

**First Parish in Concord
Standing Committee Meeting
June 14, 2022**

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|--------------------------|--------------------------------|---|
| Fifi Ball | Director of Operations | Y |
| Michael Beer | Standing Committee Member | Y |
| Howard Dana | Senior Minister | Y |
| Jim Hawks | Standing Committee Member | Y |
| Jennifer Izzo | Clerk | Y |
| C.C. King | Standing Committee Member | Y |
| Gib Metcalf | Standing Committee Member | N |
| Caroline Washburn Minkin | Standing Committee Member | N |
| Heather Packard | Treasurer | Y |
| Jim Reynolds | Standing Committee Member | N |
| Liz Rust | Chair | Y |
| Susan See | Standing Committee Member | Y |
| Virginia Taylor | Standing Committee Member | Y |
| Ken Langer | Summer Minister | Y |
| Peter Lowitt | Greening the Campus Task Force | Y |

THIS MEETING WAS HELD IN PERSON AT FIRST PARISH IN THE PARISH HALL.

Howard started the meeting by reading *The Flaw* by Molly Peacock.

Minister Report and Update

- Policy Governance. Howard encouraged the SC to think about changing how governance works at First Parish. He suggested discontinuing the Policy Governance model, and the structure in which all decisions run through the senior minister. We should determine how we actually want the church to be run (e.g., what decisions does the SC make, what is the role of the senior minister, etc.). The coming interim transition period is the perfect time to think about this topic. Susan asked if the congregation voted on the current Policy Governance model when it was first enacted. Howard wasn't positive, but he suspects that they did. Liz stated that we should assess the benefits of doing this project and bringing it before the congregation before actually doing it.
- Sunday Worship Schedule for Summer, 2022. Ken Langer, FP's new summer minister, introduced himself to the SC. Liz asked how Sunday services will work in the coming summer, and who will be leading the services. Howard answered that they will be publishing the summer worship schedule soon.
- Parting Advice. Liz asked what advice Howard has for the SC before he leaves. Howard stated that we shouldn't try to do too much too fast. The interim period should be a time of humility. We should slow down. If we don't, then we will lose staff and congregants due to burn out. Howard thinks that we should focus on rebuilding relationships, and bringing people back into the church. He also suggested that we should use less technology. He stated that church is about being together in person; showing up for each other. He believes that we have made it

too easy to be distant from others at church, and to be uncommitted to church. Mike asked for Howard's advice about how to involve the congregation in selecting our next settled minister. Howard answered that we should follow the UUA's established process, and not try to skip steps.

Board Operations

- May Financial Report. Fifi circulated the May Financial Report. She reported an unanticipated budget overrun of \$3,500 for fuel oil expenses.

Upon motion duly made and seconded, it was unanimously

VOTED: to approve the additional expenditure of \$3,500 for fuel oil.

Fifi reported that FP currently has 575 members and 194 friends. This number would probably decrease if the database were scrubbed and cleaned. This number includes 304 pledging households. Heather mentioned that it would be useful to do some demographic analysis on these numbers. Liz commented that the CLC recently budgeted money to develop tools to analyze who is attending worship via Zoom, and other metrics.

- Minutes Approval.

Upon motion duly made and seconded, it was unanimously

VOTED: to accept the May 10, 2022 Standing Committee (SC) meeting minutes, as amended, and to incorporate them into the permanent record.

- August SC Retreat. The SC discussed potential dates for its annual retreat in August. August 28, 2022 appeared to be the best option.
- Exit Interview. The SC discussed the need to schedule an interview with the UUA regarding Howard's ministry. The majority of the SC needs to be present for the meeting. The interview is scheduled for June 20, 2022.
- Black Lives Matter Banner. The Town of Concord requires us to recommit to our intentions to display the banner every six months. The Standing Committee agreed that the banner should continue to be hung on the church for another six months.

Upon motion duly made and seconded, it was unanimously

VOTED: to recommit to hanging the Black Lives Matter banner on the church for another six months.

- Next Year SC Chair and Vice Chair

Upon motion duly made and seconded, it was unanimously

VOTED: to approve the slate of Liz Rust as President and Gib Metcalf as Vice Chair of the Standing Committee for the 2022-2023 church year.

Greening the Campus Task Force Update

- Peter Lowitt, Chair of the Greening the Campus Task Force, joined the SC to provide a status update on the Task Force’s activities. He reported that insulation and energy efficient lighting has been added to the building. Rick Moore is taking readings of the ventilation and airflow measurements during worship services and choir meetings to gather data to help the church break free from fossil fuels.
- The Task Force hired an engineer (LM) and architect (Nashawtuc) to analyze ways to increase energy efficiency within the building. They have draft contracts for a commissioning agent (who coordinates with the mechanical engineer and ensures that the system operates smoothly); an infrared analysis; and a blower door test.
- Peter asked the SC who should sign these contracts. Fifi would usually sign the contract, but in this situation, she is not overseeing the work and budget. The money belongs to the Task Force, and the project is being managed by the Task Force, not FP’s Facility Management function. The SC decided that Jen and Liz will review the terms of these contracts on behalf of the SC, and Peter would review the terms of the contracts on behalf of the Task Force, Then, Peter will sign the contract as to content, and Liz will sign the contract for fiscal authority on behalf of FP. The Greening the Campus Task Force will manage the vendor’s work and approve invoices before submitting them for payment from its own funds.

Museum Contract/Paintings

- The pair of small, framed paintings by Elizabeth Wentworth Roberts that were formerly hanging in the First Parish Hall will be loaned to the Concord Art Association, rather than to the Concord Museum. The reason for this decision is that Elizabeth Wentworth Roberts helped create the Association. Her paintings will join two other of her paintings that are currently at the Art Association. The Art Association will reframe the paintings. The term of the lease will be 10 years. Reproductions of the paintings are being made and will be placed in the Parish Hall.

Upon motion duly made and seconded, it was unanimously

VOTED: to approve the loan of the two paintings by Elizabeth Wentworth Roberts (“Concord Women Sewing For the War Sufferers in the Vestry of the First Parish Meeting House” and “Concord Women Sewing For the Belgium Refugees”) to the Art Association in Concord for a term of 10 years.

Interim Period/Transition Team.

- Liz stated that we will need to form a transition team for the interim period. The SC discussed who should be on the committee, and will discuss further at the SC retreat in August. The mission of the committee will be to support the interim transition work, evaluate and support the interim minister, and facilitate communication with the congregation. Susan asked if the UUA has a recommendation on the best size for such an interim team. Howard answered that the team should probably be comprised of 5-6 people.

Wright Tavern Preservation Restriction

- The SC discussed the perpetual Preservation Restriction to be placed on Wright Tavern. The Restriction was voted on and approved by the Congregation at the annual meeting in early June.

The Restriction will enable the Wright Tavern Legacy Trust to receive grant money to renovate and maintain the Wright Tavern as a historical site. As part of this effort, a Memorandum of Understanding will be drafted to clarify roles and responsibilities between First Parish and the Wright Tavern Legacy Trust.

Howard's Portrait.

- The SC appointed Dian Pekin to serve as the chair of a task force to commission a portrait of Rev. Howard Dana. Dian may select the other members of the committee. The SC reiterated that the portrait should be modest in size, and that it will not hang in the Parish Hall because of the desire to make the space more inclusive and welcoming to all. Dian will report back to the SC as details about the portrait are solidified.

Upon motion duly made and seconded, it was unanimously

VOTED: to approve the formation of a portrait task force, chaired by Dian Pekin, to commission a portrait of Rev. Howard Dana.

Respectfully submitted by Jennifer Izzo, Clerk