

Parish Committee Minutes

First Parish Unitarian Universalist of Arlington

January 18, 2022

Attending: Marie Meter, Celia Wcislo, Rev. Marc Fredette, Steve McMullin, Re. Erica Richmond, Anne Quaadgras, Jeff Keffer, Al Tosti, Tom Estabrook, Sara Galantowicz, Carolyn Hodges, Tina Schultz, Kiki Giatis, Eric Segal, Lisa McBurney

Call to Order (Marie)

Reading and Chalice Lighting. (Anne Quaadgras)

Two minutes of silence

Welcome to our new adjunct minister Marc Fredette

- Parish Committee members introduced themselves, and Rev. Marc shared his initial impressions on the vibrancy of our congregation

Financial Report & dashboard (Carolyn)- **For a copy of the December P & L, please email Carolyn at treasurer@firstparish.info**

- Pledges year-to-date are higher than budgeted
- Plate is less than budgeted
- Expenses are lower because the building is not fully in use yet
- Line items that are still underbudget are the Covid line items, and the Parish Committee contingency fund.

- A proposal to move \$450,000 out of Cambridge Savings Bank (CSB) and into a “sweep” account at Leader Bank, was presented to the committee. This will allow us to earn more interest for our reserves and make sure our funds are adequately insured.
- (Vote 1) We propose retaining Operating activity at CSB (checking), retaining a residual balance in the CBS money market account between \$25 thousand and \$50 thousand, and transferring the remaining funds to Leader Bank in the IntraFi vehicle (approximately \$400 thousand). Motion made by Sara and seconded by Steve. Motion passed unanimously.

(Vote 2, Discussion). Consent agenda: Minutes, Financials, lead Minister’s Report, Parish minister’s report, RE report

- Motion made by Anne Quaadgras and seconded by Celia to accept these reports. Motion passed unanimously

Parish minister’s report, RE report.

- For all the isolation caused by COVID, we are thriving as a community (See Rev. Erica’s report)
- Rev. Marc comes from a smaller congregation, and he is impressed with the wealth of talent this Parish has (See Rev. Marc’s report)

Property Update (John Galantowicz) Update on Property Committee work

- Modernization of sanctuary and vestry (new lights, ventilation, and painting)
- Windows have been repaired, and grease traps in kitchen cleaned
- Adjusted the Annex air system
- Trees trimmed and fertilized.
- There is \$100,100 available from the budget and the capital infrastructure fund.
- This year there are major projects for this year, which would cost up to about \$80,000. This includes: replacing the sewer, fixing RE windows, repairing the Tower bell, repair new roof leaks, and heat valve repairs.

Updates and Votes

- Wendy Page's affiliate agreement
 - Annual review of Wendy Page's Covenant agreement
 - Motion to renew Wendy Page's agreement was made by Carolyn, seconded by Anne. Motion passed unanimously.
- Housing Allowance (Vote 3)
 - Vote to approve the percent of ministers' salary that they will declare as for housing for tax purposes. Rev. Marta is claiming \$54,000 and Rev. Erica is claiming \$50,000 each towards housing costs.
 - Motion made by Celia and seconded by Sara. Motion passed unanimously.

Updates

- Update on Worship and current COVID rules
 - Still staying hybrid for services
 - Need for more tech support to maintain hybrid services
 - Choir begins rehearsing in February
- Update on next retreat: February?
 - This will be decided outside this meeting

Budget

- Updated budget changes from the Finance Committee
 - The new draft budget includes money for additional administrative hours
 - Property maintenance and repair line items were reduced by \$5,000 to balance the budget
 - Cost of living adjustments (COLA) increases were included for all staff
 - The Parish contingency fund was decreased by \$4,300 from the December amount

- Budget assumes a 5% increase in pledges to sustain the second minister and start building back the office staff.
 - This draft budget is currently balanced.
- Update on discussions with Trustees on annual contribution amounts– The discussions continue, and there will be a meeting of the Trustees and some Parish Committee members soon. The initial discussions have been positive.

Succession planning

- Vote in February
 - In February we will be electing a new Parish Committee chair and co-chair. Nominations include Sara Galatowicz for chair, and Anne Quaadgras for co-chair. Anyone else interested in serving in those positions should let Marie now. We will vote on them next month.
 - Celia will mail out term expiration dates to committee members.

