



**First Parish Church in Beverly  
Unitarian Universalist  
225 Cabot Street  
Beverly, Massachusetts 01915**

**ANNUAL REPORT  
2022-2023**

**FIRST PARISH CHURCH IN BEVERLY UNITARIAN UNIVERSALIST**  
**225 Cabot Street, Beverly, Massachusetts 01915**  
**Annual Meeting**  
**Wednesday, May 31, 2023**  
**7:00 p.m.**  
**Moderator – Steve Hoy**

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**AGENDA ANNUAL MEETING**  
**Wednesday, May 31, 2023 7:00 P.M.**  
**Moderator – Steve Hoy**  
**Agenda**

1. Call to Order
2. Gathering Words
3. Lighting of the Chalice
4. Reading of the Warrant
5. Receive Annual Reports
  - a. Staff
  - b. Financial
  - c. Standing Committees
  - d. Membership List
  - e. Nominations
6. Adoption of Church Budget for Fiscal Year 2023-2024 beginning on July 1, 2023
7. Election of Board Members, Officers, Standing Committees, and Committee Members
8. Extinguishing the Chalice

## WARRANT OF ANNUAL MEETING 2023

### WARRANT – CALL TO MEETING

Greetings: Notice is hereby given to the members of First Parish Church in Beverly Unitarian Universalist qualified to vote in Parish meetings and elections that they are to meet in person at First Parish Church, 225 Cabot Street, Beverly, MA or via the teleconferencing service Zoom, Wednesday, May 31, 2023 at 7:00 p.m. to act on the following articles:

1. Receive all committee annual reports.
2. Elect, where appropriate, the Moderator, Treasurer, Clerk and Committee Members for Parish Board, Building, Finance, Investment, Nominating and Religious Education committees and other committees as specified by the Parish Board.
3. Adopt a Church budget for the 2023-2024 fiscal year, beginning July 1, 2023.
4. Conduct any other business as specified in the printed agenda of the Annual Report.

Witness my hand this 15th day in May, 2023.

Signed:

Scott Gorman, Parish Board Chair

**Proxy Voting Information:** Any Member may represent and vote by proxy for one and only one other Member provided the Member not in attendance provides to the church office (by phone or email) their name and the name of the Member to hold their proxy, prior to the meeting.

**MINUTES  
ANNUAL MEETING**

Wednesday, May 26, 2022, 7:00 PM

Moderator, Steve Hoy

Clerk, Laura Knight

**First Parish Church in Beverly. Unitarian Universalist  
Annual Meeting Minutes  
May 25, 2022**

Meeting began at 7:03p on Zoom

**Quorum** obtained 64 members total . 10 were proxies

**Steve Hoy - moderator**

**Approval of Minutes** from the May, 2021 meeting

**Annual Report committee reports:** Guerin read in the committee reports that we supported suppers in Salem but that is not true. Social Action report *from last year* needs to be corrected. No money in budget for LifeBridge.

**Budget discussion: Gina Coburn**

Focused areas for FY 2023 budget:

- Salary – have not given staff raises in two years.
- Technology – equipment and staff to improve the live streaming experience on Sundays
- Treasurer – need money to have bookkeeper. Patty Freeman Lynde is stepping down as treasurer.
- UUA dues – have not funded especially as we will be using for search.
- Loan- we need to pay interest on our loan
- Search – Search expenses are budgeted for \$10,0000

To balance this budget we need \$226k in pledges and currently have \$177K committed

In past we cut lots of things out to balance the budget. We plan to take the difference in pledge revenue committed by July 1 and the need for \$226,000 and plan for a larger contribution from the Endowment fund. May be Requesting an additional \$49K in addition to the planned \$45k

Comments:

- Patty Lynch and Brad Willenbrock. Need to find money to support our values and endowment is only way.
- Dunc Ballantyne – suggest redoing budget to show actual committed pledges and full endowment withdrawal. Gina committed to republishing budget in July. Dunc also commented that acting like trustfunders – need to grow our way out of this. We need a plan for growth.
- Sheila Costello (on investment committee)– already pulling 45k; suggested to stagger withdrawals to hopefully recover, would like to recommend maximum from endowment. Need to watch pledges; are there other alternatives; can we look at how we spend money.
- Jay Coburn – Pledging has increased but hasn't increased enough to cover expenses. Some of these are costs are needed to run the church. Generosity committee has worked to encourage pledging. However, all are welcome and there is no minimum pledge.
- Patty Freeman-Lynde (treasurer). We only take money from endowment whenever it is needed
- Elizabeth Miller – feels we are at a pivotal place in church history, need to continue programs to reflect our values
- Some of the costs are one-time (search) and also to help grow our congregation
- Need to spend money in order to grow
- Lots of competition to find a good minister; deficit to find interim ministers (one reason to be bold).

- Patty Lynch Endowment is a Rainy day fund – it’s raining!
- Gina Coburn there is a % of endowment that we aren’t allowed to touch as part of our loan/credit line agreement with The Savings Bank

Budget passed – only one no

**Bylaws change – Scott Gorman**

Current state Job descriptions have not been updated, reviews have not been done. Employees deserve supervision. Personnel Committee is working to develop an employee handbook. Presented employee handbook and discussed changes and why. Our bylaws don’t align with our personnel practices and this would be concern to potential ministers. Personnel committee worked on bylaws in past year. Personnel Committee met with employees to ensure they knew who they needed to report to.

By-law change The Minister, in consultation with the Personnel Committee and the Parish Board, will appoint, supervise and dismiss any and all employees of First Parish Church Beverly. The Minister will, at least annually, conduct a performance evaluation of all employees in closed meetings.

The Minister shall be considered an ex officio non-voting member of all authorized committees, except the Nominating Committee and the Ministerial Search Committee

Other bylaw change. Settled ministerial vote would be approval from 90% as recommended by UUA, Minister will conduct a performance eval of all employees in closed meetings. All by-law changes unanimously approved.

**Nominations for Board, Committees and Search Committee:**

Steve Hoy read the listing of Search Committee since it wasn’t included in Annual Report. Members of Settled Search Committee: Dannie Borghesi, Carol Bousquet, Nat Carpenter, Nelda Quigley, Elizabeth Miller, Brad Willenbrock, Diana Neithamer  
David Long – Investment (David Gardener off, Kennedy On, still need one opening  
Kate Salandrea – 6 people missing from list; will send to Gina  
RE Committee – Cheri Guerin requested to be added  
Gina Coburn will revise Committee list with these changes, as well as a Revised budget and include in a revised Annual Report

Unanimously approved.

Meeting Adjourned: 8:15 pm

Minutes respectfully submitted by Laura Knight, Clerk

**NEW MEMBERS**  
**May 2022 – MAY 2023**

Susanne May  
Monica Seavey  
Nathan Seavey  
Ruth-Ellen Holland  
Richard Butterworth  
Elvira Butterworth  
Alexander Peterson  
William Peterson  
Dorothy A. May  
Ted Roselund  
Harley DeMars  
Nancy P. Kelly

**DECEASED**

Christy Ballantyne Doxsee, October 22, 2022

Ann Wickberg, February 5, 2023

# ANNUAL REPORTS

## STAFF REPORTS

### INTERIM MINISTER

It was a wonderful culmination to the interim period that on May 7, First Parish Church voted unanimously to call the Rev. Elizabeth Assenza as its next settled minister. I hope and trust that the state of the congregation is in most ways stronger than when the interim ministry began in August of 2021.

There is no denying that that the long separation of people was hard on the congregation. Due to the confluence of the pandemic and renovation, along with a ministerial leave-taking, the congregation lost members, pledges, and momentum. During these years we have all also experienced the distress of social upheaval. Within congregations across the country, the toll has been especially hard on religious education, parents, children, and youth.

During the current year, however, we saw an increase in attendance over last year and noticeable increase in activity and energy. Religious education has been able to nurture programming again for children and youth though the need for volunteers to sustain the program remains keen. With a dedicated eye on regathering and engagement, leaders created opportunities for congregational exchanges as part of the search process, covenant work, the stewardship campaign, and, on occasion, social events. Reconnecting people face to face has been extremely important. Also, nine new members joined the congregation. And, of course, the Ministerial Search Committee conducted an intensive and successful search.

In specifically interim work, the Board of Trustees has developed a covenant and explored living and governing by it; important steps toward clarifying the minister's supervisory role have been taken; a congregational covenant of right relations has been created. All of these efforts are to encourage healthy functioning of the congregational system and provide ways to manage conflict more effectively. As I end my interim ministry here, and if your next minister agrees, it would be a good time for some outside training in conflict management for members of FPC.

Work continues toward adopting a comprehensive employee policy. Developing a thorough Safe Congregations policy for the entire congregation needs to be a high priority.

This has been a challenging but rewarding time for me, and I have appreciated getting to know so many of you. I am grateful for your open heartedness, acceptance, and willingness to reflect and do some hard work.

With gratitude, I want to thank the leadership teams I have worked with at FPC: Board chairs Gina Coburn and Scott Gorman, other Executive Committee members Brad Willenbrock, Patty Lynch-McPhail, as well as all the members of the two Parish Boards. Thank you to Patty Freeman Lynde and Gina Coburn for their hard work in the treasurer positions. All of these people have worked faithfully, and some of the work was demanding. I hope in the end it has been worth it and that the congregation shows its appreciation to leaders who step up to carry these responsibilities.

