

**First Parish in Concord
Standing Committee Meeting
February 13, 2024**

Fifi Ball	Director of Operations	Y
Michael Beer	Standing Committee Member	Y
Lisa Bennett	Standing Committee Member	Y
Rev. Seth Carrier-Ladd	Senior Minister (Interim)	Y
Jennifer Izzo	Clerk	Y
C.C. King	Standing Committee Member	Y
Gib Metcalf	Chair	Y
Caroline Washburn Minkin	Standing Committee Member	N
Jim Reynolds	Standing Committee Member	Y
Leah Russell	Treasurer	Y
Liz Rust	Standing Committee Member	Y
Susan See	Standing Committee Member	Y
Virginia Taylor	Standing Committee Member	Y
Tom Wilson	Representative, Wright Tavern Legacy Trust	Y

THIS MEETING WAS HELD VIA ZOOM.

Susan See offered opening words.

Everyone checked in about how they are doing.

DIRECTOR OF OPERATIONS REPORT

- Fifi Ball pointed out a few things about the financial reports that she had previously circulated to the Standing Committee. Three line items are over budget: Facilities Repair, Building Maintenance and Technology and Equipment.
 - Fifi discussed the Facilities Repair line versus the Building Maintenance line. It's not always clear which expenses belong in which category. We had budgeted \$22,000 for Facilities Repair, but Fifi reported that this line item has been exceeded by \$7437. The Building Maintenance line item was budgeted at \$43,000, and it has now been exceeded by \$2,142. In addition, Fifi anticipates another \$10,834 expenses to come due in FY24 (e.g., painting the Parish Hall).
 - Fifi realized that \$12,007 of expenses that had been allocated to the Building

Maintenance line item should be moved over to the Facilities Repair line item (e.g., mold remediation, emergency plumbing, granite stone steppers, elevator repair, heat and AC repairs). When these expenses are moved over to Facilities Repair, the Building Maintenance overage reduces to \$969.

- Fifi and Jim mentioned that it might be advisable to combine the 2 accounts into one.
 - The overage will be taken out of surplus cash.
 - Regarding the Technology and Equipment line, we had budgeted \$14,500, and that amount has now been exceeded by \$10,777. The overage includes a cost of \$8,850 for email migration, which was more costly than anticipated.
- Fifi asked the SC to approve Rev. Amy Freedman's annual housing allowance in the amount of \$46,296. This amount is part of Amy's salary that is designated to cover housing costs for tax purposes, not an additional expenditure.

Upon motion duly made and seconded, it was unanimously

VOTED: to approve Rev. Amy Freedman's annual housing allowance in the amount of \$46,296.

INTERIM SENIOR MINISTER REPORT

- Rev. Seth Carrier Ladd reported that the last few weeks have been very busy. He continues to deal with Rev. Liz Weber's medical leave and the technology issues in the sanctuary.
- Seth reported that he is putting in place a new policy to require that every new project must get at least two quotes from contractors before beginning.
- The continuing problems with the technology in the sanctuary were discussed. Gib questioned whether we should stop using the technology until we know it is in good working order.

OPERATIONS REPORT

- Update Finance Governing Policy. Gib proposed an edit to the First Parish Governing Policy to only require the Standing Committee to approve gifts, bequests or transfers of assets in support of specific purposes, projects or programs if such gifts, bequests or transfers exceed \$1,000.

Upon motion duly made and seconded, it was unanimously

VOTED: to edit the Governing Policy to only require the Standing Committee to approve gifts, bequests or transfers of assets in support of specific purposes, projects or programs if such gifts, bequests or transfers exceed \$1,000.

- Pulpit Hand Railing Funding. The Standing Committee discussed from where the money to pay for the new Pulpit Hand Railings (roughly \$12,000) should come. The Women's Parish Association already contributed \$5,000 toward the cost, which leaves about \$7,000 left to raise.
 - One option is to take the money out of surplus cash. Another option is to ask for donations from the congregation. The group discussed the timing and logistics of such an ask, particularly in light of the fact that the Pledge Campaign begins on March 10th.
 - It was agreed that Seth will lead a dedication of the Hand Railings after the service on February 25, 2004.
 - Gib stated that the project raised two policy issues that should be addressed. First, the Standing Committee would like to receive prior notice of any funding requests prior to the SC monthly meeting. Second, the SC wants the source of funds for out of

budget projects to be identified ahead of time. The task of developing these policies was delegated to the Financial Sustainability Group. They will develop the policies and bring them back for review by the larger Standing Committee.

- Governance Subcommittee Bylaws. The Governance Subcommittee presented a new draft of First Parish's edited Bylaws to the Standing Committee, and asked for approval to bring the Bylaws to the Congregation for discussion in March. Based upon the feedback received from the Congregation, the Governance Subcommittee will make further edits as necessary. A final draft of the revised Bylaws will be presented to the Congregation in April, and the Congregation will vote whether to approve the Bylaws at the Annual Meeting in June.
 - The meetings with the congregation to solicit feedback will be on March 17 (after church) in person and Monday March 18th in the evening via Zoom.
 - Gib asked for a motion to approve the Governance Subcommittee moving forward with this draft version of the edited Bylaws to get feedback from the Congregation.

Upon motion duly made and seconded, it was unanimously

VOTED: to approve bringing the presented draft of the edited Bylaws to the Congregation for review and feedback.

- Wright Tavern Legacy Trust Trustee Nominations. The Standing Committee is responsible for appointing trustees to the Wright Tavern Legacy Trust. Tom Wilson joined the meeting on behalf of the Wright Tavern Legacy Trust to ask for approval of the following two new trustees: Jim Sherblom and Toby Chaudhuri.

Upon motion duly made and seconded, it was unanimously

VOTED: to approve the appointment of Jim Sherblom and Toby Chaudhuri as trustees of the Wright Tavern Legacy Trust.

- Gib asked for volunteers work with Tom Wilson to draft procedures on how trustees will be chosen in the future for the Wright Tavern Legacy Trust. Mike Beer volunteered to work with Tom Wilson.

SC OPERATIONS

- Minutes Approval. Gib asked for a motion to approve the Standing Committee meeting minutes from January 9, 2024.

Upon motion duly made and seconded, it was unanimously

VOTED: to accept the Standing Committee meeting minutes from January 9, 2024, and to incorporate them into the permanent record.

- Gib asked for the Standing Committee to approve the date of the First Parish annual meeting on June 9 at 11:30am.

Upon motion duly made and seconded, it was unanimously

VOTED: to schedule the First Parish 2024 annual meeting on June 9 at 11:30am.

- Next year will be the 250th year anniversary of the Revolutionary War battle at Old North Bridge in Concord. First Parish will participate in town-wide activities to celebrate the anniversary. There is a group of FP volunteers who are working on developing a charter for the FP-based group. The

charter will be brought to the Standing Committee for review and approval. Once the group has its charter , it will start advertising and recruiting new members.

The SC meeting was adjourned at 8:18pm.