

Unitarian-Universalist Church of Nashua, NH (UUCN)

Board of Trustees (BoT) Meeting

June 13, 2016

A note from Clerk, UUCN, Mary Licking.:

UUCN Member of the Board of Trustees, Brenna Woods, graciously agreed to take minutes when I could not be present for the greater part of this June 13, 2016 meeting and those are shown below my signature block. I am most grateful to Brenna for her commitment, dedication, and application of expertise in taking on this task on short notice.

My comments and additions on the minutes below are as follows:

I left the meeting after about 20 minutes. The consent agenda referred to in the minutes consists of the April 11th and May 18th minutes as submitted and May 9th minutes as amended. The abbreviation for the school discussed in the minutes is more commonly: CWG-WWS.

The following remarks in this paragraph were read into the minutes early in the June 13, 2016 meeting, but they relate to previous meeting(s), including the Executive Session mentioned in the May 09, 2016 minutes: *The Board of Trustees has used 'executive sessions' on several occasions over the past few months and we wanted to take an opportunity to explain the practice and our decision to use it. In executive session the board asks any visitors to leave the room and stops recording minutes of the ensuing discussion. The board reserves such action for rare cases when the situation requires it. Over the past few months the board has employed this method to discuss White Wing's unification with Children's Winter Garden, details of which have now been made public. By necessity those negotiations were undertaken in private and we could not prudently share those details at the time. We can now note for the record that the board unanimously approved the unification and the Memorandum of Understanding detailing the terms of the arrangement between White Wing and Children's Winter Garden at its May 9, 2016 meeting. (The one caveat was that the text be double-checked so that any occurrences of the term "merger" that might have slipped in during editing be replaced with "unification" or "combine.")*

The attachments have been compiled by me and are found below the minutes.

List: Event Dates Listing: The upcoming events list is as follows:

- Sunday, June 19 – Last service of 2015-16 church year
- Sunday, September 11 – First service of 2016-17 church year
- Tuesday, September 13 – Board of Trustees Meeting

List: Attachments to these minutes: There is one attachment to these minutes: Minister's Report to the Board of Trustees, June 13, 2016.

Mary Licking,

Clerk, Unitarian-Universalist Church of Nashua, NH

NOTE: The minutes that follow have been edited.

Unitarian-Universalist Church of Nashua, NH (UUCN)

Board of Trustees (BoT) Meeting

June 13, 2016

Present: David Hudson, Rick Spitz, Mary Licking, The Rev. Allison Palm, Ellen McCormick, Steve Hedges, Mike Wilt, Brenna Woods

Absent (excused): Carol Wagner, Lance Pratt

The timekeeper was Ellen. Rick performed the reading for the chalice lighting. BoT members were invited to Check in. David led a discussion of the proposed consent agenda. A motion passed made by Ellen and seconded by Steve to approve the consent agenda.

A conversation was led by David Hudson involving the newly merged White Wing School and THE Children's Winter Garden School where it was discussed that a memorandum was approved. Rev. Allison talked about the discussion of potentially using 2 of the upstairs classrooms as classrooms for the teachers during the school day. It was said that Jillian and another member of the CWGWWS would be co-chairs of the schools.

A conversation was started on how the annual meeting went. It was noted that there was a sense of friction within the room at the annual meeting. Notable issues to be considered for the next annual meeting were as follows. People did not turn around and give a name to Mary as the clerk so that she could properly document without repetition. There was an issue with calling the question. People did not wait for microphones to be brought to them, therefore those listening online and others who are unable to hear couldn't tell what was being said. Suggestions for next year's annual meeting include asking people to come up to a microphone before they speak. There was discussion of having "yes", "no", and "procedural" microphones set up. The "yes" microphone would stand and you would use if you were for the motion, the "no" microphone would be for if you were against the motion, and the "procedural" microphone was if you needed to call something out of order. It was also discussed that there was confusion in setup beforehand. It was determined that the VP of the board should be the one to set up for it. This would include setting up mic stands, display screens, etc.

A discussion was led about church groups and organizations that do not directly report to the BoT or the Minister. For example, the Cemetery Association reports directly to the congregation. There has been some confusion about roles, interaction with other church teams & committees, and what to do when or if one of these groups needs help or assistance. In addition, church groups that fall under the BoT or Executive Director are guided by similar rules, procedures, policies, bylaws and conventions. It would appear the CABoT and other "affiliated organizations" are largely outside these strictures. Is this prudent? Is the status quo working effectively? David and the Rev. Palm decided to discuss the topic in more detail offline and return with additional thoughts or recommendations.

