

BCC Cabinet Meeting Minutes

Date: 09/11/2022

Submitted by: Sanjay Cherian

In Attendance:

Name	Role	Voting?
Catherine Merrill	Minister	N
Ann Desrochers	Moderator	Y
Sanjay Cherian	Clerk	Y
Rena Duncklee	Treasurer	Y
Susan Haight	Trustees	Y
Bill Dunbar	Finance	Y
Amy	Outreach	Y
Megan	Fundraising/Outreach	N

The meeting started at 10:39 am with a prayer from Rev Cath. We had a voting quorum.

Calendar Review

- Add Spaghetti supper on 10/14.
- October 7 THM

Review of Prior minutes

- Sanjay moved to accept the minutes, Ann seconded; the motion passed unanimously.

Facilities Use

- Cath will talk to Candy to get the Facilities Use Agreement updated based on NHC recommendations.

Having THM fund the Outreach Budget

- Bill summarized the proposal: divide the budgeted amount for THM by the number of meals for the year to figure out the per-meal target for church operations. Funds raised in excess of that target at each meal go to the charity that meal is advertised as supporting. Excess funds aren't divided among all the charities we have in our current budget but only the one for which the meal is being publicized.
 - Amy: there could also be something unexpected that comes up like Ukraine. She said Megan had noticed that if we attached a charity to the THM, we raised more money.
 - Ann: does the fundraising jar go directly to the charity, totally separately from Bill's spreadsheet? Bill, Megan, Amy: Yes.
 - Bill: it's the net income after each month's meal expenses that's first allocated to operational expenses and then the excess income goes to the charity.
 - Amy: this way, the Outreach budget still remains a church responsibility but we have the ability to do more without asking the congregation to bear the burden.

- Cath: likes it. It allows us to be flexible with Outreach to respond to new needs, to engage the community, and to be realistic that the church also needs support. She feels she could explain it to someone.
- Amy: this lets us publicize it to the community clearly.
- Cath: asks Rena if this is manageable from a bookkeeping perspective. Rena: yes.
- Cath: at one point, there was concern for donation fatigue and we were thinking of just buying what we need. What's it like now?
 - Megan: it varies. Nancy and Linda just buy what isn't donated and get reimbursed.
 - Cath: Deacons are finding that asking people all the time gets fatiguing so even if we're successful, she hopes the THM people aren't getting tired of asking.
- Ann: sounds like general agreement on this proposal. Do we need to vote on it? Bill: No. There's no change to this year's budget and next year's is being developed.
- Megan: more on THM
 - Jon [King] is working at the food pantry. They get a bunch of donations they don't know what to do with. He asked Angie and she okayed the following. Tomorrow, Jon, Nancy & Linda are going to make quiches with extra donations from the food pantry, freeze them, and take them right to the food pantry to give away as cooked items. Cath: thinks that's brilliant.
 - His other thought is this is an opportunity for people who want to help with THM but can't do Fridays. He's thinking we could make small amounts of meals we had success with in the past but said we'll never do again because of the amount of work. When we have pickup for normal THM, we can also offer the frozen special meals in addition. If people are sick, we have this as an option too. He's not sure he knows the date of this yet. It's flexible as the food is only going into the freezer and not for same-day pickup.
 - Cath: is wondering if this begins to appeal to people, do we need a kid-friendly line of food? Are there 5 people who need gluten-free? Vegetarian meals? Is there a way for the community to say what they need?
 - Susan: he'd need to be mindful of the calendar.
 - Cath: regardless of meals, it feels like a door opening and she is interested in seeing what happens.
 - Megan: any money raised would go into the THM bucket.

Fundraising Events

- Ghost Train Rail Trail spaghetti dinner. Susan will send something out when ready.

Christmas Faire

- Marjorie has stepped up to co-chair the Christmas Faire with Donna. There is a meeting next Sunday to discuss the Christmas Faire. If any board or person wants to sponsor a basket, Donna would like the prize, basket, or at least the concept of it ready by 10/31.
- Donna will have a list of suggestions ready. Bill: will send her last year's list.

