

Unitarian Universalist Church of Nashua
Board of Trustees
Meeting Minutes
October 13, 2015

Present: David Hudson, Carol Wagner, Lance Pratt, Mary Licking, Kate O'Shea, Mike Wilt, Rick Spitz, Steve Hedges, Ellen McCormick, The Reverend Allison Palm, and a guest, Sandra Greenfield, Interim Director of Lifespan Religious Education (IDLRE)

Timekeeper for each agenda item of the meeting was Lance. A Check In was performed during which a BoT member could share a word or two with the group. Some members did. Kate performed the chalice lighting.

A motion passed made by Rick and seconded by Kate to approve the consent agenda. The consent agenda consisted of the May 18th, 2014 BoT meeting minutes, and defer the minutes for both August 16th and September 14th to allow more time for review by the president.

David, who serves on the Board of White Wing School, led the discussion regarding White Wing School. The final White Wing School Task Force report, the White Wing School Board's response to that Task Force report, and the White Wing School monthly status report generated by its Chair are attached.

The Reverend Allison Palm led the discussion concerning the Minister's Report (see attached).

A motion passed made by Mary and seconded by Kate to redefine the Treasurer's role into a Chief Financial Officer role and delegate the financial administration responsibilities to the Executive Director and we expect to revise the bylaws such that these roles are consistent with policy governance (see the bookkeeper job description and the draft Treasurer job description attached). Dave led the discussion on separating the bookkeeper and the Treasurer's role. Hiring a bookkeeper at this time, say for three (3) hours per week, would be "out of budget" but necessary was the consensus of the Board.

David led the discussion regarding proposed changes to UUCN's documents regarding Executive Limitations: Policy F. A motion passed made by Rick and seconded by Steve to amend the Executive Limitations: Policy F (see attached).

David led the discussion regarding affiliated organizations. An updated version of the chart that shows these was distributed, a significant change from last meeting's chart being that, in aggregate, they are now referred to as "Other organizations" instead of "affiliated organizations". The Nashua Cemetery Association now appears on that "other organizations" chart under the subheader, "Bylaws Defined" because it is mentioned in the UUCN bylaws. Written reports were submitted and discussed by their survey takers – Rick Spitz regarding various churches and how their cemeteries fit into their organizations and Mary Licking

regarding various churches / organizations and how their coffee houses fit into their organizations (see attached survey reports on cemeteries and coffee houses). An oral report was submitted by Kate regarding churches and how their pre-schools fit with their organizations. Basically, it is common for a UU church to have a tie to a pre-school, but her survey found that the nature of that tie varies. The next step in the process regarding other organizations of UUCN is to determine whether each (Nashua Cemetery Association, White Wing School, and Simple Gifts Coffee House) is part of UUCN and if so, where in the church structure it fits.

[Executive Session]. All guests left the room.

Under New Business, two items were considered. David brought up a topic that had been placed in the BoT “parking lot” last year, the concept of Staff Appreciation, and asked BoT members to think in a creative way about what we might do this year and report their ideas at the next meeting. Ellen reported on what city records show in terms of tax receipts status regarding a distressed property in the neighborhood.

In volunteering for tasks, the BoT agreed to 1) a schedule for providing Words of Welcome at services (see List #1), and 2) a schedule for performing chalice lighting and timekeeping tasks at future BoT meetings (see list #2). Members were reminded of an upcoming event being held at UUCN (see List #3) that educates UUCN members in an area that may be helpful to BoT members.

The next regularly scheduled BoT Meeting is Monday, November 9th, 2014 (see List #4 for other important near term dates and the time set for the regularly scheduled BoT meeting).

The Reverend Allison Palm gave words for the chalice extinguishing.

Lists #1 through #4

List #1

Words of Welcome

& Church Service

Announcements:

October 18	Steve
October 25	David
November 1	Kate
November 8	Carol
November 15	Rick

November 22	Steve
November 29	
December 6	Ellen
December 13	Mary

List #2

Tasks at future BoT meetings:

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

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

List #3

Restorative Circles Workshop, UUCN, on Friday, October 16th, 2015, Part I is from 6:30 – 9 pm (contact Lori Lerude at UUCN office for further information). The event continues on Saturday and Sunday.

List #4

Friday, October 16th, Restorative Circles Workshop 6:30 – 9 pm (also runs Sat and Sun), at UUCN
Sunday, October 25th, *Together We Rise* project, after church at UUCN
Monday, November 9th Regular BoT meeting, 7 pm, Youth Room
Monday, December 14th, Regular BoT meeting, 7 pm, Youth Room

//original signed//

Mary Licking,
Clerk, Unitarian Universalist Church of Nashua,
New Hampshire

Attachments Listing
for October 13, 2015 UUCN BoT minutes

1. May 18, 2015 minutes (see uunashua.org website or contact the UUCN office)
2. White Wing School Task Force report
3. White Wing School Response to 2. Above
4. White Wing School Status Report from its Chair (a monthly report)
5. Minister's Report
6. Bookkeeper job description
7. Draft Treasurer job description
8. IV: Executive Limitations: Policy F: Financial Condition and Management (part of UUCN documents) proposed additions
9. Chart: Other organizations of UUCN
10. Cemetery organizations survey
11. Coffeehouse survey

Attachment 1

May 18, 2015 minutes (see uunashua.org website or contact the UUCN office)

2015 White Wing Task Force Final Report to the UUCN Board of Trustees August 2015

Background:

White Wing School, a part of the Unitarian Universalist Church of Nashua (UUCN), approached the UUCN Board of Trustees in 2014 for help determining their future directions. Enrollment had been decreasing and they were not financially secure. The White Wing (WW) Task Force was commissioned by the UUCN Board of Trustees to investigate these issues and to make recommendations for the future.

White Wing is a well-respected, long running, area pre-school with a very dedicated and highly experienced staff. They have a long-standing reputation in the community for educational excellence, and as a leader in early childhood education.

