

## BCC Cabinet Meeting Minutes

**Date:** 4/5/2020

**Submitted by:** Sanjay Cherian

### In Attendance (via Zoom videoconference):

Name	Role	Voting?
Ann Desrochers	Moderator	Y
Carol Cherian	Deacons/Fundraising	Y
Sanjay Cherian	Clerk	Y
Susan Haight	Trustees	Y
Rena Duncklee	Treasurer	Y
Amy Razzaboni	Outreach	Y
Candy Tiner	Secretary/Publicity	Y
Bill Dunbar	Finance	Y

The meeting started shortly after 8 with a prayer from Ann. We had a voting quorum. Rev. Cath is recuperating from hospitalization in Maine.

### Review of Prior minutes

- Cabinet Minutes: Carol moved to accept them, Candy seconded; the motion passed unanimously.
- Annual Meeting Minutes: there was a request to change “mail” to “postal” at the bottom of page 1 for clarity. Rena moved to accept the minutes as amended, Susan seconded; the motion passed unanimously.

### Calendar Review

- Ann asked Candy if AA is still meeting at church. The answer is yes. Susan can clean in support of church users. Amy can go down and pick up trash or do assorted tasks.
- Senior Luncheon: Friday night before, they served takeout.
  - Kitchen work was as usual and they filled takeout containers as people came in.
  - Two people who were traveling ate at the church.
  - It went well for a last minute change, necessary as it was. They were on the fence all week until school was canceled, then Cath, Amy & Outreach decided to do takeout.
  - Visitors were gracious and understood. By the number of visitors, it seemed that people were making the choice to stay away anyway.
- The Breakfast Buffet was cancelled completely.
- Take Home Meal prep was canceled completely.
- Things that need to be communicated as canceled for April/May?
  - Trustees: Getting curtains up and the rest of the church put back together after the window installation.
  - Outreach: May luncheon, Amy doesn't know if she's comfortable holding it even if things go well. She will talk to Outreach about takeout but is currently personally not comfortable holding it. Outreach will talk about a June luncheon. Ann: the NH conference is still saying

reopen on May 4 but all bets are off until then. Amy: Senior Luncheon draws the most vulnerable people.

## **Worship & Meetings**

- Ann: is the Zoom account working okay for everything? Carol: The Deacon's meeting and coffee hours seem to be working okay.
- Ann: is the YouTube channel and other tech stuff working okay? Sanjay: yes.
- Should we publish the existence of the YouTube channel? Sanjay: No, the channel is not actively maintained, and we may have copyright issues from some of the music the band has played. Ann says everyone's being forgiving about copyright at the moment.
- Maundy Thursday – Ann: the cover letter comes from Pastor Veronica. If we don't get it, we can still send the service bulletin. Is it acceptable to people, particularly the Deacons? Carol: yes, it is what it is.
- Good Friday vigil: only 3 people signed up so we may need a reminder. Carol is asking Candy to send email to all – If they can't access the Google sheet, email Candy. Rena says she signed up on the hard copy sheet at church. Carol will look at that for any other people who might have done the same. Carol will get an email ready to go out on Tuesday. John & Ann will take 2 slots.
- Other Holy Week: the Deacons were going to have a new member welcome today. They had a handful of people who were going to join. They will reschedule it for a later service.
- Is there a Wednesday night prayer meeting? We don't expect Cath in shape to host it this week. Do we cancel? Do the Deacons want to come up with an alternative? Amy: Holy Week is busy for everybody so maybe we should concentrate on that. Ann: maybe for Tuesday's email, we consolidate all these messages – here's Maundy Thursday, Good Friday, the prayer meeting plan, etc.
- The Zoom conference was running out of time due to the 40 minute limit on the free option. Bill: it's only \$15/month, we should do it for this time period to avoid breaking the flow. Carol: we should set a cap. Sanjay: how about authorizing 3 months at \$45 and revisit it after that? There was unanimous agreement. Ann will try to get it done this week.
- Bell ringing at 8 pm.
  - Ann doesn't want us doing it if we can't commit to sticking through it.
  - Carol: maybe we can put a teddy bear in the front window of church as our connection to the community. People are doing it and kids are getting a lot out of it. It's a way to show we're paying attention. Ann: can Candy get a picture of it and post it on our Facebook page. Susan was going to put it in the tree outside.

