

First Parish Cambridge
Governing Board Minutes
May 18, 2021, 7-9 pm
(Virtual meeting via Zoom)

Present: Gloria Korsman, Julia Gallogly, Grace Hall, Tod Hibbard, Cade Murray, Jan Puibello, Don Tucker, Gordie Calkins; Rev. Adam Dyer, Mandy Neff; Sylvia Wheeler, Carolyn White, and Jane Stabile

The meeting opened with chalice lighting and check-in.

Consent Agenda:

- Minutes of the 04/20/2021 meeting
- Minister's Report May 2021
- Administrator May 2021
- Lifespan Faith Development Report May 2021
- RET Board Report May 2021
- Balance Sheet 04/30/2021
- P&L 04/30/2021
- P&L Analysis 4/30/2021
- Suggested addition to the Board Policy Book

Discussion from the Lead Minister's report encompassed:

A variety of issues that are intertwined are staff sabbaticals (need to be addressed soon), the search for a music director, and the issue of video/tech support if we plan to have hybrid services and events. The board needs to take charge of determining what our needs will be with regard to a virtual presence once we are back in person and how that need can be filled.

The Consent Agenda was then accepted.

Annual Meeting: (Gloria)

There were additions or modifications to the draft annual meeting agenda as follows:

- Moderator- Gordie Calkins (out-going past chair)
- Parliamentarian- Margaret Drury will be asked
- Following the Development Team report, staff will report:
 - Director of Administration
 - Lifespan Faith Development Director
 - Lead Minister (with the approval of Patricia Sheppard, Rev. Adam will announce a tribute to Thomas Mikelson)
- In addition, the board will present the reopening trajectory

Budget for FY2022: (Cade)

- The infrastructure portion of the budget is for the entire year
- The staff and programming portion will be presented for the first quarter only due to uncertainties, with the balance of the budget to be developed subsequently and approved by the board, if the congregation approves that arrangement.
- Cade presented the recommended budget. Items of note:

- With the PPP loan this year, First Parish ends the year with a \$70,000 surplus which will offset a projected shortfall of \$30,000 in the first quarter of FY2022 (the most expensive quarter). The remaining surplus should cover a substantial portion of the anticipated shortfall later in the year.
- Our current endowment totals \$11.28 million, while the 13-quarter rolling average on which withdrawals are based is \$9.76 million.
- The board approved the proposed budget (motion Cade, second Jan) with thanks to Carol Lewis for putting doing most of the work of putting it together.

General Assembly delegates: (Grace)

Four delegates were approved (motion Grace, second Julia). [Clerk's note: A fifth application was received after the meeting. Since no closing date had been set for applying, that application was also considered and was approved by the Executive Committee. The four delegates are Jan Puibello, Rashid Shaikh, Nina Lytton and Ian Evans. Susan Nye had also submitted a letter of interest.]

Evaluation Process: (Sylvia)

Last year we did not try to carry out an evaluation. This year the process has been updated by the Governance Advisory Committee and will start with a questionnaire that includes questions for everyone to answer as well as a section for board members and a section for the lead minister. That input will be used to guide discussion at the June meeting when the board and the minister consider areas for improvement as well as changes during the past year that should be retained,

Reopening Plan: (Rev. Adam and the board)

After considerable discussion, it was concluded that:

- Some members of the congregation are impatient to get together.
- Sunday morning discussions have worked well for some people, but not for families with children and not for some adults.
- We would like to retain the small group discussions in some form.
- Do we want a hybrid service? If so, we need help and there may not be anyone in the congregation who can do that. Is that worthwhile? How would it work?
- Other churches are planning a hybrid format. We could learn what they are doing (Julia's suggestion).
- It's better not to hurry into in-person services, but outdoor get-togethers would be good.
- At this point, most families are comfortable getting together outdoors.
- General feeling was to wait until September for in-person services, starting with Homecoming on September 12.
- In the meantime, the board unanimously decided (motion Jan, second Tod) to roll back our policy and allow outdoor meetings effective now.

Recognizing Jonathan Barnhart:

- Mara Vorhees, Irene Merwin and Jean Farrington recommend that members of the congregation make short videos talking about what they appreciate about Jonathan and his work at First Parish. The videos will be compiled and presented to Jonathan.
- Jonathan retires the beginning of September. In all likelihood it will be possible to have a reception for him that month.

There will be a one-hour meeting, 7-8 pm, on Tuesday June 1, to discuss reopening plans. At the next regular board meeting on June 15, Julia Gallogly will have the opening words and the check-in question.

Respectfully submitted,
Grace Hall, Clerk

Related documents:

Documents listed in Consent Agenda (see above)

FPC agenda for May 18, 2021

Annual meeting proposed agenda- Draft

Proposed FY22 Budget

Susan Nye GA delegate letter

Jan Puibello GA delegate letter

Nina Lytton GA delegate letter

2020-2021 Board and Minister Evaluation Process Introduction

Approved by the First Parish Governing Board on June 15, 2021
Grace Hall, Clerk