There has been an especially heavy demand on the Religious Education Committee, and I extend a shout out to them. In a culture where participation of young people in organized religion has been declining for at least a decade, and given the pandemic on top of that, a very few remarkable people have kept shoulders to the wheel to try to re-invent programs here. And, of course, the Ministerial Search Committee put in untold hours of time and care for their work. Both Generosity and Music & Worship carry big responsibilities, and we appreciate all their efforts. To the Transition Team and the Covenant Task Force, thank you for the insight, faithfulness, and the



welcome laughs. The Building Committee and the Finance folks have had a lot of important work, as has Membership and Involvement – thank you for your service. Social Action and Tuesday Suppers, you do so much to keep FPC pointed toward the north star, and I am grateful to you.

My appreciation goes to the staff as well. Rose Sheehan, Acting Director of Religious Education, has hung in there through challenging times and with hope for the future of our children and youth. Thanks to Robert Littlefield for all the music he has made during the interim and being able to pace those hymns just right. Carol Collins is always dependable and caring, and I am grateful for her support. Church sextons don't come better than Mike Donegan, and I hope we tell him how well he does by us frequently enough. And a thank you too, to Ellen Powers, who substituted for the music direction during his winter sojourn; she brought more to us than just lovely music.

Again, I am honored to have served as your interim minister.

In faith,  
Rev. Susan Milnor, Accredited Interim Minister  
Interim Minister, First Parish Church in Beverly, 2021-2023

## **ACTING DIRECTOR OF RELIGIOUS EDUCATION**

### **Sunday Morning Program Model**

The 2022/2023 Sunday morning religious education program model was designed to meet the trends and challenges identified by the work of the Religious Education over the previous year. Those trends and challenges included families with children opting to attend church less than three times a month and a scarcity of adult volunteers willing or able to commit to participating in Sunday morning children/youth programs on a regular basis.

The model was an open classroom learning center, suitable for a wide age group that supported individually chosen self-directed activity choices. The program structure included a whole group gathering time for community building activities as well as conversation about the day's theme or topic.

This model made it possible for both youthful attendees and adult volunteers to participate with minimal orientation. It also minimized the number of volunteers needed each week.

### **Special Programs**

In addition to the Learning Center program, two other programs were offered for older children and youth: a coming-of-age program and a neighboring faiths program. There was not sufficient interest to run the coming -of-age program. However, ten children/youth expressed interest in the neighboring faiths program, Crossing Paths. That class ran from December through May. Meeting times varied and were arranged to meet the groups' schedule needs and preferences.

### **Multi-Generational Activities**

First and foremost, the ability for all ages to worship together is a vital experience in supporting ongoing faith development for the whole community. In addition to starting every Sunday together to share in the ritual of lighting the chalice and the Time for All Ages, several specially planned multi-generational services were held, these include a Halloween service, the Christmas pageant, a Martin Luther King service, and an Easter service featuring a special canned foods hunt to benefit Beverly Bootstraps.

Other opportunities for multi-generational connection included a mural project, Mystery Pen Pals, a movie night, and a talent show.

## **Youth Group**

Several high school/older middle school students enthusiastically came together to form a youth group this year. They have invested their time to work on a group covenant and create a meeting format. They played a big part in organizing and running the Talent Show. Their major project has been researching and organizing a community wide return to Ferry Beach, hopefully in the coming church year.

## **Adult Programs**

Starting Point, an introduction to UUism, was offered in the fall. Soul Matters Small Group packets were made available to anyone interested throughout the year, and several people requested copies each month.

## **Religious Education Support**

The Religious Education Committee – Julia Long, Diana Niethamer, and Lindsley Rice, chair – have served the needs of the religious education program and the congregation with remarkable resilience and dedication through a year marked by an extraordinary mix of demands, including personal loss and illness. Their service and commitment are invaluable gifts to this community.

I am grateful to belong to a supportive staff team. I extend my appreciation to the Reverend Susan Milnor, interim minister; Carol Collins, Church Administrator; Mike Donegan, Sexton and Robert Littlefield, Director of Music. Thank you also to the Parish Board. Your leadership makes it possible to do our work.

Submitted in faith and service,  
Rose Sheehan, Acting Director of Religious Education

## **DIRECTOR OF MUSIC**

It has been another good year at First Parish. We were able to have both the Requiem and Music Sunday this year. I am glad to finally be able to contribute to Sunday services again in person.

I will be retiring as Director of Music this year after 60 years of service. My farewell concert will be on Friday, May 19. Thank you to the staff and choir members for all their help and support.

Respectfully submitted,  
Robert F. Littlefield, Director of Music

## **CHURCH ADMINISTRATOR**

The financial and personal information of church members is updated in an ongoing basis in our church database, MemInfo, and address, telephone numbers, and e-mail addresses are updated in Instant Church Directory, the congregant database, As I receive the information to be changed and new members come into the congregation, MemInfo and Instant Church Directory are updated. Individual Quarterly information is e-mailed out to each congregant to keep everyone aware of their pledges and donations to FPC. Reports are submitted to our Treasurer and Finance Chairman and leaders of the Generosity Committee as requested. This Week At First Parish is emailed out weekly to the congregants with up to date information on Sunday Worship Service and other activities at FPC. The Order of Service is prepared weekly for each Sunday's service. The information for our UUA Certification was filed with the UUA office in Boston in February 2023.

Our web site remains current with events and services to keep everyone up to date. The annual fire extinguisher service was in October of 2022. The annual fire alarm test was in December

2022. Our building was inspected by the City of Beverly Inspector in December and a Certificate of Inspection was issued. The annual boiler inspection occurred in May 2023. I thoroughly enjoy working with the members of the congregation and appreciate all the assistance I continue to receive.

Respectfully submitted,  
Carol Collins, Church Administrator

**SEXTON**

I continue to refine my weekly and monthly schedule. Setup and tear down for church events and suppers are part of my routine. I also continue to do repairs in the church as needed. Daily cleaning of the church keeps the building presentable. Communication between myself and the other staff members has been excellent.

Respectfully submitted,  
Michael Donegan, Church Sexton

## FINANCIAL REPORTS

### First Parish Unitarian Universalist Church Budget vs. Actuals: FPC22-23 - FY23 P&L

July 2022 - June 2023

	<u>Actual to 5/10/23</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% of Budget</u>
<b>Revenue</b>				
2023 pledges	166,794.42	185,000.00	-18,205.58	90.16%
Contributions	8,131.75	15,000.00	-6,868.25	54.21%
Endowment	65,000.00	86,444.00	-21,444.00	75.19%
Fundraising	5,314.84	10,000.00	-4,685.16	53.15%
Prior Year Pledges paid in current year	10,730.75	0.00	10,730.75	
Rentals	555.00	500.00	55.00	111.00%
<b>Total Revenue</b>	<b>\$ 256,526.76</b>	<b>\$296,944.00</b>	<b>-\$ 40,417.24</b>	<b>86.39%</b>
<b>Expenditures</b>				
Bank Charges & Fees	10.00	0.00	10.00	
<b>Total E.1 Salaries</b>	<b>\$ 139,969.61</b>	<b>\$166,529.98</b>	<b>-\$ 26,560.37</b>	<b>84.05%</b>
<b>E.2 Benefits</b>	0.00	0.00	0.00	
Employer Paid Taxes	7,651.80	6,318.96	1,332.84	121.09%
Minister's Insurance	4,281.60	5,180.04	-898.44	82.66%
Payment in lieu of FICA	6,035.64	6,420.96	-385.32	94.00%
Pension Minister	6,510.35	7,554.12	-1,043.77	86.18%
Pension RE	2,039.03	2,391.60	-352.57	85.26%
Professional Expenses Minister	538.19	5,568.00	-5,029.81	9.67%
RE Insurance	1,822.10	3,792.00	-1,969.90	48.05%
RE Professional Expenses	599.62	1,250.04	-650.42	47.97%
Workers Comp Insurance	1,715.00	1,500.00	215.00	114.33%
<b>Total E.2 Benefits</b>	<b>\$ 31,193.33</b>	<b>\$ 39,975.72</b>	<b>-\$ 8,782.39</b>	<b>78.03%</b>
<b>E.3 Administrative Expenses</b>	0.00	0.00	0.00	
Bookkeeper	0.00	1,200.00	-1,200.00	0.00%
Copy Machine	2,208.70	3,000.00	-791.30	73.62%
Credit Card Fees	98.60	500.04	-401.44	19.72%
Payroll Expense	2,845.18	3,000.00	-154.82	94.84%
Software	484.16	500.04	-15.88	96.82%
Supplies for Office	1,009.09	500.04	509.05	201.80%
Vault Storage	175.00	175.00	0.00	100.00%
<b>Total E.3 Administrative Expenses</b>	<b>\$ 6,820.73</b>	<b>\$ 8,875.12</b>	<b>-\$ 2,054.39</b>	<b>76.85%</b>
<b>E.4 Utilities</b>	0.00	0.00	0.00	
Electricity	4,633.00	3,600.00	1,033.00	128.69%
Elevator Telephone Monitoring	432.00	0.00	432.00	
Gas monthly	6,915.18	6,740.00	175.18	102.60%
Telephone and Internet	3,760.44	4,200.00	-439.56	89.53%
Water/Sewer	547.42	460.00	87.42	119.00%
<b>Total E.4 Utilities</b>	<b>\$ 16,288.04</b>	<b>\$ 15,000.00</b>	<b>\$ 1,288.04</b>	<b>108.59%</b>

