

FUUSN Board of Trustees
Thursday December 22, 2022
Virtual Zoom Meeting, 7:00 PM

Staff: Parisa Parsa, Interim Minister Devin Shmueli, DRE	Visitors: Wayne Everett, Operations
Board: Demie Stathoplos, Chair Barbara Schmitt, Vice-Chair Stephanie Kendall Hattie Kerwin Derrick, absent Joe Klinman (Youth), absent Chris Krebs RoseAnn Murray Clerk: Kit Ryan	Laurel Farnsworth, Operations Joan Ronayne, observer Sue Skoler, observer

INVOCATION / CHALICE LIGHTING/READING OF THE BOARD COVENANT: 7:01PM.

APPRECIATIONS:

- Bob MacWilliams for all his musical contributions.
- Holiday Fair coordinators: Laurel Farnsworth, Ruth Comstock, Denise Bousquet, Connie Stubbs, Barbara Schmitt, Kit Ryan, Cindy Orrell; also, Julia Wolfe, Lisa Gresser, Lynne Karlson & Stu Gladstone; and Eric Haas and the Tree People.
- Community Breakfast: Chris Dame and Ron Margolin.

PROCEDURAL:

- Vote to approve BOT (Board of Trustees) meeting minutes for November; Chris made the motion to approve the minutes; the motion was seconded by Demie, the motion passed unanimously.
- Sign-ups for Board Greetings starting in January, and attendance to Ops meetings. Parisa will set up the electronic sign-up roster for the Board Greetings on a shared spreadsheet, to also include the Lay Ministers and Chalice Lighters that she and Anne can access to improve the weekly Order of Service set up.
- RoseAnn reviewed the recent Operations Council meeting, to include:
 - o Christmas Eve collection will go to Chaplains on the Way.

- o Planning for Coming of Age event with the First Parish of Waltham and Chaplains on the Way for February 14.
- o Holiday Fair plus Tree Sales; final figures still pending.
- o Lauren Dale suggested a Little Library, with social justice focus. For sidewalk access would need to take out a bush.
- o Pine Village has been bought by a Canadian company; more to follow (below).
- o Refrigerator and freezer need to be cleaned.
- o COVID planning reviewed.

UPDATE ON STAFF AND CONGREGATIONAL ACTIVITIES AND RESPONSE TO COVID-19 SITUATION: Review current staff and congregational responses that are relevant for the Board's responsibilities and activities:

- Parisa Parsa:
 - o Upcoming congregational conversation regarding FUUSN history.
 - o Has noted a gradual increase in attendance, to include newcomers in Zoom and new visitors at service in person.
 - o Working with Devin to plan events to welcome back congregation members.
- Devin Shmueli:
 - o Working with Membership to improve lifespan engagement.
 - o Recently met with 3 newcomer families.

STRATEGIC:

- Recruiting Annual Budget Drive (ABD) "apprentices:"
 - o Judy Friedman and Wendy Schwartz will serve as BoT Clerk from January to June, when a new clerk will be elected. Kit will join the ABD team as an apprentice.
 - o Thanks to Joe for setting up the Google Docs file for ABD candidates; as the group thinks of possible candidates &/or contacts candidates the file will need to be updated.
 - o Demie pointed out the ABD team organizes the Drive, but the stewards more directly ask for contributions to the ABD.
 - o Inflation may affect members' plans for giving.
 - o ABD pledge to ask for **time, talent and/or treasure**; will need to assure the non monetary contributions are collated and communicated.
- Board to convey any "big ticket" items to be considered by the Finance Committee as the target for ABD is established. Budget drive team would like to propose a 1.5% increase in the pledge target, to \$615K:
 - o The settled minister search process is budgeted for 10% of the minister's salary.

- o COLA is projected to be 8.7%.
- o Parisa reported the website will be updated this FY; the website costs have been reviewed with Karen Bottar. Cost \$12500, offset by staffing changes.

· Next Steps on financing FUUSN Parking Lot. The Santander project was approved by the Land Use Committee of the City Council without parking for FUUSN. Delay in Riverside project, due to soaring construction costs, indicates Santander construction is potentially years away.

- o Laurel has been doing a great job!
- o Barbara summarized that there are 4 construction projects for the future:
 - § Second egress from basement, steps to the parking lot.
 - § Playground.
 - § Parking lot.
 - § Basement bathrooms.
- o Laurel: The basement egress was included in the parking lot plans; will help for tenants, general utility for the basement spaces.
- o Plan for construction over the summer. Funding to be drawn from current Building Reserve & Major Maintenance budgets.
- o Meeting planned with architect, structural engineer, and contractor to assess potential, to include adding windows to 2 rooms.
- o The new Pine Village owners are interested in participating with moving and decreasing the current playground size.
- o Need to consider funding possibilities for the parking lot construction.
- o Basement bathrooms would be next in line.

