

BCC Cabinet Meeting Minutes

Date: 03/12/23 – 8:30 am Cabinet Meeting

Submitted by: Peter Bretschneider

Name	Role	Voting?
Catherine Merrill	Minister	N
Ann Desrochers		Y
Sanjay Cherian		N
Susan Haight	Trustees	Y
Bill Dunbar	Finance	Y
Amy Razzaboni	Outreach	Y
Candi Tiner	Publicity/Deacons	Y
John Pantos	Deacon	Y
Peter Bretschneider	Acting Moderator	N

The meeting started at 8:30 am with a prayer from Rev Cath. We had a voting quorum.

Review of Calendar:

- March 11th – Senior Luncheon (should have occurred day before)
- March 14th at 8:30 – inspection of elevator.
- March 19th - personal discernment session 1
- March 24th - take home meal
- March 26th – 8:30 AM Faith Formation Program (for children and adults) “A Walk Through Holy Week”
- April 2nd – Palm Sunday
- April 2nd – personal discernment session 2
- April 6th Mondy Thursday 7pm – hosted here – soup and bread at 6mp
- April 9th – Easter - sunrise at 6pm - service at 10
- April 16th not in the pulpit. Deacons are taking it on.
- May 7th - 8:30 AM Faith Formation Program (for children and adults)
- June 4th– 8:30 AM Faith Formation Program (for children and adults)

Review of Prior minutes:

Priority Decisions:

- Without a Clerk, a volunteer is needed to take meeting minutes today

- Sanjay agreed to write up the minutes.
- No moderator or assistant moderator yet identified
- Ann to Chair the PRC and recruit members so that it is a functioning Committee during the transition.
 - Ann: clarifying her PRC role will be task-oriented as she's not doing assistant moderator duties, just PRC.

Annual Meeting Action Items

- The Constitution needs to be updated to reflect the Article II change passed at Annual Meeting. The updated document needs to be stored on our Google drive and posted on the website.
- Community Visioning Team (sponsoring activities that meet the needs of the community). Volunteers were Rev. Cath, Jon King, and Donna B. How's it going?
 - Cath: have met a couple of times. Working on role, working on CPR event as prototype for processes. Handed things off to Jon and Donna during busy period approaching Easter. Will ask for more help and input from people.
- Susan Haight volunteered to focus on restructuring the church board. Linda offered to assist, no idea what this means.
 - Susan: met with Cath and met with Candy. Wasn't able to meet Marjorie on Tuesday as planned so rescheduling. Will reach out to Sanjay, Ann, others to get feel for reworking org chart to match current state of church. Asking people for ideas on their immediate needs during transition and what they see going forward as most critical functions. Trying to make things more palatable. Talk to Linda or Susan.
 - Historical docs: everything to Google drive to track what we did during this time.
 - Susan: most physical books are in fireproof safe in back. Russell told her someone in secretary's position destroyed a lot of old stuff in the past.

Discussion on responsibilities:

- How to handle the 'historical documents'
 - Historical docs: everything to Google drive to track what we did during this time.
 - Susan: most physical books are in fireproof safe in back. Russell told her someone in secretary's position destroyed a lot of old stuff in the past.

- Any thought on dropbox and Excel
 - Bill's sheets use lots of formulas that won't work in Google sheets.
 - Sanjay says main issue is accessibility. If drive hierarchy manager isn't allowed to see the data, then we can't put on Google. Bill uses drop box and can open files live in Excel.
 - Peter: uses encrypted online storage. Do we have access to Bill's stuff for emergency? Bill: whoever treasurer reports to has access. Decision: put it in sealed envelope in safe.

Deacon's Report:

Finance & Treasurer's report:

- Bill: Moved \$200k of money market to CD that pays 4%/yr. Kept 65k in money market as backup to checking account.

- Ann: Questioned cash reserves - are we below threshold? Bill: no we have \$64k. Value on agenda is incorrect.

Minister's Report:

March 2023 (1/2 to 3/5)

- Busy time of year.
- Happy to help with Prepared to Serve.
- UMC has additional requirements for maintaining standards. She doesn't have to but does it if it makes sense. Went to all-day mandatory training from UMC.
- Hours are up.
- Planning on a week off before June, and one sometime in Fall.
- Noted Susan is the person on call for emergency building issues. She will designate alternate if she's going to be away

ONA Committee update:

None.

Outreach:

- 44 diners, 13 takeouts for Senior Luncheon.
- Eileen, Cathi Whitcomb & granddaughters helped. Eileen had helped with Christmas Faire and is available if anyone needs help.
- Dropped off items for Marguerite's and visited/toured with them.
- Bill took items to Salvation Army food pantry.
- Habitat coming today to speak and has presentation during coffee hour.
- Karl Crosman coming 4/2 from Wycliffe Bible Translators
- Good collection from senior luncheon of food and cash.
- Peter: food pantry needs stand-up freezer. They don't want anymore food, only donations.
- Cath: anyone who wants to come to food service on Maundy Thursday is welcome. No need to attend worship.
- There's a place called blessthishouse.org in Nashua that is a central place for furniture donation/pickup. Amy to investigate it before publicizing.

Fundraising report:

Pastoral relations:

Trustees report:

Trustees Report – February 2023

- **Update on the handrail:** Russell has the materials for the handrail in the basement and will be installing it the week of February 13, 2023
 - Rail has been installed
- **Update on the outside lighting:** I have been looking into the options for replacing the lights we currently have in the parking lot as well as the front of the church to see how we can cut our electricity costs.
 - Follow on to outside lighting: Kevin Aitkens will look at the options. Cath: let's make sure our lighting solution isn't a problem for neighbors while keeping the church environment safe. Peter noted option for LED backlight for stained glass instead of exterior front light.

- Elevator - called state back. They said we're not in violation yet. Will be inspected 3/14. Asked for call if they don't get update from inspector. Key is locked away because we don't know how to decommission it.
- Susan wants to be there when deacons clean out their room. There are items to be set aside and dealt with properly. Wants everything put in one location so Ron Pelletier so he can evaluate everything at once. After evaluation, Susan will figure out how to dispose of the items. Not a good idea to have auction at the church - sends wrong message.
- Still needs to make description of major items like shutoffs. Peter has an example from how he's managed his home.

New:

- Cath: Candy has volunteered to join CE efforts. While figuring out structure, can move forward. Susan confirmed Candy had background check done and Cath confirmed. Q about who in this room can vote given official positions and what a quorum is. Have 4 voting members present. Peter notes we can make a motion that Ann & Peter can vote. Discussion around whether filling in transitional positions informs future strategy. Consensus was not to let tactical solutions close off possibilities.
- Cath: thinks cabinet vote is more about "the opinion of those gathered that morning."
- Cath: moves to put Candy on CE boarded, John P seconded, unanimous. Susan: moves to Ann as chair of PRC, Bill seconded, unanimous.
- Bill: Thinks we need to start using official church emails for boards because letter for elevator was addressed to Ron Long. Finance stuff is getting sent directly to Rena. Bill has redirected to finance chair, from which it can be forwarded to his personal email.
- Candy is taking care of email address administration now.
- Cath: Inviting people to personal discernment sessions 3/19, 4/2 after church. Thinks we may get more clarity on God's intention for church from the effort and would like people around this table to feel personally invited to attend it.

Cath closed us in prayer at 9:24.