

## BCC Cabinet Meeting Minutes

Date: 08/20/23 10:30am

<i>Name</i>	<i>Role</i>	<i>Voting?</i>
Catherine Merrill	Minister	N
Ann Desrochers	Pastoral Relations	Y
John Panto	Deacon	Y
Susan Haight	Trustees	Y
Peter Bretschneider	Acting Moderator	Y
Bill Dunbar	Finance	Y
Amy Razzaboni	Outreach	Y

The meeting was opened in prayer by Reverend Catherine.

### **Calendar**

- Thursday, September 7 Take Home Meal
- October 13 Ghost Train Trail Race Spaghetti Supper
- October 15 Baptism
- October 28 Senior Luncheon with the Lions Club
- December 3 Christmas Faire (Soup and chili - Ann can coordinate)

No clerk - Candy taking minutes

Still looking for moderator and assistant moderator

### **Stewardship**

Stewardship will take place October 8th - November 12

Catherine - we will need letter to go out with pledge form

Peter - do we have last years letter

Ann - it's on the shared drive

Catherine - do we want to pick someone from this meeting or wait until next month?

John – Volunteered to take care of the letter

Catherine – also need someone to put together follow up letter and update pledge form

John – He and Ann can take care of those as well

People to speak about personal stewardship stories

Catherine - we have had people talk about personal witness - not sure that this causes people to get their pledges in or should we not have it

Peter - 2 questions 1. do we do it? 2. who will organize it?

John and Peter – both are willing to speak

Peter - We will make an announcement during church service asking if anyone else would like to participate in speaking

## **UMC**

Catherine - Methodists are putting more on line - they will have a training session on the new online program.

Will Candy do this? This would typically be under the clerk.

Candy - Yes I can do it

## **Review of Prior Minutes**

Sue - motion to approve last months meeting minutes

Bill – Second

Motion passed unanimously

## **Annual Meeting Action Item Follow Up**

Community Vision

Catherine – this is currently on hold

## **Restructuring Church Boards**

Sue - sent out a draft of 2023 appendix

things in BLUE are added items (example pandemic policy, secretary duties)  
try to move things around to make more sense of what we have in our church now

YELLOW things they thought about taking out, but maybe should be left in (ex visiting hospitals by deacons and/or minister)

Sue and Linda would like people to review it and give feedback

Please read the appendix for next time so we can discuss

From 2015-2023 version if there is anything that was deleted please let them know so they can put it back in.

Ann - getting rid of the skills and attributes "required" , it might help understand what you can bring to the role

Amy - maybe just pair it down to the top three things

Bill - we used a template to put those attributes in the appendix. This was when we separated the duties

Catherine - occasionally we need to write a job description for secretary, and youth facilitator so are there a few places where we want to save them?

Sue - example under moderator, ability to resolve conflict, these are obvious attributes

Catherine - I will commit to looking over the ones I'm concerned about

Sue - yes please look it over and see what was left in and added

Amy - everyone could look at their own board

Catherine - visitation, maybe the next minister might really find that important. so leave it in so maybe the next time - things not right now happening that might be helpful in the future

Catherine - something about obvious skills, I have been in larger churches where someone might want to be treasurer for example, and with the skillset that could be helpful if someone did not have attention to detail and steer them to a different role

### **Deacons Report**

John – the Deacons did not meet in July. Sunday Oct 1 Catherine had asked if she could be out of the pulpit she will not take vacation time. Deacons are going to deliver the service. Catherine will write the service.

Music that day will probably be videos.

Sep 10 will be communion

Candy – Could we put together some Visitor packets to hand out when visitors come to church?

Amy – you could put my name and number if they have questions about outreach

Catherine – also put in [info@bccnh.org](mailto:info@bccnh.org) if they have questions. And put in tips about getting around Brookline (example transfer station)

### **Finance**

Bill - Numbers are good - still learning QuickBooks. Has learned how to download bank account into QuickBooks and reconcile it.

Sue - can now see the reports as well

Bill - when people pledge through easy tithe, there is a way to cover some of the fees

It will show up on different lines.

We still have cash reserve over the minimum. CD is working out well there is over \$200k in the CD.

### **Ministers Report**

Catherine - continuing on scouting mission (Question: how much notice for an all church meeting? Ann: two weeks) Wants to have the meeting in September to talk about what she's learned and us the fall for feedback. Purpose is to be very specific on what she's learned about how the church can go forward.

### **Christian Education**

Catherine - Ann and Cath had a conversation. Candy and Cath had a conversation.

Three need to put heads together and see what we can do for the families with kids. We have a lot of support for delivering it on the day , but setting it up is the challenge.

## **Outreach**

Amy - planning out rest of year - senior luncheon with the lions club going for oct 28. Still have \$200 from school drive working with pantry to see what they need. Collecting items for veterans through Sep 3 - Harbor Care will hold function Sep 8 in Manchester

Any monetary donations will go towards market basket gift cards. October will do food collecting for holiday baskets

November and December will be busy with Share Christmas, and Christmas raffle, decorating, soup and chili, take home meal

Catherine – Side Note: only three Sundays of advent this year

Amy- holiday cards for military board will go up in September. We do not need card donations but do need people to fill out the cards. Christmas raffle - Donna and Marjorie had feedback from last year so things will be a little different this year. The tickets will be for a particular basket - there will be a limited number of prizes. October 15 all donations will be due. There is a list and those will be advertised.

Catherine - October 28 senior lunch is there another before Christmas?

Amy - no since the fall is so busy there is only the one

Catherine- do we still give to the UCC disaster fund?

Amy - yes

Catherine- Not a line item in budget I could see?

Ann - line item was moved

Amy - us disaster fund has \$100

Bill - I will send it over

## **Pastoral Relations**

Ann – PR took summer break, will ramp up again in Fall

Most of it is supporting Catherine during her scouting mission

## **Trustees**

Sue - since last meeting dehumidifiers - bought one being used in the basement right now

got two from the dump that do not run

One donated. another from the dump working slowly

Plus little one in the hallway upstairs

Clyde Ferrell has been mowing a lot this year

Had an issue with the elevator.

Peter – the leveler doesn't always work

## **Publicity**

Candy – we've been updating the website. Now have a page for prayer requests. And a page for sermons. We've also started working on an updated website through WordPress with better search engine features. However, this is proving to take some time.

## **Task List**

Peter- we should have a task list of things to do,

Catherine- can we do that by next week?

Peter - I can put it together

Sue- maybe on the bulletin board?

Peter – yes we can do that

Ann – One item is the old computer upstairs. Should we pull the hard drive since it was used for CE?

Peter - I will try to take the hard drive out and see if there is anything we need

Bill - if we need computers - laptops anything let Bill know they can get it from soup kitchen- they have those available for us. Also, Microsoft office for \$1/month etc. This is how we got Quickbooks. It has to be linked to a non-profit computer.

Catherine- closed in prayer