As part of our research, we:

- Explored White Wing's online presence, WW website, and overall reputation
- Held a UUCN "Deep Listening" session to solicit information from UUCN members about the relationship between UUCN and WW, and the willingness of UUCN members to continue to assist a preschool program
- Reviewed White Wing's administrative structure, including the roles and responsibilities of the WW Director and the WW Board
- Looked at the needs of the French Hill community, as well as the needs of working parents in the greater Nashua area
- Read and reviewed past WW/UUCN documents, especially the report from the 1990 Ad Hoc White Wing Directions Committee
- Compared WW's costs, programs, and enrollment with other programs in the greater Nashua area

In the course of our research, we were able to provide assistance in the following ways:

- Provided WW with a list of key online school locator websites which they could use to start adding current reviews
- Suggested methods for working with local news services, both online and print, to improve local presence
- Fixed many WW website and Facebook page problems
- Suggested a contact person at BAE Systems

During this process, we identified these concerns:

- Low enrollment, which may have a number of contributing factors, including:
 - Local preschool population
 - Number of preschool and daycare programs in the greater Nashua area
 - Changing needs of families with preschool-aged children, as both parents may work outside of the home, which creates a need for more full-day preschool programs
 - Lack of WW marketing, both online and in print
 - Reliance on word-of-mouth promotion
 - Lack of ongoing marketing and promotion, both online and in print
- Accounting/bookkeeping issues:
 - An urgent cash flow challenge arose, leading to financial assistance from the UUCN
 - Turnover of WW treasurers may be contributing to poor understanding and communication of budgetary concerns
- Insufficient Digital presence:
 - Practically no online presence on key school locator websites
 - Current testimonials are needed for the website FaceBook page, and school locator websites
 - WW website and Facebook pages had technical problems and design issues
- Advertising/marketing problems:
 - Reliance on word-of-mouth advertising
 - Inability to connect with the Nashua Telegraph and Nashua Patch to run articles about interesting WW activities
 - Inability to connect with the local BAE Systems facility, and/or other large area employers, to offer employees access to a developmental, educational preschool program
- White Wing organizational challenges:
 - The relationship between the UUCN and WW is unclear to both organizations, as well as to the UUCN congregation
 - Communication between WW and the UUCN is lacking
 - WW appears to lack the expertise and/or initiative to address problems in a proactive and timely manner
 - WW appears to lack follow-through, or expertise, to complete tasks such as:
 - Improving the website and Facebook page
 - Improving marketing - print and online
 - Connecting with BAE and other large area employers, and offering a discount which will attract parents
 - Interfacing with local newspapers - online and print
 - Monitoring finances in an accurate and timely manner
 - Need for improved organizational clarity and accountability, including:
 - A clear definition of roles and responsibilities of the WW Board, Director, and Office Manager
 - Regular evaluations and reviews of the Director, Office Manager, and teachers
 - Methods to manage the accountability of the WW Board, Director, and Office Manager for task completion

Going forward, in order to address these concerns/challenges, we recommend:

- WW Board recommendations:
 - Chairperson and the majority of board members should be UUCN members
 - At least one UUCN Board of Trustees member should serve on the WW Board in order to improve communications between WW and UUCN
 - WW Board members should include people with experience in:
 - Technology, especially website development and design
 - Writing and communication
 - Marketing, including online marketing skills
 - Accounting and/or bookkeeping
- Financial and organizational recommendations:
 - WW finances should be managed by the UUCN treasurer's team to ensure consistency and accuracy of financial information.
 - WW needs to:
 - Review the need, and roles of, a director, office manager, WW treasurer, and WW bookkeeper
 - Clarify roles and responsibilities for the WW director, office manager, treasurer, and WW board to improve efficiency and costs
 - Utilize regular performance reviews of the Director, Office Manager, and teachers
 - Establish a method of managing task completion for the Board, Director, and Office Manager
- Advertising/Marketing Suggestions:
 - Develop and implement marketing plans, both online and print, in a timely and ongoing manner
 - WW Director needs to be a strong advocate for WW by:
 - Positively promoting WW and its developmental approach
 - Supporting teachers in daily activities so as to maintain the overall quality of the WW program
 - Building and maintaining positive relationships with parents and the UUCN
 - WW Director and teachers need to encourage parents to post reviews at online school locator web sites.
 - WW needs to follow through with large area employers, such as BAE, and needs to offer a reasonable discount/incentive for these parents.
 - Community interest stories should be submitted regularly to local newspapers and online news services.
- The relationship between WW and UUCN can be bolstered by:
 - Together, with the UUCN Board of Trustees, define the meaning of "Affiliated Organization"
 - The WW director reporting to the UUCN minister, according to Policy Governance
 - UUCN displaying children's artwork/projects
 - WW recruiting volunteers from the UUCN congregation, including recruiting experts in a given field
 - WW news articles appearing in the UUCN newsletter on a regular basis

Final Observations:

- WW needs to be proactively developing educational, developmental programs and childcare solutions, especially full-day program options, for parents with preschool-aged children.
- Once WW is financially stable, they can offer discounts and/or scholarships to families with a financial need, especially to families in the French Hill neighborhood.

Addendum: White Wing Deep Listening Session - May 17, 2015

Relationship of UUCN & White Wing

The UUCN BOT Board is committed to helping White Wing through the upcoming fiscal year while we decide how best to move forward.

Collaborating with UUCN Treasurer to help understand finances

White Wing is not separate from UUCN. It operates under the auspices of this church. It's an "affiliated organization" in our church by-laws.

We had lost sight of the church's close relationship with White Wing.

There is a symbiotic relationship between UUCN and White Wing. Some new members joined the church because of White Wing.

White Wing can help us bring new people into the church.

White Wing can provide a quality education for disadvantaged youth, but we also need "paying people" to help fund the school.

White Wing is an ideal organization for utilizing church RE space weekdays.

The RE building was originally designed to share the RE program and a running a preschool. It's a good fit for the space. The synergy (RE/Preschool) will always be there.

White Wing is in trouble financially and we need to help. We also want to serve one of the poorer communities in Nashua. So do we want White Wing to be profitable, or do we want the UUCN to provide money for the poorer people in town to attend White Wing?

BAE employees could provide an income flow (if we served them well.) That might provide the necessary capital to help serve the French Hill area. (BAE has facility only a few blocks away with 2000 employees.)

Changing Times & Enrollment Issues

Note: This year White Wing is starting to offer some full day programs to help address changing needs.

Enrollment declines over the past few years. Lots of new competition.

Part-day early childhood education programs don't work anymore because, often times, both parents have to work.

The local elementary schools now offer kindergarten. They also offer special pre-school services for children with special needs.

Issues with White Wing location. Parking and pick-up are problems.

it is not the kindergarten program that is struggling at White Wing, it's the younger children (2, 3, & 4-year-old children.)

Local Community / French Hill Neighborhood

There's an opportunity to take the expertise that White Wing provides - not just custodial care, but quality early childhood education – to serve the children in the French Hill area.

Should leverage the expertise of WW teachers who have been there a long time (7-20 years).

Excited for the church to reach out to the French Hill community and see what we can offer for them, what kind of relationship we can grow with them – for the benefit of the church and the community.

In past, WW was able to serve children in the French Hill neighborhood, with the help of funding from the Donna Purkhiser scholarship. This is in keeping with our church's mission. Also received a small grant to provide additional scholarships to children in French Hill.

Would love to see White Wing become a resource for the surrounding neighborhood.

We should be doing something that ties in with this (French Hill) neighborhood.
We do have scholarships, but there is still more that we can do.

What we do in our local community is extremely important. That needs to be factored into the structural/economic issues.

Recall French Hill area mother who sent her daughter to White Wing who gave us the neighborhood perspective of White Wing. We should play a larger role in the neighborhood – it's appropriate, and we can do it."