E.5 Building	0.00	0.00	0.00	
Insurance Building	9,913.00	10,000.00	-87.00	99.13%
Maintenance and Supplies	6,665.97	4,000.00	2,665.97	166.65%
<b>Total E.5 Building</b>	<b>\$ 16,578.97</b>	<b>\$ 14,000.00</b>	<b>\$ 2,578.97</b>	<b>118.42%</b>
E.6 Dues	13,114.00	14,114.00	-1,000.00	92.91%
E.7 Childcare	450.00	1,200.00	-750.00	37.50%
E.8 Communications	0.00	300.00	-300.00	0.00%
E.9 Flowers	0.00	0.00	0.00	
Flowers for Pulpit	223.69	500.00	-276.31	44.74%
<b>Total E.9 Flowers</b>	<b>\$ 223.69</b>	<b>\$ 500.00</b>	<b>-\$ 276.31</b>	<b>44.74%</b>
Ex. 17. Diaconate	0.00	50.00	-50.00	0.00%
Ex.10 Finance	52.20	0.00	52.20	
Ex.11. Generosity	145.58	250.00	-104.42	58.23%
Ex.12. Hospitality	265.45	800.00	-534.55	33.18%
Ex.13.Membership	415.55	500.00	-84.45	83.11%
Ex.14. Music and Worship	0.00	0.00	0.00	
Candles	129.86	0.00	129.86	
Equipment (Live streaming)	0.00	2,600.00	-2,600.00	0.00%
Guest Music	1,025.00	1,000.00	25.00	102.50%
Guest Speaker (Worship)	350.00	0.00	350.00	
Instrument Maintenance	550.00	0.00	550.00	
Section Leads	1,650.00	2,000.00	-350.00	82.50%
Tech Support	0.00	1,200.00	-1,200.00	0.00%
worship supplies	0.00	500.00	-500.00	0.00%
<b>Total Ex.14. Music and Worship</b>	<b>\$ 3,704.86</b>	<b>\$ 7,300.00</b>	<b>-\$ 3,595.14</b>	<b>50.75%</b>
Ex.15 Board	179.62	500.00	-320.38	35.92%
Ex.16. Pastoral Care Supplies	0.00	50.00	-50.00	0.00%
Ex.18 Social Action	0.00	0.00	0.00	
ECCO	1,000.00	1,000.00	0.00	100.00%
Supper Expense	2,283.52	3,200.00	-916.48	71.36%
<b>Total Ex.18 Social Action</b>	<b>\$ 3,283.52</b>	<b>\$ 4,200.00</b>	<b>-\$ 916.48</b>	<b>78.18%</b>
Ex.24 Fundraising Expenses	15.00	900.00	-885.00	1.67%
Fair expenses	655.41	0.00	655.41	
Heavenly Rides Expense	0.00	100.00	-100.00	0.00%
<b>Total Ex.24 Fundraising Expenses</b>	<b>\$ 670.41</b>	<b>\$ 1,000.00</b>	<b>-\$ 329.59</b>	<b>67.04%</b>
Ex.25 Religious Education	1,339.98	0.00	1,339.98	
OWL class	256.88	0.00	256.88	
Supplies RE	259.65	2,500.00	-2,240.35	10.39%
<b>Total Ex.25 Religious Education</b>	<b>\$ 1,856.51</b>	<b>\$ 2,500.00</b>	<b>-\$ 643.49</b>	<b>74.26%</b>
Ex.26 Ministerial Search	9,000.00	10,000.00	-1,000.00	90.00%
Interest Paid	15,952.71	9,000.00	6,952.71	177.25%
Personnel Committee	250.00	300.00	-50.00	83.33%
<b>Total Expenditures</b>	<b>\$ 260,424.78</b>	<b>\$296,944.82</b>	<b>-\$ 36,520.04</b>	<b>87.70%</b>
<b>Net Operating Revenue</b>	<b>-\$ 3,898.02</b>	<b>-\$ 0.82</b>	<b>-\$ 3,897.20</b>	

<b>Other Revenue</b>			
<b>2018 Capital Campaign</b>	2,481.25	0.00	2,481.25
<b>I.8 Restricted Income</b>	76.00	0.00	76.00
<b>Youth Group</b>	95.00	0.00	95.00
<b>Total I.8 Restricted Income</b>	<b>\$ 171.00</b>	<b>\$ 0.00</b>	<b>\$ 171.00</b>
<b>Interest Earned</b>	0.07	0.00	0.07
<b>Total Other Revenue</b>	<b>\$ 2,652.32</b>	<b>\$ 0.00</b>	<b>\$ 2,652.32</b>
<b>Other Expenditures</b>			
<b>Elevate First Parish</b>	2,725.00	0.00	2,725.00
<b>Capital Improvements using Loan</b>	9,400.00	0.00	9,400.00
<b>Total Elevate First Parish</b>	<b>\$ 12,125.00</b>	<b>\$ 0.00</b>	<b>\$ 12,125.00</b>

<b>Fund Balances</b>	
<b>Family Promise</b>	\$ 150.0
<b>Ferry Beach</b>	\$ 3,058.0
<b>Flowers (butler fund)</b>	\$ 1,492.0
<b>Junior Choir Robes</b>	\$ 30.0
<b>Outreach Suppers</b>	\$ 2,162.0
<b>Organ restoration</b>	\$ 3,470.0
<b>Pastoral Care</b>	\$ 1,103.0
<b>Woburn Fund</b>	\$ 1,267.0
<b>Youth Group</b>	\$ 1,968.0

## **Next Year's Proposed Budget**

	2022-2023 budget	July 1, 2022 to May 10, 2023	FY 2024
	Current year	Actual	Board Recommended
<b>Revenue</b>			
<b>Contributions</b>			
<b>Pledges</b>	185,000	166,794	200,000
<b>Other Contributions</b>	15,000	18,862	19,000
<b>Fundraising</b>	10,000	5,313	7,000
<b>Rentals</b>	500	555	800
<b>OWL Fees (non FPC participants)</b>			500
<b>Endowment Withdrawal</b>	86,444	65,000	83,800
<b>Funds usage</b>			
<b>Outreach supper fund</b>			2,162
<b>Choir robes</b>			30
<b>Flower Fund</b>			1,492
<b>Ferry Beach</b>			3,058
<b>Woburn Fund</b>			1,267
<b>Youth Group</b>			1,968
<b>Total Revenue</b>	<b>\$296,944</b>	<b>\$256,524</b>	<b>\$321,077</b>
<b>Expenditures</b>			
<b>Total Salaries</b>	<b>166,530</b>	<b>140,419</b>	<b>171,940</b>
<b>Benefits</b>			
Employer Paid Taxes	6,319	7,651	6,588
Payment in lieu of FICA	6,421	6,035	6,579
Insurance Minister (Health)	5,180	4,282	10,176
Life, Dental and Disability Minister	0		2,416
Insurance RE	3,792	1,822	3,792
Pension Minister	7,554	6,220	8,600
Pension RE	2,392	1,947	2,439
Professional Expense Minister	5,568	538	8,000
Professional Expense RE	1,250	600	1,250
Workers Comp	1,500	1,634	1,634
Moving expenses			2,500
<b>Total Benefits</b>	<b>39,975</b>	<b>30,088</b>	<b>53,974</b>
<b>Administrative Expenses</b>			
Bookkeeping- moved to administrator hours	1,200	0	
Copier	3,000	1,988	
Credit card fees	500	99	
Software	500	289	
Supplies for Office	500	1,009	
Payroll company	3,000	2,845	
Vault storage	175	175	
<b>Total Administrative Expenses</b>	<b>8,875</b>	<b>6,405</b>	<b>8,000</b>
<b>Board</b>	500	180	500
Building Insurance	9,000	9,913	11,984
Building Maintenance and Supplies	5,000	6,615	6,000
<b>Total Building</b>	<b>14,000</b>	<b>16,528</b>	<b>17,984</b>



	2022-2023 budget	July 1, 2022 to May 10, 2023	FY 2024
	Current year	Actual	Board Recommended
Child care- moved to salaries	1,200		0
Communications	300	0	300
Diaconate	50	0	50
Dues: UUA Fair Share	14,114	12,114	14,378
Flowers	500	224	1,000
Fundraising Expenses	1,000	670	700
Generosity Committee	250	146	300
Hospitality	800	265	800
Interest : Credit Line	9,000	15,953	16,500
Membership	500	309	500
Ministerial Search	10,000	9,000	0
Music and Worship	3,500	3,705	3,500
Pastoral Care	50	0	50
Personnel	300	250	300
Religious Education			
RE Supplies			2,000
OWL			1,500
Youth Group			1,000
<b>Total Religious Education</b>	<b>2,500</b>	<b>1,856</b>	<b>4,500</b>
Social Action : ECCO dues	1,000	1,000	1,000
Social Action : Other			300
Suppers	3,200	2,285	3,200
Tech Equipment	2,600	0	2,600
Tech Support	1,200	0	1,200
Utilities	15,000	15,947	18,000
<b>Total Expenditures</b>			
	<b>\$ 296,444</b>	<b>\$ 257,163</b>	<b>\$ 321,077</b>
<b>Funds</b>			
Ferry Beach	3,058	Fund FY 24 budget	
Flowers (butler fund)	1,492	Fund FY 24 budget	
Junior Choir Robes	30	Fund FY 24 budget	
Outreach Suppers	2,162	Fund FY 24 budget	
Organ restoration	3,470		
Ministerial Discretionary Fund for Pastoral C	1,103		
Woburn Fund	1,267	Fund FY 24 budget	
Youth Group	1,968	Fund FY 24 budget	
Credit Line Balance	168,600	9.25% interest	
Endowment Balance as of 4/30/23	825,955		

## STANDING COMMITTEE REPORTS

### PARISH BOARD

In a recent sermon, Rev. Susan Milnor wrote, *“We sit here in an old building with a rich history. We speak and act from within a congregation inextricably bound up with its times. There is grief; there is uncertainty; there is vulnerability. But there is also courage. Let us move forward to become what is waiting just ahead.”*

I served in the role of board chairperson the year that the congregation called Reverend Kelly as our newly settled minister. The year was exciting and challenging; I loved every moment. That year we sold some of our silver and the building had a new coat of paint. We had an amazing Search Committee that worked very hard and found a great Minister. The future looked bright and full of promise!

