

**Unitarian Universalist Church of Nashua, NH (UUCN)**  
**Meeting of the Board of Trustees**  
May 8, 2018

**Final Minutes** as of June 11, 2018 by Jodie K. Holway, Clerk of UUCN

**Reviewed by** Sherri Woolsey, Pam Jordan, Steve Hedges, Rick Spitz, John Burkitt

**Meeting Attendees:** Rick Spitz, Pam Jordan, Carol Houde (Vice President), Brenna Woods, David Hudson, Lindsey Hedrick (Treasurer), Jodie K. Holway (Clerk), John Burkitt, Steve Hedges, and Parental Leave Acting Co-Executives Sherri Woolsey and Sadie Kahn-Greene

Full Agenda: see APPENDIX A

**1. Consent Agenda**

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

**2. UU Action New Hampshire Check-In**

1. Background: [This newly-formed group](#) is sharing UUCN's 501c3 number
  - i. They do have their own tax ID, which is needed to do anything
  - ii. But need a 501c3 number in order to accept donations from individuals
  - iii. Most donations to UUANH come from church congregations which are already non-taxed institutions
  - iv. They agreed to check in with us periodically as they get their own number
2. Seems they have not collected much money, so no urgent need for check-in
3. Emily Burr stepped down from Treasurer so not sure they have started 501c3 paperwork yet
4. Instead of in-person visit, assemble questions for them to respond via email
  - i. Have they started 501c3 paperwork process yet? If any roadblocks, can we help?
  - ii. Are they using our number yet, and if yes, to what extent?
  - iii. Have they entered into any contracts? Because if they default on these, responsibility would fall to UUCN
5. Can invite them to visit our Board meeting again in fall 2018, not urgent now

**3. PLACE Reports (Parental Leave Acting Co-Executive), Sadie Kahn-Greene and Sherri Woolsey**  
(see APPENDIX B)

1. Overall smooth sailing in Rev. Allison's absence
2. Database conversion to Breeze system
  - i. Scheduled for two weeks, last week of June and first week of July
  - ii. Sherri Woolsey and Lori Bonnette our bookkeeper will be out those two weeks
  - iii. Nobody must enter the database during this time
  - iv. Sherri is glad to train anyone on the new system, such as treasurer Lindsey Hedrick, bookkeeper Lori Bonnette, Invested Funds Committee if they desire
3. Cemetery Association met with Sadie Kahn-Greene to ensure we know the rules

- i. Took the congregation's children out to the garden, not into the cemetery
  - ii. Take care that kids don't get hurt by unstable cemetery stones and structures
- 4. Pledges: we surpassed the target for our budget \$325,000, now 183 pledge units
- 5. Auction was reasonably successful
  - i. Fell \$1,500 short of target income for current budget, raised \$7,000
  - ii. But "Auction for a Cause" raised as much as two weeks' worth of collection plate!
  - iii. Nine items for live auction, no big signature item
  - iv. Attendance was light, discussed the possible objections to attending:
    - 1. People have conflicts due to the season, e.g. proms and graduations
    - 2. People may be unclear on the date, it's moved around in past years
    - 3. Possibly too near Stewardship's pledge drive, people don't want to spend
    - 4. Theme may be a turn-off: too lily-white, uncomfortable for animal rights
    - 5. Potential sense that if you don't have money to spend, you're not welcome
- 6. Income discussion for the year
  - i. This year's surplus is shaping up to be bigger than last year's 5%, still a small percentage of overall budget
  - ii. Will go into Cash Reserves
  - iii. Sherri Woolsey will start looking for different bank with better rates
- 7. August 18, 2018 will be our summer picnic in Greeley Park's gazebo, with Milford UU Church
- 8. June 10, 2018 will be the Flower Service and then potluck celebration

