

Parish Committee Minutes  
First Parish Unitarian Universalist of Arlington  
June 22, 2021

Attendance: Marie Meter. Celia Wcislo, Steve McMullen, Anne Quaadgras, Rev. Marta Flanagan, Rev. Erica Richmond, Carolyn Hodges, Jeff Keffer, Sara Galantowicz, Tom Estabrook, Allan Tosti

“Anatomy of a ParCom meeting” (Marie): Quick review of the typical agenda

Financial Report & dashboard (Carolyn):

- Projecting a surplus of \$80,00 to \$140,000 by the end of June. In September we will discuss a structure of what to do/how to spend any of the surplus.
- A request made to have future use of reserve funds and all designated reserved funds tracked throughout the year.
- Jeff volunteered to help Carolyn on tracking funds.
- Carolyn will review what we need in operating reserves and will lead Parcom in a longer discussion on finances in September.
- In the future it is requested that if we have financial questions each month, send them to Carolyn and cc: other members ahead of monthly meeting.

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

Updates and Votes

- Vote to give a gift to the staff for their additional efforts this year:
    - Exec recommends \$500 each. Human Resources recommends it is in the form of a reimbursement for work from home expenses which are not taxable. After Parcom discussion it was agreed that each of the 8 staff will get a \$500 bonus, as well as \$500 reimbursement expenses for working from home as a one-time thank you for their efforts during Covid-19 pandemic.
    - Vote to make a charitable contribution on behalf of the staff equal to the \$500 bonuses to an organization of their choice. The combined cost of the bonuses, reimbursement and charitable contribution is \$12,000. Motion for both made by Steve, seconded by Celia. Vote was unanimous.
  - Vote to reinstate Sara Galantowicz to ParCom until May 2022 to the first year of a three-year term (this was mistakenly left off the annual meeting ballot). Motion made by Celia, seconded by Tom. Vote passed unanimous.
  - Vote to approve Maggie Carey and Maryglenn Vincens joining the RJCC. This committee is appointed by Parcom. Motion made by Anne, seconded by Sara. Vote passed unanimously.
- Covid Restrictions

- Re-evaluate current restrictions and on food policy and amend to:
  - Masks required in the building only for unvaccinated people.
  - Recommend if it is a mix of children and adults, the adults wear masks in solidarity with the children.
  - Food can be served, but separate spaces need to be provided for unvaccinated people to be socially distant (e.g. setting up some safely spaced card tables for family groups)
- Motion made by Anne, seconded by Marie. Motion passed unanimously,

State of the church (Rev .Marta & Rev. Erica):

- First Parish is turning towards summer mode. Lay leaders continue to plan for next year.
- Recent successful events include a Pride event and a Juneteenth educational in the courtyard. Over 100 members attended in total.
- A memorial was held for Bill Tobey, and an upcoming memorial service will be held for a former interim minister John Marsh.

Managing the one-time categories in the 2021-22 budget:

- Covid return Contingency Fund: \$8,000
  - Audio Visual equipment: \$20,000
  - Auditor: \$8,000
- A general discussion was held about the importance of tracking these line items to keep within budget. Parcom threw out various potential uses for these funds. A small subgroup was assigned to review this: Carolyn, Marie, Julius, and Jeff.

Property & A/V Update

- Property
  - Status of current projects (see attached list)
  - Projection of remaining work (not including spire or clock).
- Update on fall “hybrid” services
  - Proposal for equipment: Julius P. has worked on a proposal with ACMI for the necessary equipment which would cost in the range of \$16,000. Includes Zoom access, recorded services, but not allow an interactive for Zoom experience.
  - Further discussions will follow.

Policy of the month: Motion shorten for lack of time.

- Review [Parish Committee Covenant and Charter](#)
- These are 8 and 10 years old. After discussion, Parcom unanimously agreed to abide by the existing covenant. Tom and Jeff will review the Charter for potential updating at a future meeting, including new outcomes and measurements.

Motion to adjourn made at 9:08 PM by Anne, seconded by Steve. Motion passed unanimously.