This year I again agreed to serve in the role of Board Chair with another great team of Board members. The year felt different, but still exciting and challenging. The Search Committee was amazing. They worked very hard, and the outcome was proof of their efforts, with a 100% affirmative member vote to call the Reverend Elizabeth Assenza. A special thank you goes to our Search Committee for all of their efforts – Co-chairs Elizabeth Miller and Brad Willenbrock, along with Nat Carpenter, Carol Bousquet, Diana Niethamer, Nelda Quigley, and Dannie Borghesi. You all are amazing.

The renovations to our building are amazing and beautiful. Coming as it did during a pandemic and a ministerial transition, the renovations required a good deal of focus and energy. The work of the Building Committee can be seen in the detail of the design, and in the updates to the vestibule/Morrill Gallery, new Minister's office, kitchenette, balcony, and the installation of an elevator to Hale Hall. Chairman Mike Hardiman and his team consisted of Jay Coburn, Rob Cotta, Mark Holland, Suzanne May, James Mitchell, Max Waldron, and Gabe Petino, and a recent addition of Ksana Peterson to oversee the Morrill Gallery. Thank you!

The building committee advised the Board about several necessary projects - some needing urgent attention, some causing concern and needing attention at some point in time. The concerns about the condition of our beautiful, but old building became the topic of many Board meeting agendas. Our discussions left us wondering "How long can we continue to maintain our building with so many costly and urgent needs?"

Kristen Cotter stepped up to form a Building Grant Task Force. Realizing that our historic building is in the heart of downtown Beverly, it made sense that we should explore the availability of grants for the improvement of the church building under the Community Preservation Act (CPA). The task force has enthusiastically taken on this challenge. The possibilities leave us excited and hopeful for the future. We are still left, however, with the concern about the status of a very old building, leaving us wondering *“Is our church the building, or is our church the people who belong to the church?”* Might we someday need to reconsider how we do church and where we do that? Or, can we do more with our building to reimagine our use of space and generate income in this space?

This past fall the Board met with Jason Etheridge, President & CEO at Lifebridge North Shore to discuss options for a potential partnership/rental agreement with Lifebridge. No decisions or plans were made but it was an interesting partnership proposal and something to possibly consider for the future. The Board updated our building rental agreement and pricing for future opportunities for space rental going forward.

This was year number two of our interim ministry with Reverend Susan Milnor. Rev. Susan skillfully guided us through year number one of Covid. Not an easy task when the congregation was meeting remotely. This year Rev. Susan identified early on that we needed to address how our congregation deals with conflict, and she worked closely with our board to engage in covenanting work and understanding how to manage conflicts. We have then had several opportunities to put these new skills to work and the results have been very positive; deepening our connection to one another and to the congregation.

On Sunday, September 25, 2022, we had the opportunity to offer a special service to celebrate our future as we rededicated our historic building. It was an opportunity to acknowledge the Building Committee for their hard work, as well as First Baptist Church, and the Beverly Historical Society for their generous support during our renovations.

FPC took advantage of several opportunities to participate in our larger community.

- Our Diaconate sponsored our church's participation in Beverly Main Streets Downtown Trick or Treat event - a community-building event that brought positive exposure to First Parish.
- In November, Linda Andrist did an amazing job organizing the return of our Holiday Fair – a very successful fundraiser for the church.
- FPC also participated in bell ringing on Veteran's Day. Thanks to the effort of our Director of Music, Robert Littlefield, and the support of our Sexton, Mike Donegan, our steeple bells, along with five other area churches, rang out on 11/11 at 11 a.m.
- Paul and Lynn Willenbrock again supported our participation in the Santa Parade,
- Many folks carried a banner and marched in Salem's Pride Parade!
- FPC participated in Beverly Main Street's **BEVERLY'S NEW YEAR, 2023** on New Year's Eve! Thanks go out to Kathleen and Mike Keefe-Feldman and family, Paul and Lynn Willenbrock, Nancy Kelly, Dorothy May, Linda Andrist, Mike Donegan, Mary Lynn Treppa, Paul Manzella, and Nathan Hendrick!

I would also like to acknowledge the efforts of our Generosity Team. Thank you to Co-Chairs Kathleen Feldman and Jay Coburn, as well as Paul Willenbrock, Maureen Driscoll, and Mary Lynn Treppa. You do great work!

Throughout the year Gina Coburn, Paul Manzella, and Mark Holland provided the technical skills to support Zoom conferencing of our Sunday service. It was quite a commitment of time and effort. Thank you.

In March your FPC Parish Board approved a Disruptive Behavior Policy, with some edits from David Shawn. This was our first step in creating a more comprehensive Safe Congregation Policy. While we felt that occasions are rare when such a policy would be invoked, it is important to have one in place should we ever need it.

I am proud of the work that our Board accomplished with guidance from Rev. Susan in creating a covenant for our work together. This included, among other things, to support the mission of the

church, to make decisions that further the health and vitality of the congregation, and to involve the larger congregation in those decisions. We acknowledged that we will sometimes fail to live into our Covenant, but agreed to forgive those failures when they occur and promised to work to restore right relationship.

I truly value the support and guidance I received from a very special team of Board members. Vice-Chair Patty Lynch, Kristen Cotter, Fran Gerrior, and Nathan Seavey have worked very hard this year to support the work of the Board. I am especially grateful to Gina Coburn. As Chair-Emeritus Gina provided an incredible amount of support, sharing her experience and knowledge as a Board leader and past Board Chairperson. And the support from Rev. Susan has been immeasurable. Thank you, Rev. Susan, for your knowledge, experience, and guidance and for leading us through two years of Interim and search! Thank you, all, and “I look *forward to become what is waiting just ahead*”.

Respectfully Submitted,  
Scott Gorman, First Parish Church Board Chairperson, submitted on behalf of the 2022/2023 Board and with appreciation for their efforts!

## **PARISH COUNCIL**

The Council met 3 times this year with committee chairs and will have a final meeting in June. This year has been focused on supporting each other in our committee work and creating a space to connect. We are all connected in the work of the church and being in relationship is a powerful way to increase communication and remind ourselves that we are not alone.

Respectfully submitted,  
Patty Lynch, Parish Board Vice-chair

## **ASSISTANT TREASURER’S REPORT**

I write this report with about 8 weeks left of our fiscal year. The following expenses are trending higher than planned:

1. Credit Line/Loan Interest
2. Building Maintenance
3. Utilities

We did not anticipate the consequences of obtaining a variable interest rate line of credit. Almost every month our interest has risen in response to federal policies. We hope to pursue converting this line of credit to a fixed rate loan, but I am not confident that we can find a favorable rate in this financial climate. As most of you have experienced, gas and electric bills have gone up at higher rates than in prior years. Our building continues to have maintenance needs. We plan to adjust all these categories for next year’s budget. Most other committees have not exceeded their planned spending for this fiscal year.

As I took on the position of Assistant Treasurer, I decided that I could work without a bookkeeper, so we did not fill this position. I hope that next year, we can add to our administrator’s hours which will help with some of the data entry and make the load lighter for the volunteer position of

Treasurer. We have also held back on filling the Tech Support position and purchasing Tech Equipment to support live streaming of our Sunday services. These items are currently in the Music and Worship Budget. The plan is to add these line items to next year's budget and purchase equipment once Rev Elizabeth Assenza joins us in the fall.

Pledge contributions have been coming in steadily. Many thanks to the Generosity Committee for their follow-up this past September with members who didn't pay the prior year. These calls resulted in over \$10,000 of late pledge payments which helped this current year's budget.

Linda Andrist ran a fun and successful fall fair fundraiser and plans to have another in the fall of 2023. The fair proceeds combined with the funds raised by Dannie Borghesi's Heavenly Rides team also helped with our bottom line. Now that our building is open, we are also receiving rental income from special events held at our Sanctuary.

I began a new practice of hosting quarterly meetings with members of Finance, Investment, Generosity, and the Board. The purpose of these meetings was to better understand the church finances and jointly consider improvements to income and expenses. I plan to continue this next fiscal year.

Many thanks to the members of the Finance Committee, Patty Freeman-Lynde, Russ Hereford, Dave Miedema and Mike Dietze. Special thanks to Patty for helping me transition to this role. Carol Collins helps routinely, by entering contributions into our databases, handling bank deposits and letting me know of all communications regarding invoices.

Virginia (Gina) Coburn, Assistant Treasurer

## Investment Committee Report 2023

### Investment Committee Report 2023

#### Summary

Investment Funds Total (3/31/2022)	\$824,825.67
FY 21-22 Budget Withdrawal	\$45,000.00
Withdrawal Percent	5.46%

The First Parish Investment Committee members serve as Trustees of the First Parish Endowment Fund and provide management oversight of other invested funds for the benefit of First Parish. The church depends on member pledges to fund its programs and operations. However, the operating budget of the First Parish Church currently exceeds the contributions of members. Contributions are supplemented with money from fundraisers and approved disbursements from the investment funds.

