

First Parish UU Beverly, MA	Parish Board
Date: 03/26/08 at 7:00pm	Next Meeting: 04/23/08 at 7 pm

Facilitator	Paul Knight	Clerk	Maureen Driscoll
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Attendees					
	Name	Role		Name	Role
<input checked="" type="checkbox"/>	Paul Knight	Chair	<input checked="" type="checkbox"/>	Lynn Willenbrock	Board
<input checked="" type="checkbox"/>	Martha Brennan	Vice Chair/Interim Search		Gina Coburn	Treasurer
	Doug Baumuel	Chair Emeritus	<input checked="" type="checkbox"/>	Sylvia Howe	Minister
<input checked="" type="checkbox"/>	Carol Jones	Board	<input checked="" type="checkbox"/>	Deb Sweet	Director of RE
<input checked="" type="checkbox"/>	Maureen Driscoll	Board	<input checked="" type="checkbox"/>	Ron Sweet	Chair, Nominating/VI
<input checked="" type="checkbox"/>	James Mitchell	Board	<input checked="" type="checkbox"/>	Arthur Thompson	Interim Search
<input checked="" type="checkbox"/>	Scott Gorman	Board	<input checked="" type="checkbox"/>	Ellen Hoy	Interim Search

Time	Meeting Agenda
	Check Board Folder
7:00	Welcoming Words and Chalice Lighting
	Personal Check-In
	Settled minister search committee (Ron S)
	Treasurer's report, DRE Report, Minister's Report
	Sylvia's Self-Evaluation
	Members concerned about change of ministers.
	Update on Parish Council meeting (Doug B)
	Compensation for the Interim Minister (Martha B)
	Welcoming Congregation
	Management of the Boards To-Do-List
	Choosing a date for Annual Meeting
	Sylvia's Retirement Celebration
	Use of the balcony
	Ask Diaconate to meet to discuss stewardship of silver
9:00	Closing words / Adjourn

Time	Minutes
7:00	Opening words, personal check-in.
	Minutes from February not done.
	Reviewed and commented on Ron's candidate list for Settled minister search committee. Great job!
	Annual meeting – May 16, 2008 7 pm. Pot luck dessert and meeting.

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	<p>Minister's and DRE reports accepted. DOM did not provide a report. Treasurer's report - Gina: "We are falling behind in pledges and other contributions. I would advise the board not to allow any non budgeted spending for the rest of the year." Prorated income variance, negative \$30k, does not include: 1. The auction has not yet happened and that accounts for a budgeted number of \$14K (not included in the prorated column) and 2 There is no 'budget' for investment income and that is throwing off the variance column. If you look at the variance for contributions it's off by \$5K. This is actually a lower variance than last month (\$9K). Accepted.</p>
	<p>Excellent summary of Parish Council meeting emailed to us all by Doug!</p>
	<p>Discussion of Sylvia's self-evaluation. Not meant as a document to go into church meeting minutes but part of her annual personal evaluation process.</p> <p>Brings up questions about where personnel files and where CORI documents are stored. There is a locked file box (cabinet?) in locked Treasurer's balcony office in which CORI documents are stored, in agreement with MA policy. According to Sylvia personnel files are stored in several places and not locked. Board members with personnel and management backgrounds suggest that Board needs to decide on a better system and make it happen. Personnel files for current employees need to be accessible to the Board and head of Staff (current minister, Interim minister, new settled minister, etc.). Files for former employees should be deleted after an agreed upon length of time.</p>
	<p>Interim Search process – Reviewed what the next steps are, how to conduct the upcoming vote, proxies, what to do if the proposal is soundly defeated. Option#2 salary is the minimum of the recommended salary range for MidSized1 churches, prorated by the number of voting members over 150, and benefits based on that number. Total package is \$82,640, a \$14,490 (21%) increase over this year's budget number. Investment did offer the full amount (\$15,000) in year one, provided we have and are working a concrete plan to bring pledge income up to a level to support the salary increases within those 2 years. but the interim search committee feels that the pledge units must do half this year to spread the pain over the two years. If we get a 0 increase we have a fallback position. Motion – to accept the recommendation of the Interim search committee to propose Option#2 for a congregational vote. Passed – 1 No, 6 Yes. <i>With this recommendation the Board as individuals commit to working with Pledge Committee to increase pledges for the coming year to support the increased salary.</i></p>
	<p>Welcoming Congregations work – We need to work on being more welcoming to all people. Over the years we've made progress but not there yet. UUA anti-oppression task force has workshops to stimulate these conversations (DRUUM), mentioned by Liz Strong when we met with her and this topic came up. From Steve Hoy: "The attached proposal is something I'd be happy to help with, and we could have group discussions that utilize the strategies of the Public Conversations Project out of Cambridge www.publicconversations.org." We agree that the time has come for this work. Ask for volunteers for a task force to begin work on this. OOS? Chalice? Announcement?</p>
	<p>Sylvia's retirement party – May 31 is the date. Committee on Ministry (AnneMarie Cesa, Sylvan Menezes, Jay Coburn and Laura Knight) will plan the event. Board Rep to the process is Maureen.</p>
	<p>Some members have approached Sylvia concerned because they don't know what's going to happen when she leaves. We talked about we can better reach these folks to reassure them. Ideas: a view from the pew by Scott & Carol; a designated Board member each Sunday available for questions and conversation – identified with Capes ala superman or special 'ask me' name tags!</p>
	<p>Lynn and Paul speak about their concern with things falling thru the cracks; what can we do about it? The 'Action Items' portion of these minutes is an attempt to manage that type of detail but it isn't all encompassing. We agree as individuals to each build a simple list of things we see as open issues, things that need doing for our next meeting. We'll blend these into a master list and begin prioritizing them.</p>

