

## BCC Cabinet Meeting Minutes

Date: 11/12/23

Submitted by: Peter Bretschneider

Name	Role	Voting?
Catherine Merrill	Minister	N
Sanjay Cherian	None	N
Susan Haight	Trustees	Y
Amy Razzaboni	Outreach	Y
Bill Dunbar	Finance	Y
Peter Bretschneider	Acting Moderator	N
Candy Tiner	Publicity	Y
Jill Aitken	Diaconate	Y

A voting quorum was present by the time decision were made.

Meeting minutes taken by Sanjay.

The meeting was opened with prayer at 8:31 am by Rev. Cath.

### **Discussion on Previous Minutes**

- Accepted by lack of objection

### **Calendar Review:**

- November 12th – Cabinet Meeting
- December 3rd Christmas Faire (Soup and chili - Ann can coordinate)
- December 9th – Lions Club Luncheon
- December 10th – Carol Sing
- December 10th – Christian Ed.
- December 10th – Cabinet Meeting
- January 1st for drafts of Annual Report submissions...
- January 28th – Annual Meeting
- October 18th, 2024 – Spaghetti Supper
- October 31st, 2024 – Trick or Treat – remember dog treats
  
- Amy: Dec 9 - Lions want to have a lunch here
- Susan: Next year's Ghost Train Rail Trail race will be on October 19-20, 2024 so the spaghetti supper will be 10/18

### **Discussion of Halloween activities:**

- Trunk or treat? Cath: we didn't participate.

- Trick or treat:
  - Sue: wonderful, with lots of kids. Need to remember dog treats. Sanjay, Susan, Jessica & family were there.
  - Amy: her neighbor thought it was wonderful that the church does trick or treating.
  - Cath: had forgotten until late that we need to have background checks updated.
    - Sue questions the need as it's a public event without direct child interaction
    - Cath: if church-sponsored event and a kid gets hurt, we should be covered
    - Amy: feels like she needs to make an updated background check list
    - Sanjay: points out that church members show up spontaneously and decide to help out. If they escort families to the bathrooms in the back, we're exposed.
    - Candy: people helping had spoken to her and she knew they were covered.
    - Peter: official participants get background checked, walk-ins don't need it.
    - Discussion: there's exposure to legal consequences unless we strictly enforce who can escort people to the restrooms, etc.
    - Jill: send email that says official helpers get background checked, if anyone else decides to show up, make it explicit that only the official helpers can interact with children. And official helpers monitor them going to the bathroom.
    - Cath: doesn't want to make a huge production over trick or treat. Yet, it would be devastating to us (emotionally at the very least) if a child was hurt here. Wants us to be able to say to ourselves, we did everything we could to make this as safe and sensible as we could. That's why we have a policy - to make it easy to do and easy to validate.
    - Sanjay: thinks we should revisit the policy as we're at risk if say a kid hurts themselves on our premises.
      - Bill notes that Sanjay is conflating two things; safe church for child sexual assault prevention and liability for things like being hurt on site.
      - Sanjay: Bill is right. Still, he thinks we should revisit policy and make sure it's comprehensive.
    - Cath: will take on looking at policy and making sure we're well-covered. Bill: looked at policy, says need 2 people who are BG checked. Can have other people but those 2 are responsible for the process. Cath: will make sure we have everything covered.
    - Sanjay: make sure we remember Jill's suggestion of the email to make sure the responsible people are aware of their responsibilities under the policy.

#### **Annual Report:**

- drafts appreciated. Email them to Peter.
- Gratitude was expressed to Peter for assembling it.

#### **Annual Meeting:**

- Cath will be out of pulpit 1/14/24 and 1/21/24. One week, she'll be on duty for pastoral counseling, etc. Other week is true vacation with pastoral coverage pre-arranged.
- Cath: in past 2 years, we held it on bye week before Super Bowl to avoid Patriots game conflict. This year, the bye week is 2/4. Scouting Sunday is that day as well but we don't always hold it the official day. She would like to have scouting Sunday on 2/4. Would like annual meeting on 1/28. Football starts at 3 pm on that day. Scouts aren't ready to pick a date yet.
- Consensus of the cabinet is to schedule the Annual Meeting on 1/28.

