

BCC Cabinet Meeting Minutes

Date: 09/10/23 – 11:30 am Cabinet Meeting

Submitted by: Peter Bretschneider

Name	Role	Voting?
Catherine Merrill	Minister	N
Russell Haight	Deacon	Y
Susan Haight	Trustees	Y
Bill Dunbar	Finance	Y
Amy Razzaboni	Outreach	Y
Bob Ashton	Pastoral Relations	Y
Peter Bretschneider	Acting Moderator	N

A voting quorum was present.

Meeting Minutes take by...Peter Bretschneider

Meeting was opened with prayer at 11:30am by Rev Cath.

Discussion on Previous minutes. All good. Bill Dunbar motion to accept, Sue Second, All approved.

Review of Calendar:

- Thursday, September 7 Take Home Meal
- September 10th – Communion
- September 10th – Cabinet Meeting
- October 8th – 8:30am Cabinet Meeting
- October 13 Ghost Train Trail Race Spaghetti Supper
- October 15 Baptism
- October 28 Senior Luncheon
- November 12th – 8:30am Cabinet Meeting
- December 3rd Christmas Faire (Soup and chili - Ann can coordinate)
- December 10th – 8:30am Cabinet Meeting

Cabinet meetings will occur before church. At 8:30

Stewardship, status from Ann – John and Ann still committed to Stewardship capaign. They hope to draft the letter next week . Bill sent

some verbiage with respect to pledging and “online giving” for inclusion in the letter to Ann.

No one wants to review the pledge form itself.

Candy was not present to discuss UMC training. When Cath inquired about the UMC training, we learned the training the training already occurred.

Anuall meeting action Items.

Church Restructuring.

Sue revised constitution with a handful of changes . Now the 2023 version.

Pete – did we want to review the changes?

Cath – was going to but had issues, so may review over time.

Sue – added something in there about covid protocols.

Pete – attempt do this again next meeting? Sue table it.

Pete – if there are any updates from anyone, Send it to Sue for review/additions

Amy – should there be a need in future, we want to leave most of the verbiage in.

Sue – The proposed 2023 Constitution has the yellow highlighted area indicating where the committee had questions and the blue areas were additions. No significant comments so maybe leave it alone for now. The 2015 version seems ok with the exception of moving things around. All the verbiage is still there.

Review of Board Reports:

Diaconate:

Report? Russell. Nothing new.

Finance/Treasurer:

BCC-YTD Financial Summary	Actual Income	Actual Expenses	Income vs Expenses + / -
August	\$97,727	\$65,555	\$32,171

Cash Reserve	\$67,309	Minimum	\$51,846
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Bill reports the 37K donation from Garvin Estate (Bruce and Sandy) is part of the 67,309 cash reserves.

Cath what do we want to do. Do we want to send a thank you?

Sue did we confirm we received it?

Bill – we had to indicate who to send it to. Picked it up at the post office.

One of the sons is handling the estate. We should send a thank you to the son who seems to be handling the estate. Amy indicated she is in contact with the daughter. She can provide a name to send the Thank You to.

Bill – Would like to consolidate some the Dedicated funds. The walkway was setup to improve the church, he would like to move the fund to capital improvements. He would like to move the Charlott Farwell estate funds to the music funds. Outreach covid fund would be moved to the outreach fund. The slight cleanup of the dedicated funds made sense. All felt it is a good idea.

Russell made a motion to move the funds as stated. Sue seconded, all were in favor.

Bill – gift from Sandy/Garvins what do we want to do with it? At this time, most money was moved to the money market fund to make interest. Did not know if we want to use it or move it?

Russel first thought, was there anything that Sandy or Bruce wanted to do with it? Bill indicated it is totally unrestricted – bill triple checked.

Pete – leave it in the money market fund.

Bob ashton – put it in a CD (hascom) 5% ..

Amy knowing them well, do something that they probably would like to do.

Sue – Replace the linoleum under the stove. It is pretty poor under there and could use a good cleaning/repair.

Amy - Maybe spend some of the money on a want vs a need.

Cath – agrees – Announced in church to allow the congregation to give feedback on possible uses for the money. – wait until we have this conversation first before we decide to mark the money.

Russel – easier to move in and out of money market as we need to. Better in the money market. Is there anything Bruce or Sandy were strongly towards?

