

First Parish Cambridge Governing Board Minutes
September 20, 2022 7:00-9:00PM
(Virtual meeting via Zoom)

Present: Governing Board Members 2022-23

Sylvia Wheeler, Chair	Valerie Fullum, Member at Large
Cade Murray, Vice-Chair	Jan Puibello, Past Board Chair
Carolyn White, Clerk	Carol Lewis, Director of Administration
Jane Stabile, Member at Large	Grace Hall, Governance Advisory Committee
Tod Hibbard, Member at Large	Guest: Katie McQuage-Loukas, Pastoral/RE

Absent: Lindsay Lucke, Treasurer; Rev. Robert H. Hardies, Contract Senior Minister

Note: Chalice lighting/check-in monthly rotation – Oct: Tod; Nov: Valerie; Dec: Lindsay; 2023 Jan:Cade Feb:Carolyn; Mar:Jane; Apr:Tod; May:Valerie; June:Lindsay (Jan is a substitute as needed).

CHALICE LIGHTING: The meeting opened at 7:05PM with a chalice lighting and reading from Jane Stabile who led the check-in question: Was there a time when you had to do something that really scared you?

CONSENT AGENDA: Minutes of Aug 18, 2022; Administrator's Report: Sept.

Tod Hibbard, seconded by Cade Murray, made a motion to accept the Consent Agenda. All approved. No abstentions.

INVESTMENT COMMITTEE CHAIR: Cade Murray, seconded by Tod Hibbard, made a motion to appoint Don Tucker as chair of the Investment Committee. The motion was approved unanimously.

INTRODUCTION OF KATIE McQUAGE-LOUKAS, CHILDREN'S PROGRAM AND SOUL MATTERS

Katie has been hired as Pastoral Care and Religious Education Associate (15 hours per week). She was the interim minister at the UU church in Reading and an active member of First Church in Boston. She will work with the Lay Pastoral Care Team to provide direct pastoral care to the congregation and support the team as well. She will also be responsible for the Religious Education program coordination working with the RE Council

Soul Matters has 20 registrations. New groups will start in October and again in February.

CHOIR DIRECTOR POSITION AND FUTURE PLANS: (Cade Murray) Vivian Montgomery will be the interim director of the Choir as of Oct 2. She will also collaborate on music with Joe Reid, Linda Brown San Martin and Rev. Rob.

ADMINISTRATIVE STAFF ROLES AND RESPONSIBILITIES: (Carol Lewis)

Carol presented the Profit and Loss (P and L) and Balance Sheet as of June 30, 2022, the end of the fiscal year. The fiscal position of the church remains in good shape. Jane Stabile, seconded by Cade Murray, moved to approve the financial accounting for the fiscal year ending June 30, 2022. All approved. No abstentions. Carol, Cade, Lindsay are working on a report to the congregation to provide end of year financial report this fall.

Carol discussed administrative staff roles and responsibilities and made suggestions for changes in responsibilities, job titles and some new approaches and initiatives for herself, Roland Ellies and Mary Anne Carlson. New draft job descriptions were posted for board review. Carol noted that the goals included relieving Carol of so many tasks by improving delegation to Roland and Mary Anne.

Carol raised the unresolved issue of how to proceed with direct reporting to the board as a whole, which is not practical for performing annual performance reviews. She noted that she has not had many reviews in her tenure and that she would like to have this rectified. It was agreed that further discussion of how to conduct a feedback process, performance review and goal setting will require additional discussion between the board leadership and current personnel advisors, Eileen Sullivan and Maria Altamore. Carol also raised the possibility of the board considering expanding the policy on sabbatical or study leave for her position which is a new concept in UUA.

SAFE CONGREGATIONS POLICY UPDATE AND RESPONSE TEAM- Jan and Sylvia

Rashid Shaikh reviewed and made suggested revisions to the Safe Congregations Policy for the staff and board's review. It has been recognized by the board that it is important to have an active Safe Congregations Response Team and an updated policy statement posted in preparation for the upcoming start of Religious Education classes. A Safe Congregations Response Team will handle any issues that arise: the proposed team: Chair: Jan Puibello; Marcia Yousik, Anna Rosenquist, Mike Wiggins.

Jane Stabile, seconded by Cade Murray, made the motion to approve these members for the Safe Congregations Response Team. The motion was approved unanimously.

CHECK IN ON BOARD COVENANT AND MEETING PROCESS – SYLVIA

Sylvia asked that we review the Board Covenant, an idea proposed by Rev Rob Hardies, for the October Board meeting.

The meeting adjourned at 9:03PM.

Respectfully submitted,
Carolyn White, Clerk

Carolyn White

Approved by the Governing Board on October 18, 2022

Carolyn White, Clerk

Meeting Materials:

Consent Agenda (see above)

FY22 YEAR END

8-16-2022 Board Priorities, 2nd Draft

9-20 2022 Agenda

9-20-2022 Board Update SCP (Safe Congregations Policy)

Covenant of Right Relations

Governing Board Covenant

Safe-Congregation-Policy Edits Rashid Shaikh Sept 15 (5) (25pp)