

## BCC Cabinet Meeting Minutes

Date: 10/08/23 – 8:30 am Cabinet Meeting

Submitted by: Peter Bretschneider

<b>Name</b>	<b>Role</b>	<b>Voting?</b>
Catherine Merrill	Minister	N
John Panto	Deacon	Y
Ann Desrochers	Pastoral Relations	Y
Bill Dunbar	Finance	Y
Amy Razzaboni	Outreach	Y
Susan Haight	Trustees	Y
Peter Bretschneider	Acting Moderator	N
Sanjay Cherian	None	N

A voting quorum was present.

Meeting Minutes taken by Sanjay.

Meeting was opened with prayer at 8:35 am by Rev Cath.

### **Discussion on Previous minutes**

- Accepted by lack of objection.

### **Review of Calendar:**

- October 8<sup>th</sup> – Cabinet Meeting
- October 13 Ghost Train Trail Race Spaghetti Supper
- October 15 Baptism
- October 28 Senior Luncheon with the Lions Club
- October 31 – Holiday Cards for the Military Due Back.
- November 12<sup>th</sup> – Cabinet Meeting
- December 3rd Christmas Faire (Soup and chili - Ann can coordinate)
- December 10<sup>th</sup> – Cabinet Meeting
  
- Trunk or Treat?
  - Susan is not planning on doing it
  - Outreach can't do it – senior luncheon conflict
  - Cath will look for volunteers. If there are no takers, we will assume it's off
  - Susan: we had 50-75 kids last year
  - Cath: if we support it, let's take the folding sign for next to the car to identify the church
- Thank you note to Angie, resigning as welfare officer

- Cath: do we want to send her a note? It's a tough job and she worked well with us.
- Amy: will send the note (usually from Outreach but will send from BCC this time)
- Halloween @ Church
  - Cath: do we want to do it? Peter thinks we should. Susan notes there have been FB queries about where to go for trick or treating and answer has been downtown
  - Bill: should we just do Halloween at the church and not trunk or treat? Decision was to do both if there's a trunk or treat volunteer
  - Susan & Russell will be here

#### Stewardship (Target date Nov 12)

- Cath: asks Cabinet to get their cards in by a fixed date (10/21) so she can announce specifically how far we have gotten
- Cath: asks board chairs to pass request on to Outreach and Deacons to help build momentum
- Bill: encourages people to do it online
- Ann: we put link to how to pledge online in the stewardship letter
- Bill: encourage people to agree to pay the processing fee, which is considerable, as part of their pledge

#### Impromptu Discussion:

- Asking AA to help with shoveling instead of paying rent
  - Susan: is totally opposed to it. They only meet on Wednesdays, organizer comes at 6, meeting starts at 7, not people from town.
  - Bill: and donation check comes in faithfully every month
  - Cath: is Susan at all worried about shoveling? Susan: It hasn't reached forefront of mind yet.
- Cath's parking spot sign being gone.
  - Cath: it was at her request for theological and pragmatic reasons

#### Annual Meeting reports:

- Peter: drafts would be appreciated early (Dec 10) so he can fight with MS Word
- Peter: confirmed he could get last year's report from Ann as a starting point
- Cath: clerk's report requires attendance so can't be done early. She needs until after Christmas so she can report on Christmas service. Recalls it being due week between Christmas and New Year's.
- After discussion, we concluded January 1st was the final request date for submission

#### Community Visioning Team:

- Cath: all-church meeting was helpful to her but she has been busy the last 2 weeks. Got what she needed but all is waiting on her to get things moving.

#### Restructuring Church Boards:

- Susan: 2015 doc is a reasonable place to continue from compared to prior ones. Keep the board counts the way it is and hope to fill spots down the road. Is okay with taking it off the agenda.