#### **Clothing recycle bin discussion:**

- Amy: they discussed it in 2019 but she doesn't have minutes to know the details. Shed would be 8x12. There are several bins at the transfer station and they discussed that nobody would stop here to leave clothes.
- Peter: based on Amy's email, concluded it's a "no."
- Amy: is not crazy about this company for some reason. Would rather do a clothing drive.
  - Peter: it's like Savers where only pennies on the dollar go to charity.
- Sue: as trustee, says "no" based on not wanting junk left here.
- Cath: worried about clutter here, animals getting in.
- Jill: agrees with Amy's email that parking is an issue.
- Consensus decision was "no."

**Annual Meeting Action Items:**

- Community visioning team helpers: Cath: just got stuff to Sanjay & Jacob before meeting.

**Diaconate:**

- We are working on some possible joint services with Hollis Congregational.
- We are working on our Christmas and Advent planning.
- The Carol Sing and Potluck Lunch will be held after worship on December 10.
- The service of Lessons & Carols will be held on December 17.
- There will be one Christmas Eve service on Sunday, December 24.
- The band will play at the Christmas Eve service.
- Jill: will be stepping down from diaconate from 2024 both as chair and as a deacon. Had told us previously but letting us know so it's not a shock.

**Finance:**

BCC-YTD Financial Summary	Actual Income	Actual Expenses	Income vs Expenses + / -
October	\$111,505	\$81,533	\$29,842
Cash Reserves	\$100,338	Minimum	\$50,405

- Church value went from 680k+ to 750k+. Cash reserves are good at \$100k. Right now, we will be 46.5-54.5k in the hole for next year's budget. Range is because THM committee is trying to decide what to do in the future since Megan wants to step down. No idea how or if they're going to do it so \$8k revenue is uncertain.
  - Peter: is 46.5 same as last year's deficit? Bill: approximately.
- Bill: we have \$100k between Sandy Garvin's bequest and other income. We would have to use \$35k of reserves to get to 10% variance. One thing that's helping is that CD interest is about \$600/month at 5%. Rolls it over in January. Amazon Smile has gone. TD Bank Affinity program is impacted by the bank leaving Brookline so hasn't given us any money for 2 years.
- Bill: hasn't put in CCLI license. Doesn't know if we should put it back in again. Current bill is \$142.20.
  - Cath: it's for the band. We stopped for Covid because we weren't performing.
  - Peter; assuming we'll keep playing, we should just pay it.
  - Sanjay to do a little research. Feels obligated to play if we spend money. Meeting attendees said not to feel obligated.

- Peter: thanked Bill for putting budget together and being responsible for it.
- Bill: is still using old system and new system and trying to get them to match.

### **Minister's report November 2023 (10/2 to 11/5):**

- Averaging 32.25 hours/week, which puts me 52 hours over since Sept. 17. This time last year, I was averaging 22.5 hours/week.
- Baptism of Miles Panto.
- Graveside service for Lois Adams.
- Pastoral counseling.
- Designing and delivering the Christian Education lesson for 11/5.
- Helping a Brookline resident connect with some additional resources.
- Coordinating the mailing of the Stewardship letter.
- Attended the Spaghetti Supper (along with most of the racers apparently!)
- Attended the Senior Luncheon (good chat and delicious turkey dinner).
- Making sure we had the secretarial coverage we needed while Candy recovered from surgery.
- Vespers and tour of St. Nicholas House to build connections with colleagues.
- Working on worship plan for December-February.
- Beginning a plan for joint worship with Hollis.
- Figuring out a worship coverage plan when I'm away for two weeks in January.
- Getting musicians figured out for 10/15, 12/17 and 12/24. Getting a "chorister" to read on 12/17 (Anna Dankert!)
- Reviewing BCC Constitution Appendix changes, on my own and with Susan and Linda.
- Attended NH UCC Annual meeting.
- Advising Deacons on how to dispose of books from Deacons 'Room.
- Attended NH UCC meeting on the Future of Associations.
- Attended NH UCC meeting reporting on the UCC General Synod 34.
- Attended the Hillsborough Association meeting on associations.

### **Services:**

- 10/8: How do we steward holy space and holy time as part of our commitment to the Ten Commandments?
- 10/15: Our baptism vows (including to little Miles Panto) help us to keep from making a Golden Calf of our desires for a peaceful world very different from our own.
- 10/22: What does our own balance of self-revelation and self-reservation teach us about how God does something similar with Moses?
- 10/29: How is our journey as a church is reflect in Exodus as a whole? (Wrap up of the Exodus sermon series and rejoicing with the band in worship.
- 11/5: Can our flawed saints show us a way to overcome the challenges we face in this world because of the flawed humans who created them? Celebrating All Saints Day

### **Regular Meetings: Cabinet, Clergy Support, Deacons**

- Trying to make sure she's ready for Christmas season
- Push this week is worship plan through mid-Feb

### **CE:**

- Candy: Good CE meeting, next is Dec 10. Noted it's the same day as Cabinet and Carol sing. Cath: is not a problem, we'll figure it out.

