

BCC Cabinet Meeting Minutes

Date: 4/11/2021

Submitted by: Sanjay Cherian

In Attendance (via Zoom videoconference):

Name	Role	Voting?
Ann Desrochers	Moderator	Y
Sanjay Cherian	Clerk	Y
Melanie Levesque	Trustees	Y
Amy Razzaboni	Outreach	Y
Bill Dunbar	Finance	Y
Rena Duncklee	Treasurer	Y
Candy Tiner	Publicity	Y
Jill Aitken	Deacons	Y
Peter Bretschneider	Assistant Moderator	Y
Megan King	Interested party	N

The meeting started at 8:05 am with a prayer from Ann. We had a quorum.

Calendar Review

- Confirmed THM dates for April & May
- Confirmed Senior Luncheon day for May 15th

Review of Prior minutes

- Bill moved to accept the minutes, Amy seconded; the motion passed unanimously.

HBHS Interact Club mask donation

- The club made a mask donation to church. Do we feel the church needs them or shall we donate them to someone else?
- Free masks given by the state to the church are no longer available
- Megan: feels like we should still keep some around. Ann: we probably have 125 left of the 150 she had gotten from the state. We should probably keep some. Melanie: we should keep some. Homeless camps are always in need of PPE.
- Amy: sent a Thank You note to the Interact Club at Cath's request.
- Ann: summer camp is going to need masks and there will probably be demand for extras. She thinks we should donate some of our extras there. Not sure if the state will help the camp – they're covering some vaccine and testing costs but masks not known.
- Ann: should we split the gift between different causes? Megan: no, just give them all to one place. The Interact group gave out a lot of masks and is still looking for people to donate to so there are plenty to go around.
- Decision: to keep some and give the rest to summer camp.

Coverage during Cath's absence

- Ann asked Jill for an update
 - Cath had an unexpected hospital stay, is now home and recovering well but exhausted
 - She plans on leading service next week and offering communion, then has requested vacation time because she hasn't been out of the pulpit since Jan 20, 2020 except for one illness and one minister's conference.
 - Jill hasn't talked to her further because she wasn't sure if Cath would feel up to being at Cabinet meeting to speak for herself. She will reach out to her again today to learn more.
 - Jill's understanding is that Cath is requesting 4/26 and 5/2 off. They were supposed to be part of her recovery.
 - The plan for 4/26 was to use a pre-recorded service and 5/2 was Teri Motley doing communion.
 - The Deacons are scheduling a meeting for this week to review the plan. Teri Motley has a fee as a pulpit supply minister. We are going to want professional pulpit supply whenever Cath's surgery is scheduled. Because it will be a 6-week recovery, there will be 1 month where communion requires an ordained minister. We don't know how long Cath's knee surgery is delayed. Jill is asking if we're comfortable paying for 5/2 and another pulpit supply minister later.
- Ann: is Cath taking 2 solid weeks of vacation, i.e. do we have pastoral coverage for things that come up? Jill: we do have somebody in place for the surgical recovery period. Ann: it was Kate Kennedy of Amherst and Judy Bryant, the interim pastor at Pilgrim church in Nashua. Can we call on them? Jill: will check with Cath.
- Ann: we need to communicate to the congregation if Cath needs a real vacation so she doesn't get email or other requests. Jill: if Cath needs 100% vacation, we will definitely have someone in place for pastoral services.
- Amy: a friend of Nancy Dunbar's, Lloyd Curtis, runs SNH Rescue Mission and is a minister who has been asked if he could fill in. She can forward his contact info to Jill.
- Ann: there were 2 complete services (one by Gordon Rankin, one by Richard Slater) on the NHC website for last summer that are available if we need a sudden fill-in.
- Jill: Should we have Teri Motley for 5/2 communion?
 - Sanjay: thinks we should have Teri for consistency of worship experience. Candy, Ann, Megan, and Peter agreed.
 - Peter: at this time consistency is important. People will find somewhere else to go to church if you never know when we're open.
- Jill: the plan had been for 4/25 to be pre-recorded, emailed and shown on the TV in the sanctuary. She will proceed with this plan if everyone is comfortable. Today's plan is for Cath to lead worship on 4/18 and this will be adjusted if necessary.
- Sanjay: advocated for encouraging Cath to take full weeks off, not just weekends. The pressure and requirements of the job are just going to keep accumulating and this can affect the surgical outcome. Jill: is going to do that.

