

Unitarian-Universalist Church of Nashua, NH (UUCN)

Board of Trustees (BoT) Meeting

November 09, 2015

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

The timekeeper was Rick. Carol performed the reading for the chalice lighting. BoT members were invited to Check in.

David led a discussion of the proposed consent agenda, which included the minutes for August 16, September 14, and October 13. He had requested some changes recently and it was recommended to delay voting on the minutes appearing on the consent agenda to give members more time to review them and to allow the recent proposed changes to be incorporated into the October 13 minutes.

David led the discussion regarding the White Wing Board – Status Report of November 6, 2015 (see attached). The work continues to prepare for an upcoming accreditation inspection. An entry camera and buzzer system is being researched for possible purchase. Marketing and student recruitment plans are underway.

The Reverend Allison Palm gave the Minister's Report (see attached). Worship, Spiritual Development, Stewardship, Religious Education, Pastoral Care, Leadership Development, and Restorative Circles were among the topics covered in the report.

David led a discussion on staff appreciation. It was consensus of the BoT that a holiday meal for staff be underwritten. Ellen will serve as the point of contact for the birthday cards. The possibility of other appreciations was discussed regarding committees, with the thought for occasion and frequency being to involve one group at a time and engage in the activity twice a year.

Proposed changes to the BoT Covenant were put forth by David (see attached) and discussed by the members. While BoT members acknowledged the value of face to face interactions, there was a consensus that allowing remote access was perfectly reasonable when they could not be here in person. The plan is for David to draft a BoT Covenant that includes proposed changes that were generated from his proposal and the discussion, and then bring them before the BoT.

The discussion on the bylaws revision efforts was led by David (see attached). Topics included the committee formation and structure, a review of the mandate and setting the timetable, and possible revisions. David will provide more on this next meeting.

Among other items considered were as follows: Further responses to the coffee house survey have been received and changes to the document recently suggested by David are being incorporated. The survey addendum is expected to come before the BoT at next meeting. Also, the flags that extended over the congregation from the balcony have been removed and upon inquiry as to the reason, the answer was to improve the view of the service for worshippers sitting in the balcony. This item was referred to the Minister. Rick mentioned that he was seeing more newcomers and he recommended leaving some empty pews in the back for newcomers to sit. He encouraged BoT members to sit closer to the front.

Rick gave the timekeeper report.

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:

November 15 Rick, November 22 Steve, November 29 Lance, December 6 Ellen, December 13 Mary, December 20 Steve, December 27 blank, January 3 Mike, January 10 Mary, January 17 blank, January 24 blank, January 30 blank, February 7 Carol

List #2 Chalice lighting: Dec. 14th – Lance, Jan. 11th – Mary, Feb. 8th – Steve, Mar. 14th – Lance, Apr. 11th – blank, May 9th – blank, June 13th – blank

Timekeeper schedule: Dec. 14th – Kate, Jan. 11th – Ellen, Feb. 8th – Rick, Mar. 14th – blank, Apr. 11th – blank, May 9th – blank, June 13th – blank

List #3 Upcoming Dates:

Event Dates Listing:

Monday, November 30<sup>th</sup>, Evening Vespers, 6:30 – 8 pm

Monday, December 14<sup>th</sup>, Next BoT meeting, 7:00 pm, Youth Room

List #4 Attachments to these minutes:

- White Wing Board – Status Report, November 6, 2015 (2 pp.)
- The Minister's Report, November 8, 2015
- BoT Covenant Proposed Changes, November 9, 2015
- Proposed Bylaws Revisions and Considerations, November 9, 2015 (2 pp.)

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

Minutes submitted by,  
Mary Licking,  
Clerk, Unitarian-Universalist Church of Nashua, NH

# **White Wing Board — Status Report**

November 6, 2015

## **Highlights**

- We are hosting an event on Sunday, Nov 8 after the service to increase congregational awareness of the school and encourage church families to send their children to White Wing.
- We continue to work on and fine-tune our afternoon Discovery Program.
- We've continued our work preparing for the NAEYC accreditation inspection.
- We're looking ahead to the student recruiting drive, due to kick into full swing at the start of the new year.