## **Finance & Treasurer's Report:**

- Online Giving: Bill attended a webinar from the NH conference, conducted by 3 pastors across the country. He was impressed about how recurring giving was handled by online giving systems. It allows pledges to keep getting billed without thinking about it.
  - Some services also support capital campaigns
  - Each service is different; some are cheap but you have to click in for each donation. Some are set up for recurring giving, some support capital campaigns, some support events like Take Home Meals.
  - The Finance committee discussed it and suggested the capital campaign committee also research before picking one, that way it's ready for our upcoming fundraising tasks.
  - Once a service is selected, don't change it because it confuses the givers.
  - Rates seem different but in the end, they all come out the same. Some take \$3 off a donor's \$100. Some allow the donor to pay the \$3 themselves.

- Bill suggests we pick a service that handles recurring giving without donor interaction. We're currently not getting everything we used to get from the collection plate.
- Ann: there are 2 separate questions.
  - Do we want to do online giving/
  - Who do we want to use as provider?
- Ann: the conference uses Vanco – it's probably more expensive but everything's more integrated. They designed a screen for the conference that is website-compatible but has all the donation types that make things easier for NHC accounting.
- The Finance committee recommends supporting online giving.
- Ann can send out a summary sheet but what she has only shows costs, not features. We need to do homework to check out providers.
- Budget situation
  - We are seeing reduced income from pledges, the stock market downturn reducing disbursements from trusts, and we have interest and Amazon Smile income. Finance has lowered the pledge estimate to \$1,000/month down from a normal \$1,400. For expenses, they eliminated all except salaries, insurance, and utilities. Expenses will be around \$4,000/month.
  - We are putting in for the payroll protection plan. Talked to TD Bank – don't have guidelines from SBA yet. It's a \$12k loan we can get that is forgiven if we rehire everyone. If we don't get it, we have enough in cash to adhere to this budget and address our \$5,000/month shortfall without borrowing. We can use money from the general fund or the capital improvement fund.
  - Will apply for loan and see if we get it. Loan forgiveness terms relate to full time employees. All our employees add up to 0.92 of a FT so we need the guidelines given to banks from the SBA. Bill sent Rena the questions about what TD bank is looking for.
  - TD wants to know if all employees live in the US and are citizens.
  - Other thing Finance recommends is we set aside \$1,000 for the welfare office and other regular Outreach expenses. Add the PIN money and we have \$2,000 that can be used to support church members and people in Brookline in need. This is to avoid having to come to cabinet to ask for money. Recommendation from Finance that this is just for the Brookline community. Outreach money that's for other places – Finance recommends putting it on hold and trying to catch up after COVID.
  - Carol asked for clarification on the nature of the loan. Bill: the loan is from the federal government to keep people employed. We can apply for a loan for salaries and benefits. This would come to \$12,849: \$5,139/month with 2.5 months targeted. We would get the loan for 2 months. If we hire everybody back, the loan is forgiven. We pay 5% interest if we don't rehire everybody.
  - Bill: the latest information from TD bank is about full-time equivalents, so we can count part-timers.
  - Rena: How are we paying our custodian? Bill: we will pay based on hours worked. Carol: remembers a prior cabinet meeting where we decided to pay Sue L even if she doesn't work. Ann looked it up and found it in the March cabinet minutes. Carol: if we get the loan, she wants Sue to get some of the money. We don't want to look like we got money and didn't pay it out. Bill: average between Jan, Feb & Mar is \$192/mo. Carol made a motion to pay Sue \$192/mo while in COVID shutdown, March & April for now, Susan seconded; the motion passed unanimously.
  - Bill moved to shift \$1,000 to a separate fund for Outreach to use during the COVID period, Susan seconded; the motion passed unanimously. Rena will account for it as a separate line item.