Annual Meeting follow-up

- Ann: is it true that there have been no subsequent discussions about a Covid memorial? Sanjay confirmed none occurred.

Faith Formation for Children

- Jill had said it was really important. Ann's personal feeling – we really need to decide if it's important because there will be a budget consequence. If it's based on volunteers, it won't happen. If we want to ramp up Faith Formation, we'll need a paid person.
- Megan: thinks it is important and we should consider doing it. The Take & Make crafts got quite a response in March THM. If we could do this once a month, we can have something in place for FF for September.
- Ann: even if it's 5 hours a week with a small stipend, if you don't have someone focused on it, it will be random and not consistent. Looking at 132 churches in the state, the ones that don't have a fixed staff person don't have Faith Formation happening.
- Bill: remember we have \$4,600 in dedicated funds allocated to FF. Ann: is this the Ella Anderson carryover? Bill: no it is a Christian Education dedicated fund.
- Ann: do we do it?
 - Megan: thinks we should.
 - Peter: agrees but questions the timing. We're struggling to keep our pulpit filled.
 - Ann: if you want a program up and running in September, you need someone in place by August so we would have to advertise in July.
 - Jill: has the feeling it might take a while to find someone. So we would want to start sooner rather than later. If we find someone quickly, we may be able to have a delayed start date.
- Megan moved to spend the money on FF, Peter seconded; the motion passed unanimously.
- Sanjay: we should define the scope carefully.
 - Ann: we should have defined the stipend amount, hours worked, job description. In her mind, it's only Sunday School for elementary age kids and wants to double check the going rate. She will write up a proposal.
 - Bill explained what we had done previously but Ann was concerned that information is outdated relative to the current market.
- Melanie: as Trustee, do we have to prepare rooms for the children or will it be in the hall downstairs?
 - Peter: thinks we should prepare a couple of rooms, starting with the 3rd floor. If we fill those, he'd be more than happy to help clean out the rest.
 - Jill: if it's one room, we'd need 2 adults for safety.

ONA

- Melanie: had one meeting with a subset of the group 2 months ago but they haven't met since then. They're focused on doing the one-on-ones with people which is challenging due to Covid. They're meeting next week to talk about it and how to address people's questions and concerns in a thoughtful and unbiased way. They hope Ann can find a resource to help them through virtual one-on-one meetings, how to have conversation and address concerns.
- Ann: Carol Soucy from the church in Manchester was part of their committee when they voted to go ONA. Ann will provide her contact info separately.
- Peter: Will provide \$100 to replace the amount cut from the budget to continue this work. Melanie expressed appreciation.
- Melanie: because they haven't met for so long, it is good to have someone come in and get them started. Ann: Carol is not considered a conference resource but as a peer, she can provide a lot of info.

Other

- Candy did get brochures to Town Hall.

Minister's Report

- No minister's report has been provided. Cath may send one to Sanjay this week if she's not on vacation.

Pastoral Relations Report

- Haven't met so no report

Trustees Report

- Parking lot sign is up – they tried to choose something welcoming but effective.
 - Ann: didn't notice it until she was told to look for it
 - Sanjay: sign wording was welcoming and not offensive
- Trustees got a trash can from the dump that's chained up in parking lot
- Trustees have been monitoring the heat to make sure it's turned down. There have been times it's been turned up for an event and not turned down.
- The microwave oven is going to be replaced. There was hamburger left in it. Susan has made a call to ask if people have an extra microwave. The cost is \$250 to \$300. Amy: told Susan she can take the money out of Outreach dedicated funds if necessary.