First Parish Church continues to monitor the amount it withdraws from its investment funds for budgetary purposes. The total withdrawal this past year was 5.46% - well above the 4% threshold that the committee and our investment manager presently consider sustainable over the long term. We recognize the strength and stability the Endowment Fund provides to First Parish programs. We encourage all members and friends who wish to support the continuing mission of the church to consider including the First Parish Endowment Fund in your plans for annual and legacy giving.

## Investment Performance

First Financial Trust (FFT) in Wakefield, MA began managing all of the investment funds of FPC as of May 1, 2018. We have been pleased with their investment expertise, willingness to provide support for our efforts to educate the congregation about legacy giving and tax efficient giving via IRAs, and their commitment to socially responsible investing that better matches our mission.

	Inception (5/1/18)	FY 22-23	2023 YTD
FPC Funds	6.41%	5.71%	3.89%
FPC Funds Net Fees	5.46%	4.92%	3.58%
<i>FFT Composite Index Return:</i>	<i>7.49%</i>	<i>7.31%</i>	<i>5.94%</i>

## Investment Accounts

The investment funds under management represent the co-mingled balances of three separate funds: the Endowment Fund, the Muir Fund, and the RE Fund. In an effort to preserve the RE Fund, the principal balance has been capped at \$26,000 with a future annual withdrawal set at 5% (\$1,300), theoretically all interest. The Muir Fund has been handled similarly, with a preserved principal balance of \$85,000 and yearly withdrawals of 5% (\$4,250). The recommendation of the Investment Committee is to continue to reduce the overall draw from the investment funds from the prior fiscal year – this, of course, is dependent upon continued successful pledge campaigns. The RE budget, having been merged with the overall church budget, will continue to be fully funded by pledges, the RE Fund, RE fundraising and income, and the Endowment Fund, as appropriate. Current market value of all holdings, as of 3/31/2023 totals \$824,825.67 – down from \$972,184.68 on 3/31/2022 as detailed in the 2022 Annual Report. The fund achieved an all-time end-of-month high in October 2021 with a balance of \$1,026,431.19 but has since fallen due to market volatility. We had benefited from the strong markets of 2020 and 2021 but, correctly, were warned of the volatility we continue to experience. The Committee’s recommendation: continue to ensure consistent returns with reasonable fees (which has been accomplished with our FFT relationship), increase the balance through direct contributions (an endeavor which needs more attention), and, over the long term, reduce the reliance of the annual budget on investment fund withdrawals (which is beyond the scope of the Investment Committee).

## Investment Philosophy

Consistent with the goals of First Parish Church, the Investment Committee has identified several criteria to be followed in investing the endowment funds of the Church. The criteria of highest importance include Climate Change, Diversity, Environmental Management, Human Rights, Civilian Firearms, Sexual Orientation, Tobacco, and Workforce (Rights, Benefits, Health and Wellness). These criteria are used by our investment manager, First Financial Trust (FFT), to invest the First Parish Church portfolio in concert with the church mission through a personalized strategy that FFT has developed to highlight the Environmental, Social, and Governance (ESG) issues that the Investment Committee has identified as important.

In practice FFT employs what is known as an ESG Overlay Strategy. FFT has developed an Approved List of Investments for clients that consist of well-researched securities that they have determined to be appropriate for their client portfolios. This list is stringently managed by their investment team. FFT begins with the Approved List and overlay their ESG research to develop their ESG portfolios. As other highly rated ESG investments come to their attention, they put them through the same strict research process prior to adding to portfolios.

The foundation of FFT’s ESG Overlay Strategy is in the United Nations Principles of Responsible Investing Initiative and the 17 Sustainable Investment Goals developed by the UN as a blueprint for solving the biggest global challenges we will face over the next decade. The strategy is enacted through a two-step process. FFT combines corporate ESG rankings from three industry

leading ESG research providers (RobecoSam, Sustainalytics, and Bloomberg Intelligence ESG Research) to develop an ESG Score (ranking) for each company on our Approved List of Investments.

Next, they incorporate the individual ESG metrics most important to their clients. Some metrics are easily attainable, such as whether management bonuses are linked to ESG results or the percent of women on a company's board, while others are tracked through researching company reports and industry data, identifying how thoroughly companies are setting ESG policies and goals, and how well they are meeting these goals.

FFT has noted that incorporating ESG factors into their research is making a positive difference for their clients. They find that top-rated ESG rated companies are more likely to be their top performers and are increasingly held throughout their client portfolios. FFT provides performance of our portfolio compared to benchmarks of overall market performance in order to ensure that any restrictions that arise from our ESG Strategy are not significantly negatively impacting our funds.

### **Pledges in Securities**

First Parish is able to accept gifts of appreciated securities from members and friends to fulfill pledged obligations or to increase the endowment fund. Gifting securities may have tax advantages for the donor. When gifts of securities are received, they are transmitted from the donor's account to investment accounts overseen by the Investment Committee. The current process requires that the donor notify the Treasurer or the Investment Committee Chair that a gift of securities will be made so that the gift can be processed and accounted for properly. Any member who wishes to make a gift of securities is encouraged to speak with the Treasurer or a member of the Investment Committee.

### **Availability of Detailed Reporting on Endowment Fund Investments**

The Massachusetts General Law Statute which defines our duties, protections, and authority as Trustees of the Endowment Fund (M.G.L. Chapter 285, Approved July 21, 1986) specifies that we present an account to the church at each annual meeting which includes items of information presented above, as well as "the identifying description, cost and market values of all securities of the fund, and the amount of all cash items, in each case as of the first and last day of such fiscal year, or date reasonably proximate thereto."

To address this requirement, we provide copies of the March quarterly report of the investment fund holdings at the Annual Meeting and in the office of the Church Administrator for review prior to the meeting for any member who wishes to review a list of the specific securities held by First Parish. We believe the March report offers the best "reasonably proximate" mid-spring date. Members with questions about First Parish investment management, or those who wish to review additional detail or a copy of Chapter 285, the Statute governing the operation of the Endowment Fund, may request this information from a member of the Investment Committee and we will seek to provide the information you request.

If you are a member of FPC with talent and/or interest in investment management or governance who wishes to join the investment committee as current trustee terms expire, we encourage you to make your interest known to either a member of the committee or to the Outreach, Membership, and Involvement Ministry.

Respectfully submitted: 2022-2023 Investment Committee  
Carol Girard, Sheila Costello, John Kennedy, and David Long (chair)

## **RELIGIOUS EDUCATION COMMITTEE**

Building on lessons we learned through our flexible programming during and immediately after the height of the COVID-19 pandemic in the 2020-21 and 2021-22 church years and on the big-picture programmatic work done by the committee immediately before and during that time, the Religious Education Committee together with Acting Director of Religious Education (ADRE) Rose Sheehan worked hard this year to support the establishment of a range of educational activities and programs to serve congregants of all ages. This work was done with tireless dedication in the face of significant personal, family, and health challenges facing each member of the Committee and the ADRE, often simultaneously, and which necessitated the absence of our original committee chair, Nancy Petino, from August 30 onward. (Lindsley Rice, originally vice/co-chair, stepped in to chair the committee for the remainder of the year.) We gained and then lost another member during the course of the year as well, ultimately resulting in only 3 members active for the whole of the year. These challenges necessitated a slower start-up and a more flexible approach to programming, especially in the first half of the year, than was planned throughout the summer months.

Religious Education also continued to face the challenge of reduced and unpredictable attendance—a trend seen across faiths and denominations prior to 2020 and accelerated or exacerbated by the pandemic. One byproduct of that trend was the difficulty in recruiting volunteers to staff RE programming as those dedicated congregants who continue to keep First Parish Church running and vital became spread thin across the many needs of the congregation and its commitments. Recruitment of adult and older youth volunteers to staff the Learning Center during services also faced some challenges in communicating the different (and much reduced) expectations compared to the older Sunday School Teacher model. As a result, RE Committee Members put in many hours staffing the Learning Center and, at one time or another, almost every other RE program throughout the year.

Participation in programming was also affected by this attendance trend, and the RE Committee worked with Rose to both adapt programming plans to the unpredictable numbers and to encourage participation and commitment from currently and formerly active members and friends.

Especially at the beginning of the church year the committee focused its efforts on helping Rose to establish solid and consistent Sunday morning programming for the children and youth of the congregation. This was an early priority due to a clear need expressed by families to have programming available for children during worship in order for them to successfully return to regular attendance. Physically readying the Hale Hall Learning Center (which was only partially completed at the end of last church year), and the nursery for the youngest children, was also done by Rose with help from the Committee and other volunteers. The committee and Rose also continued to support a welcoming environment for children to attend and participate in worship services, and we have seen an erratic but upward trend towards more families with children in attendance.

The Committee also supported the establishment of and recruitment of volunteers for youth programming including Crossing Paths and a Youth Group; and planning and training for future OWL programming.

Mixed-generational programming that the committee helped to plan and implement included a welcome-back Make A Joyful Noise instrument-making activity and parade; a congregational mural; Mystery Pen Pals; Movie and Game Nights; a Talent Show organized by the youth group; and several Multi-generational Services with congregational participation.

By the end of the year, we have finally made inroads in our volunteer recruitment efforts and are prepared with clear informational materials to help with recruiting for next year—an effort which will



begin over the summer in order to stay ahead of the schedule. The committee has and will continue to plan further strategies to streamline and enhance communications with leadership and the congregation for next year, to emphasize the importance of reliable participation, and to respond to the RE needs of the congregation to the best of our ability.

