

First Parish in Brookline Parish Board Meeting

October 1, 2018

Attendees: Charles Sandmel, Laura Hatfield, Janet Britchard, Lisa Perry-Wood, Michele David, Dave Demerjian, Stephen Pratt-Otto

Laura noted appreciation for the attachments to the minutes and suggested that we should let guests to the meeting know that attachments they provide to the board will be included with the minutes and posted with them on the church website.

Rev Lisa gave her confidential Minister report. This yielded 4 action items:

- Discussed ways to make the board members and our work more visible to the congregation. For example, the board might lead a service on spiritual leadership. **MICHELE** will add an agenda for next month's meeting agenda.
- Installation planning committee call for volunteers. **LAURA** will follow up with teams that said they'd contribute members and the congregation. Names so far: Dave Demerjian (Board), Laura Walters (Deacons), ?? (Onboarding), ?? (Worship), Kathryn Kirschner and Nanc Marks (congregation)
- Membership Team would like to revive something like Shared Leadership or Program Council. **CHARLES** will send around the model of the Finance Council.
- How to determine the share the plate organizations? **MICHELE** will add an agenda item for next month's meeting agenda.

Ellen Blaney, Laura Walters, and Tanja Erij visited to present an ask for a FPB fundraising goal for the BIJAN Bond Fund.

- The board reached a high level of consensus for the following proposition: the Immigration Justice Committee may fundraise for the BIJAN ("Beyond") Bond Fund. The campaign may set a target of us to \$50k and must conclude by the end of calendar year 2018. In support, the Parish Board, IJC, and staff will all commit to 100% participation. Donations will go through FPB. The fundraising team will provide an interim report to the board at the Dec meeting and a final report after the end of the campaign.

Charles presented the Treasurer's report (attached). Due to time constraints, the draft gift acceptance policy was deferred until the Nov meeting. A/V Technology Specialist request was cut to \$1600 from \$3200 and Keith has requested that it be increased. The board reached consensus at a high level to increase the budget for this item back to \$3200. **KEITH** will advertise the position.

A discussion of stewardship was postponed to the November meeting.

**FIRST PARISH IN BROOKLINE
FINANCE COMMITTEE REPORT TO PARISH COMMITTEE FOR 10/1/2018**

Latest financial information through 8/31

Income		Expenses	
Pledges	\$107,411	Salaries	\$37,290
Sunday Collection	1,520	Fringe	10,239
Building Rentals	6,650	Program	2,902
Interest	15	Admin & Building	14,743
Total	\$115,596	Total	\$65,174

Pledge revenue arrives unevenly, so comparison to full year budget isn't meaningful.

So far, expenditures are ~\$6,000 under budget due to timing.

Alisa and Adam report that building rentals received/contracted are likely to exceed budgeted revenue by ~\$10,000.

First Parish Endowment Balance \$2,415,940 as of 9/26/18

Gift Acceptance Policy

See attached. *Board approval requested.*

Current Year Budget Supplements

1. **AV/Technology Specialist** for Sunday Worship. Makes sure audio and hymn projection are working. Cost is \$100/week. Budget for this function was cut from \$3,200 to \$1,600 at annual meeting. *Board approval requested.*
2. **Internet Upgrade:** upgrading Internet to Comcast 4GLTE to increase reliability, speed, enable streaming of on-line professional education on Zoom, etc. Estimated additional cost for FY 2019 \$930. *Board approval not required.*

GIFT ACCEPTANCE POLICY

As approved by Finance Committee 09-18-18

1. First Parish in Brookline solicits and accepts gifts of value without limitation, with the expectation that they will be monetized.
2. Gifts will generally be accepted from individuals, estates, families, foundations, and financial intermediaries.
3. In the course of its regular fundraising activities, First Parish in Brookline will accept donations of money, real property, personal property, and securities
4. Gifts designated by the donor as fulfillment of annual pledges shall be deposited in the general operating funds of First Parish. All other gifts shall be deposited in the general endowment funds of First Parish unless otherwise specified by the donor.
5. Gifts other than cash—including but not limited to marketable securities, real estate and personal property—shall be sold upon receipt. Proceeds of such sales shall be deposited in the general endowment funds of First Parish unless otherwise specified.
6. Donors are encouraged to make bequests, and to name First Parish in Brookline as the beneficiary under Wills, trusts, life insurance policies, commercial annuities and retirement plans. Gifts of insurance policies and remainder interests in annuities made by living persons are NOT subject to the "immediate sale" provision in #5. above

7. First Parish in Brookline will accept gifts of life insurance where First Parish in Brookline] is named as both beneficiary and irrevocable owner of the insurance policy.