

**Unitarian Universalist Church of Nashua, NH (UUCN)
Meeting of the Board of Trustees**

Nov. 14, 2017

Minutes: Final draft as of December 4, 2017 by Jodie K. Holway, Clerk of UUCN

Reviewed and Approved by: Carol Houde, Steve Hedges, Rick Spitz,
Rev. Allison Palm, Brenna Woods, Lindsey Hedrick, Ellen McCormick, Pam Jordan

Meeting Attendees: Steve Hedges, Lindsey Hedrick (Treasurer), Jodie K. Holway (Clerk),
David Hudson (President), Pam Jordan, Rev. Allison Palm, Rick Spitz, Brenna Woods

Meeting Attendees via Zoom: Carol Houde (Vice President), Ellen McCormick

Full Agenda: see APPENDIX A

1. Consent Agenda

- a. Reviewed the consent agenda, minutes from the October Board of Trustees meeting
- b. **MOTION** to accept these minutes
MOVED by Rick Spitz, **SECONDED** by Pam Jordan, **MOTION CARRIED**

2. UU Action New Hampshire (UUANH), Emily Burr

- a. Member congregations: Manchester, Concord, Franklin, Laconia, Nashua
- b. Emily is treasurer of UUANH, also works with our Northern New England UU Ministers Association, also served as UU Nashua's interim minister from 2001-2003
- c. Will provide full treasurer report next month, apologies for not being prepared tonight
- d. Bank balance: started with approx. \$2,000, now \$738.00, spent \$1,000 on an intern to connect with other churches
- e. Also apply for some grants, send requests to people/churches, seeking funds
 - i. Note, prior iteration of this group fell apart in 2005 due to lack of connections
 - ii. Talked a bit with UU Mass Action, and some with Maine's unpaid volunteers
 - iii. Working with like-minded groups for legislation, esp. American Friends Service Committee (AFSC)
 - iv. See what they're doing by joining mailing list UUActionNH.org or Facebook
- f. UUANH now has their own EIN, but not 501c3 tax-exempt status yet
 - i. If churches donate money, they are tax-exempt anyway
 - ii. We at UUCN are their fiscal agent, so any big donor might give to them via us
 - iii. Target to become 501c3 status by April, 1 year after UUANH founded
 - iv. Will start the process within next month

3. Minister's Report (see APPENDIX B)

- a. Discussion of attendance numbers
 - i. Why does attendance dip when we have Services for All Ages?
 1. Possibly non-parents don't want to attend a "kids' service"?
 2. Possibly parents don't want to go if there's no child classes?
 3. Possibly teachers take the day off and their families don't come?

4. Seems a bit underhanded to not mention when an All Ages is scheduled
 5. People will come to understand it's got something for everyone
 - ii. Attendance is down a bit overall this year
 1. This means last year's huge OWL class + parents are not being retained
 2. Overall our youth programs have been weaker in past few years; this takes a while as we build them back up
 - iii. How many attendees listen online? Dan Murphy can track number of hits.
 - b. Discrepancies of benefits
 - i. Our benefits statement to the UUA says the church is paying 100% of the cost of health benefits for Rev. Allison and Sadie
 - ii. In reality: church pays 80%, paycheck deductions pay the rest: this is standard
 - iii. But we should just sort this out with UUA so their records match reality
 - iv. **ACTION:** Rev. Allison to share this info with Lindsey, as Treasurer
 - v. **ACTION:** Lindsey to review, may report back to this Board
4. **Revision of Minister's Contract** (see APPENDIX B)
- a. Discuss formally amending maternity leave from 6 + 6 weeks (paid/unpaid) to 12 + 4
 - i. Note the 6+ 6 weeks is in the UUA's standard contract for ministers, and it's the least-favorite part of the contract among female ministers
 - ii. **ACTION:** Rick to investigate, is this standard among other companies?
 - iii. If we expand the weeks for Rev. Allison, what are costs to backfill?
 1. Budget already contains 2 guest preachers during this time
 2. Would need another 2 guest preachers, minimal cost
 3. Worship Associates and Sadie would cover the rest
 4. Note Pastoral Care might also need assistance, thus budget, but unlikely
 5. Depending on baby's timing, most or all weeks fall into this fiscal year
 6. **ACTION:** Rev. Allison will bring a plan of coverage for this time away
 - iv. Important to live our values, give more time for parental bonding
 1. This is akin to a sabbatical, should not be traumatic for congregation
 2. We can handle this, and learn something as we do so.
 - b. Consider also amending policy for other staff parental leave
 - i. Personnel manual has nothing – embarrassing, again, we should live our values
 - ii. Don't wait until a staff member hits this situation
 - iii. Agreed this should be Parental Leave, not female-only Maternity Leave
 - iv. Some discussion of how/whether to consider foster-parenting, or emergency fostering: agreed to leave this part vague, so it can be resolved case-by-case
 - c. **MOTION** to amend the Personnel Manual and Rev. Allison's contract as follows:
 Section title: Parental Leave with Pay
 Section body: Full- and part-time employees who become parents are eligible for a paid leave of absence of up to 12 weeks, and an additional 4 weeks unpaid. This leave must begin within 12 weeks of becoming a parent.
 - d. **MOVED** by Brenna Woods, **SECONDED** by Lindsey Hedrick, **MOTION CARRIED**

MOTION to go into Executive Session

MOVED by Steve Hedges, SECONDED by Jodie K. Holway, MOTION CARRIED

MOTION to come out of Executive Session

MOVED by Rick Spitz, SECONDED by Brenna, MOTION CARRIED

Informal agreement to extend this Board meeting time by 20 minutes.

5. Review Final Feedback on CWG-WWS Discussion, Rick Spitz and Carol Houde

- a. Met with congregant at Nashua Public Library
- b. Meeting was focused on her constructive recommendations
- c. Meetings transparency: minutes will be posted in a more timely way
- d. Website transparency:
 - i. [Board of trustees page](#) should list all members, not only officers
 - ii. **ACTION:** Jodie K. Holway to address, add blurbs/photos from At-Large members
 - iii. [Teams and Committees page](#) already list leaders and purpose for each one
 - iv. Some concern that not everyone who wants to get engaged knows how to.
- e. Covenant of Right Relation: this needs to be reexamined, because the church has not yet done the groundwork; some people worked on Restorative Circles a few years ago
- f. Preschool's new organization structure: pulled closer to the church during its financial concerns, approved by the congregation to give increased latitude to Executive Director
- g. Preschool advertising/marketing: some concern that not all Task-Force recommendations were taken
 - i. True that the Executive Director decided not to implement all of these
 - ii. Preschool did use stronger online advertising and Facebook sponsored posts
 - iii. Financial concerns are now stable, working fine this year
- h. Purpose of UUCN having the preschool: what is its Ends statement?
 - i. Not raised explicitly by this congregant but in Board of Trustees meeting
 - ii. We had agreed to "save" the preschool without full clarity on why we're involved
 - iii. Now we need to agree on its purpose: e.g. serve the French Hill community?
 - iv. Any congregant can help provide the needed discernment on this question

6. Monitoring Subcommittee Report & Discussion, Pam Jordan, Rick Spitz, Lindsey Hedrick

Agreed to postpone due to time constraints, until December Board of Trustees meeting

7. New Business

- a. Subcommittees' reports will be pushed 1 month: Linkage in Jan, Monitoring in Feb
- b. Financial Records Review report was circulated on Nov 7, to be discussed in December
- c. Letter from Northern New England District (NNED) (see APPENDIX C)
 - i. Explains racial justice awareness congregational next steps for learning
 - ii. Explains the Black Lives of UU (BLUU) matching donation and targets
 - iii. UUCN plans to donate our collection plate for a month, and run awareness services, so no further action/discussion is required tonight
- d. Please sign up on the schedule for Board Words of Welcome, and Chalice Lighting

8. Closing

- a. Check-out: Board members trust each other to carry whatever work comes up
- b. **MOTION** to adjourn
MOVED by Steve Hedges, **SECONDED** by Jodie K. Holway, **MOTION CARRIED**

APPENDIX A: Agenda

APPENDIX B: Minister's Report

APPENDIX C: Letter from Northern New England District of the UUA

Agenda

Board of Trustees, Unitarian Universalist Church of Nashua

November 14, 2017 @ 6:30 PM

© **UUCN Mission:** The mission of the Unitarian Universalist Church of Nashua is to engage people in a search for truth and meaning within a supportive liberal religious community that encourages personal and spiritual growth, embraces diversity, and promotes social justice.

⊕ **Timekeeper:** *Need Volunteer*

6:30 [7] Admin: Chalice Lighting (Brenna) & Check In

6:37 [3] Admin: Consent Agenda

- October BoT Meeting Minutes

6:40 [15] Monitoring: UU Action NH (Guest)

6:55 [10] Monitoring: Minister's Report (Allison)

7:05 [10] Admin: Minister's Contract Revision (David)

- Approve formally extending maternity leave from 6+6 (paid/unpaid) to 12+4 (paid/unpaid).

