

Parish Committee Minutes
First Parish Unitarian Universalist of Arlington
May 17, 2022
Hybrid

Attending: Sara Galantowicz, Anne Quaadgras, Jeff Keffer, Al Tosti, Marie Meteer, Celia Wcislo, Tom Estabrook, Steve McMullin, Carolyn Hodges, Tina Shultz, Rev. Marta Flanagan, Rev. Erica Richmond

Call to Order (Sara)

Reading and Chalice Lighting. (Anne)

Two minutes of silence (let us bring our best selves to this meeting)

Financial Report & dashboard (Carolyn)

- Finances trending the same, including a surplus\Carolyn did a forecast as of April 30th. Surplus will carry over into new budget
- Other building use is lower because building not used in the same way since Covid.
- Budget meetings update-
 - Two meetings held so far. Only 2 people attended.
 - Questions about the Trustees new policy
 - Surplus in budget raised questions. The budget report will go out in an e-mail.

(Vote 1, Discussion). Consent agenda: Minutes, Financials, lead Minister's Report, Parish minister's report, RE report- Motion made by Celia, seconded by Anne. Motion passed unanimously.

Sara G. announced that the Leadership Development committee has identified a candidate for moderator, Woody Kay.

Annual meeting update (Celia, 15 mins)

- (Vote 2, discussion) Third committee terms exceptions are Ellen Robbie, Bonnie Zimmer, and Amy Pohl. Motion to allow members to run for third terms made by Celia, seconded by Sara.
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Updates (20 minutes)

- Mariposa lease (Sara) Executive session
- Hybrid worship/tech team (Anne)-
 - The tech team is struggling to have enough volunteers for Sunday services.
 - Recommendation for the tech team to explore simplifying the process. For example, breakout rooms are complicated and social time following the end of the services has dropped in participation.

- Four new volunteers are being trained for summer services, but more volunteers are still needed.
- Sexton staffing (Sara)
 - First Parish's sexton is leaving for a full-time job. In the short-term a cleaning service will be engaged and hiring for a replacement will begin later in the summer.
 - Eliot Trilling will be the Sunday sexton over the summer months.
- Property projects update
 - Planted five new trees.
 - Creating a mini meadow
 - Sewer inspection found no serious issues.
 - Some Parish windows have structural flaws that require repair. These are being fixed free of charge by the manufacturer.
 - The bell has been ringing at off times and has been disconnected. Replacement parts are on order.
 - A new dishwasher is also on order.
 - The Property budget is healthy
 - New projects planned to:
 - Replace the Parish House roof which is leaking and 23 years old
 - Explore integrating the ventilation systems so they can all be controlled remotely
 - The climate group is having an energy audit conducted to inform future projects

State of the church and sabbatical reflections (Marta & Rev. Erica)

- See attached minister reports
- Parish committee members offered reflections on the last four and a half months, during the lead minister's sabbatical

Fun and Fundraising update:

- April 30 Parents' Night Out was a success
- Artapoluza is being rescheduled for to the Fall.
- The ARCS cluster and Refugee Immigration Ministry group is planning a fundraising walk TBD.
- The May Day Yard Fest brought in over \$4,800
- Town Day will be held in September 2022, which will offer additional fundraising opportunities.

Summer services (10 minutes)

Current COVID policies remain the same

June meeting (Sara)

- Will be a dinner/new meeting at Sara's house. It will be June 28th, at 5:30 PM.

Any remaining business

Adjourn-Motion made by Celia, seconded by Tom. Motion passed unanimously

Attachments: Last month's Minutes, Financial Documents, Ministers' reports, DRE report

MOTIONS (proposed wording based on the discussion of the Parish Committee)

1. I move that we adopt the consent agenda.
2. I move that we allow the following individuals to run for a third committee term: Amy Pohl, Ellen Robie, Bonnie Zimmer.

**Rev. Erica Richmond
Minister Report
April 19-May 17th**

Hello All,

This past month has been a busy one! We have been preparing for Annual Meeting, for Marta's return, and for Rev. Marc's departure. I want to applaud our staff team and lay leadership for taking the time for reflection and gratitude during these transitions. Part of what religious community does is to mark change with ritual and contemplation and it feels like we did that really well this Spring.

I also was extremely impressed by the Parish Committee's honest, thoughtful, and creative approaches to our budget conversations this month. It was such a sign of health that folks were able to share openly and have forthright conversations about how to best live our values and exhibit financial prudence.

