

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

April 10, 2018

Final Minutes as of May 8, 2018 by Jodie K. Holway, Clerk of UUCN

Reviewed by Steve Hedges, John Burkitt, Rick Spitz, Carol Houde, Brenna Woods, Lindsey Hedrick

Meeting Attendees: John Burkitt, Steve Hedges (via Zoom), Lindsey Hedrick (Treasurer), Jodie K. Holway (Clerk), Carol Houde (Vice President), David Hudson (President), Rev. Allison Palm, Rick Spitz, Brenna Woods, Sherri Woolsey (as PLACE – Parental Leave Acting Co-Executive)

Excused: Pam Jordan

Full Agenda: see APPENDIX A

1. John Burkitt to fill Open Board Seat

1. Nominating committee plans to nominate John Burkitt to the Board of Trustees in June
2. Board is voting on designating John Burkitt as a replacement for the vacancy created by the early departure of Ellen McCormick
3. **MOTION** to designate John Burkitt as a Member at Large of the UUCN Board of Trustees
MOVED by Rick Spitz, **SECONDED** by Lindsey Hedrick, **MOTION CARRIED**

2. Consent Agenda

1. UUCN Board of Trustees minutes from [February 2018](#) and [March 2018](#)
2. **MOTION** to approve these minutes, with comments incorporated from 5 or more reviewers
MOVED by Carol Houde, **SECONDED** by Brenna Woods, **MOTION CARRIED**

3. Minister's Report, Rev. Allison Palm (See APPENDIX B)

1. Rev. Allison is systematically reviewing each Policy in UUCN's [Governing Policies](#) in Section IV, Executive Limitations
 - i. She is creating her interpretations of each, for Board review, and stating our compliance or lack of compliance and plans to fix if any
 - ii. This month she interpreted the remaining sub-bullets of Policy F
 - iii. We are in compliance with all except two, which will be addressed in conjunction with our work with the outside auditor in the fall of 2018
2. Stewardship update
 - i. Currently 166 pledge units are received, total \$319,539
 - ii. One final round of follow-ups seeking pledges from remaining people
 - iii. Discussion of proposed Pledge Grant Policy
 1. Board prefers the name Pledge Grant, not Pledge Waiver
 2. This is not a waiver, the church would contribute on behalf of a member who indicates that they cannot currently pledge, which they may pay back

3. Helpful for people who truly are unable, or for people who want to pledge but who fear they may be unable to fulfil this commitment
 4. Board of Trustee approval isn't required, would be an operational policy
 5. Nevertheless, the Board agrees with this proposed new policy
3. Two new budget proposals
- i. Rev. Allison is comfortable proposing a \$330,000 budget, based on:
 1. Expectations of the remaining month
 2. New members' pledges usually come in during each year
 3. Where we stand this year right now
 - a. Rev. Allison is projecting a \$20-25,000 surplus
 - b. We can put \$10,000 into next year, since this money was originally intended for operating expenses
 - c. Better than putting all of it into our already-large cash reserves
 - ii. Why do we expect to have so much money left over from this year's budget?
 1. This is really only 5%, not huge
 - a. In fact last year's surplus was bigger: \$45,000
 - b. Last year we put some of that into the Building Maintenance fund, remainder went into cash reserves
 2. Income was slightly higher than projected
 3. Rev. Allison advises people to ask for a bit more than needed to be safe
 4. Didn't need to buy UUA's health insurance for Director of Faith Formation Sadie Kahn-Greene
 5. Didn't spend all of the projected staffing/program hours this year
 6. No big property expenses in the past 2 years, because major maintenance should not be paid for out of the operating budget
 7. Note that last year we got more money from our endowment, because the Invested Funds Committee provided their guidance to the Board of Trustees differently than we had received with Mike Wilt in past years
 8. But next year we must remember that the pledges fell a bit short of expectations, and that this surplus helped fill in the budget
 - iii. Discussion of replacing the boiler in the preschool wing
 1. Major maintenance should not be paid for out of the operating budget: this is clearly more of a capital expense
 2. Replacing the boiler will be too inefficient unless windows are replaced
 3. Replacing windows and glass walkway and 3 doors will require cosmetic changes to the building, which requires bigger congregational conversations
 4. Boiler will last another few years during these conversations, though we may need stopgaps like plastic window sheeting and extra space heaters
 - iv. No grave concerns about Budget 2 as proposed by Rev. Allison
 1. Just be cognizant that we are spending a bit more each year, this may get risky if we do it year over year, unless something changes like gain many new members, or scale back if some major economic shift affects members
 2. Should we create a policy of what to do with annual surplus?

- a. Note that if we tighten our belt, we “steal” funding from missional activities; vs. if we have a surplus we may do non-missional things
- b. Agreed no policy is needed: we don’t define today what will look “missional” ten years in the future
- v. **MOTION** to accept Rev. Allison’s proposed Budget #2
MOVED by Lindsey Hedrick, **SECONDED** by Brenna Woods, **MOTION CARRIED**

4. Add VP to Safe-Congregation Response Team, Rev. Allison Palm

- 1. The Safe-Congregation Response Team (SCRT) likes having the Vice President of the Board of Trustees as a member, which was started on a trial basis this year
- 2. **MOTION** to make the VP a permanent member of the SCRT
MOVED by Carol Houde, **SECONDED** by Brenna Woods, **MOTION CARRIED**
- 3. **ACTION: Sherri Woolsey** to update this operational policy

5. PLACE Delegation of Authority, David Hudson

- 1. During Rev. Allison’s parental leave, need to delegate the Executive functions to some replacement (note that the other half of Rev. Allison’s duties, the ministerial functions, are being handled by visiting ministers, worship associates, etc.)
 - i. Includes hiring/firing authority, but only over 2 positions; they don’t plan to use this
 - ii. Other financial matters remain with UUCN administrator Sherri Woolsey as usual, including check-writing authority for amounts below president and Board treasurer
- 2. Propose to use PLACE, which will report to and be overseen by the Board of Trustees
 - i. Stands for Parental Leave Acting Co-Executives
 - ii. Sherri Woolsey, Church Administrator, and Sadie Kahn-Greene, Director of Lifespan Religious Education
- 3. **MOTION** to delegate executive authority to PLACE during Rev. Allison’s parental leave
MOVED by Steve Hedges, **SECONDED** by Lindsey Hedrick, **MOTION CARRIED**

6. Level II Sanctuary Resolution, David Hudson (See APPENDIX C)

- 1. Immigrant Solidarity Team is seeking support to become a Level II Sanctuary Congregation
 - i. Board will put this resolution on the agenda for our Annual Meeting
 - ii. More supportive to have it already on the agenda than as a “citizens’ petition”
 - iii. Dave Hudson suggested some early feedback to the Immigrant Solidarity Team
- 2. Discussion now of this feedback and some further points:
 - i. Preamble is a bit lengthy, don’t want to lose listeners’ interest
 - ii. Suggest the prologue should mention the bigger picture: the systemic problem of treatment of immigrants too, which must be addressed as well as helping individual people who are affected by it
 - 1. UUCN is also a part of the Immigrant Solidarity Network
 - 2. We already do both Witness and Advocacy
 - 3. Therefore strongly suggest changing the line “less witness and more action” to read “both witness and action”

- iii. Clarify the way fundraising will be handled for this effort
 - 1. Be careful not to imply that this work comes from a budget item
 - 2. UUCN has two forms of fundraising today
 - a. Outreach for outside the church, goes through Social Justice team
 - b. All other forms for inside our church, go through Stewardship
 - 3. Suggest to include language like “through pre-existing UUCN channels”
 - a. For instance, this cause can be the Outreach focus for a month
 - b. Or ask for separate donations but should coordinate with Stewardship so they’re not fundraising at a conflicting time, e.g. not Feb. when Stewardship kicks off, nor right before Auction
 - iv. Suggest the prologue should explain what is meant by giving Level II support
 - 1. Means that UUCN doesn’t house the immigrant(s), rather we support the housing church
 - 2. Should note that both financial and personal efforts are needed as support
 - 3. Note that housing can be indefinite: Bedford UU Church housed 1 person for 1 night, another for 4 months; another church hosted a person for 1 year
 - 4. Note that efforts can be large: Bedford UU has 100 members and 280 volunteers to help their sanctuary
 - 5. Discussion that this is a very resource-intensive way of helping a small amount of people, but it is a form of civil disobedience which makes a statement and word-of-mouth about many people’s efforts help too
 - v. Should note that the covenant with Manchester UU Church is already being written, no additional oversight is needed by UUCN
 - vi. Specify whether the resolution is only for us to support Manchester UU Church as the Level I church, or to support more than one Level I church? Note that 40 other churches are signed on to help Manchester too.
3. After team revises this resolution, Board will motion to put it on Annual Meeting agenda

7. Congregational Survey Update, Carol Houde, Steve Hedges, Jodie Holway (See APPENDIX D)

- 1. Subteam presented the findings from congregation-wide surveys
 - i. Compared recent survey responses with same questions’ responses 5 years ago
 - ii. Many fewer respondents this time, because last time everyone was interested in the ministerial search that this survey would help to support
 - iii. Surveys are always somewhat unreliable, but some interesting differences appeared
- 2. Discussion of several areas that seem to be going well
 - i. Revitalized Faith Formation, which had been identified as an area to work on
 - ii. Welcoming and adjusting to the new minister seems to be going quite well
- 3. Desire for greater impact in the Nashua community:
 - i. This came up as a desire in the recent results
 - ii. The findings of the Long Range Planning Committee have lots of data points for this
- 4. Desire for greater diversity in our congregation
 - i. Note that this can mean race, age, national origin, class, etc.
 - ii. Unfortunately Long Range Planning Committee didn’t get many ideas about this

5. Discussion of moving to a full-year schedule of services
 - i. People seem split about whether to expand into summer
 1. Unanimous desire for our church to grow: but growth is supported by having summer services, because this is when families go “church-shopping”
 2. Perhaps this link is not understood between growth and summer services
 3. Another similar issue: not everyone likes using “Candle Cards” but this too helps support growth; perhaps this link is also not understood
 - ii. At least we have no church meetings already in July, this gives members a break
 - iii. We have moved summer services from Chapel into Sanctuary
 1. This causes attendance to double or even triple, because the setting is much less intimate thus less scary to attend for casual visitors
 2. Today we average 60 or 65 per summer service
 - iv. We now offer Jed’s wonderful music year-round, and other staff are year-round too
 - v. Perhaps we’ve already changed enough to reap the benefits of year-round church?
6. Discussion of our Covenant and how to handle conflict in our congregation
 - i. Survey findings show a large desire to improve in this area
 - ii. Our current covenant was created after a couple of PercUUlate sessions, by a small group who ran with the project, and then the congregation approved the result
 1. This was better than the lack of covenant before
 2. However everyone must do some hard emotional work to live up to it
 - iii. It’s hard to be vulnerable enough to express “You hurt me”
 1. Especially for New Englanders and introverts and engineers etc....
 2. Sherri has had a couple of people come to her, concerned that they had hurt someone else as they did church work, and one came reporting that they had been hurt
 3. Without acknowledgement, disagreements can fester into conflicts
 4. Note we have different generations and different communication styles
 - iv. There is no easy answer, no step-by-step process like employee grievances
 1. We cannot entirely stop having conflict as we do the work of our church
 2. We need to continue coexisting with people that don’t see eye to eye
 3. Some people may be helped by a simple checklist, not appropriate for others who are starting from a different place already
 4. The change is largely cultural, e.g. start fostering more trust in each other
 - v. Have other churches done Conflict Resolution programs?
 1. Not sure, and not sure how successful
 2. We have worked with “restorative circles” but again it takes hard work
 - vi. Board agreed to bring this topic to our Summer Retreat
7. Discussion of financial support going beyond stewardship
 - i. Why was this a concern among survey respondents?
 1. Perhaps giving is not uniform, so perhaps a few big donors feel put-upon
 2. This is not ideal, but most churches see this same pattern
 3. In fact UUCN is doing better financially in this way than most churches

- ii. Three years ago, the congregation's overall giving rose in a big jump
 - 1. People were enthusiastic to attract a new minister with a solid pay package
 - 2. This higher level of giving has now been sustained over past 3 years
- iii. How to change the culture to being more generous?
 - 1. Still a somewhat of a UUCN cultural taboo to talk about or ask for money
 - 2. In the past we never required pledging, we never even talked about it
 - 3. Stewardship team will examine giving behavior
 - a. Perhaps a difference between people who joined church within past 10 years vs. longer-standing members
 - b. If so, this may indicate that our culture is already changing
 - 4. Perhaps lead by example, trickle down (vs. wetting each person individually)
- 8. Discussion of involving more youth and young adults
 - i. This was a concern in the survey responses: but probably it's not the youth/young adults who are asking for this!
 - ii. Need to discern what UUCN can offer that youth don't get in school or elsewhere
 - iii. Generational need for freedom vs. need for structure
 - 1. Did the kids who were involved in UU YouthCon benefit from running it?
 - 2. Yes personally, but not clear whether they're still in UU congregations now
 - iv. Note the unintended consequences of our Safe Congregations policy
 - 1. OWL class intended to do a sleepover last week
 - 2. But for 3 youth, 9 adults are now required, so it didn't happen

8. Delegate Selection Policy, David Hudson, Carol Houde (See APPENDIX E)

- 1. This is how we have been selecting delegates for the past couple of years
- 2. We seek diversity of delegates along various dimensions
- 3. Don't want to over-specify instructions in this policy
- 4. Decide where to place this policy:
 - i. UUCN Governing Policies – V. Administration – Policy A
 - 1. This would be a new section
 - 2. Not sure we'll have many related policies for a while, so probably not here
 - ii. UUCN Governing Policies – II. Governing Process – Policy L – seems to be right place
- 5. **MOTION** to adopt this resolution as written, and place it into II. Governing Process
MOVED by Brenna Woods, **SECONDED** by Lindsey Hedrick, **MOTION CARRIED**

9. New Business

- 1. Long Range Planning Committee (LRPC) will present summarized findings to Board in May
 - i. These findings are intended to help guide our church for next 5-15 years
 - ii. What process to clarify this? Will be a focus of Board of Trustees' summer retreat
 - iii. Board has written enough policy lately; perhaps next year(s) can do more visioning
- 2. Northern New England District (NNED) meeting will be held here
 - i. Happening this weekend, with lots of UUCN volunteers
 - ii. 140 people are registered to attend

3. Pre-Annual Meeting event, previously known as Budget, Bylaws, & Brownies
 - i. Evening of May 22, 2018, with nut-free brownies but no bylaws, needs better name
 - ii. Intention as always is to review budget and other Annual Meeting topics in advance
 - iii. Long Range Planning Committee will summarize its findings
 - iv. The Minister Emeritus honor for Rev. Steve Edington will be mentioned
 - v. This pre-meeting will be in auditorium, Lindsey to help Sherri with A/V requirements
4. Upcoming meetings
 - i. Newly-created Personnel subcommittee, members Carol Houde and Brenna Woods
 1. John Burkitt agrees to join this, has lots of experience with UUCN personnel
 2. Subcommittee will work on new format for Minister Review while she's out
 3. Subcommittee won't do Personnel report until Rev. Allison is back, fall 2018
 - ii. Expecting a visit from UU Action New Hampshire in Board's May meeting
 - iii. Also in June's Board meeting the Invested Funds Committee is presenting
 - iv. June's Board meeting will be 10 days after Annual Meeting, can discuss any topics
5. This Board will have one opening next church year, due to David Hudson's departure ☹️

10. Closing

1. Covenantal Checkout
2. **MOTION** to adjourn
MOVED by Brenna Woods, **SECONDED** by Carol Houde, **MOTION CARRIED**

APPENDIX A: *Agenda*

APPENDIX B: *Minister's Report*

APPENDIX C: *Level II Sanctuary Resolution, Draft*

APPENDIX D: *Congregational Survey Update Presentation*

APPENDIX E: *Delegate Selection Policy*

Agenda

Board of Trustees, Unitarian Universalist Church of Nashua

April 10, 2018 @ 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:** *volunteer?*

