

# BCC Cabinet Meeting Minutes

**Date:** 02/13/2022

**Submitted by:** Sanjay Cherian

## In Attendance:

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
John Panto	Deacons	Y
Candy Tiner	Publicity	Y

The meeting started at 8:31 am with a prayer from Rev Cath. We had a quorum.

## Calendar Review

- February 19 – Trustees will organize a crew to clean out the basement crawlspace, March 5 as fallback
- March 12 – Senior Luncheon
- March 18 – THM, Girl Scouts will be selling cookies
- March 24 - Quality Insulation to install basement insulation (they estimate being done in a day)
- May 21 – Senior Luncheon (changed to avoid boy scouts)
- Oct 15 – Senior Luncheon tentative
  
- Ann: Will the insulation fix correct the rotting sill? Susan: no, it will just be the poly film and foam. The foam will run up to the sill and seal the sill area leaks. Ann: with rot, will water leaks damage the foam? Are we doing it in the right order? Bill: no, water leaks will not ruin the new insulation so we are doing it in the right order.

## Review of Prior minutes

- Bill moved to accept the prior meeting minutes as submitted, Candy seconded; the motion passed unanimously.

## Annual Meeting Minutes

- Amy: For the section talking about insulation options, should we have the estimated costs of each option we talked about? Should we add the numbers from Ann's slides about each line item? Consensus: yes, and Ann will send Sanjay the slides.
- Review of action items from Annual Meeting:
  - Ann asked Sanjay when the future vision discussion would start.

- Sanjay: can have slides in a week so anytime after that. Cath: the book group wraps up in mid-March. Could do mid-March.
- Amy: is it to introduce discussion or to discuss? Sanjay: start discussion, likely to continue.
- We decided to schedule the discussion for 3/20.
- Energy Audit: Kevin will let Sue & Bob know when he can meet and they'll get it going.
- Defining a threshold for conversation about revisiting finances.
  - Sanjay: wants 2x worst-case swing seen in cash reserves, i.e. the starting cash reserves minus the lowest value it took that year. Bill pointed out that swing was never negative so it's not a usable guide. Sanjay revised the request to be some multiple of the coming year's budget deficit.
  - Ann suggested using some number of months' worth of the operating budget's expenses as the trigger, i.e. if cash reserves drop below that dollar value, we have a conversation. In her personal budgeting processes, that's how she would set the trigger.
  - Amy agrees with Bill that it should be a number, not a formula. Sanjay: agrees as long as the number changes every year to reflect the coming year's budget. He proposes 6 months of expenses.
  - In this case, Bill said the projected 2022 expenses are \$98,000. He wanted clarification on what we were counting as cash reserves. Sanjay: It's whatever the pool is from which he draws funds to balance the budget, i.e. the sources that account for the \$65,001 he had previously reported as cash reserves, net of checking accounts.
  - Sue: 6 months is a reasonable threshold. Ann: expanded on this to specify the trigger for conversation as being when cash reserves fall below \$49,000.
    - Sanjay: clarified that this is a conversation trigger, not a panic trigger. The 6 month value would represent being able to pay 6 months expenses without any revenue. The real runway is longer because zero revenue is not a likely situation.
    - Cath: this transfers the burden of raising the flag from the finance committee to the whole cabinet so is a little more fair.

## **Fundraising**

- Ann: We had talked about lining up fundraising with town events. There was supposed to be a fishing derby but given the weather and lake conditions, it doesn't seem likely.

## **Reopening Guidelines**

- Ann has a new version of our Covid Response Guidelines that links to the State of NH's website where they maintain Isolation & Quarantine guidelines for the general public that are based on the CDC's guidance.

## **Faith Formation**

- Ann: do we still want to do the 6-week program given Jill's input that now may not be a good time to bring children into the church given the spread of Covid? Cath: yes, we still want to do a program but a little later considering Jill's feedback. If we want to do it while school is still in session (and that's where we sense the need is), it has to start in the beginning of May. Planning would have to be done before that.

## **Book Study**

- Cath: We're going for it. It's still fun.

## Deacons' Report

- The Deacons met on Sunday, January 23, 2022.
- Began preliminary planning for Lent/ Holy Week/ Easter.
- We will have our own Ash Wednesday service, not a joint service with the Mason church, due to the fact that the Mason church is not worshipping in person at this time. Don't know if Pastor Veronica will be here. Cath: will assume she's not going to be here and plan accordingly but we can accommodate her if she is.
- Began securing a pulpit supply minister for April 24, which is the Sunday after Easter, to give Catherine a rest after Holy Week. It will be Debbie Gline Allen.
- We are planning to have Communion on February 13.
  - Cath forgot about it until last night so it will not happen today but next week.

## Finance & Treasurer's Report

<b>BCC YTD Financial Summary</b>	<b>Actual Income</b>	<b>Actual Expenses</b>	<b>Income vs Expenses + / -</b>
<b>January</b>	\$9,155	\$9,686	(\$531)

- Cath: asked Rena if the UMC sent a check reimbursing her for postal fees. Rena: not yet.
- Bill: should the trigger point status be put into weekly bulletin?
  - Candy: no, not in the bulletin. It would give a poor impression of a failing church and possibly discourage drop-ins from coming back.
  - General consensus was agreement not to put it in the bulletin. It should be visible to Cabinet.
- Sue: heard Alton is selling their church. Are they disbanding? Ann: hasn't heard of Alton disbanding. First Concord is selling building their but definitely not disbanding. They looked at their ministry and said "we really can't afford the building and does our ministry require it?" They concluded they could do their ministry other ways.
- Bill: with Venmo, we had one person who chose some protective option when making THM payment. Venmo takes 1.9% of the transaction + 10 cents for that service from the amount. It's mostly appropriate for a business account, which we don't have. He won't worry about it for now but is letting Megan know why receipts may not match what was expected. The totals are still fine because some payers rounded up their payments. Cath: appreciates the work tracking down where the discrepancy came from.