## **Personnel Issues**

- Expanded plans begun in September to help our new afternoon teacher get mentorship and support from our more experienced faculty.
- Members of the board have continued the process of creating new employee job descriptions along with a goal setting and review process.

## **Operational Issues**

- We are still looking for a fencing company to make some repairs to our fencing.
- We are still researching requirements for an entry camera and buzzer system and will submit it to Rev Allison for her input when it is ready.

## **Accreditation and Licensing**

- Giving faculty special time to devote to NAEYC preparation.

## **Marketing and Student Recruitment:**

- We've started planning our next big advertising push for January, when Nashua preschools open enrollment for the 2016-17 school year.
- Deb arranged for a student art to be the display in the hall outside the Parish house dining room in March 2016 to increase congregational awareness of the school.

## **Enrollment Figures from October Director's Report**



**Minister's Report to the Board of Trustees**  
**Rev. Allison Palm**  
**UU Church of Nashua, NH**  
**November 8, 2015**

**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: 225 (combined worship & RE)
- Thus far, our monthly worship themes have been well received. Folks are beginning to engage with them in other areas of church life as well (including Stewardship and Small Group Ministry)
- The Religious Education Team has created Worship Kits available for anyone who needs to draw or fiddle to help them pay attention in worship.
- The Religious Education Team is planning to attend an RE Start Up Workshop in January. This will help them engage more deeply in some of the Interim tasks.
- Sandra and I are planning Adult Spiritual Development opportunities for Tuesday evenings beginning in January. We will be focusing specifically on UU identity.
- I attended a Small Group Ministry workshop with two of our SGM facilitators on November 7. We plan to bring back some of the ideas to the SGM Team.
- The Pastoral Care Team is in conversation with the equivalent team in Chelmsford about engaging in a shared training opportunity.

**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.*

- On October 16-18, the Spiritual Development Team hosted a workshop on Restorative Circles. 9 members of the congregation attended the full weekend, along with 15-20 folks from other congregations. We will be gathering to debrief and talk about next steps in the next couple of weeks.
- The Leadership Development Team, PR Committee and staff teamed up to hold a Committee Summit on October 24. It was a great chance for committee/team chairs to come together to communicate and learn.
- The Stewardship Team has chosen the theme of "Saying Yes" for this year's campaign. They will begin having monthly testimonials connecting Stewardship with our monthly worship theme with an initial testimonial on November 15. They plan to make a presentation to the Board in December.

- Cabinets for the Resource Room have been ordered, and the air conditioning unit has been installed.
- Nona Storer has begun meeting with designers to plan for a redesign of the Fellowship Room after collecting feedback from various parties.

## **1. 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.*

- A small contingent from the congregation marched with our banner in the Nashua Fall Festival parade.
- On October 25, we had a fabulous multigenerational event to decorate and assemble the Sweet Cases that had been purchased with the money from our summer offerings.
- 39 people from our congregation participated in the CROP Walk on November 1. It was a wonderful chance to raise money for a good cause and participate in our local interfaith community.
- A group of women from the church have sent me a letter urging the congregation to begin a conversation around Black Lives Matter and perhaps to display a banner. That letter is attached to this report. I will be meeting with them in the next couple of weeks to discuss.

## **2. ORGANIZATIONAL HEALTH & EFFECTIVENESS**

- We have officially switched over to Church Mutual insurance as of November 1. This will both save the church some money and means that we are covered by a company that understands congregations and the types of coverage we need.
- The Personnel Committee is reviewing the job description for a potential Bookkeeper. Once they have given their input, I will start advertising for the position.
- Sherri introduced a new online room sign-up procedure and a new reimbursement form to all the committee and team chairs at the Committee Summit on October 25. Both require committee or team chair approval. The new room sign-up form will be available in December. The new reimbursement form is available now.

### 3. FINANCES

We are beginning to catch up from low pledge payments in the summer and extra building work.