### **Minister's Report:**

- Cath is focusing on pastoral care and worship. Administration is lower on priorities.
- That's not counting this week's health.

- She wants us to comment if there's any administrative stuff that needs to be dealt with during this COVID period.

### **Trustees Report:**

- All the windows are in. They were inspected by John and Kevin. Peter came in and looked at them. John also met with David Wright and Mr Bishop. Susan noted that there are 5 screens with issues: 1 was bent, 4 were not sized right for the framework. Replacements have been ordered. The installers had problems with Cath's window - they had to come back and refit it. Otherwise, the project is done. Curtains are cleaned and hanging in the entryway of church. Trustees need help to get curtain rods back up and hung. The installers did a great job putting the windows back in and minimizing dust. The Trustees with Ann & John's help moved things back into the affected rooms. Ann and Susan used some Murphy's Oil Soap to clean things while they were there. John says we're moving on to the next project.
- Ann: the installers did a great job on Cath's window when they came back. David Wright was able to fix some of the windows and fix the mesh. One downstairs window has a snag in its weather stripping. They've ordered replacement parts.
- The window locking mechanism has 2 positions: one for opening, one for tilting in for cleaning. Ann says they lock automatically when lowered. Susan will go up and look at the inside framework and see if we need any painting.
- Carol: did new screens come with windows? Susan: yes. Mounted from outside with pins that go into the framework. We can leave them up or take them in and store them. Ann: based on experience manipulating them, it may be best to leave them in so we don't drop them out the window while moving them in and out. Susan: there's a risk of tearing them when moving in and out. Bill: has the same type at home and they're just left up year round. Susan: thanks everyone who helped.
- Capital campaign is on hold because of COVID. They will be sending out material from the Prepared To Serve session that John attended. One big thing: it's really recommended not starting one too close to summer when the church goes into a quieter period. It's better to start in September when things ramp up. We need to keep the campaign in people's face continuously.
- Ann: does the copier still need attention? Candy doesn't use it as often as Catherine. It's not in good shape and her printer is not good either. Both are close to end of life. They are working right now but if we had to make a lot of copies, she wouldn't be comfortable. Susan; they're not that expensive, we can get one now. Ann: it may be good to do now in prep for getting back together. Susan: Trustees will take care of it.
- Ann: thanks to Sanjay for submitting the denominational reports, thanks to the Deacons and everyone else for providing supporting data.
- Trustees: everything else is on hold like taking out the old tank.

### **Fundraising Report:**

- We didn't have a breakfast in March. We're in a wait and see state.

### **Publicity**

- We've been posting more frequently on Facebook and the website than usual.
- Catherine notified WMUR of the church closing date. (Thank you Cath!)
- We posted information for outreach as well.

### **Outreach Report:**

- Our Outreach group is in contact on a daily basis. We are supporting & helping each other get through this difficult time.

- Worked with Catherine to get the senior mailing list to Dave Coffey at Brookline CERT. Dave is reaching out to the seniors in our community to do welfare checks or help with any needs they may have.
- Are in contact with the Brookline Welfare Officer Rebecca Purdin to see what we can do for the town.
- Getting information out regarding the food pantry for anyone who needs items or wants to donate items. The pantry is open on Tuesdays & Thursdays from 10 am - 2:00 pm.
- Outreach is helping out a young pregnant woman with items needed for the baby. She is currently not working and has a high-risk pregnancy.
- Thank you to Rev Catherine & the whole congregation for the dedication & work we are putting in to keep us together while apart.
- If there's anything Cath needs Amy or Outreach to do, let her know.

**Deacon's Report:**

- Met with Rev. Cath last weds. Talked about holding services online.
- The Deacons are available if anyone needs support.

The meeting was closed at 9:23 am with a prayer from Ann.