

Unitarian-Universalist Church of Nashua, NH (UUCN)
Meeting of the Board of Trustees
March 14th, 2017

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

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

The Reverend Palm gave the Ministerial Report (see attached). She spoke about how to interpret the financial portion of the report and indicated that as of tonight's meeting, UUCN is \$4K in the black. The budget requests of the teams are in the process of being submitted and the Stewardship Campaign will wrap up soon, both of which will help the effort to create a budget for next year.

David and Jodie led the discussion regarding the Leadership Summit to be held on Saturday, March 18th at UUCN. The BoT has the lead role in this summit. An invitation has gone out to the congregation saying basically that anyone interested in UUCN leadership is welcome to attend. David, Steve, and Jodie have volunteered to set up the room before the start of the summit and Rick and Lance have volunteered to pack it up afterwards. The BoT members will spread themselves out to provide a BoT representative at every table to facilitate the exercises.

Lance led the discussion regarding the delegates that have been selected to attend the Regional Assembly [delegates will be voting on Northern New England District (NNED-UUA) issues at that meeting] in Woburn, MA April 21-22 and the delegates that have been selected to represent UUCN at the UUA General Assembly in New Orleans, LA, June 21st – June 25th. Delegates for the NNED-UUA are Jodie Holway, Mary Licking, Ellen McCahon, Harry Purkhiser, Arthur Reublinger, John Sanders, and the ministerial delegate is the Reverend Allison Palm. Delegates for the UUA GA are: Live delegates (travel to New Orleans to serve): David Hudson, Gail McMorrow Donohue, Seth Bonvouloir, Arthur Reublinger, and serving as an offsite delegate (does not have to travel to New Orleans, but serves using a computer connected to the internet and a phone) will be Mary Licking. There is room for one more delegate to UUA GA from UUCN. Lance will notify all by e-mail or by phone. A motion passed made by Lance and seconded by Jodie to approve the slates.

Ellen and Brenna led a discussion regarding the work of the Long Range Planning Committee of the BoT (see attached). Their job is to identify potential capital improvements and projects. They have drawn up a tentative list of tasks to start. The initial thinking on membership is as follows: The minister, the Reverend Allison Palm will serve as a nonvoting member. Sherri Woolsey, the Church Administrator, and Lori Lerude, the Volunteer Coordinator will serve as advisors and be nonvoting. Members: one from the Property Committee, one from the Stewardship Committee, one from the Music Team, one from the Young Adult population and one will be the Youth Advisor. The first meeting is in April on a date before the next BoT meeting.

A discussion was led by David regarding the preparation of The Reverend Palm's review that is due at the UUA by November 1st. The Rev. Palm needs a salary number for preparing the UUCN budget, a number that is contingent upon the review, and therefore, the BoT must consider the matter of the review soon. Brenna will lead the effort to compose the review. The Reverend Palm will send to all BoT

members by e-mail the outline for the review and will also send a copy of last year's evaluation for a model and for measuring against past recommendations.

Dave, the Reverend Palm, and Steve are formulating a proposal regarding the UU Action Network and what their relationship would be to UUCN. That network has asked UUCN for certain kinds of help to launch their efforts. Dave said he would get back to the BoT members in ten days regarding more on this.

Steve led the discussion on the Bylaws Review Committee. That committee has been meeting regularly and intend to put something before the BoT at its April meeting.

Sunday, June 4th is the Annual Meeting. To prepare for it, a meeting such as was held last year, Budget, Bylaws, and Brownies is tentatively scheduled for May 22nd at 7 pm. The Youth Group will be asked if they would like to prepare and serve the lunch again.

New Business

Each year the BoT conducts an evaluation of the direction of the church. This is a reminder.

A subgroup of the Black Lives Matter group is working on windproofing the banner.

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.

Mary gave the Timekeeper' Report. The Reverend Palm gave Closing Words. A motion passed made by Lance and seconded by Ellen 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: **Note: Performance of the March 19th service welcome duties have been requested by the Youth Group.**
March 19 Mary, March 26th David, April 2 Mary, April 9th Lance, April 16th Steve, April 23rd blank, April 30th blank, May 7th blank, May 14th Steve, May 21st blank, May 28th blank, June 4th Steve, June 11th Jodie

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

List #3 Upcoming Dates: Event Dates Listing:

March 18th, Leadership Summit, [BoT co-hosts], 8 am to 12 noon
Tuesday, April 11th, BoT regularly scheduled meeting, 7 pm, Youth Room
Friday & Saturday, April 21-22, Regional-UUA meeting and NNED-UUA meeting is Saturday afternoon, Woburn, MA
Saturday, May 6th, UUCN Auction to raise \$10,000 for operating fund with rest designated for community outreach, Auditorium and Dining Room
Tuesday, May 9th, BoT regularly scheduled meeting, 7 pm, Youth Room
Monday, May 22nd (tentatively) Budget, Bylaws, and Brownies, 7 pm, Auditorium
Sunday, June 4th, UUCN Annual Meeting, Sanctuary
Wednesday June 21st through Sunday June 25th, New Orleans, LA

List #4 Attachments to these minutes: 1) Minister's Report for March 13, 2017, including the March 2017 Budget versus Actual Financial statement, and 2) Long Range Planning document for March 14th, 2017

Note: Jodie contributed to the minutes by making available her own notes for the portion of the meeting between 8:13 pm and 8:21 pm, when preparation for the Rev. Palm's review was being discussed.

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
March 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 206.
- We had 11 attendees at this month's Body & Soul service
- Sandra and I have begun laying out the Worship and Faith Formation calendar for next year.
- Children and Youth Faith Formation registration is at 74, with 4 new children who have been asked to register (last year ended with a registration of 101), with an average Sunday attendance of 42.
- TUUsdays have continued, with an average attendance of 7 (ranging from 1-24).
- I have been working with the Youth Group to plan their Youth Service coming up on March 19th. They have been working hard, and have a fun service planned.
- Both the ROPEs class and Youth Group had overnights in the past month.
- We received 10 applications for our DFF position and are in the midst of conducting 5 videoconference interviews. We will be inviting our two finalists to spend a day with us in person in early April. We are enthusiastic about the caliber of our applicants!

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.

- Thanks to all of you who helped with the Phone-a-thon this past weekend for our Stewardship Campaign. We have collected \$277,509.50 from 120 pledge units.
- The Auction Team has settled on May 6 for our Auction, with a Derby Day theme. They are working hard to get volunteers and begin collecting donations. This year we will be having a services only auction, which will eliminate the issues we have had in years past with storage.
- I have sent out instructions for submitting Budget Requests to all Team Chairs. These are due March 15. I will bring a preliminary FY2018 Budget to our Board Meeting in April.
- We sent out homemade Valentines to every household in the congregation, and heard from several folks that this was much appreciated. Thanks for the BoT for helping!
- This has been a busy couple of months for Pastoral Care, and I am grateful to have a Pastoral Care Team that is taking on some of the ongoing needs this year.
- The Shared Ministry Team held our first of four PercUUlate sessions on the Covenant of Right Relationship. We had 15 attendees, and some rich conversation about what it means to "bring your best self to this place."
- The Personnel Team is in the midst of meeting with each staff member individually to check in on job descriptions and any feedback they have.

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 signed up seven new members in the past month, and have another Membership Class coming up on March 29.
- The Youth Group is officially headed to General Assembly. Sandra and Jim Woolsey are working out all the details.
- The Black Lives Matter banner has been temporarily taken down in order to make it more durable in the wind. A small group from the BLM Team is working on this.
- Our “Being White in a Racist World” has continued with approx. 30 participants
- 4 people from the congregation attended a Legislative Advocacy Day at the NH State House on February 14, which was sponsored by UU Action NH, as well as other NH faith-based groups.
- I attended a Latino Community Council Pastors Breakfast on February 25, at the invitation of the newly formed Latino Community Council. They are seeking to build relationships with non-Latino pastors in Nashua, in part because they are fearful of what the next few years might bring for their primarily immigrant congregations.

4. CHILDREN’S WINTER GARDEN WITH WHITE WING SCHOOL

- Current enrollment is steady at 63. There are already 54 students pre-registered for the 2017-2018 school year.
- Finances continue to look good, with a small projected budget surplus for this year.
- The first ever Outreach Offering for the combined Donna Purkhiser and Gregory McDevitt Scholarship Fund is taking place this month.
- There will be an Open House on Mar 19 in the afternoon.
- 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.
- The Board is putting out a survey to parents to see how they feel things are going since the merger.

5. FINANCES

Income continues to catch up with expenses. We are 70% of the way through this year. Income is behind at 66%. Expenses are slightly less behind at 66.49%. You'll see that the gap between income and expenses is only \$2200 this month, down from \$5000 last month.