Very aware of the ethnic diversity of the children at White Wing.

Future Mission of White Wing

NH is “last” in the nation at providing early childhood education especially disadvantaged children. This is a social justice concern.

Early childhood education for children living in poverty is an important need. It must be play-based and hands-on. Children need to explore and inquire. White Wing has significant expertise in this area.

Who are we really serving with White Wing these days?

Some feel White Wing has been primarily serving wealthier families who can afford part day private kindergarten & pre-school.

Whatever we decide White Wing should offer in the future, it should include hands-on, experiential, developmentally based, preschool activities.

Providing childcare is challenging because of size and licensing, but there is a real need for all-day childcare.

Opposed to offering childcare / day care, should retain the “integrity of the preschool.”

Would like to see White Wing stay focused on early childhood values.

Big difference between custodial care and early childhood education. White Wing should keep its focus on early childhood education.

White Wing offers a huge opportunity around social justice in area of early childhood education for disadvantaged children.

We do need to focus on social justice opportunities.

Perhaps the solution is not daycare, not a school, but something different.

Promotion

White Wing was lacking online presence in key areas, (There has been some improvement in this area in past months with help of joint UUCN / White Wing task force.)

Lack of word-of-mouth recommendations

BAE – there is a real possible tie-in with BAE. Hopefully we can reach out to BAE.

White Wing still has a fantastic reputation. What has changed is how people find out about White Wing.

Deep Listening Participants

Ginger Hedges
Mary Licking
Julie Reilly
Hillary Keating
Laurie Conrad
Donna Dye
Kate O'Shea
Russ Leonard
Mike Wilt
Rick Spitz
Rev. Janet Neumann
Hal Holway
David Hudson
Pat Ladder
Carol Wagner
David Wagner
Harry Purkhiser
Lance Pratt
Meredith Olson

This report respectfully submitted by the 2015 White Wing Task Force:

Donna Dye
Hal Holway
Rick Spitz
Carol Wagner

White Wing Board Update
September 2015
Response to 2015 White Wing Task Force Report

The White Wing Board has been working hard since June to implement many of the suggestions of the White Wing Task Force. We've made a great deal of progress, but there's still a lot of work ahead.

First, I'd like to thank my fellow members of the White Wing Task Force, Rick Spitz, Carol Wagner, and Donna Dye for their insight, support, kindness, and tact throughout the process. It was an honor to work with such a dedicated and impressive team.

I'd also like to thank the UUCN Board of Trustees for all of their support since we approached them in Fall 2014. They have been generous with their time and insight. In particular, I'd like to thank UUCN President David Hudson who joined our board shortly after taking office for his indispensable guidance, advice, and very hard work this past summer on our behalf.

White Wing has a long, storied history of providing quality, pre-school education to area families. We are proud that some of our families are sending their third generation through our doors. Our teachers also have deep White Wing roots, and many have been part of our program for decades. Seeing the joy and laughter of our students on a walk through the school on any morning is all it takes to remind us how important our work is.

In the pages that follow I'll update you on the progress we've made in addressing the concerns raised by the White Wing Task Force. While we still have much to do, our efforts have already begun to bear fruit, which can be represented in three key points.

1. Our projected enrollment in April for the 2015-16 school year was roughly 48% of capacity. It now stands at 73% and our kindergarten is full.
2. In response to the task force's suggestion, we added an afternoon program, which allows us to provide working families with full day coverage. Our new afternoon program already has nine enrollees and we expect it to be profitable in its first year.
3. Our new treasurer is still reviewing our finances, but our early projections are that we'll have a profitable year.

Finally, we can't thank you all enough for your encouragement and support as we put White Wing back on solid footing.

Hal Holway

Chair, White Wing Board

WW Board Members

Hal Holway, *Chair & UUCN Member*
Hilary Keating, *UUCN Member*
David Hudson, *UUCN Member*
Jennifer Berube, *WW Parent*

Donna Dye, *UUCN Member*
Jim Bonvouloir, *Treasurer & UUCN Member*
Eleni Eliades, *WW Parent*

Actions Taken in Response to WW Task Force Recommendations

WW Board Recommendations

- Current chair and majority of board members are active UUCN members. In addition, one of the WW Task Force members, Donna Dye, has joined the WW Board. As an added bonus, Donna also happens to be a past WW Director.
- UUCN President David Hudson is currently serving on our Board to improve communications between WW and the Board of Trustees.
- WW Board Members currently have experience in Technology, Writing and Communication, Marketing, and Accounting, as recommended. However, we will be seeking recruits to add to our expertise in technology and online marketing.

Financial and Organizational Recommendations

- The WW Board has a new treasurer, Jim Bonvouloir, who until recently was one of UUCN's Assistant Treasurers. UUCN Treasurer Mike Wilt gets automatic quick book reports on White Wing's finances.
- As I noted above, new budget projections have White Wing school finishing the 2015-16 school year with a profit.
- We are in the process of reviewing the roles of the director, the office manager, the WW Treasurer, and the WW bookkeeper. It may be possible to reconfigure these roles for better efficiency.
- We are also in the process of clarifying roles and responsibilities for the WW director, office manager, treasurer, and WW board to create a better system of goal-setting and performance evaluations. The UUCN Personnel Committee has agreed to help us assess and revise job descriptions.
- The WW Board now utilizes a Google centralized task list to identify responsibilities among individual board members and the Director, and which will be expanded to include the office manager and possibly other staff.

Advertising/Marketing Actions

- Task Force introduction to UUCN's Public Relations Chair, Bill Kennedy, led to placement of front-page article on August 10th in the *Nashua Telegraph* on White Wing's new all-day program.
- Negotiated deal with New Hampshire Parenting for advertising in their August and January issues for 2015-16 year back to school and 2016-17 enrollment periods respectively.
- Placed advertisements in Nashua Telegraph and The Hudson-Lichfield News.
- Crafted a corporate partnership discount policy to encourage employees of local businesses to send their children to White Wing.

Actively Courted BAE for corporate partnership, internal promotion program; however, BAE has no such relationship with other schools and declined our application to be part of their Beneplace* program. (*Beneplace is BAE's internal benefits portal for employees.)

We have a list of other area businesses to court and pursue.

- Created new signage for the White Wing school building, emphasizing our new "Full Day program," which has been a popular internet search term.
- Created and distributed fork signs at selected traffic circles in Nashua
- Created and distributed fliers advertising WW, posting them at various community centers around town and also along the path BAE employees take to downtown.
- Ran a popular booth at *Hudson Old Home Days* to promote the school.

WW & UUCN Relationship

- The WW Board has advised us that they will be exploring the definition of "affiliated organization" and ways WW may be better integrated with the church.
- We plan on working hard to bolster the presence of White Wing at the UUCN.