Covid Guidelines

- Ann: will just file them unless something changes.

Faith Formation

- Cath: Ann & Cath had a conversation with the family of the kids who were at this morning's Children's Message. They would like to figure out how to offer CE for the 3 families with kids at this church in a way that works for them.
- Cath will call them individually and talk to the parents about things like suitable day, time, etc. Do they want adult ed in one room and kids in another? They will come up with something we can offer

once a month and respond to their feedback. This may require the rest of the community to shuffle things around.

- Ann: came up with examples that show the parents how open-ended and unconstrained this query is.
- Cath: will ask for their commitment so that if we get a program together, they'll make their best effort to participate. There are many curricula that Ann & Cath have seen that are glorified craft projects to be done in another room so you wouldn't know it was CE unless someone told you. They want something that's real CE, ideally connecting back to worship. They want the kids to see that grown-ups do it too, just in a different context. We are committing to one school year worth of effort, even if it's only for one family.
- Bill: there's another potential family. Linda Saari told him that the house across from her has a family that walked down here last Sunday in their Sunday best (when we had had a Thursday service instead) looking for church. Someone should contact them.
- Cath: if parents are cool with an adult component, we will see if they're okay with opening it to the rest of the church.

Annual Meeting Nominating Committee Slate

- Ann: Many board member terms are expiring. She is worried about not having church leadership for the coming year.
- Amy: is still the Outreach chair unless something catastrophic happens. She agreed to being nominated for a 3-year term.
- Megan: committed for 3 more years on Outreach.
- Susan: confirmed she's still on until 2024. She is still looking for recruits.
- Bill: confirmed his role through 2024.
- Megan: what do we really need? Bill: treasurer. Ann: also a moderator, assistant moderator (for PRC if nothing else).
- Ann: knows she definitely cannot extend her term as moderator.
- Sanjay: is not re-enlisting as clerk. Cath: we have been without a clerk here before and as the minister, it makes a lot of things easier to have one. Ann: confirms that the moderator also benefits.
- Cath: doesn't know the situation with the Deacons. Candy & Jill are probably okay but she is not sure about Russell. We confirmed that Russell and Jill are through next year.
- Cath: there's absolutely nobody on CE. That's why Ann is helping with that.
- Cath: is trying to be very respectful of Jocelyn Jones & Yifan's time for music committee. It's not a skill she has and definitely needs the support.
- Cath: doesn't want to be "sky is falling" but it's a great gift that Rena has said she needs to step down from the Treasurer role unlike churches where people stay on when they aren't really able. Expressed strong gratitude for Rena's service and how she's made Cath's job personally easier. If we don't let people step down, we won't have people step up. Doesn't want people to have to leave church to avoid another term on a board.
- Cath: we have roles we definitely need filled: Trustees, Treasurer, Moderator. It also hurts to have the wrong person in a crucial role like moderator. She thinks announcing open positions from the pulpit won't yield results and that we have to ask people directly.
 - Amy: maybe we can announce specific roles.
 - Cath: for roles like moderator if the wrong person steps forward and is the only volunteer, what do we do?
- Ann: as the moderator, technically unless we change our constitution, we have to maintain the current board structures. She has to present the roster according to our constitution and the cabinet can deal with unfilled openings. We can speak to positions that aren't completely essential and grey them out on a printout but she has to leave them on the sheet.

