

First Parish UU Beverly, MA	Committee Name Parish Council
Date: May 16, 2007	

Facilitator	Rev. Sylvia Howe	Scribe	Jon Roussel
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Attendees					
	Name	Role		Name	Role
		Adult Ed & Spirituality		Scott Gorman	Personnel
	Terrance Sturm	Building	X	Kathy Sturm/Sue Hacker	Religious Education
	Elizabeth Grassin	Diaconate	X	Ballantyne/Constantino	Social Action
	Will Hines	Finance		Will Hines	Stewardship
	Nanda Scott	Flower			Capital Campaign
	Eric Hacker	Green		Gina Coburn	Treasurer
	Charlie Wainwright	Historical		Debra Sweet	Director of RE
	Will Hines	Investment			Staff
X	Jon Roussel	Membership			Board
	Sylvan Menezes	Ministry			Guests
	Beth Williams	Music & Worship			
	Debbi Lewis	Nominating			
X	Joleen Wilson	Pastoral			

Meeting Agenda		
7:00	Chalice Lighting	
7:05	Personal Check in	
7:15	Housekeeping <ul style="list-style-type: none"> • Volunteer to take minutes • Minutes • Committee Reports 	
7:30	Information Sharing	
8:00	Conversation	
8:20	Information to Board	
8:25	Personal Check out	
8:30	Closing Words	
	Next Meeting	June 13, 2007 at 7:00 PM
	Welcoming Words	
	SOMETHING TO THINK ABOUT	

Minutes for Meeting

I. April Minutes Reviewed

The fire alarm inspection by Wayne Alarm was reviewed. Sylvia said the results of the inspection have been given to Charlie Dunne for review. She said Charlie has been asked to inspect the wiring

The canvass/pledge campaign results were reviewed. Sylvia said the pledges were higher than expected

II. Committee Staffing

Sylvia said the following committees have been staffed: Building and Grounds, Finance and Nominating.

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The staffing needs and co-chairs for RE were discussed. Sylvia confirmed Ransom Richardson and Stephanie McGowan will co-chair RE.

III. Upcoming Events

The Monday night suppers fund raiser was discussed.

Sylvia stated that Vicky Guzano from Aprosar will speak at a special luncheon at FPC on June 10

Other upcoming events discussed were: Music Sunday and closing Sunday

The congregation wide LDA Architects presentation on the renovations is scheduled for June 6

The RE Teacher Appreciation dinner is scheduled for June 16

IV. 2007-2008 Budget

Although pledges were higher than projected, Sylvia explained that certain committee budget requests were reduced.

Sylvia stated her and Deb Sweet's compensation were increased to meet the mid-point of the UUA recommendations

The Minister's Discretionary Fund was restored

Sylvia said discussions continue about not having an emergency fund allocated for physical damage to the building as a result of a natural disaster, fire or vandalism. We discussed how some of the budget for the capital campaign is a result of years of neglected and deferred maintenance.

V. Current maintenance and infrastructure priorities

The following maintenance and infrastructure priorities were reviewed:

- vapor barrier
- insulation
- leakage and water damage in Hale Hall
- exterior signage, including the eroded signs on the Cabot Street entrance

VI. Annual Leadership Retreat

Sylvia asked about preferences for the leadership retreat on either August 18 or 25.

VII. Pastoral Care Update

Joleen summarized the highlights for pastoral care. She mentioned several families and individuals who required ongoing assistance

VIII. RE Update

Kathy spoke about the need for volunteer teachers and teaching assistants. She estimated the ideal number of volunteers was fifty for the 2007-008 church year. She also said the classes for the younger children continue to grow.

IX. Members and Friends Interest Survey

Dunc discussed his ideas and thoughts for a members and friends interest survey. He spoke about the need to integrate newer members and friends. He also mentioned the survey process could also be a way to restart and continue outreach and relationship building. He said the survey could be used to identify member and friends interests, talents, skills, etc.

X. Membership and Membership Committee Issues

- Jon said he would be asking Beth Williams, Beth McAvoy and Karen Menezes to collaborate with the membership committee in doing a survey to ask members and friends to volunteer for hospitality, ushering and greeting. A discussion about staffing and covering the volunteer positions on Sunday mornings. Jon said he would conduct a survey on June 13 and 20 and have a master Sunday volunteers schedule ready by the end of August.
- Jon said he would work on updating the new members packet and have a draft ready by the September council meeting
- The need to verify the membership and financial contributions statuses of the young adults who graduated from Coming of Age was discussed. Sylvia explained that these were assigned the status of member when they graduated from COA. She said it is not known how many have pledged and/or made a financial contribution of record .
- We discussed the broader issue of not knowing how many persons with the status of member have made a financial contribution of record during the 2005-2006 and 2006-2007 church years. The effects on budgeting, UUA dues and counting a quorum at annual meeting were discussed.
- Sylvia said the membership committee will need to obtain this data, speak with those persons with the status of member for whom there is no record of a financial contribution and then make recommendations to the Parish Board for any actions several criteria for ensuring an effective, efficient and equitable process were discussed. These included: what data were needed, including Sylvia, Deb, finance and the board in the discussions and process and possible actions.
- Jon stated he would request a report from Paula. Sylvia said she would send Jon a list of the graduates from COA. Jon said he would have a discussion with the Board at the May 22 meeting and then begin the analysis and review. He agreed that after the membership committee completes its review and interviews, a list of those persons with the

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status of member who have not made a financial contribution of record during the 2005-2006 and 2006-2007 church years will be provided to Sylvia, Deb, finance and the Board.

Action Items - Open					
#	Description	Assigned	Due	Status	Owner
1	Members and friends interest survey	Dunc and Jon	09/07	Open	Dunc
2	Wiring Inspections	Charlie Dunne	09/07	Open	Board and Sexton
3	Sunday volunteers survey	Jon	08/07	Open	Jon
4	Membership Status Review	Membership and Jon	09/07	Open	Board and Sylvia
5	Leadership Retreat	Doug, Sylvia Board	05/07	Open	Board

Action Items - Closed					
#	Description	Assigned	Closed	Status	Owner
1	Canvass Campaign	Will	05/07	Closed	Will
2					
3					