White Wing Board — Status Report

October 5, 2015

Highlights

- Opening of our 2015-16 school year saw the launch of our new afternoon program that runs until 5:30. (Previously our last program ended at 2:00.) We're particularly happy about this program, as there was some doubt first about whether we should try the program, and then about whether we could get sufficient enrollment for it, but as of now, we have enough enrollment in the program to run it at a profit.
- Jim Bonvouloir has joined our board as Treasurer.

Personnel Issues

- Hired a new teacher to lead our afternoon program.
- The WW Director and office manager have had to reorganize their schedules to accommodate appropriate office coverage during our new expanded school hours. The current situation is not ideal for them and we're exploring alternate solutions.
- Begun formalizing our personnel policies including staff expectations, goals, and annual reviews.
- Church's Personnel Committee has agreed to assist us with some of the above.

Operational Issues

- Working through Safety Committee recommendations regarding playground lining materials (mostly complete), storage shed safety issues (complete), and fence gaps (getting quotes).
- WW board is putting together a proposal for a new security camera and buzzer entry system for the back door to the parking lot.

Accreditation and Licensing

- Director renewing White Wing's NH Child Care Licensing.
- Our teachers and staff (and some of our board members) have been focusing their attention on NAEYC re-accreditation.

Marketing and Student Recruitment

- We've ended our summer advertising campaign.
- Our next big advertising push will be in January, when Nashua preschools open enrollment for the 2016-17 school year.
- Begun discussing website refresh and other online marketing activities.

Class Enrollment 2015-2016

<i>morning</i>	Enrolled	Capacity	Openings
Total	45	56	12

NOTE: Capacity is based on current staffing and room configuration.

<i>afternoon</i>	Enrolled
Total	9

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

- Worship Services and Religious Education classes have been well attended so far this year. I will have numbers for you at our meeting.
- Our IDLRE, Sandra Greenfield and I are in conversation with the Worship Associates and the RE Committee about the best ways to engage children in worship. This will continue to evolve in the coming months.
- The Music Committee has purchased 70 "Singing the Journey" hymnals with leftover funds from their Summer Music budget.
- Children's RE classes are in full swing, with a full complement of teachers for the first semester.
- Adult Spiritual Development is beginning to pick up: Newcomer Learning Opportunities are planned for 11:30 each Sunday and began October 4; a 6-week Non-Violent Communications class is coming up; and a workshop on Restorative Circles will take place next weekend. The Rowley Discussion Group and Small Group Ministries continue to meet.

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.

- The Pastoral Care Team is working to develop a "Parish Care" component to their work, which will help members with meals, rides, etc. in times of need. Jenn Morton has stepped up to head this branch of the PCT.
- The Leadership Development Team, PR Committee and staff are teaming up to hold a Committee Summit on October 24. The hope is that this will be the first of three for the year.
- A Stewardship Team has been formed under the leadership of Harry Purkhiser. They held their first meeting on October 6.
- The Resource Room continues to be a work in progress. The Property Committee and staff are partnering on the next steps for that space.
- Nona Storer is heading up a sub-committee of Property to come up with plans for re-doing the Fellowship Room.

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.

- The Social Justice Team is beginning to re-vision how they structure their work. As part of this, they are planning Social Justice Forums for each month to highlight the work that is being done in our congregation and in the community.
- I have been meeting with other local clergy to plan a Forum on Ethics, Religion and the Presidency. We hope to make this happen later this fall or early in the winter.
- The Cemetery Association/Membership Team held a hugely successful set of tours on October 10, with 72 people attending. Kudos to the planners: June Haskell, Lorraine Arlan and Monica Staples; and to the group that put together the fantastic video on church history: Bob Sampson, Gary Lerude and Dan Murphy. There is a hope to have more such tours in the future.
- I attended the Northern New England Fall Ministers retreat last week. Among other things, I learned that the district meeting is scheduled for April 8-9, 2016.

4. ORGANIZATIONAL HEALTH & EFFECTIVENESS

- Staff goals for 2015-2016 are attached. We will be reviewing them monthly as a staff to be sure we stay on track.
- The staff are working on a policy for use of photos and videos of church members. We will present it to the board for final approval.
- We have hired a new adult childcare provider for Sunday mornings, Casey Apfelbaum.

5. FINANCES

Pledge payments should pick up as the end of the year approaches. We will be sending out reminder letters to folks in the next couple of months. Everything else is on track.

Line Item	Year to Date (9/13)	Budget	Notes
INCOME			
Endowment	\$42,346.20	\$149,662.00	
Pledges	\$65,620.63	\$283,108.00	
Other Income	\$6380.53	\$53,600.00	
TOTAL INCOME	\$114,347.36	\$486,370.00	
EXPENSES			
Budgeted Outreach	\$602.81	\$3800.00	
Denomination	\$19,829.00	\$19,414.00	more members than budgeted
Board Discretionary	\$0	\$1500.00	
Membership	\$5,302.35	\$12,859.00	
Music	\$8,294.22	\$23,816.00	
Operations	\$41,615.92	\$127,771.24	
Outreach Disbursement	\$5,744.90	\$35,000.00	Summer offerings go to October 25 "Sweet Cases" project
Property	\$32,975.65	\$73,925.00	
Public Relations	\$2642.50	\$3000.00	New sign
RE	\$20,992.84	\$78,860.00	
Search Committee	\$100.25		Late reimbursement
Social Justice	\$0	\$1000	
Spiritual	\$44,861.36	\$140,903.04	
TOTAL EXPENSES	\$182,961.80	\$521,848.28	
	-\$68,614.44	-\$35,478.28	

ATTACHMENT: Staff Goals 2015-2016

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.

- Assess the need for and the possible impacts of a second worship service
- Pilot Theme-based worship; gather feedback
- Incorporate more musical forms into worship services, including intentionally including non-choral pieces at least once a month
- Re-invigorate the Adult Spiritual Development Team and begin visioning for the future; assess current offerings to aide in that visioning
- Engage Religious Education Team in a Visioning/Planning Process
- Strengthen Pastoral Care Team and add a Parish Care arm
- Continue shift to year-round church, with program and staffing to support that shift

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.

- Upgrade the current online calendar so it fits our current needs
- Operationally split the Bookkeeper role from the Treasurer role
- Complete Interim tasks of: Documenting RE History and UUCN's unique identity
- Recommend revised Safe Congregations Policy to the Board of Trustees
- Develop comprehensive Organizational Chart for the congregation. Use chart to educate about lines of authority, responsibility and accountability
- Support Leadership Development Team with hosting three Committee/Team Summits this year in order to improve communication and cross-pollination
- Run a successful Stewardship Campaign, with a goal of raising \$325,000 from pledges for 2016-2017
- Complete new Resource Room

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.

