

First Parish UU Beverly, MA	Parish Board
Date: 03/27/07	Next Meeting: 4/24/07 at 7 pm

Facilitator	Doug	Clerk	Maureen
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Attendees					
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	Name	Role		Name	Role
√	Doug Baumoel	Chair	√	Lynn Willenbrock	
√	Laura Corey		√	Sylvia	Minister
√	Maureen Driscoll			Ron Sweet	Committee Task Fc.
√	Carol Jones		√	Deb Sweet	Religious Education
√	Paul Knight			Gina Coburn	Finance
√	James Mitchell			William Hines	Finance, Invest.

Time	Meeting Agenda
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7:00	Welcoming Words and Chalice Lighting
7:05	Personal Check-In - Clerk :
7:08	Approve minutes from last meeting
7:10	Status of Open Action Items from last month
7:20	Treasurer's report, DRE Report, Minister's Report, Church Debit card
7:30	Insurance – Church Mutual Discussion – Silver & Archive Appraisal. Need for task force?
7:40	Pledge Campaign – Board! – Our Pledges, Phone Bank, Personal Visits, Disclosure (Eric).
7:50	Terrance Resignation – Letter? Eric, Charlie Letter? Paul – letter re. Minister Job Desc?
8:00	Anonymous UUA Visiter Report – Open Discussion
8:10	Early Pre-School Class – Making Do
8:15	LDa Update – Next meeting 4/11.
8:20	Leadership Dev. Update – Ron S.
8:40	Website Task force – Update (Goals, Mission, etc.)
8:30	Annual Meeting Date / Schedule for Budgeting Process
8:35	Review of Draft Budget – Schedule Board/Finance Meeting
8:40	Continuing Conversation – Palestinian Presentation – Structure.
8:50	Seder? General Assembly
8:55	Copier Contract, Shredder, Service sign – First Baptist side, adjacent to Hale St ?
9:00	Closing words / Adjourn

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Time	Minutes
7:00	Welcoming Words and Chalice Lighting
7:05	Personal Check-In - Clerk :
7:08	Approve minutes from last meeting
7:10	Status of Open Action Items from last month Building budget request has been submitted Silver appraisal - SH will get EG to pick out 4 pieces that will be the ones that can be brought into the church, those items will be covered with additional insurance Archives are also underinsured, most important stuff is over at the bank Neither the Library nor the Historical society can take them in a way that we want LDA have been made aware of the need for archive space
7:20	Treasurer's report, DRE Report, Minister's Report, Church Debit card √DRE report √Minister's report Gina called today and she'll do the paperwork. It will be in her name. Gina recommends that we use it for recurring expenses. We have no overdraft protection.
7:30	Insurance – Church Mutual Discussion – Silver & Archive Appraisal. Need for task force? Ed Hahn – \$3 million now? We thought it was only \$1 million. Not clear when or how it was increased. Who should review the policy? SH says the Board president takes the lead. Are there other people who are more qualified? Will Hines cannot due to conflict of interest. John Archer is not interested. YES – Maureen and Sylvia
7:40	Pledge Campaign – Board! – Our Pledges, Phone Bank, Personal Visits, Disclosure (Eric). How are we going to complete the Campaign? The pledge cards have been out for 2 months. Paul Knight volunteers to organize & write script with Sylvia. Lynn, Maureen, Carol and Laura. Other suggestions: Dunc, Barrie, Paul W., Neil Olson. Eric's idea re: disclosure – provide a forum for people to reveal % and/or amount Our average pledge is \$1300 (up from \$1100). Or introduce % classes Something to consider for next year Doug asks if someone wants to draft a policy statement Maureen points out that we need a committed Pledge Campaign Group at the beginning of the year
7:50	Terrance Resignation – Letter? Eric, Charlie Letter? Paul – letter re. Minister Job Desc? James has talked to him, Sylvia has not, they've been thanked, we won't send a letter Send thank you letters to Eric (ice) and Charlie (network) (Paula will write letters, Doug will sign) Paul K was going to contact Personnel with wording that Minister is operational head of staff (Action item!)