	Actual	Budget	Percentage
INCOME			
Endowment	\$101,090.51	\$133,946.00	75.47%
Fundraisers	\$1,800.00	\$11,800.00	15.25%
Outreach Collections	\$20,580.45	\$35,000.00	58.80%
Pledges	\$199,558.18	\$310,000.00	64.37%
User Fees	\$5,887.25	\$6,000.00	98.12%
CWG-WWS Contribution	\$16,800.00	\$28,000.00	60.00%
Other Income	\$1,159.66	\$800.00	144.95%
TOTAL INCOME	\$346,876.05	\$525,546.00	66.00%
EXPENSES			
<i>Programs</i>			
Music & Worship	\$6,418.12	\$9,800.00	65.49%
Faith Formation	\$1,349.81	\$6,350.00	25.23%
Membership	\$1,936.01	\$3585.00	54.00%
Social Justice	\$19,316.77	\$39,300.00	49.15%
Leadership Development	\$50.00	\$500.00	10.00%
Discretionary Funds	\$901.69	\$2,000.00	45.08%
Total Programs	\$30,305.29	\$61,535.00	49.25%
<i>Operations</i>			
Administration	\$19,864.56	\$35,844.00	55.42%
Communications	\$1,328.98	\$3,300.00	40.27%
Stewardship	\$857.96	\$1,800.00	85.80%
Denomination	\$21,172.00	\$21,172.00	100%
Property	\$62,318.96	\$85,200.00	73.14%
Total Operations	\$105,542.46	\$147,316.00	71.64%
<i>Staff</i>			
Minister	\$84,274.35	\$123,932.00	68.00%
Director of Faith Formation	\$52,257.46	\$76,719.00	68.12%
Music Director	\$10,949.30	\$16,516.00	66.30%
Membership Coordinator	\$10,800.30	\$15,906.00	67.90%
Church Administrator	\$27,046.81	\$41,783.00	64.73%
Bookkeeper	\$3,388.49	\$4,575.00	74.07%
Sexton	\$18,894.38	\$27,420.00	68.91%
Child Care	\$3,808.96	\$4,468.00	85.25%
Coffee Crew	\$1006.15	\$905.00	111.17%
Total Staff	\$212,426.20	\$312,224.00	68.04%
One-Time Expense: DFF Search	\$831.11	\$4,000.00	20.78%
TOTAL EXPENSES	\$349,105.06	\$525,075.00	66.49%
Difference	-\$2,229.01	\$471.00	

6. SCHEDULE

- I will be participating in a second pulpit swap with the Manchester and Milford ministers on April 9. Rev. Barbara McKusick Liscord will be here in Nashua, Rev. Patrick McLaughlin will be in Milford and I will be in Manchester.
- I will be in New York City for Tristan's Dissertation Defense March 16-18.
- I will be attending the Northern New England Ministers Spring Professional Days in Maine April 5-7.

Long Range Planning Committee

Goal: To think outside the box, beyond normal limits, with a long-term focus beyond five years in order to identify **potential capital improvements and projects.**

Duties

- Develop a vision beyond the Strategic Plan
- Gather information from key UUCN teams
- Determine critical facts to be considered and formulate crucial questions.
Questions for cottage meetings and surveys should be discussed and developed by the Long Range Planning Committee.
- Facilitate Cottage-type gatherings
- Pose possible solutions considering the congregations' reactions
- Shape final recommendations
- Take recommendations to the BOT and congregation

Members

We have attempted to find people who can respect diverse opinions, are able to listen to others, have good communication skills, and are widely respected within the congregation.

Strategies

Interview key church stakeholders

- Board of Trustees
- Children and Youth Faith Formation Team
- Adult Faith Formation Team
- Pastoral Care Team
- Property Team
- Social Justice Leadership Team
- Staff
- Young Adult Group
- Worship Associates
- Stewardship Team
- Youth
- Music Team

- Communications Team
- Leadership Development Team
- Membership Team
- CWG w/WW School Board

Timeline

- Form LRPC by March 31, 2017.
- First meeting: **April 9 between 1 and 4 or April 24 (School vacation) May 1 (pending DFF search team)**
- Delegate Board members to conduct key Team interviews - Fall 2017
- Publicize dates for Cottage Meetings - announce at a winter service or event, as well as an email blast.
- Analyze results, create plans and questions for Cottage Meetings and Surveys - by end of April, 2018
- Conduct Cottage Meetings during the Winter.
- Publicize access to online Congregational survey.
- Report on results, June 2018 Annual meeting