

Unitarian-Universalist Church of Nashua, NH (UUCN)

Board of Trustees (BoT) Meeting

August 16, 2015

Present: David Hudson, Mike Wilt, Kate O'Shea, Pat Ladew, Mary Licking, Lance Pratt, Rick Spitz, Ellen McCormick, Steve Hedges, and the Reverend Allison Palm. Absent: Carol Wagner.

The timekeeper was Kate. The Reverend Allison Palm performed the reading for the chalice lighting. BoT members were invited to Check in.

The BoT read, reviewed, and affirmed the BoT Covenant that was published October 14, 2014 (see attached).

David gave the opening remarks. With a new settled minister in place, the Reverend Allison Palm, the UUCN BoT has a unique opportunity to reach farther and to accomplish more was the message.

Updates on three issues were given. The first one involved Mike Ballentine's e-mail to David saying he is resigning from the Investment Review Committee at the end of his term. After discussion with Bob Sampson, Chairman of the Committee, David is advising the BoT that there is no need to appoint a replacement. To discuss the second issue the Board went into Executive Session. David, Kate, & Steve have agreed to serve on the BoT Task Force to discuss this issue. White Wing School (WWS) was the subject of the third update. For the past two months, David has been spending a lot of time on WWS issues (see April 13, 2015 BoT minutes posted on the uunashua.org website). David mentioned as especially helpful this summer, Donna Dye, a member of the congregation and of the WWS Task Force appointed by the BoT last year. Her expertise as a past Director of the WWS was especially helpful and she has given very generously of her time. In response to the WWS Task Force's suggestion, the WWS Board is also pleased to announce they will offer all-day programs beginning this year. Much was learned this summer regarding how to go about marketing WWS. During the time WWS is operating this year, the BoT has much work to do in exploring what to do regarding its issues and then formulating options to put before the congregation at the UUCN Annual Meeting.

Reverend Allison Palm gave the Minister's report (see attached). A motion passed made by Lance and seconded by Rick: The BoT of UUCN allots \$24,000 of her yearly salary of \$88,500 to a housing allowance for Allison Palm, Minister, until such time as a change is made by another vote of this BoT.

Among other items considered were as follows: how to make it easier to ring the bell at worship (steady the bowl through permanent attachment); when to ring the bell (once at the beginning of the welcome and once to end discussions among attendees); committees, task forces, teams, and media event planners as some of the names that could be assigned to various groups at UUCN; the curb appeal of the UUCN facility and environs (Ellen will investigate further).

Closing words over the chalice extinguishing were provided by the Reverend Allison Palm. A covenantal check out was performed.

Volunteers slated for BoT tasks are named in Lists #1 and #2 below. List #3 below includes upcoming dates of events and List #4 describes attachments to these minutes.

Lists #1 through #4

List #1 Words of Welcome

& Church Service Announcements:

September 13 David, September 20 Mary, September 27 Rick

List #2 Chalice lighting: No assignments.

Timekeeper schedule: No assignments.

List #3 Upcoming

Dates: Event Dates

Listing:

Sunday, September 6, 2015, Last lay-led Service of 2015 Summer

Sunday, September 13th, First regularly scheduled Service of the 2015-2016 year

Monday, September 14th, Next BoT meeting

List #4 Attachments to these minutes:

- BoT Covenant published October 14, 2014.
- The Minister's Report for August 16, 2015

//// End of attachments listing ////

Minutes submitted by,

Mary Licking,

Clerk, Unitarian-Universalist Church of Nashua, NH

Board of Trustees Covenant

Unitarian-Universalist Church of Nashua

October 14, 2014

The members of the Unitarian-Universalist Church of Nashua, New Hampshire, acting in the tradition of the Free Church, have entrusted us with the responsible governance of our congregation. To help us honor that trust we promise the following to one another. As fellow members of the Board of Trustees of the Unitarian-Universalist Church of Nashua, we will:

Show respect for one another. We will honor the dignity of our fellow Board members and respect their opinions. We will strive to ensure that everyone's voice is heard and refrain from interrupting each other. We will assume the best intentions of our fellow Board members, remembering that we are working toward common goals.

Take responsibility to express our opinions on the issues before us. We recognize that we each have an obligation to express our views on the important matters that come to the Board. We will keep an open mind when listening to the viewpoints of others, and express our disagreements respectfully.

Respect the dignity of Board decisions. We may offer varying opinions in our discussions, but we will stand behind the decisions the Board has made once the decision making process has been fairly completed.

Make efficient use of time. We will focus on the issue on the table with minimum distractions and complete our work in a timely manner. Making efficient use of time includes timely dissemination of meeting materials; taking time to read through materials and prepare for meeting discussions, respecting established time limitations; and keeping comments pertinent and succinct.

Conduct our business face to face. Whenever possible, we will conduct our discussions and deliberations in person.

Maintain a sense of the sacred. Even as we attend to matters of business, we will remember that we are a religious community, and our purpose is to advance the mission and covenant of this Church.

Inject fun in our work. Though our work together is serious, we shall not take ourselves too seriously.

Make our activities transparent to the Congregation. We are mindful that we have been entrusted by the members of this Church to carry out the business of governance. Therefore it is our duty and obligation to participate in and encourage open, two-way communication regarding our work on their behalf.

Keep mindful that we are part of a greater community. We shall remember that in our deliberations we must consider the needs of our larger community and the impact of our decisions on the world outside our doors.

When we fall short of this covenant, we will make amends, forgive ourselves and each other, and, if necessary, seek help to restore covenant between us.

This is a living document. As such, it can be reviewed and revised by consensus at any time.

Minister's Report to the Board of Trustees
UU Church of Nashua, NH
August 16, 2015

Format of Future Board Reports

In order to ensure that we are beginning to do Monitoring in a more deliberate way, I expect my board reports to have these three components in the future:

- 1. Report on ENDS STATEMENTS**
- 2. Report on STAFF/VOLUNTEER TREATMENT** (I would love a further explanation of this)
- 3. Report on FINANCIAL CONDITION**

These are the three areas listed as up for monitoring on a monthly basis. The one piece I see missing here is something about organizational health and effectiveness. I would like to hear the Board's thoughts on where that piece fits into your monitoring schedule, as well as any other thoughts you may have on this monthly monitoring. We will need to have a fuller conversation about quarterly, annual and semi-annual monitoring.

Observations

I wanted to highlight a few observations from my first couple of weeks that may be useful for the Board's work:

1. Term limits for Committees seem to be a theme in my conversations with folks. It may be good to look into having a policy around this.
2. Another policy question I have already brought up with Dave Hudson: Are events at the church required to be sponsored by a particular committee? If not, who provides oversight?
3. I am looking forward to doing some work on our Org Chart this year, clarifying lines of accountability and authority first for the Board and then for the congregation. This may be an area where we will need further consulting from Unity.

I look forward to working with all of you this year and in the years to come!

In faith,
Allison Palm