

First Parish Cambridge Governing Board Minutes  
February 22, 2022, 7:00-9:00 pm  
(Virtual meeting via Zoom)

Present: Governing Board Members:

Jan Puibello, Chair	Tod Hibbard, Member at Large
Sylvia Wheeler, Vice-Chair	Julia Gallogly, Member at Large
Cade Murray, Treasurer	Rashid Shaikh, Governance Advisory Committee
Carolyn White, Clerk	Rev. Adam Dyer, Lead Minister
Gloria Korsman, Past Board Chair	Carol Lewis, Director of Administration
Jane Stabile, Member at Large	Mandy Neff, Dir. of Lifespan Faith Development

Jan Puibello and the Board gave a warm welcome to Reverend Adam Dyer upon return from his medical leave.

The meeting was opened by Cade Murray with a chalice lighting and check-in question.

**Consent Agenda:**

Financial Reports: Balance Sheet 6-30-2021 FINAL; Profit and Loss 6-30-2021 FINAL January 2022 Profit and Loss; January 2022 Balance Sheet;  
Financial Committee Annual Report FY 2020-21  
Investment Committee Annual Report 2020-21  
2022.01.18 Minutes of FPC Governing Board  
2022.02.01 Minutes Special Meeting of FPC Governing Board  
Administrator Report February 2022  
Faith Development Report February 2022

**Other Meeting Materials**

Feb 6 2022 Notes on Discussion Sessions – 5 groups  
Agenda Governing Board Meeting Feb 22 2022  
Draft Congregational Message Feb 1 2022  
Draft Feb 6 Sunday Chat Proposal v4  
Governing Board Feb 2022 Project Management Report-Final

Sylvia Wheeler made a **Motion**, seconded by Cade Murray to accept the Consent Agenda. All in favor. The Consent Agenda was accepted.

**FPC Board Agenda**

Discussion topics:

**1.Update on bringing people back into the building: March? ( 7-20-7:30 pm) 10 min**

COVID numbers are decreasing. We could begin in-person services in March but in view of the condition of the Sanctuary and Rev Adam's office due to water damage, it would be better to wait until mid to end of March or April. The insurance company has not come up with the scope of the work to be done and what they will pay. We may have to pay some ourselves. In addition to drywall ( no more plastering), there is structural work and electrical work needed in Rev Adam's office.

The Board will visit the premises in the next few days and before the OWL groups start to see the extent of the damage. The workable spaces are the Chapel (nursery), the Helvorson Parlor and the Barn Room. Discussion ensued about other spaces and potential areas for offices, classes and small group meetings.

## **2. Review and approval next quarter budget: financial outlook discussion Carol/Cade (7:30-7:50) 20 min**

We are within \$6000 of our budget, thanks to an anonymous donation of \$20,000. We budgeted \$10000 from a Spring fundraiser. Dues need to be paid to UUA, UU Mass Action, UU Urban Ministry, GBIO, Sanctuary Boston, and CISC. For CISC, it is not clear what the funding is for. In the past, we have requested a grant from UUA but it will be the last time we can request it.

There was discussion of ideas for how to raise the \$10,000. One suggestion was to have the traditional dinners but rather than bid on it, each dinner group would try to raise what they are able. People give what they can, be it \$5 or \$500. It was suggested to use Volunteer Central for other suggestions and volunteers. In conclusion is to let a few volunteers figure out how to fundraise \$10,000.

Jane Stabile has graciously offered to head the Stewardship Drive this year.

The financial discussion ended with discussion of salaries. In particular, it was mentioned that the Board needs to consider enhanced compensation for Roland Ellies and Mary Anne Carlson. They are both hourly employees and have only received minor cost-of-living increases since July 2018. All of the salaries are below the standard right now as recent standards were recently released. Jan suggested that the Finance Committee could review and make a suggestion to the Board in March.

## **3. February Report Project Management Team and request to approve recommendations: Sylvia and Cade ( 7:50- 8:20 ) 30 min**

### **As a reminder:**

PHASE I: The Mass Ave. Tower, Steeple and Entrance Project

PHASE II: Exterior Restoration & Reconstruction

PHASE III: Site Improvements

PHASE IV: Preliminary Meetinghouse interior improvements

Sylvia and Cade have spent much time since the Jan 18 Board meeting consulting with our Owner Project Manager (OPM) Jeff Lussier of KVAssociates and David Torrey of Torrey Architecture. Estimated costs are more than what was anticipated as we considered making changes to the pews which revealed a structural flooring problem. This is often the case in construction and renovation projects: the unexpected. For Phase 1, we need more structural studies while also working with the congregation to secure contingency funds. The recommendation from the PMT is to move forward but to first get the approval of the Congregation to have additional funds available for the unexpected— a line of credit (or basically taking a loan from the endowment) Having a more accessible building and the

other things we want comes with a higher price tag. In fact, as Rev Adam pointed out, the building is telling us it needs attention sooner rather than later.

We will need to rely on outside funding for Phase 2 and 3. However, For Phase 4, we probably need to form a long-term partnership with some other institutions who may be interested in the use of a large public assembly space in Harvard Square.

Rashid pointed out that we had the opportunity to team up with the Phillips Brook House for the shelter in the basement. They offered to renovate the space and pay us rent. We readily accepted as it is commensurate with our values and is a wonderful partnership.

The recommendation that the PMT is making to the Board is that we endorse their decision to not sign the contract right now; that we schedule a Congregational Meeting to ask for a vote for a \$500,000 line of credit from the Endowment. We may not be able to work with Kaplan Construction but we do not want to rush into this until we feel more comfortable.

**A Motion** was made by Sylvia Wheeler and seconded by Cade Murray to accept the recommendations of the Project management Team to proceed with their best judgment and to keep the Board informed.

4. Shared Ministry Feedback/Feb 6th Sunday Chat: All 8:20- 8:40

There were 5 reports from the group discussions on Zoom based on 2 Questions:

Discussion #1 Feelings about the pandemic and how has the FPC community helped?

Discussion #2 What does Shared Ministry mean to you and what are your hopes for FPC Shared Ministry?

These reports show a range of comments, some negative but many very positive. Having this discussion was very instructive

For many, First Parish has been very important to them during this time of the pandemic.

People are mostly willing to participate and the implementation of Volunteer Central has been a helpful tool. Nevertheless, there is room for improvement. The Board will continue to reflect on what people want and how we can deliver it and communicating that their participation is important toward living our values.

The meeting adjourned at 9:00PM.

Respectfully submitted,  
Carolyn White, Clerk

Approved by the Governing Board on April 19, 2022

Carolyn White, Clerk