- Tie up all the loose ends from the website redesign, including finishing all training for staff and leadership.
- Create systems to track visitors and newcomers
- Clarify internal and external communications procedures, especially for Social Media
- Support Social Justice Team in re-visioning structure and purpose
- Participate actively as a congregation in the Nashua Area Interfaith Council and its activities
- Send delegates to both any Regional Assembly that may happen in the spring and the UUA General Assembly in June

4. ORGANIZATIONAL EFFECTIVENESS

- Finish Procedure Manual and make accessible to any who might need it
- Create an inventory of all church equipment
- Continue educating Staff and congregation about Policy Governance
- Assess needs around the current database; explore upgrading as needed
- Create and implement a regular procedure for staff evaluations
- Create a 5-year strategic plan for the Congregation and a 20-year facilities plan
- Obtain official 501(c)3 status

Bookkeeper Job Description

Weekly

- Count, enter, and deposit donations and pledge payments received via weekend services, mail, online, etc.
- Track members' contributions to annual and capital campaigns against their pledge commitment.
- Maintain all transactions in Quickbooks

Bi-Weekly

- Process payroll for church staff (including White Wing staff)
- Process invoices, bills, and reimbursement requests; pay online or prepare checks for payment.
- Prepare financial reports for committees and staff as needed

Monthly

- Process automatic bank and credit card pledge payments
- Reconcile bank statements for all accounts
- Prepare, in consultation with the Minister, financial reports for the monthly Board of Trustees meeting

Quarterly

- Prepare quarterly reports on contributions for members

Annually

- Produce annual income and expense reports covering all operations and departments of the church.
- Produce appropriate end-of-the-year tax forms.
- Produce year-end contribution reports by January 31.
- Assist the Minister and other church staff in developing an annual budget, as needed.
- Assist the Stewardship Team by preparing giving reports as needed

SALARY INFO

For full time, UUA recommends \$36,400-49,100

If we had someone for 4 hours a week, we would do 10% of that: \$3640-4910/year

3 hrs/week: \$2730-3682.50

2 hrs/week: \$1820-\$2455

Treasurer Job Description — DRAFT

Summary

The Treasurer serves as the Chief Financial Officer of the church, advising the Board of Trustees on financial matters, serving as the Board's financial liaison to appropriate committees, and providing financial guidance to the Executive Director and Bookkeeper as requested. The Treasurer is an officer of the church and serves on the Board of Trustees.

Responsibilities (Bylaws)

- Monitoring the financial performance of the church's operations and investments to ensure compliance with the church's governance policies
- Training and advising the members of the Board of Trustees on the financial trends, health of the church's operations, and monitoring reports
- Providing financial modeling and perspective for the Board's goal setting and strategic planning
- Offering financial insight & guidance to the Executive Director and staff when requested
- Share signatory authority for church funds with the President

Duties (expected but not listed in Bylaws)

- Serve as the Board's liaison to the Investment Review Committee
- Serve as the Board's liaison to the Financial Records Review Committee

IV: Executive Limitations

Policy F: Financial Condition and Management

Proposed Additions in Red (#1 & 2 below)

With respect to the Church's actual, ongoing financial condition and activities, the Executive Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures and income from the annual budget approved by the Congregation or Board priorities established in the *Ends Policies*. Accordingly, the Executive Director shall not:

1. Shift, adjust, or reassign any budget lines or categories to other purposes exceeding 2% of the total budget during the fiscal year without the agreement of the Board;
2. Shift, adjust, or reassign any budget lines or categories to other purposes exceeding \$2,000 for a single purpose without notifying the Board;
3. Operate without written policies guiding the prudent investment of Church operating reserve funds as described in Policy E-3 & 4 above;
4. Operate without adequate accounting controls and procedures that are maintained and documented;
5. Allow annual operating expenses to exceed 105% of the budget without the agreement of the Board;
6. Assume any long-term indebtedness without Board approval;
7. Undertake transactions exceeding \$10,000 without seeking multiple bids or cost comparisons;
8. Enter into any purchase or service contract exceeding \$25,000 without prior Board approval;
9. Acquire, encumber, or dispose of real property without prior Board approval;
10. Spend or borrow Endowment funds without prior Board approval; or
11. Plan for annual Endowment outlays of more than the "prudent withdrawal amount" percentage, as determined by the Board, of the Endowment fund balance.

UUCN | Other Organizations

bylaws defined

	Nashua Cemetary Association
Type of Organization	cemetery
Governing Body	Board elected by congregation
Reports to ...	congregation
Endowment	\$357,000
Hiring	they hire
Contracts	they sign
Own Property	yes
Own Anything	lawn equipment
Tax ID#	UNIQUE
Legally Autonomous	mostly, but we operate (?)
Liability Insurance	???
Profit/Contribution	retained in perpetuity
Church incurred costs	???

affiliated organizations

White Wing School	Simple Gifts
pre-school	coffee house
Self-appointed Board; paid Director	Self-appointed committee
no one / BoT	???
\$10,000	none
they hire	no paid staff?
Director signs	???
no	no
equipment & supplies	sound equipment
OURS	OURS
no	???
OURS	???
historically \$23k per year	donated
\$25 to \$30k	none?

Nashua Cemetery Background Research

March 19, 1835, the proprietors of the real estate of the Nashua Unitarian society passed a vote appropriating their grounds contiguous to the meeting house for a burial place. An additional lot to the North containing about 8000 feet was purchased of Daniel Abbot (our key church founder) and appropriated to the same use. In August, 1835, the area of the cemetery was increased by the purchase of about 35,000 feet, lying to the East, this being bought of Christopher Page. This became known as the "Nashua Cemetery Additional."

The cemetery has always been under the care of a committee appointed annually by the Unitarian Society. In laying out the original plot, five lots were reserved as ministerial lots for the then religious societies in Dunstable. The first was accepted by the First Congregational Society in Dunstable, the second by the First Congregational Society in Nashua, the third by the First Methodist Episcopal Society and the fourth by our own Society. Later the Universalist Society asked for and received a lot. One of the first to be buried in a ministerial lot was the son of Rev. Nathaniel Gage. The first lots were sold by subscription at twenty-five dollars each.

In 1863 the Nashua Cemetery Original and the Nashua Cemetery Additional were united and became the Nashua Cemetery (Association).

Church Cemetery Management Models

A review of policies of a number of different churches with associated cemeteries show fairly similar church cemetery management models. Attached is a summary & several examples. Most consider the cemetery as part of the church organization and use a management structure of a **church cemetery committee** reporting to the Board of Trustees. They also tended to consider the operation of their church cemetery as part of the Church's mission.

1) New Hope Presbyterian Church

- a) A **Cemetery Committee** of two or more members of New Hope Presbyterian Church will be appointed by the Trustees to serve at the pleasure of the Trustees
- b) The Cemetery Committee will be responsible for maintaining up-to-date cemetery maps, records of reserved and occupied cemetery plots, and records of veterans entered in the cemetery.
- b) The Cemetery Committee is responsible for monitoring the condition of the cemetery grounds and reporting any issues to the Trustees.

