

BCC Cabinet Meeting Minutes

Date: 3/8/2020

Submitted by: Sanjay Cherian

In Attendance:

Name	Role	Voting?
Catherine Merrill	Minister	N
Carol Cherian	Deacons/Fundraising	Y
Sanjay Cherian	Clerk	Y
Susan Haight	Trustees	Y
Rena Duncklee	Treasurer	Y
Amy Razzaboni	Outreach	Y

The meeting started at 8:35 am with a prayer from Rev. Cath. We did not have a voting quorum. Ann was out sick, so Rev. Cath is running the meeting.

Priority decisions for today

- Approve Revised Minutes of January 2020 Meeting – no quorum so we skipped to see if more attendees would arrive.
- Mindful practices recommendations from the UCC when dealing with contagious disease concerns:
 - Cath hasn't seen it but has seen material from the UMC.
 - Most of it is a continuation from last week's sermon: skip shaking hands, skip holding hands at the end of service, hand washing before communion, use disposable cups for communion.
 - Cath asked Susan H to ask Sue Laub to be extra diligent about wiping down things like door-knobs.
 - Beginning to see universities and schools start social isolation. Thinks we will continue to have weekly worship unless schools are closed or Dave Coffey (ERT Brookline coordinator) says so.
 - If they close schools, worship and church-sponsored activities (like band) will be cancelled.
 - What should we say about scouts, AA, etc.? Do we tell them we're closed and they need to find another place? If so, do we clean? Our sense was generally that if schools are closed, everything should be closed. Carol: AA needs to meet. Susan: given what's happening with sports teams, etc., AA will have to use its own judgment.
 - Cath: will ask Candy to tell AA our plan and ask them to contact us if we close and they need to keep meeting.
 - Cath: if we are closed, do we pay our hourly employees? If Sue L isn't working, do we pay her anyway? Request: can we cover Cath's health insurance even if things get weird and we can't pay her salary? The consensus in the room was yes.
 - If the schools close before Easter, there will not be an Easter service. There was some thought about gathering on the side lawn for prayer but if the town plan is to shut down, what can we do that is a faithful response? Amy: if the town is shut down, we shouldn't have public meetings.
 - We can work on how to hold remote worship services, take prayer requests over the web site, etc.
 - Cath: will be preaching on it and asking people to make sure email addresses are up to date to receive cancellations.
- Update from Capital Campaign exploration team – tips from Prepared to Serve Workshop

- skipped
- Does the copier need attention?
 - Cath: yes but may be able to limp along for a while
 - What to do? Ask finance if we have money.
 - Amy: we should identify the funding source and research what to buy.
 - Cath: will ask Candy to do some research and decide with Howard's help.
- February 20: FEMA webinar for churches on grants for strengthening security – did anyone participate or watch the recording?
 - Asked a couple of people to watch and see what they thought. Haven't heard back yet.
- New item: brief discussion about being all in sync if coronavirus picks up steam in the area.

Review of Prior minutes

- Correct Sanjay to clerk. Currently says assistant moderator/PRC.

Calendar Review

- Need to add window installation to calendar for 3/23-3/25
- There should be a breakfast on 3/28
- There should be THM cooking on 3/20
- Next scheduled cabinet meeting is on Easter morning, 19th Cath is fried, 5th is palm Sunday but doable. We decided to hold it on 4/5.

Fundraising Report:

- Breakfast coming up end of month. Carol has sign up sheets that need to be printed before coffee hour.

PRC Report:

- Hasn't met so Cath needs to sort out.

Finance & Treasurer's Report:

- Nothing unusual.
- Cath: We need to notify pension board when minister's pay changes, so that form needs to be sent.
 - Rena doesn't know if Bill has sent the form
 - The Pension Board hasn't been sending a monthly bill as usual. Rena contacted them and it was sent by email. She asked for subsequent bills to be sent by email but hasn't received them.
 - Cath can log in and see what was deposited and it's correct through YE 2019.

Outreach Report:

- Feb 19th - Attended Empty Bowls fundraiser for Nashua Soup Kitchen
- New Socks & Underwear collection for Nashua Soup kitchen & Southern NH Rescue Mission-Ends April 5th Palm Sunday
- St Patricks Day Luncheon-March 14th
- Working on speaker from Nashua Soup Kitchen for 3/22 or 4/26

Deacon's Report:

- At our February meeting we reviewed the plan for Lent and Easter:
 - We shared an Ash Wednesday service with Mason Congregational church this Wed. and will host them for Maundy Thursday
 - We will be asking new people if they'd like to join the church on Palm Sunday and will have a flower and a new member packet for each one, and books for any children who are joining

- We will have a Good Friday Vigil again this year, sign up sheet will be in church at the end of March
- Easter flower order forms will be in the bulletin on March 8, orders will need to be in by March 29
- We are looking for assistance from the congregation for the 10am Easter service in the form of greeters, elevator operators, bell ringers, and coffee hour food,
- We will have two services on Easter, one at Andres at sunrise and one at the church at 10am
- We are still working on revising our Wedding Policy
- We are looking for new deacons to join our board
- We discussed getting someone to cover the pulpit on April 19, the Sunday after Easter - we've asked a couple people but haven't found anyone yet (the lay leadership group will be working on this)
- Easter flower order form going in today's bulletin. Because of florist logistics, orders need to be in by 3/18. Only 2 suppliers for all of Southern NH.

Minister's Report:

March 2020 (through 2/23)

- Averaging 25.7 hours/week, which puts me between 41 hours under and 16 hours over since Sept. 15. This time last year, I was 14-76 hours over.
- Reading Boys in the Boat, Parts 1 & 2. Preparing book group questions. Leading group at Yanelis' house.
- Publishing May/June Worship Plan.
- Beginning process of figuring out Lay Worship Leadership Sundays for April 19, May & June.
- Revising and creating handouts for 3 Prepared to Serve classes: Listening to the Holy Spirit, Secular Books for Sacred Conversations, Witness in Worship
- Delivering 3 Prepared to Serve classes.
- Reviewing letterhead designs from Carol
- Getting the window solicitation letter project into a known state once the Capital Campaign scouting team asked for a pause.
- Attempting to recruit Rev. Teri Motley for the 4/19 worship leadership slot (she's travelling).
- Finishing reading Matthew. Writing my three paragraph theological reflection on the experience.
- Printing, folding & stuffing 2/23 worship bulletins after Candy's mother-in-law passed away unexpectedly.
- Supporting the new clerk in getting the denominational reports filed.
- Recruiting 3 different reviewers to look over safety procedures for houses of worship.

Services:

- 2/9: Scouting Sunday: a brief reflection on listening after an extended "Winter Survival Exercise"
- 2/16: Taking Paul Seriously (and literally): Showing how we are like Jesus by listening closely to those around us.
- 2/23: What We Take from the Mountain Top: Honoring our Jewish roots

Regular Meetings: Cabinet, Deacons, Clergy Support

Trustees Report:

- Update on Windows: The Trustees are working with Scott Bishop of Millwork Masters to schedule the install for Monday, March 23. They anticipate it will take 3 days. We will be looking for volunteers to open the church each day and lock it up when the crew is done for the day. They will need to place a construction dumpster out in the parking lot and will need to store the windows in the fellowship hall until the install has been completed. Will need to let them in every morning and shut down when they're done. Amy can help with this.

- Need to clear out deacons room and music room. Asking Carol and Sanjay to reach out to respective groups to handle this.
- Cath: will ask from pulpit for people to wear jeans on 3/22 for cleaning.
- Susan: Need volunteers on 3/22 afternoon to bring tarps, cover things like piano, etc.
- Sue L will be trying to go away that week. Trustees will try to pick up tarps carefully, containing dust, and clean up.
- Cath: should we put pew bibles, hymnals in a per-bench trash bag? Susan: put a big tarp over entire pews.
- Carol: will they be doing any sanding? It's the biggest dust generator. Susan doesn't know and thinks installers won't know until they start.
- Susan: told them to put the dumpster on the far end of the parking lot to avoid septic and provide truck access.
- There was some question about when payment is expected. Susan thought it was when windows started manufacturing but it may be when they show up to install.
- Cath will leave her office unlocked and window accessible.
- We will have to take down curtains and other window obstacles.
- Interior Painting Estimate: We have obtained one estimate from New England Painting, Merrimack, NH. After visiting the church, the owner, Tony, said it is not a project he would be able to do but did say that we should plan on \$25K to \$30K for the larger area, including the altar area and balcony, the two side rooms, and the stair wells including the upper and lower entryways.
 - Susan doesn't have time to reach out to multiple restoration companies.
 - She thinks Tony may not have carefully considered the right paint for adhering to tin.
- Elevator:
 - The elevator is fixed; the problem was a bad fuse.
 - Thank you to everyone who stepped up to deal with this matter.
 - The elevator repairman recommended upgrading the electronics, car, and fixtures as equipment is obsolete. Melanie had asked for pricing. If the car is obsolete, what about hydraulics, shaft, etc. We assume we are required to have an elevator – not sure what ADA mandates.
 - Carol: is there a grant we can apply for? Cath: Ella Anderson would probably take that under consideration.
 - Susan: the original elevator was done with a capital campaign when the whole back was done.
- Bill changed the sanctuary light bulbs to dimmable the Sunday it was mentioned. Now they're super bright at max setting.
- Every 6 months or so, Sue Laub contacts Cath to tell her the heat was running when she got here. One time, it was a real problem in the system. Cath is asking if Sue should contact Trustees directly. Answer: yes.
 - Susan told Sue about our thermostat limitations lumping Saturday and Sunday into one schedule.
 - Sanjay: now may be the time for a wifi thermostat that makes remote monitoring and control possible. Amy: Kevin at Absolute Mechanical knows all about the available options.
 - Carol: the church's wifi is unreliable. Will this be a problem? Sanjay: no, the thermostat will run according to its last programmed schedule. We just won't be able to remotely monitor or change settings until the wifi comes back.

Faith Formation:

- None

Other:

- Clerk: UCC/UMC reporting is done. The membership spreadsheet has been updated and has significant changes – heads up to the Deacons.

We wrapped up at 9:18 am with a prayer from Rev Cath.