

Unitarian-Universalist Church of Nashua, NH
(UUCN) Meeting of the Board of Trustees
June 13th, 2017

Present: Members: David Hudson, Lance Pratt, Mary Licking, Rick Spitz, Ellen McCormick, Steve Hedges, Brenna Woods, and Jodie Holway. Excused: Mike Wilt and The Reverend Allison Palm. Guest: Lindsey Hedrick, who was elected at the 2017 Annual Meeting as UUCN Treasurer for the upcoming term starting July 1st. [Other invited guests (on short notice because not much time has elapsed since the Annual Meeting), Carol Houde and Pam Jordan, who were also elected for their respective upcoming terms on the BoT, sent their regrets as they could not attend].

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

A motion passed made by Steve and seconded by Brenna to accept the Consent Agenda that consisted of the June Minister's Report (see attached) and the BoT minutes for the regularly scheduled meetings in October, November, December, and January (see postings on the uunashua.org website and in the UUCN dining room for a hard copy).

David led a discussion that reviewed the Annual Meeting. The overview of parliamentary procedure that David provided at the outset of the Annual Meeting helped attendees to navigate the meeting. The Complete Budget and the Simple Budget presentation worked out well. After the meeting, informal discussion among attendees proffered that the two and one-half hour meeting length was too long.

Another part of the Annual Meeting discussion had to do with the limits of parliamentary procedure on display. The chair had asked a member to defer to allow for other speakers because that member had the floor on more than one occasion previously on a motion regarding a bylaws change involving removal of members and was requesting it again to offer a rebuttal to the same motion. Three or four speakers then were called upon and each spoke in favor of that same motion. Then a speaker was recognized who called the question. This sequence of events resulted in the one who deferred at the request of the chair not being able to give the rebuttal the speaker desired and had been led to believe could be given later upon consenting to defer to allow for other speakers. David said he was involved in a lengthy e-mail exchange with a staff member since the Annual Meeting over this sequence of events.

Recommendations for future Annual Meeting procedure included 1) continue the overview on parliamentary procedure, 2) continue the practice of presenting a Complete budget and a Simple budget, 3) put in place measures to limit the length of the meeting to two (2) hours or under, 4) suggest that those wishing to speak put their most important points first because the chance to speak a second time might not be possible, and 5) continue to promote and encourage folks to attend the board's pre-meeting information session typically held a week or two before annual meeting where we review the budget and any significant upcoming changes.

David led the discussion regarding a proposed Annual Meeting Minutes policy (see attached markup version). Thoughts offered in the discussion were: 1) that banking regulations require an approved set of minutes for verification of UUCN officials who are authorized by church documents to access UUCN accounts, 2) the posting of the minutes of the Annual Meeting does not occur until almost a year after the event and by then it is hard for members to remember the meeting, and 3) that BoT members were sent this policy this morning and therefore did not have much time to review it. A motion carried made by Jodie and seconded by Lance to adopt the proposed Annual Meeting Minutes policy as amended. This policy will go into effect for our next annual or other congregational meeting.

David led the discussion regarding IFC [Invested Funds Committee] Establishment Policy revisions that were suggested from the floor during Annual Meeting while we were reviewing the bylaw changes regarding delegation of authority to control church funds: 1) The sense that IFC members should not be new church members, 2) The concern that the bylaws say “if” and “could” vis-à-vis selecting professional money managers and investment practices; the suggestion was that we should be clear that we MUST use professional money managers, 3) It was suggested that we remind members they are assuming a fiduciary responsibility by serving on the IFC, and 4) The sense that IFC members should have some financial know-how. One thought in the discussion had to do with congregational members voting for a nominee for the BoT because they trusted that nominee’s judgement. A motion passed made by Steve and seconded by Ellen to add the following two (2) lines to the IFC Establishment Policy (see attached): 1) Membership on the Invested Funds Committee requires successfully passing a background check, and 2) In delegating the Board’s fiduciary responsibility for overseeing the invested funds, IFC members accept this fiduciary responsibility.

Ellen and Brenna provided an update on the Long Range Planning Committee which has recently formed, selected members, and met to discuss potential next steps beginning in the Fall. Long Range Planning Committee is the name of a folder on the BoT’s Google drive where the Committee’s documents are stored for BoT members to view. BoT members were encouraged to verify to Brenna whether they could access it. The Committee requested time to speak to the BoT at the September 9th BoT retreat.

The entire BoT participated in the discussion regarding the church audit that is being planned. Questions explored: Is the Executive Director (ED) solely responsible for the audit? Is it recommended by the BoT that the Treasurer and/or the Financial Records Review Committee take part? The BoT had previously talked about performing the audit this summer, but with a new Treasurer starting on July 1st, does it make sense to delay the start of the audit to the UUCN year 2017-2018? One point noted by the BoT was that the Financial Records Review Committee does not report to the ED. The consensus of the BoT was that while the audit would involve the ED a great deal, the auditors should report to the Treasurer and give their final report to the Treasurer. The audit is part of the board’s monitoring function. Lindsey, who conveniently has some professional experience with audits, will report at the regularly scheduled September meeting on her recommendations for timing and next steps.

The first item taken up regarding other business was the date of the Board Retreat. David reported that September 9th is the one that has the most support from BoT members and that is now the scheduled date for the event. The second item had to do with a point raised by the minister at a meeting several months ago regarding the fact that in the past few years the Clerk’s Report at the Annual Meeting has not listed members to be removed pursuant to Bylaws 3.3.1. Mary explained that in recent years there have been contacts made with members who may be candidates for that list prior to the annual meeting, even though maybe not in the form of a formal letter, and the result is some acted to meet bylaws membership requirements and some requested removal from membership.

No new business was suggested or discussed.

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.

Steve gave the Timekeeper’ Report. David gave Closing Words. A motion passed made by Lance and seconded by Brenna to adjourn.

In the “Parking Lot” (issues for which consideration is to occur at a date yet to be determined): 1) Articles of Agreement changes: a) Required 501(c)3 Revisions – approved but not submitted (September 2016), and b) removal of hyphen from official name of congregation, 2) BoT job descriptions

& the assessment of the presidential funnel (the pipeline and related issues), 3) Board size and composition, 4) Minister Emeritus Approval for Steve (Reverend Edington), 5) Delegate selection policy for denominational events (NNED & GA), and 6) Revisit "Affiliated Organizations" – Simple Gifts, Nashua Cemetery Association, UUANH.

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: The June 11th Words of Welcome were given by Mary upon excused absence granted to BoT member scheduled to perform the welcome

List #2 Chalice lighting: June 13th – Jodie. Timekeeper schedule: June 13th - Steve.

List #3 Upcoming Dates: Event Dates Listing:

Tuesday, June 13th, BoT Dinner to bid farewell to Mike, Mary, and Lance

Thursday, June 15th, End of Year Staff Dinner, 6 pm

Wednesday June 21st through Sunday June 25th, New Orleans, LA

(tentative) Tuesday, September 12, First BoT meeting of 2017-2018 church year

Saturday, September 9th, BoT Summer Retreat

List #4 Attachments to these minutes: 1) Minister's Report for June 12th, 2017, 2) Annual Meeting Minutes Policy 3) IFC Establishment policy [markup version]

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
June 11, 2017

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: 184. Last year at this time was 193.
- We had our last Body & Soul Service for the year on May 14, with 10 in attendance. The Worship Associates are planning to have a discussion about whether it makes sense to continue Body and Soul next year.
- Our Summer Services begin this Sunday. We have a great line-up of preachers this summer. We held a mandatory meeting for all summer service leaders on May 21 to help with coordination and to make sure expectations are clear.
- Our 20 ROPEs teens finished their program and have bridged into the Youth Group. This drastically changes our youth group, which had 9 regular attenders this year. Luckily, Ginger Hedges has joined the team of Youth Advisors, offering another adult presence as the group grows.
- I held a Bridging Conversation for our Bridging Youth in late May, just before the Bridging Ceremony. We talked about growing up UU, transitioning to college, and what they hope to carry with them from their time at UUCN. 3 of the 8 Bridging Youth participated.
- In April, we had 20 Adult Faith Formation programs, with a total participation of 211. One of these was the Black Lives Matter event on 5/7, which had 108 attendees.
- We bid farewell to Sandra with a wonderful service and picnic on June 11. She will be with us until July 31. Sadie begins on July 24.

