

**FIRST PARISH BROOKLINE
PARISH BOARD MEETING MINUTES
February 6, 2017**

Attending: Sue Andrews, David Cave, Michele David, Ben Davis, Laura Hatfield, Alice Mark, Stacey Raczek, Rev. Rebecca Bryan.

Chalice lighting and reading: Rev. Rebecca, Colors by Shel Silverstein

Check in: Rev. Rebecca

Minutes of the January 9, 2017 PC meeting were offered for approval. With a correction to attendees, January minutes were **approved**, with 2 abstentions by those not attending in January.

Ministers report

Updates

The February 12 congregational meeting currently has three agenda items: 1) Vote for Clerk of the Parish Board, 2) Voting in new members, 3) Review and vote on proposed changes to the bylaws.

To maintain open Parish Board meetings, we will communicate meeting dates and times to the congregation.

Strategic Issues

1) **Canvass Plans:** Karla Baehr and Bob Williamson joined the meeting. This year's Canvass will start March 5th and is expected to be completed within a month. The outreach letter will include an attachment with expense and revenue information, reference to congregational survey results indicating interest in attaining financial sustainability, and information about what levels of income and expenses are required for sustainability. Another attachment will provide information about how to decide on pledging levels and about the current distribution of pledges for our congregation. UUA guidelines for giving also will be included. We will communicate that the primary source of FPB revenue is pledges.

The Finance Committee will prepare a draft budget in their next meeting, March 20, and plan to hold a congregational conversation about the budget on March 26. It was moved and unanimously approved that the Parish Board co-sponsor the March 26 meeting, with the Finance Council and Canvass team.

2) **Clinton Path Pre-School Opportunity:** Karla Baehr and Bob Williamson stayed for this agenda item. They shared questions that have arisen in discussions and meetings with the congregation about this opportunity: Are vouchers available for low income students to attend? (Yes) Are other rental opportunities going to be lost, particularly if this is to be a long-term arrangement? (Likely not).

Bob Williamson noted that rental agreements can be modified during the term. Outreach to local preschools found that comparable rent is \$26,500 for a pre-school that shares space. The proposed space at FPB includes the downstairs Dana and Lilac rooms, restrooms and some storage; the area can be separated from rest of the building via locks and has its own heating zone. If any work is required to make the space ready for use, FPB could expend the money and recap costs from the rental.

It was moved and unanimously approved that Karla and Bob, along with Jake Walters for legal support and Ryan Park as liaison from the Finance Council, are authorized to move into good faith negotiations with Clinton Path to develop a Memorandum of Understanding to be presented to the Parish Board.,

3) **Parish Board perspectives on Sanctuary proposal:** Board members briefly shared their thinking on the Sanctuary opportunity. More discussion will occur in future meetings.

4) **Religious Education Task Force:** Alice Mark updated the Board on the work of the RE Task Force. There was good attendance at an informational meeting. The Task Force recommends that the current model of a child/youth Religious Educator that is not responsible for lifespan/adult education be continued, with the role focused on children, families, and classrooms more than worship services. UUA guideline for the time commitment of a position in this size congregation and our expected responsibilities is 0.75 to 1.0 FTE.

5). **Staffing Task Force:** Michele David updated the Board on the work of the Staffing Task Force and presented a report with recommended staffing. The Task Force proposes that FPB be staffed by one minister, a Religious Educator that doesn't include lifespan education, and the current level of music staffing. Administrative staff should include an Administrator and additional office support that would share responsibilities across administrative and RE support. Custodial staffing level should remain the same as current. Technical support should be provided by an individual as needed, supported with a stipend. A Membership Coordinator role could be expanded to include volunteer and event coordination, at 0.50 FTE. Alternatively, the RE could be increased to 100% and take on some of the role in supporting new families and members. Ben and Michelle will connect to incorporate the Task Force's recommendations into a version of the 2017-18 budget.

The meeting was adjourned at 9:20.

Respectfully submitted,

Stacey Raczek
Clerk