

First Parish UU Beverly, MA	Parish Board
Date: Nov 28 th , 2007 at 7:00pm	Next Meeting: December 19th, 7pm

Facilitator	Paul	Clerk	Maureen
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Attendees					
	Name	Role		Name	Role
<input checked="" type="checkbox"/>	Paul Knight	Chair	<input checked="" type="checkbox"/>	Sylvia Howe	Minister
<input checked="" type="checkbox"/>	Martha Brennan	Vice Chair	<input checked="" type="checkbox"/>	Deb Sweet	Religious Education
	Doug Baumoel	Chair Emeritus			
<input checked="" type="checkbox"/>	Carol Jones		<input checked="" type="checkbox"/>	Gina Coburn	Treasurer
<input checked="" type="checkbox"/>	Maureen Driscoll				
	James Mitchell				
	Lynn Willenbrock				

Time	Meeting Agenda
7:00	Welcoming Words and Chalice Lighting
7:05	Personal Check-In
7:10	Approve Minutes (Oct 24 th , 2007)
7:12	Treasurer's report
7:25	Ministers Report
7:30	Director of RE Report
7:35	Interim Minister Update
7:45	December Leadership Meeting (Board/Council)
8:00	New England Conference on Ministry – Workshop on Lay Ministry and Care Crew(Maureen)
8:20	Process for input/feedback from congregation about how church is going for them (Carol)
8:30	Approach to individuals who seem to appear post service for coffee goodies
8:45	Staff Job Description Task Force Update
9:00	Closing words / Adjourn

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Time	Minutes
7:10	Approve Minutes (Oct 24 th , 2007) – Minutes were sent to Board for corrections, returned and distributed to Board, sent to Admin for posting on Web, BB and distribution to Council.
7:12	Treasurer's report – Both FY07 expenses and fulfilled pledges were lower than budgeted so shortfall was less than it might have been. Finance recommends that we carry the shortfall over to FY08 as an unbudgeted anticipated income amount of \$2,038. So moved and voted. Asked that Treasurer give to each committee before the joint Council and Board meeting on the 19 th a detailed list of what has been charged to their account so far. In another attempt to stretch our funds, the Administrator will explore sending out the Chalice via USPS only to those who do not use email. It would continue to be available on the Web.
7:25	Ministers Report – We talked about what we might do to improve communication with members who are feeling 'left out' and/or concerned about changes at First Parish. A perennial task is how to integrate newer faces with those who've been here much longer. We received copies of the silver appraisal. Letter to Diaconate requesting that they nominate 4 pieces for which we will get an estimate for insurance coverage for bringing them to church. Motion moved and voted: Church silver will not be removed from vault unless insurance is in place. Motion moved and voted that a valuation of assets sheet be included in Annual Report financial statements. Nominating and Committee on Ministry have asked Jay Coburn, in light of Sylvia's impending retirement, to take over chair of Council. Moved and voted. Some discussion of history of Council and development of its procedures. Board has asked Nominating to seat another Board member.
8:10	Director of RE Report – Influx of new toddlers is straining nursery resources(staff). RE is looking at possible short and long term solutions. Pageant is coming along nicely
8:20	Interim Minister Update – Rev. Judith Downing, our ministerial settlement person, will meet with church leadership, 12/19 to outline processes. It's vital that all committee chairs attend. Meeting is open to all church members. Board needs to appoint an Interim search committee soon. Nominating will propose a Called Minister search committee.
8:30	December Leadership Meeting (Board/Council) – see above. One of the original reasons for scheduling this joint meeting was to talk about roles of Council, Board and Staff, relationships between them and ways to improve communication. We will do so if time allows, or we will meet jointly again.
8:40	New England Conference on Ministry – Workshop on Lay Ministry and Care Crew(Maureen) Overview of how FUSN does this. Will continue to share this with other committees and persons as food for thought.
8:50	Process for input/feedback from congregation about how church is going for them (Carol)- When and how do we seek and receive feedback from members? What percentage do we reach? How might we improve this, to help people feel more connected? Technology could only help some. One of the reasons for face-to-face stewardship campaigns is to have these conversations and report them back to leadership, but many folks avoid or refuse these calls so we can't rely on just that.
8:55	What is our approach to folks who appear seriously impaired at coffee? Share your concern with other members and leadership; if they have a companion, enlist their support; offer to bring them a plate at their seat.
9:00	Staff Job Description Task Force Update – Jay Coburn, Beth Williams and Peter McAvoy have agreed to meet to work on this with Martha.
9:15	Closing words / Adjourn

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Action Items – Open					
#	Description	Assigned	Due	Status	
1	Add additional unbudgeted income item to FY08 budget to offset FY07 shortfall	Treasurer	12/7	IP	
2	Add Asset Valuation sheet to Year End Financial statement	Treasurer and Finance	4/1/08		
3	Ytd expense details report to committees	Treasurer	12/18		
4	Email Board minutes to those present for correction and approval, correct and email to Admin	Clerk	Monthly	IP	
5	Post corrected and approved Board meeting minutes on Web, BB, email to Council	Admin	Monthly		
6	Letter to Diaconate	Paul/Admin	12/7		
7	Share workshop on Lay Ministry and Care Crew with others	Maureen		IP	
8	Finalize date for meeting with our UUA ministerial settlement representative	Paul	ASAP		
9	Continue to look for ways to involve more congregants in our processes and solicit feedback on feelings.	All			
10	Look for ways technology could enhance and streamline communications.	All			
11	Work with job description task force	Martha	IP		
12					