

Presbytery of Boston Council
Minutes of Called Meeting
March 1, 2023, 10:30am
Newton Presbyterian Church

Present: Kate Carlisle (moderator), Ivy Jones Turner (vice moderator), Kathy Barnes, Katie Cole, Ken Grant, Drew Hanson, Meagan Manas, John Sweet (via Zoom), Paul Rack (stated clerk pro tem, via Zoom).

Our gathering began with a shared meal and informal conversation. We were called to order with a service of Midday Prayer at 11:05am.

On behalf of Personnel, Meagan updated Council on the Stated Clerk search in cooperation with PSNE. Council reviewed the draft job description.

Motion made, seconded, and approved to approve the Stated Clerk job description, pending a final draft to be distributed by email.

We discussed potential venues and platforms for circulating the job description.

Meagan also updated Council on personnel matters related to the end of Rev. Andy Parmalee's service as Treasurer. Personnel conducted an exit interview with Andy via Zoom on Feb. 28.

Ken updated Council on various aspects of the Treasurer transition, beginning with thanks and celebration for the many tasks that have been completed. Drew and Katie will coordinate collecting files and documentation from Andy. Ken briefed Council on ongoing Task Force and Trustees actions, including account transitions, signatory transfers, etc.

Council reviewed the plan for separation of duties that would include a Treasurer, Bookkeeper, Payroll Service, and Point of Entry. Council expressed clear consensus in supporting the Trustees recommendation to move toward an outside bookkeeping service. The Task Force, formed at February's Council meeting, will examine and interview possible local bookkeeping options, in order to recommend best options to Council.

Motion made, seconded, and approved to designate, a local church as point of entry for all Presbytery business, at an expense of \$1000/quarter, if the way be clear and pending conversations with particular congregations.

The Task Force will seek information from congregations about potential payroll services.

Council reviewed the new outline of Treasurer duties drafted by Trustees. Nominating and Trustees are seeking to have conversations with candidates for the office of Treasurer.

In order to begin other staffing conversations that we did not have time for today, and to take action on various items related to ongoing staffing and financial transitions, Council will have another called meeting on Wednesday, March 15 at 10:30am via Zoom.

Respectfully submitted,

Kate Carlisle