

Unitarian-Universalist Church of Nashua, NH (UUCN)  
Meeting of the Board of Trustees  
February 14<sup>th</sup>, 2017

Present: Members: David Hudson, Lance Pratt, Mike Wilt, Mary Licking, Rick Spitz, Steve Hedges, Jodie Holway, and The Reverend Allison Palm. Excused: Brenna Woods. Ellen attended the facility zoom.com.

Steve performed the chalice lighting. A check-in was performed. Timekeeper was Lance.

The Reverend Palm gave the Ministerial Report (see attached). From March 2<sup>nd</sup> through the 8<sup>th</sup> the Reverend Palm will be on vacation. The minister from the Peterborough UU, the Reverend Diana McLean, who has previously spoken from the pulpit at UUCN, will be covering for any emergencies. The Reverend Palm covered for the Peterborough UU minister similarly last fall. The Reverend Palm attended the Women's March in Washington, DC in January and reported that 40 members and friends of UUCN were present there. If all goes as planned, the new Director of Faith Formation will arrive at UUCN on July 15<sup>th</sup>. In March UUCN will have an outreach offering for the scholarship fund of Children's Winter Garden With White Wing School.

David led a discussion of Emeritus Status for ministers. This June will mark five years since Reverend Steve Edington retired from UUCN. The board was eager to grant emeritus status to Steve and Allison noted that she'd already had some preliminary chats with him and believes he'd welcome the appointment. There are some details that need to be worked out. On the UUA website is a one page description of Emeritus Status for Ministers. The BoT is encouraged to view it. David will draft a motion to bring before the board.

David led the discussion regarding the Leadership Summit to be held on Saturday, March 18<sup>th</sup> at UUCN. The BoT has the lead role in the content piece of this summit and a supporting role in setting up the room and cleaning up. Jodie volunteered to assist David in planning and making the required presentation. The topic will be on how Policy Governance is carried out at UUCN. The board discussed potential topics to cover and reviewed ideas for exercises that might make the discussion more engaging.

The delegates for the UUA New England Regional meeting, April 21<sup>st</sup> and 22<sup>nd</sup> and for the UUA General Assembly June 21<sup>st</sup> through 25<sup>th</sup> will be chosen by the BoT this year. To start this change in procedure, the Vice president will oversee the initial stages of the task and the BoT will vote on the slate at its March 14<sup>th</sup> meeting. After February 28<sup>th</sup>, the Reverend Palm provides the names to the BoT. Lance, Jodie, and the Reverend Allison will get back to the BoT on this. Under the system in place specified by the UUA, UUCN is allotted six delegates for each meeting and one ministerial delegate. Next year the BoT will think more deeply about how to go about delegate selection.

David led a discussion that contemplated the possibility of UUCN taking on a fourth (Simple Gifts, Nashua Cemetery Association, and Children's Winter Garden With White Wing School are the current three) affiliated organization, UU Action NH for the purpose of providing them with a fiscal sponsor while they are seeking own 501c3 status. Questions the BoT contemplated had to do with 1) the requirements of this organization seeking to affiliate with UUCN, 2) what types of oversight and participation in the organization would be in the best interests of UUCN (seat on their Board? Monthly reports submitted to UUCN BoT from that organization?), 3) what initial research is required (checking with UUCN's insurance company for advice on structuring the relationship?), and 4) what benefit would UUCN derive from this affiliation? David, Steve, and the Reverend Palm plan to work on these questions with writing an agreement in mind, and report to the BoT at the March BoT regularly scheduled meeting.

## New Business

The Reverend Palm received her second fellowship renewal from the Ministerial Fellowship Committee.

Steve gave an update of this year's activities to be undertaken by the Bylaws Review Committee. That committee has been meeting regularly and intends to put something before the BoT at its April meeting.

Understanding was voiced that the Reverend Palm needs a minister's salary number to complete the budget to be submitted to the BoT. Early April was the answer given on when that number would be made known.

David provided a tutorial on the three evaluations to be submitted to the UUA during the formal fellowship process of a minister: 1) Shared Ministry Team, 2) BoT, and 3) Self-evaluation. The BoT will focus on its evaluation for this in March.

The zoom.com connection for some reason was no longer available to the meeting. With Brenna not present and Ellen, who was earlier in the evening using the zoom.com connection, no longer available, the Long Range Planning Committee work plan status could not be briefed directly to the BoT by that Committee. The Reverend Palm had left the meeting by this point to attend another UUCN meeting. Steve, who has second hand knowledge on this, mentioned that the Long Range Planning Committee has a meeting planned with the Reverend Palm in a few days to work on the document being developed.

Rick broached the idea of a resume bank for congregants because it would be helpful to the Nominating Committee.

A Covenantal Check Out was performed. Discussed was what worked well at the meeting, what did not work, whether there are lingering questions or concerns, and how are we working as a group. Everyone chimed in: We need to choose our words more carefully. It may have been too much to participate in the Valentine's Day exercise the BoT worked on prior to the meeting. We had a powerful check in and that may have contributed to the good outcome of the meeting.

Lance gave the Timekeeper' Report. David gave the Closing Words. A motion passed made by Rick and seconded by Jodie to adjourn.

Upcoming issues: 1) required 501c3 revisions that have been approved but not submitted (September 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), 2) Board size and composition, and 3) Donation Policy, the discussion of which began in May 2015 but remains unresolved.

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: February 19<sup>th</sup> Ellen, February 26<sup>th</sup> Rick, March 5<sup>th</sup> Brenna, March 19<sup>th</sup> Mary, March 26<sup>th</sup> David, April 2<sup>nd</sup> Mary, April 9<sup>th</sup> blank, April 16<sup>th</sup> Steve, April 23<sup>rd</sup> David, April 30<sup>th</sup> blank, May 7<sup>th</sup> blank, May 14<sup>th</sup> Steve, May 21<sup>st</sup> blank, May 28<sup>th</sup> blank, June 4<sup>th</sup> Steve, June 11<sup>th</sup> Jodie, June 18<sup>th</sup> blank.

List #2 Chalice lighting: February 14<sup>th</sup> – Steve, March 14<sup>th</sup> - Lance, April 11<sup>th</sup> -Brenna, May 9<sup>th</sup> – Ellen, June 13<sup>th</sup> – Jodie. Timekeeper schedule: February 14<sup>th</sup> – Lance, March 14<sup>th</sup> – Mary, April 11<sup>th</sup> – Lance, May 9<sup>th</sup> – Brenna, June 13<sup>th</sup> - Steve.

List #3 Upcoming Dates: Event Dates Listing:

Sunday, March 12<sup>th</sup>– Stewardship wrap-up phone-a-thon (BoT members assist)

Tuesday, March 14<sup>th</sup> – Board of Trustees regularly scheduled meeting at 7:00 pm

March 18<sup>th</sup>, Leadership Summit, [BoT co-hosts], 8 am to 12 noon, Dining Room

Saturday, April 15<sup>th</sup>, UUCN Auction to raise \$10,000 for operating fund with rest designated for community outreach, Parish House

Friday & Saturday, April 21<sup>st</sup>-22<sup>nd</sup>, New England (NE) Regional-UUA meeting and NNED-UUA meeting is Saturday afternoon, Woburn, MA

for community outreach, Auditorium and Dining Room

Tuesday, May 9<sup>th</sup>, BoT regularly scheduled meeting, 7 pm, Youth Room

Monday, May 22<sup>nd</sup> (tentatively) Budget, Bylaws, and Brownies, 7 pm,

Auditorium Sunday, June 4<sup>th</sup>, UUCN Annual Meeting, Sanctuary

Wednesday June 21<sup>st</sup> through Sunday June 25<sup>th</sup>, New Orleans, LA

List #4 Attachments to these minutes: One (1) attachment: Minister’s Report for February 13, 2017, including the February 2017 Budget versus Actual Financial statement

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**  
**February 13, 2016**

**1. WITHIN**

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

- Average Sunday attendance this year: 191. Last year at this time was 210.
- We cancelled this month's Body & Soul service due to snow.
- Rev. Patrick McLaughlin, Rev. Barbara McKusick Liscord and I did a three-way pulpit swap on Jan. 22. This was very well received, and helped to promote our Adult Faith Formation collaboration.
- Children and Youth Faith Formation registration remains steady at 73 (last year ended with a registration of 101), with an average Sunday attendance of 41. There are four new families that Sandra is working to get registered.
- TUUsdays have continued, with an average attendance of 6 (ranging from 1-15). We held one of our TUUsday evening sessions online due to snow; 15 people attended.
- We began an Adult OWL class this month, with 5 people currently enrolled. This will continue throughout the spring.
- 6 people from UUCN attended a two-part workshop in Milford on End of Life Planning.
- We have received 8 applications and 2 inquiries for our permanent Director of Faith Formation position. The deadline for applications is February 20. We will be reviewing applications on February 26 and conducting interviews in March.

