

First Parish Cambridge Governing Board Minutes  
January 17, 2023 7:00-9:00PM  
(Virtual meeting via Zoom)

Present: Governing Board meeting

Sylvia Wheeler, Chair	Valerie Fullum, Member at Large
Cade Murray, Vice-Chair	Jan Puibello, Past Board Chair
Carolyn White, Clerk	ABSENT: Carol Lewis, Director of Administration
Jane Stabile, Member at Large	Grace Hall, Governance Advisory Committee
Tod Hibbard, Member at Large	Rev. Robert H. Hardies, Contract Sr. Minister
Lindsay Lucke, Treasurer	

Guest: Eileen Sullivan (8:00PM)

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

1. **CHALICE LIGHTING:** Cade opened the meeting at 7:00PM with a chalice lighting and led the check-in question: “As someone who spends a lot of time and energy supporting First Parish, what is your purpose in doing so?”

2. **CONSENT AGENDA:** Lindsay Lucke, seconded by Cade Murray, moved to accept the Consent Agenda. All approved. No abstentions. In addition to the Board Minutes, the acceptance of the Consent Agenda included Quarterly Financial Reports, and Advisory Committee Annual Reports for 2021-22.

Comments: Almost all pledges have been received for FY 2022. Expenses are on target. Financials are relatively stable but we need a strong Stewardship Campaign. For the second year in a row, First Parish received a \$20,000 anonymous donation for which we are most grateful. Plate income is up 50%. We need to consider a second, part-time custodian. The money for the Cambridge Interfaith Sanctuary Coalition (CISC) has not been used. Julie Duncan has a suggestion for where and how we might use the funds; to be discussed at a later date. Lindsay mentioned the insurance company did not cover all the costs of the water damage and Carol is pursuing the potential to access additional coverage with the company.

3. **BUILDING ADVISORY COMMITTEE PROPOSED** – Sylvia Wheeler

This Project Management Team, initially formed in 2020 to oversee the construction of the Mass Ave Project, has been most recently deployed to oversee the current Building Repair Project. It is now recognized that the team needs to become an established advisory committee to focus on both near-term repair projects and long-term efforts to plan for needed investments to preserve and renovate our facilities. This commitment recognizes that the building is essential to the well-being of our community and is a key part of our legacy assets along with the endowment. This committee will work in tandem with the Finance and Investment Committee. Additional members, if interested, would be welcome to help envision a future building to meet our mission and vision. Tod Hibbard made a **MOTION**, seconded by Jane Stabile, that the proposed charter for the Building Advisory Committee be approved as presented. All were in favor. No abstentions.

4. **RIGHT RELATIONS RESEARCH TEAM** – Jan Puibello This team is looking at the process, guidelines and guiding principals of Right Relations. Members include Jan Puibello, Lindsay Lucke, Jane Stabile, and Marcia Yousik. They hope to present a document to the Board next month.

5. **PROGRESS ON BOARD PRIORITIES AND DISCUSSION OF NEXT STEPS** – Sylvia Wheeler and Rob Hardies

- Outlook Religious Education (RE) Program status and
- Upcoming community events
- Stewardship campaign - March 5-31, 2023

Rob Hardies recommended to us, as leaders, to reflect on where we have been, where we go now and most importantly, to reflect on who we are. Individual board members commented on the variety of new activities and the continued availability of Zoom for those who are not able to attend in person for a variety of reasons.

Peter Bowden’s video and web development proposal contains a three-pronged approach for outreach and visibility to a larger audience: videos for newcomers, “meet the minister” video and celebrating our re-opening. The Board was very positive about the proposal. Cade Murray, seconded by Lindsay Lucke, made a **MOTION** to accept Peter Bowden’s proposal as written and move forward in negotiations with him in how to accomplish the series of tasks he laid out. All accepted, no abstentions.

Religious Education (RE) Program status: Rev Rob provided an overview of the current RE program which has focused on providing an elementary program and a youth program and that this is the basis for planning for this spring and next year. It is anticipated there will be a search for an RE leader as Katie McQuage-Loukas will be leaving, most likely, this summer. Rev Rob suggested we should be able to “right-size” our hiring for next year. He will consult with current parents to inform our search beginning in April.

Stewardship: Our annual stewardship drive helps the treasurer develop a realistic, “faith-based” budget, presented to the Board in May and voted on at the Annual meeting in June. It also helps people reflect on their commitment to the community. Rev Rob proposed a kickoff on March 5<sup>th</sup>, 2023 for which we need to line up canvassers. Rev Rob also suggested organizing an evening on March 4<sup>th</sup> to thank previous donors prior to the start of the drive.

#### **6. PERSONNEL ADVISORY COMMITTEE PROPOSED CHARTER – Eileen Sullivan**

Eileen joined the meeting at 8:10. Eileen Sullivan (Personnel Advisor to the Board along with Maria Altamore), presented a proposed “Personnel Advisory Committee” charter that has been developed with input from board leaders and staff. Per this charter, the Committee could assist the “*Governing Board, Senior Minister and Director of Administration in development of FPC Personnel Policy and implementation of processes regarding management of First Parish staff.*” It would recommend policies related to several areas such as creation of job descriptions, benefits, leave and sabbatical. The Committee, in their “assisting only” role”, would not supervise staff, handle complaints, resolve conflicts or be responsible for evaluation of performance. The team would consist of 3-5 people, appointed by the Board, who are actively involved in the congregation. The Personnel Advisory Committee will be responsible for a number of personnel matters and will work with Carol Lewis, Director of Administration, on several planned projects such as reviewing and updating job descriptions, developing a Personnel Manual and aligning our staff compensation with the new UUA Compensation Guide. The Committee hopes to provide figures for the budget by the end of March. Jane Stabile, seconded by Tod Hibbard, made a **MOTION** to accept the Personnel Advisory Committee Charter as proposed. All approved, no abstentions.

Church services will be held in the Meetinghouse as of on Jan 22<sup>nd</sup> now that repairs to the balcony and from the water damage in 2022 have been completed. Entrance will be at the Mass Ave.

The meeting adjourned at 8:59 PM.

Respectfully submitted,

Carolyn White, Clerk

*Carolyn White*

Approved by the Governing Board on Feb 21, 2023

Carolyn White, Clerk

#### Meeting Materials

##### *Consent Agenda:*

- Minutes of Dec 20, 2022 First Parish Cambridge
- RE/Pastoral Care Associate Report: January 2023
- Minister Report to the Governing Board: January 2023
- 2021-22 Annual Reports from the Environmental Justice Team, Finance and Development Committee, Governance Advisory Committee, Investment Committee
- Finance and Development Committee – June 2022 P and L
- 2022-12-31 Balance Sheet and FY23 YTP P&L Detail 2022-12-31

##### *Other MEETING MATERIALS:*

- 2023-01-17 Agenda
- Building Advisory Committee Draft Charter v3
- Personnel Advisory Committee Charter 1-12-2023
- Personnel Management Recommendations v2
- Peter Bowden FPC Cambridge Jan 2023