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	<p>At a recent Chorus Northshore performance at FP Robert directed Paul Derrivan to remove the sign and rope prohibiting entrance to our balcony and told ushers to allow people to use it. We have closed it to use by groups of people because of a concern about egress in case of fire. Robert didn't see it as a big deal. Sylvia asked the Director Sonja Pryor to ask people to come down from the balcony which she did and they complied.</p> <p>Action – Clarify the policy; Add to building use agreement form; Add to building use guidelines; Change the sign by replacing 'per request of BFD' with 'per order of Beverly Fire Department'.</p> <p>Motion: Balcony will not be used for public assembly. Passed.</p> <p>Motion: Paul? James? will have a conversation with staff members who were not at Board meeting about status of the balcony. Passed.</p>
	<p>Motion – Send letter to members of the Diaconate requesting that they meet to discuss the possible reallocation of our legacy assets, silver, whose value isn't keeping up with inflation or the stock market. Passed</p>

Action Items – Open					
#	Description	Assigned	Due	Status	
	MemInfo report on status of individual pledges to Finance and Treasurer	Sylvia and Paula	4/1	IP	
	Follow up on GLBTQ survey	Sylvia and Board		Done	
	James and CCC meet with Ron and Nominating to flesh out job description for Building Project task force.	James, CCC and Nominating/VI		IP	
	Town meetings(3/9 and 3/16), Congregational meeting (3/30), meet with Finance and Investment	Martha, Art and Ellen		75% done	
	Add Asset Valuation sheet to Year End Financial statement	Treasurer and Finance	4/1/08	IP	
	Email Board minutes to those present for correction and approval, correct and email to Admin	Clerk	Monthly	IP	
	Post corrected and approved Board meeting minutes on Web, BB, email to Council	Clerk and Admin	Monthly	IP	
	Share workshop on Lay Ministry and Care Crew with others	Maureen		IP	Met with Pastoral Care 3/6
	View from the Pew about changes taking place.	Scott & Carol			
	Look for ways technology could enhance and streamline communications.	All			Web Site task force has begun work
	Work with job description task force	Martha	IP		
	Compile lists of open issues, tasks, etc.	All			
	Decide how and where personnel files should be stored and make it happen.	All			

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	Ask for volunteers for a task force to begin work on being more welcoming to all. View from Pew??		4/6?		
	Plan Sylvia's retirement party	Committee on Ministry, Maureen			
	Add to 'Balcony may not be used for public assembly' to building use agreement form and building use guidelines; Change the sign to per order of BFD'.	Paul Paul Derrivan			
	Letter to Diaconate from Board	Sylvia and Paula			