I really can't thank you all enough for having trust in my leadership these four and a half months. It was genuinely fun and fruitful to take on more responsibility and to get to know each of you a little bit better. What good things have and will happen here. :)

*In flexibility and faith,
Rev. Erica*

Worship:

April 24th: I worked with the Alliance to support their annual worship service, I offered the prayer during the service
May 1st: Rev. Marc preached, I assisted, topic was volunteerism and the time for all ages included blessing our newly planted trees
May 8th: Question Box Sermon, senior high school blessing, and farewell to Rev. Marc
May 15th: Marta returned, I assisted and provided the prayer

Wednesday night chapels ended on 4/27. We had 16 of them this programmatic year: three were in the Parlor and the rest were on Zoom. Attendance ranged from 15-25.

I continue to update the worship numbers on this google doc:

https://docs.google.com/document/d/15qiRUUuOKyUgkrUbG95qoJUb2UDEmcR_KFa367rLoJc/edit?usp=sharing

Please note that we have been multiplying the number of Zoom boxes by 1.25 to account for those households that have multiple people viewing via one device. The number in the online column reflects that equation.

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Pastoral Care Provided by Minister

Individual pastoral care sessions: 10, including one hospital visit

Themes included loss, existential distress, and congregational coaching. **Lay Ministry:**

This team has been hard at work caring for our congregation, especially as COVID makes it rounds through many of our households.

I will note that in this past month, we brought back the sharing of celebrations and concerns. On April 24th and May 1st, we had worship leaders read submitted cards aloud and on May 8th, we had the “open mic” ritual return. There has been a lot of discussion between Lay Ministers, Worship Associates, and staff about how to experiment with this practice and what meets the needs of our community. As we continue to figure it out, I would love to hear from other lay leaders about how this ritual lands for them. So far, I have heard a wide spectrum of feedback.

Staff and Lay Leadership Support Provided by Minister

The programmatic full-time staff team continues to meet weekly. I also meet with various staff members, either weekly or biweekly, for supervision.

ParCom Exec: 4/27 and 5/11
Committee on Ministry: 5/18
Covenant Conveners Meeting: not this month
Budget Meeting: 4/27
Finance Committee: 4/20
 Membership Committee: not this month
 Leadership Development Committee: via phone calls and emails
 Racial Justice: 4/28 and 5/9
 Social Justice: 5/16
 Stewardship: via phone calls and emails
 Worship Associates: 5/11

Both the religious education and music program evaluations were completed this month. Both were done in conjunction with the respective committees and myself as temporary head of staff.

We thought we had found a good candidate for the weekday sexton position but it did not work out. Instead we will be using a cleaning company Monday, Wednesday, and Friday through mid-June. And youth-group alum, Eliot Trilling, will be our Sunday morning sexton for the rest of the programmatic year.

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Adult Programming: Education, Spiritual Deepening, Community Building

12 kids attended the babysitting night on April 19th. Thank you to Sara G and Sue C for providing our families with a date night. Rev. Aisha Ansano also led a Nourish Dinner for May 13th with Tina's support.

I collaborated with Rose Sawyer and Tina Schultz for the senior high school dinner and then subsequent senior blessing. On May 3rd all 8 seniors attended dinner with us in the Parlor. It was so wonderful to watch them enjoy each other, celebrate what is next, and to reflect on their time at FP together. The following Sunday we did the blessing during worship and it was a true delight.

Yard Fest occurred on May 7th and was such a wonderful community builder! I had so much fun seeing how much fun our congregation was having with it! :) A huge thank you to Aaron Kitzmiller for this work.

The music concert on April 24th with the UU congregation of Newton and the Worcester Youth Orchestra was magnificent! 150 musicians and 200 audience attendees thanks to Jonathan's hard work.

