

# Parish Committee Meeting Minutes

First Parish Unitarian Universalist of Arlington

May 18, 2025 2:10 pm - 2:24 pm

In person, in Rev. Marta Flanagan's office, following the Annual Meeting

**Purpose:** to select and vote on a chair and vice chair

In attendance: Susan Moore, Carolyn Hodges, Al Tosti, Marie Meteer, Joanna Pushee, John Anderson, Kate Tranquada, and Jeff Keffer; Not present: Amy Speare.

Ministers present: Lead Minister Rev. Marta Flanagan and Parish Minister Rev. Erica Richmond

2:10 PM - Rev. Marta called the meeting to order.

**MOTION 1:** I move to nominate Marie Meteer for chair. (Jeff Keffer) Seconded (John Anderson)

There was discussion on what the term dates would be. A friendly amendment was made to extend the term from May 2025 - Feb. 2026 to the full year of May 2025 - May 2026.

**I move to nominate and approve Marie Meteer for chair for one year, until next Annual Meeting. (Jeff Keffer) Seconded (John Anderson).**

Rev. Marta formally asked Marie Meteer if she would be willing to serve as chair of the Parish Committee for one year. Marie replied yes. **7 of 7 in favor. None opposed.**

The Parish Committee voted unanimously to approve Marie Meteer as chair for one year.

Gratitude by John Anderson, as outgoing vice chair, was given to Marie for stepping up.

Rev. Marta noted that the prior cycle, pre-COVID 19 pandemic, was to select a chair to serve a term from annual meeting to annual meeting, rather than the staggered cycle of the last five years (excepting this year).

**2:13 PM vote for vice chair for one year**

**MOTION 2:** I move to nominate and approve Kate Tranquada as vice chair for one year. (Jeff Keffer) Seconded (John Anderson). 7 of 7 in favor. None opposed.

Kate was asked if she was willing to serve as vice chair for one year; Kate replied affirmatively.

2:15 - The Parish Committee asked Rev. Marta and Rev. Erica to leave the office.

**Vote 3: Approving an administrative leave**

Serving as treasurer, Carolyn proposed a motion, based on a conversation with the UUA, about offboarding Rev. Marta Flannagan. The UUA suggested placing Rev. Marta on administrative leave: she would stop being paid on June 8th, her last day; First Parish would pay Rev. Marta's additional health insurance during the administrative leave from June 8th to July 15th.

**MOTION 3:** I move that the Parish Committee approve an administrative leave from June 8 to July 15, 2025, for Rev. Marta Flanagan that would result in an additional benefits cost of approximately \$5,100.00.

So moved (Kate T.) Seconded (Jeff) 7 of 7 in favor. None opposed.

Discussion:

- Placing Rev. Marta on administrative leave would enable First Parish to pay with minimal tax impact. The bonus would be paid separately.
- Doing so would extend the health insurance one additional month for Rev. Marta; First Parish would cover the cost of the health insurance during the administrative leave time of June 8 to July 15.
- Rev. Marta would start COBRA in August 2025. The UUA says that this is the typical timing.
- Doing so would not impact the next budget yet: First Parish had included a full year in the budget, and First Parish is only paying 10 months for the lead minister.
- The Parish Committee observes national, state, and federal laws per the vacation and bonus rules.

Rev. Marta was invited back into the meeting at 2:20 PM.

Carolyn informed Rev. Marta regarding the retirement and onboarding process, per the UUA, First Parish will place Marta on administrative leave June 8th - July 15. First Parish will cover the payment of Rev. Marta's health insurance for the time of the administrative leave.

Adjourn

**MOTION 4:** I move that we adjourn. (Joanna) Seconded (Al T. and John A.) 7 of 7 in favor. None opposed.

The Parish Committee adjourned at 2:24 pm.

### **MOTIONS:**

**MOTION 1:** I move to nominate and approve Marie Meter for chair for one year, until next Annual Meeting. (Jeff Keffer) Seconded (John Anderson). 7 of 7 in favor. None opposed.

**MOTION 2:** I move to nominate and approve Kate Tranquada as vice chair for one year. (Jeff Keffer) Seconded (John Anderson). 7 of 7 in favor. None opposed.

**MOTION 3:** I move that the Parish Committee approve an administrative leave from June 8 to July 15, 2025, for Rev. Marta Flanagan that would result in an additional benefits cost of approximately \$5,100.00. So moved (Kate T.) Seconded (Jeff) 7 of 7 in favor. None opposed.

**MOTION 4:** I move that we adjourn. (Joanna) Seconded (Al T. and John A.) 7 of 7 in favor. None opposed.