#### 4. Executive Session

**MOTION** to go into Executive Session

**MOVED** by Lindsey Hedrick, **SECONDED** by Pam Jordan, **MOTION CARRIED**

**MOTION** to come out of Executive Session

**MOVED** by Brenna Woods, **SECONDED** by Carol Houde, **MOTION CARRIED**

#### 5. Discussion of Level II Sanctuary Resolution, David Hudson (see APPENDIX C)

- 1. UU Manchester is becoming a Level 1 Sanctuary, to really provide sanctuary to a person(s)
- 2. Group at UUCN proposes that we should become a Level II Sanctuary Church, to help them
- 3. This group wrote a draft resolution for the congregation to vote at Annual Meeting
- 4. This Board of Trustees gave comments and input, they amended their statement
- 5. Final input from Board tonight is just cosmetic, to be passed back to that group
- 6. **MOTION** to approve this resolution on Sanctuary, with the minor corrections  
**MOVED** by Rick Spitz, **SECONDED** by Steve Hedges, **MOTION CARRIED**

#### 6. Long Range Planning Committee (LRPC), Brenna Woods, Carol Houde, Lindsey Hedrick

(see [link to presentation](#))

- 1. Committee will present all the findings from this data gathering at Annual Meeting
- 2. How this survey was conducted
  - i. Took guidance from the UUA description of congregational survey
  - ii. None of the other congregations they contacted had any guidance yet to offer
  - iii. Performed interviews with teams/committees/staff, wearing one hat at a time

- iv. Then revised questions for individual congregants at cottage meetings and online
- 3. This one collected over 1000 individual responses
  - i. These were all tabulated, grouped, anonymized, in a 45-page document
  - ii. Will be [posted on UUCN website](#) for everyone interested
- 4. Discussion of the biggest topic, Property
  - i. Some fear that the building is too old, or that we would knock it down: we will not!
  - ii. Some complaints that it's not very welcoming, but the colorful banners help
  - iii. Also the Family Corner helps make it more welcoming
  - iv. Suggestions to get officially designated as a Green Sanctuary
    - 1. Efforts several years ago didn't successfully meet the high bar
    - 2. It requires more people to help and there's a financial impact too
- 5. Discussion of second-biggest topic, Outreach/Community
  - i. Everyone got very energetic talking about UUCN making an impact beyond UUCN!
  - ii. Note-takers couldn't type fast enough, which was very energizing
- 6. What are next steps?
  - i. This report includes no decisions on what choice(s) to make nor how to get there
  - ii. Deciding next steps is what the Board will discuss in summer retreat, as next phase

## 7. New Business

- 1. Annual Meeting planning for lunch after service on June 3, 2018
  - i. The Youth Group will not work this lunch as a fundraiser, which was done in the past
  - ii. This year it's Bridging Day, so they should focus on that instead
  - iii. Sadie Kahn-Greene will ask a covenant group to take on this work
  - iv. Work includes setting up tables and platters, doing clean-up
  - v. Carol Houde will order the food and plan the lunch, but not do that work on this day
  - vi. NNED (Northern New England District) meeting provided lunch last month here
    - 1. How did they do this for 100+ attendees, with only one helper?
    - 2. They catered it from Celebrations, which was more expensive than we want
- 2. June's Board of Trustees meeting
  - i. Monitoring subcommittee has a slot to present first stab at revisiting the format of Ministerial Review, building upon the UUA's process that we used for past 3 years
  - ii. Invested Funds Committee is on the agenda
    - 1. They are already working to do more socially-responsible investing
    - 2. Their advisors are coming back with better suggestions next week
    - 3. Verified that they are not investing any UUCN funds related to firearms
  - iii. Will discuss content of Board's summer retreat
- 3. "Budget, Brownies, and Beyond" meeting, aka "Brownies and Board Business"
  - i. Will inform people about plans to make Rev. Steve Edington our Minister Emeritus
  - ii. Long-Range Planning Committee: will publicize [these findings](#) at Annual Meeting
  - iii. Sanctuary resolution will be posted early, this topic got a good response at Auction
- 4. Discussion of the NNED meeting (Northern New England District)
  - i. Not much business conducted, only 1 hour
  - ii. Training on white supremacy which was awesome

**8. Closing**

1. Covenantal Checkout
2. MOTION to adjourn  
MOVED by Carol Houde, SECONDED by Steve Hedges, MOTION CARRIED

**APPENDIX A:** *Agenda*

**APPENDIX B:** *Parental Leave Acting Co-Executives (PLACE) Report*

**APPENDIX C:** *Level II Sanctuary Resolution, Finalized*

# Agenda

## Board of Trustees, Unitarian Universalist Church of Nashua

May 8, 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:** Steve

& **Guests:** Sherri Woolsey & Sadie Kahn-Greene

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

**6:37 [3] Admin: Consent Agenda**

- April BoT Meeting Minutes

**6:40 [15] Monitoring: UU Action NH Check-in (Emily? Curtis?)**

**6:55 [20] Monitoring: PLACE Reports (Sadie & Sherri)**

**7:15 [20] Admin: Level II Sanctuary Resolution (David)**

**7:35 [20] Executive Session**

**7:55 [10] Break**

**8:05 [65] Visioning: Long Range Planning Committee (Brenna, Carol, & Lindsey)**

- Summary of findings!
- Discussing next steps – deeper discussion at Board's summer retreat

**9:10 [10] Admin: New Business**

- Annual Meeting Lunch Arrangements
- Monitoring SC in June — Retreat over Summer
- May 22 @ 7:30 pm — Pre-Annual Meeting Event; please bring a dessert (no nuts, no raspberries!) [Budget (Lindsey), Minister Emeritus (Dave), LRPC (Brenna, et. al.) & Sanctuary (Ellen, et. al.)]

**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 (David)**

**9:30 Adjourn**

*(continued)*

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### Allocated Time:

- [65 m - 36.1%] Visioning
- [35 m - 19.4%] Monitoring
- [50 m - 27.7%] Administration
- [20 m - 11.1%] Executive Session
- [00 m - 0.0%] Linkage
- [00 m - 0.0%] Policies & Procedures
- [10 m - 5.6%] Break

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[180 m - 99.9%] Total

### Board Subcommittees:

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

### Upcoming Dates:

- Tuesday, May 22, 2018 @ 7:30 pm — Budget, Bylaws, and Brownies
- Sunday, June 3, 2018 @ 12:00 – 2:30 pm — UUCN Annual Meeting
- Tuesday, June 12, 2018 @ 6:30 pm — Board of Trustees 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

**Parental Leave Acting Co-Executive (PLACE)**

**Report to the Board of Trustees**

**Sherri Woolsey & Sadie Kahn-Greene**

**UU Church of Nashua, NH**

May 10th, 2018

*Covering April 9, 2018- May 10th, 2018*

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)
- Sadie is working with faith formation volunteers to begin recruitment for next year's program. The curriculum for Sunday mornings will use Soul Matters resources and the churches own curriculum to offer Sunday morning classes program will reflect the common month themes explored in the sanctuary. The will unify the Sunday morning where the lessons in the classrooms will reflect the stories, music and sermons shared in the sanctuary at age appropriate levels.
- Sadie led a conversation after church on Apr. 22nd to share about the Faith Formation program structure and proposals for next year. 11 members attended the conversation. Sadie will host another one on May 20th. Sadie is scheduling many follow up calls and meetings to check in with families and volunteers about the program next year.
- If Sadie finds enough interests there will be a new pageant program to try for next winter. Sadie is recruiting for workshop leaders (costume, narrating, acting, set design, Audio/Visual) to lead multi-age workshops that will cover all areas of leading a holiday pageant in December. This will be a 6 week mini-session on Sunday mornings in Nov. and Dec. leading to an All Ages worship service on Dec. 16th complete with a pageant.
- The Worship Associates met with Rev. Allison and Sadie on Apr 9th and confirmed the worship leaders and worship associates for each summer service.
- In an effort to improve communication with families and to offer more resources, Sadie started a weekly e-newsletter to faith formation families which highlights upcoming programs, offers links and resources and share pictures of recent programs. Sadie saw a bump in returned families that have not attend in awhile age she started sending these out in April.
- Sadie worked with the Crossing Paths class for the Wonderbox on Apr. 29th. Eight 5th-6th grade youth participated in presenting their learning with the congregation. Crossing Paths is a new curriculum created by the Soul Matters team and our leaders have been loving it and plan to teach this again next year so these youth can continue to learn more and visit more faith traditions that they didn't learn about this year.