& **Guests:** *Sherri Woolsey*

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

6:37 [3] Admin: Consent Agenda

- February & March BoT Meeting Minutes

6:40 [5] Admin: Nominate John Burkitt to fill Open Board Seat (Carol)

6:45 [30] Monitoring: Minister's Report (Allison)

- Stewardship Update & Waiver
- Budget & Property Update (Boiler/Windows) & Potential Surplus Discussion

7:15 [5] Policy: Add VP to Safe-Congregation Response Team (Allison)

7:20 [5] Admin: PLACE Delegation of Authority (David)

7:25 [20] Admin: Level II Sanctuary Resolution (David)

7:45 [10] Break

7:55 [60] Linkage: Congregational Survey Update (Carol, Steve, & Jodie)

8:55 [15] Policy: Delegate Selection Policy (David & Carol)

9:10 [10] Admin: New Business

- LRPC presentation in May — Monitoring SC in June
- NNED meeting here this weekend!
- May 22: Budget, ~~Bylaws~~, and Brownies Event — need a better name (+ LRPC & Sanctuary)

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 [2] Admin: Timekeeper's Report

9:27 [3] Admin: Closing Words (Allison)

9:30 Adjourn

(continued)

Allocated Time:

- [00 m - 0.0%] Visioning
- [30 m - 16.7%] Monitoring
- [60 m - 33.3 %] Administration
- [00 m - 0.0%] Executive Session
- [60 m - 33.3%] Linkage
- [20 m - 11.1%] Policies & Procedures
- [10 m - 5.6%] Break

[180 m - 100%] Total

Board Subcommittees:

- *Visioning*: Brenna, and David
- *Monitoring*: Lindsey, Pam, and Rick
- *Linkage*: Steve, Jodie, and Carol
- *LRPC*: Brenna, and Lindsey (+ Carol)
- *Personnel*: Carol and Brenna

Upcoming Dates:

- Friday, April 13, 2018 @ 7:30 pm @ UUCN — NNED Meeting: Meet & Greet
- Saturday, April 14, 2018 @ 8 am – 4 pm @ UUCN — NNED Annual Meeting
- Tuesday, May 8, 2018 @ 6:30 pm — Board of Trustees Meeting
- Tuesday, May 22, 2018 @ 7:30 pm — Budget, Bylaws, and Brownies
- Sunday, June 3, 2018 @ 12:00 – 2:00 pm — UUCN Annual Meeting

Parking Lot:

- Continue fleshing out our Personnel-related duties and responsibilities.
- 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
- Knowledge Management
 - How can we best manage our own data: archival, privacy, etc.
 - What can be done church-wide to improve knowledge transfer?
- 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
April 9, 2018
Covering March 13, 2018-April 9, 2018

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: 170. (2017: 183, 2016: 205)
- We have our Worship Themes for next year, and Sadie and I have put together a tentative worship schedule for the year as well.
- The Worship Associates continue planning for summer services. We have a great line-up so far. Ellen McCahon, Grace Morton and Dan Murphy will be leading a training for the Summer Worship Leaders on May 20.
- The Youth Group led a fabulous service on March 18.
- Sadie had a check-in with the Faith Formation teachers on April 8. She is planning two conversations about Faith Formation and programming for next year in April and May.
- We currently have 9 Covenant Groups running, serving about 50 people.
- We had a fun Easter Egg Hunt on April 1 after the service. Children of all ages participated, and built lovely chalices with the legos they found.
- We are planning 2 picnics for the summer months. One will be after the last service of the church year. The other will be in August, and will be a joint picnic with the Manchester and Milford congregations.

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.

- We continue to receive pledges for our Stewardship Campaign. So far, we have 166 pledges for a total of \$319,539. The Stewardship Team is doing one more round of follow-ups to people we have not yet heard from.
- I have put together an operational policy on pledge waivers for members with financial need, which is attached to this report.
- I have made some changes to the proposed budgets for next year. I will send two options to the Board to review at our meeting. It is my hope that we can choose one of those options to recommend for the congregation
- The Auction Team is deep into their planning, with the Auction now less than a month away (May 5!). They are particularly working on getting donations and volunteers.
- Our Database Team has chosen a new database: Breeze. We are planning to transition to Breeze in late June and early July. Sherri is working on the details of the transition.
- The Leadership Development Team and I led a Connections Summit on March 24 focused on generational differences in church life. People were very engaged and interested in the topic, so we may try to do more on it in the future.
- I have completed staff evaluations for all the staff who report to me. Sherri and Sadie will complete evaluations for the staff who report to them in June.

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 welcomed 15 new members during the service on March 25.
- The Jeffrey Campbell Study Group presented their service in Brattleboro on April 8. It was very well received. They will also be presenting about this project at the UU Action NH Annual Meeting on June 9 in Concord.
- Many people from the congregation attended the March for Our Lives in Nashua on March 24. People were spread out so I did not get a full count.
- The Community Dinner team has begun putting together menus for the next year. They are also working on getting some new cooks in the rotation.
- Our GSOP team has been talking with the Sanctuary Team at the Manchester congregation about how we might support them. They are hoping to have the congregation vote to become a Sanctuary Support church at our Annual Meeting.
- We are hosting the Northern New England District Spring Assembly and Annual Meeting on April 13 and 14. There are several volunteers from the congregation signed up to help out, and many people registered to attend.
- We will be hosting a Leadership Development workshop put on by the New England Region on May 12. The LD Team is taking the lead on helping with this. Our staff can attend for free, as can five members who volunteer to help with hospitality (4 of these spots are taken)
- I participated in the following community, denominational and justice events this past month: attended 2 Immigrant Solidarity Vigils, offered the Opening Words at the Nashua March for Our Lives, attended an online NNED board meeting, attended the Nashua Area Interfaith Council April Meeting, attended a Voices of Faith Vigil at the NH statehouse, attended a NH Council of Churches Board Meeting, and participated on a panel at the Ministerial Formation Network Retreat.
- We had 9 regular weekly outside groups use our building during February: Overeaters Anonymous, 4 Narcotics Anonymous Groups, Alcoholics Anonymous, a Spiral Scouts troop and 2 yoga classes for kids.

4. CHILDREN'S WINTER GARDEN WITH WHITE WING SCHOOL

- Finances look great at this point in the year, with a \$45,000 surplus as of the last report from the school. The school has \$90,000 in the bank.
- I brought up the question of what to do with a surplus at our last meeting. One idea was to put some of it in the Scholarship Fund.
- Enrollment continues to go well for next year. As of March 18, there were 55 students enrolled for the 2018-2019 year. Chris continues to get many calls about tours.
- The school hosted a very successful Open House/Book Fair on the evening of March 22.
- Camp registration for the first two weeks of June begins this month.
- The Property Team is working with the School Board to consider mulch or other options for the play yard.
- We now have draft bylaws, which the Board will be reviewing in the next month.
- Chris is working on a budget for next year, including proposed staff salaries.
- While I am on parental leave, Chris will send reports and minutes to David to share with the Board.

5. Monitoring Report on Policy F: Financial Condition and Management

Please note that my interpretations for this policy for the past two months used an old version of the policy. There are 4 additional sub-points that are included this month.

Policy language is in italics. Interpretations, Data, and Statements of Compliance are in regular font.

With respect to the Church's actual, ongoing financial condition and activities, the Executive Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures and income from the annual budget approved by the Congregation or Board priorities established in the Ends Policies.

Interpretation: This policy is interpreted to mean that:

1. The church should not be in danger of running out of money to cover expenses and financial planning goals.
2. The actual income received and money spent should be in line with the budget approved at the Annual Meeting each year in June. "Material deviation" is interpreted to mean that expenses do not exceed 105% of each budget line item approved by the congregation. The budget set each year should allocate expenses in a way that will use the financial resources of the church to further the Mission and Ends of the congregation.

Data: Our current checking account balance is \$212,288.65. This is enough for more than three months of regular operating expenses. The Income and Expense report included below indicates that none of our expenses are on track to exceed 105% of the budget this year.

Statement of Compliance: I report compliance

Accordingly, the Executive Director shall not:

1. *Shift, adjust or reassign any budget lines or categories to other purposes exceeding 2% of the total budget during the fiscal year without the agreement of the Board.*
2. *Shift, adjust or reassign any budget lines or categories to other purposes exceeding \$2000 for a single purpose without notifying the Board.*

Interpretation: If there is a need to shift more than \$2000 from any one budget line to another, the Executive Director will inform the Board that the shift has occurred. If there is a need to shift more than 2% of the total budget between categories, the Executive Director will get the approval of the Board before making the adjustment.

Data: The only adjustment that has happened this year that qualifies for either of these has been in staffing – moving money to cover extra hours for a staff member while another position is unfilled, and moving money from one staff line to another to cover for extra hours during upcoming parental leave. The Board approved both of these adjustments.

Statement of Compliance: I report compliance.

3. *Operate without written policies guiding the prudent investment of Church operating reserve funds as described in Policy E-3 & 4 above.*

Interpretation: There should be a written policy about where Church operating reserve funds are held.

Data: Currently, we keep our operating reserves in our checking account. There is no written policy about those funds.

Statement of Compliance: I report non-compliance. We are working to write down as many of our financial procedures as possible in the months leading up to meeting with an outside auditor in the fall. This policy is on the list.

4. Operate without adequate accounting controls and procedures that are maintained and documented;

Interpretation: There should be written policies for all of our accounting procedures that follow standard accounting practices and ensure that there are adequate checks built into our procedures.

Data: We have very few written accounting policies and procedures.

Statement of Compliance: I report non-compliance. We are working to write down as many of our financial procedures as possible in the months leading up to meeting with an outside auditor in the fall. The external financial review should then tell us what we are still missing.

5. Allow annual operating expenses to exceed 105% of the budget without the agreement of the Board;

Interpretation: Total annual operating expenses should not be more than 105% of the total operating expenses budgeted unless the Board of Trustees agrees to the additional expenditure.

Data: The Income and Expense report included below indicates that none of our expenses are on track to exceed 105% of the budget this year.

Statement of Compliance: I report compliance

6. Have signature authority for checks greater than \$4,999.99 and at no time shall they sign checks to themselves, relatives closer than first cousins, or parties with a conflict of interest.

7. Delegate signature authority to anyone other than a permanently hired Church Administrator who shall not have signature authority for checks greater than \$1,999.99 and at no time shall they sign checks to themselves, relatives closer than first cousins, or parties with a conflict of interest;

Interpretation: The Executive should not sign any checks for greater than \$4,999.99. The Executive may delegate signature authority to the Church Administrator as long as they are in a permanent position and do not sign checks greater than \$1,999.99. Neither the Executive or the Church Administrator should sign checks of any amount that are written out to themselves, a member of their immediate family or someone with whom they have an identifies conflict of interest.

Data: All checks \$5,000 and over are signed by the president or treasurer. All checks between \$2000 and \$4999.99 are signed by me. In this fiscal year, Sherri and I have not signed any checks to ourselves, family members, or people with whom we have a conflict of interest.

Statement of Compliance: I report compliance.

8. Assume any long-term indebtedness without Board approval;

Interpretation: The church should not take on any loans or other debts that last longer than six months unless the debt is approved by the Board.

Data: We have no current debts that qualify as “long-term.”

Statement of Compliance: I report compliance

9. Undertake transactions exceeding \$10,000 without seeking multiple bids or cost comparisons;

Interpretation: Any team or staff member of the church who is making a purchase or entering into a contract on behalf of the church that exceeds \$10,000 should obtain at least 2 bids or compare prices from at least 2 suppliers before making the purchase or entering in to the contract.

Data: Since July 1, 2017, the church has not entered into any contracts or made any purchases that exceed \$10,000.

Statement of Compliance: I report compliance

10. Enter into any purchase or service contract exceeding \$25,000 without prior Board approval;

Interpretation: Any purchase or service contract that exceeds \$25,000 must be approved by the Board of Trustees.

Data: Since July 1, 2017, the church has not entered into any contracts or made any purchases that exceed \$25,000.

Statement of Compliance: I report compliance

11. Acquire, encumber, or dispose of real property without prior Board approval;

Interpretation: Any purchase or sale of land or buildings must be approved by the Board of Trustees.

Data: Since July 1, 2017, the church has not purchased or sold any land or buildings.

Statement of Compliance: I report compliance

12. Spend or borrow Endowment funds without prior Board approval; or

13. Plan for annual Endowment outlays of more than the "prudent withdrawal amount" percentage, as determined by the Board, of the Endowment fund balance.

Interpretation: The Board must approve the withdrawal of any Endowment funds. The annual budget approved by the Board and voted on by the congregation serves as blanket Board approval to withdraw any Endowment funds indicated in that budget. The proposed budget each year should not include income from the Endowment funds that exceeds the prudent withdrawal amount recommended by the Invested Funds Committee, unless approved by the Board.

Data: The Endowment withdrawal included in the FY18 budget is the amount recommended by the Invested Funds Committee. The FY18 budget was approved by the Board in May 2017 and voted on by the congregation in June 2017. We have not withdrawn any funds in excess of what was budgeted.

Statement of Compliance: I report compliance

Income and Expense Report as of 3-12-2018

We are 77.3% of the way through this year. Income is ahead at 84.11%. Expenses are behind at 70.72%. As of now, we have a \$74,885 surplus. I anticipate that we will end the year with a \$20,000-\$25,000 surplus

	Actual	Budget	Percentage
INCOME			
Endowment	\$117,117.32	\$150,814.00	77.66%
Fundraisers	\$1,325.00	\$11,800.00	11.23%
Outreach Collections	\$26,781.63	\$35,000.00	76.52%
Pledges	\$301,554.62	\$330,000.00	91.38%
User Fees	\$4,942.00	\$6,000.00	82.37%
CWG-WWS Contribution	\$16,800	\$28,000.00	60.00%
Other Income	\$3820.19	\$1,150.00	332.19%
TOTAL INCOME	\$473,340.76	\$562,764.00	84.11%
EXPENSES			
<i>Programs</i>			
Music & Worship	\$5512.97	\$9,800.00	53.79%
Faith Formation	\$3445.89	\$6,300.00	54.70%
Membership	\$1604.16	\$3,200.00	50.13%
Social Justice	29,009.02	\$39,900.00	72.70%
Leadership Development	\$158.14	\$300.00	52.71%
Board Expenses	\$502.65	\$1,600.00	31.42%
Ministry Funds	\$800.00	\$1,300.00	61.54%
Total Programs	<i>\$41,032.83</i>	<i>\$62,850.00</i>	<i>65.29%</i>
<i>Operations</i>			
Administration	\$21,785.78	\$34,800.00	62.60%
Communications	\$1,312.75	\$1,500.00	87.52%
Stewardship	\$940.81	\$2,800.00	33.60%
Denomination	\$22,357.00	\$22,357.00	100%
Property	\$59,788.13	\$100,150.00	59.70%
Total Operations	<i>\$106,184.47</i>	<i>\$161,607.00</i>	<i>65.71%</i>
<i>Staff</i>			
Minister	\$99,201.29	\$123,932.00	76.57%
Program Staff	87,931.78	\$133,085.00	66.07%%
Administrative Staff	\$64,104.94	\$77,633.00	82.57%
Total Staff	<i>\$251,238.01</i>	<i>\$338,994.00</i>	<i>74.11%</i>
TOTAL EXPENSES	\$398,455.31	\$563,451.00	70.72%
Difference	\$74,885.45	\$63	

6. Parental Leave Planning Updates

- Worship is planned through the end of the church year. We will have 4 guest preachers, 2 services led by Worship Associates, and 2 services led by Sadie.
- I have prepared and distributed a brochure detailing the coverage for my parental leave.
- I have met with Sadie and Sherri to go over their responsibilities while I am away.