**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 Stewardship Team held three Stewardship Feeds events in January, with 114 people attending. The Stewardship Campaign officially kicked off on February 5. So far, we have collected \$49,600 from 12 pledge units. A number of other pledges are in our possession that have not been recorded yet, due to the three snow days we have had in the past week.
- Leadership Development held a "Roadmap Check-In" and "Google Docs 101" class for January 28<sup>th</sup>. Nearly 30 leaders attended.
- Staff and Leadership Development have been working on volunteer staffing for next year. We are at a juncture where we have a lot of newer members who aren't quite ready for major leadership yet, which is a challenge.
- The Auction team is struggling to find a good date for the Auction. We hope to have a new date to announce soon.

### 3. BEYOND

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

- We have held two Intro to UU classes, one tour of the church, and one Membership Class since the beginning of January. The Membership Class was held online due to snow. We have seven individuals currently scheduled to sign the book, with another Membership Class coming up in March.
- The Black Lives Matter Team has been busy this month. We held a kick-off service on January 15 for our Racial Justice initiative. The BLM Team hosted two after-service forums on Jan. 15 and 22. 54 people attended the first forum; 37 attended the second week. The BLM Team also spoke about the initiative and gathered feedback at the 3 Stewardship Feeds events and the Leadership Summit on Jan. 28. The Team met nearly every week to assess the feedback and determine how to proceed. The Team sent out an email on Feb. 4 to summarize the feedback and their responses. We officially raised the banner outside on Feb. 12, with a brief blessing service. WMUR came and took some footage. I am not sure if they aired it.
- We began a workshop, “Being White in a Racist World” on Feb. 6 that will run for 8 weeks. 41 people attended the initial evening.
- Last month, I shared a letter inviting UUs across New Hampshire to join in an organizing meeting for a UU Action Network. I helped organize and run this meeting, and 6 folks from UU Nashua attended. UU Action NH was founded, and a Leadership Team was elected. They are one of the sponsors of a Legislative Advocacy Day happening on Feb. 14, which I plan to attend. UU Action NH is looking for a fiscal sponsor while they work on getting their own 501c3 status. They have asked us to take on that role. We will discuss this possibility at the Board Meeting.

### 4. CHILDREN’S WINTER GARDEN WITH WHITE WING SCHOOL

- Current enrollment is steady at 63. There are already 52 students pre-registered for the 2017-2018 school year. (This is a huge improvement in comparison to the 54 who were registered by the end of May last year)
- Finances continue to look good, with a projected budget surplus for this year of \$5000.
- We have decided to combine the two school’s scholarship funds into one combined scholarship fund that honors both of the people named in the original two funds, Donna Purkhiser and Gregory McDevitt.
- We continue to work on a solution for the playground stones.
- There is a need for 2 more church members and 1 more parent on the Board for next year.

### 5. FINANCES

Income has nearly caught up with expenses. We are 62% of the way through this year. Income is behind at 58.33%. Expenses are slightly less behind at 59.47%. You’ll see that the gap between income and expenses is only \$5000 this month, down from \$22,000 last month.

	Actual	Budget	Percentage
INCOME			
Endowment	\$90,190.51	\$133,946.00	67.33%

Fundraisers	\$1,800.00	\$11,800.00	15.25%
Outreach Collections	\$30,265.13	\$35,000.00	86.47%
Pledges	\$163,989.99	\$310,000.00	52.90%
User Fees	\$5,182.25	\$6,000.00	86.37%
CWG-WWS Contribution	\$14,000.00	\$28,000.00	50.00%
Other Income	\$1,111.90	\$800.00	138.98%
<b>TOTAL INCOME</b>	<b>\$306,539.78</b>	<b>\$525,546.00</b>	<b>58.33%</b>
<b>EXPENSES</b>			
<i>Programs</i>			
Music & Worship	\$5,785.28	\$9,800.00	59.03%
Faith Formation	\$1,202.87	\$6,350.00	18.94%
Membership	\$1,830.27	\$3585.00	51.05%
Social Justice	\$19,294.47	\$39,300.00	49.10%
Leadership Development	\$50.00	\$500.00	10.00%
Discretionary Funds	\$589.69	\$2,000.00	29.48%
<b>Total Programs</b>	<b>\$28,752.58</b>	<b>\$61,535.00</b>	<b>46.73%</b>
<i>Operations</i>			
Administration	\$17,322.46	\$35,844.00	48.33%
Communications	\$1,328.98	\$3,300.00	40.27%
Stewardship	\$343.96	\$1,800.00	19.11%
Denomination	\$21,172.00	\$21,172.00	100%
Property	\$54,731.99	\$85,200.00	64.24%
<b>Total Operations</b>	<b>\$94,899.39</b>	<b>\$147,316.00</b>	<b>64.42%</b>
<i>Staff</i>			
Minister	\$72,607.56	\$123,932.00	58.59%
Director of Faith Formation	\$46,276.32	\$76,719.00	60.32%
Music Director	\$9,755.78	\$16,516.00	59.07%
Membership Coordinator	\$9,558.19	\$15,906.00	60.09%
Church Administrator	\$24,850.62	\$41,783.00	59.48%
Bookkeeper	\$3,036.56	\$4,575.00	66.37%
Sexton	\$16,918.25	\$27,420.00	61.70%
Child Care	\$3,383.55	\$4,468.00	75.73%
Coffee Crew	\$834.97	\$905.00	92.26%
<b>Total Staff</b>	<b>\$187,221.80</b>	<b>\$312,224.00</b>	<b>59.96%</b>
One-Time Expense: DFF Search	\$831.11	\$4,000.00	20.78%
<b>TOTAL EXPENSES</b>	<b>\$311,704.88</b>	<b>\$525,075.00</b>	<b>59.47%</b>
Difference	-\$5,165.10	\$471.00	

## 6. SCHEDULE

- I will be out of the pulpit on February 19 and March 5.
- I will be on vacation from March 2-March 8. Rev. Diana McLean from the UU Church in Peterborough will be on call for pastoral emergencies.

## 7. REPORT ON POLICY IV.E and POLICY IV.I

Policy language is in italics; comments are in plain text.

### ***Policy E: Financial Planning and Budgeting***

*With respect to planning fiscal events, the Executive Director may not jeopardize either the programmatic or fiscal integrity of the Church. Accordingly, the Executive Director shall not allow the Church to:*

1. *Operate without the guidance of an annual operating budget, derived from a multiyear plan, that conforms to the Board's Ends and has been reviewed and approved in accordance with the By-Laws;*

We have an approved annual operating budget for this year. We do not have a multi-year plan. I still hope to create such a plan this year, and would be happy to hear any input from the Board on what that might look like.

2. *Cause or allow financial planning or budgeting for any fiscal year or remaining part of a fiscal year that:*
  - i. *Contains too little detail to enable reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent trails, and disclosure of planning assumptions,*
  - ii. *Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period, absent legitimate articulated reasons, or*
  - iii. *Does not separately present a plan for capital expenditures and the means to pay for them. Capital expenditures are all repayments of debt and any building additions or equipment purchases over \$5,000 each;*

Our annual operating budget for this year meets all of the above requirements.

3. *Operate without a liquid operating reserve of two months of operating expenses to cover unanticipated expenses, unless otherwise approved by the Board;*

Two months operating expenses is \$87,512.50 (1/6 of the annual budget). Our checking account balance is currently \$115,165.26.

4. *Deviate from the following strictures on operating reserve when preparing the annual budget:*
  - i. *If the operating reserve at the end of the current fiscal year is projected to be less than 2 months of operating expenses (1/6 annual budget), the following year's budget must be balanced;*
  - ii. *If the operating reserve at the end of the current fiscal year is projected to be less than 1 month of operating expenses (1/12 annual budget), the following year's budget must provide for a replenishment of operating reserves by at least 1 week of operating expenses (1/52 annual budget)*

We had a two-month reserve when the current budget was created, so these requirements did not apply.

5. *Operate without a 20-year facilities maintenance/replacement plan and restricted replacement reserve fund;*

This particular part of the policy has not been followed in previous years, so it will take some time to reach full compliance. I have asked the Property Team to take on the task of creating a 20-year facilities maintenance/replacement plan this year. They have begun this work. We also have \$8000 in the budget that will start a Building Maintenance Fund if it is not used up by the end of the year.

6. *Fail to budget for the Church's requested Annual Program Fund contribution to the Unitarian Universalist Association and the local District (previously know as our "Fair Share").*

We budgeted for an have already paid our full APF contribution for FY2017.

***Policy I: Facilities Planning***

*In guiding the Church's facilities planning, the Executive Director shall not fail to:*

1. *Be governed by the Church's Ends Policies;*
2. *Respect the history and heritage of our Church and faith;*
3. *Communicate regularly with all of the stakeholders, as appropriate, about plans regarding facilities;*  
*or*
4. *Be mindful of the needs of the stakeholders of all ages and abilities when making facilities changes.*

As far as I am aware, we have not had any recent facilities work that has not followed these guidelines.