

**MINUTES OF THE PARISH COMMITTEE MEETING**  
**September 18, 2024**

Present: Jeff Giddings, Stephen Larrett, Rev. Beau Rivers, Vi Fairweather, Nancy Backus,  
Diane Reed, Lois Aldrich  
Absent: Jim Bonnar  
Guest: Kelly Lownds

Meeting called to order by Jeff Giddings at 6:30 p.m.

Check-In

Opening Words read by Rev. Beau Rivers

Minutes of August 21, 2024 PC meeting accepted. Suggestion made that PC meeting minutes be voted on and accepted at the time PC members receive the minutes from Lois Aldrich via email. Upon receipt of meeting minutes via email, members will comment or will accept the minutes, which will be noted in the minutes by Lois. This will allow minutes to be posted in Updates or Newsletter in a timelier fashion.

**ACTION:** PC members review meeting minutes promptly and comment or vote to accept.

PC Retreat: Jeff Giddings distributed notes from the August 25 PC Retreat written by Lois as well as an article summarizing the Retreat written by Jeff. The article will be posted in the October Newsletter. PC members voiced approval of the notes and the article.

**ACTION:** Jeff to submit newsletter article to Valarie Ortelt by September 23.

Reports: The following reports were submitted to the PC prior to the meeting and accepted:

- Music Director Report: In addition to the report submitted by Susan Hotchkiss, Rev. Beau informed the PC that the UUA has approved our congregation as a test site for a virtual hymnal. We will be one of 20 congregations to go through this process, which will take 4 - 6 weeks. More details to come.
- RE Report: Kelly Lownds would like to have a clean-up party in the Church's back yard where there is a lot of brush to be cleared. This space could be used for RE activities once cleaned up. Jeff suggested Kelly check with Alan Melchior, as this is a Building and Grounds matter.

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**ACTION:** Kelly to check with Alan about backyard clean-up.

- FY 26 Budget process calendar
- FUUSM program planning/fundraising for the coming year
- Social Justice Team Report

Treasurer's Report: Stephen Larrett reported that there is currently \$50,675 in the checking account, and \$7,676 in the Minister Discretionary Fund. Liz Snay is working on finalizing figures for the August statement.

**ACTION:** Stephen to make arrangements with Rockland Trust.

Kelly and Rev. Beau requested debit cards, which the PC approved. Stephen will follow up with Rockland on the debit cards and also request signatory authority for the checkbook for Rev. Beau.

A question arose as to what the process is for acknowledging donations received from outside the Church. Should we acknowledge receipt of the donation in writing? The PC agreed we should, but it is not clear who is responsible (Assistant Treasurer? Minister? President?). Topic tabled for discussion at a future meeting.

Minister's Report: Rev. Beau will submit her written report to the PC. She has been working with the Worship Committee and staff to have 3 types of worship services each month: a family friendly service, a traditional sermon-based service, and a collaborative service.

Rev. Beau reported that she recently met with the Pastoral Care Team. Mal Marvill will be leaving the team, and Cate Vanzant will be joining the team. Mal had been keeping data on services provided by the team, and this important effort will hopefully continue.

Rev. Beau now has a UU Middleboro email account and will soon have business cards. She also reported that she has been reviewing documents that were in her office and has put them in the locked file cabinet, which is now full. Vi Fairweather offered to go through the cabinet with Rev. Beau to determine which documents need to be in the locked cabinet. *All agreed that we need a system that will centralize all of the church's documents, whether on paper or (preferably) digital.*

**ACTION:** Vi and Rev. Beau to sort through files and remove those that don't need to be in the locked cabinet.

#### Updates:

- Building & Grounds: Stephen reported that repairs to the Avis Clay Parlor windows have been completed and have been fully paid for.
- Committee on Ministry (CoM): Sue Curtiss, Dave Kramer, and Vi Fairweather have agreed to be on the CoM. Rev. Beau will also be on the Committee. The Committee will report to the PC and to the Minister and will develop a charter.
- Newsletter: Jeff offered to convene an ad hoc subcommittee to develop options for the future of the Church's Newsletter. Goal is to report back to the PC by our October 16 meeting. Rev. Beau will speak with Val Ortelt as to her role on the subcommittee.

**ACTION:** Jeff to convene ad hoc subcommittee. Rev. Beau and Val to decide on extent of Val's participation.

- UUA Northeast Regional Board Retreat: Jeff and Vi recently attended the UUA NER Retreat. The retreat validated many of the things the PC has been doing and was very supportive of our efforts. The UUA offered to provide us support as needed. Both Vi and Jeff said it felt good to be part of the bigger UUA world.
- Acknowledgements: Vi mentioned how important it is for us to acknowledge those who do additional work for the church. For example, JR Pucillo-Dunphy recently installed hardware to make internet access more available in the Parish Hall. Vi reminded everyone that there are also thank-you notes on the welcome table in the Parlor which anyone can use to acknowledge good works done by others in the congregation.

#### Discussion:

- Cottage Meetings: The PC and Rev. Beau agreed to schedule Cottage Meetings in October. Rev. Beau will circulate proposed dates to the PC. Rev. Beau will attend each cottage meeting, and at least one PC member will also attend to take notes. Lois will send out list of questions previously used at cottage meetings as a starting point for developing questions for this year. Suggestion made to include a cottage meeting with children and their families. Once dates are finalized, the congregation will be invited via announcements and UU Updates. A sign-up sheet will be made available in the Parlor.

**ACTION:** Rev. Beau to propose dates for Cottage Meetings. Lois to send out list of questions from 2022 cottage meetings. ALL to consider questions for Cottage Meetings.

- Vision Statement: Copies of a draft of our 2024-2025 Vision Statement were distributed at the meeting. The PC members were asked to submit comments by email to Lois so we are able to move forward and approve (or not). Suggestion made that we have copies of the final draft available at Cottage Meetings to discuss with the congregation and obtain further feedback.

**ACTION:** PC members review draft 2024-25 Vision Statement and comment to Lois (by October 1).

Recap: Members were asked to name one take away from the meeting.

Meeting adjourned at 8:00 p.m.

Next Meeting October 16 at 6:30 p.m. in the Parish Hall.

**Parking Lot** (things we did not have time to discuss):

- UUA webinar on pledge drives: Approve \$50 registration for 3-person team to be named later.

**ACTION:** Jeff to register team before October 1, try to recruit at least one more attendee (along with himself and Gil Cote).

- Events Calendar
- Accountability: How will we evaluate the performance of our ministry, governance and programs during the year and at year's end? [Vi]
- FY26 budget planning: Budget priorities developed at the PC retreat (maintain staffing and programs, develop fund drive and other strategies to pay for major repairs) will be used by the Finance Team as guidelines for FY26 budget. Next step: request input from committees/program leaders by early November. [Jeff/Stephen]