Social Justice / Turning Outward

- I offered the innovation for the beginning of the Town Meeting gatherings this year. It was an honor to be asked and a wonderful opportunity to invite folks to live their values as they make decisions for Arlington.
- I am so excited about the work of our new's Social Justice working group, Defending Democracy. On May 1st, they hosted a teach-in about the Fair Share Amendment and about 20 congregants (including myself) attended. Given that Par Com asked that more congregational education happen around this issue (per November's meeting), I am thrilled the baton has been picked up and carried forward
- On Wednesday, May 4th, Tina, Rev. Marc, and I worked together to create a prayerful space for our community to gather as folks processed the news around Roe v. Wade. There were four stations in the sanctuary: a place to write hopes, a place to light a candle, a place to receive affirmations, and a place to write a card of gratitude to an abortion provider. 20 people attended and we sent 30 cards to a late-term clinic in New Mexico.
- I facilitated a conversation for RJCC on May 9th and will be attending the Social Justice summit (gathering of all justice-related FP groups) on May 16th

Professional Development and Continuing Education

Monthly gathering with Follen Women colleagues group
Monthly meeting with my UU mentor

DRE Report to the Parish Committee

Hello Friends,

The spring has brought energy into the Religious Education program. We have seen families that haven't been with us for years, welcomed newcomers, and had some successful events to build community.

COVID has re-emerged, but we have managed to switch gears at the last minute. Teachers and adult volunteers have needed to be replaced at the last moment. Attendance has fluctuated because whole families have become sick. We have found others to step in to help, sent cards to those managing illness at home, and offered hybrid programming for our evening programs.

What's Been Happening?

Morning Programs:

We had a great hike at Habitat in Belmont during school break. We were so pleased to see two families who are not comfortable being in the building and we welcomed a newcomer with three small children.

We have had robust numbers in Prek/K/1 (16-18) , which gives us hope to build back the program in the fall. Our spring teaching term includes veteran teachers, one newbie, and four teens. The curriculum includes learning more about our UU principles, going outside to explore nature and discussing life's big questions and writing UU elevator speeches.

Evening Programs:

The new OWL program is in full swing (13 youth), led by Melanie Cohn-Hopwood and Wendy Fields. I am working on recruiting the gender panel from our youth group alumni.

The COA cohort (13 youth) are working on their credos. Erica Licea-Kane has led them in their collective art project and Elizabeth Hunter joined to give them public speaking tips.

Rev Erica, Rose and I hosted our annual Senior Dinner (8 attended).

The Youth Group had their final lock-in of the year, and the seniors were recognized in a bridging ceremony (20 attended). They will vote for next year's youth officers soon.

Worship:

Tree Dedication with Rev Marc

Senior Blessing with Rev Erica and Marc

Welcome Back Marta during Time for All Ages

Outreach to Families:

Parent's Night Out/Babysitting: was a huge success thanks to Sara Galantowicz and Sue Costello. Six sets of parents were able to have a night out on us! (Did you know that babysitters charge \$15 an hour? What a gift we gave them)

Nourish Dinner: Rev Aisha Ansano offered a wonderful family dinner filled with story, blessing, reflection and fun. 21 people attended, including families with small children, grandparents, singles and elders. We plan to offer another one in the fall.

End of Year:

COA rehearsal and worship service, June 3 and 5

OWL guest panel

Youth Group elects officers

Teacher/Volunteer Appreciation

Flower Communion

Planning for the Future:

Fall Teacher Recruiting has begun! We are nearly complete, just need one set of teachers for grades K/1. Please let me know if you have any suggestions of possible OWL teachers.

Loren Gomez and Pamela Powell are joining the youth group as advisors. Newcomer Lilly Povey will become a COA mentor.

Rose has confirmed that she will return. Jan Penney will retire, so I will need to hire a new RE Assistant.

Creation of RE-visioning team: Ellen Robie, Marc Jacobson, Anthony Fernandez, Marie Meteer and I will meet next week (May) to begin conversations about our fall plans.

Summer Movie Nights:: Lucy Roa has offered to host two nights of family movie fun in the courtyard.

Game Night: Two Friday nights will be scheduled for informal gatherings

Arlington Rez Meet-Up: Two Thursday end of work day with pizza for community building

September Pre Labor Day Camp: Hosted by Ellen Robie and me

Greeting cards mailed to children

Shared Space:

I am eager to learn more about the new tenants and will be part of discussions as we negotiate a new contract.

Pastoral Care and Support:

Most of my contacts with families this month have been about families managing COVID.

DRE Professional:

Rev Erica, Ellen Robie and I completed the RE/DRE Evaluation

I attended two Religious Educators Metrowest Gatherings

Weekly Meetings with Ministers, Staff and RE Chair Ellen Robie

Final Note:

Many of our neighboring UU congregations are struggling. There are financial problems, changing staff concerns, low attendance, and technical problems. Volunteerism is at an all time low.

In Marta's absence Rev Erica has continued to keep our community well connected with clear communication, events that have deepened us spiritually, and ways to offer fun and friendship. We have held together as a team and have felt supported when we've had to switch gears at the last minute.