· Next Steps on Search Committee for Settled Minister: Stephanie and Chris

- o Stephanie and Chris have met. Planning considerations for timeline, congregation engagement, UUA recommendations.
- o Discussed the UUA Settlement Handbook recommendations: <https://www.uua.org/careers/ministers/transitions/settlement-handbook>.
- o Timeline:
 - § Considerations included the various events/projects going on, to include the History project and ABD.
 - § January and February: multiple modes of communication to convey information to the congregation, to include search committee roles/tasks, solicit feedback. Feedback will not be anonymous, but specifics will not be publicized.
 - § March 15-April 15, call for search committee member nominations.
 - § Search committee members to be announced by the end of April.
- o Broad participation is the goal, to foster congregation engagement.

- o Needed steps:
 - § Develop a presentation for the congregation to explain the search process, how the search committee represents the congregation, and to foster engagement and ownership of the process and outcome.
 - § Prepare the timeline for presentations and meetings plus the dates/times and planned media (i.e., in person, Zoom, email).
 - § Develop Google Docs form for nominations. Hiring experience is very desirable. Form will be developed; nominees (self- or by someone else) will need to use the form to assure equal opportunity.
 - § Search committee timeline steps needed by the Annual Meeting.
- o Stephanie and Chris will continue as primary points of contact, will coordinate database management of nominees, assure accessibility to the rest of the BoT. Demie will help as third coordinator since Stephanie leaves town in April.
- o Christine Purcell, UUA, could give a briefing at the January BoT meeting on the search process, to include selecting a search committee.

· Next Steps on Values & History Project: RoseAnn and Hattie

- o Discussing with RJM (Racial Justice Ministry) how to manage topics; consulting also with Operations.
- o How do our stories and history reflect our values? Who have we been? (historians Gayle Smalley, Bob Ellersten will contribute); who are we now, who do we want to become? What are our values now? And for the future?
- o Scheduled meetings include Zoom meeting January 26, lunch meeting after service January 29, and zoom meeting February 11.
- o Goal is to have maximum participation. Newcomers have their stories of how they joined the FUUSN community, as well as members of longer standing.
- o Then will need to synthesize the recurring themes of what our stories are, how our stories intersect with FUUSN, and with our deeper history.

· Review of By-law revisions under consideration (this year or next year):

https://docs.google.com/document/d/1V0ciFzmeGllT_Sxz-xnpEinsdv-0phgV/edit

- o Gordon Moriarty will be invited to an upcoming BoT meeting to explain in detail as needed.
- o Remote participation in Annual Meetings. Tom Bean and Dan Brody will provide input; need to address whether to decide to offer as a permanent option.
- o Term limits for additional positions. Expand term limits for additional roles; tool for leadership development as new individuals assume various roles. Will need congregational input.
- o Trustees of high school age split vote. Need to address the vote issue if there are 2 Youth representatives.

- o Congregation can vote on general resolution - anything other than maintenance, finance, governance. There are bylaw discrepancies which should be clarified.

OTHER: Communication policies:

- o Urgently need communication policies.
 - o Communications team is a subset of the Membership team, but we need to determine who coordinates.
 - o What is our covenant within FUUSN? And with our larger community? Who represents us?
- Record keeping - Archives of FUUSN Women's Alliance: deferred.

CALENDAR:

- December 2022 - Board continues to recruit Annual Pledge Drive Team leaders.
- December 2022 - Board informs ABD team of target for Budget drive.
- January 2023 - Board provides Finance Committee with Strategic priorities for FY2024 Budget.
- January 2023 - Christine Purcell from UUA meets with Board re: settled minister search (during Board meeting 7-7:30pm)

REVIEW OF MEETING PROCESS, APPRECIATIONS, CLOSE: Review our process and share what we appreciate about our meeting tonight utilizing Inclusive Meeting Self-Reflection table. The group reviewed what members appreciated about the meeting.

Meeting adjourned at 9:00PM.

End note: UUA 7 principles:

- o The inherent worth and dignity of every person;
- o Justice, equity and compassion in human relations;
- o Acceptance of one another and encouragement to spiritual growth in our congregations;
- o A free and responsible search for truth and meaning;
- o The right of conscience and the use of the democratic process within our congregations and in society at large
- o The goal of world community with peace, liberty, and justice for all
- o Respect for the interdependent web of all existence of which we are a part.
- o Resolution passed at 6/22 Annual meeting: We covenant to affirm and promote: journeying toward spiritual wholeness by working to build a diverse multicultural

beloved community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions.