

First Parish Cambridge Governing Board Minutes  
 April 18, 2023, Time 7:00-9:00 PM]  
 (Virtual meeting via Zoom)  
 Present: Governing Board meeting

Sylvia Wheeler, Chair	Valerie Fullum, Member at Large
<i>Cade Murray, Vice-Chair Absent</i>	Jan Puibello, Past Board Chair
<i>Carolyn White, Clerk Absent</i>	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	

Guests: Patrick Sullivan, Nina Lytton, Rich Lawson -

Note: Chalice lighting/check-in monthly rotation –2023 Apr: Tod/ May: Valerie/ June: Lindsay/ (Jan is a substitute as needed).

**CHALICE LIGHTING:** Tod Hibbard opened the meeting with chalice lighting and question. Ralph Waldo Emerson said "Money, which represents the prose of life, and is hardly spoken of in parlors without apology, is, in its effects and laws, as beautiful as roses."  
 The question : The power of money in our lives often goes unexamined as well as in our congregation. How should we be talking about money in this Congregation?

**CONSENT AGENDA:** Lindsay, seconded by Jane Stabile, made a Motion to accept the Slate of Candidates (see below) as presented to the Board by the Governance Advisory Committee. All in favor. No abstentions.

**CONSIDERATION of Proposed Slate of Candidates – GAC Co-chairs Rashid Shaikh and Grace Hall**

**Nominees for the Governing Board**

Chair: Cade Murray ; Vice Chair: Tod Hibbard ; Clerk: Rich Lawson; Member at Large: Patrick Sullivan; Member at Large: Nina Lytton; Member at Large: Jane Stabile

**Continuing Governing Board Members**

Past Chair: Sylvia Wheeler; Treasurer: Lindsay Lucke

**CONSIDERATION of Delegates for the UUA General Assembly:** Tod Hibbard, seconded by Jane Stabile, made a motion to accept the Delegates for the UUA GA: Karin Lin, Grace Hall and Susan Nye and Hannah Stites. They will make a presentation upon return from the UUA General Assembly.

**2023-24 Draft Budget – Tod Hibbard & Carol Lewis:**

Tod reminded the Board of the timeline for developing the budget: the staff creates a draft budget in March, discusses it with Carol Lewis, Director of Administration who then reviews it with the Finance Committee. It is presented to the Board in April but not voted upon to allow time to study it and ask questions. The Board approves the Budget in May for presentation at the Annual Meeting in June to the Congregation for their approval. Requests for monies from the Endowment are made in May. The “big numbers” for Revenue are the endowment income, the pledge income, and the rent income. We have a 4.5 to 5% spending rule for withdrawals from the endowment and have targeted 4.5% thus ~\$420,000 this year. This needs to be ratified at the Investment committee in May. The Pledge target is \$300,000. So far, the results from the stewardship campaign are encouraging. The rental target income has increased by 25%. Renters are returning and there are new renters.

On the spending side: Staff is the largest expenditure. The mid-point range of salaries, per UUA Guidelines, is being used. We hope to increase spending for DRE and Music Section leaders and ministerial interns.

Programs expenditures: we are increasing the percentage for hospitality, RE, music.

Infrastructure: maintenance is still level funded. This does not include the Building Project.

Increases: there is a projection of a surplus in the budget of \$68,000 which could be used to transfer to Capital fund (i.e the building fund or to pay down our loans; decision to be made.)

Carol is confident the budget will build strong programming and a strong staffing team.

Rev Rob has noted that the spending on hospitality (ie 1st Sunday luncheons) has generated enthusiasm.

RE needs more investment. It is hoped that a Director of Ministry to Families and Children can create social programming for the families in addition to a Sunday program. Initially, this would be a 20-hour position.

Carol and Rob asked the Board for agreement to pursue hiring someone before the Board has approved a specific budget to have someone in position for the fall.

Tod offered the figure in the budget for a DRE to Families and Children. The Board approved proceeding now with the hiring process.

On adult education: Soul Matters is a very successful program and is a good foundation for our congregation.

Mass Bay UU Churches have offered adult education classes to each other's congregations. 25 or more attended Rob's classes. FPC members did take advantage and it will be publicized better next year.

