

Regular Attendees		Present
Fifi Ball	Director of Operations	Y
Jeff Brainerd	Standing Committee member	Y
Howard Dana	Senior Minister	Y
Dave Elwood	Standing Committee member	Y
Kristin Haddad	Chair	Y
Peter Nobile	Clerk	Y
Patty Popov	Standing Committee member	Y
Toby Smith Ropeik	Standing Committee member	N
Mark Russell Prior	Standing Committee member	Y
Lora Venesy	Standing Committee member	Y
Tom Wilson	Treasurer	N
Kate Svrcek	Standing Committee member	N
John Lowe	Standing Committee member	N

Howard opened the meeting with words from Janice Marie Johnson, *We Covenant*.

**Chair’s Report**

- Stoney Ballard has offered training on editing the new FP website format to any SC member that is interested. Interested members were noted and the session will be scheduled by next month. As the website no longer has a sign in area, an IT subgroup will be formed to decide whether communications and distribution need to be modified. Next month Kristin will survey members about their preferences for subcommittee and liaison assignments
- The financial policies presented in July will be reintroduced at the October meeting, when the treasurer is present. Kristin thanked Fifi for scheduling a tutorial on reading the financial reports for interested Standing Committee Members.
- Kristin reminded SC members of the Standing Committee one voice policy and asked that when SC members receive group emails from parishioners or others, SC member feedback be sent to Kristin. Kristin, acting in her role as chair, will respond to the email for the SC.

**Minister’s Report**

See attached report. Additionally, ministerial intern Jan Hutsler started work earlier today, and our new youth director Christa Champion will be starting in September. Jan will be attending future SC meetings so that she can learn about the duties of the committee and also the interactions between the senior minister and the committee.

**Director of Operations Report**

Of note in June 2016 and FY16:

- **Net Income for FY16 was \$80,675**, as compared with net (losses) of (\$44,031)—planned—for FY15 and (\$20,328) for FY14.

- This net income, added to cash available at the end of FY15 and unused during FY16, brings our **available cash** to over **\$111,000**. The use of \$15,000 of this available cash is built into the FY17 budget, so the amount is, **effectively, \$96,000**.
- Actual FY16 **pledge income is 95% of actual FY16 pledges**. Final FY16 pledges (more than the \$949,604 budgeted because additional pledges came in after the budget was set/approved in June 2015) totaled \$972,750. FY16 pledge payments received totaled \$924,201.
- We expect some late FY16 pledge payments to be made during FY17 (7/1/16-6/30/17). This **will reduce the FY16 unpaid pledge percentage below 5%**. Five percent unpaid pledges is what we, conservatively, budget each year. However, we always hope for and encourage (via statements, etc.) 100% pledge payments.
- **Pledge payments are up 3.9% over last year** (\$889,343 for FY15 and \$878,229 for FY14).

**Total income was \$36,673 over budgeted; total expenses were \$43,933 under budgeted.**

1. For **income**, 3020 **Current Year Pledge Income** and **Prior Year Pledge Payments** were substantially over budget. Our **solar array** also produced more than twice its expected income in the form of SRECs (solar renewable energy credits) this year—budgeted income: \$4,725, actual \$10,105.
2. For **expenses**, the savings were spread across several accounts, with **no ministerial intern** (saved \$22,500+) and **low heating oil costs** (saved \$10,800) producing the greatest savings, and all savings offset by an Unbudgeted Expense of \$28,024 correcting a multi-year error in contribution to an employee retirement account. For this array of **across-the-board savings**, we can thank and congratulate our frugal staff, volunteers, vendors, and congregants (some known to absorb/donate expenses rather than be reimbursed for them).
3. We transferred a total of **\$7,024 to Social Action Grants (reserve)**. This came from three sources: more pledges paid than budgeted, 7.5% of prior year pledge payments, and unused salary of the Social Action Director (salary/employment ended on May 15, 2016; budgeted through June 30, 2016).
4. We **set aside \$25,000 FY16 income** (*already subtracted* from the FY16 \$80,675 net income) **from the 2016 Auction** for FY17. This will be indicated as FY17 income in the July 2016 reports.