- My last Sunday in the pulpit will be this coming Sunday, April 15. I have a back-up service prepared for the Worship Associates to present in the event I am not able to be there.
- I will not be checking my church email or office phone while I am on leave. In case of emergencies, the Board and staff should reach me on my cell phone.
- My leave will begin when I actually am having the baby. I will inform Sherri, Sadie, David and Carol when the baby arrives and they will pass on the news to the rest of the congregation

7. Schedule

- I will be here until my Parental Leave begins.

8. Recommendation for a change to the Safe Congregation Policy

This year, the Vice President of the Board joined the Safe Congregation Response Team on a trial basis. This has gone well, and I recommend that we make this a permanent part of the policy. It is helpful to have more than one Board member as a part of that team.

Since the Board approves changes to this policy, it will take a vote of the Board to make this change.

ATTACHMENT: Pledge Waiver Policy

This is intended to be an Operational Policy, and thus does not need approval from the Board. However, given that it references the bylaws, I would like the Board's opinion before the staff formally approves this policy.

The UU Church of Nashua bylaws indicate that a member must make a financial commitment of record to the church's operating budget during the present or preceding fiscal year to retain their membership with the congregation. However, we do not wish this requirement to be used to remove active members who are financially unable to make such a commitment.

In the event that an active member of the congregation indicates that they are unable to make a financial commitment to the congregation for any given fiscal year, the Minister will make a pledge on their behalf in the amount of \$1.58 and will inform them of the pledge. Any money given by that member to the congregation throughout that fiscal year will count towards fulfillment of that pledge. If the member is unable to fulfill the pledge by June 15 of the fiscal year for which it was intended, the Minister will use funds from the Minister's Discretionary Fund to cover the remainder of the pledge.

Unitarian Universalist Church of Nashua

Resolution to Become a Sanctuary Support Church

DRAFT

WHEREAS, the Unitarian Universalist Church of Nashua and individuals covenant in our first, second, and sixth principles to affirm the inherent worth and dignity of every person, promote justice, equity, and compassion in human relations, as well as work toward a world community with peace, liberty and justice for all; and

WHEREAS, the Unitarian Universalist Association (UUA) has a longstanding tradition of becoming actively engaged in political and community support work to change federal immigration policy, aid and support sanctuary work for refugees and immigrants, and continue to advocate, and educate on these issues since the 1980's; and

WHEREAS, the UUA Board has expressed their support for the Sanctuary movement and created a UU Sanctuary Fund “for the purpose to support sanctuary defendants, sanctuary churches, and for direct support of those in need of sanctuary” (Sanctuary Fund, June 1986 Board Resolution); and

WHEREAS the UUA General Assembly delegations have voted to protest immigration policy and support immigrant families through numerous social justice measures, most notably through a Statement of Conscience “[Immigration as a Moral Issue](#)” in 2013 that decries the unjustness of treatment, lays out a moral immigration policy, and calls for Unitarian Universalists to act; and

WHEREAS, the mission of the UU Church of Nashua reads “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”

WHEREAS, the UU Church of Nashua ends statement *Beyond* reads “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: Partnering with other congregations and institutions in advocating for and promoting social justice”; and

WHEREAS, the UU Church of Nashua's Governing Policies identify as one of our values “The importance of service to others, whether it is between individuals, in support of the church, or in the larger community beyond the church walls”; and

WHEREAS, the UU Church of Nashua has long supported immigrants in our community: Signing on as a founding member of the Granite State Organizing Project in 2007 and actively supporting immigrant related actions and events; Fostering strong relationships with community organizations that support immigrants; and Pledging to join the New Hampshire Immigrant Solidarity Network and become active participants in its development; and

WHEREAS, immigrants in New Hampshire are facing unconscionable acts of deportation by Immigration and Customs Enforcement and immoral expressions of racism, which are currently tearing families apart; and

THEREFORE, BE IT RESOLVED that we hold ourselves accountable to less witness and more action; and

BE IT FINALLY RESOLVED that we, the members of UUCN do agree to become a Sanctuary Support Congregation. In doing so, at such time as we partner with another congregation involved in physical Sanctuary, we will share in providing meaningful financial support for the person/persons in Sanctuary, we will share in providing for the physical and emotional needs of the person/persons in Sanctuary, and, we will be a strong partner in the organizational management and advocacy required to sustain the person/persons in Sanctuary.

Congregational Survey

Then (2013) and Now (2018)

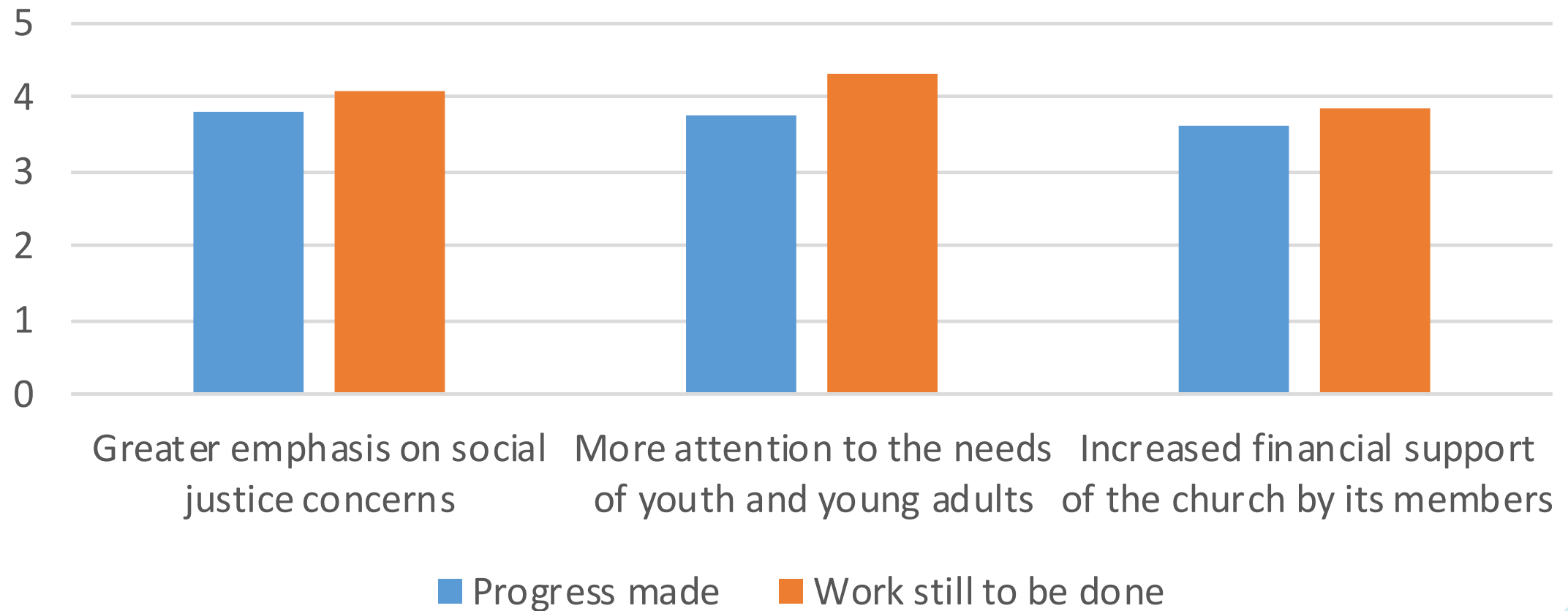
Linkage Subcommittee

Jodie Holway, Steve Hedges, and Carol Houde

April 10, 2018

How much progress have we made and how much work still needs to be done?

(Asked in 2018, over past 3-5 years, comparison of first 2 questions)

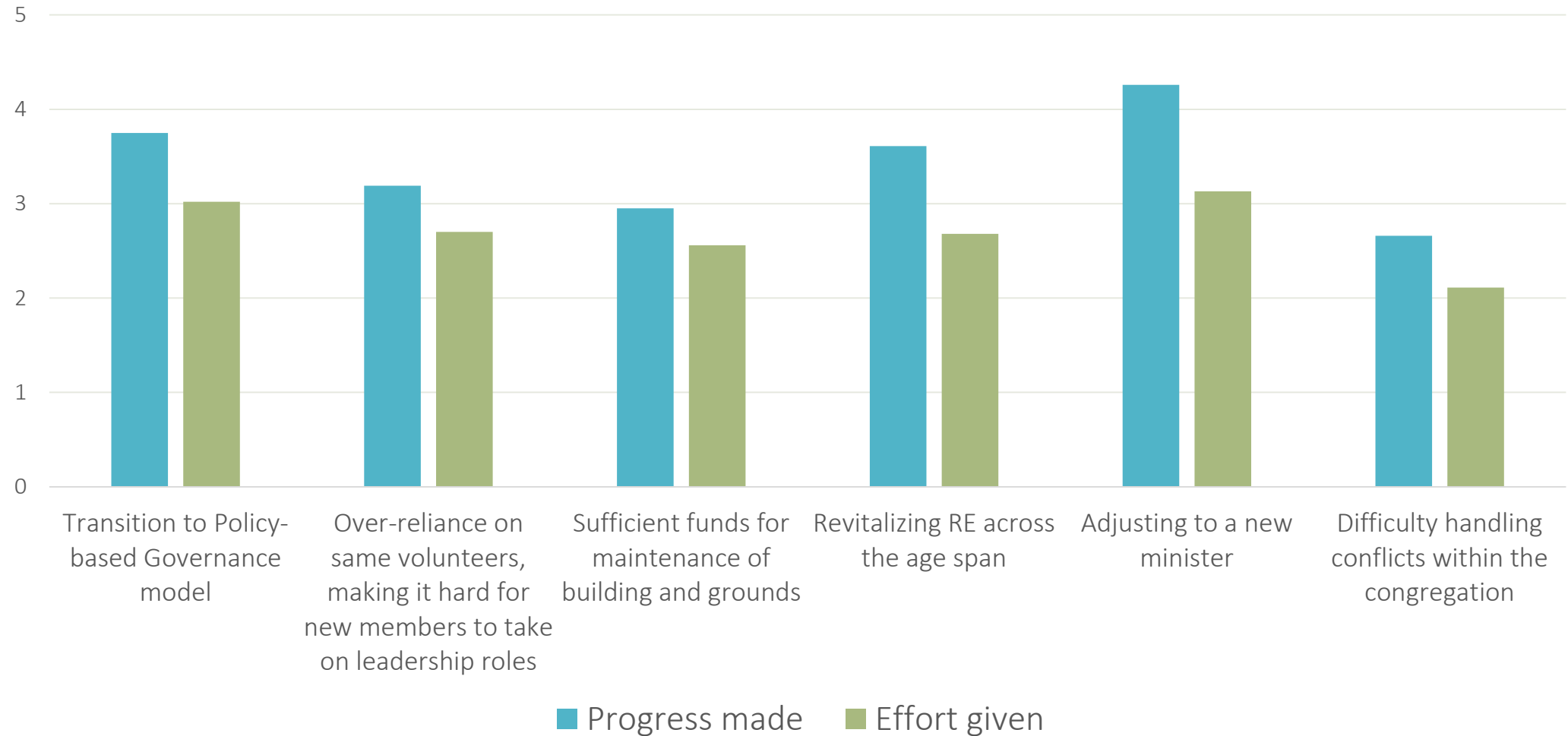


How much progress have we made and how much work still needs to be done? Continued

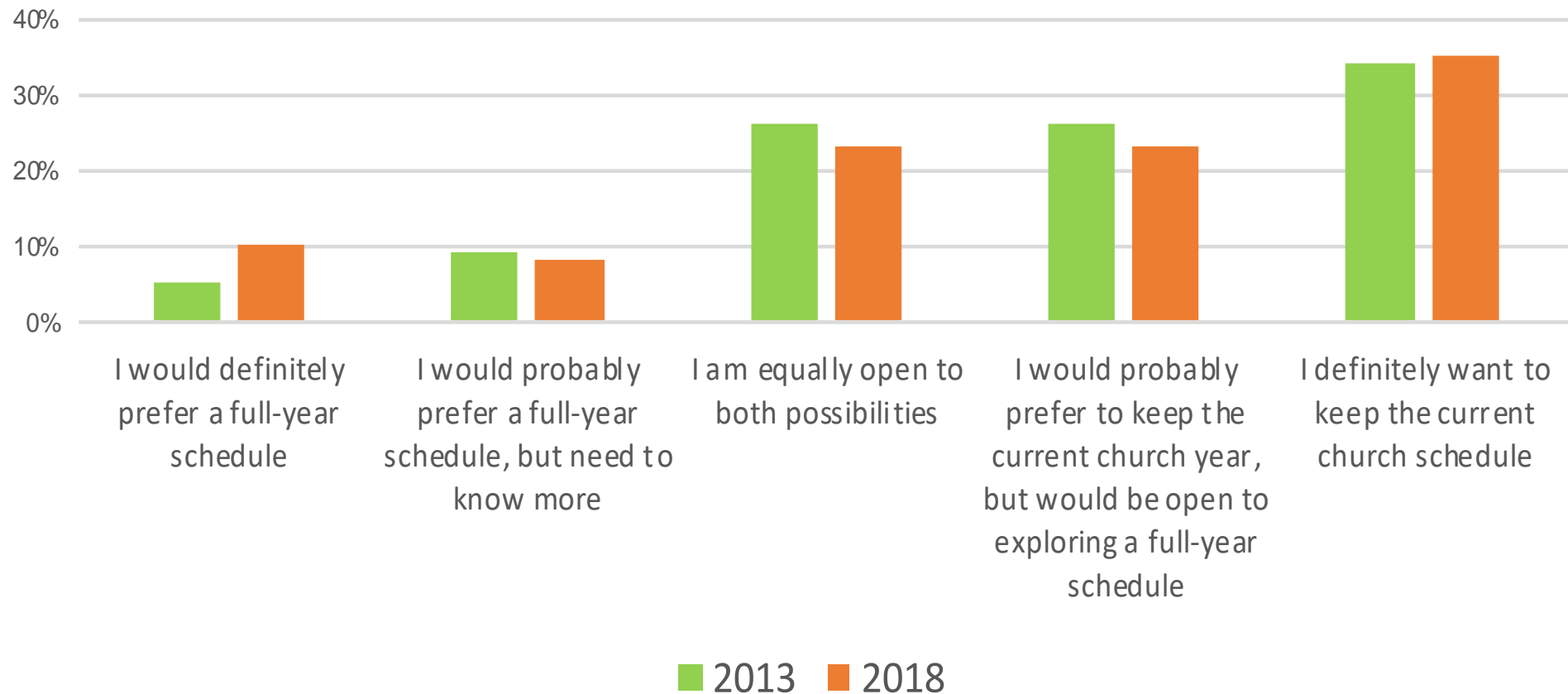
(Asked in 2018, over past 3-5 years, comparison of first 2 questions)



How much progress vs. effort do you believe we've made in the past 3-5 years?

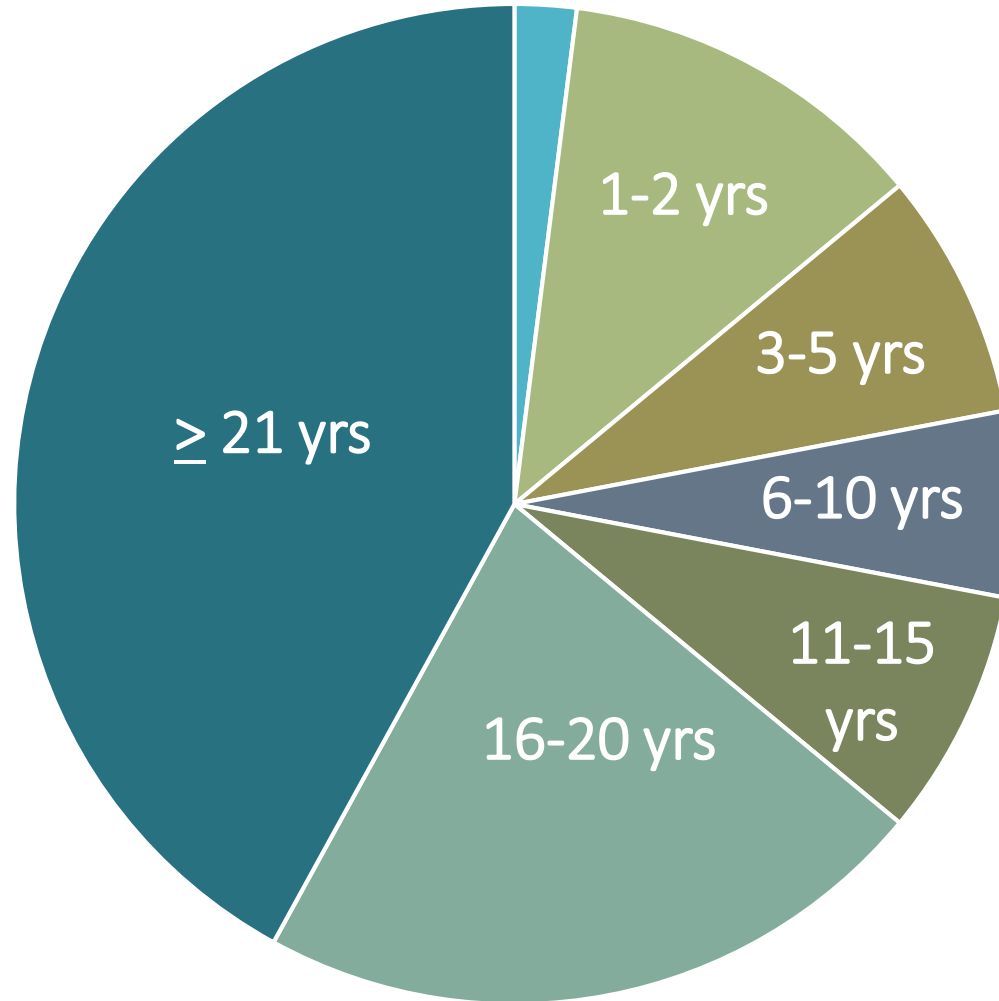


How strongly do you feel about maintaining the current church schedule, vs. prefer a 12-month church year?



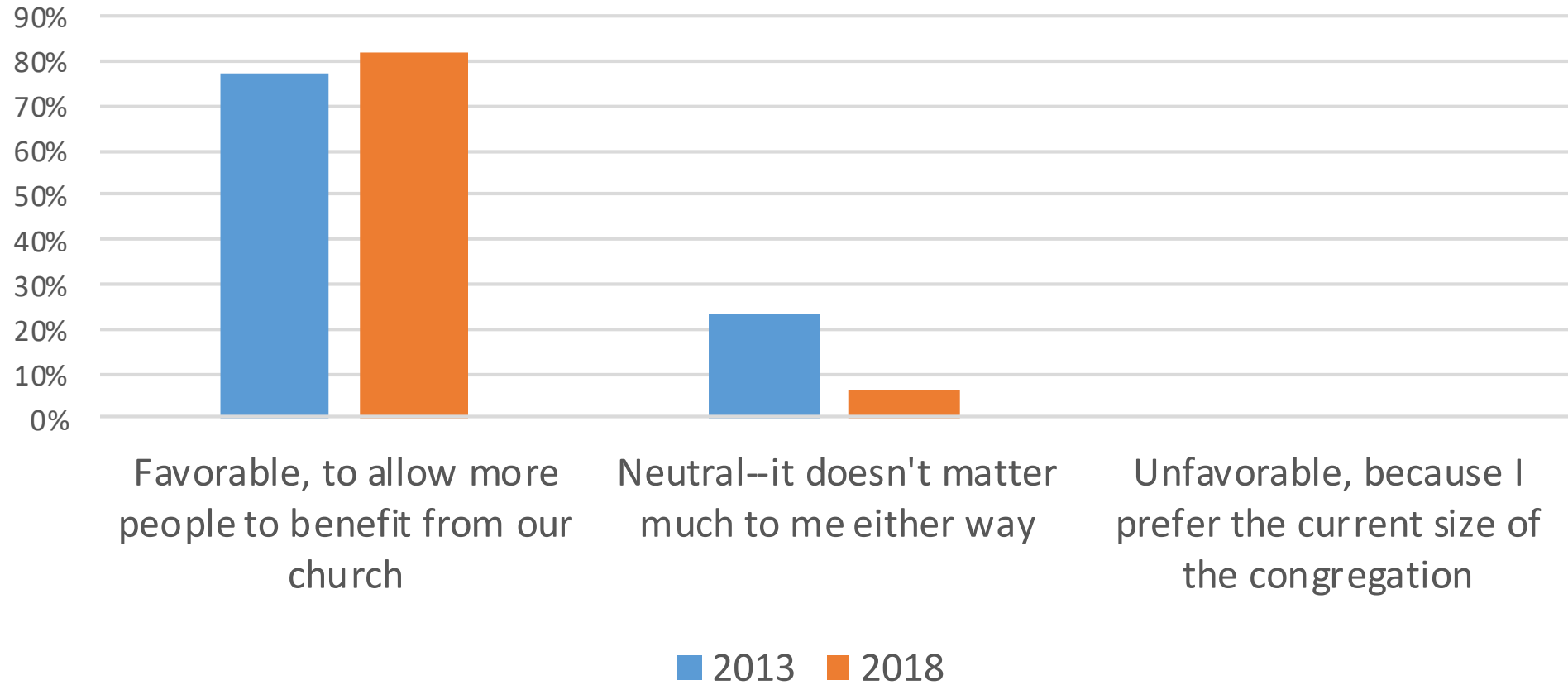
Length of Membership

(asked in 2018, ~45 respondents)

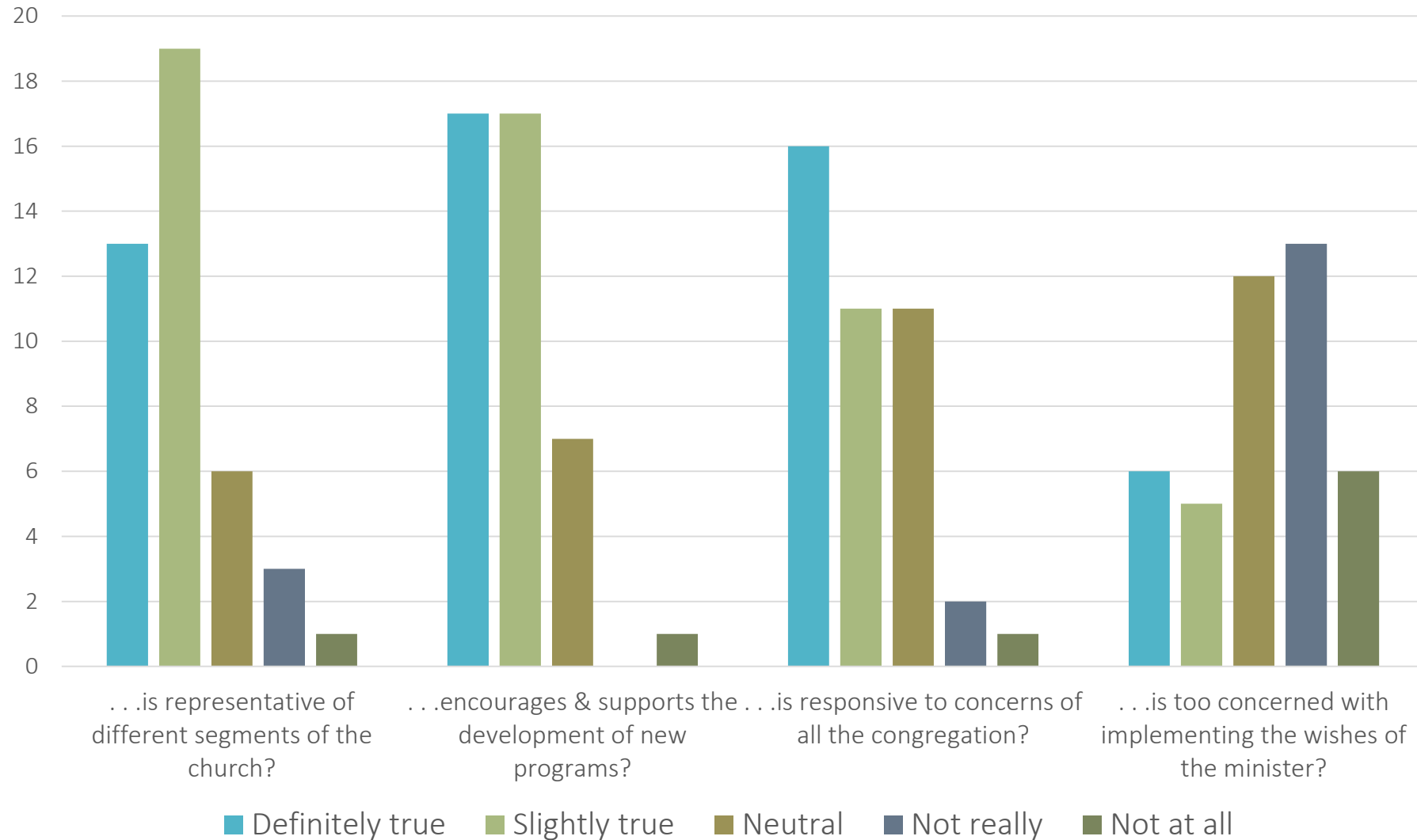


■ Less than 1 year ■ 1-2 years ■ 3-5 years ■ 6-10 years ■ 11-15 years ■ 16-20 years ■ 21 years or more

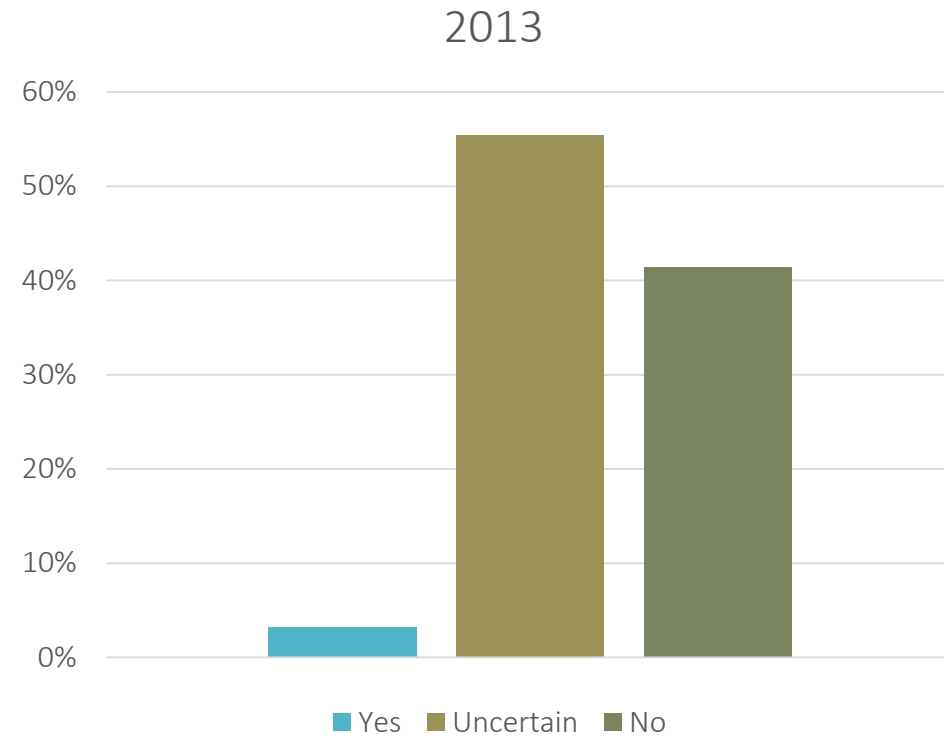
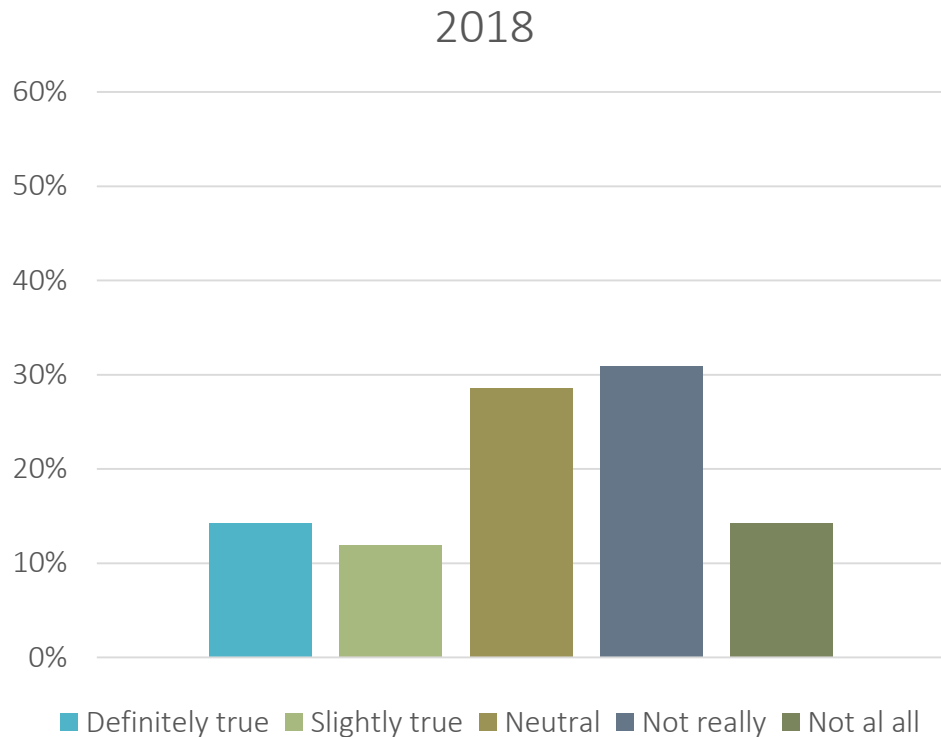
What are your personal feelings about increasing our membership?



Do you feel our congregational lay leadership. . .



Do you feel our congregational lay leadership is too concerned with implementing the wishes of the minister?



Where we did well

- ✓ Adjusting to a new minister
- ✓ Becoming more welcoming to guests and new members
- ✓ Implementing Policy-based Governance
- ✓ RE/FF across the age span

Where does the congregation
want improvement?

