

# BCC Cabinet Meeting Minutes

Date: 9/12/2021

Submitted by: Sanjay Cherian

## In Attendance:

Name	Role	Voting?
Ann Desrochers	Moderator	Y
Sanjay Cherian	Clerk	Y
Amy Razzaboni	Outreach	Y
Bill Dunbar	Finance	Y
Rena Duncklee	Treasurer	Y
Susan Haight	Trustees	Y
Jill Aitken	Deacons (Phone)	Y
Donna Bretschneider	Christmas Fundraiser	N
John Panto	Visitor	N

The meeting started at 10:25 am with a devotional from Ann. We had a quorum.

## Calendar Review

- September 19th – Worship returns to 10:00 am
- October 2nd – Senior Luncheon Dine-in / Take-out
- October 15th – Spaghetti Supper Ghost Train Trail Race (Susan to discuss later)
- October 17th – Rev. Cath back in the Pulpit
- October 22nd – Take Home Meal / Take & Make Craft
- Fall Stewardship Campaign (following Catherine's return)
- October 23<sup>rd</sup> – memorial service for Barbara Thaxter – location either at church or at their home.

## Review of Prior Meeting Minutes

- Bill moved to accept the amended minutes that had previously been sent out, Susan seconded; the motion passed unanimously.

## Boy Scout Sponsorship

- The UMC is very concerned about how the BSA filed bankruptcy and that if they restructure, chartering organizations could be liable in lawsuits. They are recommending that churches no longer charter BSA organizations. We can still support them and host them in the building, just not legally chartering. UMC Recommendation at <http://neumc-email.brtapp.com/viewemail/3046655>
  - We chartered the Cub Scouts and Russell normally signs the related paperwork every January.
  - Ann has asked Russell to hold off on signing if they come early, to give us time to figure things out.

- Susan: Are the Boy Scouts required to have a chartering organization? Ann: yes, under their old structure, unknown under their post-bankruptcy structure.
- Bill: what is the UCC's position? Ann: hasn't gotten a response from the UCC's legal counsel yet.
- Ann: the first time we went through this, the UMC was much faster than the UCC to come through with protective paperwork.
- Jill: we don't have all the required info now but when we do, we should let the Cub Scouts know verbally ASAP to give them as much time as possible to find another chartering organization.
- Amy: this is disappointing because we've had a good relationship with the Cub Scouts in town.
- Susan: expects scout leaders will be in touch with Russell because it will have a huge impact on them. Doesn't think we should make any decision until Russell hears from the scouts. She hopes the person who comes in January reaches out to Russell first to initiate a conversation.

## Faith Formation

- The position has had little interest until this week. We had a very serious inquiry this week (lots of questions) but it's not yet at the level of an application. Both Ann & Cath had reached out to a lot of people personally but got little beyond a polite "let me think about it." It now looks like a serious applicant will be coming forward soon.
- Susan: Thanks to Barbara and Sanjay, the 3<sup>rd</sup> floor front room is ready for whatever we offer. Some labels came off the baskets but Ann has records at home that say what label goes with each basket.
- Ann: right now, our guidelines say no to indoor in-person activities with children. Our space upstairs doesn't support enough social distancing.
  - Amy: would the decision be up to the person who takes the role? Ann: when they are here, they'd have to follow our guidelines.
  - Sanjay: wouldn't we be willing to let them use Fellowship Hall? Ann: yes, to start with.
- Bill: we should wait for the person to say what they want to do before we decide on changing the guidelines. Ann: we will need to work on the guideline changes in parallel.
- Rena: can we ask people if they've been vaccinated?
  - Susan & Ann don't think so. Bill says if our policies say our staff needs to be vaccinated, then we can ask.
  - Bill: [President] Biden said any company over 100 people can ask their staff to be vaccinated or require weekly testing.
- Donna: can we ask parents if they would be willing to have children here for a program.
  - Jill: would have to talk to Kevin first but her guess is that they wouldn't be comfortable sending their kids now because of Covid.
  - Bill: what is the Brookline school doing? Jill: they're having kids in person with masks but that's giving her a lot of anxiety. In Brookline's pre-K – 6<sup>th</sup> grade, all staff and students have to wear masks. She was told by the superintendent that they're not able to provide a remote learning option now because the governor's order has expired and nothing new has been released by his office. The school's distancing requirement has been reduced to 3 ft from 6.
- Donna: is wondering if it makes sense to hire someone if families won't send their kids. Ann: it would have to be an up-front conversation with the person. Since it's for so few hours, they could spend it putting together a program that could hit the ground running when we're ready to open. Ann would like to keep the momentum going. Donna: they could create take-home crafts. Ann: or they could do kids' activities outdoors at a separate table.
- Susan: was the family with 2 kids at church today? Yes. Amy: besides that family, do we have a sense of who else would send their kids? No clear answer from attendees.
- Jill: agrees with Ann about not losing momentum and that there are things the person could do in 5 hours a week. She'd be willing to let her kids give it a go outside. Ann: if we had a long table with take home crafts, that could be a good start. Susan: we still have some outside games from VBS –