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

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

1. We propose retaining Operating activity at CSB (checking), retaining a residual balance in the CBS money market account between \$25 thousand and \$50 thousand, and transferring the remaining funds to Leader Bank in the IntraFi vehicle (approximately \$400 thousand).
2. I move that we adopt the consent agenda.
3. I move that we approve a housing allowance of
 1. 50,000 per year for our Parish Minister, Erica Richmond
 2. 54,000 per year for our Lead Minister, Marta Flanagan
4. I move that we approve Wendy Page's Covenant with First Parish as Affiliate Minister

CURRENT TERMS:

CHAIR: Marie Meteer (second term ends 2023)

VICE-CHAIR: Sara Galantowicz (first year of a second term ending 2024)

TREASURER: Carolyn Hodges (first 3-year term ends 2024)

CLERK: Celia Wcislo (first term ends 2022)

Allan Tosti (first term ends 2024)

Tom Estabrook (second term ends 2023)

Jeff Keffer (first term ends 2023)

Anne Quaadgras (first term ends 2022)

Steve McMullin (second term ends 2022)

To: Parish Committee- First Parish Unitarian Universalist of Arlington

From: Carolyn Hodges, Treasurer & Al Tosti, Parish Committee member

Date: January 14, 2022

Re: Operating Accounts and Balance Holdings

Background:

The First Parish operating accounts are held at Cambridge Savings Bank (CSB). In FY 2021-2022 the checking account average balance is approximately \$200 thousand per month. Additionally, there is an operating money market account with a balance of \$450 thousand.

Issue:

The Federal Deposit Insurance Corporation covers holdings in banking institutions in the event of an institution default. The maximum insurance level is \$250 thousand per tax identification number, per institution. First Parish holdings exceed the insurance limits at CSB.

Objective:

To distribute holdings to ensure the safety of the operating holdings. There may be an additional benefit by increasing the interest earnings on the fund balances.

Proposed Solution:

Since 2002, additional investment vehicles are available to help distribute holding within FDIC insurance limits. Formerly Insured Cash Sweep (ICS), now branded as IntraFi, serves to support this activity nationwide. The money market investment vehicle services to sweep excess funds to participating banks around the

country, retaining the lead Bank as the primary account and observing FDIC limits. Several banks in Massachusetts offer this service including CSB, Eastern Bank, and Leader Bank.

When investigating this, Leader Bank was extremely responsive and poised to meet this need. Unfortunately, CSB and Eastern were less informed on the service and to-date have not responded with additional information. We also note that **Leader Bank is listed on the OCC-Supervised Minority-Owned Depository Institutions (Sept. 2021).**

Leader Bank supplied helpful information explaining the service (attached) and the representative, Travis Hall, reviewed First Parish holdings. When necessary, we will be able to access the funds with 24 hours' notice and transfer funds to the CSB checking account directly. Mr. Hall also noted that the Leader Bank earning rate will result in a slightly higher interest earning on these funds (earning today are about \$1,200 per year, Leader earnings could increase this to an estimated \$2,000 per year given current rates). Travis Hall is available to speak to Parish Committee members to address any additional questions, at our convenience.

We propose retaining Operating activity at CSB (checking), retaining a residual balance in the CBS money market account between \$25 thousand and \$50 thousand, and **transferring the remaining funds to Leader Bank in the IntraFi vehicle (approximately \$400 thousand).**

Attachments:

- Explanatory slides <https://mail.google.com/mail/u/0?ui=2&ik=9bbef086c0&attid=0.2&permmsgid=msg-f:1720608690164319983&th=17e0d47cceb1c6ef&view=att&disp=safe>
-
- Short video (2 mins) <https://www.youtube.com/watch?v=Lr8wYddKDN8&authuser=0>

Acting Lead Minister Report

December 14-January 18

Rev. Erica F Richmond

First Parish in Arlington Massachusetts

As we launch ourselves into January, into 2022, and into this time of Marta's sabbatical, the word that has been echoing in my head has been: balance.

There is so much to navigate and so much to consider during these times.

How to celebrate even amongst grief.

How to think through the mental and physical health needs of our congregation.

How to cultivate the energy to vision while also maintaining the rigorous everyday tasks of this organization.

How to lift up the ways in which we are thriving while also naming how hard it is.

There are so many both/ands this month.

As you read in my January 8th congregational email, one of the most important things for me, is that people have the ability to make choices for themselves that meet their needs. For some of us, being in the Sanctuary on Sunday morning is a necessary touchstone, a significant part of our mental and spiritual wellness. And for others, being here in-person right now is not wise, not feasible, not an option. Both are good and right.