Line Item	Year to Date (11/8/15)	Budget	Notes
INCOME			
Endowment	\$53,189.54	\$149,662.00	
Pledges	\$97,375.49	\$283,108.00	
Other Income	\$17,261.36	\$53,600.00	
<b>TOTAL INCOME</b>	<b>\$167,826.39</b>	<b>\$486,370.00</b>	
EXPENSES			
Budgeted Outreach	\$1,352.81	\$3800.00	
Denomination	\$19,829.00	\$19,414.00	more members than budgeted
Board Discretionary	\$0	\$1500.00	
Membership	\$6,088.10	\$12, 859.00	
Music	\$11,374.98	\$23,816.00	
Operations	\$53,496.45	\$127,771.24	
Outreach Disbursement	\$5,744.90	\$35,000.00	
Property	\$37,339.75	\$73,925.00	
Public Relations	\$2,821.50	\$3000.00	New sign
RE	\$28,916.00	\$78,860.00	
Search Committee	\$114.35		Late reimbursement
Social Justice	\$0	\$1000	
Spiritual	\$57,041.23	\$140,903.04	
<b>TOTAL EXPENSES</b>	<b>\$224,119.07</b>	<b>\$521,848.28</b>	
	<b>-\$56,292.68</b>	<b>-\$35,478.28</b>	

**ATTACHMENT: Black Lives Matter Letter**

October 30, 2015

Reverend Allison,

On a Friday evening not too long ago, a group of friends from the Nashua UU congregation had dinner together. We like to get together every so often for dinner, fellowship, and caring conversation. Last Friday, our conversation turned to the privileges we enjoy as white women and the frustration we feel when people of other races are treated with prejudices and violence. One of us noted that the UUA has banners which read “Standing on the Side of Love, Black Lives Matter.” The rest of us agreed that we would all support our church buying and displaying one of these banners. We encourage you, Allison, to help ‘make it so.’

A banner is only one small piece of the work that needs to happen around matters of race in our church, our community, and in our country. But, it’s a place to start. I hope that if we did display a banner, it could be an invitation to a conversation. Indeed, at our Friday night dinner, we discussed the difference between “Black Lives Matter,” and “All Lives Matter.” We discussed the privileges we enjoy as white people and the intersectionality of the privileges of white, women, educated, middle-class, straight, and cis-gendered. We thought about friends who do not enjoy these privileges. Essentially, this dinner was consciousness raising for each of us and a ‘call’ for us to get involved in our larger world.

Thank you for considering purchasing a banner for the front of the church. We are available for meeting, if you’d like to discuss this request.

Fondly,

Gillian Hinkle  
Kathleen Griffis  
Kathy Fletcher  
Kim Steele  
Martha Holland

VERTICAL NOTE: **ATTACHMENT: Black Lives Matter Letter**, above, is an attachment to the Minister’s Report to the Board of Trustees, November 8, 2015. This vertical note is:  
Signed, Mary Licking, Clerk



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## BoT Covenant Proposed Changes

November 9, 2015

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### CURRENT LANGUAGE

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

### PROPOSED REVISION

**Respect the value of face to face communication.** Whenever possible, we will conduct our discussions and deliberations in person. When we cannot meet in person we will value real-time, interactive communication technologies over alternatives, resorting to email only as a last resort when expediency demands it.

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# Proposed Bylaw Revisions and Considerations

November 9, 2015

Who signs for contracts? Minister? President? Treasurer? (Is there a limit to this person's authority?) What about signature authority for funds? What about bonding the Minister?

Members vs Voting Members ... shouldn't it just be members? NOTE: These two classes of membership have existed back to 2001, the furthest back for which I have documentation.

What the heck are affiliated organizations?

Are the Board and officer roles aligned with our current governing model?

Revised Treasurer job description to be more aligned with policy based governance. Remove Assistant Treasurers OR make the Assistant Treasurer an officer of the church, much like the VP, to ensure continuity.

Do we meet state and federal requirements for non-profits?

Why is 18 the age at which voting membership begins? Could that be a little lower in the hopes of engaging our young adults?

(10) President should not be *ex officio* member of every committee, with the exception perhaps of BoT Committees. What about Nashua Cemetery Association?

Should we insist that President be selected from the Board of Trustees? What about the VP?

There should probably be term limits for committee chairs, but is this a policy?

Should we prevent officers of the church from serving as chairs of committees to avoid undue influence?

What about D&O Insurance? Should that be mandated in the Bylaws?

Should we, or the Bylaws Committee, hold a deep listening session for ideas prior to proposing final changes?