Rev. Allison spoke of the minister's report. Rev. Allison brought up a confidentiality agreement that will be given to members of certain committees and teams. There needs to be some kind of accountability and document signature with a plan of action for members of teams and committees who break any type of confidentiality issues. The ultimate goal of this is to formalize confidentiality. The question was brought up as to what happens if the Board violates the rules. It was determined that it would end up being subjective and not beneficial. This was to be reviewed and looked at by Rev. Allison. The Board did not sign the waivers. The conversation went to discussion of what is breaking confidentiality and what is a "rumor". David offered to find a more solidified definition of rumor to formalize it for the document signing.

The Rev. Palm started a conversation about delegating signature authority for some checks. Her recommendation would be to allow the Church Administrator, Sherri Woolsey, to sign up to some amount and she wanted to discuss a prudent and reasonable limit with the board. Anything above this number would require a second signature. Sherri currently oversees lots of routine payments for retirement, insurance, utilities, payroll, etc. The Board has requested a histogram of checks to see what the highest numbers Sherri pays out are to see what the new limit should be. Then the Board will determine how much Sherri would be limited, how much will require a second signature, and find out how long before a check is void. A discussion about bonding and protection of the church ensued vis-à-vis our insurance. The church is covered, but individuals and the Board are covered by a second insurance.

Items moved to August meeting.

- The Rev. Palm stated the monitoring table needs revision as the numbers are incorrect.
- The policy on strategic planning was to be put in existence and it will be sent to the BoT for the August meeting.
- IFC Establishment Policy

It was determined that Board meetings would be moved to be held on the second Tuesdays of the month. It was asked of David to please give the agenda and the notes for the Board meetings at least 24 hours before the meeting.

The next meeting will be held sometime between August 14th and August 29th on a week night.

A final check in was held. David asked the question to adjourn. Steve motioned the question and Brenna seconded the motion.

Rev. Allison led the closing reading

Minutes, UUCN Board of Trustees Special Meeting, May 09, 2016

---AND---

Minutes, UUCN Board of Trustees Meeting, May 18, 2016

Please see uunashua.org, click on Our Church, then click on Governance, then click on Board of Trustees, or else see the physical posting of the minutes in the Dining Room at UUCN, or else inquire at the UUCN office.

NOTE: The June 13, 2016 meeting minutes state that in addition to the above sets of minutes, the April 11, 2016 minutes were approved. It has been discovered there was an error in those April 11, 2016 minutes that were brought before the BoT for that approval vote, and therefore those minutes are not addressed here. The plan is to address the April 11, 2016 meeting minutes at the September 13, 2016 meeting.

Minister's Report to the Board of Trustees
Rev. Allison Palm
UU Church of Nashua, NH
June 13, 2016

1. WITHIN

The Unitarian-Universalist Church of Nashua is a spiritual home where members and friends experience personal transformation by: Participating in varied and meaningful common worship that nurtures, challenges, and inspires; Exploring religious values and discovering individual truths; Joining in fellowship with other members and friends.

- Average Sunday attendance so far this year: 193 (combined worship & RE)
- Next Sunday, June 19 will be our last service of the regular church year. We have a great line-up of summer preachers, beginning on June 26. I will be preaching twice over the summer.
- We held an outdoor Blessing of the Animals service on May 29th that was well attended and enjoyed by both human and animal participants.
- T-UU-sday Adult Spiritual Development Offerings finished up on May 31, with an average of 8 participants each evening.
- Religious Education enrollment for the year ended at 101. Average attendance was 59.
- Sandra has had an initial meeting with the Adult Faith Formation Start Up Team: Iam Atwell, Jeff Beland, Kathy Fletcher, Ginger Hedges, and Allyson Jutras.
- The AV Team is planning to install a large TV monitor where the slides have been in the Sanctuary over the summer. Their hope is that a monitor will offer better resolution than the slides and make it possible to show videos. The other advantage is that if it turns out that the monitor is not a good solution, it can be put to use in other parts of the building.
- On May 22, Sandra Greenfield's title officially changed from Interim Director of Lifespan Religious Education to Interim Director of Faith Formation. Sandra led a service on the topic of Faith Formation that day and she and I held a PercUUlate conversation on the same topic after the service. We have had conversations with just one or two folks who have had concerns about the new title.
- The DFF Search Team was officially introduced at Annual Meeting: Pat Ladew (chair), Erica Agnew, Cecile Bonvouloir, Perry Cardone, Dan Earley and Kathy Fletcher. We will meet for the first time on August.
- Pat Ladew and I are working on a flyer to hand out at General Assembly announcing our DFF Search.

