FIRST PARISH BROOKLINE PARISH COMMITTEE MEETING MINUTES

Business Meeting - August 28, 2016

Attending: Sue Andrews; Rev. Rebecca Bryan (ex officio); David Cave; Michele David; Ben Davis, Treasurer; Ann Dinsmoor, Chair; Laura Hatfield; Alice Mark; James Shillaber.

Note: This meeting was held within the context of a Parish Committee Retreat.

Proposals and discussion:

- I) Ann Dinsmoor was unanimously affirmed, without discussion, as Parish Committee Chair for the 2016-17 church year.
- 2) Sue Andrews was unanimously affirmed, without discussion, as acting Clerk. She may be elected as Clerk by majority vote at the congregational meeting scheduled for November 13, 2016.
- 3) Michelle David was unanimously approved as Parish Committee Chair Elect. Michelle expressed her heartfelt desire to become Parish Committee Chair, for a term of 2 years, beginning at the first meeting of the Parish Committee in fiscal year 2017-18.
- 4) Ann Dinsmoor, Michelle David and Sue Andrews were unanimously approved as members of the Parish Committee Executive Committee for the 2016-17 church year. Ann Dinsmoor explained the functions of the Executive Committee as including a) Planning the agenda for each Parish Committee meeting prior to the meeting, with input from the senior minister, and b) handling issues of an emergent nature when necessary. The committee may also include other PC members as needed for specific issues (e.g. human resource issues).
- 5) Restructuring of the Finance Council into one small group and one larger group was discussed. The Parish Committee unanimously supported the following structure: Finance Committee to be composed of
 - I. Treasurer, who will be chair
 - 2. Past Treasurer
 - 3. Representative of current Canvass Committee
 - 4. Up to 2 additional members of the Parish Committee
 - 5. Up to 2 additional members of the congregation with particular interest or expertise in financial affairs
 - 6. Ex officio: Senior Minister, Parish Administrator, and PC chair.

The purpose/role of the Finance Committee will be to

- 1. Create, revise and monitor the financial policies of FPB
- 2. Submit an annual operating budget to the PC and review its accuracy quarterly.
- 3. Advise the PC on matters of financial interest to the church, as appropriate.
- 4. Consider financial matters related to special projects (e.g. fundraising, assets, 300th celebration)
- 5. Through measures yet to be determined, communicate financial information (with input from the Parish Committee) to the congregation regularly, and with transparency.

Finance Council to be composed of

- I. All members of the Finance Committee
- 2. Representatives from the following committees/bodies:

- a) Building and grounds
- b) Religious exploration
- c) Diversity caucus
- d) Social justice ministry
- e) Worship
- f) Music
- g) Welcoming

The Finance Council will be FPB's mechanism for disseminating financial and budgetary information to key stakeholders, and also for learning about the financial needs of the various church missions.

The functioning of both the Finance Committee and Finance Council were discussed, and details will be determined once these groups are composed and have convened.

- 6) A project to hold conversations with all interested FPB members, proposed by the Canvass Committee, was unanimously approved. Discussion included pros and cons of approaching each individual FPB member for participation, as well as housing this responsibility with the Transition Team. Ann Dinsmoor asked that any PC member interested in being a liaison for this project be in touch with her soon.
- 7) The Stewardship Sunday Collection project was discussed. Further work on this project will be referred back to the Canvass Committee for refinement.
- 8) The proposed Logo for FPB's 300th anniversary celebration was discussed and approved by a vote of 7 yes, 1 no.
- 9) The adoption of 8 norms for cross cultural dialogue at FPB was unanimously approved. The PC will encourage all committees to adopt these norms while creating their own covenants specific to their needs. These 8 norms, adopted from Visions, Inc., are:
 - a) Be willing to listen, learn, and "try on" new ideas
 - b) Value differences of opinion and different perspectives
 - c) It's not okay to blame, shame, or attack, self or others
 - d) Speak from our own perspective and be self aware
 - e) Practice "both/and" thinking instead of "either/or" and "but"
 - f) Value process as well as content
 - g) Assume good intentions and be aware of impact
 - h) Maintain confidentiality

Discussion centered around the difference between these norms and a "covenant".

The PC will further discuss our covenant at our next meeting.

10) Amendments to FPB's current bylaws, suggested by the ByLaws Task Force (Sue Andrews, Julie Horvath, Charles Sandmel, David Hawkins, and Rev. Rebecca Bryan) were discussed briefly. More discussion and a vote for approval of suggested amendments will occur at the next PC meeting.

The Business Meeting was adjourned as we transitioned into the Retreat portion of the afternoon.

Respectfully submitted, Sue Andrews, Acting Clerk