**Deacons:**

- Meeting via Zoom this Tuesday morning 9 am, discussing Fall and Christmas activities at church.
- No agenda yet but will cover rest of year’s activities and what we can/cannot do
- Cath: wasn’t planning on morning and candlelight service on 12/24 since it’s a Sunday. Do we want morning and evening services? Our constitution does say we meet every Sunday. Bill: yes, but it doesn’t say what time.
- Consensus: just do evening service
- John: trying to cover non-Cath services with deacon leadership rather than supply ministers to show involvement

**Finance/Treasurer:**

BCC-YTD Financial Summary	Actual Income	Actual Expenses	Income vs Expenses + / -
September	\$102,357	\$73,874	@28,483

Cash Reserves	\$97,992	Minimum	\$50,405
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- When you take away \$30k we received, are just about break even
- Switched electric from Energy Rewards to Direct Energy, new rate of 12.69c/kWh, lower than Eversource current and past. 48 month agreement. If rates go down, no cost to get cheaper rate. Cancellation anytime. Also with Our Town energy who worked with Direct Energy for fuel oil. They can also do propane through Eastern Propane.
- Peter: current propane tank is above ground, older one is still underground and still has a residual amount of propane in it. Only problem with leaving it there is it can eventually rot in the ground and propane will seep out, making the tank untouchable until all the propane has gone.
- Bill: is everyone okay with current format of report vs prior?
  - Susan: yes.
  - Cath: fine with format though did have question with PIN fund. As long as we also get the dedicated funds report and the regular report, she’s fine.
  - John: is Bill the go-to for knowing PIN fund balance? Cath: as long as we get the report, we can be self-serving.

**Minister’s Report:**

Averaging 31 hours/week, which puts me 12 hours over since Sept. 17. This time last year, I was averaging 22 hours/week.

- Pastoral counseling.

- Helping a Brookline resident connect with some additional resources.
- All Church meeting on 9/24.
- Getting ready for Miles Panto's baptism in mid-October.
- Setting up a coverage plan for the Christian Education program with Ann and Candy.
- Writing my first scouting report for presentation to the church in September.
- Worship plan for September – November.
- Beginning worship plan for December-February.
- Publishing the 2023-2024 Christian Ed schedule.
- Making sure we were covered after Candy's emergency surgery.
- Labor Day holiday.

**Services:**

- 8/13: How can we see our dreams in Joseph's dreams?
- 8/20: Can we see how God is working with our small hearted ways to bring us to a bigger hearted life?
- 8/27: Can we use our exploration of Exodus to connect with the story Jesus risked his life for?
- 8/31: Do we realize that asking for God's name is also asking who we are?
- 9/10: Do we recognize the importance of being able to walk into a new and uncertain future?
- 9/17: In the face of more extravagant miracles, can we recognize the miracle of turning from Pharaoh to God?
- 9/23: Can we realize that we live in a world of miracles, small, daily, acts of grace that get us through the day?
- 10/1: (The Deacons delivered a service I wrote): Can we find a way to fill the void when our relationship with God is changing?

**Regular Meetings: Cabinet, Clergy Support**

- Grateful for being able to stay in Maine with her dad, appreciates our flexibility and the deacons taking on the service

**CE**

- Ann: doing first Sunday of every month for FF programs, intent to start last week
- Cath: we did start last week but there weren't kids
- Ann: is working up material and activities
- Cath: we do have a plan, have heard from families on commitment. Reached out to Irwins. Kayleigh is in middle school so if the family wants CE for her, they'll work up something unique. They said not to do anything special. For pre-K to 6th grade, St Nicholas house across from school - Anglican priest doing catechism for kids. Trying to make sure people get what they're looking for wherever it comes from.