2. AMONG

The Unitarian-Universalist Church of Nashua is a welcoming religious community for all ages where we live our mission by: Creating a beloved community where we minister to one another; Supporting and respecting one another in our daily lives and our religious journeys; Generously giving of our time, talents, and money; Being good stewards of our church resources in pursuit of our mission.

- 9 residents attended my sixth small group meeting at the Huntington. Sandra Greenfield joined this month to help co-lead, so that the residents could meet her. She may end up leading in the future if I am away the fourth Tuesday.
- Our Stewardship Campaign total for next year is \$313,476.67 from 172 pledge units.
- The Strategic Advisory Team has gotten lots of positive feedback about the 5-year plan. The Stewardship Team is planning to use the plan extensively next year in their work.
- The Safe Congregations Task Force met for the first time on June 5. We plan to have some recommendations ready to be approved by the Board at your August meeting, and a full policy to be approved by the end of the next church year.
- The staff and Stewardship Team approved a Fundraising policy (see attached)
- The staff created a new Volunteer Confidentiality Agreement (see attached). I am asking you all to sign one tonight.

3. BEYOND

The Unitarian-Universalist Church of Nashua is a beacon of liberal religious thought and action, making a positive impact in our neighborhood and in the world by: Promoting our values and programs so that others will hear our voice and have the opportunity to join us; Welcoming people who are seeking a spiritual home and personal transformation; Partnering with other congregations and institutions in advocating for and promoting social justice; Actively participating in regional (Northern New England District) and national (Unitarian Universalist Association) Unitarian Universalist programs and activities.

- We welcomed 16 new members on May 22, and 3 children and youth.
- Our current total of voting members is 287.
- Starting in August, Sandra will take over supervising our nursery care providers. Lori L. has been doing this work.
- We have five people lined up to be on-site delegates for General Assembly in Columbus, OH: Ellen Barr, Seth Bonvouloir, Jeanne Hochstetler, David Hudson, and Lori Lerude. I will also be attending. The delegates will present a summer service on July 17.
- Sandra and I with folks from the Manchester and Milford congregations to talk about a collaborative effort for adult faith formation. We will experiment with this next year. The Concord church may also be involved.
- I attended my first meeting as NNED Board secretary on May 21 and 22.

4. FINANCES

I will provide a full report of FY 2016 for our August meeting, since some budget lines will continue to get used throughout June 7. As of May 31, we had a \$7000+ surplus for the year.

This is a current report on our special June budget, including all the income we are anticipating so far for the month. One-month pledges are still coming in, but so far, we've had a great response!

Line Item	Year to Date	Budget	Notes
INCOME			
Endowment	\$10,500.00	\$10,500.00	
Pledges	\$13,452.66	\$24,000.00	
Other Income	\$310.00	\$3,000.00	Outreach Offering, etc.
TOTAL INCOME	\$24,262.66	\$37,500.00	
EXPENSES			
PROGRAMS			
Music & Worship	\$0.00	\$557.00	
Faith Formation	\$0.00	\$0.00	
Membership	\$259.97	\$588.00	
Social Justice	\$48.91	\$3,275.00	
Leadership Development	\$0.00	\$0.00	
Discretionary Funds	\$0.00	\$0.00	
TOTAL PROGRAMS	\$308.88	\$4,420.00	
OPERATIONS			
Administration	\$45.75	\$500.00	
Communications	\$0.00	\$0.00	
Denomination	\$0.00	\$0.00	
Property	\$275.00	\$2,530.00	
TOTAL OPERATIONS	\$320.75	\$3,030.00	
STAFF			
Minister	\$4,230.28	\$8,772.00	
Director of Faith Formation	\$2,648.20	\$5,363.00	
Music Director	\$587.98	\$1,177.00	
Membership Coordinator	\$349.86	\$700.00	
Church Administrator	\$1,238.27	\$2,477.00	
Bookkeeper	\$132.49	\$290.00	
Sexton	\$1,362.02	\$2,430.00	
TOTAL STAFF	\$10,549.10	\$21,209.00	
TOTAL EXPENSES	\$11,178.73	\$28,209.00	
difference	\$13,083.93	\$8,841.00	

Attachment: FUNDRAISING Policy

Fundraisers are an important part of active church life. They provide opportunities for congregants to build relationships and to strengthen their commitment to the church. They also provide funds for the church as well as for approved charitable causes.