2) Emmanuel Church

- a) The Church Yard (Cemetery) shall be operated by a Custodian(s) appointed by the Vestry.
- b) The Custodian(s) is responsible for the care and maintenance of the cemetery grounds, sale of Lots/Sections, serving as Treasurer for the proceeds of sales/gifts, payment of bills, and proper record-keeping, including a map or plat of the cemetery area showing the ownership of Lots/Sections.
- c) The Custodian is empowered to make decisions as to eligibility for burial in the Church Yard (Cemetery) within the guidelines outlined above. Cases-in-question will be decided by the Custodian and the Rector, or when deemed necessary, by the Vestry.

3) Robinson Presbyterian Church

Cemetery is owned and operated by the Church as part of its ministry to the congregation. Its operating policies are determined by the Property Committee and with the concurrence and under the review of The Session of the Church.

- a) The Property Committee along with the Administrative Team shall administer the cemetery and this policy.

4) Prince of Peace Lutheran Church Cemetery

The Church Cemetery is owned by the congregation of the Church, a non-profit corporation chartered by the State of Connecticut. A Cemetery Committee, consisting of volunteer members of the congregation, is charged with overseeing its operation and administering its funds.

5) Flat Springs Baptist Church

- a) **Cemetery committee** consists of members of the congregation selected by the nominating committee. The Cemetery committee oversees the cemetery
- b) A perpetual care fund exists for the upkeep of the cemetery

6) Zion Lutheran Church Cemetery

- a) The **Cemetery Committee**, elected by the congregation of Zion Lutheran Church of Auburn is to employ a sexton for the Cemetery and be responsible that remittances are made for services rendered.
- b) The Cemetery Committee is responsible to the Board of Trustees of the Church of Auburn, MI. The Board of Trustees is the legal representative for the Congregational property holdings.
- c) Realizing that individual cases may arise which do not fall within these guidelines; the Board of Elders will make final decisions with the best interest of the church in mind, document and forward to the cemetery committee.

7) CODDLE CREEK CHURCH CEMETERY

- a) The Session of Coddle Creek Church will set the fees and review this policy from time-to- time.
- b) The **Cemetery Committee** shall keep a record of those desiring to be buried in the cemetery and will issue a receipt of payment indicating the location of the plot when the fee is paid.
- c) Money received from the sale of the plots will go into the Cemetery Endowment Fund, and the interest of the fund will be used for the upkeep, repair, and maintenance of the cemetery.
- d) Costs of maintaining the cemetery go on. Families are encouraged to make periodic contributions to the Cemetery Fund.

8) MACEDONIA BAPTIST CHURCH CEMETERY

- a) Macedonia Baptist Church assumes the responsibility for the maintenance of the cemetery grounds. It is however expected of family members to maintain inside the lot in which their loved one is buried.

9) Clarks Chapel Baptist Church

- a) The **Cemetery Committee** shall keep an up-to-date the map showing all burial plots and their assignments and post it in the church office.
- b) All funeral directors shall contact both the Pastor of Clarks Chapel Baptist Church and the chairman of its Cemetery Committee prior to making funeral plans at the church and/or cemetery.
- c) Those who wish to select a burial plot must go through the Cemetery Committee.

10) First Baptist Church of Pendleton

- a) The Building and Grounds Committee shall designate an active church member(s) to oversee this policy including maintaining the cemetery plot map.
- b) Any requested exceptions to this policy will be decided by a majority vote of the Building and Grounds Committee.
- c) The Building and Grounds Committee shall periodically review and adjust the fee schedule.

11) Oak Grove Baptist Church Cemetery

- a) This ministry shall be known as the Oak Grove Baptist Church Cemetery
- b) Oak Grove Baptist Church is the sole owner of the Church Cemetery, said ownership being vested in the church's trustees who may not sell, lease or otherwise dispose of said property without the express approval of the Church at a regular church business meeting
- c) The operation and maintenance of the cemetery will be administered by the **Church Cemetery Committee** elected by the Church. The Cemetery Committee shall operate and maintain the cemetery for Oak Grove Baptist Church in accordance with the rules and procedures set forth in this Constitution and Bylaws.
- d) It is the responsibility and duty of the Cemetery Committee to provide for the operation, maintenance, beautification, improvement and security of the Oak Grove Baptist Church Cemetery.
- e) The committee may call upon the Trustees for their counsel concerning matters of legal significance or matters concerning the operation of the cemetery.
- f) A savings account for the operation, maintenance and care of the cemetery is to be established with an acceptable financial institution by the Cemetery Committee when funds are available.

*****RESULTS*****

Section I

We sent a survey and received it back completed.

1. What is the governing body of the coffee house? Is it a Self appointed committee? Or a Director? Congregation?

6382947: Board of Directors

8216439: Coffeehouse steering committee composed of seven (7) church members; self appointed but approved by the Board of Trustees of church

6147389: Self appointed committee. The “committee” is a married couple & unrelated to the church membership

1864792: Committee – we are officially an affiliated organization with our own budget

7951634: Self appointed committee. Heads of each department: Booking / Publicity; House/Sound/Door & Kitchen

5821743: Self appointed committee

2746385: Self appointed committee

2. Who or what does the Governing Body report to? A parent organization? Congregation? No one?

6382947: No one

8216439: Steering Committee reports to Board of Trustees

6147389: The Board of Trustees of the church – loosely

1864792: No one

7951634: No one (to each other – monthly board meetings)

5821743: “no one”. Comments say, “report Mass Cultural Council for grant” “sometimes we send a report to UU Church”

2746385: We work as a team – we don’t report to anyone

3. Does the coffee house have an endowment? Yes or no, and if you can provide a figure, good.

6382947: No

8216439: No endowment but does have account as part of the church financial structure

6147389: No

1864792: No

7951634: No

5821743: No

2746385: No

4. Hiring of paid staff? Is it that the coffee house has no paid staff, so that there is no hiring of paid staff?

6382947: No paid staff.

8216439: No paid staff. Performers are paid.

6147389: No paid staff – volunteers from the church & wider community are crucial

1864792: No paid staff

7951634: No paid staff

5821743: No

2746385: We pay for kitchen work – Basically because we haven't been able to get enough volunteers

5. Contracts – who on the Coffee House end of things signs the contracts – someone on the committee? If so, the same person every time?

6382947: Our president books all acts.

8216439: Contracts signed by member of Steering Committee within guidelines set by Steering Committee

6147389: Not known

1864792: Committee member – usually one person

7951634: Yes Booking Manager [to the question, same person every time?]; Treasurer – door manager, sign checks

5821743: “someone on the committee” and “same person every time” was given an underline. Comment says, “Booking Coordinator”

2746385: booking & coordinator – same person

6. Own anything? – such as land, equipment, supplies. Describe.

Speakers? Sound board? Microphones? Music stands? Lamps? Stage constructs?

6382947: 6 speakers, sound board, mics, music stands

8216439: We use the church building but no other owned equipment

6147389: Not yet.