So things have been unfolding week by week. We check in with one another, encourage self-advocacy, and make accommodations when needed. I want to thank our staff and lay teams for making both choices possible. There were many important conversations this month about the obligation of volunteers. Though we need all of us to make this place tick, no one should be showing up here if medical safety prevents them. Faith communities are a place where we all contribute, yes, but they are also a place where

you can receive, receive care, receive respect, receive the ability to seek and find spiritual support. One should not come at the expense of the other.

In order to better protect ourselves and this community, the staff decided to participate in weekly PCR testing provided by Mariposa. I am grateful that folks are making an extra effort to do so.

I do want to welcome Rev. Marc with a huge THANK YOU! He has been so wonderful to work with so far and I think he has and will continue to add a lot to our community. And on a personal note, I moved to Arlington! I closed on a place on December 23rd and moved on December 27th. I have been nesting and settling in and really enjoying it. A big thanks to the Committee on Ministry for their housewarming gifts. :)

Please know that it is an honor to serve as the acting lead minister during this time. Please do reach out, this work is so much richer because of each of you.

Best,

Rev. Erica

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Worship:

Here are the worship attendance numbers since we began hybrid services on November 14, 2021. 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.

[https://docs.google.com/document/d/](https://docs.google.com/document/d/15qiRUUuOKyUgkrUbG95qoJUub2UDEmcR_KFa367rLoJc/edit?usp=sharing)

[15qiRUUuOKyUgkrUbG95qoJUub2UDEmcR_KFa367rLoJc/edit?usp=sharing](https://docs.google.com/document/d/15qiRUUuOKyUgkrUbG95qoJUub2UDEmcR_KFa367rLoJc/edit?usp=sharing)

On December 24th, at 1:30 pm the staff learned that one of our part-time co-workers had tested positive for COVID. This led to last-minute decision making. In an abundance of caution, we decided to move the Christmas Eve services entirely online. In doing so, we canceled the 4 pm service and focused our energies on the 6 pm service. I

want to thank the staff, the WAs, and the tech team for their nimbleness and flexibility on that hectic afternoon. A special shout out to Marie and Sara who stood outside the meetinghouse to let anyone who did show up know of the switch to online services. On December 26th, the worship service was lay led and Elizabeth Hunter did a fabulous job pulling together the poetry service.

On January 2nd, I preached on Rest as a Resolution and the congregation was able to meet Rev. Marc. He preached on the 9th and our member Rev. Bill Gardiner preached on MLK weekend.

Pastoral Care Provided by Minister

Individual pastoral care sessions: 6

Individual meetings with committee leaders: 8

Themes included ongoing loss, relationships, and mental health.

I officiated Makeilla O'Toole's memorial service in our Sanctuary on Monday, January 10th at 11 am. About 70 people attended. Makeilla grew up in Lexington and attended our Sunday school program once or twice as a child. This community made a lasting impact on her though. When she passed away on December 29, 2021 from substance use disorders, the family reached out to FP to see if we could host and led her service. It was a profoundly sad and moving service to be a part of and was a reminder that even small connections to this place can lead to a lasting sense of home and spiritual solace.

Lay Ministry:

Rev. Marc is working as the minister liaison for the Lay Ministers during Marta's sabbatical.

I want to highlight an upcoming program designed by Ellen Faran, a former lay minister, she is hosting a panel on Sunday, 1/30th about mental health resources in our area. I think it will be a much-needed and much-appreciated program for our

community.

Staff and Lay Leadership Support Provided by Minister

The programmatic full-time staff team continues to meet weekly.

ParCom Exec: 12/15, 12/29, and 1/5

Committee on Ministry: 1/19

Indigenous Justice Working Group: missed

Membership Committee: couldn't attend this month

Leadership Development Committee: couldn't attend this month

Par Com: 11/18

Racial Justice: 1/4 and 1/13

Social Justice: missed this month

Stewardship: 1/4 and 1/9

Worship Associates: 1/12

I have been working closely with Stewardship. Our launch Sunday is February 13th, stay tuned for more details!

Adult Programming: Education, Spiritual Deepening, Community Building

We have had incredible programming this month, either provided by the ministers, other staff, or our committee leaders. I am especially grateful to Tina and Jonathan for their leadership with RE and Music.

The Carols in the Courtyard was a joy-filled event in December. It was so wonderful to see young kids running around our meetinghouse grounds filled with holiday anticipation.

Racial Justice is working on a 4-part series on interrupting racism in our everyday lives. It is entitled Courageous Conversations. At their request, I facilitated two of the four sessions for the members of RJCC so that they could experience first hand what they are pulling together for our congregation. I did these two hour sessions on 1/4 and 1/13,

they were powerful evenings of vulnerability, honesty, and skill-building.