**Outreach:**

- October Food/Paper Goods Drive to support Brookline Food Pantry and Share-Ends Oct 31st

- Senior Luncheon Oct 28th-Turkey Dinner
- Holidays cards for our Military-Ends Oct 31st
- Outreach attending Home, Health & Hospice Fundraiser Nov 5th
- Share Christmas-Adopting 6 children
- Supporting Brookline Family with Kohl's Gift Card and help at Christmas if needed
- Helping with Christmas Raffle

#### **Fundraisers:**

- Christmas
  - Donna is working on it
- Spaghetti Dinner for Ghost Train Race
  - Susan will start focusing on it this Tuesday
  - Signs have been out for 1.5 weeks
  - On website and they're talking it up
  - Short on help to cook spaghetti have Russell, Bill, Susan serving hot trays
  - Needs somebody to put together some salad stuff, not too much
  - Good on Gluten Free
  - About 3:30 pm for help cooking, 4 pm for set up (Susan will already have table cloths & decorations up)
  - Peter: may be able to help cook depending on work
  - Bill: will get another 3-4 lbs of spaghetti from food pantry overstock as backup

#### **Pastoral Relations:**

- Did not meet

#### **Trustees**

- Absolute Mechanical will be servicing the furnaces on October 18th at 9:00. I will be on hand to let them in the church. (Put on calendar)
- Souhegan Septic will be at the church on October 19th to clean out the tank.
- Tried to run dishwasher and it doesn't work. Called Hobart who seems to be unresponsive. I am waiting for Hobart to call back on the dishwasher with a date and time to look at our unit.
- There was a recent issue with the fire alarm going off when Marjorie was here, which is being addressed. JP from the Brookline FD had a look at the alarm box and reset it. He also walked through the church with Marjorie. He couldn't find an issue. Said there should be one on every floor. Peter: could have been anything including an insect on the sensor.
- 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.
- In anticipation of winter, I will be getting out the shovels, sand and salt. Do we want to use the same plow guy as last year?
  - Guy who owns Viper Security did our plowing last year at \$65/storm, should we keep him?

- Bill: yes, he did a good job.

### Publicity

- September numbers to the website were down a bit.
- Will try getting more creative this month.
- I am going to run a paid Facebook ad (under \$10) for the Christian Ed Sundays.
- Cath: Candy was hospitalized during the week leading to 10/1. Back home but can't do standing work until end of October but thinks she can do church stuff. Cath is working with her to make sure her recovery is prioritized. Cath can do bulletins but other things like getting voicemail are not widespread knowledge. Asked Candy to write up a cheat sheet for how to do some secretary tasks.
- John P: we will get sign updated each week between Deacons and Outreach

### Other Items

- Sue: ran into Marcia Farwell who broke a bone and needs 8 weeks rest. Asked her to reach out if she needs anything. Amy: it's more about Marcia being independent than a shortfall of available help.
- Sue: mailed card for Clyde
- Ann: does Candy need help getting stewardship letter out?
  - Cath: doesn't think so. Candy usually prepares them for mailing but hands out what she can at church, then stamps and mails the reminder. Pledge cards made it into the bulletin. Candy will need the information about who pledged last year but not this year to know who to send follow up letters to.
  - Bill: doesn't know if Candy needs his member list. Cath: clerk's list is the definitive version and she & Candy keep it up-to-date. Probably doesn't need another list.
- Peter: after stewardship and before end of year (for tax write-off), would it be helpful to ask people for church upkeep donation, one-time gift. Can go to everyone on our email list, not just those who pledge.
  - JP: remind people of the good we do in the town.
  - Cath: if we want to do something like that, with coming sale of Christmas raffle tickets, we may want to collect email addresses. Gives us most access to people outside our regular members. Doesn't want Donna & Marjorie to feel like we're spamming people. May also want to consider THM buyers. The people we send the bulletin to each week are largely people who already pledge. Whatever we do, we need to give them a way to opt out of emails so we're not in violation of Federal law.
  - Peter: can put in the letter that this is a one-time request and we're not going to spam them or resell their info.
- Susan: Symposium ends today, 1-3 pm. Transportation from welcome center to top and then walk down to 3 new pieces.

11:33 Rev. Cath closed us in prayer at 9:36.

**Task List:**

- Peter: will add removal of propane tank from ground to list and may try it in the Spring. We'll need dirt to fill the hole.

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.