

**FPB Board Retreat
September 7
Minutes**

Present: All members: Gene Thompson-Grove {chair and facilitator}, Janet Britcher {vice chair}, Karla Baehr, Ellen Blaney, Micaela Coady, Dave Demerjian, Steve Pratt-Otto, Charles Sandmel, Bob Williamson; and Rev Lisa

1. We lit the chalice to start our meeting at 9:00

2. Covenant

We adopted a Covenant to guide us as Board members this year:

To be our best selves and do our best work we will:

- Mission: *Commit to the three parts of the Mission (Called by Love, Sustained By Community, Committed to Justice) in order to accomplish meaningful work and so that our decisions are always values-driven*
- Generosity and Forgiveness: *Bring a spirit of generosity for self and others that creates a safe space for all*
- Space: *Make space for all kinds of voices and ways of engaging*
- Honesty: *Bring and welcome honesty and challenging questions*
- Limits: *Take responsibility individually and collectively to set limits and ask for help*
- Joy: *Nurture spiritual growth, personal connections and joy*

We agreed on the following operational guidelines:

- Agenda Design
 - First, agree on how we will decide
 - Say in advance what we will work on
 - Review time allotment in advance
- Less printing and more electronic collaboration on Google Docs with a tutorial and practice
- Facilitation and shared responsibility for “taking the temperature” of group dynamics and individual needs

3. Actions

A. Minutes

The Clerk will circulate draft minutes within 2-3 days after the meeting via the Parish Board Google Docs for corrections and approval (Purpose: reduce Board meeting time needed; accelerate posting for greater transparency)

B. Board Priorities

We adopted the following priorities for Board work in 2019-20:

Must Do:

1. Develop and monitor the budget
2. Establish clear expectation of and evaluate the Senior Minister
3. Respond to the By Laws Committee proposal concerning membership
4. Fill the position of Moderator
5. Collaborate with minister on HR Decisions, including
 - a. Clarify the role of Personnel Committee
 - b. Review and approve Minister's proposal for coverage plans during DRE Leave

Want to Do, subject to ongoing assessment of effort and impact:

6. Facilitate congregational conversation about money and finances, including:
 - a. Educate the congregation about endowment(s) and, possibly,
 - b. Consider Investing in the Ujima Fund
7. Clarify how decisions get made in the congregation (and educate ourselves), including:
 - a. Decide how facility decisions are made and organizational structures and financing for buildings and grounds
8. Continue the journey toward Level 6 of Multicultural Community, including:
 - a. Get clarity on FPB Social Action
9. Demonstrate the importance of engagement and shared responsibility, including:
 - a. More people volunteering by end of year
 - b. Increased parental involvement in RE

C. Space Rental Policy

We adopted a revised Space Rental Policy (attached) and will introduce its origin and purpose to congregational members before our October 6th Board meeting

D. Other Decisions

1. We agreed not to continue the Engagement Faire in its current form and help identify alternatives for informing members of opportunities to engage in activities and committees
2. We agreed to delay the first Open Meeting of Parish Board until November in order to address pressing agenda issues at our October 6th Board Meeting and to develop a plan for making the most effective use of Open meetings

4. We ended the meeting at 3:05pm

Respectfully submitted,

Karla Baehr, Clerk

First Parish in Brookline
Space Rental Policy

Principles:

- 1) First Parish actively encourages rentals and seeks to minimize adverse impact on church programming.
 - a. Priorities for Church Use of Space, in order:
 1. Church Programs (Worship, Education, Committee Activities, Spiritual and Community-Building)
 2. Ceremonies for members
 3. Non-profit and community groups whose use is sponsored by the Board and committees as extensions of the FPB mission
 4. Ceremonies for non-members
 5. Modest private functions for members
 - b. When a rental agreement is made with an outside organization, its terms will be honored except in extraordinary circumstances such as a safety issue; that said, the administrator will endeavor to negotiate to accommodate competing needs.
- 2) With very few exceptions, when FPB space is used for non-church programming, we will recover – at a minimum – our custodial and utility costs, estimated at \$25-\$500 depending on event type, space used, time of year, and duration of use.
- 3) Rates negotiated for on-going, more frequent use will take into consideration what the “market” will bear and what opportunities the use creates to “market” First Parish as a spiritual, justice seeking community and/or as an attractive facility available for rent.
- 4) Rates charged will differ for different kinds of users:
 - a. Use by members, e.g., a member’s party or wedding
 - b. Use for mission-focused activities sponsored by First Parish through the Board or a committee, e.g., People’s Café through Social Action, Accompaniment training by an outside group for area residents that is sponsored by the IJC as part of its immigration justice work
 - c. Use by other groups or individuals, e.g., Community Studio, VOICES, Hinge, Facing History and Ourselves
- 5) Consistent with the above guidelines, in general, priority for rental will be given to rentals generating the most annual revenue.
- 6) The church administrator will be responsible for administering the space rental policy with support and guidance from the senior minister and the Space Use Committee, as needed, and will be responsible for reporting to the Finance Committee the terms of long-term rental agreements.

Guidelines:

1) Use by FPB Members and Staff

- Members and staff wishing to use available space for parties/events/training will be charged a “member/staff rate” equal to half the rate charged to outside groups for a comparable event in the space as described in section 3 below, e.g., \$300 for a member’s party in Pierce vs \$600 for an outside group’s party.
- In addition, subject to pre-approval and when available, available spaces may be used on a stand-by basis on Sunday afternoons for one-on-one or small group sessions for \$50 per afternoon.
- For this purpose, membership is required for a year or more; exceptions can be granted by the minister.

2) Use by Individuals and organizations providing mission-focused activities that are sponsored by a committee

Sponsorship of an event entails committee management and “ownership” of the event, i.e., alignment with FPB mission, publicity, presence, ensuring safe use of equipment and space, clean up, etc. These will typically not be charged. The sponsoring committee will be invited to make a contribution to cover costs and/or ask the organization to make a contribution. Not making a contribution will not be considered an impediment to its use, however.

3) All other organizations and individuals

- a. Dana:
 - i. \$50/hour for community and non-profit organizations
 - ii. \$75/hour for others; \$600 per full day
- b. Pierce & Lyon:
 - i. \$225 per two-, three- or four-hour rehearsal/class; \$450 per full day
 - ii. \$600 per event, e.g., party with refreshments
- c. Kitchen: \$100 per event
- d. Sanctuary and ancillary spaces:
 - i. \$1,200 per “high impact” event, e.g., wedding
 - ii. \$ 600 per “low impact” event, e.g., rehearsal; speaker

4) Rental Procedures

- a. Individuals and organizations renting space will complete a rental application; in the case of long-term rentals, a rental agreement will be developed and signed by the individual or representative of the organization and the Church Administrator and/or Board Chair.
- b. A security deposit of \$100 is required at the time of reservation and is refundable if the facilities are left in the same condition of cleanliness and configuration as they were found. Users are responsible for any additional costs, e.g., from damage or cleanup, arising from their activities.
- c. When a church custodian is deemed by the church administrator to be necessary because of the size or nature of the event, payment of \$25 per hour is payable directly to the custodian at the end of the event.
- d. All organizations must agree in writing to follow the appropriate policies related to alcohol, safety and security.

Adopted by the Board of First Parish in Brookline, September 7, 2019