I restarted Wednesday Evening Chapel. This is a 25 minute service of readings, songs, and meditation that will run on Zoom from mid-January to the end of April. About 25 people attended on Wednesday, 1/12.

STAR is hosting two Exploring our Sexuality sessions. I am leading these and asked Rev. Marc to help out with that. 30 people attended our first session on 1/13. We talked about what sexuality is, how we define it, and how we have come to understand our sexual

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values. It was a very diverse group in terms of perspectives and experiences and it was wonderful to explore how sexuality is part of our spiritual selves.

Social Justice / Turning Outward

- Eric Segal with support from the Social Justice committee led a vigil for the anniversary of the insurrection on January 6th. Rev. Marc and I attended along with 200 others. I am so grateful that so many of our FP folks came out to champion democracy and to bear witness to the impact of that attempted coup.

- Anne Matheis, serves on the town's MLK planning committee, at her invitation I participated in this virtual and multi-faith event. I lead the benediction and the whole event can be seen here: <https://www.arlingtonma.gov/Home/Components/Calendar/Event/28453/18?backlist=%2F>

- Both RJCC and IJWG are planning book discussions in the upcoming weeks and I am excited about those opportunities!

Professional Development and Continuing Education

Monthly session with a Spiritual Director

Monthly consultation with my ministry mentor

Monthly gathering with Follen Women colleagues group

Completed 7-week Coaching for Clergy course

Adjunct Sabbatical Minister Report

January 1 – January 18, 2022

Rev. Marc Fredette

First Parish of Arlington, Massachusetts

Activity:

Becoming familiar with the operational nuts and bolts of FPUUA has been interesting and enjoyable. Rev. Erica and staff members have been so helpful. I've met with members of the Lay Ministry team and look forward to supporting their ministry in the coming months. I've met with Spirit Talk facilitators and have begun attending the Monday/Thursday Spirit Talk sessions. This week I'm meeting with Spirit Talk participants to help better understand how the group can move forward with new facilitators. (Monique, Kate, and Susan have agreed to continue facilitating Spirit Talk through the last full week of February.) Our shared goal is to determine how Spirit Talk can continue to serve members' needs moving forward.

I've begun conversations with STAR co-chairs, Steph Miserlis and Lori Kenschaft, and from these conversations am drafting a proposal to host two 'game-nights' over Zoom for the congregation. The plan is to start small, evaluate, and adjust as necessary. Lori K feels that offering a program of 6-8 weeks would dissuade members from signing up. She has suggested offering a few shorter programs instead of one series of 6-8 sessions. We are also discussing a three to four part series on food, more specifically demonstrating our values through eating. The program would explore the connections between our personal values and our food choices, and would include educational documentaries, guided discussion groups, and fun cooking and sharing food within a Covid-safe framework. We also discussed introducing a Circle Suppers-type program and STAR's counsel is to put this on hold until members regain a higher comfort-level about meeting in one another's homes. I've participated in the first three worship services for 2022, offering the

welcome on 01/02, the sermon on 01/09, and the pastoral prayer on 01/16. As per my LoA I will participate in worship services in some capacity for all but one Sunday each month.

Last Thursday I assisted Rev. Erica in hosting the first of a two-part adult education offering titled “Exploring Our Sexuality”, the material coming primarily from the Our Whole Lives curriculum for adults. The first session was attended by about 30 pp; the second session will be this Thursday evening.

Meeting members! I’m meeting with committees and also with individual members, both of which have been a joy. You all have made me feel very welcome here.

2

Impressions and observations:

In many of my conversations and email correspondence I’m struck by how beautifully members articulate their thoughts and feelings about worship, spirituality, and about caring for one another. In Zoom meetings I’ve found that for the most part participants listen well and are respectful of one another’s idea even when there’s disagreement. The Lay Ministry team members’ commitment is refreshing and inspiring. Having served the UU congregation in Waltham for fifteen years makes it tempting to draw comparisons, but Waltham is a much smaller congregation with just over 100 members, so comparisons will only help so much. With that said, in my fifteen years in Waltham I never experienced the level of commitment and devotion to pastoral care that I’ve witnessed here in just three weeks. It’s very moving. Concerning the congregation’s Worship Associates, the care they take when preparing for each Sunday service, the thoughtfulness invested in preparing the pastoral prayer and opening words is inspiring. It’s so gratifying to encounter such a people, so devoted to their congregation.

