

BCC Cabinet Meeting Minutes

Date: 2/9/2020

Submitted by: Sanjay Cherian

In Attendance:

Name	Role	Voting?
Ann Desrochers	Moderator	Y
Catherine Merrill	Minister	N
Carol Cherian	Deacons/Fundraising	Y
Sanjay Cherian	Clerk	Y
Susan Haight	Trustees	Y
Rena Duncklee	Treasurer	Y
Bill Dunbar	Finance	Y
Candy Tiner	Publicity	Y

The meeting started at 8:32 am with a devotional from Ann. We had a voting quorum.

Priority decisions for today

- Update from Capital Campaign exploration team
 - They've started meeting and putting together a detailed task list
 - Feel we're moving quickly on the capital campaign and think the window letter may not support that effort.
 - What to do because we told the congregation we were going to send it out? Susan feels there are strong arguments in support of this decision [not to send the letter]. Bill moved to have the cabinet support not sending out the window solicitation letter and to integrate the effort into a comprehensive capital campaign. Susan seconded.
 - Carol wanted more discussion. Who is on the capital campaign committee? Ann: right now, Sanjay, Ann, John Panto, Jon King. She can't provide an exact date for when the campaign will start. Ann estimates within the next couple of months because we're meeting weekly.
 - John and Jon are going to P2S workshops in Feb. We are having the chair of the Somers, CT capital campaign come talk to us.
 - Bill says what he learned when he was researching was that you don't break this up into multiple actions. You have one fundraising effort, one total fundraising goal, one solicitation cycle.
 - Carol: are we going to tell the congregation? How? Ann: yes we will. Have to figure out how tell them. Susan: should include the strategy.
 - Sanjay: maybe we should send an email to the whole church notifying them, with an option to talk to someone if they believe we need to take a revote.
 - A vote was held on Bill's motion after the above discussion. The motion passed unanimously.
- Approve Revised Minutes of December 2019 Meeting
- Approve Minutes from January 12, 2020 Meeting
- Feedback on Annual Meeting 2020
 - People thought it went very quickly. Was it too quick? No, everyone who had something to say had a chance. Someone said they should all go that way.
 - We will make many fewer copies of the printed report next time.

- Ann: one of the churches she knows sends out in their all-church email a note to ask the secretary if you want a hard copy, otherwise you intend to use the attached soft copy.
- Rena: can we have the report ready a week before meeting? Ann: that was the plan for this year but reports came in late. Finance and Treasurer can be ready a few days after end of December.
- Carol proposed putting out the report at the targeted time and adding late reports at the tail end of the report so that people know which reports were late and are motivated to be on time next time.
- Ann: we will set an aggressive goal for next year to have report out early.
- February 20: FEMA webinar for churches on grants for strengthening security
 - Security measures churches should follow
 - Information about grants and how to apply.
 - Cath: UMC also has something about church security. Would love to have someone go but prefers it not be someone whose solution is to bring a gun to church.
 - Ann: can also just watch the recording of the webinar afterwards.

Review of Prior minutes

- December minutes: Ann’s name is missing from the list of attendees, as it was in January’s. Needs to be revised.
- Bill moved to accept December, January minutes as modified, Rena seconded; the motion passed unanimously.

Calendar Review

- Take Home meal cooking is on Feb 2. Candy asked who the contact person is – answer: Megan.
- Ash Wednesday service is in Mason. The calendar already reflects this.
- We don’t know the date for take home meals in March.
- We will have a book we’re reading together from the end of February through March. These dates are to be put in the calendar.
- Candy will put Prepared To Serve on the calendar for February.
- Trustees will put window installation dates on the calendar when they are known.
- Cath: can we put dimmable bulbs in the sanctuary for Maundy Thursday? Susan will look into it. The dimmer controls already exist and people felt we should just do it instead of using Sanjay’s frugal alternative suggestions.

Fundraising Report:

- There is no Winterfest for us to try to plan a breakfast on the same date
- Other breakfast dates? March 28? March 7?
- There was discussion that the timing of window installation may interfere with breakfast plans
- March 28 was the chosen date.