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 has set up a schedule for pastoral coverage while I am on vacation and study leave this summer. The staff have the full list of who is on for each week.
- Our Stewardship Campaign has collected \$331,353.50 from 159 pledge units.
- The Stewardship Team is planning to shift to a year-round pledging model. This transition will begin next year with conversation and learning, followed by the kickoff of a year-round model in the 2018-2019 church year. We will provide lots more details as the process moves forward.
- We had our last in a series of conversations about our covenant led by the Shared Ministry Team. I think we need to continue to work on this area of congregational life. I am not sure the groundwork for the covenant was laid, and I think some of the confusion and challenge with the covenant might come from that.
- The Property Team is hosting a Clean-Up/Fix-it Day on June 24 to try to tackle a whole bunch of tasks that have been piling up.

- I met with the Leadership Development Team this month to begin to explore out-of-the-box ways to get things done, and make sure our leaders feel like they are being fed by the work they do.
- An assessment of this year's staff goals is attached.
- Question for the Board about doing an external audit: Is it my job to research and lead this or the Board's job?

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.

- Ellen Barr won the Sister Dorothy Cormier Memorial Micah Award at this year's Granite State Organizing Project's Micah Dinner. We had a good crew of folks there to cheer her on! Congratulations to Ellen!
- Four folks from the congregation attended a Women's Tea on June 10, put on by the Latino Community Council. The LCC is a new Nashua organization that is seeking to build relationships between the Latino Community and the larger Nashua community—especially the faith community. I hope we will continue to network with them.
- Several members of the congregation participated in a Prayer Vigil for Immigrant Rights in Manchester on June 6. We also had a good turnout at a GSOP meeting the next day about creating an immigrant support network in Nashua.
- Our Black Lives Matter Team is planning a retreat for July 22 to review the first six months of our Racial Justice focus, and plan for next year. We plan to have representatives of both the Adult Faith Formation Team and the Children & Youth Faith Formation Team present to collaborate.
- We had 10 outside groups use our building during May.

4. CHILDREN'S WINTER GARDEN WITH WHITE WING SCHOOL

- Current enrollment is steady at 61. There are 66 students pre-registered for the 2017-2018 school year.
- Because next year's Kindergarten enrollment numbers are very low, the Board approved having a combined Kindergarten/Pre-K class. This allows us to keep the program, while also opening more slots for 4-year-olds, who are our biggest population for next year.
- The Board also approved adding an afternoon 4-year-old class as our morning classes are nearly full.
- Finances continue to look good, with a small projected budget surplus for this year. Next year's budget looks solid as well.
- Next year, the school will begin contributing to a UUA retirement account for Chris, to ensure we remain compliant with the requirements of participating in the UUA Retirement Plan.
- We have begun recruiting for next year's board and have 2 church members interested so far.
- The first year since the merger appears to have been a great success! There is still some serious administrative matters to get in order (such as job descriptions), but the school is much stronger than it was at this time last year.

5. FINANCES

We are 94% of the way through this year. Income is ahead at 98.95%. Expenses are behind at 89.16%. We have a large surplus at the moment, which will likely shrink as end of the year expenses occur and income slows down.

	Actual	Budget	Percentage
INCOME			
Endowment	\$135,682.58	\$133,946.00	101.30%
Fundraisers	\$10,482.70	\$11,800.00	88.84%
Outreach Collections	\$36,743.42	\$35,000.00	104.98%
Pledges	\$303,318.77	\$310,000.00	151.44%
User Fees	\$9,086.25	\$6,000.00	127.27%
CWG-WWS Contribution	\$22,747.48	\$28,000.00	81.24%
Other Income	\$1,985.94	\$800.00	248.24%
TOTAL INCOME	\$520,047.14	\$525,546.00	98.95%
EXPENSES			
<i>Programs</i>			
Music & Worship	\$8,364.75	\$9,800.00	85.35%
Faith Formation	\$4,514.08	\$6,350.00	71.09%
Membership	\$2,622.28	\$3,585.00	73.15%
Social Justice	\$39,207.16	\$39,300.00	99.76%
Leadership Development	\$129.84	\$500.00	25.97%
Discretionary Funds	\$1,344.75	\$2,000.00	67.24%
Total Programs	\$56,182.86	\$61,535.00	91.30%
<i>Operations</i>			
Administration	\$28,224.93	\$35,844.00	78.74%
Communications	\$2,229.62	\$3,300.00	67.56%
Stewardship	\$2,007.02	\$1,800.00	111.50%
Denomination	\$21,172.00	\$21,172.00	100%
Property	\$76,599.46	\$85,200.00	89.91%
Total Operations	\$130,233.03	\$147,316.00	88.40%
<i>Staff</i>			
Minister	\$109,044.85	\$123,932.00	91.272%
Director of Faith Formation	\$66,732.09	\$76,719.00	86.98%
Music Director	\$14,529.85	\$16,516.00	87.97%
Membership Coordinator	\$14,529.22	\$15,906.00	91.34%
Church Administrator	\$38,136.68	\$41,783.00	91.27%
Bookkeeper	\$4,444.28	\$4,575.00	97.14%
Sexton	\$26,577.57	\$27,420.00	96.93%
Child Care	\$5,122.29	\$4,468.00	114.64%
Coffee Crew	\$1,420.05	\$905.00	156.91%
Total Staff	\$280,536.88	\$312,224.00	89.85%
One-Time Expense: DFF Search	\$1,224.51	\$4,000.00	30.61%
TOTAL EXPENSES	\$468,177.28	\$525,075.00	89.16%
Difference	\$51,869.86	\$471.00	

6. SCHEDULE

- I will be at Ministry Days and General Assembly in New Orleans from June 19-26.
- I will be on vacation from June 29-July 7 and August 31-September 6.
- I will be on Study Leave from July 8-July 21.
- This summer, I will be preaching on July 30 and August 20. I will be in the office June 27 and 28, July 22-August 30

7. STAFF GOALS UPDATE

Staff Goals 2016-2017

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.

- Implement monthly Body & Soul services and evaluate impact (benchmark 20% attendance of morning services) (Allison) *first part done; WA's evaluating this summer*
- Design and implement Worship Associate training (Allison) *done (August 2016)*
- Integrate music program into children's chapel and Body & Soul (Jed) *started this work, but not finished – needs may change with new DFF*
- Implement permanent solution for slides in worship (Allison) *done (September 2016); new Communications Team will evaluate next year*
- Evaluate and implement team structures for lifespan faith formation (e.g., two teams with collaboration or one lifespan council) (Sandra) *done; model chosen: two teams with one or two shared retreats each year*
- Create a plan for a fully developed faith formation program for adults (ages 18+), including the Young Adult Group (Sandra) *in progress – AFF Team is working on a "roadmap"; they have chosen categories and are working on filling it in.*
- Create a plan for a fully developed faith formation program for children through ROPES (Sandra) *in progress – The CYFF Team has begun this work, but are not as far along as AFF*
- Create a plan for a fully developed senior youth group program (including active outreach and service trips) (Sandra) *in process – struggling; the program is not as structured as we would like it to be; the trip to GA this year is a good start; this will continue to be a focus next year*
- Assess the training and support needs of volunteer staffing for children and youth. (Sandra) *in process; more in-depth training was offered this year; Safe Congregation Policy will require changes to training for next year*
- Establish collaboration for AREA events with at least two other teams (Sandra) *done with 4 teams this year*
- Hire a permanent Director of Faith Formation (Allison) *done (April 2017)*

2. AMONG

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- Complete Interim tasks of Documenting RE History and UUCN's Unique Identity (Sandra) *in process; will be finished before Sandra leaves*
- Design and implement training for Pastoral Care Team members (Allison) *done (September 2016)*
- Work with Pastoral Care Team to develop a list of community resources for referrals (Allison) *in process – the team has been working hard on this, led by Barb Spitz*
- Clarify role of Pastoral Care Team and create job description (Allison) *in process – we continue to try out new roles for the PCT and are getting closer to finding the right mix of responsibilities*
- Continue to work on increasing the visibility of Pastoral Care Team (Allison) *done – and ongoing – hosted an AREA event, light candles and receive Candles Cards each week, updates to webpage*
- Host Leadership Summit focused on Policy Governance (Allison) *done – thanks to the Board!*
- Clarify role of Leadership Development Team (Allison) *in process – we've had two conversations and will continue to explore this*
- Clarify role of Membership Team and staff accordingly. Clarify relationship with Membership Coordinator. (Lori) *in process – this has been a challenge; there are plans for trying a different model next year to see if it works better*
- Evaluate the existing organizational chart in an effort to efficiently and effectively meet the Mission and Ends of the congregation (Allison) *ongoing – in collaboration with Staff and Leadership Development Team*
- Redesign weekly newsletter (Sherri) *ongoing – iterative; updated this year, may get further updates in coming years*
- Transition to Quickbooks online (Sherri) *done (Summer 2016)*
- Develop internal communications policies and procedures, including assigning staff responsibilities for individual components (with special attention to Social Media) (Sherri) *in process - some done with SM*
- Submit recommended Safe Congregations Policy to Board (Sandra) *done (April 2017)*
- Assess how staffing adjustments are working and determine best utilization of additional staff hours and training. (Allison) *done – staffing adjustments working well for the most part; hours added in the summer for Sexton and Music Director for next year*
- Add staff hours (20 hrs/wk) and training for Fall 2017, consistent with the organizational plan (Allison) *adding 15 hrs/wk staff time in summer beginning July 2017*
- Survey, assess, and prioritize possible projects for a facilities improvement plan (Sherri & Allison) *done – Property Team has come up with a list, which will help the Long Range Planning Committee*
- Create a 20-year maintenance plan (Sherri) *in progress*
- Assess list of possible projects with the Board of Trustees; establish initial scope of the facilities improvement plan (Allison) *in progress – in the hands of LRPC at this point*

3. BEYOND

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- Engage more children, youth and their families in providing support for community dinners (Sandra) *done – AREA collaboration; will do again next year*
- Engage the congregation in evaluating the social justice program of the UU Church of Nashua (Allison) *not done – decision was made to put together a Social Justice Leadership Team first (next year's goal) and then do the evaluation*
- Choose one or two main issues to focus on as a congregation for a multi-year commitment (Allison) *done – Racial Justice chosen as issue*
- Host at least one Regional event (Allison) *tried but cancelled by the Region*

- Assess Denominational Connections Team and implement changes in structure as determined (Allison) *done – DC Team dissolved, delegate appointment now the role of the Board; staying connected to the denomination is the everyone's work*
- Organize Youth Group trip to General Assembly (Sandra) *done (June 2017)*
- Pilot a cluster approach to Adult Faith Formation, partnering with UU congregations in Milford and Manchester (Sandra) *done – and plan to continue next year*
- Participate in at least 4 Regional events (Allison) *done*
- Launch new website look and offer training for Team chairs on new website (Sherri) *done*

DRAFT POLICY:

Approval of Minutes for Congregational Meetings

Type: Board Policy

Status: Draft

Purpose: Establish a policy to handle approval of minutes from meetings where subsequent approval by the same body is many months away.

Last Revision Date: June 13, 2017 (changes made during BoT meeting in red)

Title: Approval of Minutes for Congregational Meetings

Given the importance of maintaining a record of congregational meetings and the typically long intervals between such meetings, the default approval process of the minutes of such meetings occurs too long after the original event to be meaningful. The following procedure documents how minutes of congregational meetings will be processed, distributed, and approved.

1. **Record Minutes** – The Clerk will record minutes of the congregational meeting.
2. **Internal Review** – The Clerk will distribute a draft of those minutes within 10 days of the meeting to the presiding officer of the meeting, the President, the Parliamentarian(s) of the meeting (if any was selected), and any speakers or presenters named on the agenda of the meeting. These named parties shall have 10 days to suggest corrections or emendations to the Clerk.
3. **Draft Distribution** – The Clerk will post and distribute the resulting draft of the minutes to the congregation within 30 days of the meeting using the same methods employed before the meeting to announce and share meeting documents with the congregation. This draft will be labeled, “Review Draft – mm/dd/yy.”
4. **Comment Period** – Attendees of the meeting in question with voting privileges at said meeting may suggest corrections or emendations to the Clerk for a period of 60 days following the posting of said minutes. The Clerk and the people named in ‘Internal Review’ (#2) above will work together to resolve any discrepancies.
5. **Provisional Approval of Final Draft** – At the close of the Comment Period the Clerk will submit to the Board of Trustees at its next scheduled meeting the current copy of the minutes for their “provisional” approval.
6. **Posting of Final Draft** – The Clerk will post and distribute the resulting “final draft” of the minutes to the congregation within 10 days of the aforementioned Board of Trustees meeting using the same methods employed before the meeting to announce and share meeting documents with the congregation. This draft will be labeled, “Final Draft – Provisional Approval by the Board of Trustees on mm/dd/yy.”
7. **Final Approval** – Minutes of **annual** meetings will be placed on the agenda for approval at the next **annual** meeting of the congregation. ~~Minutes of other duly held congregational meetings will be placed on the agenda for approval at the next annual meeting of the congregation.~~

In situations where ~~another congregational meeting that is NOT an annual meeting is followed by an annual meeting before the above process can be completed, the process will be abridged as necessary so that the minutes can be presented in their then current state for approval by the congregation.~~ occurs before this process is complete, an affirmative vote by the congregation supercedes this process.

Approved by the UUCN Board of Trustees: January 10, 2017

Amended by the UUCN Board of Trustees: June 13, 2017

Version 3d (with Jun 13 BoT changes in red)

UUCN Establishment Policy of the Invested Funds Committee (IFC)

Recognizing the need for a focused, long-term strategy to manage the UU Church of Nashua's endowment and invested funds, the Board of Trustees (BOT) hereby creates the Invested Funds Committee (IFC).

Mission of the IFC

- The IFC will be responsible for the oversight and investment of church funds.
- The IFC will follow the Investment Strategy of the UUCN Invested Funds Committee, recommend changes as appropriate and advise the Board of Trustees on investment matters.
- The IFC will advise the BOT on selecting and approving investment managers.

IFC Membership

- IFC membership will be a minimum of five members.
- The Minister, President and Treasurer are encouraged to attend in an advisory capacity and will be copied on all IFC communications.
- As IFC meetings are open to any voting church members - they are most welcome to attend any IFC meeting.
- One of the five members will be the Cemetery Treasurer who will oversee the cemetery funds, will be elected in accordance with Article 10 - Nashua Cemetery Association of the UUCN Bylaws, and will serve as a full member of the IFC as long as the cemetery funds are co-mingled with the church funds.
- All other IFC members will be voting church members and will be selected and approved and serve at the pleasure of the BoT.
- **Membership on the Invested Funds Committee requires successfully passing a background check.**
- **In delegating the Board's fiduciary responsibility for overseeing the invested funds, IFC members accept this fiduciary responsibility.**
- One IFC member will be selected by the IFC members to serve as IFC Chairperson.
- One IFC member will be selected by the IFC members to serve as Clerk of the IFC.
 - The Clerk will prepare, circulate and keep meeting minutes and IFC membership status records.
- Each IFC member shall have one vote on all IFC decisions.
- Each IFC member will serve a maximum of three, three-year terms with the exception of the Cemetery Treasurer.
- IFC member terms will be staggered, beginning upon approval of this policy by the BOT, with initial terms of one, two and three years to begin the staggering.
- Upon approval, initial staggering of IFC membership terms will be determined by the IFC and submitted to the BoT for approval.

IFC Operation

- The IFC shall meet a minimum of four times per fiscal year. Meetings will be guided by the spirit of "Robert's Rules of Order" and the UU Seven Principles.
- At each meeting the IFC will review investment performance and evaluate existing policies as needed.
- The Clerk will prepare and circulate to all attendees a meeting report to include attendance, activities and decisions.

Approved by the UUCN Board of Trustees: January 10, 2017

Amended by the UUCN Board of Trustees: June 13, 2017

- The Clerk will prepare a brief IFC Quarterly Meeting Summary for the President and the Board of Trustees.
- The IFC Chairperson will;
 - Prepare an IFC annual report for the UUCN President before the annual meeting.
 - Report to the Minister and President a recommended annual dollar withdrawal amount.
- The IFC will report to the Minister a recommended annual dollar withdrawal amount to be used for budgeting purposes for the succeeding fiscal year by March 1 of the current fiscal year.
 - The annual dollar withdrawal amount will be calculated based on the current year December 31 market close.