Respectfully submitted,  
Lindsley Rice, chair

## **BUILDING COMMITTEE**

### Membership

Our membership currently consists of 7 full time, active members:

- Mike Hardiman, Architect AIA NCARB, Committee Chair
- Gabe Petino, Architect AIA
- Jay Coburn
- Mark Holland
- James Mitchell
- Susanne May, Architect AIA
- Max Waldron

We also have 1 member, who is on sabbatical, but who read all our emails and contributed when appropriate:

- Rob Cotta, Structural Engineer

I feel that in terms of membership, we are adequately staffed for now and the foreseeable future. However, if anyone was eager to join and had some special skills in the following areas, we would welcome talking to them:

- Historic Preservation
- Structural Engineering
- HVAC Engineering

We do struggle with our attempt to get every member to show up at each meeting- every time. I would say on average, attendance is about 40% of what it really should be.

### Regular Meetings

We meet on the first Monday of every month at 7:00pm for about 1-1/2 hours to review how we are doing and plan our out-of-meeting activities. Since the physical fabric of the church is our topic of discussion, meeting in person is a huge advantage.

### Two Main Functions

Our main functions can be understood to be two-fold:

1) Building Repairs & Maintenance: We try to keep a list of the physical repairs that need to be addressed around the building and assist where we are needed, although most of the regularly scheduled maintenance and scheduling of various municipal inspections is handled outside the committee by church paid staff.

2) Future Planning: We keep a running list of potential future projects that the church can tackle as funding and motivation allow. We share this list with church leadership and try to suggest strategies for how the projects could be grouped and executed as well as the inter-relationship of the projects.

### Current Main Projects

#### A) Belfry

After American Steeple completed their initial assessment, they provided us with a quote of \$2700 to perform in-depth exploratory work (which will enable them to give us an accurate assessment of the work to restore / repair the Belfry), which the Board recently approved. We've now approached American Steeple with a request to provide us with a contract for that exploratory work asap.

#### B) Hale Hall HVAC

We know that the ARPA grant from the City of Beverly (\$130k) can only be used for the HVAC project. Jay Coburn is in the process of discussions with the HVAC engineer about ways to achieve a slightly reduced goal with that money, since the estimated cost of the HVAC project is up in \$250k range.

#### C) MassSave

Max Waldron of our committee has been working with MassSave on their audit of our building. We've now received a preliminary report from MassSave and we're in the process of digesting that and seeing what it means for the way forward.

#### D) Rear Corridor Shading

The Rear Corridor Shading project has been given the green light, and we should see activity at the church from the installation company soon.

#### E) Building Grant Task Force

We have been playing a role as a resource of information and advice for the BGTF. We've been trying to assist them in any way that we can.

#### F) Boiler

The existing boiler dates from the 1974 renovation, is now nearly 50 years old, is very inefficient by comparison to modern boilers, and has significant corrosion problems. The main issue is one of risk: when it does die, it may well be in the middle of winter when we need it immediately. So a policy of 'preventative replacement' would seem to be a prudent course to take.

### Committee Funding

It goes without saying, we are drastically underfunded for a committee that is in charge of trying to maintain, repair, and improve a 250 year old. building of approximately 15,000 sq ft.

Respectfully submitted,  
Mike Hardiman, Chair

## **COMMITTEE AND TASK FORCE REPORTS**

### **DIACONATE COMMITTEE**

The Diaconate committee's mission of participating in church and community activities to further intergenerational connections and to represent First Parish Church, has been a challenge over the last three years of Covid. Most church and community activities had been curtailed, and the pandemic presented a serious risk to all, our older members particularly. We had hoped to get the committee together last summer, but a planned outdoor meeting had to be cancelled due to a medical issue.

Members rallied in the fall and participated in Main Street Trick or Treat, greeting children & families and handing out treats. Thank you to Carol Ballantyne for organizing, and to all those who participated. Diaconate members Paul and Lynn Willenbrock made sure FPC was represented in the Beverly Holiday Parade, proudly carrying our Sunday School banner. Diaconate member Linda Andrist generously stepped forward to chair the Holiday Fair and a number of committee members also volunteered. It's wonderful to see what an integral part of First Parish our members are. Committee co-chairs Karen Menezes and Kate Salandrea will be stepping down from their roles and Linda Andrist and Carol Ballantyne have agreed to co-chair the committee next year. We thank them for their commitment

And thank the Diaconate committee members for their support.

Respectfully Submitted,  
Kate Salandrea and Karen Menezes,  
Co Chairs

### **PASTORAL CARE**

The Pastoral Care Committee (PCC) has been meeting monthly on ZOOM this church year adhering to COVID Pandemic guidelines and to accommodate the needs of our committee members.

We will be back in person for our May meeting where we will welcome our ministerial candidate, Rev. Elizabeth Assenza.

Our current committee members are- Vicki MacLean (Chair), Arthur Thompson, Anne Egan, Dannie Borghesi, John Root, Paul Willenbrock, Donna Armstrong and Dorothy May.

As a committee we continue to provide support to First Parish members and friends in need by coordinating meals and transportation to appointments as well as personal visits.

The Committee did "well-being check-ins" of congregants by phone over the Holidays.

We will continue to lift up the spiritual health of our congregants with phone calls, sending cards and notes to acknowledge and celebrate their joys and sorrows. We have also made personal visits this year as well.

Our committee profoundly respects and holds dear the confidence and privacy of our members and friends.

Vicki MacLean- Chair

## **MUSIC AND WORSHIP**

Members of the Music and Worship Committee consist of John Soderblom, Melissa O'Connell, Candyce Wainwright and Brenda Briana.

Since we are a small group, we had to call on prior Music and Worship members to step in and serve as Worship Associates on Sunday mornings: Nelda Quigley, Kristen Cotter, Fran Gerrior and Brad Willenbrock. I am truly grateful for their time and commitment!

Our responsibility as a committee is to assist the Minister in our weekly worship service, along with filling the pulpit with lay-led and guest ministers during the temporary absence of the minister. We also arrange for volunteers to lead a service during the summer where they are held at the beautiful location of Dane Street Beach. We had some terrific services (i.e. readings, adventures, music, reflection, discussions and stories). Thank you to all the volunteers in sharing their journeys, of truth and faith, compassion, love and blessings.

We have a wonderful music program that has been led by our long-time master, Robert Littlefield, with a volunteer choir and various guest musicians and instrumentalists, sharing their talent and beauty to our weekly services. Robert is retiring after service over 60 years. He will be greatly missed. And a warm appreciation to Ellen Powers, that provided glorious music in Robert's absence!

We extend our deep appreciation to Rev. Susan Milnor, our interim minister, and Rose Sheehan, acting RE Director for their guidance!

A special thank you to our technical support team in providing Zoom service to those attending virtually.

It has been a pleasure, joy and honor to have been serving with a dedicated, energized, warm, nourishing committee. Looking forward to 2023-2024 serving on Music and Worship Committee with Rev. Elizabeth Assenza and new committee members.

Faith, Fellowship and Love  
Brenda Briana, Chair

## **MEMBERSHIP (OMIM) Annual Report 2022-2023**

During the fall of 2022, lack of perceived clarity over the meaning of OMIM, (Outreach Membership and Involvement Ministry) led committee members to change their name to Membership and Volunteer Involvement. Members were: Steve Hoy, Co-chair; Lynn Willenbrock, Co-chair; Jay Coburn, Raymond Freeman-Lynd; and Mary Lynn Treppa. Rev Susan Milnor and Acting Religious Education Director, Rose Sheehan attended meetings as consultants.

Membership and Volunteer Involvement's Vision and Purpose Statement is:

Membership and Volunteer Involvement wants to nurture a spectrum of healthy and sustained participation and shared leadership for First Parish Beverly. Our goals are to reach out to our greater community to inform and interest those individuals and families who might be seeking meaningful worship experiences and inclusive fellowship. We strive to enable curious visitors to become connected friends and committed members. We want to enrich our community by discovering, nurturing, celebrating and benefiting from our many individual talents. We want to create a supportive, and well-balanced approach within our church culture where members enjoy and practice accountability around learning, creating, serving and leading in their spiritual home. We do this by: welcoming visitors and potential members; helping them to integrate into our community; and planning and conducting activities that build fellowship. We interact with the congregation to determine members' skills, talents, and interests. Then we seek to match these gifts with operational needs to lead and serve on our various task forces, teams, and committees.

### Committee Activities and Accomplishments

We began the year by examining the concept of considering membership as a spectrum of congregational participation from curious visitor to lifelong involvement. During the summer we welcomed several visitors to our outdoor meeting site down by Beverly's seashore at Dane Street Beach. In August, at one of these services we focused on the themes of community and commitment and had a rollicking fun time playing a "getting to know you" game and listening to a "lollipop" leadership story.

In September we concentrated on doing our best to create a welcoming spirit. We developed an Usher Training Information Sheet and designed an usher recruiting formula and scheduling process. From October through December one of the M&VI co-chairs was also coordinating hospitality for coffee hour. We appreciate that Paul Willenbrock acted as an Ad hoc Hospitality Chair from Jan-June. In addition, M&VI took on the responsibility of promoting an Alter Decoration (flowers/art work) sign-up sheet system.

Also in the fall, (after not having a Fair for the last two years due to Covid) M&VI worked hard to once again prepare inviting raffle baskets for our post Covid annual Holiday fair. Our theme was "Treats from Beverly" and we put together five lovely baskets that sold well in the fair's silent auction. Also in early December, we conducted two newcomer orientations for six new parishioners. We also participated in an all-church game/activity night. By the end of the year we had a list of membership participation categories and submitted our draft definitions and procedures to the board for their consideration.