1. Model for Conflict Resolution

- Direct involvement of Congregation
- PercUulate data on Covenant
- Focus on *what to do*
when someone falls out of Covenant

2. Broader Financial Support from Congregants

- Have congregation explore this, not just Stewardship
- Link to hopes and dreams revealed in LRPC results

3. Greater Attention to Youth and Young Adults

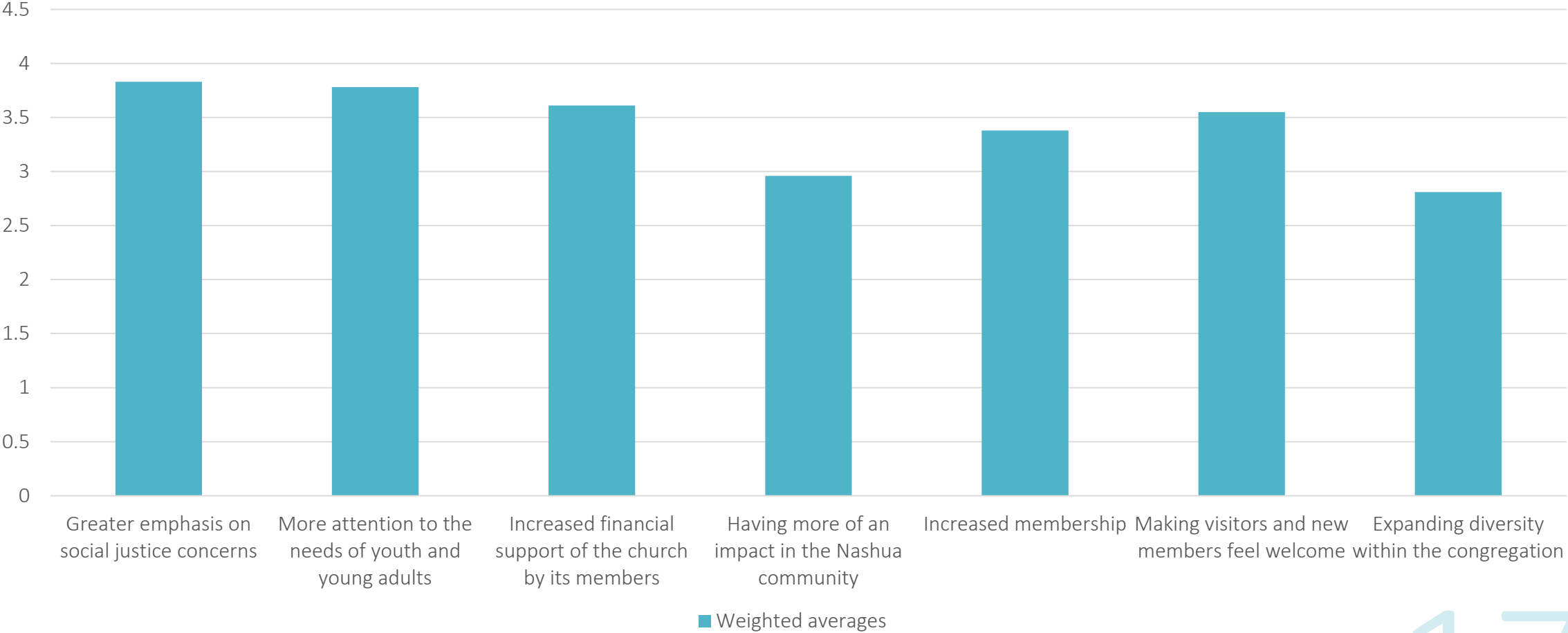
- Broader array of offerings of interest
- More intentional inclusion on teams and committees
- Be attentive to leadership development opportunities

4. Greater Impact within Nashua Community

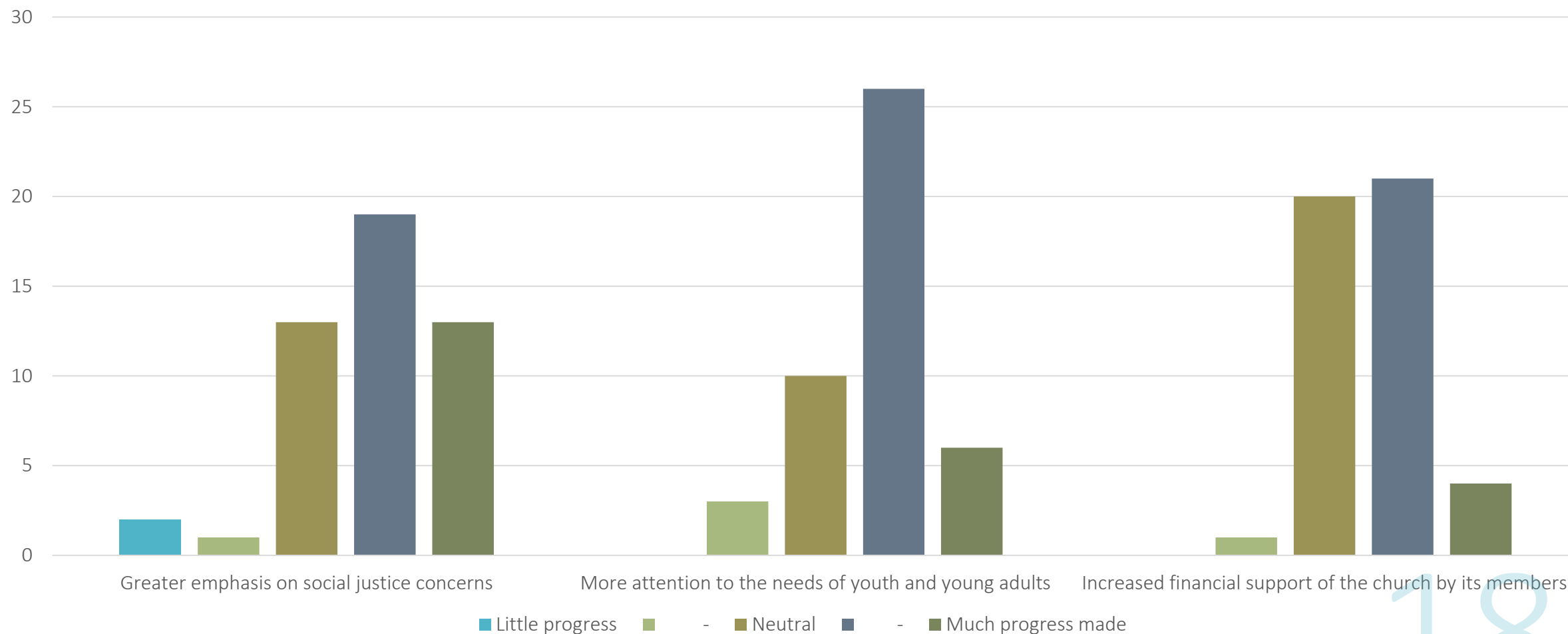
- Become more visible,
both building and programmatically
- More emphasis on identifying needs
and underserved populations

Additional Inquiry

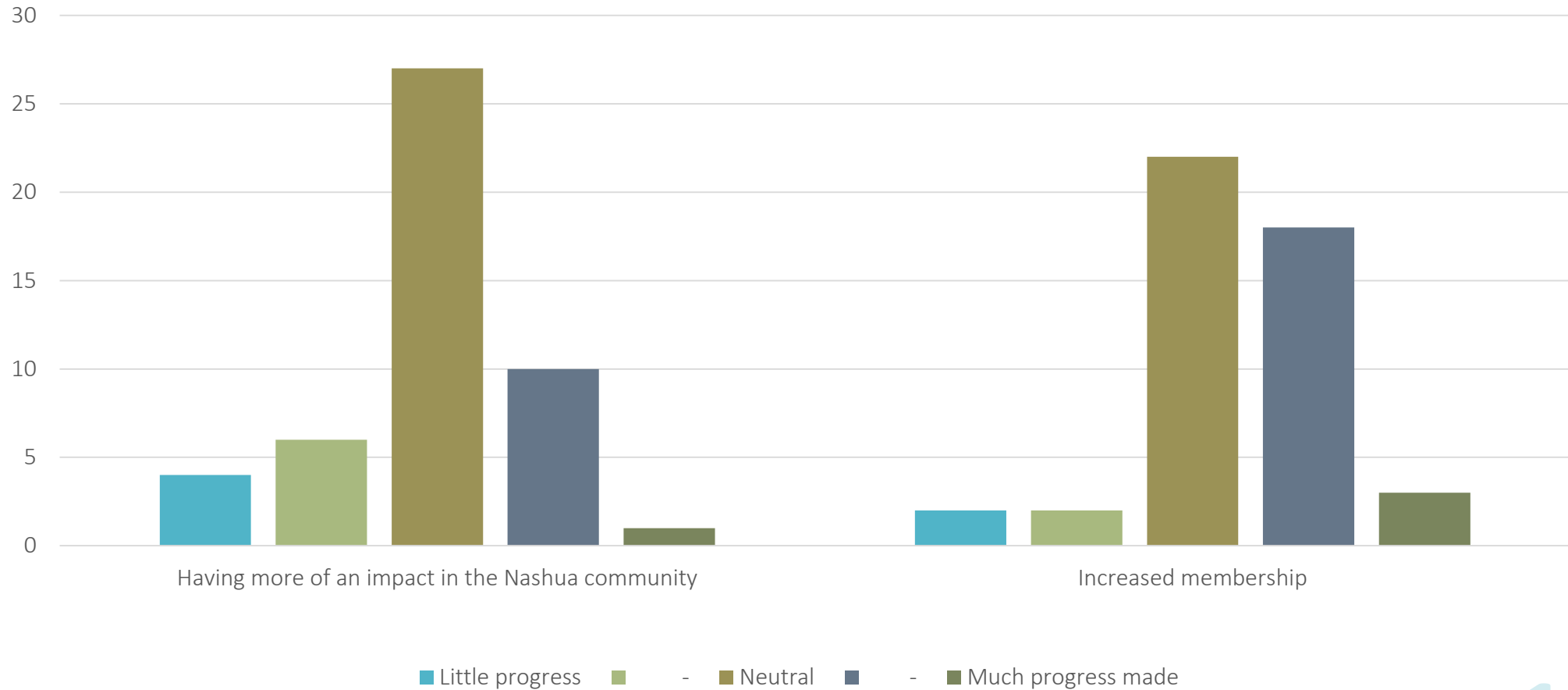
In 2013, the congregation identified a range of efforts they would like the church to focus upon over the next 3-5 years. Please indicate *the extent to which we have made progress* towards these goals.