1864792: Much sound equipment (all the above and more) - Folding chairs, lights

7951634: Speakers, Sound board Microphones All the equipment but we let the church use it all

5821743: “equipment” “Microphones” “Music stands” - Circled and underlined are: “Speakers”, “Sound board” Comment says: “yes”.

2746385: speakers, sound board, microphones, music stands, stage construction, stage lights & miscellaneous items (coffee, tea, signs, banner, etc)

7. Tax ID #, how derived? Unique to the coffee house OR does the coffee house use the tax ID of a parent organization?

6382947: We have our own EIN.

8216439: Uses tax exempt # of church. It is seen as a church program.

6147389: Known, but sensitive “the coffee house use the tax ID of a parent organization”

1864792: Use church ID

7951634: Church 501c

5821743: Church ID

2746385: use the tax ID of the church

8. Profit / contribution – disposition of same. Is it that the profits or contributions related to coffee house activities are donated to some cause or another? **Yes** or **No**, but also SUPPORT parent organization? DONATED? Or See website (if so, do NOT write down the website) for an explanation?

6382947: No. We do sponsor other programs and organizations.

8216439: No profit – our goal is to break even financially.

6147389: After each session, profits could benefit the church if they were significant, but so far this hasn't happened!

1864792: We pay nominal rent, make a yearly pledge, support the local food pantry, & sometimes pay for congregational improvements.

7951634: We have control over our own checking account and keep \$15,000 in our account to cover expenses, and deposits. At the end of each season, we give the church anything over that amount.

5821743: Donate a small \$ to church to pay heat & h/w & donate free tickets for a few local groups.

2746385: contributions donated to a cause when profits are over what's necessary to operate donations to parent organization

9. Facility incurred costs? – are there any? **Yes** or **no**, and maybe a word about what and how much each of those costs are (insurance, rent, etc.)

6382947: We use the [name of a facility was entered here] for concerts, rent, insurance, sound person, advertising, printing.

8216439: It is seen as a monthly program at church just like all our other programs.

6147389: No additional facilities costs of significance are incurred.

1864792: We pay rent of \$120 / show – insurance is through the congregation. We pay PRO fees & internet hosting

7951634: Yes - we pay \$2,000 rent, sometime more to the church We pay for posters and occasional (sic) ads as well as expenses related to musician hospitality (meals, snacks, drinks, & lodging)

5821743: “rent” and a comment is added: “see above”

2746385: No. Maintenance of equipment and Advertising are other expenses, coffee, desserts, hospitality sometimes incur cost

10. (optional) Any further comments

6382947: Performance expense is offset by ticket sales

8216439: We are in our 4th year – meet 3rd Sat. evening Sept – June attendance range from 25 – 95 depending on draw of performers.

6147389: The church runs the refreshments concession, and gets to keep that revenue (\$100-\$150 per show). Baked goods are donated by local bakeries (procured by coffee house organizers). Cost of coffee and tea sold are borne by the church. Good luck!

1864792: & 7951634: [No comments entered.]

5821743: Our UU Church’s mission is to provide musical benefits to the community. There is another 4 concert series also housed here.

2746385: All coffee houses depend on volunteerism & support of the community to operate. When our team took over operations the coffee house was dormant.

Section II

We sent a survey and did not received it back completed.

Comments by survey taker:

4973628: [No further comment.]

1832649: [No further comment.]

8147296: [No further comment.]

5138629: [No further comment.]

3879142: [No further comment.]

7931462: [No further comment.]

3279618: [No further comment.]

2614853: [No further comment.]

Name of Coffee house: *[NOTE: A 7-digit # was entered here that was assigned to the Coffee house.]*

COFFEE HOUSE Survey

Please address each of the nine (9) questions. If you choose to use the following abbreviations, they will be understood – NA for not applicable, NK for not known, KS for known but sensitive. In my reporting of the data you have entered on this form to the Board of Trustees, UUCN, the identity of your organization will be given as a 7 digit number and it will be related that the data is from a Coffee House in New England.

Dear

Hello. I am writing to you as a Member of the Board of Directors of the Unitarian Universalist Church of Nashua, New Hampshire, and asking for your help in completing the enclosed survey regarding

Name of Coffee House:

At UUCN, we are in the process of evaluating how our affiliated organizations, one example being a coffee house, are aligned with our church and its mission. Any information you provide in the survey will help in this evaluation and in our effort to manage and oversee our affiliated organizations.

On completing the survey, please place it (but not this letter) in the enclosed addressed, stamped envelope and mail before October 7th, 2015. For questions or concerns, my e-mail address is: mlicking2010@yahoo.com

//original signed//

Mary Licking,

Member of the Board of Directors and Clerk, UUCN

Unitarian Universalist Church of Nashua

58 Lowell Street, Nashua, NH 03064

Telephone: (603) 882-1091

Website: uunashua.org

Minister: The Reverend Allison Palm

Office Administrator: Sherri Woolsey

Attachments
to UUCN BoT survey
Affiliated Organizations – Coffeehouses

First page – a narrative explaining the survey to the reader of the results

Second page – chart that served as starting point for the survey that was distributed to BoT members on September 14, 2015

Third, Fourth, Fifth, & Sixth pages- Simple Gifts Coffee House report to the UUCN Annual Meeting 2015

Seventh, Eighth pages – Completed survey by survey-taker effective September 1, 2015 based upon public knowledge regarding Simple Gifts Coffee House

Unitarian Universalist Church of Nashua

Board of Trustees

Affiliated Organizations Study

Affiliated organization: Coffee house

The study on coffeehouses presented here is a part of a larger study on affiliated organizations of the UUCN, specifically having to do with those organizations' governance and structure, and was authorized by the UUCN Board of Trustees at their September 14, 2015 meeting. The authorization includes in the study three organizations that were affiliated with the UUCN - a coffeehouse, a cemetery, and a preschool - and organizations similar to them in the area. Therefore, this study includes Simple Gifts Coffee House, an organization affiliated with UUCN. The President, BoT, presented a chart (see enclosed) addressing a set of information that applied to three affiliated organizations of UUCN, a cemetery, a preschool, and a coffeehouse. That chart served as the basis for the information collected in this study.

Fifteen coffeehouses within New England were sent the enclosed survey, 14 via US Postal Service, some on September 18th and some on September 19th. The fifteenth, Simple Gifts Coffee House was hand delivered its survey into its mail slot in Room 6 on September 21. The envelopes containing the survey also contained a stamped envelope addressed to the survey-taker, Mary Licking, the one who was assigned to survey coffee houses at the September 14, 2015 BoT meeting.

In one case a completed survey containing information the survey-taker knew about SGCH on September 1, 2015 from public sources (see enclosed) was sent to a facilities manager of one of the coffee houses surveyed per agreement with the survey-taker. Those public sources included the SGCH report filed for the UUCN Annual Meeting 2015 and the chart mentioned above.