7:15 [50] Executive Session

8:05 [20] Linkage: Review Final Feedback on CWG-WWS Discussion (Rick & Carol)

8:25 [50] Monitoring: Subcommittee Report & Discussion (Pam, Rick & Lindsey)

9:15 [5] Admin: New Business

- Linkage in December – Visioning in January – Monitoring in February
- Financial Records Review report circulated Nov 7 – We'll discuss in December.
- NNED Letter: BLUU Match & BLUU Congregational Next Steps & Learning

9:20 [5] Admin: Covenantal Checkout

- What worked in our meeting tonight?
- What did not work in our meeting tonight?
- Are there any questions or concerns?
- How are we working as a group?

9:25 [3] Admin: Timekeeper's Report

9:28 [2] Admin: Closing Words (Allison)

9:30 Adjourn

(continued)

Allocated Time:

- [00 m - 0.0%] Visioning
- [75 m - 41.7%] Monitoring
- [35 m - 19.4%] Administration
- [50 m - 27.8%] Executive Session
- [20 m - 11.1%] Linkage
- [00 m - 0.0%] Policies & Procedures

[180 m - 99.8%] Total

Board Subcommittees:

- *Visioning*: Ellen, Brenna, and David
- *Monitoring*: Lindsey, Pam, and Rick
- *Linkage*: Steve, Jodie, and Carol
- *LRPC*: Ellen, Brenna, and Lindsey

Upcoming Dates:

- Saturday, November 18 @ 8:00 pm — Fall leaf raking @ UUCN
- Tuesday, November 21 @ 7:00 pm — Nashua Area Interfaith Council Thanksgiving Service
- Tuesday, December 12 @ 6:30 pm — Board of Trustees meeting

Parking Lot:

- Articles of Agreement Changes
 - Required 501(c)3 Revisions – approved but not submitted (September 2016)
 - Removal of hyphen from official name of congregation
- Review gaps in our existing Policies & Procedures
- Board job descriptions
- Minister Emeritus approval for Steve (Rev. Edington)
- Delegate selection policy for denominational events (NNED & GA)
- Check-in with Financial Records Review Committee
- Examine oversight of committees of the congregation – Nashua Cemetery Association, et. al.
- Revisit “Affiliated Organizations” – Simple Gifts, UUANH

Minister's Report to the Board of Trustees
Rev. Allison Palm
UU Church of Nashua, NH
November 13, 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 so far this year: 178. (2016: 185, 2015: 237)
- One thing I notice about our all ages services is that attendance seems to be much smaller on those day. I wonder how we can change the culture of all ages services being a time when not as many people show up?
- Jed, Sadie and I are planning a Carol Sing for December 16. It will be a multigenerational event, including a shared meal, and some time for Sadie to specifically get to know families.
- Children and Youth Faith Formation (CYFF) enrollment remains steady at 58 children and youth enrolled from 37 families. There continue to be families who are attending but have not registered.
- The CYFF and Adult Faith Formation (AFF) Teams gathered with Sadie on Nov. 11 for a half-day start-up retreat. David Hudson and I joined for the last hour of the conversation, during which we discussed "[The Death of Sunday School and the Future of Faith Formation](#)," an article written by UU Religious Educator Kimberley Sweeney.
- Cakes for the Queen of Heaven ended last week. Our next multi-session AFF program will be in January.

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 staff has nearly completed training all of the people who our Safe Congregation policy requires be trained each year. There are three people who Sadie and I are following up with one-on-one.
- Our annual Fall Cleanup is scheduled for November 18, organized by the Property Team.
- Sherri and I have put together a five person Database Task Force that will meet for the first time on Nov. 20. Our goal is to choose a new database for the congregation by the end of the church year.
- The Stewardship Team has decided that their theme for this year's campaign will be "Sustaining Our Vision." They will be holding their first event this Sunday after the service.
- The new Communications Team has held their first meeting. They are small, but hope to grow.

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 held a Membership Class on Nov. 5 and have signed up 4 new members since then. We are planning for another class in December or January, as there were folks who could not make it on the 5th.
- Over 30 people from the congregation participated in the CROP Walk on Nov. 29. We raised \$3000 as a congregation.
- The BLM Team held the first of their third Monday discussions on Oct. 16. There were 25 people in attendance, including several from other UU churches and from the Nashua NAACP.
- I attended the PICO National Clergy Summit in Indianapolis at the end of October as part of a GSOP delegation. It was an inspiring time, and I was grateful to be able to strengthen our relationship with GSOP.
- Our congregation hosted the GSOP Annual Meeting on Nov. 12. Many thanks for Bob and Hilary Keating and Ellen Barr for coordinating!
- Our choir sang with the Community Interfaith Choir at the CROP Walk. They will sing again at the Interfaith Thanksgiving Service on Nov. 21. Jed continues to be one of the directors of this choir.
- We had 8 outside groups use our building during October: Overeaters Anonymous, 4 Narcotics Anonymous Groups, Alcoholics Anonymous, and 2 yoga classes for kids. All of these are regular weekly users.

4. CHILDREN’S WINTER GARDEN WITH WHITE WING SCHOOL

- Classes are going well. Still 70+ students enrolled.
- The Board decided on tuition rates for next year. Most rates will stay steady. The Pre-K rates will increase. There will likely be a PreK class instead of a Kindergarten again this year.
- We have given away \$5,250 in scholarships for this school year.
- Budget numbers continue to look good

5. FINANCES

We are 37% of the way through this year. Both income and expenses are slightly behind at 32.43% and 32.41%. As of now, we have an \$87 deficit – this is GREAT for this time of the year, as we often have a much bigger difference. One reason for this is that we received a couple big pledges this month that often don’t come in until December or January.

	Actual	Budget	Percentage
INCOME			
Endowment	\$45,884.39	\$150,814.00	30.42%
Fundraisers	\$525.00	\$11,800.00	4.45%
Outreach Collections	\$9,690.35	\$35,000.00	27.69%
Pledges	\$120,401.34	\$330,000.00	28.98%
User Fees	\$1,490.00	\$6,000.00	24.83%
CWG-WWS Contribution	\$2,800.00	\$28,000.00	10.00%

Other Income	\$1,622.45	\$1,900.00	85.39%
TOTAL INCOME	\$182,513.53	\$563,514.00	32.43%
EXPENSES			
<i>Programs</i>			
Music & Worship	\$2,507.52	\$9,800.00	24.46%
Faith Formation	\$1,338.08	\$6,300.00	21.24%
Membership	\$145.03	\$3,200.00	4.53%
Social Justice	\$12,608.90	\$39,900.00	32.00%
Leadership Development	\$131.50	\$300.00	43.83%
Board Expenses	\$154.42	\$1,600.00	9.65%
Ministry Funds	\$200.00	\$1,300.00	15.38%
Total Programs	<i>\$17,085.45</i>	<i>\$62,850.00</i>	27.18%
<i>Operations</i>			
Administration	\$10,590.70	\$34,800.00	30.43%
Communications	\$39.99	\$1,500.00	2.67%
Stewardship	\$0	\$2,800.00	0%
Denomination	\$22,357.00	\$22,357.00	100%
Property	\$18,542.09	\$100,150.00	18.51%
Total Operations	<i>\$51,529.78</i>	<i>\$161,607.00</i>	31.89%
<i>Staff</i>			
Minister	\$45,400.50	\$123,932.00	35.05%
Program Staff	\$41,184.35	\$133,085.00	30.95%
Administrative Staff	\$27,337.06	\$77,633.00	35.21%
Total Staff	<i>\$113,921.91</i>	<i>\$338,994.00</i>	33.61%
TOTAL EXPENSES	\$182,600.93	\$563,451.00	32.41%
Difference	-\$87.40	\$63	

6. SCHEDULE

- I am out of the pulpit on November 26. Matt Meyer will be filling in as a guest preacher and offering some music as well. I plan to be out of the area that weekend, but will be available by email and phone.

7. REPORT on POLICY IV.K: Operational Plan

- Once again, the staff used the Strategic Plan to create our staff goals, so you should see that reflected in those goals.
- There were some places where we had already achieved more than expected and some places where we felt we had been too ambitious and scaled back. There were also some goals that felt like they no longer made sense given changes, and some that we added in.
- I keep reminding teams that this Strategic Plan is a living document. I think this is the most misunderstood part of the Plan. There is a rigidity about wanting to follow exactly the steps laid out.



NORTHERN NEW ENGLAND DISTRICT (NNED) OF THE UNITARIAN UNIVERSALIST ASSOCIATION

Fall 2017

Dear Northern New England District congregations,

At the Annual Meeting of the Northern New England District this spring, the delegates from our district congregations voted to donate \$100,000 to Black Lives of Unitarian Universalism (BLUU). The funds will help BLUU provide support, information, and resources for Black UUs. We have sent BLUU that \$100,000 check.

Delegates also voted that our District **match up to \$100,000 more for every additional dollar our Maine, New Hampshire and Vermont churches donate** to BLUU over the next two years.

In addition, an anonymous donor to the UUA has pledged \$1 million in matching funds for all congregations that meet a threshold of donating at least \$10 per member to support BLUU. This means that churches in our district that meet this \$10 per member criteria will have their gifts matched so that each dollar results in a total \$3 to BLUU.

The UUA asks congregations to designate a Sunday between November 12, 2017 and February 4, 2018 to take a special collection for BLUU.

If you wish, you may use a donation form available on the UUA website: giving.uua.org/bluu-promise. Please indicate **BLUU** or **Promise and Practice** in the memo line of your check. Our district **WILL** match donations from our NNED congregations, but we ask you to send your checks to directly the UUA and they will report the information to the district office for our match. The UUA address is:

Unitarian Universalist Association, Attn. Gift Processing, 24 Farnsworth Street, Boston, MA 02210

Donations to BLUU are *one* part of our process to engage in the work of combating racism and white supremacy, but it is not all we must do. We agree we must do more to educate ourselves about these issues.

Below (on the back of this letter) you will find suggested resources for you and your congregation.

If you encounter challenges or obstacles as you approach this important topic, we invite you to contact Meck Groot, who specializes in Justice Ministries for our New England Region: email her – mgroot@uua.org or call her – 617-948-6414.

We are grateful to you for your energy and generosity and look forward to continuing to learn with you as together we commit to dismantling white supremacy, and amending a long broken promise to the Black Lives within our Association.

On behalf of the NNED Board, I am yours in faith and service,

Mary Heafy,
NNED Board President

NNED - UUA
PO Box 333
New Ipswich, NH 03071-0333

Telephone: 603-732-7795
Fax: 603-878-1869
Email: NNEDAdmin@comcast.net

NORTHERN NEW ENGLAND DISTRICT BOARD OF THE UUA



LOVE RESISTS



BLUU CONGREGATIONAL NEXT STEPS AND LEARNING

1. Directly and financially support Black Lives of Unitarian Universalism (BLUU):

- Utilize the BLUU website: <http://www.blacklivesuu.com>.
- Designate a Sunday between November 12, 2017 and February 4, 2018 to take a collection for BLUU during worship to honor *The Promise and the Practice of Our Faith*. NNED congregational donations will be eligible for up to a \$100,000 match from our district (and perhaps also from a UUA \$1 million match).
 - Recognize that our faith has silenced or ignored Black voices,
 - Commit to amplify and celebrate the Black voices in our movement, &
 - Invite every Unitarian Universalist congregation to lend their own generous support to our UUA Board's bold financial commitment to Black Unitarian Universalists.

2. Consider the proposed 8th Principle, written by Bruce Pollack-Johnson and Paula Cole Jones. Since 2013, some UUs in the Central East Region have advocated for the adoption of an 8th Principle within our faith. This proposal was presented at the 2013 General Assembly Planning Committee retreat by Paula Cole Jones and later discussed by the members of the Council for Cross Cultural Engagement.

The proposed 8th principle states:

"We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote: journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions."

3. WorshipWeb – Challenge the supremacy of whiteness as part of your weekly worship. The Black Lives Matter Collection from WorshipWeb (UU) is an easy way to find inspiring words for any context: www.uua.org/worship

4. Book Suggestions to read and discuss with others:

- *Tears We Cannot Stop, A Sermon to White America* by Michael Eric Dyson
- *Waking Up White: And Finding Myself in the Story of Race* by Debby Irving
- UUA Common Reads: *Centering: Navigating Race Authenticity, & Power In Ministry* edited by Mitra Rahnema
Daring Democracy by Frances Moore Lappé and Adam Eichen
The Third Reconstruction by the Rev. Dr. William Barber II & Jonathan Wilson-Hartgrove

5. Love Resists Campaign – jointly offered by the UUA and the UUSC (focuses mostly on solidarity in immigration justice). Per the UUA: *Love Resists* will tie together initiatives that address racism, xenophobia, bigotry, and injustice under the umbrella of supporting inclusive policies across the country.

6. Standing on the Side of Love – use the website and its resources, including webinars.

7. Good webinar/website resources:

- Allies for Racial Equality (& CLFUU) Tema Okun's analysis of white supremacy culture (and others)
- Auburn Seminary webinars Dismantling White Supremacy
- Compassionate Activism Healing from Toxic Whiteness
- Repairers of the Breach Rev. William J. Barber II's webinars, calling for a national moral revival
- Indivisible Webinar, articles, further resources about white privilege, and next steps