, requests changes by Friday, March 5
Fri.	March 5	Changes to minutes due to Clerk Agenda items due to Pres. Attachments (if any) due to CA, cc. Pres.
Mon.	March 8	Clerk sends final minutes to Pres. for approval; Pres. forwards minutes to CA Reports to CA (President's, Ministers', Administrative, etc.)
Tues	March 9	Presidents' meeting with Minister(s) Pres. sends final Agenda to CA
Wed.	March 10	Financial Reports to CA, cc. Pres.
Thurs.	March 11	CA completes Board Packet PDF, emails to Board; posts it online
Tues.	March 16	Board meeting

APRIL 2027

Mon.	April 5	Pres. requests Agenda items from Board; asks that attachments (if any) be emailed to CA, cc. Pres., by Fri., April 9 Clerk sends draft minutes to Board, requests changes by Friday, April 9
Fri.	April 9	Changes to minutes due to Clerk Agenda items due to Pres. Attachments (if any) due to CA, cc. Pres.
Mon.	April 12	Clerk sends final minutes to Pres. for approval; Pres. forwards to CA Reports to CA (President's, Ministers', Administrative, etc.)
Tues.	April 13	Presidents' meeting with Minister(s) Pres. sends final Agenda to CA
Wed.	April 14	Financial Reports to CA, cc Pres.
Thurs.	April 15	CA completes Board Packet PDF; emails to Board; posts it online
Tues.	April 20	Board meeting

MAY 2027

Mon.	May 3	Pres. requests Agenda items from Board; asks that attachments (if any) be emailed to CA, cc. Pres., by Fri., May 7 Clerk sends draft minutes to Board, requests changes by Friday, May 7
Fri.	May 7	Changes to minutes due to Clerk Agenda items due to Pres. Attachments (if any) due to CA, cc. Pres.
Mon.	May 10	Clerk sends final minutes to Pres. for approval; Pres. forwards to CA Reports to CA (President's, Ministers', Administrative, etc.)
Tues.	May 11	Presidents' meeting with Minister(s) Pres. sends final Agenda to CA
Wed.	May 12	Financial Reports to CA, cc. Pres.
Thurs.	May 13	CA completes Board Packet PDF, emails to Board; posts it online
Tues.	May 18	Board meeting

JUNE 2027

Mon.	May 30	Memorial Day
Tues.	June 1	Pres. requests Agenda items from Board; asks that attachments (if any) be emailed to the CA, cc. Pres., by Fri., June 4 Clerk sends draft minutes to Board, requests changes by Friday, June 4
Fri.	June 4	Changes to minutes due to Clerk Agenda items due to Pres. Attachments (if any) due to CA, cc., Pres.
Mon.	June 7	Clerk sends final minutes to Pres. for approval; Pres. forwards to CA Reports to CA (President's, Ministers', Administrative, etc.)
Tues.	June 8	Presidents' meeting with Minister(s) Pres. sends final Agenda to CA
Wed.	June 9	Financial Reports to CA, cc. Pres.
Thurs.	June 10	CA completes Board Packet PDF; emails to Board; posts it online
Tues.	June 15	Board meeting

COMMITTEES AT FIRST PARISH BREWSTER
AS OF JULY 1, 2026

Governance:

Leadership Nominating Committee (elected by and reports to the congregation): Suzanne Sullivan and Carol Yerby, Co-Chair

Board of Trustees: Paula Lieb, President (2026-27)

- Committees of the Board (Board appointed)
  - Personnel Committee: (No chair at present)[1]
  - Policy Committee (Topper Roth, Chair)
  - Finance
    - Finance Committee (Allison Coleman, Chair)[i]
    - Stewardship Committee (Susan Smith & John Kielb, Co-Chairs)
  - Right Relations Committee (Anne Berry, Chair)
- Ad Hoc Committees of the Board (Board appointed)
    - Minister Search
    - Minister Transition
    - Strategic Planning (Elenita Muniz & Jim Lieb, Co-Chairs)
    - Capital Campaign
    - Bylaws
    - 325th Anniversary (Paula Lieb, Chair)

Finance:

- Endowment Board (Own separate Board, not a Standing Committee of the Board of Trustees. Members nominated by Leadership Nominating Committee (LNC): (No Chair at present)[2]
- Financial Futures Team: (Susan Smith, Coordinator)[3]
- Fundraising Committee: (__________, Chair)

Membership: Cheryl Bartholomew, Chair **(V)**[4]

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1 The Personnel Committee is to be made up of five members preferred to have personnel and/or management experience, appointed by the Board for three-year staggered terms. The Chairperson will be elected by the members of the Committee. No paid staff will be members of the Committee. (See Personnel Committee Charge). Present members are Neil Bartholomew and Nancy Benben. The Committee is actively looking for new members and a chair.