At the beginning of the new calendar year, one of the co-chairs had to deal with a serious medical care issue and the other was on sabbatical leave so the committee was in a dormant zone for two months. We resumed meeting at the end of March.

In April and May we conducted two more Orientation sessions for 8 newcomers. A total of nine new members signed the book this year.

From March through May, M&VI initiated its Nomination strategy which included: a Church Wide email "Light your Fire"; a View from the Pew- "Seeing Service from a Romantic Perspective"; and emailing 2 version of individualized outreach letters. The theme of these initiatives was,-- "FP gives you two gifts, one- to practice your unique gifts and two, the opportunity to spread them among our parish community as well as the community beyond! Imagine the possibilities"!!

We are happy to report that the results of all the careful and hard work conducted by our Ministerial Search Committee this past year was very fruitful and satisfying. On Sunday, May 7th, the

congregation membership unanimously voted for Rev Elizabeth Assenza, our new First Parish Church Minister.

Respectfully Submitted,

Lynn Willenbrock  
Steve Hoy  
Co-Chairs

## **COMMUNICATIONS COMMITTEE**

### **Progress Report**

- Supported Ministerial Search Committee via development of physical and digital collateral highlighting First Parish for ministerial candidates and new members.
- Public launch of First Parish YouTube channel.
- Launched First Parish Instagram account.
- Added two new interested members to the committee.
- Improved Google search ranking to #8 for “Beverly MA church” and “Beverly Massachusetts church.”
- Issued press releases to local media denoting historic renovations and Holiday Fair.
- Compiled and shared monthly website donations reports.
- Contributed basket from Committee for Holiday Fair.

### **Goals for 2022-23**

- In consultation with the Board and Zoom volunteers, develop plan for recording and disseminating video of services.
- Grow First Parish social outreach on Facebook, Instagram, and YouTube (and others?).
- Develop and issue press release announcing the arrival of Rev. Elizabeth Assenza and seek out coverage via local media and UU media.
- Meet with Rev. Elizabeth Assenza for intro to updating First Parish website, social media, and e-mail comms and with access and training support as needed.
- Budget-permitting, place Google Ads to appeal to local “church shoppers.”
- Budget-permitting, hire videographer to develop professional “This Is First Parish” intro video and disseminate via website and social media platforms.
- Engage with UU Website Lab Facebook group to stay informed of potential improvements that can be implemented for UUA website template.
- Develop plan for outreach to targeted demographic groups (families with children, ESL speakers, BIPOC audiences, etc.)

### **Commentary**

The Communications Committee looks forward to meeting with the incoming minister Rev. Elizabeth Assenza after her arrival in August to further assess and gauge communications priorities in the year ahead, which will naturally inform our plans herein.

Respectfully submitted,  
Michael Keefe-Feldman, Chair  
Members: Barney Beal, Harley DeMars, Carol Girard, Paul Manzella

## **GENEROSITY TEAM REPORT**

### HIGHLIGHTS:

- Returned to in-person canvass with meetings on our shared interests in support of the First Parish mission; over 50 members and friends shared their experiences in seven group sessions.
- Grew the average annual pledge by over \$400.
- Conducted our first Year-End Appeal.
- Welcomed Mary Lynn Treppa as new volunteer talent to Generosity Team; improved our ability to inform members and friends about how we sustain the important work of First Parish and its unique role in the larger community.
- Delivered a clear message on the critical challenges we face; they are:

### CHALLENGES:

- We have lost a number of pledging individuals and families to the distance of Covid, the challenges of change, and the normal course of life events. While we have joyfully welcomed many new individuals and families to the church, we have experienced a net decline in the total number of pledges during this time.
- First Parish needs about \$311,000 to fully fund our programming in the coming year. We had 85 pledges this year. That breaks down to an average of \$3,600 per pledge donor. Over 60% of us currently pledge less than \$1000 and those who are able to pledge more are not numerous enough or rich enough to make up the difference.
- To close the gap between program needs and pledged contributions, our budget relies on an excess withdrawal from our endowment fund; this is not sustainable over the long term.
- Our shared challenge is to move those of us who are able into higher levels of pledged giving. If half of us pledging less than \$1000 could move to a pledge level of \$1,500, and folks giving more than \$1000 move up 20%, we would cover much of the gap we need to close.

### PLANS FOR THE COMING YEAR:

- Complete annual campaign by asking all who have not yet made a pledge to consider what you can do to financially support this church and its mission to the larger community and to then pledge as generously as you are able.
- Remind all current members and friends to not be shy about sharing the joys we find at First Parish with neighbors, friends, and with those in need of a community like this so that we may welcome others to join in the mission, the work, the love, and the support of our church.
- Work with members of the Finance and Investment Committees to retire the line of credit debt from the Elevate First Parish Project, the sanctuary ceiling repair, and the post-Covid air quality improvements.
- Continue our work to reach the full congregation of members and friends with the information we all need to sustain the work of this church and our Unitarian Universalist faith in the future.
- Gratefully recognize all those who sustain First Parish with their pledged support and generous gifts.
- Encourage other members and friends to join us in this work.

### GENEROSITY BACKGROUND

The Generosity Team was convened by the Board in 2019 to coordinate fund-raising activities at First Parish. These responsibilities were formerly conducted by the Finance Committee and

typically focused on conducting a 3-month annual campaign to support the church. The creation of this group was modeled after successful examples of how other UU Churches have organized their fund-raising activities. It is intended to be a group that makes the activities which support church financial needs more closely reflect our joys, values, and spiritual practices.

Members of the Team are Kathleen Feldman, Paul Willenbrock, Maureen Driscoll, Mary Lynn Treppa, Reverend Susan Milnor, and Jay Coburn.

This year, we were able to return to in-person meetings for our annual canvass. We borrowed from the example of the Search Committee's focus groups and scheduled sessions on 7 areas of shared interest for members of our First Parish Community: Seeking Social Justice, Creating Community, Exploring Spirituality, Finding Your Way at First Parish, Serving Our Neighbors, Gathering in Worship, and Nurturing Our Youth.

These shared interests are reflected in the First Parish Mission:

- **First Parish is a Unitarian Universalist church that welcomes individuals and families who seek spiritual growth and nurturing.**
- **We worship, celebrate, and learn together.**
- **We respect each other and value our differences in a way that reflects the love, compassion, and openness of our faith.**
- **We strive to build a better community for all people.**

As we complete our fifth year of First Parish fund raising, we have seen strengths relative to what other churches have experienced, and we see challenges for all of us as a congregation.

If you are interested in learning more about fund raising at First Parish or helping us nurture a stronger culture of generosity toward the church and the values we support, please speak to any of the members listed above.

Respectfully submitted,

Generosity Team

## **BUILDING GRANT TASK FORCE**

On 3/15/2023, the Board approved the formation of a Building Grant Task Force, tasked with identifying and potentially applying for grants to address the needs of the building as identified by the Building Committee. Since then, the task force has met three times. Members include Donna Armstrong, Kristen Cotter, Mike Hardiman, Mark Holland, Tom Pease, David Shawn, and Candyce Wainwright. So far, the Beverly CPA (Community Preservation Act) has been identified as the most feasible grant, with applications due in October. Another possibility is the National Fund for Sacred Places-- although these grants are highly competitive. Also, at some point in the near future the Department of Energy is expected to provide grants for places of worship to update their roofs, wiring and plumbing, heating, etc.

Other potential grants have the following obstacles:

- Many require matching funds, which is a significant obstacle for us.
- Few cover \$100,000's that we need
- Most grants are focused on social issues and programming needs, not preservation and not religious congregations.

The time commitment needed to fully explore and apply for these competitive grants may be more than our team of volunteers can provide. We will continue to work with the Board to explore next



steps-- including developing a clear scope of the intended project(s) and deciding if a professional grant writer may be worth the investment.

Respectfully submitted,  
Kristen Cotter

## **MONDAY AND TUESDAY OUTREACH SUPPERS**

The Outreach Supper Program at First Parish Church is one of the most supported social service programs the church offers. We provide a meal every Tuesday night at First Parish Church and one meal on the second Monday of the month at the Baptist Church. That adds up to 64 meals per year. The numbers of guests are varied. We are currently serving between 20-30 people per week.

Every week, 5-6 volunteers work from 5pm to 7pm to prepare, serve and clean up after the meal. There is a different group of volunteers every week, so all in all the program depends on about 25-30 people. We encourage our youth to help, as much as they are able. Our goal is to serve a healthy, well-rounded meal with love and respect to our guests.

After the pandemic, we are now serving all meals in Hale Hall. At first many were still wanting to take their meal out, but most are now wanting to eat in.

Jersey Mikes, North Shore Academy, Ellis Square Friends, Green Beverly Food Diversion Program, Whole Foods and the Baptist Church contribute monthly to our meals.