Attachments: May Minutes, Financial Documents, Ministers' reports, DRE report

**MOTIONS** (proposed wording that will be adjusted based on the discussion of the Parish Committee)

1. I move that we adopt the consent agenda.
2. I move that we give all members of the staff a gift of a \$500 bonus, an additional \$500 in the form of a reimbursement for Covid related expenses (total \$8000)
3. I move that we make a contribution equivalent to the staff bonuses (\$4,000) to an organization the staff chooses as a way they can make a direct impact to living our faith.
4. I move that we appoint Sara Galantowicz for one year to the term ending May 2024 with the intention of putting the remainder of her term up for vote at the next annual meeting.
5. I move that we appoint Maggie Carey and Maryglenn Vincens to the RJCC
6. I move that we adopt the following rules on use of the building:
  1. Masks required in the building only for unvaccinated people.
  2. Recommend if it is a mix of children and adults, the adults wear masks in solidarity with the children.
  7. Food can be served, but separate spaces need to be provided for unvaccinated people to be distant (e.g. setting up some safely spaced card tables for family groups)

# Proposal for A/V Equipment for Streaming Worship Services

Recommendation: Work with ACMI, who can provide support both for installation and training and ongoing. They are a non-profit funded by Arlington Cable Revenue

## UU CHURCH PRICE LIST

Video Upgrades, switchable robotic cameras and controller, streaming options

<a href="#">Sony Controller</a>					
Sony RM-IP10 IP Remote Controller for BRC Cameras					
BH #SORMIP10 • MFR #RM-IP10					
				\$1,625	\$1,625
<a href="#">Sony SRG X120</a>					
Sony SRG-X120 1080p PTZ Camera with HDMI, IP & 3G-SDI Output (White, 4K Upgradable)					
BH #SOSRGX120W • MFR #SRG-X120/W					
	2	\$1,899.00		\$3,798	\$3,798

Controller for processing the live video stream, and graphics/clip player					
<a href="#">Mac Mini</a>					
with Keyboard, Mouse , Monitor and A/V adapters					
				1,500	1,500
SWITCHER					
<a href="#">Production switcher, recorder and monitor</a>					
Atomos Sumo 19" HDR/High Brightness Monitor Recorder/Switcher					
BH #ATSUMO • MFR #ATOMSUMO19					
				\$2,999.00	\$2,999.00
<a href="#">Angelbird AtomX SSDmini (1TB)</a>					
				\$399.00	\$399.00
ACMi Production Services					
Consulting, Installation, and training					
				\$500	\$500
Custom Network, Coax and required cables					
				\$500	\$500
					<b>11,321.00</b>

For ParCom June 15, 2021

## **What should a Governing Board be Good at?**

from Dan Hotchkiss, Alban Institute

- Delegating authority
- Partnering with staff
- Hosting future-oriented conversations
- Tending to the Mission

### The FP Mission Adopted 20210

We choose to be a liberal religious community, welcoming to all.

- 1 We encourage each other on our spiritual journeys,  
Worship  
RE, STAR, Adult Programs
- 2 support one another through the changes in our lives,  
Pastoral care, Lay Min,  
Covenant Groups  
Community Building
- 3 and challenge the excesses and injustices of our time.  
Social Justice,  
Turning Outward

Called to love and upheld by joy, we live our faith.

### **An Organic Mission**

In use after Capital dedication, 2015 (Stewardship Drive 2016)

**Inward      Outward      Side by Side**

## **How a Minister looks at the Budget – A Kind of Comparative View**

900K

### Things to Notice in Income

Nearly 74% is pledge (670K)

Nearly 8% is rentals (67K) (53K is Mariposa; 6 is parking)

1% is endowment (10K)

1% is fundraising ( 12K) (Fair)

### Things to Notice in Expenses

71% is staffing (641) (comparable)

Nearly 11% is building (95K) (comparatively low)

6% goes outside (56 K) (Giving First, UUA, )

6% office and supplies (50K) (toilet paper)

Remaining 6% (56K )goes to committees.

RE 9K

Music 14K -- includes instrument maintenance.

Social Justice... 8K

ParCom 5.5K

Pittance to STAR, lay ministry, membership, etc.

## First Parish Unitarian Universalist of Arlington Budget vs. Actuals: FY21 P&L

July 2020 - May 2021

Major areas of sensitivity:	Pledges 4100	Plate 4200	Salary expense 5110	Properties - Maint & repair 5520,5530
May YTD budget	579,227	34,834	447,314	21,218
May YTD actual	646,139	42,644	397,081	25,865
Actual over/(under) budget	66,912	7,810	(50,233)	4,647
%	11.55%	22.42%	-11.23%	21.90%
FY21 Full year budget	629,600	38,000	488,000	23,150
FY21 Year end projection	660,000	44,500	430,000	26,500
Projection over/(under) budget	30,400	6,500	(58,000)	3,350
%	4.83%	17.11%	-11.89%	14.47%