Over my years in Waltham hiring a minister on staff to help with sabbatical coverage was never a consideration. What a gift it is to the congregation, to Rev. Erica, and ultimately to Marta that the Parish Committee is willing to invest supporting the sabbatical so well.

If I can be of support to any member of the Parish Committee, please know I'm eager to help.

Report of the Director of Religious Education

January 2022

Hello Friends,

“Out of an abundance of caution” is how I’ve begun yet another go-round of emails to families this January. We have chosen to gather our children, their families, and the community together in different ways - again.

We began with a Zoom All Ages Animals Blessing last Sunday. Rev. Erica, Diane Taraz and I met with children and some adults from the congregation to talk about ways to stay brave and to find courage (with the help of furry friends). Diane offered some lovely hymns, the children shared their stones of joys and concerns, and we laughed together. I think it was a great way to kick off our new year.

The OWL class met online. We invited a special guest, a sex educator and life-long UU, Abby Soule, to share with the class the latest information about contraception through videos and show and tell. The class was riveted! We intend to do one more class online, and do our best to get that group back into the building as soon as possible.

Even though Youth Program Coordinator Rose has been quite ill with COVID, she was able to lead last Sunday’s Youth Group to begin planning for their worship service in March. They have chosen “Duality” as their worship topic, and the planning committee has scheduled regular meetings to begin that complicated process.

We will Zoom again this Sunday morning. Jen Davis Kay will lead a fun and interactive lesson on “Civil Rights and Awesome Activists”. There are no evening programs because of the holiday weekend.

Later in January we will gather outside on Sunday mornings. I’ve learned there are some families who join only when we are in the fresh air, so these programs continue to keep them connected. High school science teacher Avon Lewis is ready to tell us more about animal tracks and hibernation, and Rev Erica and I plan to talk about the revelations of scientist “Snowflake Bentley”, the unique beauty and qualities of each flake (and humans), and make snow creatures

in the courtyard.

Our volunteer team of teachers is ready to begin Phase Three of learning later in February. The notebooks are ready, supplies are purchased, and books for sharing put in piles. I have snow hats, mittens, scarves and fleece blankets to keep our kids warm when they play outside.

We will send more cards to the children in our program in February to send our love and to remind them we are here for them and their families.

Rev. Erica and I are talking about ways to engage the kids and their parents in our Stewardship Drive.

I have been writing many recommendations for our youth - for college applications, honor society acceptances, summer jobs and alumni apprenticeships programs. Let's keep our fingers crossed that high school seniors will be able to participate in end of year rituals, including our own senior blessing in May.

The RE Committee has been struggling over the past months. Chair Ellen Robie has regrouped the team into small groups with specific tasks - curriculum reviewers, Sunday helpers and substitute teachers, and long range planning/community building. We feel better about this new plan and folks are saying yes to what feels doable for them. I'll keep you posted on how well it works.

I continue to meet regularly with my religious educator colleagues to learn how other congregations are managing in these uncertain times. We each create programs to best suit our families, and we are all feeling the challenges of volunteer burnout, overwhelmed parents, and unfamiliar safety practices. Many other congregations are also experiencing problems with staffing, finances, property and building maintenance, as well as dysfunctional leadership. I feel positive about what we are offering because our blend of inside/outside/on-line and in person activities include families in whichever ways they can participate. I really enjoy the blend of adults joining the kids in ways they normally would not, like on our recent hike at Habitat Wildlife Sanctuary and the Animal Blessing. OWL and Youth Group continue to have robust attendance, unlike so many other congregations, and we have been able to line up and train our next batch of OWL teachers.

I am working with the RE task groups to research new curriculum and to line up volunteers for a variety of inside/outside programs for Phase Four of RE and upcoming spring holidays. Rev. Erica and I are discussing ways to include families more in our worship services. A New UU class is being scheduled for March, and Rev Erica and I will each attend a session. I've reached out to Rev Aisha Ansanso to offer a Dinner Church experience for families online during the February school break, as well as hire UU storyteller Elissa Pearmain and puppeteer Margaret Moody for special events when we can be together again. Coming of Age mentors Pamela Baldwin, Carolyn Hodges and Jeff Keffer are gearing up for that program, which begins in March.

We begin the new year with a new slant but the same purpose - commitment to our children and their families and ways to reaffirm our shared values.

I am so grateful to Rose & Youth Group Advisors Bill Licea-Kane, Paul Franzosa and Andy Kobayashi, OWL teachers Leslie Lewis & Eric Segal, RE Chair Ellen Robie, Jen Davis Kay and Diane Taraz for their dedication and time to support our children and youth.