I want to thank Rev Marc for his outstanding sermon about volunteerism, which helped us as recruited teachers for the fall. He was a collaborative colleague and a valued member of our team.

You, the Parish Committee, have done a stellar job with budget planning, discussions with the trustees and creating an open atmosphere to the congregation about how we manage our finances.

The worship associates go above and beyond to offer their support both in the building and for those at home, and the tech team is amazing!

Jonathan continues to bring wonderful music to lift our spirits and to build bonds with other churches, even though volunteer energy is at an all time low.

We are doing a truly remarkable job during these times when others are floundering.

As always, thank you for your support of our children and youth.

Best Regards,
Tina Schultz

Apr-22

	Current Month Actual	Current Month Budget	Variance	%var	YTD actual	YTD Budget	Variance (amt)	Variance (%)	Notes/ Drivers
Income									
Pledge	34,279	50,049	(15,770)	-31.5%	663,474	591,590	71,884	12.2%	Full year-pledges aligning as expected, YTD running above plan, adjusted for prepaid FY 23 pledges.
Plate	4,769	3,333	1,436	43.1%	35,656	33,331	2,324	7.0%	plate income returned to plan levels (improving trend during hybrid Oct-Apr).
Fundraiser	1,249	125	1,124	899.2%	5,426	15,250	(9,825)	-64.4%	Current month reflects financial gift in advance of the May Day Yard Sale. Harvest Moon Fair deferred due to COVID.
Tenant*		4,417	(4,417)	100.0%	43,244	44,163	(919)	-2.1%	Mariposa-main tenant, payments are current.
Other Building	16,831	2,125	14,706	692.0%	34,117	21,250	12,867	60.6%	other building use increasing but expected to remain below YTD budget
Contributions	9,696	8,667	1,029	11.9%	89,889	86,669	3,220	3.7%	Second Minister Fund, PPP loan
Other and one time gifts	500	750	(250)	-33.3%	24,174	7,500	16,674	222.3%	YTD one time gifts total \$16K. (itemization below). Note \$10K anonymous donation for Trees, expect

										payout in May 2022.
Other Income (trustee funds)	0		0	100.0%	23,312	23,000	312	1.4%		Trustee funding of Capital expenditures occurred in Nov (\$13K), Wellington funding In Jan (\$10K).
Total (sum)	67,324	69,466	(2,142)	-3.1%	919,291	822,753	96,537	11.7%		
All Income	67,434	69,616	(2,182)	-3.1%	920,371	824,253	96,117	11.7%		Key drivers improved pledges and one-time gifts off set by deferred Harvest Moon Fair fundraiser
% explained	99.8%	99.8%			99.9%	99.8%				
Expense										
Salary*	44,488	41,769	(2,719)	-6.5%	417,342	417,689	347	0.1%		Increases effective 7/1, Sexton start date August 2021, extra events Dec 2021
Benefits (all)*	6,293	12,700	6,407	50.4%	95,156	127,006	31,850	25.1%		YTD Benefits below budget (budget includes elements not in use)
Utilities	3,692	4,340	648	14.9%	20,365	31,243	10,879	34.8%		YTD Utilities exp below budget (note Jan expenses fully reflected in Feb.)
Property-maint	6,098	8,150	2,052	25.2%	59,025	67,415	8,390	12.4%		YTD Property Maintenance exp below budget
Office & General exp	13,266	6,592	(6,674)	101.3%	71,972	86,420	14,448	16.7%		YTD Office expenses remain

										below budget
Committees	5,104	4,010	(1,094)	-27.3%	34,255	40,247	5,992	14.9%		YTD committee expenditures remain below budget
Outreach	12,027	1,735	(10,292)	593.2%	59,642	50,144	(9,498)	-18.9%		YTD plate returning to budgeted levels
Total (sum)	90,968	79,296	(11,672)	-14.7%	757,757	820,164	62,408	7.6%		
All Expense	91,413	79,963	(11,450)	-14.3%	765,633	826,833	61,200	7.4%		Key driver-favorable benefits, property, utilities, general exp & committees expense
% explained	99.5%	99.2%			99.0%	99.2%				
net position	(23,980)	(10,347)	-13,633		154,738	-2,580	157,318			
		ck	-13,633				157,318			

This is the financial tracking template. If you want a full financial report, please request it at treasurer@firstpatish.info

Slate of Candidates for Standing Committees (2025)