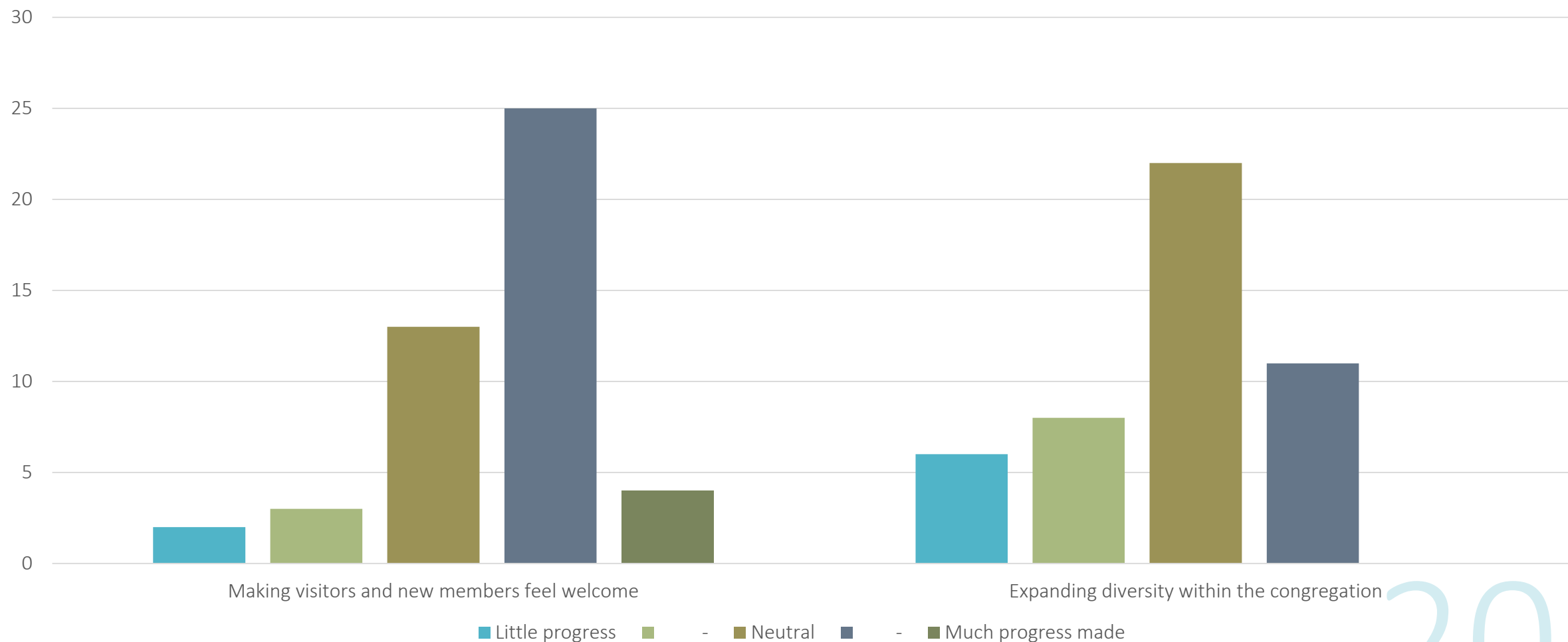
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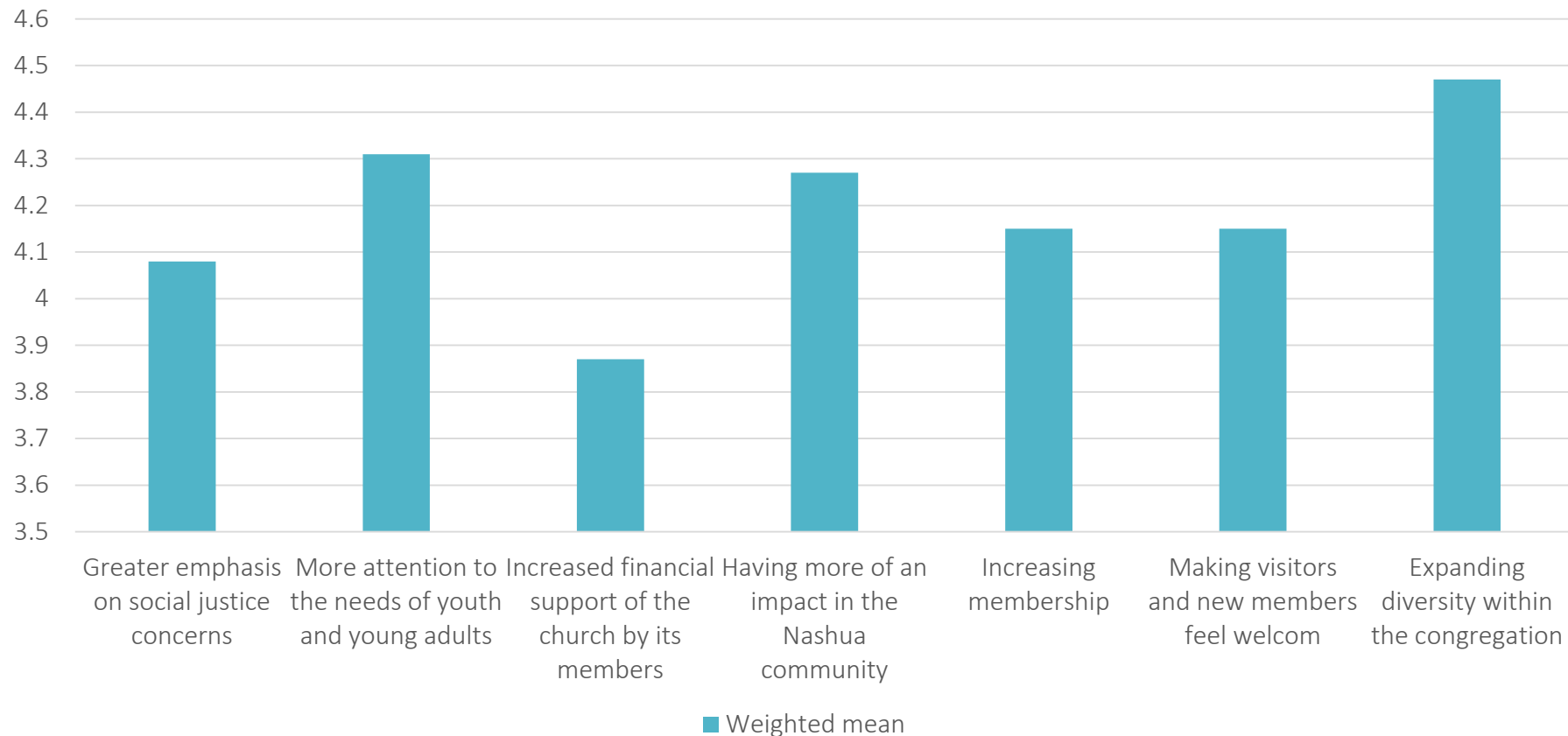
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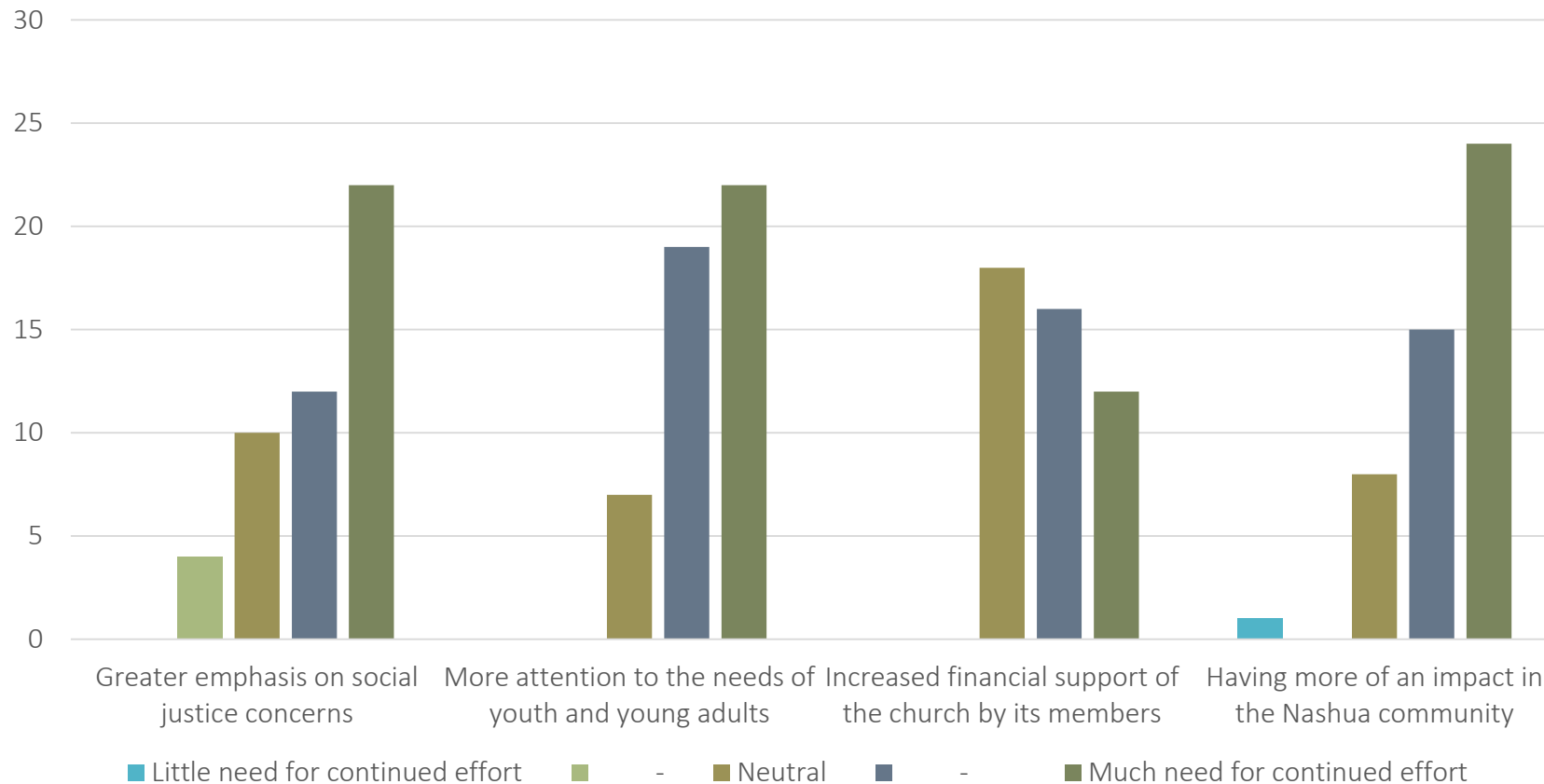
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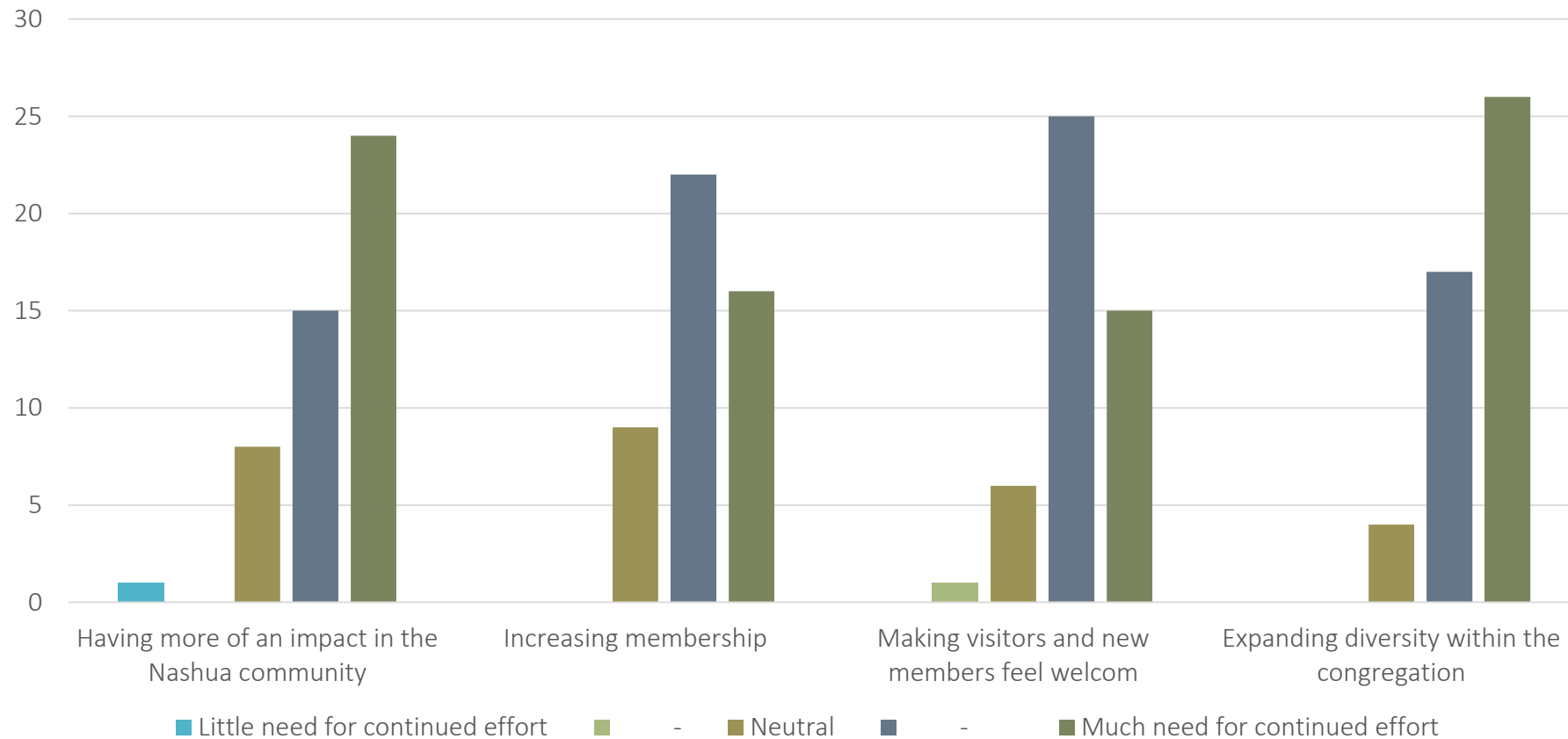
In 2013, we identified a range of efforts we would like the church to focus upon over the next 3-5 years. Please indicate *the extent to which we should continue to focus* on these goals.



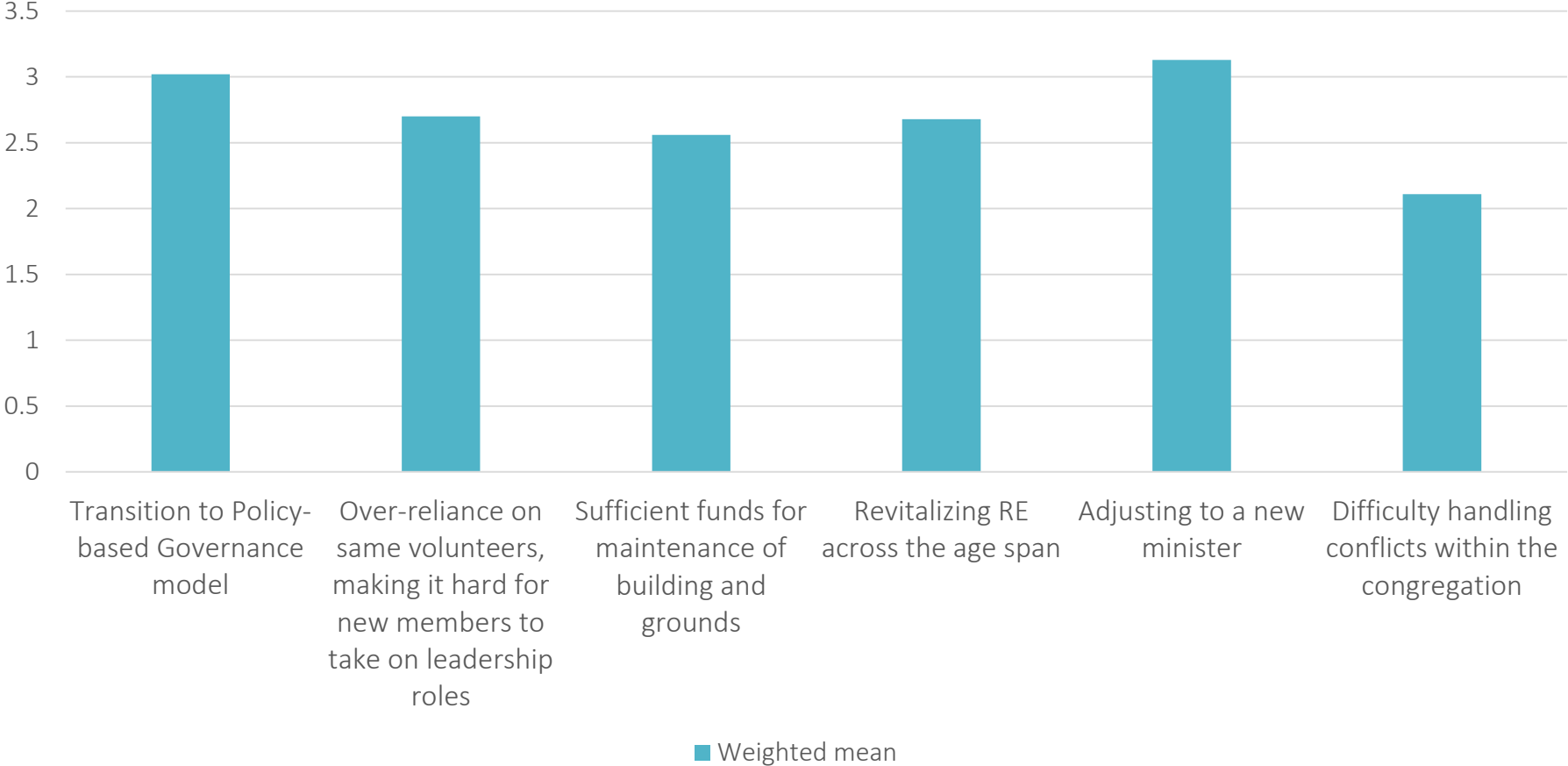
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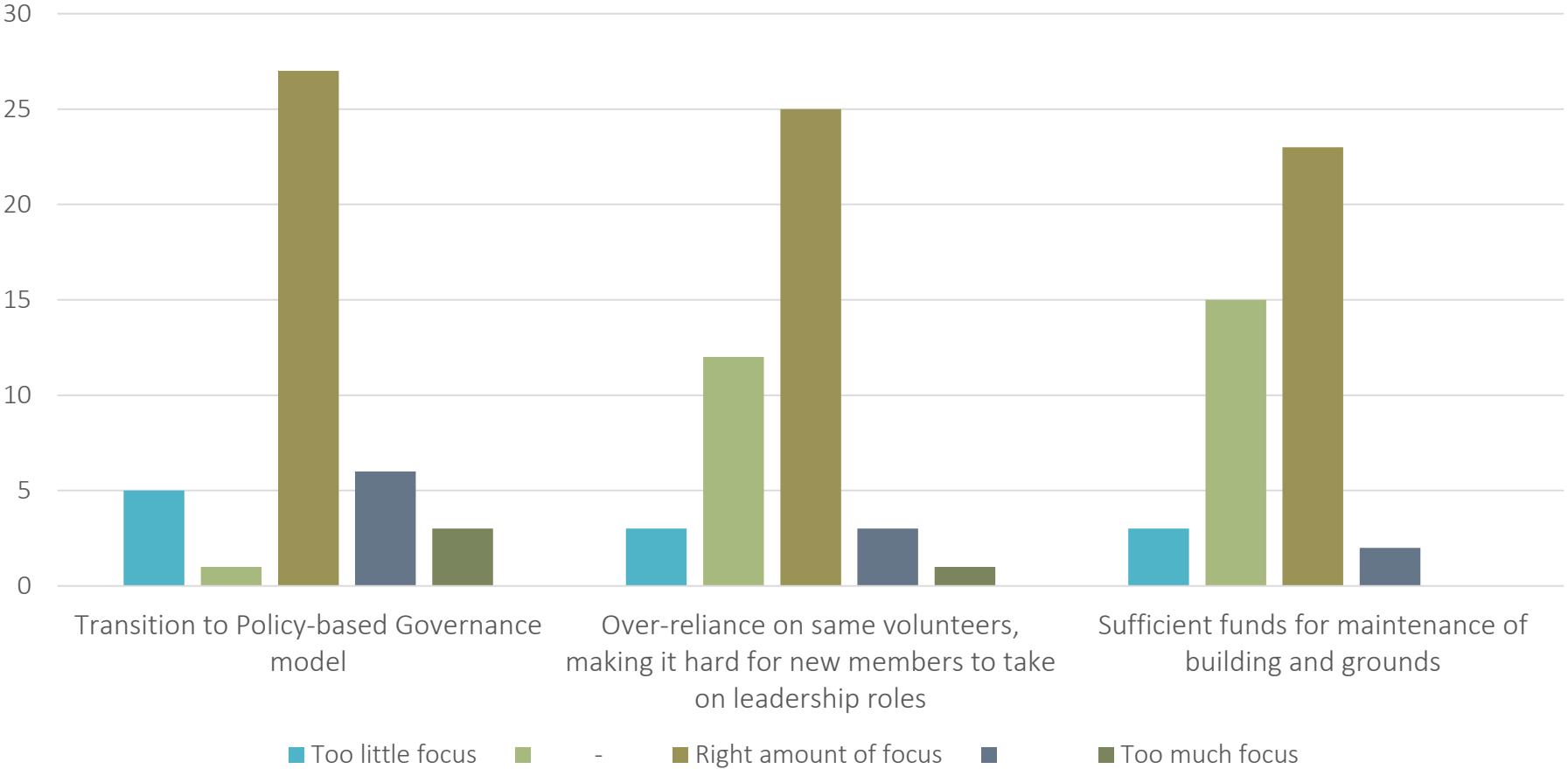
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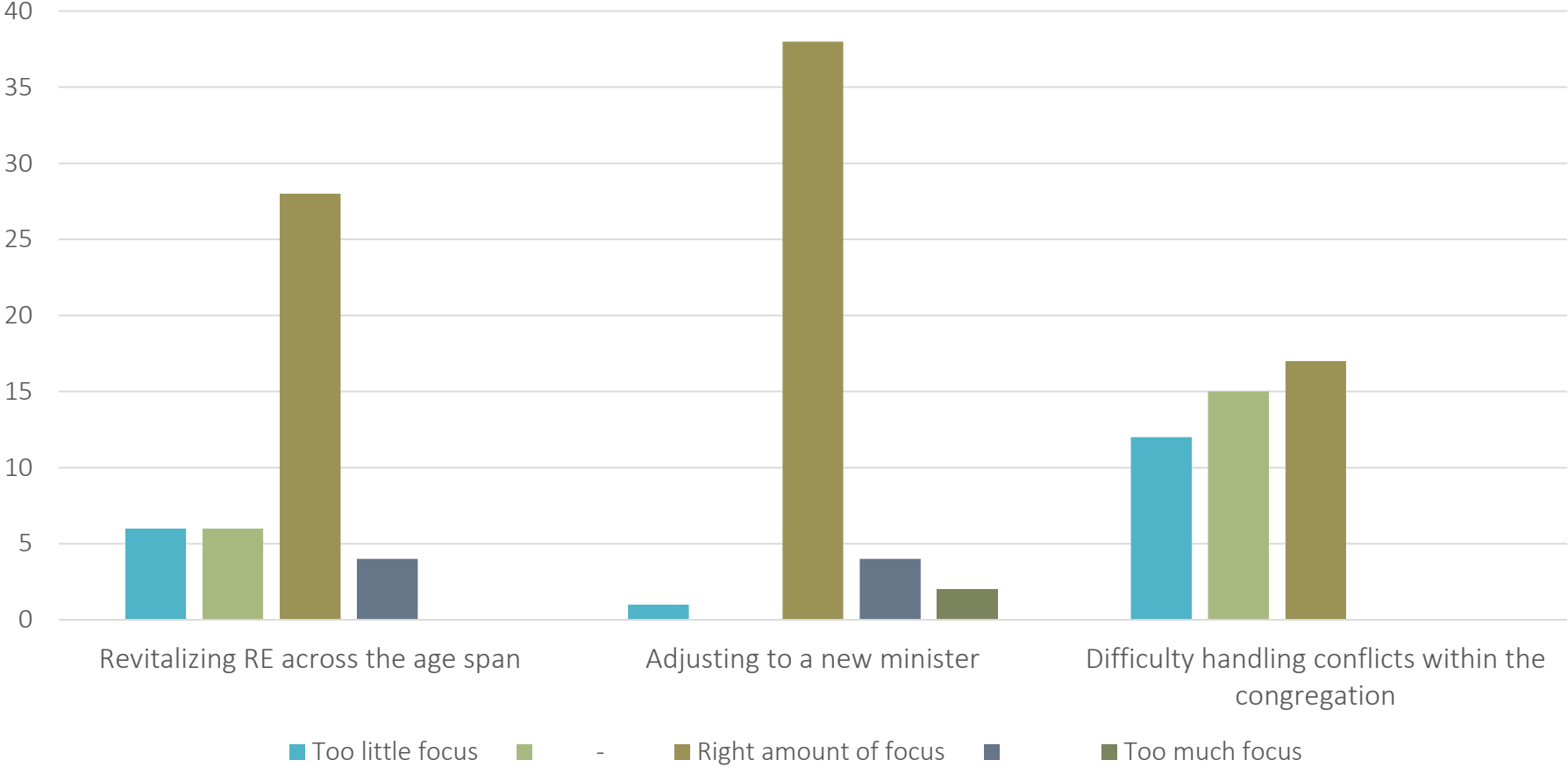
In 2013, various concerns in the church were identified. How much *effort/attention have we paid to these areas* since then?