Respectfully Submitted by: Tina Schultz, DRE

FIRST PARISH UNITARIAN UNIVERSALIST OF ARLINGTON, MA
DRAFT BUDGET FOR FY2023 as of January 11, 2022

		FY20 actuals	FY21 actuals	FY21 budget	FY 22 Budget	FY 23 Budget proposed	difference	FY 23 Notes
Expenses								red is notable increased expense, green is reduced expense
Inc. Statement Acct #								
5100	Salary, Benefits & Other Personnel Expenses	552,362	552,362	\$641,751	\$653,628	\$683,026	\$29,398	COLA and Health insurance increases and \$7k for additional staff hours
	Operating Expenses						\$0	
	Office Expenses						\$0	
5415	Treasury Costs	6,733		\$6,500	\$6,500	\$6,500	\$0	
5320	Postage	118	2	\$500	\$500	\$500	\$0	
5340	Telephone & Internet	3,696	4,104	\$4,000	\$4,000	\$6,400	\$2,400	inc per Carolyn based on YTD exp
5350	Supplies/Repairs/Printing	5,390	5,795	\$7,300	\$7,500	\$6,500	-\$1,000	
5360	Office Equip Lease & Maintenance	7,337	4,670	\$6,700	\$6,800	\$7,000	\$200	
5397	Computer Software/Hardware	11,410	11,064	\$8,500	\$8,500	\$10,000	\$1,500	
	Office Expenses - Total	34,685	25,635	\$33,500	33,800	\$36,900	\$3,100	
							\$0	
	Contractors & Consultants						\$0	
5240	Consultants (bookkeeping)	7,800	6,873	8,000	\$8,000	\$9,000	\$1,000	
	Contractors & Consultants - Total	7,800	6,873	\$8,000	8,000	\$9,000	\$1,000	
							\$0	
	General Expenses						\$0	
5410	Cleaning & Supplies (Housekeeping)	3,418	16,939	\$3,700	\$3,700	\$4,700	\$1,000	now includes compost
5412	Christmas Eve Service Support	750	0	\$0			\$0	moved to Music in FY21
5420	Coffee/Friendship Hour Supplies	1,864	0	\$2,500	\$2,500	\$2,500	\$0	
5430	Worship Supplies, Etc.	156	1,103	\$1,000	\$1,000	\$1,000	\$0	
????	Sound, tapestry, linens Fund	1,000	0	\$1,000	\$1,000	\$1,000	\$0	
5440	Stipends/Honoraria for Guest Speakers	900	1,230	\$1,200	\$1,200	\$1,200	\$0	
5470	Staff development		0	\$200	\$200	\$200	\$0	
	Sign language interpreter	500	0	\$500	\$500	\$500	\$0	
5482	Auditor/Audit Reserve				\$8,000	\$2,000	-\$6,000	holding \$8k from last year, cost of audit expected to be \$10k

			FY20	FY21	FY21	FY 22	FY 23 Budget		
			actuals	actuals	budget	Budget	proposed	difference	FY 23 Notes
5514C 5514B	0	Utilities: Electricity	610	3,926	\$2,588	\$1,998	\$3,000	\$1,002	Actual FY21 \$3925 because of Foodlink
		Solar Power Purchase Agreement	6,173	4,733	\$7,563	\$7,868	\$8,025	\$157	
		PowerOptions Membership	250		\$250	\$250	\$250	\$0	
	5515	Property Maintenance Contingency Fund	2,000		\$0			\$0	
	5520	Heating Maintenance & Repair	3,825	1,782	\$2,000	\$3,000	\$3,000	\$0	
	5521	Elevator Maintenance & Inspection	4,300	4,214	\$4,679	\$4,500	\$4,500	\$0	
	5530	Other Maintenance & Repair	24,389	26,665	\$21,147	\$30,000	\$25,000	-\$5,000	
	5535	Capital Infrastructure Reserve Fund	26,000	26,000	\$26,000	\$26,000	\$26,000	\$0	
	5550	Groundskeeping	2,781	199	\$1,200	\$1,000	\$1,000	\$0	
	5560	Snow Removal	4,597	3,160	\$6,441	\$4,076	\$4,500	\$424	
	Property - Total	89,321	85,173	\$96,314	102,296	\$93,275	-\$9,021		
							\$0		
							\$0		
							\$0		
							\$0		
		Religious Education						\$0	
5610		Children & Youth	8,219	6,341	\$7,050	\$8,000	\$8,000	\$0	
		Youth Group Trip Coordinator Fund	1,500	0	\$1,500	\$1,500	\$1,500	\$0	
5615		CORI checks		0	\$0	\$2,300	\$2,300	\$0	
5620		Training for OWL		0	\$0			\$0	
		Religious Education - Total	9,719	\$6,341	\$8,550	11,800	\$11,800	\$0	
								\$0	
		Music Expenses						\$0	
5750		Music Committee	9,432	9,450	\$10,107	\$12,307	\$13,550	\$1,243	increase spread over Xmas Eve, Choir, Instrumental music, community prog., & tech.
5760		Piano Repair	1,500	2,500	\$2,250	\$1,500	\$1,500	\$0	
5790		Organ Fund set-aside	2,000	2,000	\$2,000	\$2,000	\$2,000	\$0	
		Music - Total	12,932	13,950	\$14,357	15,807	\$17,050	\$1,243	
								\$0	
		Other Committees						\$0	
5801b									
		STAR/Adult RE	503	0	\$450	\$500	\$500	\$0	
5819		HR Committee			\$180	\$200	\$200	\$0	
5807		Lay Ministry		350	\$135	\$150	\$150	\$0	