- We currently have 9 Covenant Groups running, serving about 50 people. Two more small groups are in the works for the fall. One will follow our covenant group model and the other might be a support group for adults caring for aging parents.
- We are planning 2 picnics for the summer months. One will be after the last service of the church year, June 10, with Peggy Cardone and her covenant group organizing it as their service project. The other is scheduled for Saturday August 18th from 4-7pm, and will be a joint picnic with the Manchester and Milford congregations.

## 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. To date we have 182 pledges for a total of \$325,310.
- The Auction Team is preparing for the May 5th Auction. We have 9 children signed up for the kid's party during the auction with Faith Formation Assistant Ericka Lavalley and two teen helpers running the kid's party in the dining room. The team is still seeking donations and volunteers. The new Auction software, Community Auction Services, has been a great experience for the team so far. They are eager to get input from the congregation on their experience using it to donate and/or register to attend. There is some trepidation about the check out system because of our wifi on site. Sherri will be at the church on Saturday morning working with the check out volunteers in the morning "practicing" checkout and troubleshooting before the evening. It is hoped there will be no problems and an "express checkout" lane will be set up for those who established prepayment at check in.
- The Stewardship Team will be attending a webinar on May 30 called Stewardship For Us that will talk about year round pledging and why it isn't a good fit for most churches. The webinar will also explore what stewardship can be doing throughout the year to make the annual pledge drive more successful.
- Sherri and Sadie will be meeting with Brian Ibsen-Johnson and Jeff Epstein to begin preparations to export our current database information over to Breeze Church Management Software. The conversion is expected to happen the last week of June/first week of July.
- We hosted the Northern New England District Spring Gathering and Annual meeting on Apr. 14th. We had lots of members help out with volunteering the many jobs requested by the district. Sherri coordinated all of the volunteers.
- Sadie worked with Kim Steele for the Earth Day clean up day on Apr. 22nd. Sadie learned the importance of talking with the Cemetery Trustees before letting the children gather in the memorial garden circle in the cemetery.



- Sherri and Sadie will complete evaluations for the staff who report to them in June.
- The Property Team will be having a joint meeting with the CWG-WWS Board this month to discuss ground cover for the play space and the back parking lot play area. The team hired a landscaping company and an irrigation company to take care of the church grounds and install a spigot in the Lemon Street parking lot garden. The irrigation company will also do maintenance on our existing system and install rain sensors so that the system will not operate on schedule if there is rain. The team will be meeting May 5 in the morning to dig up hostas from the Lemon Street area to transplant in front of the Parish House. The area in Lemon Street will be seeded with grass and left over hostas will be offered to the congregation to take home on May 6.
- Rev. Barbara McKusick Liscord is providing support for the Pastoral Care Team and professional pastoral care for the congregation as needed. She has already been in touch with two members needing pastoral assistance. Rev. Barbara led the worship service on Apr. 29th. It was well received by those in attendance. Once her sermon is online we plan to send the link out to the congregation for those that didn't get to hear it so they can get a feel for Rev. Barbara should they need to call on her for pastoral care during Rev. Allison's parental leave.

### 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.*

- The Jeffrey Campbell Study Group brought back their display in the fellowship gallery for the NNED district meeting and passed out pamphlets that they made about Jeffery and Marguerite Campbell. Their group also hosted a conversation after church on Apr. 22nd to talk about planning for the headstone dedication ceremony on Sept. 22. At the meeting Vengerflutta Smith offered to bring the display to the BLUU Revival in Chicago that she attended on Apr. 27th-29th. The display was very well received at the BLUU Revival and the hosting congregation expressed interest in learning more.
- We will be hosting a Spiritual Leadership Development workshop hosted by the New England Region on May 12. The Leadership Development 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.
- Sadie attended the New England Liberal Religious Educators Spring retreat and conference in Northampton on Apr. 24th-27th. She attend a day long workshop by Kim Sweeney the author of the paper "The Death of Sunday School and the Future of Faith Formation". She explored the future of faith formation through a family ministry lens. The other workshop was by Cindy Beal, a religious education consultant, who lead a workshop about change and how we navigate through change. It was a meaningful and thoughtful weekend. Sadie serves on the nominating committee for this chapter of

LREDA as well as serving as worship coordinator for the retreat, where she lead three worships during the week.