## ONA Report

- No participants here to report.

## Outreach Report

- Tentative Senior Luncheon Dates:
  - March 12 – trying to do traditional dine-in with the option of take out
  - May 21<sup>st</sup> (changed from 14<sup>th</sup> to avoid conflict with the Boy Scouts)
  - Oct 15<sup>th</sup>
- Toiletry collection for Nashua Soup Kitchen through Feb 18<sup>th</sup>. The items received so far are set up in the hallway. A lot of it came from THM customers. We will continue collection through next Sunday even though Amy has officially set Friday as the deadline.
- The new Brookline Welfare Officer, Angie Dacey, reached out to Rev Cath. She, Cath & Outreach will set up a meeting.
- Outreach is talking about future collections.

## **Minister's Report**

**February 2022 (1/3 through 2/6)**

Since this goes in the church's record, because of the Covid-19 global pandemic, we continue to offer in-person worship services weekly, which we have been doing since 3/21/2021. That service is recorded, edited and posted for those who aren't able to come to the sanctuary.

- Averaging 27.2 hours/week, which puts me between 7 hours under to 45 hours over since Sept. 12. This time last year, I was averaging 27.5 hours/week.
- Pastoral counseling in person & on the phone
- Coordinating with Kim & Joe Lubelczyk on baptism for their daughter Avery Rose.
- Contributing to BCC Annual Report (minister's report, adult CE report, support for clerk's report)
- Setting up for Reading Together for Epiphany, including reaching out to some folks we haven't seen in a while. Planning questions for Chs. 1-7 of Project Hail Mary.
- Worship planning for Lent/Holy Week/Easter (C Ash Weds – Easter 2). Reaching out to Rev. Veronica at Mason to see what their plans are (they're doing remote only through Ash Weds, so we'll worship by ourselves and revisit closer to Maundy Thursday).
- Reviewing church cancellation process.
- Working ahead on 3/6 service to prepare for orthopedic procedure that week.
- Getting denominational reporting emails on to the clerk.

### **Services:**

- 1/9: The gifts of epiphanies can come from years of work, not just thunderbolts.
- 1/16: Gifts of God need to be given to the community.
- 1/23: Why are the people of Nazareth so upset with Jesus that they want to toss him off a cliff?
- 1/30: Why the people of Nazareth are so upset with Jesus that they want to toss him off a cliff.
- 2/6: What kind of discipleship are we being called to as sinners?

### **Regular Meetings:**

Cabinet, Deacons, Moderator, Clergy Support

Cath: is having an outpatient knee procedure on March 3<sup>rd</sup>, which will require intensive PT for the following week. It shouldn't impact worship on March 6<sup>th</sup> but she will record her part ahead in case we need to drop back to an online service.

### **Trustees Report**

- Russell will fix the wood piece at the bottom of the side door near the kitchen.
- He also has the piece of countertop from the side of the refrigerator and will be finishing that up as his retirement takes effect.
- Trustees will also do the rail for the basement stairs.
- Cath: is there a reason the freezer is in the basement?
  - Sue: There's no space up here. They will be cleaning it and relocating it somewhere else in the basement.
  - Cath: can it go in room that was the nursery? Sue: doesn't want our rooms to become a catch-all storage space.
  - Cath: agrees with not wanting that outcome but having volunteers who might need hand rails, should we do something different? Megan: agrees and says it's not likely to be this year that we need those back rooms.

- Cath: thinks we should organize and use our space as we are now. If we find ourselves needing more regular freezer space, we should move things to reflect our current usage.

### **Publicity:**

- Candy: would like people to let her know if they have any ideas on publicity things she could do. She is just doing what she normally does but doesn't feel like we're doing anything particularly unique or well.
- Megan: are we on Instagram? Candy: not right now. Megan: it's a way to reach the generation younger than the Facebook generation. Social media is the way to go.
- Bill: we got good publicity from Cathy Lewis from Hollis. She picked up the mac & cheese THM, posted to Facebook raving about it with pictures, and talked about anticipating next month's meal.
  - Megan: we already have 37 orders for next month.

### **Nominating Report:**

- The Nominating Report was put in the agenda so we don't lose track of it. Ann looks at the slate from Annual Meeting and says that model was great for 30 years ago but may not be appropriate for today. A related immediate concern is the state of the Board of Trustees, where Sue is the only person formally on the board and we should have more. A single-person board is not a good idea.
  - Sue: can handle what's currently going on and many people step up when asked.
  - Ann: there are folks in the church with expertise (Kevin, David Drake, John Nicholson) who could be asked. Rena asked if Joel is gone. Answer was that he seems to be.
  - Cath: she has asked John N in the past. He's very active with his other organization which is where his calling is. We should still ask him because things change.
- Stewardship
  - Candy is going to reach out to Cindy and say she'll help with Stewardship.
  - Bill: stewardship is meant to have representatives from each board. Cath: it's part of everything we do. It's not just financial but how we live our faith. Money is just the vehicle, not the goal. She asked Candy to let Cindy know that more people can help.
  - John: should the stewardship chair then come to cabinet?
    - Cath: the reason the Stewardship committee is made up of representatives is to get that broad perspective. Asking the chair to come to cabinet meetings might not be a selling point for taking the role.
    - Amy: they could have a couple of meetings and come to cabinet periodically. Cath: we do need someone to stay on top of it year-round.
- Ann noted that she and Cath are looking at Faith Formation.

### **New or Other Business:**

- None.

The meeting was closed in prayer at 9:34 am by Rev Cath.