		FY20 actuals	FY21 actuals	FY21 budget	FY 22 Budget	FY 23 Budget proposed	difference	FY 23 Notes
Dues and Outreach								\$0
	Dues/Memberships							\$0
	First Parish Membership Count			\$442				\$0
5910	UUA	35,871	36,000	\$36,000	\$43,704	\$43,704		\$0
	Cooperative Metropolitan Ministries			\$300		\$300		\$300
5930	UU Partnership Church Council	200		\$350	\$350			-\$350
5962	UU Urban Ministry	250	250	\$250	\$250	\$250		\$0
5965	Mass. Interfaith Power & Light			\$250	\$250	\$250		\$0
	Total Dues	36,321	36,250	\$37,150	44,554	44,504		-\$50
5940	Giving First (=1/2 of plate offerings)	22,201	25,756	\$19,000	\$20,000	\$19,800		-\$200
	Total Dues & Outreach	58,522	62,006	\$56,150	64,554	64,304		-\$250
								\$0
Other Expense Items								\$0
5481	Repayment of loan for capital expenditures	5,000		\$0	\$5,000	\$2,500		-\$2,500
	Total Other	5,000		\$0	5,000	2,500		-\$2,500
								\$0
	Total Expenses	803,034	759,296	\$898,396	976,500	971,208		-\$5,292

								Placeholder, calculated with 5.5% to cover \$14k decrease from 2nd minister fund & personnel COLA/insurance increase
	<i>Total Pledges</i>		\$695,771	\$639,550	\$704,700	\$743,459	\$38,759	no longer broken out
4110	Current-Year Pledges Received	678,287		\$575,595	\$650,700			based on plate offerings pre COVID
4200	Plate Offerings (including Giving First)	46,280	\$45,527	\$38,000	\$40,000	\$39,600	-\$400	under discussion
4720	Trustees' contribution - capital reserve fund	13,000		\$13,000		\$13,000	\$13,000	under discussion
4730	Agnes Whitman Damon Wellington Fund	10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	under discussion
4525	Social Justice - Pie Palace income	2,031	\$1,640	\$3,000	\$3,000	\$3,000	\$0	
4310	Volunteer Fundraising (inc. HMF)	17,745	\$5,498	\$10,500	\$14,000	\$15,000	\$1,000	
4330	Other Fundraisers (chili)	924		\$1,500	\$1,500	\$1,500	\$0	
4410	User Donations/Rental Fees: R.E. wing	54,900	\$53,438	\$53,000	\$53,000	\$54,450	\$1,450	AA has not come back, but there is Mystic -

jproje



Recent work

- Modernized Sanctuary, Vestry, and Parlor ventilation controls (Edge Automation)
- Replaced main entrance recessed mat (Brendan)
- Restored (most) sanctuary wall hangings (some need refurbishment)
- Threw out a Junkster full of trash
- Repaired Sanctuary and Vestry sliding windows (ready for spring!)
- Cleaned kitchen grease traps (5 gallons of grease)
- Adjusted new Annex air systems to minimize overheating in shoulder seasons
- Retrofitted RE windows with blocks to prevent upper sashes from crashing down (more on this later)
- Trimmed trees and fertilized the Big Maple (more tree work to come)
- Insulated Parlor window AC unit (brrr)
- Fixed this and that:
 - broken light switch, leaky heater valve, holey wallboard, paint, missing floor threshold, loose railings, stuck doors, etc.