PRC Report:

- Did not meet

Finance & Treasurer’s Report:

BCC YTD Financial Summary	Actual Income	Actual Expenses	Income vs Expenses + / -
January	\$8,541	\$7,643	\$898

- For January, we are \$898 in the black
- Bill has to make one correction to the dedicated funds but needs to talk to Rena first – the wrong number is there at the moment. He will correct it after verification.
- Ann pointed out that the window payments are \$17k, \$24k and \$11k, not equally split into thirds.

Outreach Report:

- Senior Luncheons:
 - March 14th – St Patricks Day Corned Beef & cabbage
 - May 9th – Spring luncheon-Baked Ziti??
 - Oct 31st – Halloween luncheon
 - Carol: We need to check the date of the Ghost Train Rail Race for the spaghetti supper
 - Sue looked it up, it's on Oct 17 & 18, so no conflict with Senior Luncheon
- We are discussing doing a collection during Lent season during the 4 weeks leading up to Palm Sunday. We did this last year & liked the idea of tying it in with the Easter Season. Talked about New Socks & Underwear for Veterans homeless shelter, Nashua Soup Kitchen & Southern NH Rescue Mission.

Deacon's Report:

- Met on 1/19, did the final quarterly membership review for 2019
- Voted that Jill and Carol will be co-chairs of the Deacons for 2020
- Deacons (Jill) and lay reader John Nicholson covered the service on 1/19 when Rev. Cath was out sick
- Changed the sanctuary curtains from Christmas to winter colors
- Assisted the Clerk with getting a church membership list together for the Google drive, it will be confidentially shared between Rev. Cath, Clerk Sanjay Cherian, and deacon chairs

Side note: Ann can't find the final version of June special meeting minutes – has Carol's edited version; Carol will get the final version to Ann.

Minister's Report:

- Averaging 25.65 hours/week, which puts me between 37 hours under and 13 hours over since Sept. 15. This time last year, I was 43 hours under to 10 hours over.
- Arranging for worship coverage when I was just too ill to lead worship on 1/19
- Prepared for and attended Annual Meeting
- Pastoral counseling
- Recovered from a killer head cold
- Selecting three books for the Lenten book group.
- Sign changes for February
- Getting denominational reporting for 2020 pulled together and transferred to Sanjay, since he's our new clerk!
- Identifying Lay Worship Leadership opportunities in May/June worship plan
- Grouping & emailing Prepared to Serve classes to a wide spectrum of the church
- Coordinating details of window solicitation letter
- Pulling together list of 250th celebration sponsors
- Drafting a list of town leadership for Ann's review

Services:

- 1/19: (Stayed home sick, suggested watching Rev. King's "I Have a Dream" speech
- 1/26: What Are You Looking For?: Being Jesus' disciple means we keep looking for God's direction in our life.

- 2/2: Trial of Expectations: God offers us great gifts, but has expectations of us as well

Regular Meetings: Cabinet, Moderator

- Cath: Grateful to those who covered the pulpit when she was sick after coming back from vacation.
- Candy: wanted to make sure Cath knows about the capital campaign letter not going out – yes, she does; she would like what we were working on for the window letter process to be finished/brought to a complete state, and the capital campaign committee can use that info – she will look to see which items need completion and ask for assistance from the people assigned to these items

Trustees Report:

- Met to lay out spring projects:
 - Peter and Joel are uncovering the old propane tank to get rid of it.
 - Will plan a weekend cleanup in the spring to get excess old items out of basement.
- Brian Fessenden has offered to install a fire alarm on the exterior of the church, someone needs to be able to get to the basement crawl space to run the wire (Sue will do this or find someone to help)
- Ann – to include in the capital campaign – get a quote on the “unintentional window” to the outside in the basement – the hole in the siding near the side door
- Sue – we also need to get an estimate on painting the sanctuary
- Cath – asked to get the front sign painted/touched up

Faith Formation:

- Did not meet

Other:

- None

We wrapped up at 9:17 am with a prayer from Rev Cath.