- Sherri will be attending an all day workshop at Nashua City Hall on Emergency Preparedness on May 9. The workshop is sponsored by the City and the Dept. of Homeland Security. It will focus on active shooter preparedness and prevention as well as other emergencies.
- We had 9 regular weekly outside groups use our building during April: Overeaters Anonymous, 4 Narcotics Anonymous Groups, Alcoholics Anonymous, a Spiral Scouts troop and 2 yoga classes for kids. April, May and June are busy months for outside rentals with student recitals (3), memorials (2) and a bridal shower.

## Income and Expense Report as of 5-2-2018

We are 83% of the way through the church year. Income is on target at 90%. Expenses are behind at 77.5%. As of now we have \$71,658.91 in surplus.

	Actual	Budget	Percentage	
<b>INCOME</b>				
Endowment	\$129,068.52	\$150,184.00	85.94%	
Fundraisers	\$6,455.80	\$11,800.00	54.71%	(\$4,780 is for Jeffrey Campbell)
Outreach	\$29,726.63	\$35,000.00	84.93%	
Pledges	\$311,854.01	\$330,000.00	94.50%	
User Fees	\$7,549.50	\$6,000.00	125.83%	
CWG-WWS Contribution	\$22,400.00	\$28,000.00	80.00%	
Other Income	\$1,575.00			(Gifts in Memorium)
<b>TOTAL INCOME</b>	<b>\$508,629.46</b>	<b>\$562,764.00</b>	<b>90.38%</b>	
<b>EXPENSES</b>				
<i>Programs</i>				
Music & Worship	\$6,389.66	\$10,250.00	62.34%	
Faith Formation	\$3,755.61	\$6,300.00	59.61%	
Membership	\$1,654.04	\$3,200.00	51.69%	
Social Justice	\$33,833.57	\$39,900.00	84.80%	
Leadership Development	\$158.14	\$300.00	52.71%	
Board Expenses	\$502.65	\$1,600.00	31.42%	
Ministry Funds	\$1,210.60	\$1,300.00	93.12%	
<i>Total Programs</i>	<i>\$47,504.27</i>	<i>\$62,850.00</i>	<i>75.59%</i>	
<i>Operations</i>				
Administration	\$22,650.58	\$34,800.00	65.09%	
Communications	\$1,359.74	\$1,500.00	90.65%	
Stewardship	\$940.81	\$2,800.00	33.60%	
Denomination	\$22,357.00	\$22,357.00	100%	
Property	\$64,879.18	\$100,150.00	64.78%	
<i>Total Operations</i>	<i>\$112,187.31</i>	<i>\$161,607.00</i>	<i>69.42%</i>	
<i>Staff</i>				
Minister	\$108,785.92	\$123,932.00	87.78%	
Program Staff	\$96,963.55	\$133,085.00	72.86%	
Administrative Staff	\$71,529.50	\$77,633.00	92.13%	
<i>Total Staff</i>	<i>\$277,278.97</i>	<i>\$334,650.00</i>	<i>82.86%</i>	
<b>TOTAL EXPENSES</b>	<b>\$436,970.55</b>	<b>\$563,451.00</b>	<b>77.55%</b>	
Difference	\$71,658.91	-\$687.00		

# Unitarian Universalist Church of Nashua

## Resolution to Become a Sanctuary Support Church

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 Unitarian Universalist Association (UUA) and its Board have 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, including creating a Sanctuary Fund in 1986; 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 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;

THEREFORE, BE IT RESOLVED that we hold ourselves accountable not just to witness but to act; and

BE IT FINALLY RESOLVED that we, the members of UUCN do agree to be a Sanctuary Support Congregation for one Physical Sanctuary Congregation in our geographical area who has brought a person or persons into sanctuary. (Most likely that church would be the Unitarian Universalist Church of Manchester.) In being a Sanctuary Support Congregation, we will share in the financial support of the person/persons in Sanctuary through fundraising totally separate from the UUCN budget, 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. The specific details of our Congregation’s support responsibilities will be contained in a “Sanctuary Covenant” document agreed upon by our two congregations, and approved by our Board of Trustees.