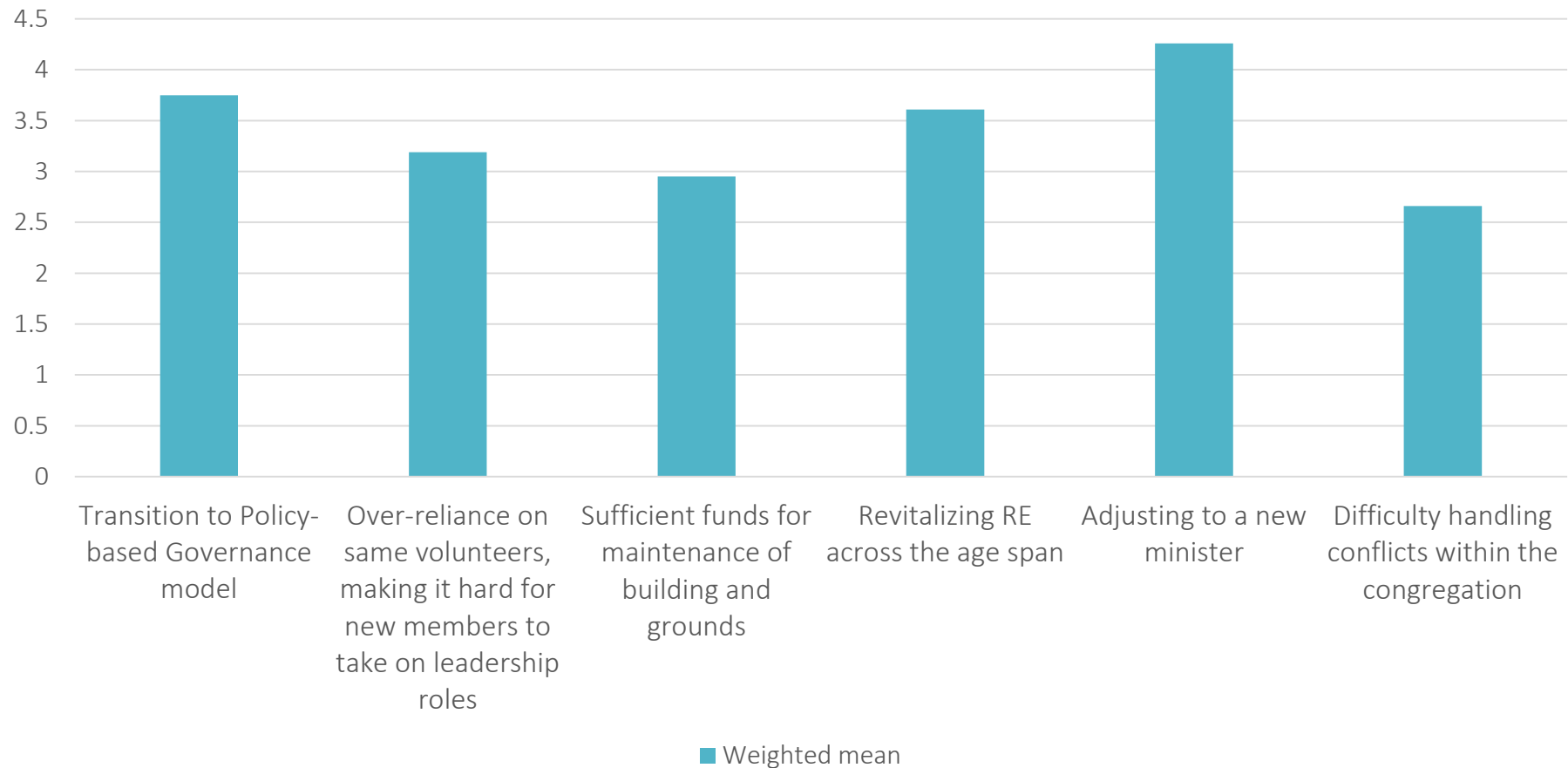
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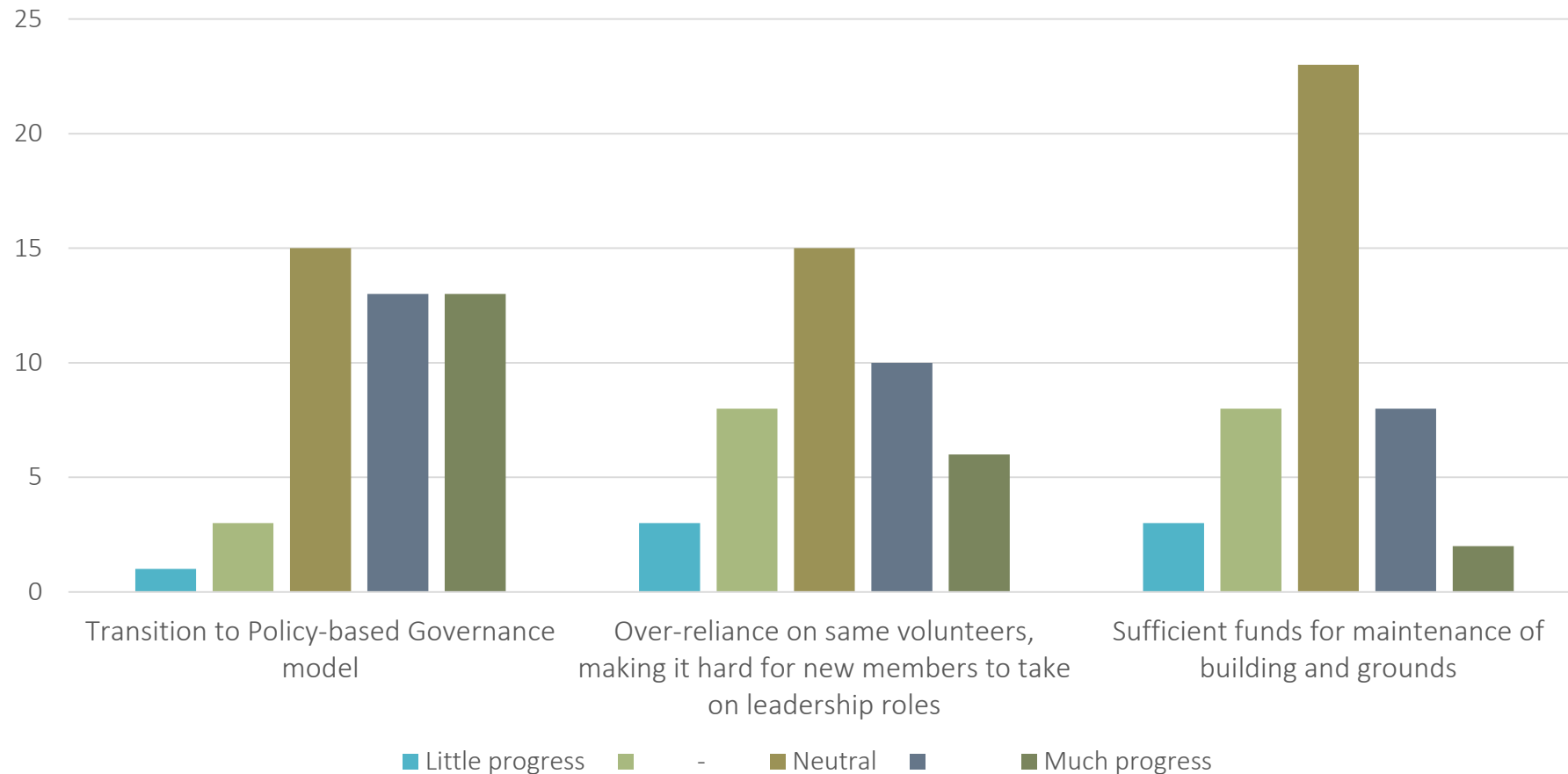
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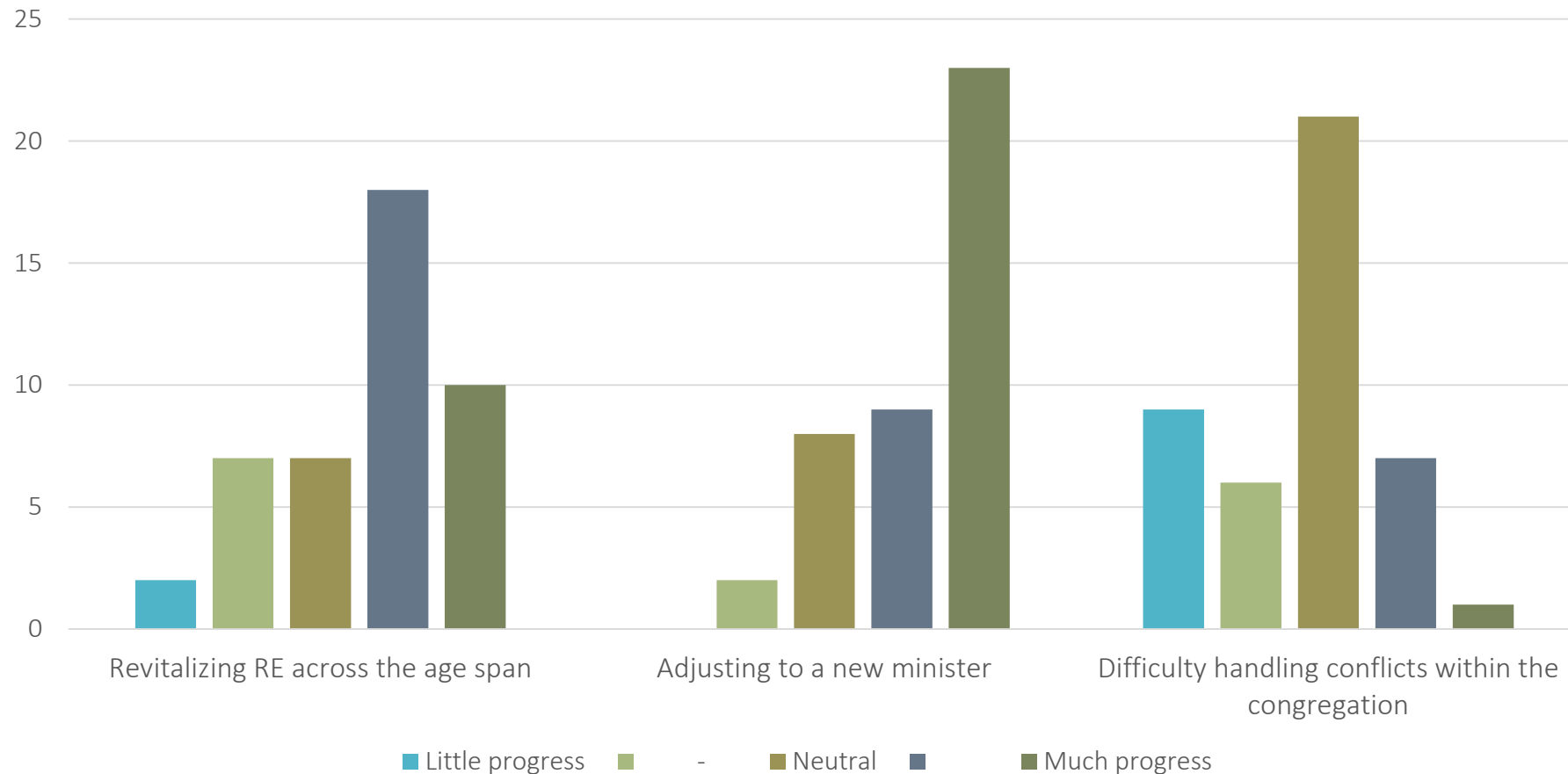
How much progress have we made in addressing these concerns over the past five years?