2 The Endowment Committee is down one member with the resignation of Marilee Crocker. In this situation, the President, with the approval of the First Parish Brewster Board of Trustees, shall appoint an active voting member of the Congregation to fill the vacancy until the next annual meeting of the congregation, at which time the Congregation shall elect a member to fill the unexpired term. (See Bylaws, Art. XI, Sec. 2)

3 Susan Smith coordinates a semi-annual meeting of the Chairs/Coordinators of all of the Finance related committees so they can share what is going on.

4 **(V)** indicates that the committee is made up of volunteers. Generally, the Chair/Coordinator is an individual who was a member of the committee and was asked by a former Chair to take over the committee, or an individual with an interest in the focus of the committee who steps up to act as its chair.

- New member orientation (UU101, Starting Point, UU201, Soul Matters groups)
- Dine Around with UUs (winter/spring dinner groups), Lindsey Harvey & Paula Lieb, Coordinators
- Greeters: Janet Riggs, Coordinator

Thrift Store: Celine Crooks, Manager (Staff)
- Thrift Store Team **(V)**

Ministries
- Music Ministries: Kaeza Fearn, Music Director (Staff)
    - Choir & instrumental opportunities **(V)**
- Children & Youth Ministry (CYM), Anna Smith, Director (staff)
    - CYM Committee **(V)**
- Worship Associates: Minister
- Caring Ministry: Minister
    - Caring Committee: Chair (needs to be filled) **(V)**
- Small Group Ministry **(V)**
    - Covenant Groups: Maureen Osborne & Bob Spencer, Coordinators
- Social Justice Ministry **(V)**
    - Social Justice Task Forces: (must have at least 7, committed core, volunteer members to exist)
        - Building a Bigger Table: Julia Enroth, Janet Emack, Janet Treanor, Coordinators
        - Racial & Indigenous Justice Allies: David Sutherland & Sue Trask, Coordinators
        - Biodiversity: Rand Burkert & Deborah Madansky, Coordinators
        - Reproductive Rights: Janet Riggs, Coordinators
        - Welcoming Congregation: Maureen Osborne & Aimee Saulnier, Coordinators

    Additional Social Justice Activities: (local support, activism) **(V)**
        - Faith Family Kitchen: Katharine Farnham, Coordinator
        - St. Joseph's Shelter: Carol Yerby, Coordinator
        - UUSC Fair Trade Project: Mary Wallace, Coordinator
        - UU The Vote: Katherine Farnham
        - Disability, Justice Inclusion Committee: John Kielb, Chair
        - Circle Alliance: Linda Hladek, Chair
        - Meetinghouse Speaker Series: Susan Smith, Chair
        - Prayer Shawl Ministry: Marietta Nilson, Chair
        - UU Connections Committee: Carol Ann Yeaple
        - Speakers Series: Susan Smith, Chair

Church Campus
- Maintenance: Dave Caolo, Facilities Manager (Staff)

    - Building Oversight Committee: Judy Fenner & Elenita Muniz, Coordinators **(V)**
    - Landscape Committee: _______________, Coordinator **(V)**
- AV/Tech: Rikki Bates (Staff)
    - Sunday support team **(V)**
- Office Support: Rick Sawyer, Church Administrator (Staff)
    - COVE (volunteer office support) Team: Susan Smith, Coordinator **(V)**
- Sunday Support Activities: **(V)**
    - Ushers: Barb Draper, Coordinator
    - Greeters: Janet Riggs, Coordinator (Membership)
    - Coffee Hour Food and Flowers for Sanctuary, Susan Smith, Coordinator

[i] The Finance Committee is a Board-appointed committee of 6 people responsible for the management of the financial resources.