

**FIRST PARISH BROOKLINE
PARISH BOARD MEETING MINUTES
April 3, 2017**

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

Chalice lighting and reading: Rev. Rebecca, Erika Hewitt from *Bold and Courageous Together*

Check in

Consent Agenda

Minutes of the March 6, 2017 Board meeting were offered for approval. It was moved and unanimously approved to accept as amended via James' email.

Announcements

- There will be an additional Board meeting scheduled in April to work on the list of nominations for the Ministerial Search Committee after the congregational nomination process is complete.
- The congregational budget hearings have been re-scheduled for April 9 and April 30.
- Jim Womack and Nancy Clark have started a process of interviewing current staff to learn more about what they do and to develop position descriptions. They will share findings with the Board in May.
- We will schedule online interviews with potential anti-racism consultants; James will schedule.
- The Nominating Committee will provide a list of candidates for open positions by May 1.
- James shared that our congregation has affirmed, and re-affirmed last May, our support of the Sanctuary movement. Three local churches have become Level 1 supporters, meaning that they may provide shelter when needed. St. Mary's Episcopal Church in Dorchester has reached out to request Level 2 Sanctuary support, which involves providing support to the primary Sanctuary church in ways that they may need, such as providing food, materials, companions.

The following motion was moved, seconded, and unanimously approved: **First Parish Brookline commits to being a Level 2 Sanctuary and to provide that level of support to St. Mary's Church in Dorchester when needed.**

Ministers Report

Executive Session

Canvass Report and Budget Discussion

Karla Baehr joined the meeting. She provided an update on the status of the Canvass: As of this date, 108 returning households have pledged \$359,589. In addition, 13 new households have pledged, for a current total of \$367,483. This is 88% of the goal for FY 2017-18. The Canvass team is optimistic that we will make the goal for the year.

Three FY2017-18 budget options provided by Ben Davis were reviewed. The primary variation was in level of staffing, since expected income and other expense are relatively fixed and staffing is the largest source of expense. The different options resulted in different levels of draw from the First Parish endowment, including 3.9% (the neutral endowment draw option), 11.2% (maintaining current staffing levels), and 7.1% (proposed change in staffing levels). In these budget figures, the Building Reserve was set at \$50,000. The current membership of First Parish is 243.

It was noted that developing and proposing a one-year budget is not the same as having a long-term budget plan. However, the Board is only able to modify expenses; we can plan for revenue increases from sources such as pledges or rentals, but we cannot ensure them. We will continue planning for concrete steps to a multi-year plan. For example, the first year would address staffing changes and begin to establish patterns of increased volunteer support. Subsequent years could include additional actions, such as efforts to increase rentals, etc. So, while the current proposal doesn't get to sustainability of the endowment, it is a first step in a plan.

After reviewing several options, the Board recommended that the proposed budget to be presented adjust the Building Reserve level to the current level of \$40,000. A motion was proposed, seconded, and unanimously approved: **The First Parish Board recommends that the part-time Administrative Assistant and Membership Coordinator positions not be included in the budget for FY2017-18.**

At the first budget hearing we will hand out an updated version of the Building Blocks document that Karla has developed and a table including the current year's budget, the "No Staffing Changes" option, the "Sustainable Endowment" option, and the "Proposed" option. Laura's application that calculates and displays budget figures will be pre-programmed to include these options and we also will be able to make modifications as the discussion proceeds.

The meeting was adjourned at 9:45.

Respectfully submitted,
Stacey Raczek
Clerk