

**FPB Board Minutes
Tuesday, March 3, 2020
7:00-9:00**

Present: Janet Britcher (co-chair), Gene Thompson-Grove (co-chair, via Zoom), Karla Baehr, Ellen Blaney,
Janet Britcher (co-chair), Micaela Coady, Dave Demerjian, Bob Williamson
Absent: Steve Pratt-Otto, Charles Sandmel
Others: Rev Lisa Perry-Wood

Call to Order

- Co-Chair Janet Britcher called the meeting to order with a chalice lighting and reading of *We Hold Hope Close*, by UU Minister Theresa Soto. We took turns reading the FPB Covenant:
- Our “fun and connecting” activity was viewing and discussing in pairs an excerpt from the TEDTalk by Kelly McGonigal, *How to make stress your friend*.

Minister’s Report (attached)

- Rev Lisa offered highlights and responded to questions
- Laci will be returning full time on March 22nd; in April we will learn more about RE spring plans
- **Dave Demerjian** will follow up with Ben Davis and Ethan Brackett about “best practices” with food at hospitality given the coronavirus threat
- **Bob Williamson** will let Fred Andree know about possible changes in our protocol for Sunday hospitality

Canvass Update

- Micaela reminded **all Board members** to attend the **Monday, March 16th Canvassers’ Supper** 6:00pm.

Sabbatical leaves [paid/unpaid] for staff who are religious professionals – first conversation

- The Board had a brief discussion about whether First Parish should offer paid or unpaid sabbaticals to religious professionals on staff. (Director of Religious Education & Director of Music). Acknowledging that First Parish is in full compliance with UUA expectations for sabbaticals Members expressed no interest in offering such sabbaticals.

Check in on the BSSCC (Child Care Center) – no new news

Sanctuary access – update

- Rev Lisa announced Ann Gilmore will facilitate the consensus process for the March 29th meeting.
- The Board discussed the constraints to be established for the shared leadership group convening on March 29th to attempt to reach consensus on the modification of pews in the Sanctuary for accessibility, worship and flexible meeting and rental space. The reviewed the recommendation of the members who have assumed responsibility for leading the process (Bob Williamson, Ann Dinsmoor, Michael Luke and Sam Dennis). The Board adopted the following constraints:
 1. The shared leadership group for this decision is the congregational meeting on March 29 from 12:30 to 2:00 PM where representatives from these committees have been invited: Parish Board, Worship, Welcoming, Safety, Racial Justice Action, Deacons, Buildings and Grounds, Choir, Religious Exploration, and the congregation at large.

2. The decision will be the result of a high level of consensus, meaning at least 80% 5/4, no more than 20% at 3 or 2. If consensus at this high level is not reached, the group will report to the board the level of consensus at the conclusion of the meeting.
3. Consensus will be reached on a plan to alter the configuration of the pews to provide wheelchair accommodation and more flexible worship/use of the sanctuary. Cost estimates for the reconfiguration will be available for discussion.
4. The decision is a recommendation to the Board. The Board has discretion over the use of church structures. If the Board accepts the high-consensus recommendation of the shared leadership group, the Board will then decide if and how to fund the project and when it will be done.
5. If a high level of consensus is not reached, the Board and Buildings and Grounds will decide how to modify the pews to provide 2 wheelchair spaces for the opening of church in September 2020.

Long-term renters and storage – update

- Karla reported that administrator Alisa Halliday has addressed some of the issues raised by member Barbara Simonetti in a recent communication to the Board about inappropriate use of common space by renters; she also reported that plans are also in place to review the Rental Policy adopted by the Board in fall 2019 and the rental contract agreement currently in place to further address issues. **Gene** will let Barbara know the Board discussed this.

Reconsider the Disruptive Persons Policy

- Janet Britcher explained that the current Disruptive Persons Policy is out of date because it assumes the existence of a Committee on Ministry which was eliminated at the conclusion of the interim ministry period in June 2018. The Board adopted this change to the sequence of interventions:
 1. The intervention will be done by the leader of the group or the Minister if present, or both.
 2. If time permits, the Chair of the Committee impacted will meet privately with the individual.
 3. In the event of a recurrence of disruptive behavior, the Chair of the Committee may seek from the Minister guidance and participation in conveying our covenant and behavioral guidelines.
 4. In the event of further disruption, the Minister and involved Committee Chair may request the guidance or presence of the Personnel Chair and/or a member of the First Parish Board.
 5. At any point in the sequence, committee chair and staff can seek guidance and support from the Personnel Chair, or designee.
- At their recommendation, the Board also voted to delete the section which previously provided for precluding the participation of the Minister in order for the Minister to remain in a Pastoral role, concluding that the knowledge and guidance from the Minister is appropriate, at all stages, just as is seeking input from current and former Personnel Chairs, as needed.

Calling In, Calling Out document from the UUA

- The Board agreed to consider a guidance document about how to interrupt bias at our April meeting.

Documentation Retention, Transfer and Destruction Policy

- The Board had delegated with constraint to Bob Williamson and Karla Baehr responsibility to develop a Document Retention, Transfer and Destruction Policy. The issue arose during clean out of the basement in preparation for possible renovation, when church related documents not included as part of the archives (employee records, meeting minutes, etc.) were discovered.
- For the record, the Board accepted the Policy as recommended. This policy, along with all others, will be posted on the FPB website under “About” – “Bylaws, Minutes and Policies”.

Nominating Committee Report

- Janet Britcher reported that the Nominating Committee, chaired by Ray Wellbaum, has organized its recruiting efforts, including a self-nomination process.
- April 15th is the deadline for people to self-nominate.
- May 7th is the deadline for sending ballot out.
- May 17th is the annual meeting for elections.
- The Board discussed the challenge of finding a time when everyone can attend and making the times known to prospective nominees in advance
 - We agreed to look into alternating Sundays and Wednesdays (using the one Wednesday each month when the choir does NOT meet).
 - We agreed also to consider occasional virtual meetings.

Tentative Agenda for the Board's next meeting on Sunday, April 5

1. Conversation with Buildings and Grounds about the relationship between Building & Grounds and the Parish Board as well as capital investments/needs
2. Next Steps with the "Calling In/Calling Out" resource for interrupting bias
3. Finance
 - Update on community investing options (e.g. Ujima Fund)
 - Update on new church insurance policy
 - Update on canvass
4. Update from Nominating Committee
5. Update from Rev Lisa on RE programming: trends, root causes, leadership expectations, support needed, planning for needs assessment related to youth programming needs, and next steps for ensuring vibrant RE at FPB.

Approval of February Minutes

Minutes for the Board meeting of February 2nd approved via email vote prior to this meeting.

Respectfully submitted,

Karla Baehr, Clerk