we could incorporate a Bible story into those with some thought and creativity. Ann: crafts would be fine but playing outdoor games would be disruptive to the service.

- Ann: asked Amy if she had a chance to look into background checks.
  - Amy: has a new password since it's been so long since we used it. It looks like the basic check is still \$9. The most advanced package is \$36 and includes county seat felony and misdemeanors, motor vehicle check, etc. She recalls this package sounds like what we did for Lindsey. The web site didn't let her go back in time far enough to see what we did before.
  - Ann: The UCC uses Praesidium. Their check costs \$22 with a la carte add-ons that would probably bring us to the same price. Amy: her background check provider also offers add-ons.
  - Ann: thinks when we hired someone before, we did the thorough check initially and the cheaper ones for renewals.
  - Amy: right now, all our volunteer checks are probably expired.
  - Ann: we did the first check and had a form people would sign every year saying nothing had changed. We would run a new check if they said something had changed and do a full check every 5 years no matter what.
  - Bill: we should start clean if we're going to start again.
  - Amy: asked where the background check money came from. Ann: recalls we were also able to skip our check if the school would confirm the person had checked clean. This applies to volunteers who had kids in school and had been checked there. Bill: we have \$163 in the Ella Anderson fund, from which we paid for checks before.
  - Amy will hold on to the background check information until we need to use it.

## Fundraisers & Financial Impact

- Donna reported that we're going to do a Christmas Raffle instead of the Christmas Faire and is thinking of doing it similarly to the Fire Department's duck race.
- It will be the same night as the Soup & Chili and tree lighting.
- Bill will help with ticket sales online using EasyTithe and will give Donna the link to publicize. Donna will get the list of ticket purchasers and write out physical tickets for them. She'll get an email every time someone buys something. Up to 25 tickets can be purchased per transaction.
- Donna: with the duck tickets, people often don't have cash. The Fire Department only sold 2 tickets online so far and a whole day of selling in-person at the transfer station resulted in few sales.
- Donna wants to get baskets together, take pictures, and use them for publicity. She ran this by Ann & Cath a month and a half ago to get confirmation that this was a reasonable approach. The raffle items will be in the church and the pictures are so people can see them. We can keep selling tickets during the soup & chili supper, draw tickets afterwards, and Donna will coordinate prize pickup/delivery.
- Ann: can we put basket pictures on EasyTithe? Bill: a limited amount.
- Bill: We got a few online sales for the Christmas Faire with Carol. 3 out of 5 pickups used Venmo. The problem is that Venmo goes into his personal bank account and then he has to transfer money to Rena. He's trying to set Venmo up as a business account on an old Samsung tablet to go directly into the church bank account. EasyTithe has a card swipe option but it requires an iPad and a credit card reader. He thinks the younger crowd uses Venmo all the time.
  - Ann: how do we keep track of buyers as a Venmo id is often something like "ilovecats". Bill: we would only use it for real-time transactions where we know exactly where the money is going and when the person is right in front of you. Bill: there are no fees for Venmo (owned by PayPal) but you can't put it on an Apple device because Apple owns a competitor to PayPal. [Sanjay: checked at home and saw a Venmo app available for iPhone and iPad so this may need further investigation]