There was some discussion about what to do with the current budget surplus.

### Member's Reports

Several positive comments regarding today's (8/14) service.

### Group/Liaison Reports

- Membership: Fifi has sent out 18 "inactive member" letters to members who have been inactive for two years or more, and one has responded with a request to remain active.
- Kate's and Alec's liaison assignments will need replacing.

### Standing Committee Covenant and Goals Brainstorming

The group developed a rough list of covenant goals for the SC. The list included:

- Listen respectfully.
- Assume best intentions.
- Accept disagreement.
- Speak with truth.

- Speak what is helpful.
- Welcome questions.

Kristin will refine the list and we will discuss further via email.

The group then listed ideas for SC goals over the next 2 years, beginning with areas for areas of growth. Ideas included:

- Focusing more on strategic goals and long-term thinking.
- Leadership roles, how we act as “flag bearers.”
- Further work on governance and policy development.
- Connections to the denomination and other churches.
- Subcommittees and meeting times/lengths.
- Outreach by the Committee to the congregation.
- Helping define and lead Social Justice and social action spending.
- Demonstrating passion for what being a member and a UU is all about.

The SC will focus on three areas: development of leadership, improving governance, and supporting social justice. Our task is to make these goals SMART (specific, measurable, achievable, relevant and time-bound). As with the covenant discussion, Kristin will refine this list and represent it for future refinement.

#### **Future Agenda Items**

Kristin is working to send meeting agendas out sooner, and asked SC members to send suggested agenda items for future meetings to her at least one week in advance.

The meeting adjourned at 840 PM.

/pn

Attachments

**Minister's Report to the Standing Committee**  
First Parish in Concord—June and July 2016  
Rev. Howard N. Dana

*Director of Operations' Goals for 2015-16 (June 2016):*

**One—Continue to improve First Parish use of technology to streamline operations.**

Progress: As we ended the Annual Pledge Campaign, we were left with a spreadsheet and database with which to create letters to members and friends from whom we have not heard in two years or more. If recipients do not respond to the August 2016 letters, we will make them inactive in our database, keeping it current and ready to supply UUA data in January.

**Two—Delegate more work to First Parish volunteers.** Progress: The director of operations was aided in June by front desk volunteers, some of whom agreed to work through, or be substitutes for, the summer. Jane Johnson generously donated her Fridays May13-June 17 to produce and collate the Sunday orders of service and *Sunday News*. Jane also produced some of the Annual Meeting handouts, a special June 26 (GA) order of service, the summer orders of service, and some memorial service orders of service. Darien Smith reorganized paper copies of past sermons we had on file.

**Three—Continue work with the First Parish Finance Committee to update financial policies and agreements.** Progress: Revised financial policies draft, previously prepared by the Finance Committee, was altered independently by Mark Russell Prior (and Kristin Haddad).

*Director of Operations' Goals for 2016-17 (July 2016):*

**One—Continue to improve the smooth running of FP operations by modeling calm reactions to challenges, improving efficiency by use of technology, and streamlining processes with documentation and good communications.** Progress: Getting away for a two-week vacation in July went a long way toward helping the director of operations calm down and improve her reactions to challenges.

**Two—Train new church administrator to perform effectively—collaboratively and autonomously.** Progress: Sarah, whose first day at First Parish was July 5, 2016, is off to a great start. She understands the basics of her new job and has already made improvements to her electronic filing system and completed many eTapestry (database) online tutorials. In addition to working with the director of operations, Sarah has read documentation left by Cassy Bosworth; transferred tasks from Victor Curran, FP's former electronic communications specialist; met and learned from Jane Johnson and all the front desk volunteers; and collaborated with Tina Storey, assistant to the director of operations. Sarah kept herself busy learning aspects of her job while the director of operations was away on vacation for two weeks. She opened and locked the building herself for the first time on Friday, 7/29/16.