Account balances (as corrected by C. Hodges)

1. Building Maintenance & Repair (account 5530)
 - \$18,000 (60% of \$30,000 FY22 budget)
 - Annual expenses include ~\$10,000 allocated for fire protection, alarms, and pest control
2. Parish Committee reserves for deferred maintenance (account 2411)
 - \$41,400
3. Infrastructure fund (account 3017)
 - \$40,700
 - Per Carolyn: Trustees have not yet completed the requested transfer of \$23,400.21 to closeout the 2020-2021 infrastructure project funding (as carried in the Property Rollover account). We hope this will occur in January/February.

Total: \$100,100

Major projects in the works

Project	Timing	Cost Estimate	Funding source
Tree planting	Spring	\$10,000	\$10,000 donation
Dishwasher	20 week backorder	\$10,000-12,000	Infrastructure fund
Spire repainting	Summer	\$12,000-20,000	Infrastructure fund
RE windows	Too early to say if they can be repaired; \$1000-\$40,000 (worst case)		
Sanitary sewer	Under investigation; \$15,000-\$30,000 to reline/replace		
Tower bell control	Summer	\$500-\$2000	TBD
RE roof leaks	ASAP	\$1000-2000	PropCom account
Heat valve repairs	ASAP	\$1000-\$3000	PropCom account

Possible new projects

- Renovate music room to better accommodate tech team
- Integrate all heating system controls with Edge Automation microcomputer
 - To be blunt, no one fully understands our heating system!
- Clean energy (electric) heating system
 - Under investigation by Climate Action WG (Alan Linov)
- Replace Vestry floor
- Replace Tobey Lounge & balcony carpet

FIRST
PARISH UUA
ARLINGTON
SCORECARD
TEMPLATE

Dec-21

		Current Month Actual	Current Month Budget	Variance	%var		YTD actual	YTD Budget	Variance (amt)
Income									
Pledge		73,826	50,049	23,777	47.5%		474,818	391,394	83,424
Plate		4,463	3,333	1,130	33.9%		16,828	19,999	(3,172)
Fundraiser		313	7,125	(6,812)	-95.6%		273	14,750	(14,478)
Tenant*		5,050	4,416	634	14.4%		28,094	26,497	1,597
Other Building		4,775	2,125	2,650	124.7%		10,400	12,750	(2,350)

Contributions		8,966	8,667	299	3.4%		54,791	52,001	2,790
Other and one time gifts		10,580	750	9,830	1310.7 %		20,554	4,500	16,054
Other Income (trustee funds)		0	0	0	#DIV/0!		13,312	23,000	(9,688)
Total (sum)		107,972	76,465	31,507	41.2%		619,069	544,891	74,177
All Income		108,071	76,615	31,456	41.1%		619,728	545,791	73,937
% explained		99.9%	99.8%				99.9%	99.8%	

Expense									
Salary*		42,177	41,769	(408)	-1.0%		62,020	60,166	(1,854)
Benefits (all)*		14,370	12,701	(1,669)	-13.1%		69,208	76,204	6,996
Utilities		876	4,340	3,464	79.8%		5,559	13,884	8,325
Property - maint		4,602	3,649	(953)	-26.1%		39,675	43,816	4,141
Office & General exp		6,966	7,092	126	1.8%		42,765	60,052	17,287
Committees		3,426	4,010	584	14.6%		13,804	24,208	10,405
Outreach		2,354	1,737	(617)	-35.5%		29,970	32,276	2,306
Total (sum)		74,770	75,298	528	0.7%		263,000	310,606	47,606

All Expense		80,058	75,965	(4,094)	-5.4%		449,180	505,054	55,874
% explained		93.4%	99.1%				58.6%	61.5%	
net position				27,362			170,548	40,737	129,810
			ck	27,362					129,810

December
2021
Comments:

Year to
date net
income
remains
positive.

Year-to-date
pledges returned
to expected
levels, while
plate remain
below the year-
to-date budget.

Key drivers resulting in favorable net
income are related to lower
expenses than budgeted (benefits,
property, utilities, general and
committee expenses).

	Reviews requested :	CY Budget	CY Actual		
5485	AV Equipment (FY 20-21)		\$20,000.00	\$8,603.96	Sanctuary AV equip purchases for "hybrid" worship July 2021
5486	COVID Return			\$8,000.00	COVID banners and signage - in person building use and worship, air purifiers music/RR
				\$2,040.33	