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8:00	<p>Anonymous UUA Visiter Report – Open Discussion</p> <p>Interesting thing – lousy website</p> <p>Paul K thinks many things are correctable</p> <p>They suggest that DRE and minister will greet everyone – that’s not feasible? Desirable?</p> <p>Council felt that some of the things weren’t true</p> <p>Maureen was concerned about the phone system – hard to leave a message – fixable</p> <p>How do we decide what act on? Council has</p> <p>Sylvia will change order of worship, and talk to Paula about phone message</p> <p>Whoever attends council will follow up with council about acting on individual items</p>
8:10	<p>Early Pre-School Class – Making Do</p> <p>Won’t spend the \$1500</p>
8:15	<p>LDa Update – Next meeting 4/11.</p> <p>Actually 3/29</p> <p>Big meeting is 4/11</p>
8:20	<p>Leadership Dev. Update – Ron S.</p> <p>Short term vs. long term needs</p> <p>Nominating function is critical but has not been functioning to fill our needs</p> <p>Recruiting done year-round</p> <p>How do we move to a new model and how do we develop a model that is functional</p> <p>The initial task group model didn’t work because of the perception of onerous duty, creation of “management” group</p> <p>We used to have a paid volunteer coordinator – Nelda Quigley used to do it</p> <p>Baby steps: get volunteer involvement staffed with committed people</p> <p>The Board will ensure that a canvass committee be formed by the</p> <p>Doug asks can we get committees to start thinking about tasks that can be split off & performed independently,</p> <p>Laura says the Board should reserve right to form new task forces and</p>
8:40	<p>Website Task force – Update (Goals, Mission, etc.)</p>
8:30	<p>Annual Meeting Date / Schedule for Budgeting Process</p> <p>Friday, May 11</p>
8:35	<p>Review of Draft Budget – Schedule Board/Finance Meeting</p> <p>William has asked us to make a schedule – even before pledge is completed</p> <p>Possible dates?</p> <p>Two versions – one has everything that has been requested</p> <p>Second one – level-funded some areas that had asked for massive increases. These were highlighted in the text. Gina has adjusted</p> <p>Everyone should read the proposed budget and we will plan</p>

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8:40	Continuing Conversation – Palestinian Presentation – Structure. Productive precedent, but they take a lot of time We need a dedicated group to do Adult RE Sylvia reports that the transgender folks are really grateful for the space Will add cancellation policy - Paul will get 50% and
8:50	Seder? General Assembly Does anyone want to go? Megan Dowdell wants to go but doesn't pledge. District meeting – Maureen, Sylvia,
8:55	Copier Contract, Shredder, Service sign – First Baptist side, adjacent to Hale St ? Will asked Paula do more research and recommends Purchase a prorated service contract for the rest of the year Letters have been ordered for the Baptist side Signs for front doors and leave packages at side Shredder in building budget for next year, in the meanwhile Maureen will take the stuff over to the bank
9:00	Closing words / Adjourn

Added to agenda: Check heat detector & emergency lighting test \$300
Private company will test
Should be tested every year, hasn't been

Action Items – Open					
#	Description	Assigned	Due	Status	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

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Action Items – Open FROM LAST MONTH					
#	Description	Assigned	Due	Status	
1	Website development			IP	
2	revise Nominating process			IP	
3	Silver appraisal			IP	
4	Finance will find out what kind of audit is needed.	William/Capital			
5	Assemble Board policy manual.	Maureen/Sylvia		IP	
6	Insurance policy	Admi		IP	
7	Ask Karen M to prepare Building budget	Sylvia			
8	Motion to Personnel	Paul			
9					
10					
11					
12					
13					

POST MEETING NOTES: