

Unitarian-Universalist Church of Nashua, NH (UUCN)

Meeting of the Board of Trustees

September 13, 2016

Present: David Hudson, Lance Pratt (entered 20 minutes into the meeting), Mike Wilt, Mary Licking, Carol Wagner, Rick Spitz, Ellen McCormick, Brenna Woods, and the Reverend Allison Palm. Steve Hedges was present by an electronic visual and audio connection.

Carol performed the chalice lighting. A check-in was performed. Timekeeper was Ellen.

A motion carried made by Carol and seconded by Brenna to approve the consent agenda, which included the minutes for June 13th and the August 25th BoT meetings.

The Reverend Palm gave the Minister's Report (see attached), including the Budget versus Actual Financial statement for September 12, 2016.

David provided quick updates on 1) the Ministerial Evaluation (see August 25, 2016 BoT minutes for the content) the BoT must submit to the UUA – the BoT members who have not yet turned their evaluations in to Carol are urged to do so, enabling Carol and Brenna to generate the necessary summary, 2) the Safe Congregation Task Force – it will report to the BoT at the October 11th meeting, 3) the Investment Review Committee – their first meeting of the year will be Oct 19 at noon and, as a reminder, this board still needs to review one of the two policies we asked them to draw up, and... and 4) the Policy Governance Summit (Leadership Development) for March 18th, 2017 – UUCN is requested by the New England Region of the UUA to take the lead in hosting and presenting this Summit.

A motion carried made by Ellen and seconded by Carol to appoint Lance to continue representing the BoT on the Nominating Committee and to newly appoint Rick as a representative of the BoT on the Nominating Committee. Prior to the motion BoT members were provided with the opportunity to serve on the Nominating Committee representing the BoT for an initial term and Rick was the sole responder in the affirmative. The appointment by the BoT of two UUCN members to complete the roster of the Bylaws Committee is a subject that will be taken up at the October meeting.

Lance, Ellen, and the Rev. Palm led a discussion on the Monitoring Table (see attached) that will take its place at Section IV.K. of the UUCN policy book. The reference to the Strategic Plan is proposed to be changed to Strategic Operational Plan. A motion carried made by Rick and seconded by Lance to accept the Monitoring Table as submitted, but with that change of referring to the Strategic Plan as the Strategic Operational Plan. Steve abstained on the grounds that he could not view the document in his remote set-up.

David led a discussion on the BoT role in the stewardship drive that typically occurs on an annual basis and capital campaigns that occur less frequently. For stewardship drives it was the consensus of the BoT that while we should not run or lead the effort, we should be very, very strong supporters. The sense was we should be "first in line" to pledge, volunteer as needed, and publicly support the drive. The BoT felt that Capital Campaigns should be approached a little differently. One important part of capital campaigns is visioning and the BoT felt that we were the body that should own this endeavor. It fits perfectly with our own church-wide role in visioning and our linkage efforts, i.e. listening to the congregation. The BoT in that example, would own the discovering phase and possibly the messaging and exploratory

phase. *How can our space support our mission?* would be a question the BoT could pose, for example. This linkage and visioning work would lead to a set of priorities and goals. What the BoT comes up with needs to be done hand in hand with the operational team, of course. Given the potential overlap in roles, David & Allison will talk more deeply about capital campaign roles & responsibilities at their next meeting and report back to the board.

David led the discussion on how the BoT can grow its opportunities for linkage: surveys, deep listening sessions, meetings with stakeholders, etc. It was noted that we tend to do a lot of listening at the end of the year as the annual meeting approaches, but less earlier in the year. There was a sense that it is important for the BoT to move on this topic without delay. It is something we've talked about in the past and, indeed, was a topic at our district-led retreat in the spring. One idea was that members of the BoT could visit UUCN's various teams throughout the year with the idea of listening in and posing questions, but not problem solving, lest we overstep. This was a role we lost when liaisons were eliminated during the switch to policy-based governance. David, Rick, and Steve will comprise an exploratory sub-committee that will initially identify the things the BoT needs to do and report to the BoT at the November 2016 meeting. The sense was that our role in capital campaign visioning would make an excellent start to our linkage efforts.

Members were asked about New Business, but none was raised.

Under Covenantal Check Out, the minutes of the regularly scheduled April 2016 meeting were discussed. Those minutes had been approved by the BoT, but there was a required part that had not been integrated before those minutes went before the BoT. Therefore the proper set of those minutes will be presented to BoT members prior to next meeting for approval.

David mentioned upcoming issues such as required 501c3 revisions that have been approved but not submitted (but is expected to be submitted in September 2016, this month) and such as IFC policy review that is expected to occur in early Fall 2016.

In the "Parking Lot" (issues for which consideration is to occur at a date yet to be determined): 1) BoT job descriptions & the assessment of the presidential funnel (the pipeline and related issues), and 2) Donation Policy, the discussion of which began in May 2015 but remains unresolved.

A motion passed made by Lance and seconded by Brenna to adjourn.

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

List #1 Words of Welcome & Church Service Announcements: September 18 Steve, September 25 Ellen, October 1 Mary, October 9 Rick, October 16 Brenna, October 23 Ellen, October 30 Lance, November 6 Rick, November 13 blank, November 20 Brenna, November 27 blank, December 4 Ellen, December 11 Mary, December 18 through March 12 are all blanks, March 19 Mary.

List #2 Chalice lighting: October 11th – Rick, November 8th – Mary, December 13th – Carol, January 10th - Brenna; Timekeeper schedule: October 11th – Carol, November 8th – Lance, December 13th – Brenna, January 10th – blank, February 14th – blank, March 14th – Mary.

List #3 Upcoming Dates: Event Dates Listing:

Tuesday, October 11th, Next BoT meeting, 7:00 pm, Youth Room

Tuesday, September 20th – Stewardship Team: Capital Campaign Discussion, Chapel

Sunday October 9th, 5:00 pm, Body & Soul, Auditorium and Dining Room
Wednesday, October 19th, Noon, Investment Review Committee, first meeting of the 2016 -2017
Church year
Saturday, March 18, 2017, Policy Governance Summit (Leadership Development)

List #4 Attachments to these minutes: 1) Minister's Report for September 13, 2016, including the
September 2016 Budget versus Actual Financial statement, and 2) Policy Monitoring Table submitted
September 13, 2016.

Minutes submitted by,

Mary Licking, Clerk,

Unitarian-Universalist Church of Nashua, NH

Minister's Report to the Board of Trustees
Rev. Allison Palm
UU Church of Nashua, NH
September 12, 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.

- Our summer service season ended with an average summer worship attendance of 72 (compared to last year's average of 64)
- Our Ingathering service on September 11 had an attendance of 152, with 7 visitors.
- We held our first Body and Soul Service on Sept. 11, with 39 in attendance. Elizabeth Lewis and Brenna Woods helped plan and lead the service with me.
- Sandra and I held trainings for both the Covenant Group Facilitators and the Worship Associates on August 27.
- Sandra led a CYFF Teacher Training on September 10. I was pleased to be able to join them in the morning and lead them in worship. We have a great group of teachers, who are excited to begin working with our children and youth on September 18.
- Our DFF Search Team met for the first time on August 31. We will be gathering this Saturday, Sept. 17 for a retreat.

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.

- I led a training for the Pastoral Care Team on September 11. Two of our youth advisors joined for part of the time
- The Leadership Development Team held a very successful "Team Jump Start" on August 28 to help teams get a head start on planning and setting goals for the year. They used the Strategic Plan for guidance. Nearly 50 people attended. One learning I had from that gathering and subsequent conversation is that there needs to be continued education and conversation about the Strategic Plan.
- The Safe Congregations Task Force has continued to meet. We plan to have a draft policy ready for the Board by your October meeting.
- The Stewardship Team attended a webinar (along with some members of the BoT) about capital campaigns. This resulted in some rich conversation about what we need to do to be ready for a capital campaign, with a big focus on vision. One of the questions I have around this is what involvement the Board should have in creating that vision.

- After many years of faithful service, our Wednesday fix-all crew, Penny Guild and Muriel Credle, have retired, as Penny and her husband are moving to Peterborough. The staff held a small thank you gathering for them in late August. We are so grateful for all they have done over the years to care for our building!

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.

- I attended the first meeting of the year for the NAIC on September 7.
- The Social Justice Team and I have been in conversation with Sarah Jane Knoy of GSOP about how we can be more involved in their initiatives. GSOP will be holding a non-partisan get out the vote training on Sept. 17 at UUCN. On Sept. 18, I'll be introducing an initiative to make us a 100% voting congregation, and the Social Justice Team will be handing out pledge cards after the service.
- We will be holding a regional Youth Advisor Training at UUCN on September 24.
- Sandra and I were interviewed about Unitarian Universalism on a Hudson Community Access TV show called "Web of Light" on Sept. 12.