I vote to elect this slate in its entirety

Parish Committee

see separate ballot

Finance

Human Resources

Diane Barry – 2nd Term
 Lauren Newton – 2nd term

Leadership Development

Membership

Amy Anderson – 1st term
 Christian Collins – 1st term
 Bonnie Zimmer -seeking 3rd term
 Maryanne Kirkbride – 2nd term
 Gail Page – 1st term

Music

Amy Pohl – 3rd term

Property

Steve McMullin – 1st term

Religious Education

___ Ellen Robie – 3rd term

Social Justice

___ Alan Linov- 2nd term

___ Ellen Leigh – 2nd term

___ Linda Brown – 2nd Term

___ Joanne Pohl – 1st term

Stewardship

Trustees of Trust Funds

___ Julie Dunn – 1st term

(1) = Current member, seeking a second three-year term.

(2) = Current member, seeking a first three-year term after being appointed by the Parish Committee for a term of less than one year.

Note: *Nominees from the floor must be nominated, be seconded, accept the nomination, and be added to the ballot.*

Slate of Candidates for Officers and the Parish Committee (2022)

___ I vote to elect this slate in its entirety

Officers:

Clerk (First Term ends 2025):

Vote for no more than one:

Johanna Pushee

___ yes ___ no ___ abstain

Moderator (First term ends 2023; finishing current term)

Vote for no more than one:

Woody Kay

___ yes ___ no ___ abstain

Assistant Treasurer (1st term ends 2025)

Shaileen Crawford

yes *no* *abstain*

Parish Committee (ParCom):

Vote for no more than three:

Sara Galantowicz (2nd term ends 2024)

yes *no* *abstain*

Anne Quaadgras (2nd term ends 2025)

yes *no* *abstain*

Celia Wcislo (Term ends 2025)

yes *no* *abstain*

**Slate of Candidates for
Officers and the Parish Committee (2022)**

I vote to elect this slate in its entirety

Officers:

Clerk (First Term ends 2025):

Vote for no more than one:

Johanna Pushee

yes *no* *abstain*

Moderator (First term ends 2023; filling vacancy)

Vote for no more than one:

Woody Kay

yes *no* *abstain*

Assistant Treasurer (1st term ends 2025)

Shaileen Crawford

yes *no* *abstain*

Parish Committee (ParCom):

Vote for no more than three:

Sara Galantowicz (2nd term ends 2024)

yes *no* *abstain*

Anne Quaadgras (2nd term ends 2025)

yes *no* *abstain*

Celia Wcislo (Term ends 2025)

yes *no* *abstain*

Property Update May 2022

New this spring

- Grounds
 - Planted 4 new Black Tupelo trees and 1 Autumn Brilliance Shadblow along Mass Ave
 - “Minimeadow” in progress by Pleasant St circle
 - Held successful spring Clean-It/Fix-It community event
 - Tree work on-going, including fertilizer and pruning of the Big Corner Sugar Maple
- Building
 - Sewer inspection revealed NO issues. All sewers are in tip-top shape!
 - Manufacturer has begun repairing ALL Parish House windows for free (defective spring problem)
 - New bell controller is on order (bell is offline for now)
 - New dishwasher is on order
 - Installed storage cabinets in Green Room bathroom
 - Installed new ceiling fixtures in Pierce Room
 - Insulated exposed heating pipes in crawl space under Grady Room
 - Repaired heat system valves

Account balances are healthy

1. Building Maintenance & Repair (account 5530)
 - \$10,630 (of \$30,000 FY22 budget)
 - Outstanding expenses include tree work and service contract payments (fire protection, alarms, and pest control)
2. Parish Committee reserves for deferred maintenance (account 2411)
 - \$41,400
3. Infrastructure fund (account 3017)
 - \$46,540

Initiatives

- Replace Parish House (RE) roof
 - It leaks in at least 2 places
 - Considering its age (23 yrs) and condition (curled shingles) Property Committee decided to replace instead of repair
 - We’re in the process of getting quotes (first quote was \$28,000)
 - Planning work for Mariposa’s August break
- Integrate all heating system controls with Edge Automation microcomputer
 - Edge quote was high (\$31,660)
 - Considering our options (including doing nothing)

- “No Mow May”

- Letting lawn go long in May to help pollinators
- Signs will be posted. Mowing a buffer for tidiness

- Reduce/eliminate use of poisons in rat bait stations (Orkin)