The Building Project is proceeding. Kaplan Construction will start restoration and painting work for the East Facade. There are repairs for water intrusion in the basement and mezzanine levels in the program. Work will begin in early May. Scaffolding will be erected and security netting where a project sign will be installed with a QR code for more information on the progress and a way for people to contribute, if they wish.

Interior work: Roland has been painting walls.

Good news was received from Charlie Sullivan, Executive Director of the Cambridge Historical Commission: the CHC will grant \$250,000 towards our Building Repair Project. Carol Lewis was congratulated on her work to obtain this grant.

Carol indicated that Roland is making progress on improvements to the women's room, but the initial plan may have to be revised.

The Building Advisory Committee is reviewing possibilities for other grant programs beyond historic preservation that could help us make improvements that would support the church's mission related activities. Our existing community services and partnerships could be strengthened with added financial resources to broaden our capacity as a center for such community-based services.

**Annual Planning Session - - Review of strategic planning process status – Sylvia Wheeler (see Meeting Materials: - “Strategic Planning Process 2021 - Qualities” and - “Strategic Planning Process 2021 - Steps”)**

Sylvia gave an overview of the status of the Strategic Planning Process and mentioned that we have not had a Strategic Plan since 2014. In 2020, the board appointed a committee to design a strategic planning process that was approved and initiated in May 2021. The process has been on hold during this time of staff transitions. The process design calls an inclusive, participatory series of several steps that include developing a shared understanding of our “internal and external ecosystem” -- who we relate to internally and externally; reevaluation of our vision and mission; determination of where our

priorities are for investing our resources and followed by a continuing cycle of reflection and reassessment.

With Rev. Adam and other staff departures along with rebuilding from the pandemic, it was agreed it was not the time to continue to pursue such a broad-based participatory process.

However, strategic planning is a mindset of how we look at our Mission that can carry us forward as it has since 2010. Our Mission has served us well so far. In the spirit of our need to be inspired by our mission and reflect annually on our goals, we will again have our annual planning session Saturday, May 6<sup>th</sup>. Like we did last August, the board will set goals for 3 or 4 focus areas for continuing to work collaboratively with the congregation in the coming year.

### **PLANNING AGENDA for Saturday, May 6**

Rev Rob suggests that during the Board Workshop on May 6th, we reflect on this past year. Who are we? Who is still here, who is not here. Who is new? Who are we now? What have we accomplished over this past year and how do we build on the momentum from this last year to take us forward to the next?

We hope to meet with Keith Kron of the UUA Ministerial Transitions office to help us look at our ministry options going forward and outline the steps for ministry planning.

Rob is glad to be staying on for another year to help build on this momentum.

Rashid asked about the UUA and the previously codified system of Transitions. Is it still a useful system? The UUA Transitions Office recognizes that things are different now than in the past. There are several options: contract, interim for a called or settled minister, and developmental ministries. What changes have there been in Ministerial Transitions and what are our options? These are questions we hope to explore when we meet with the Transitions office.

Rashid mentioned that the search process for a called minister is difficult and can be lengthy.

Patrick added that we need to be thoughtful and careful about how we manage this transition. The pandemic and recent departures have been difficult for the congregation.

Rev Rob mentioned the importance of the next Listening Session to hear the feelings of people around the recent transitions. It will be an important piece of our work going forward. Having Rob continue next year offers stability to our congregation. Sylvia expressed her gratitude to the Board and Rev Rob for their input.

There being no further business, the meeting adjourned at 8:34 PM

Respectfully submitted,

*Carolyn White*

Carolyn White, Clerk

Approved by the Governing Board on May 16 2023

Carolyn White, Clerk

### Meeting Materials

Consent Agenda:

- Minutes of Mar 21, 2023
- Minutes of Mar 26, 2023 Congregational Meeting
- Report of the Director of Administration: March 2023
- RE/Pastoral Care Associate Report: March 2023

- Minister Report to the Governing Board: March 2023
- Director of Ministries to Families and children

Other Materials:

Agenda for April 18, 2023 Board Meeting

FY24 Budget

GAC 2023-24 Slate Recommendations

Stewardship Analysis

First Parish Building Repair Progress PPT

Strategic Planning Process 2021 - Qualities

Strategic Planning Process 2021 - Steps

Strategic Planning Process 2021 - Phases