May FY21 YTD results favorable, pledges (acct 4110) over budget according to seasonality trending established in prior current month payments of \$22,000 lower than previous months as we head towards fiscal year end. Net \$20k loss Mariposa May rent has been paid. Foodlink has moved out, payments have ended. Yard sale income (Fair) of \$4,917 in Second minister funds being drawn down each month, \$70k spread out over the current year or \$5.8k per month. PPP loan being written off gradually each month, \$48k spread out over the current year (1/2 of total loan) or \$4k per month. Salaries (offset by 5405 cleaning services) continuing below budget due to limited building use, no in-person services. Maintenance & repair \$4,600 over budget YTD, however see \$7.3k reimbursement received (acct #4530), also additional \$23,500 insurance pmt in reserve (balance sheet acct #2402)

	Actual	Budget	Over(Under) Budget	% of Budget
<b>Income</b>				
<b>4100 Pledges</b>				
4110 Current Year Pledges	646,139	579,227	66,912	111.55%
<b>Total 4100 Pledges</b>	<b>646,139</b>	<b>579,227</b>	<b>66,912</b>	<b>111.55%</b>
<b>4200 Plate Offerings</b>	42,644	34,834	7,810	122.42%
<b>4300 Fundraisers</b>				
4310 Fair	4,917	9,625	(4,708)	51.09%
4330 Other Fundraisers		1,375	(1,375)	0.00%
<b>Total 4300 Fundraisers</b>	<b>4,917</b>	<b>11,000</b>	<b>(6,083)</b>	<b>44.70%</b>
<b>4400 User Donations (Building Fees)</b>				
4410 Mariposa rent	48,888	48,583	305	100.63%

4420 Other building use	8,000	12,833	(4,833)	62.34%
<b>Total 4400 User Donations (Building Fees)</b>	<b>56,888</b>	<b>61,416</b>	<b>(4,528)</b>	<b>92.63%</b>
<b>4500 Other Contributions</b>				
4510 Parking revenue	5,500	5,500	0	100.00%
4520 One-Time Gifts	65,087	64,167	920	101.43%
4525 Social Justice	1,640	2,750	(1,110)	59.64%
4530 Insurance reimb, other	7,274		7,274	
4540 Non-recurrent income	44,000	44,000	0	100.00%
<b>Total 4500 Other Contributions</b>	<b>123,501</b>	<b>116,417</b>	<b>7,084</b>	<b>106.08%</b>
4600 Interest	1,617	1,375	242	117.60%
4730 Trust Fund-Wellington	10,000	10,000	0	100.00%
<b>Total 4700 Trust Fund Contributions</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>100.00%</b>
4900 Other Income	13,000	13,000	0	100.00%
<b>Total Income</b>	<b>898,706</b>	<b>827,269</b>	<b>71,437</b>	<b>108.64%</b>

#### Expenses

##### 5100 Personnel

5110 Salary	397,081	447,314	(50,233)	88.77%
5120 FICA	23,476	33,567	(10,091)	69.94%
5130 Workers Comp	3,179	3,558	(379)	89.35%
5140 Pension (UUA)	37,066	37,445	(379)	98.99%
5150 Health Insurance	37,180	37,125	55	100.15%
5160 Life Insurance	1,581	2,250	(669)	70.27%
5170 Disability Insurance	3,876	4,539	(663)	85.39%
5190 Prof Expenses	21,211	22,474	(1,263)	94.38%
5193 Recruitment expenses	442		442	

##### Total 5100 Personnel

**525,092      588,272      (63,180)      89.26%**

##### 5200 Contractors & Consultants

5240 Consultants (HR,Finance,Prof)	5,947	7,333	(1,386)	81.10%
<b>Total 5200 Contractors &amp; Consultants</b>	<b>5,947</b>	<b>7,333</b>	<b>(1,386)</b>	<b>81.10%</b>

##### 5300 Office Expenses

5320 Postage	2	458	(456)	0.44%
5340 Telephone & Internet	4,081	3,666	415	111.32%
5350 Office Supplies & Repairs	1,095	6,692	(5,597)	16.36%
5360 Office Equip Lease & Maintenance	4,271	6,142	(1,871)	69.54%
5397 Computer software/hardware	9,540	7,792	1,748	122.43%