Cath glad we are asking since we want to invest it into the church. The decision maybe better to discuss in a wider group.

Bill – did not want to show it in the bulleting – someone pointed out. Can we move it – no until the cab does something with it.

Russel – most of the congregation knows what we should and what we have for money. Very recent donation.

Bill – On another note, figured out to run reports for the prior month before new entries are made for the current month in the new quicken system. The reports become confusing if entries/updates are made for the coming month.

Bob – question on the auto updates – Is it really running almost on its own. Put numbers in and it runs on its own.

Bill – put it in the right place, and then the system remembers where the last entry was and it put the data into the same type of place.

Pete can I get another copy of the report. Lost the email.

Minister's Report:

Did not send anything – Wanted to lift up a few things.

1. A notice from the Hillsborough UCC providing future events.
 - installation on October 1st – normally the moderator goes. – It is primarily to show up and be ornamental. It is in Hancock NH

All church meeting on the 24th – asks for where do we go as a church.

Nothing to vote on. No budget approval information only meeting but may lead to something need to be in the record if this happens.

Hours are very heavy for the last couple months July, August and Sept. Usually there is a bit of a reset in the month, Sept. Usually these months are better.

Not a complaint just way over budget. Will continue that way for a while.

Amy why?

Cath – worships planning, scouting.

Christian Ed.

Cath: Try to offer a program for fall. Candy doing a lot more in the future and we hope to get something together – just going to do it and make the bandwidth.

Outreach: Amy – rest of the money from the school drive provided 3 backpacks. These were delivered to the Food pantry.

Vererans – got everything to them for the stand down on Friday.

Take home meal Uber and market basket gift card

Senior luncheon – oct 28th

Holiday military cards out next week

Suggested moving Christmas raffle information under fund raisers on the agenda.

Pastoral report
Did not meet

Trustees:

Sue- spoke with Keven Aiken to provide an energy audit in church. He's way out straight Sue has the contact info about who can do it. Sue to see if he can reach out.

Bob indicated he had an energy audit done by eversource – Bob thinks it is in the records somewhere – 13 years ago

Dehumidifiers – brand new ones that are functioning – old one needs to be recharged – thinks that they have many at the transfer station suffering the same fate. Useless until it is fixed and then recharged.

Russell Margorie and Sue it are continuing to take care of the dehumidifiers
Sue AED – new signs – need certification training and CPR together.

Pete – talk to Richard Gribble about doing it.

Russel – Indicated in past the town would do the certification CPR training
Pete – ordered new battery for the AED.

Sue –Marjorie, deep clean of the kitchen before we do Christmas fair and the spaghetti supper. Pull it all apart and give it a good clean.

Cath – something others could do? – take some dishes home and clean or some things we can do that get stuff out of the kitchen or get people to do things that supplement the cleaning. Possibly help?

Other – Pete pulled the data off of the old computer in the 3rd floor. Gave it to Cath. Once the data has been pulled off and placed in a common but secure place, Pete will make sure the drive is completely and thoroughly erased.

Fundraiser –

Spaghetti supper – working with organizer should be some things around town as we prepare for it. A sign up list for help that day will be posted. Moved to fundraisers... Donna holding meeting Tuesday for planning Christmas raffle.

11:33 Rev. Cath closed us in prayer.

Task List:

- ~~The computer tower, old printer, and keyboard on a metal desk on the 3rd floor of the back of the church can be taken to the transfer station~~
- The desk and big metal cabinet on the third floor of the back of the church, need to be emptied, and can be taken to the transfer station metal pile.
- The rotting wood in the exterior wall to the left of the rear door (ramp area) needs to be repaired. Requires some carpentry skill.
- Lower portion of the meeting hall in the downstairs (white area) could be given a new coat of paint (paint will be provided)
- Lower portion of the sanctuary could be given a coat of paint (paint will be provided)
- Lower portion of the alter (white area of the front) could be painted (paint will be provided)
- Front of church – separation roof above door needs repair/painting.
- Ceiling of sanctuary needs painting (large job).

The Brookline Community Church treasurer has retired after 20+ years of service. The church is seeking a member of the church to take over the role of church treasurer. The member would be responsible for receipt of all church money, keeping the financial records, and disbursing the money in accordance with the budget and/or at the direction of the Board of Finance & Property.