PURPOSE

The purpose of this policy is to establish guidelines for approval of church fundraisers for any purpose, by any means, and at any location to ensure that our fundraising activities:

- are consistent with the Mission and Vision of the Unitarian-Universalist Church of Nashua (UUCN),
- are consistent with the Purposes and Principles of the Unitarian Universalist Association (UUA),
- are consistent with our not-for-profit status,
- focus our resources on the church's highest priorities and the approved church budget, and
- avoid overburdening the congregation with requests for money.

AUTHORITY FOR APPROVING FUNDRAISING

All church-wide fundraising activities must be reviewed and approved by the Stewardship Team, with the exception of fundraising that is a part of our Faith Formation Program. All Faith Formation Program fundraising requests need to get the approval of the Director of Faith Formation.

GUIDELINES

1. Any person/group requesting to raise funds at church or through the church must have a church group as a sponsor for their fundraiser. A "church group" is a committee, team, club, group, task force, class, or other internal group of UUCN.
2. Individuals or groups seeking to fundraise must follow the procedures below.
3. Children/youth who are part of the congregation who are selling items for scouts, school, or any other non-church activity do not need a sponsoring team or committee.
4. Political fundraisers for individual candidates or parties are not permitted.
5. Activities that request contributions intended only to cover the expenses associated with that event (e.g., food, supplies, honorarium for a speaker, equipment rental) are not considered fundraising events.
6. If contributions are being split (part for expenses and part for the church or for an outside group), the fundraiser needs sponsorship.

PROCEDURES

1. Make your proposal to the team/committee you wish to sponsor your event.
2. If approved by team/committee the chair will present the fundraising event to the Stewardship Team.

3. The Stewardship Team will approve or deny the request.
4. If approved and space is needed, the chair will contact the Church Administrator to schedule space. For food sale fundraisers be sure to contact the Church Administrator to schedule the kitchen (if needed) and Dining Room.
5. If fundraising during Sunday Coffee Hour:
 - a. Please use the whiteboard to indicate your name and what you are selling/fundraising for instead of disrupting Coffee Hour to get everyone's attention and announce what you are selling.
 - b. Set up at one of the long tables. Do not use the brown square top tables.
 - c. Please do not walk around soliciting.

Annual fundraisers, such as the Auction and the Pledge Drive, are exempt from this policy. This policy does not apply to affiliated organizations of UUCN but does apply to The Nashua Cemetery Association and The Children's Winter Garden with White Wing School.

Staff Approved 5/31/2016

Stewardship Team Approved 6/7/2016

Attachment: UUCN Volunteer Confidentiality Agreement

This Volunteer Confidentiality Agreement (the "Agreement"), dated as of _____ (Date), is between the Unitarian-Universalist Church of Nashua (UUCN), a NH nonprofit corporation and _____ (Individual), an individual serving in the capacity of Volunteer.

The intent of this Agreement is to recognize the importance of maintaining and respecting the confidential information of congregants and of UUCN and to protect the dignity and integrity of relationships within UUCN. This Agreement is set forth in the spirit of UUCN's Evolving Covenant Right Relationships.

Term - This Agreement applies to discussions between the Individual and UUCN related to the duties of Volunteer beginning on the date set forth below and for as long as Individual is associated with UUCN.

Acknowledgment - Individual understands and acknowledges that in their Position they will receive confidential information pertaining to the activities, operations and the business of UUCN and/or financial and personal information of UUCN's members ("Confidential Information"). Individual further acknowledges that disclosure of such Confidential Information may be prejudicial to UUCN's member and/or UUCN.

Confidential Data - The data that constitutes confidential data includes but is not limited to members personal and financial information contained in UUCN's database, personal and pastoral information shared in meetings or that may be overheard between staff.

Confidentiality - Individual agrees to:

- Not disclose or discuss Confidential Information with others not authorized to receive such;
- Use reasonable means to protect and prevent the disclosure of Confidential Information, whether oral or written;
- Use the Confidential Information only in connection with the Church Business during the Exchange Period.
- Individual may disclose Confidential Information to Minister, Church Staff, Board of Trustee member, or member(s) that have been identified as having a real need to know or as otherwise directed by UUCN Staff.
- Not share financial or pastoral information and Minister's Discretionary Fund records.

Remedy - Upon Individual's violation of this Agreement, UUCN's Minister, Church Administrator, Director of Faith Formation or Membership Coordinator may in its sole discretion remove Individual immediately from said Position and prevent such Individual from serving on any other position at UUCN that involves receipt of Confidential Information.

In Witness Whereof, the parties have duly executed and delivered this Agreement as of the date first set forth above.

INDIVIDUAL

Signature: _____

Print Name: _____

Date: _____

UUCN Staff Representative:

Signature: _____

Title: _____

Print Name: _____

Date: _____