- Ann: how much visibility do people have into the account they're sending money to? Bill: none. They see a QR code. The buyer scans the QR code, put in the amount to transfer on their side, and hits "pay."
- Ann: wants to be sure there are safety protocols to protect our accounts.
- Bill: we can print the QR code and people can scan the printout.
- Jill: if somebody is working at THM and a customer says they want 2 THMs and a book of raffle tickets, will the person from our church keep track of how the payment is split between items? Bill: The THM crew has a complete spreadsheet to split out THM payments by item. For raffles, we would need another sheet to keep track. Confirmed that the answer is "yes".
- Sanjay: could we have separate QR codes for different destinations. Bill: doesn't know yet. He's just getting started with QR codes.
- Ann: does the money go into a holding account from which it has to be transferred to checking? Bill: yes, there's a holding account (operated by Venmo) from which the recipient has to initiate the transfer. You can ask for immediate transfer (fee involved) or wait 3 days and get it for free. Amy: noted there's no risk because the removal of funds from the customer's account is immediate. Bill: the buyer has Venmo hooked up to a bank account, or debit/credit card.
- Donna: if any other group would like to sponsor a basket, let her know in next week or so. Bill: would like to have a round number of baskets, like 10.
- Donna: We will draw tickets from the same pool for each basket rather than having people bid on individual baskets, i.e. the first ticket drawn may be for basket #1, second for basket #2, etc.
- Susan: how do we correlate the ticket to a person? Bill: if it comes in by EasyTithe, Donna writes out the ticket. Susan: so the buyer doesn't know which ticket numbers are theirs? Bill & Donna: yes.

## **Deacons' Report**

- August Report
  - Deacons met on Sunday, July 25, 2021.
  - Held brunch picnic after worship on Sunday, August 1 to promote fellowship within the congregation. People were appreciative of the opportunity to connect with each other. There were 18 adults and 2 children in worship and at the picnic brunch.
  - Working on pulpit supply for Rev. Cath's surgical recovery period.
  - We plan to record the live worship service each week and email it to the congregation, and post it to the website, for our on-line worship each week.
  - Didn't have official meeting in August. Focus has been pulpit supply during Cath's absence.
  - Doing work by email as needed
  - Amy: for Outreach if someone from one of their organizations was willing to come speak at a service, would it mess things up and should they wait 'til Cath comes back.
    - Jill: no these ministers are professional and can accommodate the request. There's just one Sunday to avoid – 10/3 – Rev Lloyd Curtis is coming from mission in Nashua. Just let Jill know what's happening.
    - Amy: or someone could take the place of a whole service. Jill: avoid 10/3, and she recommends short messages during the supply minister period as we have supply ministers lined up for every week Cath is away.
  - Ann: asks Jill to double check on Susan, doesn't believe she's ordained yet so don't put Reverend in front of her name. The ministers are more sensitive to their ordination status than the denomination is. Jill: the supply list from the UCC calls her Reverend. Ann will check to see if it's a mistake on the UCC database at work and email Jill.

## **ONA Committee Update**

- ONA didn't meet last month, will meet this week on Tuesday evening.

Jill had to leave at this point.

