

PARISH COMMITTEE MEETING (In Person)
January 17, 2024

Present: Lois Aldrich, Jim Bonnar, Stephen Larrett, Jeff Giddings, Marc MacQueen, Viola Fairweather,
Rev. Peter Connolly

Meeting called to order by Jim Bonnar at 6:34 p.m.

Opening Words: Rev. Connolly (UU Mission Statement)

Consent Agenda

- Minutes from 12/20/23 PC meeting voted on and approved.
- Reports: Reports from Treasurer, RE, Music Committee, and Social Justice Team were received by the PC and approved.
- Cash in the Plate: The PC approved the Social Justice Team's recommendation of NAACP, Brockton Chapter, for the Cash in the Plate for February. The PC also reviewed the Cash in the Plate calendar for 2024 and recommended one change – the Cash in the Plate for Matthew Mission will change from July 2024 to September 2024. This suggested change had been reviewed and approved by the Social Justice Team. Lois Aldrich will revise the calendar and resend to the PC and the Social Justice Team.
- UUA Annual Certification is due February 5. Lois, Marc MacQueen and Jeff Giddings have been working on different parts of the Certification. Marc offered to complete the Financial section, and Jeff is compiling information to respond to the Membership section. FUUSM Bylaws define who is a member. The UUA has defined non-members for Certification purposes, which Lois has shared with Jeff. Lois has completed the remaining sections.

Discussion Agenda

- Minister's Agenda: Rev. Peter Connolly asked the PC to revisit the process to finalize a Covenant for the congregation. Discussion on how to move forward on obtaining Congregation input. Suggestions include post the Covenant in the Newsletter and Updates; encourage feedback; follow up with announcement at the worship service. We also need to be sure language is clear in the Warrant when the time comes for the Congregation to vote on the Covenant.
Suggestion made that we publicize our new Mission Statement in our daily activities. For example, add the Mission Statement to the worship associate announcement at the beginning of the worship service; add to placeholder page for those who participate in the worship service virtually; include the Mission Statement in the order of service.
- Pledge Drive: Jeff Giddings provided an update on the 2024-25 Pledge Drive. The Pledge Team (Jeff Giddings, Gil Cote, Marc MacQueen, Cheryl MacQueen) has met. March 3 is the date of the Pledge Drive kick-off. The drive will run for six weeks, until April 14. The Pledge Team is putting packages together for stewards and plans to revise the Pledge brochure/flyer. Jim Bonnar will provide the President's letter. Jeff said the team is looking for stewards to assist in the drive. Contact Jeff if you know of someone who may be interested.
- Draft Budget: A draft budget is needed before the Pledge Drive begins. The 2024-25 budget will help determine the goal for the Pledge Drive. Budgets for church committees were discussed. Some committees are not informed of the amount in their budget at the beginning of the year and may over/under spend. In preparation of the draft budget, committee chairs/leads need to be asked what

their needs are for the coming year and what it will cost. Marc will send an email to committee chairs on the amount of funds they will need for next year and why and may include what has been spent so far this year.

Jim Bonnar is working with the UUA on setting salaries for staff. The UUA has issued new standards that need to be taken into account.

The PC will meet on 1/31/24 to continue discussion on the draft budget.

- Policies and Procedures:
 - Viola Fairweather is working on Policy folder #2 (Parish Committee/Governance)
 - Continued discussion on Policy on Church Rental Facility (see minutes from 12/20/23). Agreed to delete kitchen language as kitchen is no longer being rented. Rev. Peter will add language to support a base rental equaling 4 hours, then apply hourly rate afterwards. A four-hour base rental includes set-up and clean-up. Hourly rate will be ¼ of base rate. Existing renters, such as the quilting group, will be grandfathered in.
- PC Positions: The PC continues to seek volunteers to fill an At-Large position (currently vacant) as well as the position of Treasurer, as Marc MacQueen will be leaving the position as of 6/30/23. It is critical that we have a new Treasurer identified before the end of May, as the new person will need to be trained during the month of June. Contact Jim Bonnar should you know of anyone interested in filling these positions.

Marc informed the PC that he will be away on vacation for 2 weeks in the spring. He reminded the PC that the Treasurer position is more straightforward now and has a good support system in place.
- Building & Grounds (B & G) Budget: A meeting was held after the worship service on Sunday, January 14, to hear from the congregation regarding the PC proposal to include additional funds in the B & G budget for repair and maintenance and avoid handling repairs/maintenance via “crisis management.” A list of needed maintenance/repairs was provided to attendees. Attendees were in agreement that B & G needs to be adequately funded. Some ideas to fund the B&G budget included having “parallel pledges” - one for B & G and one for Church, or put an increase into the B & G budget and, if money is not spent, put it into a separate fund designated B & G (similar to the Mary Fuller Fund, which was for larger scale projects).

The PC decided that the 2024-25 draft budget will include funding for the B & G budget in the amount of \$15,000. Also included in the draft budget will be an additional \$5000 for the minister salary package and a 3 - 5% increase in salaries.

Tabled for Discussion at the Next PC Meeting

- Signage for church
- Reducing workload of Office Administrator due to newsletter.

Next Meetings

- PC check-in meeting: 1/31/24 at 7:00 p.m. (Virtual, to review/discuss draft budget)
- Monthly PC meeting: February 21 at 6:30 p.m. (Virtual)

Closing words provided by Rev. Peter.

Meeting adjourned: 8:05 p.m.

Submitted by Lois Aldrich