- Bill: has talked to Rena about him being Treasurer but he shouldn't be head of finance concurrently. Ann: is Bob Ashton going to continue on finance? Bill: doesn't know. There was discussion and agreement that Treasurer and Finance must be separate people to have suitable checks & balances.
- Cath: Is Moderator, Assistant Moderator, Treasurer, Clerk the essential shopping list? Ann: thinks we need at least one more trustee. We need 2 strong people on the finance committee to have a check and balance. Bill: the treasurer has to be discreet and maintain privacy about donors.
- Cath: she might not have thought of Marjorie as co-chair of Christmas Faire but can see she'd be great at it. So maybe we don't know right now if somebody unexpected would be great for a particular role.
- Megan: Sanjay's minutes are thorough and wouldn't it be discouraging to people who can't type as fast? Sanjay: we didn't take such detailed minutes in the past. The current minutes are an artifact of him being moderator and his own clerk and needing to augment his poor memory. There was discussion of nature of minutes. Ann: it's helpful to have detailed minutes so we can understand the context of discussions.
- Cath: would appreciate people suggesting folks for positions. She is frightened of us getting to annual meeting, having empty slots on the slate, people stepping forward in that meeting, we know they're the wrong person but we accept it because they stepped forward. We would be stuck for 3 years. Because we're so small, one person in the wrong job could really hurt us. It's hard for new people to commit to 3 years. Ann: last year, we publicized the real term but told people they didn't have to stick to the whole term and we would understand if they needed to step down.
- Rena: we seem to have half the people we had pre-Covid. Cath: we used to have about 35 people in worship pre-Covid, currently 20. [Post-meeting update from Cath: the average for the 12 weeks pre-Covid-shutdown was 39 to 41 and the average of the most recent 12 weeks was 22].
- Cath: if we want to have co-moderators or co-clerks, we can make it work. Ann: we can do the same thing with Treasurer, by splitting with the Assistant Treasurer. Rena: Having an assistant treasurer didn't work well in the past. It worked better to have a second person to count the cash.

Deacons

- Didn't meet in August.
- No updates.

Finance & Treasurer's Report

BCC YTD Financial Summary	Actual Income	Actual Expenses	Income vs Expenses + / -
August	\$42,469	\$60,494	(\$18,025)

Cash Reserves: \$ 48,809.52 (threshold < \$48,362.00)

- Ann: We are getting close to the cash threshold.
- Bill: attended a UMC Zoom meeting where they talked about a different way of displaying the budget: a narrative budget. He showed a chart of our budget depicted in that way – aggregated into buckets: worship, faith development, mission & service. He had asked Cath how her time breaks down across these buckets. He did similar things with our operations budget, e.g. Outreach maps to Missions, Deacons map to Worship.
 - The chart showed our budget is allocated 72% to worship, 19% to mission & service, 9% to faith development. It splits all our expenditures out by these categories/buckets.
 - Bill: The UMC had 2 extra buckets that we could use. Bill is trying to understand how they built the sheet to see if we could use that approach.

- Bill: soliciting further breakdowns if people have ideas.
- Cath: a narrative budget is to answer the question, “what is the story your money is telling?” If the story is, “we’re spending too much of our resources on worship,” it helps us to not argue about detailed line items to come to that conclusion. If Bill allocated Cath’s time without consulting with her, it would be less accurate.
- Sanjay: this is great and extremely helpful. Were things like the heating bill also partitioned across buckets based on the number of days of the week we use the church. Bill: yes, and he used Cath’s input to allocate her expenses across buckets.
- Cath: asked things like where to put pastoral counseling but it’s not a huge chunk of her time. Bill: would put it under faith development.
- Bill: we can add 2 more buckets. Megan: would like to see utilities and maintaining the church as a category, i.e. can we separate out operational expenses like heating and fuel? Bill: if we didn’t pay those expenses, we would not be able to have worship at all so he considers them a worship expense.
 - Sanjay: can we look at expenses that don’t fall neatly into one of the current categories and have a bucket for non-mission overhead. Then the narrative budget can tell us both about the story our money is telling and our efficiency in the use of that money. It would also divert him from worrying about things he thinks are problems but that the data shows are not significant. Bill: that level of detail is in the detailed budget. It would be complicated to add to the narrative budget. He is not going to do it. [In a post-meeting email exchange, we discovered some misunderstanding of what was being asked for and what was not feasible. Bill kindly provided an updated narrative budget chart that broke out the utilities/maintenance expenses and non mission/maintenance expenses as separate categories.]
 - Susan: the energy audit person may be able to partition how our expenses split between active use and times the building is idle. Amy concurs that they may be able to provide that visibility. Ann: her experience says we use more energy changing the temperature than maintaining a constant temperature.
 - Cath: thinks once ministerial expenses and outreach expenses are allocated, the other expenses will be small. Ann: is pretty sure that for the last few annual meetings, she has had slides that show what Megan & Sanjay are asking about.
 - Bill: having done energy audits for things like hospitals, it’s not easy to get the breakout Susan is describing.