Outreach Report

- Senior Luncheon March 20th
 - Made 48 meals for pickup/dropoff including the transfer station employees.
 - Sent out Nashua Transit flyer with the invitations for people to sign up for a free ride to get their vaccinations.
 - Handed out information regarding the senior call-in program through the Brookline Police Dept
 - Seniors donated food items for Brookline Food Pantry & cleaning supplies for Bridges
- Next Senior Luncheon will be on May 15th
- Collected items for Bridges/Janice's House and dropped off to them
 - 210 trash bags, 37 rolls paper towels, 22 rolls paper towels, 80 bottles cleaning supplies
 - Placed bin outside of the church, had drop-off times during THM & Senior luncheon.
 - Thank you to congregation, Brookline & Hollis communities.
- Discussing possible food drive for May
- The last couple of collections far exceeded expectations. Amy thanks Megan & Candy for getting them publicity.

Publicity

- Pictures are great because Facebook's algorithm recommends us more the more people click. Pictures make people click.
- Ann: asked Megan does Susan send her pictures of current crafts? Megan: she sent a couple of pictures that Megan sent out with a request for help.
 - Ann: will send Megan a picture of what they had prepared.
 - Megan: there's a take home meal on Friday where they could use a craft.

Deacons' Report

- The Deacons met on March 28, 2021.
- Assisted Rev. Cath with Holy Week services.
- Helped Rev. Cath with logistics on April 9 for Meany/ Ferrell wedding.
- Continued to prepare for Rev. Cath's surgical recovery period.

[people started joining the Zoom meeting at this point for the budget discussion]

Finance & Treasurer's Report

BCC YTD Financial Summary	Actual Income	Actual Expenses	Income vs Expenses + / -
March	\$24,471	\$22,683	\$1,788

Budget Discussion:

- The Cabinet meeting transitioned into an open budget discussion at 9:02 am with a prayer from Ann.
- Bill presented charts of income and expense month-by-month
 - Megan: confirmed that we were propped up in February by the PPP grant money
- Bill explained that our 1099 employees should be w2 as that would have gotten us grant money for their salaries as well.
- Sanjay: asked Ann & everybody if we should be happy being in this neither growing nor dying state.
 - Ann: feels with our church it's more of a systemic problem. We're hanging on every year.
 - Peter: for us to make it this far through the Covid19 years, he is pretty happy. He has no answer for what we should do. Starting to develop Faith Formation mission for September is a plus. Megan's mission for community outreach is another big plus. He thinks we're doing okay but need to keep finding ways to grow the church.
- Bob: agrees with all Peter said. Found last night that Hollis church is starting a THM program like ours and is looking for advice from Megan. He finds it a difficult question because his first thought is that this is proprietary to us.
 - There was discussion about balancing our desire to support other churches in their good works against the possible detrimental effects on our programs and budgets.
 - Peter: Donna had noted that Hollis tended to reach Hollis people more than Brookline. We should keep our recipes proprietary.
 - Donna: helping Hollis is the Christian thing to do. Maybe we can agree to not do it on the same weekend. We only do it once a month and people are hungry for them.
 - Megan: they want to come watch us do a meal and see how we do it. They want to do something similar for their community. We have been getting a lot of people from Hollis - 30 of 110 meals sold.
 - Our current success represents 8 years of Megan going to the transfer station, figuring out the tin size, price point, etc. There's a lot of thought and effort invested into our program that perhaps shouldn't be given away without careful thought.
 - Peter: it's not safe to have more people in our already-crowded kitchen so we can't support it right now.
 - There was general agreement to share advice and experiences but not hold their hands through a step-by-step bring up of their program.
 - Sanjay: noted we don't have to reveal everything up front. This gives us time to get a read on how it's going and balance between wisely stewarding our successful program and being generous with help to others.

- Megan: noted THM is more than the food, it's the people who prepare it and are a community. She decided to bring up the question for discussion at the next THM preparation. If Hollis does start up a similar program, our future revenue may go down.
- Peter: re: budget, it seems we're holding on and have no great new ideas besides FF. Is there anything we need to do?
 - Ann: thinks the work we're doing in ONA will help.
 - Megan: the more we can have the church doors open every Sunday, the better it will be.
 - Ann: we should do this [budget discussion] again after July cabinet meeting
- Sanjay: wanted an ongoing conversation about the direction of the church, not just at Annual meeting.
 - Megan: we need someone in charge of repeating meetings for initiatives like Faith Formation with goals and targets.
 - Sanjay: expressed willingness to kick off a framing conversation then left to set the church up for worship video service.

<The meeting continued but there are no further minutes as the clerk had departed>