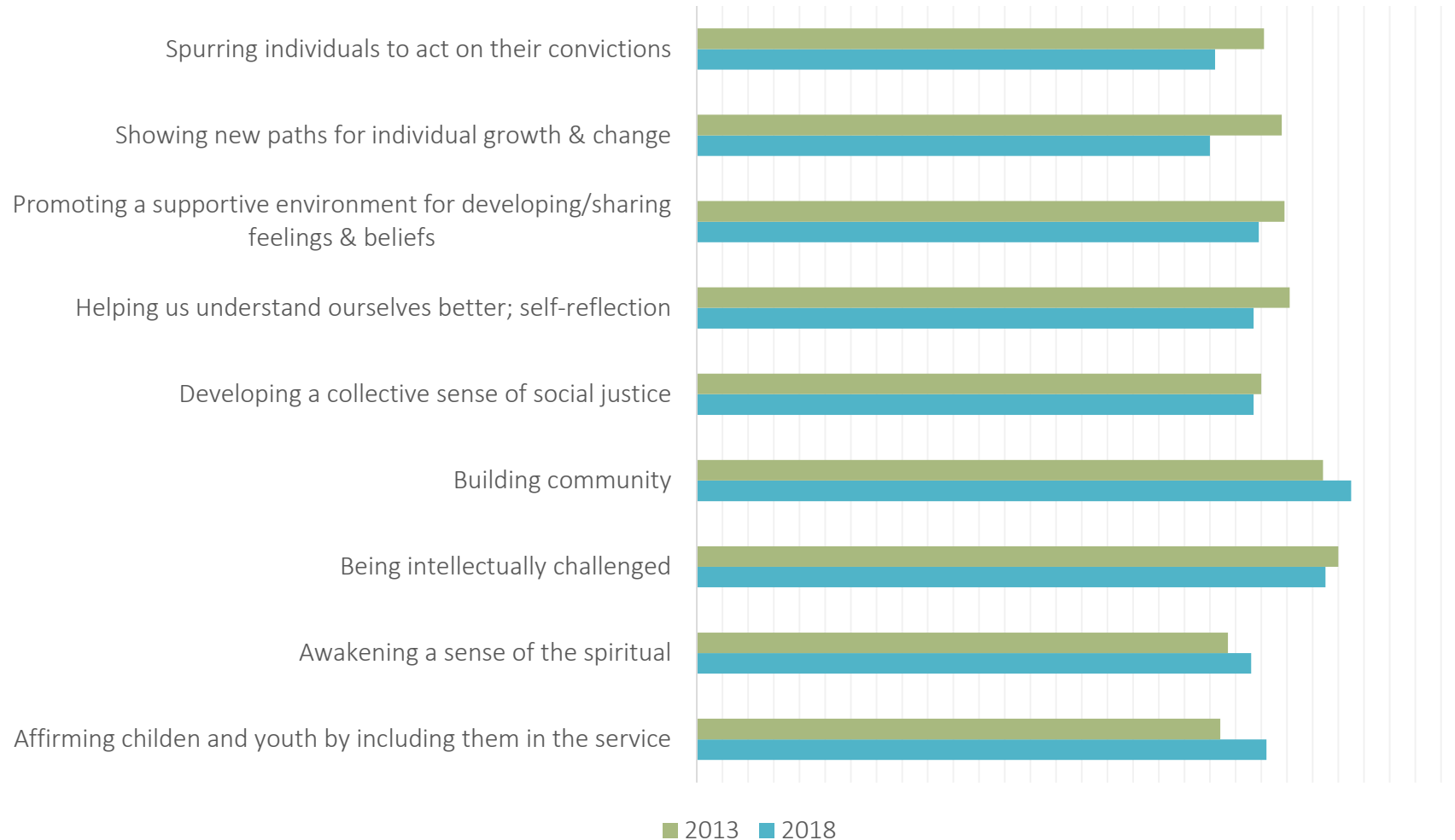
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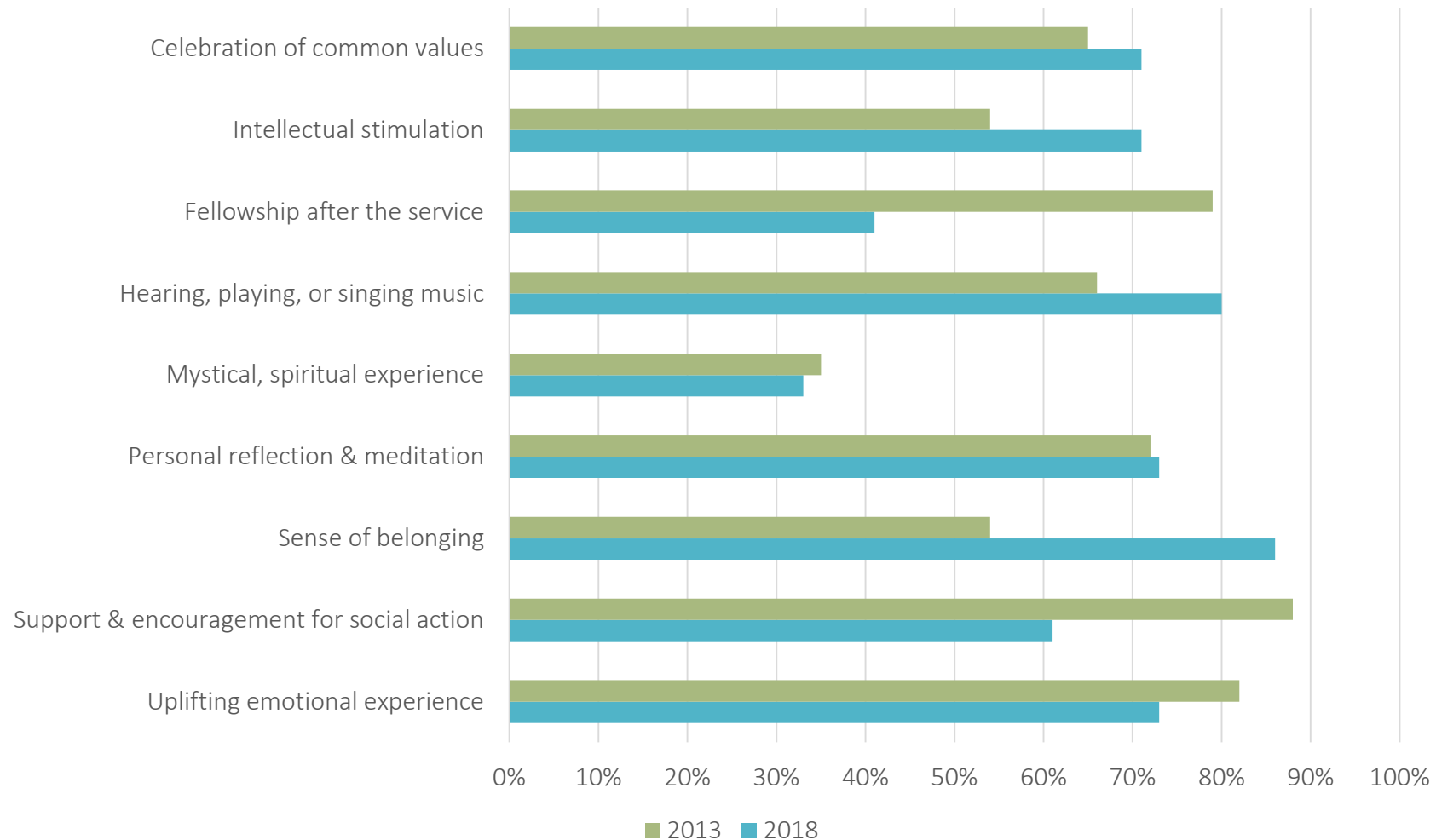
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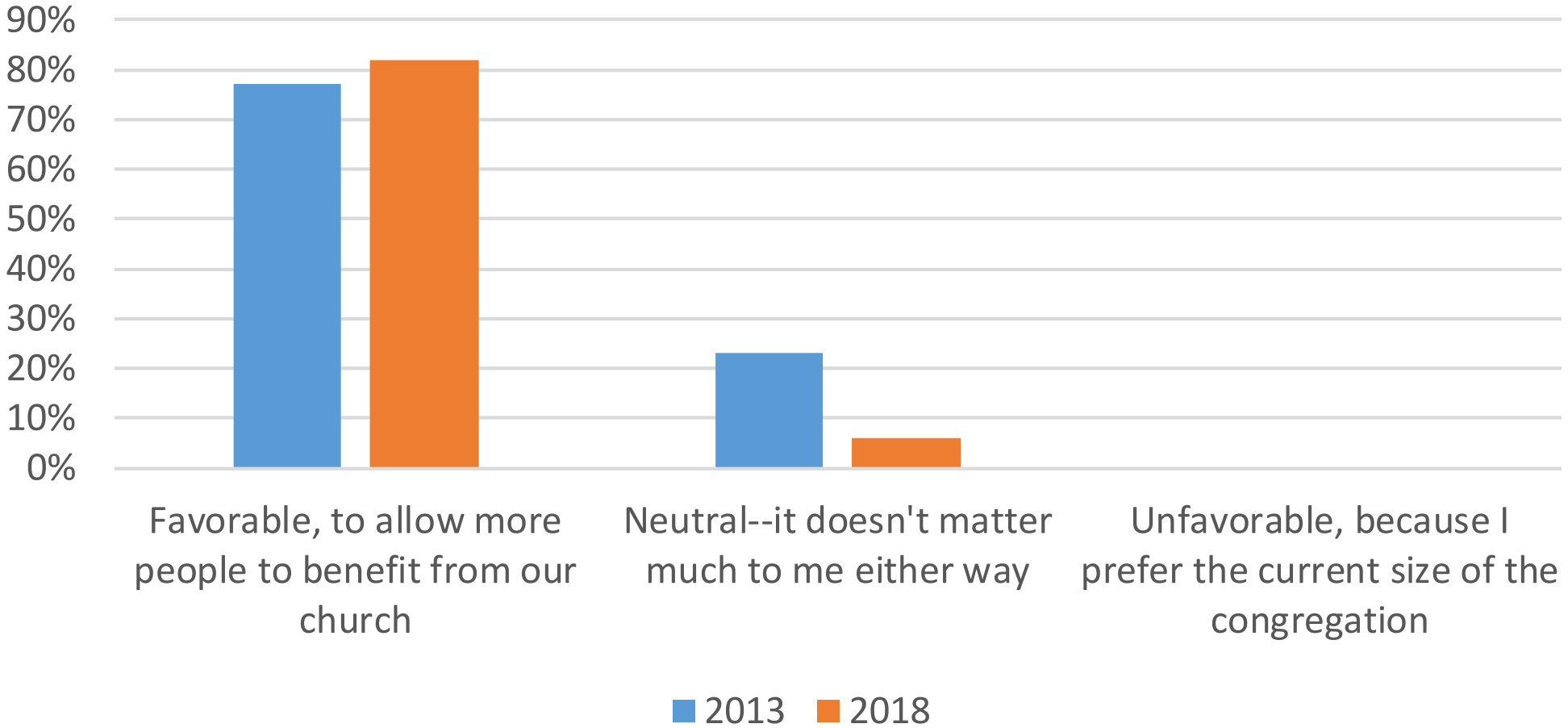
How important are these Sunday worship service objectives?



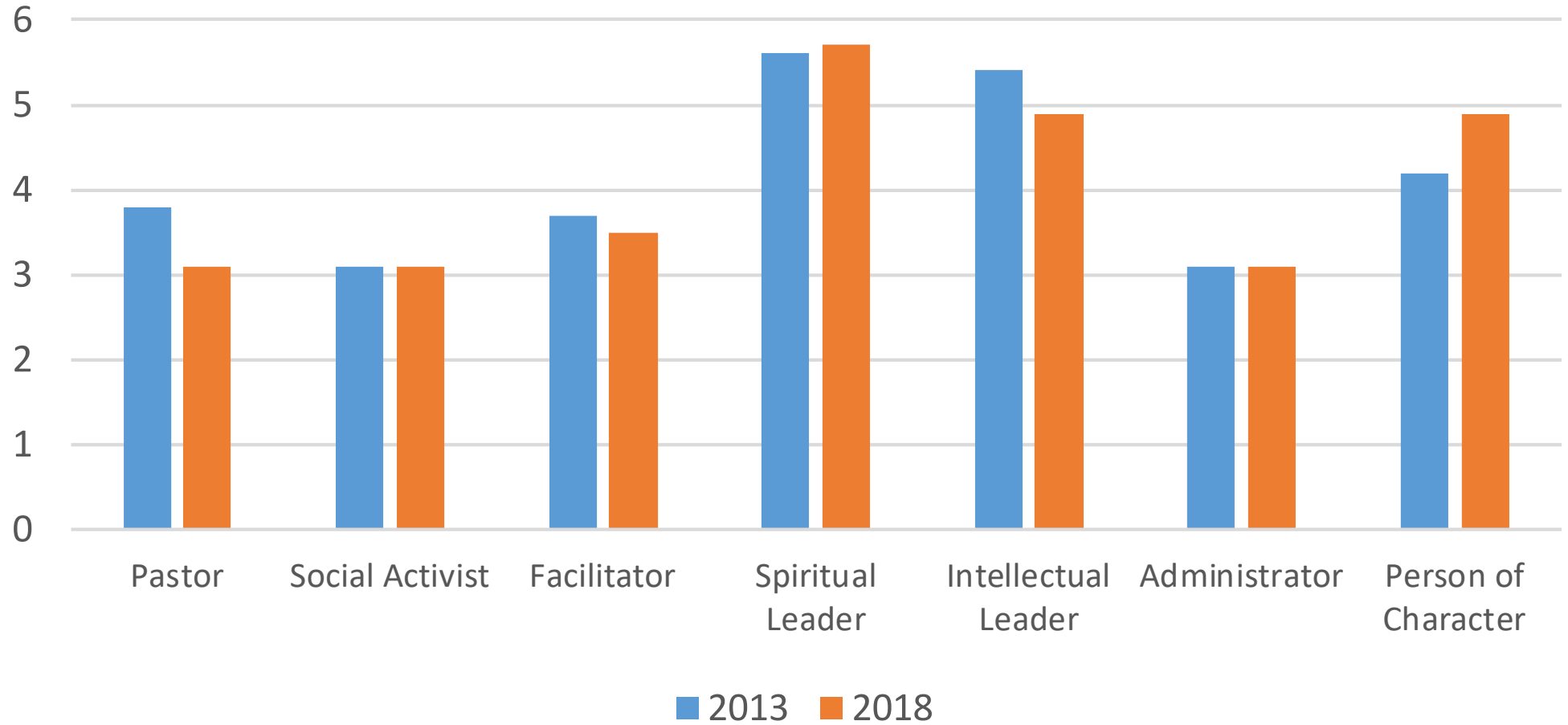
Which of the following reasons for attending worship services are important to you?



What are your personal feelings about increasing our membership?



In what rank order would you prioritize these ministerial roles



DRAFT POLICY:

Delegate Selection for Denominational Gatherings

Type: Board Policy

Status: Draft

Purpose: Establish a policy to handle selection of delegates to district, regional, or national assemblies.

Proposed Location: Either one of the following...

UUCN Governing Policies – II. Governing Process – Policy L (*new*)

UUCN Governing Policies – V. Administration – Policy A (*new*)

Version: 1.1

Created: June 12, 2017

Last Revision Date: March 14, 2018

Title: Delegate Selection for Denominational Gatherings

The Board will select voting delegates to represent UUCN at denominational gatherings where voting privileges are afforded.

The Vice President will oversee the process and present a slate of nominees to the Board for a vote. The VP will solicit recommendations from the Minister, the Nominating Committee, members of the Board, and also issue an open call for interested members of the congregation to apply for consideration. The VP will gather any information that may be useful in determining a member's candidacy including past attendance at denominational events, reason for (or interest in) attending, availability on event dates, past or present involvement in UUCN congregational life, and any other background information that may be relevant.

In making its selections, the board will value diversity, membership status, congregational involvement, relevant topics to be discussed at particular meetings vis-à-vis the interest and background of members, and other pertinent factors.

When possible the board will try to select delegates with the following distribution:

- One-third offered to current or future church officers and board members;
- One-third to members with a history of involvement in denominational affairs or with backgrounds relevant to the topics being discussed, and
- One-third to new members, particularly youth, interested in becoming involved in denominational affairs.

Delegates will be expected to:

- Represent UUCN in a professional manner,
- Vote their conscience, and
- Share any news, information, and results of such meetings with the BoT and congregation.

The Board will approve delegates for NNED and General Assembly at its February meeting and other events when appropriate.