

BCC Cabinet Meeting Minutes

Date: 12/12/2021

Submitted by: Sanjay Cherian

In Attendance (via Zoom videoconference):

Name	Role	Voting?
Catherine Merrill	Minister	N
Ann Desrochers	Moderator	Y
Sanjay Cherian	Clerk	Y
Susan Haight	Trustees	Y
Amy Razzaboni	Outreach	Y
Bill Dunbar	Finance	Y
Rena Duncklee	Treasurer	Y
Candy Tiner	Publicity/Deacons	Y
Megan King	Interested party	N
Peter Bretschneider	Assistant Moderator	Y
Jill Aitken (Zoom)	Deacons	Y

The meeting started at 8:37 am with a prayer from Rev Cath. We had a quorum.

Calendar Review

- December 24th – Christmas Eve, 3 services,
 - 1 online
 - 5 pm outdoors
 - 7 pm indoors
- 12/26 – prerecorded only
- 12/28 – tentative date to return UMC ballot
- 1/14 – Annual reports due from boards
- 2/6 – Annual Meeting

Review of Prior minutes

- Candy moved to accept the amended minutes; Amy seconded; the motion passed unanimously.

UMC/Boy Scouts of America Bankruptcy

- Rev Cath reports that we have complied with all requests
 - Minutes were sent to the UMC office as requested. We haven't heard back, which usually means good things.
 - She's ready to send in the ballot by overnight mail at a moment's notice.
- Sponsorship
 - Ann: The UCC is hands off.

- The UMC's insurance provider is the same as ours. Both are recommending we do not sign a sponsorship agreement or charter a Boy Scouts troop. It's OK to have a facilities rental agreement. The scout troop should supply a certificate of liability insurance. Ann has obtained one from our local troop. They told her every Catholic church in the Daniel Webster Council has said they will not sponsor any troops. The DW Council is looking to see if they can be the chartering organization for all local troops.
- Susan: update from Russell – he will reach out to Ann to be in sync because the scouts have not reached out to him. Susan's question: if UCC is being hands off, are there other UCC churches who are going to sponsor troops? Ann: "hands off" means each church should talk to its own lawyer and do what they say. The reason we've received no paperwork from our troop may be because they're waiting to see if the DW Council will charter troops. Lynn is wondering if the day-to-day relationship with the church changes besides formal chartering. Ann told her it was business as usual except for chartering, which is driven by liability concerns.
- Ann: if the DW Council doesn't charter troops, we would have to manage our liability. Do we have a lawyer?
 - Cath: the one she spoke to was a bankruptcy lawyer. The Hollis church is struggling with the same thing. She will ask them who they use.
 - Megan: Peter Webb or Peter Bennett can help us.
- Ann: we want to maintain the relationship the best we can and just be careful of liability.
- Candy: asked for confirmation it's okay to let the scouts meet here for now. Ann: yes, because we have a certificate of liability.
 - Susan: agreements are for each calendar year so the last one is still in effect.
 - Candy: has not seen any signed documents. We realized the only document that we sign is a chartering agreement.
- Lynn has told Ann their insurance goes from March to March. We will file received documents with Candy who now has a dedicated boy scouts file.

2022 Budget

- Bill: As of the end of November, our cash reserve was \$64,764.77 excluding checking accounts, and is over and above dedicated fund balances.
- Preliminary estimate is \$31k in pledges. He has budgeted \$35k because of prior history.
- We're no longer budgeting revenue from the TD bank Affinity program because we have to maintain or increase the balance associated with the church year over year.
- He took out the breakfasts because we didn't do them last year and probably won't do them this year.
- THM – Megan said to budget \$7k though we came in around \$12k this year.
- For the Christmas Faire, he budgeted \$3k but doesn't know what we took in this year. Peter: thinks it's around \$2,500.
- Expenses: Bill kept everything the same.
- Salaries: the minister's increase is based on conference numbers. Everybody else (secretary, treasurer, custodian) was increased by the CPI – 5.9 %.
- This year we have to weight test the elevator.
- Bill sent each board a proposed budget. He's heard back from administration. Please let him know of changes ASAP. Cath: thinks the deacons' budget had a high line item for pulpit supply that she hopes will not be needed next year. Bill: has already reduced it to \$750 (assuming 3 supply ministers).
- This leaves us at a 40% deficit so we'd have to use \$28,475 from cash reserves to get within 10%. Since we have enough cash reserves, he proposes we use that. He thinks the reserves will be even higher by the time we close out December. We don't have to touch any trust or dedicated funds.