4. CHILDREN'S WINTER GARDEN WITH WHITE WING SCHOOL

- Current enrollment is at 59
- The teachers worked hard getting the downstairs all ready for the beginning of the school year. School started with Orientation on Sept. 6, followed by Parent Visiting Days on the 7th and 8th, and the first official day of classes on Sept. 9.
- There is a lovely new merged website up: <https://cwg-wws.org/>
- The church staff and Chris are continuing to figure out procedures, especially around finances and payroll. Chris, Jim Bonvouloir and Sherri are meeting on Wednesday to go over this.
- The Board has created a new Personnel Manual, which the UUCN Personnel Team will be reviewing for them this week. A new Parent Handbook is also in the works.

5. FINANCES

As I would expect at this point in the year, expenses are outpacing budget. We have lower income in the summer and pay some big expenses (facilities improvements, denominational contribution) over the summer. The negative number in income is because we ordered a large printing of the "100 Questions" book.

	Actual	Budget
INCOME		
Endowment	\$22,137.00	\$133,946.00
Fundraisers	\$0	\$11,800.00
Outreach Collections	\$1,839.88	\$35,000.00
Pledges	\$28,251.36	\$310,000.00
User Fees	\$874.70	\$6,000.00
CWG-WWS Contribution	\$0	\$28,000.00
Other Income	-\$47.80	\$800.00
TOTAL INCOME	\$53,055.14	\$525,546.00
EXPENSES		
<i>Programs</i>		
Music & Worship	\$696.00	\$9,800.00
Faith Formation	\$570.80	\$6,350.00
Membership	\$18.80	\$3585.00
Social Justice	\$290.05	\$39,300.00
Leadership Development	\$0	\$500.00
Discretionary Funds	\$22.68	\$2,000.00
Total Programs	\$1,598.33	\$61,535.00
<i>Operations</i>		
Administration	\$1,669.53	\$35,844.00
Communications	\$459.00	\$3,300.00
Stewardship	\$0	\$1,800.00
Denomination	\$21,172.00	\$21,172.00
Property	\$19,513.62	\$85,200.00
Total Operations	\$42,814.15	\$147,316.00
<i>Staff</i>		
Minister	\$21,624.42	\$123,932.00
Director of Faith Formation	\$13,250.04	\$76,719.00
Music Director	\$2,755.55	\$16,516.00
Membership Coordinator	\$1,615.50	\$15,906.00
Church Administrator	\$6,206.54	\$41,783.00
Bookkeeper	\$879.80	\$4,575.00
Sexton	\$5,063.40	\$27,420.00
Child Care	\$721.01	\$4,468.00
Coffee Crew	\$103.63	\$905.00
Total Staff	\$52,219.89	\$312,224.00
One-Time Expense: DFF Search	\$120.00	\$4,000.00
TOTAL EXPENSES	\$96,752.37	\$525,075.00
Difference	-\$43,697.23	\$471.00

Policy # and / or Name	Method	Frequency	Mechanism
Minister's Interpretation of Ends Statements	Internal	Annual – September	Minister's Report
I. B: Ends Statements (Program Outcomes)	Internal Report	Monthly	Minister's Report
	Internal Report (membership)	January & June	UUA membership report and Annual Meeting
	Direct Inspection	September	Part of Minister's Annual Review
IV. A: General Executive Constraint	Internal Report	September	Part of Minister's Annual Review
IV. B & C: Staff/ Volunteer Treatment	Internal Report (staff changes)	Monthly	Minister's Report
	Direct Inspection	Annually (including grievance procedures)	Part of Minister's Annual Review
IV. D: Compensation and Benefits of Church Staff	Internal Report	Annually (May/June)	Part of the Budget review
IV. E & I: Financial Planning and Facilities Planning	Internal Report	Oct, Feb, June	Minister's Report
	Direct Inspection	Annually	Bylaws Article 12: Financial Records Review-Annual Meeting
IV. F: Financial Condition	Internal Report	Monthly	Minister's Report
	Direct inspection	Annually	Bylaws Article 12: Financial Records Review-Annual Meeting
	External Report (Audit)	Every 3 Years	Plan an audit fiscal year 2017-18.
IV. G: Asset Protection (Conflict of Interest)	Internal Report	Annually	February
IV. H: Communication and Counsel to the Board	Direct Inspection	September	Part of Minister's Annual Review
IV. K: Operational Plan	Internal Report	November	Nov. check in to the Board
		May	May. Congregational Report Annual Meeting

Policy K: Operational Plan

The Executive Director shall not allow the Church to operate without a 3-5 year operational plan for advancing the Mission and Ends Statements.