Outreach Report

- Will be starting to help Donna with the Christmas Faire.
- Senior Luncheon in October.
- They are collecting Stand Down donations. They will drop them off and some Outreach members are hoping to attend the event.
- They are planning out the remainder of the year.
- Cath: asked Amy to reach out to Angie to see if she’s expecting to need additional help around Christmas & Thanksgiving. Amy: we usually reach out with those questions around then.
- Cath: what charity are we targeting for 10/7? Megan & Amy: don’t know. Cath: let’s have a bucket out at the Ghost Train Spaghetti Supper as well for that charity. Susan: the race organizers had been involved in supporting a national organization in the past but are focused more on Brookline this year. Our prior contact isn’t as involved in this as before.

Trustees Report

- Susan: we got 2 trees in the parking lot cleaned up. Linda Ashton pointed out 2 more trees so they ended up taking down 4. It took 2 hours.
- Is working with Marjorie to weed out things from the closet and get things the way Marjorie likes.

- Received a recommendation from Yifan that next year we look into two A/C units that vent out the windows. Bill: we should ask during the energy audit if it's feasible and worth it. Amy: also consider if we need it because we're at the lake so often. Sanjay: for the sanctuary, we'll need something more substantial than window units required for small rooms, probably something floor standing that vents outdoors through a hose.

Minister's Report

September 2022 (7/4 to 9/4)

Since this goes in the church's record, because of the Covid-19 global pandemic, we continue to offer in-person worships 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. This report covers July and August, since I forgot to do one last month.

- Averaging 25 hours/week, which puts me between 110 hours under to 17 hours over since Sept. 12. This time last year, I was averaging 27.5 hours/week.
- Graveside service for Edith Corey.
- Pastoral counseling in person & on the phone.
- Attended a seminar on Stewardship preaching.
- Researching whether our hymnal comes in a large print format (it doesn't).
- Prepared and published worship plan for the second half of September, October, most of November.
- Reading the American Beliefs Summary Report.
- Beginning worship planning for November – February.
- Scanning & filing more of the BSA bankruptcy settlement notices.
- Cheered on the July 4th parade.
- July 4th holiday.
- Missed the third Discernment meeting with a migraine.

Services:

- 7/10: How the Parable of the Good Samaritan answers the question, What must I do to inherit eternal life?.
- 7/17: Brunch service and conversations.
- 7/24: Reflection on Mary and Martha.
- 7/31: The good news that our holy Scriptures argue that the abyss is real, that life is challenging.
- 8/7: (Candy delivered the service since I wasn't well) Faith has a human side/size and a God side/size.
- 8/14: Finding elements of hope and faith in your own story. And wondering whose hand the statue on our lawn is.
- 8/21: Realizing that Jesus was trying to heal all of us on the Sabbath.
- 8/28: Using the parables to figure out how we are supposed to live in the world, including car dealerships in the middle of the week.
- 9/1: Interactive Thursday night service focused on discipleship.

Regular Meetings: Cabinet, Deacons

- Is going to a clergy convocation in Biddeford this year, which she doesn't usually go to. She will be there for 3 days and have pulpit supply for here because last time it was too much to do the convocation and worship prep.
- John: confirmed we haven't yet gotten a supply minister. Ann noted it's 2 weeks away.

New or Other Business:

- None.

The meeting was closed in prayer at 11:56 am by Rev Cath.

[Updated budget chart provided by Bill by e-mail]:

NARRATIVE BUDGET BUCKETS	PERCENTAGE
UTILITIES/MAINTENANCE	23.49%
WORSHIP	53.06%
FAITH DEVELOPMENT	6.85%
MISSION AND SERVICE	10.29%
Non Mission/Administrative	6.31%
	100%

BCC 2022 BUDGET