### **Outreach:**

- Senior Luncheon-40 people attended, 12 Takeout meals. Seniors donated \$100 and food items for the Brookline Food Pantry and Share.
- Collected 165 food items from our October Food Drive. Jon King brought over the food items and \$100 to Brookline Food Pantry and Share.
- Share Christmas wreath will be going up. Adopted 6 children and will also reach out to the Brookline family for any help needed
- Donated to the Southern NH Rescue Mission to help feed the homeless men & women a meal on Thanksgiving Day.
- Attended the Home, Health & Hospice Luncheon fundraiser on Nov 5th.
- Collected the Holiday cards for the Military and will drop them off.
- Has ornaments and will put up SHARE wreath.
- Might be adding a Brookline family to our wreath.

### **Fundraising:**

- Peter: Christmas Raffle in full swing. More than \$285 of tickets sold. Thinks it's \$600 between in-person and website. Thanks Bill and whoever helped with getting web site working.
- Spaghetti supper: \$1180 raised, probably a record. Sue estimates 85% of participants were runners.
- Peter: soup & chili supper coming 12/3 as part of the Faire. Ann has put out sign up sheets.
- Ann [by email]: Along with the Church Raffle on December 3rd there will be a Soup and Chili Supper. (Sign up sheet attached). If someone could print this out and have it on a table at coffee hour that would be much appreciated. Please also include in announcements.

### **PRC:**

- PRC is scheduled to meet on Nov 26th. No other updates at this time.

### **Stewardship:**

- Ann: Stewardship follow up letter is in progress. (sent to Candy and Rev. Cath)

### **Constitution Appendix Review:**

- Handed out hard copy.
- Sue: met with Linda, reviewed with Cath and got feedback.
- Left 2015 version intact with some additions for pandemic policy and the like.
- Bill: can be approved by cabinet.
- Decision: everybody read the appendix, vote at next cabinet meeting.

### **Trustees:**

- Absolute Mechanical will be servicing the furnaces on October 18th at 9:00.
- Souhegan Septic will be at the church on October 19th to clean out the tank.
- Hobart Serviced the Dishwasher and it is now functioning.
- The fire alarm trouble alert was repaired with the installation of a new battery.
- The metal cabinet on the 3rd floor is now empty and can be removed to the transfer station. I will be looking for a volunteer with a truck.
- The tree in the rear of the church was removed on Nov 8th
- Septic was cleaned out
- Furnace inspected, all better than 85% efficiency
- Hobart looked at dishwasher. Upshot after inspection: 2 valves of water access to dishwasher and only one was open. Opened the other and it worked. Rest of machine seems fine.
- Dead tree in back is gone. Invoiced \$900, which is reasonable given how much equipment it took.

- Dave & Russell working on rotted wood by ramp.
- With Amy's help, lit front of church for holidays. Sue will work on side.
- Snow supplies are put out.
- Fire system alarm fixed thanks to Peter.
- Hopes that's it through end of year.
- John Irwin took metal cabinet to dump.
- Cath: who tidied up gardens? Sue: her sister-in-law Karen Haight.
- We expressed thanks to Susan for handling everything - the list is huge.

**Publicity:**

- We had a much better month with our numbers rising for both Facebook and our Website. As usual, people really like the pictures of things going on around the church. So that will be my focus for the remainder of the year.
- If any committee is meeting and doesn't mind doing so, it would be great if someone could take a quick group pic and send it to me.
- I'm also including our YouTube numbers for the month as well. 122 views and two new subscribers.
- Numbers look good. Added YouTube numbers, which show people are going in and watching.
- Will try to beg people to take photos around the church. Ones with people get the most response.
- Candy: wanted pictures of the band. Sanjay: that's okay as long as they're candid and approved before posting.

**Task list:**

- Desk is still upstairs but cabinet is gone.

**Other issues:**

- Amy: bulletin board looks nice and though we usually cover it up for the faire, she doesn't want to do it. Candy: will make it look more Christmassy. Her hope is people notice it when they come in.

The meeting was closed in prayer by Rev. Cath at 9:27 am.