- We had \$24,375 in special donations this year that we can't count on next year. We had \$5,600 from the Paycheck Protection Program which won't be there next year.
- This year we're in surplus despite thinking we'd need to draw on cash reserves. Bill: special donations, PPP, and Take-Home Meals really helped a lot. The goodwill that's come from the THM program cannot be obtained in a different way. Nancy bought Shepherd's Pie from Buckley's. It was \$15 and not as good as ours. Papa Joe's is \$12.50 and is the same size as ours. Megan: we're going to raise the price on ours. People agreed this was appropriate.
- Ann: Was the \$3k figure for the Christmas raffle and soup & chili? Bill: yes, but not including THM. Ann: asks Peter if the \$2,500 figure was just for the raffle. Peter: yes. Rena: the raffle was \$2,110 and soup & chili was \$1,069.
- Bill: tries to be conservative on the budget, particularly on income. Amy: notes the Christmas raffle made a lot of money, particularly given the level of work we did for the event.
- Bill: a lot of other churches have had to go into their trust funds.

Church Vision Discussion

- Ann: confirmed that the discussion was deferred to February. Sanjay: has started working on the slides.

Fundraising

- Ann: thanks everyone for the Christmas event, which seemed phenomenal. She has a note that we were going to discuss breakfasts in 2022.
 - Peter: thinks we should leave breakfasts out of the budget and discuss them next year. Amy agrees.
 - Bill: we normally budget \$500 for 3 breakfasts. Ann: recalls we had said we'd line them up with town events to get foot traffic but we wouldn't expect there to be 3 such events this year.
- Bill: The Ghost Train spaghetti supper is still in the budget.

Revisiting Reopening of Church

- Ann: Covid Positivity rate is 11.9% in NH, 11.8% in Hillsborough County. Do we need to discuss the implications of this or are we comfortable with things as they are? Peter and Amy are comfortable. Susan: thinks we should maintain our existing practices. There was consensus agreement.
- Updates to building usage guidelines: Ann said to Candy that we should just add items that make the trustees and insurance happy.

Deacons' Report

- Jill: The deacons met 11/28, planning for Advent & Christmas. Otherwise just dealing with routine tasks.
- The 5 pm service outdoors will be shorter and a different service than the 7 pm service indoors.
- The deacons ordered 3 large poinsettias that will be put on the altar. They are here so Jill asked someone to take them upstairs and put a tray under them for water leakage and to check to see if they need any water.
- The deacons are meeting again on December 19th. They could use volunteers for Christmas Eve. Maybe someone can make an announcement in church that the Deacons could use help from people who will be here. Also tell everybody who the deacons are.
- Cath: we said we'd forge ahead despite the positivity rate. We're assuming we go forward with 7 pm as usual. If it's freaking someone out, will someone please let Ann & Cath know so we can make a decision (on December 24th if needed). We don't want people to just sit on their agitation. We will respond to any news events or otherwise. Ann: is fine with this but with her conference role, she can

share that several churches have gone back to online. 10-15 churches have had outbreaks identified to be from churches. In one church, it was the pastor, pastor's wife, and 9-10 congregation members, all fully vaccinated but not severe. Megan: CSDA had an actual outbreak.