##### Total 5300 Office Expenses

**18,989      24,750      (5,761)      76.72%**

##### 5400 General Church Expenses

5405 Cleaning Services	14,958	0	14,958	
5410 Housekeeping Supplies & Repairs	1,413	3,391	(1,978)	41.67%



5415 Treasurer's Expenses	5,918	5,958	(40)	99.33%
5420 Coffee/Friendship Hour Supplies		2,292	(2,292)	0.00%
5430 Worship Supplies, etc.	1,103	917	186	120.28%
5435 Sound, Tapestry, Linens Fund		917	(917)	0.00%
5440 Stipends/Honoraria Guest Ministers	600	1,100	(500)	54.55%
5445 Sign Language Interpreter		458	(458)	0.00%
5470 Staff Development		183	(183)	0.00%
5483 Insurance	11,168	10,935	233	102.13%
5484 General Composting	648	917	(269)	70.67%
<b>Total 5400 General Church Expenses</b>	<b>35,808</b>	<b>27,068</b>	<b>8,740</b>	<b>132.29%</b>
<b>5500 Property Expenses - Main Building</b>				
<b>5510 Utilities</b>				
5511 Heating Fuel Oil & Gas	12,610	19,446	(6,836)	64.85%
5512 Water & Sewer	1,540	4,583	(3,043)	33.60%
5513 Electricity	3,926	2,372	1,554	165.51%
5514b Power Options Membership		229	(229)	0.00%
5514c Solar Power Purchase Agreement	4,733	6,933	(2,200)	68.27%
<b>Total 5510 Utilities</b>	<b>22,809</b>	<b>33,563</b>	<b>(10,754)</b>	<b>67.96%</b>
5520 Heating Maintenance & Repair	1,782	1,833	(51)	97.22%
5521 Elevator Inspection and Maintenance	4,214	4,289	(75)	98.25%
5530 Main Building Maintenance & Repair	24,083	19,385	4,698	124.24%
5535 Main Building Capital Exp.	26,000	26,000	0	100.00%
5550 Groundskeeping	199	1,100	(901)	18.11%
5560 Snow Removal	3,160	5,140	(1,980)	61.48%
<b>Total 5500 Property Expenses - Main Building</b>	<b>82,247</b>	<b>91,310</b>	<b>(9,063)</b>	<b>90.07%</b>
<b>5600 Religious Education</b>				
5610 Children/Youth	5,582	6,463	(881)	86.37%
5630 Youth Group Service Trip Coordinator		1,375	(1,375)	0.00%
<b>Total 5600 Religious Education</b>	<b>5,582</b>	<b>7,838</b>	<b>(2,256)</b>	<b>71.22%</b>
<b>5700 Music</b>				
5750 Music Committee	8,851	9,265	(414)	95.53%
5760 Piano Repair	2,313	2,063	250	112.12%
5790 Organ Fund Set-aside	1,833	1,833	0	100.00%
<b>Total 5700 Music</b>	<b>12,997</b>	<b>13,161</b>	<b>(164)</b>	<b>98.75%</b>
<b>5800 Other Committees</b>				

5801b STAR/Adult RE		412	(412)	0.00%
5802 Committee on Ministry		165	(165)	0.00%
5807 Lay Ministry		124	(124)	0.00%
5808b Leadership Development		165	(165)	0.00%
5809 Membership Committee	311	825	(514)	37.70%
5810 Parish Committee	1,532	5,042	(3,510)	30.38%
5812 Racial Justice Committee	731	2,475	(1,744)	29.54%
5812b Social Justice Committee	635	2,750	(2,115)	23.09%
5815 Stewardship Committee	2,059	1,833	226	112.33%
5818 Turning Outward		2,475	(2,475)	0.00%
<b>Total 5800 Other Committees</b>	<b>5,268</b>	<b>16,266</b>	<b>(10,998)</b>	<b>32.39%</b>
<b>5900 Outreach</b>				
5910 UUA	36,000	36,000	0	100.00%
5920 MBD		275	(275)	0.00%
5930 Partnership Church Council		321	(321)	0.00%
5940 Giving First	20,367	17,417	2,950	116.94%
5962 UU Urban Ministry		229	(229)	0.00%
5965 Mass. Interfaith Power & Light	250	229	21	109.17%
<b>Total 5900 Outreach</b>	<b>56,617</b>	<b>54,471</b>	<b>2,146</b>	<b>103.94%</b>
<b>Total Expenses</b>	<b>748,548</b>	<b>830,469</b>	<b>(81,921)</b>	<b>90.14%</b>
<b>Net Income</b>	<b>150,158</b>	<b>(3,200)</b>	<b>153,358</b>	