## Spaghetti Supper

- Susan: the race organizers had 400 runners maximum and they are fully booked. They will let us know if anything changes with the race's status.
- The race will be on October 15<sup>th</sup>. Susan used Carol's outline but changed the logo from what we had previously been using to something that's public domain. There's no change to pricing. She will start putting out requests for volunteers.
- We don't have organizations meeting inside yet. Since 10/15 weather is unknown, we can edit the flyer to add "limited seating" but Susan doesn't want us to change the format to take out with 150 runners who have no place to go eat. She thinks we can fit them in here by spacing out the tables. Bill: in past years, seating hasn't been a problem because people arrive at different times so it's been between 5 and 20 people inside at a time.
- Susan: thinks it will be okay if we ask people to mask when they arrive and after they eat.
- Bill: thinks we should put up the A-frame sign near the entrance to Tevya. Cath walked around down there one year to publicize. Says we should have Candy email the all list with needs.
- Susan: we have all the spaghetti we need. We need sauces, desserts, stuff for salads. If anybody might want to help, let her know. Bill: the spaghetti was from the food bank/pantry. Sometimes there's a big dump of stuff.
- Amy: what did we do for desserts before? Answer: whatever people want to bring. Amy can make cookies or something. Bill: we should make sure we have a gluten-free option if we can because many runners are gluten-free. We'd have to get gluten-free spaghetti.
- Susan: was going to use disposable plates & utensils so we can avoid overusing the dishwasher.

## Mission

- Sanjay referred back to the agenda line item on What is God calling our church to be and to do? He said he hasn't created any discussion framing slides as he has been focusing on other things. Ann confirmed that we still want to do this so Sanjay will create the slides.

## Finance & Treasurer's Report

BCC YTD Financial Summary	Actual Income	Actual Expenses	Income vs Expenses + / -
August	\$70,873	\$55,748	\$15,125

- The TD Bank loan has now been forgiven. Bill had to go to the bank and then the Small Business Administration.
- Our finances say we're \$15k to the good.
  - Someone left the church \$3k in their will and this past month our unknown donor gave \$20k again. We can't put it in the pledges category or plan for it because we don't know if we're going to get it or how much.
  - So far, the THM estimate for this year is \$7,500. If we look at \$1000 for next 3 months, THM is bringing in over \$10k for this year.
- When Bill & Rena were coordinating pickups of meals, they found people new to town had been told about us and the THM program by neighbors and were asking about the church, including if there's a dress code. THM is bringing people to the church. Over ¾ of people on the buyer list are

unknown to Nancy & Megan. They're new to town, from Hollis, etc. We try to cut off the number of meals sold at 100 every month and always go over.

- Donna: do we want to have flyers for the church to hand out at THM?
  - Ann: if Candy has extras of the church brochure we give out at town hall, we could put those out. Susan: will ask Candy about the brochures.
  - Amy: we could also put up a sign with information about our upcoming events and offer to add buyers to our mailing list.
  - Donna: and we can point them to our Facebook page and web site.
  - Ann: we can have a sign-up sheet with email. Amy: it would let them donate to ingredients too. Ann: and find upcoming worship times.
- There was enthusiastic testimony from Amy about how she loves the EasyTithe donation system as it removes the need to make catch up contributions after being gone for a while.
- Ann: did anything ever happen with the Hollis church trying to replicate our THM program? Bill: no.

## **Outreach Report**

- Senior luncheon 10/2.
- They're meeting to talk about maybe collecting socks & underwear for homeless shelters.
- SHARE Christmas.
- THM support.
- Donna's Christmas Raffle.
- Supporting the church however they can.

## **Trustees Report**

- Susan brought in a dehumidifier to work on the back of the building and is leaving the nursery room open so it can be dried out too. The recent rain has made it really bad back there.
- She hasn't met with the Trustees yet but has someone willing to take a look at the steeple. It's someone here in town. She is going to try to get hold of Peter who has the drone footage. It's not a project the person could take on anytime soon. It's hard to find a person to do the work because it's not a huge renovation. The conversation so far has been informal.
- They are maintaining things going on in the church. Russell fixed the gasket under the side door but it's not working right so she will look for a solution. John Panto: thinks we'll need someone in to redo the whole door frame.
- She's trying to get the rooms upstairs ready for Faith Formation offerings, getting rid of stuff. One room at a time is doable.
- Amy: when decorating for Soup & Chili and Christmas, can they discard items at their discretion? Resounding yes!
- Amy: has anyone run the dishwasher in a while? Susan: tries to do it periodically but hasn't done it in the last month. Susan will run it through a cycle today so that Amy will know if it's safe to use for senior luncheon.

## **New or Other Business**

- None

The meeting ended at 11:59 am with a prayer from Ann.