Finance & Treasurer's Report

BCC YTD Financial Summary	Actual Income	Actual Ex-penses	Income vs Expenses + / -
November	\$87,251	\$82,800	\$4,451

- Ann: Do we have a percentage response on stewardship?
 - Bill: we used to get \$45-55k / year. This year we're down to 35k budgeted.
 - Ann: wants to know the number of households. Bill: currently 13 responding. Ann: What's normal? Rena: doesn't have number at hand.
 - Cath: thinks the number of households is an important number for us to gauge how much more potential there is to move the dollar value. She asked Bill & Rena to track them. Bill: has a spreadsheet that tracks both.

ONA

- We think Melanie has stepped back but may not have urged anyone else to step up.
- Jill: Melanie has been asking for at least 6 months for someone on the committee to step up to be the chair and take the lead. All members are behind looking into it. They haven't changed their opinion but none of them have bandwidth to chair the committee. There is no chair at this point so they have not met in several months. There might be someone else in church who is available to take this role.
- Ann: are people on the committee still willing to be engaged and it's just that they don't want to be the chairperson? Jill: thought Melanie would still be on the committee but not the chair but is not 100% sure. Lindsey said she was going to have to step back from the committee because of bandwidth, not a change of commitment to the pursuit. Jill thinks Lindsey will be stepping down from the committee. It needs to be confirmed but she thinks everyone else is still onboard.

Outreach Report

- One family reached out through Cath for help. Amy sent them a gift card.
- Amy hasn't heard from the welfare officer about Thanksgiving or Christmas.
 - Bill: saw something from the welfare officer on Facebook looking for people or groups to adopt a family. Amy: will reach out to her again.
 - Peter: the fire department reached out to see how they could help. They came back with adopting a family but wanted \$700 for that family for Thanksgiving. They ended up buying 12 turkeys, 40 lbs of each vegetable type, and spent about \$200. He thought it was really nice but the families who received it couldn't cook the food so would have preferred meals rather than ingredients. For Christmas, they're going to buy hams and stuff and make 'take home meals'. He suggested we talk to Sheryl Corey to see if they need help. Amy will do that.
 - Bill: from working at the food pantry, people are living at motels with just a microwave. It's hard for them to cook food.
 - Susan: thinks collaboration between the church Outreach board and the fire department is a good thing.
 - Bill: still has some 20 lb turkeys and 15 lb hams (honey-baked, pre-cooked). He should be able to get turkey, ham, etc.
 - Peter: a number of people at the fire department will help.
- Otherwise, the Outreach board has been swamped with raffles, take home meals, etc.

Minister's Report:

- Mostly getting back up to speed.
- Getting ready for Christmas is the same as every year – a lot of work. Hopefully the pace will slow down a bit in next few weeks. For now, it's all Christmas all the time.

Pastoral Relations

- No update

Trustees Report

- Susan: Got a quote from the front window company to do the back windows. The guy took a look at the back side of the building. Some sills need to be addressed. His quote was \$17k to 18k but we increased it to 20. It will go up next year.
- They will look into having the front part of the building insulated – it's probably more important than the back windows. She has to do a lot of research. The main thing is heat savings. The back windows need to be done but are not critical.
- Still have plans for exterior repair and painting, interior repair and painting.
- Looking at what we can do ourselves, what we have to contract out, who can do it because contractors are becoming scarcer.
- Otherwise just maintenance and routine.
- Peter: we have to check the year of the smoke detectors. They might be out of date by many years.
 - Susan: we probably should just do it. What about fire extinguishers? Peter: they get checked every year.
 - Rena: does the fire department check them? Peter: it's a liability issue so no. The insurance company checks it.
 - Susan and Peter will look at the detectors. Home smoke detectors die after 10 years, CO detectors after 7. Commercial smoke detectors probably have the same life span.
 - Peter: our fire alarm system isn't tied to anything. If it goes off, it's only in-building notification. Susan: noted a task of running a cable out to at least activate a light and alarm on the exterior.

Publicity

- Nothing new.

New or Other Business:

- None

The meeting was closed in prayer at 9:31 am by Rev Catherine.