Coffeehouses submitting a completed survey postmarked by October 7, 2015 received a hand-written thank you note from the survey-taker.

UUCN Affiliated Organizations

	Nashua Cemetary Association	White Wing School	Simple Gifts
Governing Body	Board elected by congregation	Self-appointed Board; paid Director	Self-appointed committee
Reports to...	congregation?	no one / BoT	???
Endowment	\$357,000	\$10,000	none
Hiring	they hire	they hire	no paid staff?
Contracts	they sign	Director signs	???
Own Anything	land?	equipment & supplies	equipment?
Tax ID#	UNIQUE	OURS	OURS
Profit/Contribution	retained in perpetuity	historically \$23k per year	donated
Church incurred costs	???	\$25 to \$30k	none?

SIMPLE GIFTS COFFEE HOUSE

SIMPLE GIFTS COFFEE HOUSE HAD A WONDERFUL SEASON
OF EXCEPTIONAL MUSIC
WE HOSTED 9 SHOWS:

2014 - 2015 Season

October 4, 2014 - [Harvey Reid](#) and [Joyce Andersen](#)

November 1, 2014 - [Danielle Miraglia](#)

December 13, 2014 - [Zoe Lewis](#)

January 10, 2015 - [Baza](#)

February 14, 2015 - Co-bill: [Heather Pierson](#) and [Doug Farrell](#)

March 14, 2015 - Co-bill: [Putnam Smith](#) and [Connor Garvey](#)

April 11, 2015 - [Antje Duvokot](#), with [Jim Trick](#) opening

April 25, 2015 (rescheduled from February 14) - Co-bill: [Heather Pierson](#) and [Doug Farrell](#)

May 9, 2015 - [The Amy Black Band](#)

We continue realization our vision and mission: to host amazing musicians, create great musical experiences, and offer shows with an affordable ticket price. Though some shows did not have the required audience to meet the guarantee made to the visiting performer we did not suffer a loss. We have been able to meet most contracts and, at times, do a little better than the promised guarantee.

We are making a change to our ticket pricing which we hope will help us to continue to provide remarkable music. Our before event price will be significantly lower than day of show price. This is to

encourage ticket purchasing ahead of time and to insure we can pay the expected guarantee to our invited musicians. Not all shows will be the same; some artists have higher requirements.

Example: \$16 in advance/\$20 day of show.

We are recognizing a group of "regulars" attending the Coffee House. Attendance seems to be fairly regular, with numbers ranging between 50 - 90 for most shows. Artists who have drawn greater numbers in past seasons did not draw as much this time around. Media coverage, though sporadic, played a positive part in bringing new people to Simple Gifts. Both "The Hippo Press" and "Nashua Telegraph" helped in promoting some of our shows with special notice or articles in the entertainment portion of their publications.

This season is the first where we invited guests to bring their own beer or wine to shows. This has gone very well, bringing in new and regular attendees to our shows. Not all who come take advantage of this offering. In polling the audience there were no negatives to the inclusion of adult beverages - those who brought it were pleased, those who did not or who did not wish to did not mind in the least. The audience remains mindful and respectful of our venue's mission: to provide a true listening room for the artists invited to play. From January on our Outreach Raffle has been dedicated to "ENDING 68 HOURS OF HUNGER". All monies collected went to this organization. The January show was dedicated to awareness of the organization and focus on Before that we were designating raffle funds to "The Nashua Soup Kitchen and Shelter.

Thanks go out to a special group of people: BAKERS!!!! Thanks for bringing your delicious offerings for our guests.

If you attended a show, brought some friends with you, talked about what we do ---- we thank you for your support! We look forward to seeing you during our upcoming season!

ONGOING GOALS: 1. to see more of our congregation support our efforts by attending shows. It is evident that we are a congregation

DAN MURPHY WEBSITE
DICK WIDHU VOLUNTEER -
HOSPITALITY, SET UP AND BREAK DOWN
GLENN ROY SOUND ENGINEER
JONAH WAGNER SOUND ENGINEER/
APPRENTICE
SCOTT ABBOTT LIGHTING
TECHNICIAN, SET UP AND BREAK DOWN OF STAGE EQUIPMENT

(PAID FOR SERVICES RENDERED)

TALIA GIANNELLI

KITCHEN DUTIES/
HOSPITALITY

We have an amazing line up started for next season, Fall is booked and Spring is in the works! We look forward to seeing many of you there!

CORRECTED COPY

Name of Coffee house: Simple Gifts Coffee House

NOTE: These replies are not ones that have been entered by SGCH itself, the replies are a best estimate made by the survey taker for September 1, 2015.

COFFEE HOUSE Survey

Please address each of the nine (9) questions. If you choose to use the following abbreviations, they will be understood – NA for not applicable, NK for not known, KS for known but sensitive. In my reporting of the data you have entered on this form to the Board of Trustees, UUCN, the identity of your organization will be given as a 7 digit number and it will be related that the data is from a Coffee House in New England.

1 What is the Governing Body of the coffee house?

Is it a Self appointed committee? Or a Director? Or some other form?

Self appointed committee

2 Who or what does the Governing Body report to?

Unitarian Universalist Church of Nashua, New Hampshire congregation (files report at Annual Meeting)

3 Does the coffee house have an endowment? Yes or no, and if you can provide a figure, good.

No. The parent organization, UUCN, does have an endowment, the unrestricted portion being roughly three million dollars.

4 Hiring of paid staff?

Is it that the coffee house has no paid staff, so that there is no hiring of paid staff?

A kitchen staff member has been reported as paid.

5 Contracts – who on the Coffee House end of things signs the contracts – someone on the committee?
If so, the same person each time?

Committee member, the same one each time (unconfirmed, the answer to that has not been addressed in the most recent report [June 2015 UUCN Annual Meeting]).

6 Own anything? – such as land, equipment, or supplies. Describe.

Speakers? Sound board? Microphones? Music stands? Lamps? Stage constructs?

NK (not addressed in the most recent report [June 2015 UUCN Annual Meeting]), but presumably speakers, sound board, microphones, music stands, lamps.

7 Tax ID #, how derived?

Unique to the coffee house OR does the coffee house use the tax ID of a parent organization?

Uses tax ID # of the Unitarian Universalist Church of Nashua, NH

8 Profit / contribution – disposition of same

Is it that the profits or contributions related to coffee house activities are donated to some cause or another? Yes or No, but also SUPPORT parent organization? DONATED? Or see website (if so, do NOT write down the website) for an explanation?

DONATED

9 Facility incurred costs? – are there any? Yes or no, and maybe a word about what and how much each of those costs are (insurance, rent, etc.)

NK (not addressed in the most recent report [June 2015 UUCN Annual Meeting]), however, insurance is under the UUCN umbrella

10 (optional) Any further comments

An effort is being made by UUCN to clarify information on the above where the answer is indicated as not known (NK) or unconfirmed.

CORRECTED COPY

Corrected copy1