

First Religious Society Parish Board

Meeting Minutes
September 12, 2018

Present: Maureen Adams, Rebecca Brodish, Rev. Rebecca Bryan, Kristen Fehlhaber, Tim Fountain, Ann Haaser, Art Henshaw, Rich Johnson, Lynn Kettleon, Sophia Lyons, Ann Power, Forrest Speck, Karen Young

Absent: Micah Donahue

I. Call to Order:

The monthly meeting of the First Religious Society Parish Board was called to order at 7:02 p.m. on September 12, 2018 in the Lower Meeting Hall of the FRS by Art Henshaw, Parish Board Chair. Maureen Adams offered to fill the role of timekeeper for the meeting.

II. Chalice Lighting, Reading and Check In

Rev. Rebecca invited each person to contemplate, and share, on what they are grateful for in today's tumultuous world.

III. Communications

Minister's Report

- There was discussion of Rev. Rebecca's flag in "Congregational Life": how to get the word out to congregation about volunteer opportunities. Ann Power mentioned that the Community Human Services Committee has also struggled with this.
- Further discussion focused on Rev. Rebecca's observations/wonderings/flags concerning congregational involvement in social action. The leadership of committees such as Racial Justice Task Force and Justice Action Ministry seem nebulous, and all agreed that people involved with these issues tend to "do their own thing". In the past, various methods of getting the congregation involved have faded.

Flip Chart Q&A

- Art reviewed the flip chart of retreat questions developed during the August 29 meeting of the Parish Board
- Some items "in the pipeline" are not Board responsibilities, such as the Music Director search
- It was decided that the Board would not discuss GEN FRS at the retreat but instead wait for the study group's report in October
- Art asked if any Board members are interested in becoming the "link" between the Parish Board and any task force/committee that doesn't have someone filling that role

Leadership Workshop – please note

- No discussion

IV. Strategic Thinking

Retreat Logistics, Agenda, Info Package

- Art distributed Agenda and a meeting time/place was set

GEN FRS

- Karen Young reviewed the process by which the study group came into being and the progress of the study group thus far. They are continuing their fact-finding.
- Study group will present their report at the October Parish Board meeting
- Ann Power and Sophia Lyons wondered if families can be surveyed as to the reasons for absence from Young Church

Stewardship initiatives 2018-2019

- Art reviewed the summary he prepared for discussion at the retreat
- Tim Fountain described the functions of the Finance Committee vs. the Stewardship Committee (which would exist for fundraising only)
- Separating out the Stewardship Committee from the Finance Committee won't be acted upon this year
- Until split by function, the Finance Committee will continue to fill both roles, with Susan Ricker being chair of the annual campaign this year
- When the Stewardship Committee is separated out, the Parish Board and the congregation will need to approve, and the by-laws will need to be changed
- Perhaps the new structure can be tried out for a year, having an "ad hoc" Stewardship Committee
- "Legacy Circle" designation – it is uncertain how much further this initiative will go. No plans for implementation have been developed.

V. **New Business**

Kristen Fehlhaber requested the "Candidate for Sexton" be moved to the end of New Business, in Executive Session

Installation Service Task Force

- Rev. Rebecca noted that a task force needs to be created. Art agreed, and that is part of the proposed plan.
- The Installation Service is about the "importance of covenant"

Motion: The following motion was made by Karen Young and seconded: "I move that the Board authorize the Minister, with assistance as needed from the Executive Committee and the Welcoming Team, to form and advise an Installation Task Force on behalf of the Board, whose purpose will be to organize itself, to define with guidance from the Minister all requirements necessary for a successful and celebratory Installation Service and Weekend on March 3, 2019, to make all plans and arrangements, and to report monthly on its progress to the Board."

Vote: The motion passed unanimously

Permanent Music Director Search

Motion: The following motion was made by Lynn Kettleison and seconded: "I move that the Board authorize the Minister to select and organize a Music Director Search Committee on behalf of the Minister, whose purpose will be to take all actions necessary to hear from stakeholders about their needs from the position, to confirm or refine the job description and other requirements of the position, to define criteria for evaluating candidates, to conduct a search,

and to select a final candidate for the Minister to recommend to the Parish Board effective for FY2020.”

Vote: After discussion, the motion passed unanimously

Executive Session

Motion: At 8:21 p.m. the following motion was made by Ann Power and seconded: “I move that the Parish Board go into Executive Session”

Vote: The motion passed unanimously

Motion: At 8:40 p.m. the following motion was made by Tim Fountain and seconded: “I move that the Parish Board come out of Executive Session”

Vote: The motion passed unanimously

Motion: The following motion was made by Rebecca Brodish and seconded: “I move that the Board authorize the Minister to select and organize a Director of Community Engagement Search Team, whose purpose will be, under the direction of the Minister, to take all actions necessary to define requirements of the position, to conduct a search, to select a final candidate for the position, and to report monthly on its progress.”

Vote: After discussion, the motion passed unanimously

Candidate for Sexton

Motion: The following motion was made by Tim Fountain and seconded: “I move that the Parish Board approve the recommendation of the Director of Finance and Administration to hire James Gorman for the Sexton position.”

Vote: After discussion, the motion passed unanimously

VI. Old Business

Preservation Agreement

- Art reviewed his discussion with Lisa Mead
- The Parish Board was authorized by the congregation in 2014 to enter into this agreement
- Art suggested we not act on the agreement right away
- Art will ask Lisa Mead about the provision for arbitration that caused some concern with Board members

VII. Financial Reports

Finance Committee

- Tim Fountain will provide Finance Committee minutes for future Parish Board meeting packets
- A gap between the Special Campaign goal vs. actual amount is due to some additional expenses plus 3% fees on credit card payments

Dir. Finance & Admin. Report, Income

- Kristen Fehlhaber said income is where it should be, and there have been some savings in expenses

- Kristen distributed a proposal for handling surplus monies from the Reserve for Ministerial Search

Motion: The following motion was made by Sophia Lyons and seconded: “I move that the Board approve the budget for FY2019 Search expenses as recommended by the Executive, to be funded by retaining that amount in the reserve existing on June 30, FY2018, and reversing any remaining balance in the reserve to reduce expenses in the FY2018 income statement.”

Vote: After discussion, the motion passed unanimously

VIII. Routine Business

Safe Congregation Response Team

- In the future, this motion will be worded more generically, to allow the Religious Education director to select 2 candidates

Motion: The following motion was made by Lynn Kettleston and seconded: “I move that the Board approve the recommendation of the Director of Religious Education, and appoint Patrice O’Brien and Sue Johnson, if they are each willing to serve, to the Safe Congregation Response Team, in addition to the Minister, the Director of Religious Education and the Parish Board Chair, as required by Board Policy.”

Vote: After discussion, the motion passed unanimously

Consent Agenda:

Parish Board Minutes – 2 meetings

Trustees of the Endowment Minutes

CAP Report on Energy Efficiency to DFA

Friday Book Group

Motion: The following motion was made by Rebecca Brodish and seconded: “I move that no items be removed from the Consent Agenda and that all items be approved.”

Vote: The motion passed unanimously

IX. Process Check

- Before the process check, the Parish Board Chair requested that any motions made in Executive Session be made part of the public record, as recorded above.
- Art asked for verbal process checks in the absence of printed forms.

X. Closing Reading & Adjournment

Meeting was adjourned by Art Henshaw at 9:22 p.m.

Minutes submitted by: Ann Haaser, Parish Clerk