



First Parish UU Beverly, MA	Parish Board
Date: 11/28/06	Next Meeting: 12/19/06 at 7 pm

Meeting Minutes	
1	<p>Church Org Chart Issue: needs of church not being met by current structure. Goal: clarify structure and put forward some of past recommendations and best practices from UUA and Albin Institute material.</p>
2	<p>By-Laws Language in current by-law(Art VI, Sect 5, Parish Committee) allows a person to serve as Chair 'until a successor is elected' and mandates a Vice-Chair, also elected. The wording ". It is expected that, barring extenuating circumstances, the Vice Chair shall serve for a period of two years. During the first year she/he shall be the Vice Chair and during the second year the Chair of the Parish Committee. " may need revision.</p>
3	<p>Web site evolution Issue - While improved, our site isn't a good 'marketing 'tool. As a start, Laura volunteered to build a pool of photo material by collating pictures sent to her. Ask Paula to send out church wide email seeking good people pics with descriptive titles (no more buildings!)</p>
4	<p>Change 'Nominating' to 'Leadership Development' and re-define mission. Laura, Doug and Sylvia will meet with Jay, Debbie and others to talk about this. Next steps?</p>
5	<p>Stewardship- Newly designed pledge status statement will go out within a week. Need big copier set up to print them (double sided) from Paula's PC. Finance doesn't have a campaign chair yet; becoming a critical issue. Follow up with Will asap. Pledge Sunday scheduled for Feb. 11, 2007.</p>
6	<p>Capital campaign update: Architect has been chosen. James' work on this process has been great. His rating sheets made committee decision easier; candidates were well prepared to make proposal. Has LDA been notified? Need to make 'seed ' money available from Investment funds to cover immediate expenses: part of Architect fees, possible campaign consultant, audit of church finances, appraisal of silver and other assets of church. Will be reimbursed from Cap Campaign fund. Check minutes and approved budget from last Annual meeting to see what was already voted on before putting \$\$ against these items. Anything over \$3000 needs congregational vote.</p>
7	<p>Project David update - We have asked for speaker for January; they agreed to so this, but when we call to check we don't get a response. Rabbi is involved also.</p>

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8	<p>Building security -          Tuesday morning when Sexton came in he found all the lights on, Administrator's office door and her drawer open. No one was scheduled to be in building Monday nite. Long-term, needs to be addressed in plans for renovation. Short-term Doug will pursue idea of a 'lock box' for Administrator's office key. The door doesn't close (and therefore lock) unless you hear it click. Is this fixable? Remove key to her office from ring under sink and give a key to selected few who need to access her computer/office. Could we ask the congregation for help on this? Maybe someone does this for a business.</p>	
9	<p>Amnesty International -          Respectfully deny request from Janice for special collection; suggest that they coordinate with Social Action and Music and Worship for possible view from the pew(short, written out and rehearsed beforehand) after Christmas.</p>	
10	<p>Policy manual(s) and goals -          Most committees have submitted a list of goals. Many at council were 'unaware' that there is a 'Policy &amp; Procedure' manual in the office and on Administrator's PC which is supposed to contain a section from each committee. Council needs to manage both of these issues.</p>	
11	<p>Sylvia's goal (from 11/01/06 meeting) –          Sylvia will re-email to Board for email feedback.</p>	
12	<p>Emergency Response procedures –          Sylvia has met with Tony, asked him to trim out some material in view of possible liability issues, will continue to monitor this and has made clear that if and when distributed it must come from church computer, not his.</p>	
13	<p>Infrastructure: Sylvia's PC, Phones –          Computer fixed by US Computron. Phones working in Prince room, Deb's room, Sylvia's office. Sylvia needs new printer and Internet connection.</p>	
14	<p>Building –          Crawl space area cabot street side of Hale hall flooded this past week due to corroded pipes to radiators. Callahan has fixed pipes; Sexton is cleaning up damage.</p>	
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Note: M=Motion; T=Task, P=Policy, A=Agreement

Action Items - Open					
#	Description	Assigned	Due	Status	
1	Have Gina/Will email electronic version of budget.	Gina			
2	Emergency Response	Sylvia			
3	Infrastructure: Sylvia's PC, Phones	See 8			
4	Church org chart	Laura & Doug			
5	By-laws –will meet B4 next Board meeting to lay out a plan for a By-Laws task force with suggested members, goals and timeline.	Laura, Doug, Ron, Jay, Charlie Wainwright	12/19		
6	Website – develop pool of new pictures; identify marketing expertise within congregation; ask for help developing RFP	Laura and congregation; Membership; Board			
7	Nominating to LD -				
8	Infrastructure – reconnect copier to PC in office; wire additional areas of church for Internet access Lock box	Hire someone?; Doug & Charlie Doug			
9	Follow up with Finance about Pledge campaign Get statements out	Sylvia/Doug Maureen			
10	Check minutes from last annual meeting for authorizations voted Check with Gina to see exactly what funds are available to cover any of these expenses Who/when appraised silver last? Arrange for Audit of finances	Sylvia Maureen Sylvia Finance			Capital Campaign committee may already have this information
11	Amnesty International	Sylvia			
12	Committee policy manuals & goals	Council			
13	ER	Sylvia			
14	IT issues –Ask for free estimate to network all the churches equipment.	Administrator			

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POST MEETING NOTES:

1. Paula has made keys to her office for select individuals.
2. There has been some talk about shifting Gina to share Paula's office, Deb to move to balcony office in order to free up another classroom (Deb's current office). We need to monitor these ongoing discussions.
3. Compact fluorescent bulbs for chandeliers have been discussed. The issue raised concerns of Building communicating appropriately with Staff and the communication between building and green. This needs to be addressed when considering committee re-structuring.
4. There is dialog with ad-hoc Infrastructure committee (Eric, Charlie Dunne) about getting place wired and networked.
5. Maureen has printed new Pledge statements and they will go out this week.