Respectfully submitted,  
Martha Brennan, Nat Carpenter, Gina Coburn, Fran Gerrior, Karen Menezes

## MEMBERS AS OF 5/25/2023

**ANDRIST**, Linda  
**ARMSTRONG**, Donna  
**BAKER**, Barbara  
**BALLANTYNE**, Carol  
**BALLANTYNE**, Duncan  
**BAUMOEL**, Doug  
**BEAL**, Barney  
**BLACK**, Elizabeth  
**BORGHESI**, Dannie  
**BOUSQUET**, Carol  
**BRENNAN**, Martha  
**BRIANA**, Brenda  
**BUTTERWORTH**, Ivy  
**BUTTERWORTH**, Rick  
**CARNEY**, Janice  
**CARPENTER**, Nat  
**CHARBONNEAU**, Annie  
**CIACCIA**, Melissa  
**CLARKE**, Laurance  
**COBURN**, Jay  
**COBURN**, Virginia  
**COLEMAN**, Peggy  
**CONNELL**, Patrick  
**CONSTANTINO**, Tony  
**COSTELLO**, Sheila  
**COSTIN**, Liz  
**COTTA**, Rob  
**COTTER**, Kristen  
**DANIELSON**, Pat  
**DeMARS**, Harley  
**DEPREZ**, Jennifer  
**DIETZE**, Beth  
**DIETZE**, Mike  
**DISAIA**, Christine  
**DOXSEE**, Josh  
**DRAKE**, Paul  
**DRISCOLL**, Maureen  
**EGAN**, Anne  
**EGAN**, Bruce  
**FAY**, Jillian  
**FELDMAN**, Kathleen  
**FREEMAN**, Mark  
**FREEMAN-LYNDE**, Patty  
**FREEMAN-LYNDE**, Raymond  
**GALL**, Norrie  
**GARDNER**, David F.  
**GEIKIE**, Ann  
**GEIKIE**, David  
**GENDALL**, Karen  
**GERRIOR**, Charles  
**GERRIOR**, Fran

**GLOVER**, Barrie  
**GOGGIN**, Keith  
**GOGGIN**, Melissa  
**GORMAN**, Scott  
**GRASSIN**, Elizabeth  
**GRASSIN**, Susan  
**GRAZIANO**, Lynn  
**GRUNDER**, Amy  
**GUERIN**, Cheryle  
**HACKETT**, Victoria  
**HARDIMAN**, Mike  
**HARRINGTON**, Timothy  
**HECTOR**, Joel  
**HECTOR**, Laura  
**HEREFORD**, Russ  
**HINES**, William  
**HOLLAND**, Ruth-Ellen  
**HOY**, Ellen  
**HOY**, Stephen  
**JAQUITH**, Danielle  
**JOHNSTON**, Amanda  
**JONES**, Carol  
**KAYE**, Lyrallen  
**KELLY**, Nancy  
**KENNEDY**, John  
**KEEFE-FELDMAN**, Georgina  
**KEEFE-FELDMAN**, Neal  
**KEEFE-FELDMAN**, Michael  
**KNIGHT**, Laura  
**KNIGHT**, Paul  
**KORSTVEDT**, Sylvia  
**KRACHMAN**, Sara  
**LAMPERT-BODEN**, Henryka  
**LAUENSTEIN**, Milton  
**LIGHTFOOT**, Kali  
**LONG**, David.  
**LONG**, Julia Q.  
**LOW**, Julie  
**LYNCH**, Patty  
**MACLEAN**, Vicki  
**MAIER**, Beth  
**MAIER**, Louise  
**MALTAIS**, Danielle  
**MANZELLA**, Paul  
**MASSARSKY**, Kurtlan  
**MAY**, Susanne  
**MAY**, Dorothy  
**MENEZES**, Karen  
**MIEDEMA**, David  
**MIEDEMA**, Cristina Prochilo  
**MILLER**, Elizabeth

**MILLS**, Fred  
**MITCHELL**, James  
**MITCHELL**, Patricia  
**MOODY**, Elizabeth  
**NALLEY**, Betsy  
**NALLY**, Hardy  
**NIETHAMER**, Diana  
**NOYES**, Lauren  
**O'CONNELL**, Melissa  
**PEASE**, Tom  
**PETERSON**, Alexandra  
**PETERSON**, William  
**PETINO**, Gabriel  
**PETINO**, Nancy  
**PRAZAR**, Andrew  
**QUIGLEY**, Jack  
**QUIGLEY**, Nelda  
**RATTE**, Edith  
**RATTE**, Scott  
**RICE**, Jonathan  
**RICE**, Lindsley  
**ROGERS PITTMAN**, Alex  
**ROOT**, John  
**ROSELUND**, Ted  
**SALANDREA**, Kate  
**SALANDREA**, Richard  
**SCLARSKY**, Jude  
**SEAVEY**, Monica  
**SEAVEY**, Nathan  
**SHAWN**, David  
**SHAWN**, Emily  
**SHAWN**, Susan  
**SLATER**, Terry  
**SMITH**, Amy  
**SODERBLOM**, John  
**SODERBLOM**, Julie  
**STONER**, Tina  
**SWEET**, Debra  
**SWEET**, Ronald  
**THOMPSON**, Arthur F.  
**TREPPA**, Mary Lynn  
**VILLANTI**, Roberta  
**WAINWRIGHT**, Candyce  
**WAINWRIGHT**, Charles  
**WALDRON**, Max  
**WARDLOW**, Ann  
**WICKBERG**, Edward  
**WILLENBROCK**, Brad  
**WILLENBROCK**, Lynn  
**WILLENBROCK**, Paul  
**ZWICKER**, Christine  
**ZWICKER**, Heidi

**NOMINATIONS**

**FIRST PARISH CHURCH OFFICERS & COMMITTEE MEMBERS**

July 2023– June 2024

<p><b><u>Board</u></b></p> <p>Patty Lynch Chair (2021)          Christine Disaia Vice Chair (2023)          Kristen Cotter (2021)          Nathan Seavey (2022)          David Long (2023)          Diana Neithamer (2023)          Scott Gorman Chair Emeritus (2020)</p> <p><b><u>Council</u></b></p> <p>Christine Disaia, Facilitator</p> <p><b><u>Moderator</u></b></p> <p>Steve Hoy</p> <p><b><u>Treasurer</u></b></p> <p>Virginia (Gina) Coburn Treasurer</p> <p><b><u>Clerk</u></b></p> <p>*****</p> <p><b><u>Music and Worship</u></b></p> <p>Brad Willenbrock, Chair          Brenda Briana          Melissa O'Connell          Linda Andrist          Rick Butterworth          Ivy Butterworth          Candy Wainwright (youth choir)          Arthur Thompson          Skye (Lyrallen) Kaye</p> <p><b><u>Religious Education</u></b></p> <p>Lindsley Rice          Julie Long          Diana Niethamer          Monica Seavey          John Root          Amy Smith          David Shawn</p> <p><b><u>Finance</u></b></p> <p>Mike Dietz          Jon Rice          Patty Freeman-Lynde          Ted Roselund          Carol Jones</p>	<p><b><u>Investment (5 year term end date, may repeat)</u></b></p> <p>Bill Peterson Chair 2028          David Long 2023          Carol Girard 2026          Sheila Costello 2024          Open _____</p> <p><b><u>OMIM (Outreach, Membership, Involvement Ministry)</u></b></p> <p>Lynn Willenbrock Chair          Steve Hoy          Gina Coburn          Mary Lynn Treppa          Nancy Kelly          Nelda Quigley          Susanne May</p> <p><b><u>Building</u></b></p> <p>Mike Hardiman - Chair          Jay Coburn          Mark Holland          Susanne May          James Mitchell          Gabe Petino          Max Waldron          Charlie Dunn (organ)</p> <p><b><u>Generosity Team</u></b></p> <p>Kathleen Feldman Co-chair          Jay Coburn Co-chair          Maureen Driscoll          Paul Willenbrock          Mary Lynn Treppa</p> <p><b><u>Pastoral Care</u></b></p> <p>Vicki MacLean Chair          Anne Egan          Dannie Borghesi          Paul Willenbrock          Donna Armstrong          Dorothy May</p>
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**Communications**

Mike Keefe-Feldman      Chair  
Barney Beal  
Paul Manzella  
Carol Girard  
Harley DeMars

**Hospitality**

Fran Gerrior, Chair  
Donna Armstrong  
Nancy Kelly  
Elizabeth Black  
Becky Stephenson  
Dannie Borghesi  
Paul Willenbrock

**Diaconate**

Linda Andrist      Co-Chair  
Carol Ballantyne      Co-Chair  
Jay Coburn  
Peggy Coleman  
Tony Constantino  
Sheila Costello  
Maureen Driscoll  
Anne Egan  
Ann Geikie  
David Geikie  
Fran Gerrior  
Barry Glover  
Elizabeth Grassin  
Russ Hereford  
Karen Menezes  
Melissa O'Connell  
Nelda Quigley  
Mickie Ratte  
Kate Salandrea  
Rich Salandrea  
Ron Sweet  
Judy Takata  
Arthur Thompson  
Roberta Villanti  
Candyce Wainwright  
Charlie Wainwright  
Lynn Willenbrock  
Paul Willenbrock  
Christine Zwicker

**Personnel**

Scott Gorman      Chair  
Nat Carpenter  
Karen Menezes  
Ellen Hoy

**Social Action**

Paul Drake      Co-Chair  
elizabeth miller      Co-Chair  
John McManus  
Carol Girard  
Dunc Ballantyne  
Roberta Villanti  
Patricia Mitchell  
Maddy Mitchell  
Larry Nelson

**Task Force Coordinators**

**Circle Dinners –**

**Family Promise –** Carol Ballantyne

**Tuesday night dinners –** Nat Carpenter, Fran Gerrior, Martha Brennan, Karen Menezes, Gina Coburn

**Wednesday Night Dinners at Life Bridge**  
Cheri Guerin

**Morrill Gallery –** Ksana Peterson

**Antiracism Task Force**

Diana Niethamer  
Carol Ballantyne  
Dunc Ballantyne  
Carol Girard  
Paul Willenbrock  
Paul Drake  
Roberta Villanti

**Holiday Fair**      Linda Andrist

**OWL**

Julia Quigley Long and Andrew Prazar