

Regular Attendees		Present
Fifi Ball	Director of Operations	Y
Jane Barnes	Treasurer	Y
Jeff Brainerd	Standing Committee member	Y
Rev. Howard Dana	Senior Minister	Y
Dave Elwood	Chair	Y
C. C. King	Standing Committee member	
John Lowe	Standing Committee member	Y
Peter Nobile	Clerk	Y
Liz Rust	Standing Committee member	Y
Susan See	Standing Committee member	Y
Kate Svrcek	Standing Committee member	
Lora Venesy	Standing Committee member	Y
Tom Wilson	Standing Committee member	Y

Howard opened with a piece from the latest UU World by Sara Weaver, *Exactly Me*. John lit our chalice and we held a moment of silence.

Director of Operations Report

Fifi reported the good news that although the final FY 2018-19 budget showed several lines with higher than expected income as well as several budget increases, the overall budget was only about \$9,000 over our target. So, all in all our finances seem to be in very good shape heading into FY 2019-20.

Liz asked about the possibility of combining Share the Plate donations next July and August, rather than pausing the program in the summer. Fifi also updated the group on the Social Action Coordinator hiring process, and now the group is considering around 15 total resumes – the deadline for selection is the end of August. Fifi also clarified a budget question about Ferry Beach expenses.

Fifi and the group discussed *post-facto* approvals of restricted donations, which is relevant because of a recent restricted gift to the Social Action Reserve fund. The current policy for general gifts is that anything above \$10,000 would go to the Trustees. The group charged the Finance Committee to develop a policy for such approvals in the future.

Upon motion duly made and seconded, it was

VOTED: to accept a \$5,000 restricted use gift to the Social Action Reserve Fund.

Fifi reviewed a letter designating a \$5,000 housing allowance for Rev. Liz Weber for the remainder of 2019.

Upon motion duly made and seconded, it was

VOTED: to designate \$5,000 total for the remainder of 2019 as a housing allowance within Rev. Liz Weber’s salary.

Other possible budget and finance changes coming in 2019-20 include several large facilities maintenance projects on the horizon. Howard is requiring the Facilities group to build congregational support, especially if such efforts involve a capital campaign. Jane, Peter and Howard will continue to work closely with this group to do this in an orderly fashion. Liz suggested that the Facilities group present an update to the SC in the late fall. Howard will be encouraging the group to hold enthusiasm-building events this coming fall. Peter offered assistance in the Facilities Manager hiring process. Other potential staffing deficits include adult education and communications/web site maintenance. The group also discussed the amount of a retirement bonus for Doug.

Updates from the congregation – liaisons, others

Several SC members mentioned hearing from parishioners who miss the hard copy Newsletter. Fifi noted that we now mail the Sunday News to about 20 people who don't use computers. The group discussed the challenge of replacing one form of communication with another.

Governance Subcommittee

John reported that he has officially retired as of July 1, and he and Suzanne will be moving to North Carolina this fall – John's final Standing Committee meeting will be in September. We will miss John's fellowship, wisdom, wit, and experience, and we wish both him and Suzanne happy trails!

John surveyed the current SC membership regarding church and non-profit experience and reviewed some basic points on governance. Board members have three basic duties:

1. Obedience – follow the law, carry out the mission of the organization
2. Loyalty – making fiduciary decisions based on the best interest of the org
3. Care – we are prudent in the use of assets, including people, facilities, money and good will/reputation

John reviewed the history of Policy Governance or the Carver Model, which was embraced by churches and non-profit entities about 20 years ago. The basic understanding is that Boards focus on governance or "ends," and ministers and staff focus on operations or "means." John described a Board's four primary responsibilities that include first the creation of an atmosphere for a successful relationship between the Board and the CEO or minister; it is critical that the relationship between the Board and the minister work well so that we can co-lead the church. A second primary responsibility of the Board is to raise money for the church or provide resources to support the mission. A third responsibility is to determine the ends, that the mission is reaffirmed and understood, that there is enthusiasm around the mission. The fourth responsibility is one of evaluation, both of the Board and the minister.

Our Board is clearly doing well in financial areas, but the recent survey revealed room for improvement, for instance in the orientation of new Board members or clear consideration of skill sets needed at the Board level. Our relationship with the Senior Minister reveals opportunities for improvement, including the creation of a joint goal between Howard and the SC. One opportunity for relationship building with the CEO is to work on Board meeting agendas together several months in advance, which Howard and Dave agreed to do in principle. In the mission and strategy category, there is concern about maintaining momentum as a follow up to the YfRaV efforts that we need to keep in mind when setting new goals for next year. John encouraged engaging with existing groups and working more closely with Howard to

align more closely in the coming year, with an overall goal of making our meetings more reflective. Howard shared thoughts about policy governance and how over the years at church after church the role of the minister has been pushed more toward management and away from more traditional ministerial roles like relationship building, pastoral care, family visiting, and the like.

Tom reflected that August is a good time to reflect on upcoming goals for the year including working more closely with Howard or setting goals that embody next-level or long-term thinking, especially financial goals, which the SC is uniquely suited to think about. For instance, there is a serious strategic consideration regarding the amount of money sourced from a few large donors. John suggested the SC look closely at the recommendations coming out of the governance survey. Liz will work with Dave and Howard on the agenda for our fall SC retreat, set for 9AM to 2PM on October 5th.

Hanna Gallo has sent a letter asking to be ordained at First Parish, and a tentative date has been set for the Sunday after Thanksgiving. First Parish would be responsible for a reception, most other coordination work would be done by Hanna with some staff assistance.

Upon motion duly made and seconded, it was

VOTED: to ordain Hanna Gallo as a Unitarian Universalist minister at First Parish in Concord.

The main meeting was closed at 8:45PM, and there was an Executive Session. With no further business before the Committee, the Executive Session was closed at 9:55PM and the meeting was adjourned.

Respectfully Submitted,
Peter Nobile, Clerk