**Three—Continue to “give (parts of) my job away,” soliciting appropriate volunteer assistance and encouraging First Parish groups to do their own work and solve their own**

**problems without using additional staff labor.** Progress: New this summer, we are grateful to have volunteer front desk staffing whenever the office is open (9 am-12 noon, Tue-Fri).

***Senior Minister Goals for 2015-16:***

**One—Partner with the Standing Committee to develop a longer-term vision for achieving the mission of First Parish in Concord.**

Measures: Create a process for the congregation to talk about social justice  
 Lead the SAC in exploration of spiritual leadership  
 Further refine and document the relationship between the SM and SAC  
 Working with SAC and Denominational Affairs Committee representatives, explore FPC's role in the UUA

Progress: With Bethany Lowe's departure, we are in a fertile time to think about the Social Action needs of the congregation and how best to staff for those needs. The process is a thorough one, and may be moving more slowly than some members would like. In June and July, the Social Action Council worked on a job description for the Social Action position and is researching places to advertise this position.

With the unfortunate shootings of police officers recently, some church members have questioned our Black Lives Matter banner. I hope we can see the two issues are not mutually exclusive. We can support our police and be in favor of more justice for African Americans at the same time. I look forward to our concrete actions in this important social justice area.

**Two—Develop a Path to Membership suitable for a large congregation.**

Measures: Membership Committee formed with a convener and regular meetings  
 Clear charter for the membership work  
 Clear method developed and documented for joining the church  
 System to track new members for two years

Progress: One person joined the church in June. No one joined in July. The Membership Committee reviewed its strategy at its June meetings and modified its plan for next year. We will continue to welcome people warmly and have a clear path to membership. Additionally, we will encourage new members to attend events and classes at church. We will keep loose track of new members and make sure they are becoming integrated into the life of the congregation.

**Three—Implement fundraising work beyond the Annual Pledge Campaign (APC).**

Measures: Meet with past Auction Committee chairs  
 Form a new Auction Committee  
 Have an Auction at First Parish  
 Meet with Treasure to explore possible donor development outside the APC

Progress: In June, the congregation voted to approve the 2016-2017 budget. We will continue to accept FY17 pledges as they come in. This additional money will help offset the use of First Parish savings. A group is working steadily on enacting a planned giving program next year. There have been some new changes in federal laws making it easier to give retirement funds to

the church without tax penalty. We will work to inform eligible members of this new opportunity. No progress in July.

**Four—Support the reorganization of the Religious Education Program and the RE Council.**

Measures:     Ensure RE participation is tracked  
                  Provide programming for children and youth every Sunday  
                  Provide supervision and support to the MRE  
                  Attend three family-oriented events to get to know RE families better

Progress: The Religious Education Program celebrated its successes in June. Much planning went into the program for next year. We have summer programming for children each Sunday this summer except one. Amy attended RE Week at Starr Island this July to meet with colleagues and share resources.

**Updates on day-to-day ministry**

- I helped reconfigure the front office to make a more conducive working space for the next Church Administrator. We got rid of one third of the contents of the two offices.
- I gave three church tours to visiting Coming of Age teen groups and one to First Parish members who bought the tour at the Auction.
- I participated in the signing of the Wright Tavern lease between First Parish and the Concord Museum.
- In June, I attended the UUA General Assembly in Cleveland, Ohio. It was an especially good GA and the First Parish delegation was active and engaged.
- I performed three memorial services in June and July—Patricia Till, Vivian Walworth, and David Huston. All were well attended.
- I was liturgist for Libby Tisdell the third Sunday of July.
- The rest of July was study leave.

**Update on Staff issues and changes**

- Sarah Burns, new Church Administrator, started work in early July.
- Ten-month employees ended their employment years on June 30 and will not work during the summer. These include the Eric Huenneke, church organist; Gail Carey, children's and contemporary choir director; Anderson Manuel, gospel choir director; and Dawn Van Patten, assistant RE director. These employees will resume work on or by September 1, 2016.

**Senior Minister's plans for denominational work, study leave, and vacation**

- July 2016—Study Leave Month
- August 1-13, 2016—Vacation