

**Unitarian Universalist Church of Nashua, NH (UUCN)**  
**Meeting of the Board of Trustees**  
November 1, 2018

**Final Minutes** as of December 3, 2018, from Jodie K. Holway, Clerk of UUCN

**Reviewed** by Rev. Allison Palm, Steve Hedges, Pam Jordan, Lindsey Hedrick, Rick Spitz, Carol Houde

**Meeting Attendees:**

John Burkitt, Lindsey Hedrick (Treasurer), Jodie K. Holway (Clerk), Carol Houde (President), Pam Jordan, Rev. Allison Palm, Rick Spitz, Lindsey Sylvester

**Attendee via Videoconference:** Steve Hedges

**Excused:** Brenna Woods (Vice President)

Full Agenda: see APPENDIX A

**1. Consent Agenda**

1. October Board meeting minutes approved by enough members, with revisions
2. **MOTION** to accept the consent agenda  
**MOVED** by Pam Jordan, **SECONDED** by John Burkitt, **MOTION CARRIED**

**2. Minister's Report, Rev. Allison (see APPENDIX B)**

1. Moving ahead with changes to Greeters and Coffee Hour
  - i. Feedback from listening sessions was good with a few strong concerns
  - ii. Anyone with concerns should speak with Rev. Allison or Board members
  - iii. Membership and lead greeters are excited about the plan
  - iv. Gives our congregation practice in being more welcoming
2. Rev. Allison provided her interpretation of Mission statement's "Among" section
  - i. Hard to measure/quantify the Pastoral Care given by Rev. Allison
    1. People have pastoral-care-related conversations at other events
    2. Nobody in this congregation directly asks her for support
    3. She hears about events/circumstances and reaches herself
  - ii. Consider asking during a service: Have you ever had pastoral needs met by the church? If so, then how?
  - iii. Consider publicizing "30 reasons to contact your minister"
    1. If you're happy, or lost a pet, or a brush with death for you or another...
    2. Could email and FB and print in the order of service occasionally
  - iv. Consider counting the number of Candle Cards, just to have a number

- v. Unity Unitarian Church sends out a survey to learn how well their church is doing on the subject of Ministry overall, not the Minister
  - 1. That would be better input than numerically counting conversations
  - 2. Maybe everyone at UUCN ministers to each other, so we're cared for and we support each other, without needing minister involvement?
- 3. Staff reorganization planned
  - i. Membership Coordinator position will go away after Molly's 15 month contract
    - 1. This title can be off-putting, barrier, baggage from other denominations
    - 2. Gets blocked with busy work, e.g. coffee hour, not visitor engagement
    - 3. Hard to find UU background in someone taking a 15-hr/week position
  - ii. Instead hire a UU Ministerial Intern
    - 1. Brings in new ideas from seminary, keeps us connected to world of UU
    - 2. Standard arrangement is a half-time 2-year position, see how it goes
    - 3. Congregation is interested to have another student minister again
    - 4. Will take on some of Rev. Allison's current role and some of Sadie's, which frees them to do much more of the welcoming of new people
    - 5. Other congregations sometimes have Assistant Minister for welcoming
  - iii. Considering hiring another very-part-time person to help out
    - 1. Cannot ask Sexton to split their time 7 days a week
    - 2. Sandy's needed for preschool Mon-Fri, Sat. events, Sunday services
  - iv. Current budgeted Membership salary would pay for both new people
- 3. **Monitoring Subcommittee**, Lindsey Hedrick, Pam Jordan, Rick Spitz
  - 1. Presented a draft Minister Evaluation form for UUCN to use for 2019-20
  - 2. We agree to evaluate the skills of the Minister, not ministry
    - i. "Fulfilling the Call" book's proposal, transformed in an online survey tool
      - 1. Nine areas to evaluate, plus we will add a couple ourselves
        - a. Budgeting done by Rev. Allison, usually Executive Director's task
        - b. Management of preschool is Rev. Allison's too
      - 2. Ratings 1.0 – 4.8, decimals in between, room for free text in each area
    - ii. Purpose is to help Rev. Allison grow in areas that we all agree will be helpful
  - 3. Who will give input?
    - i. Board of Directors, though not everyone will have input in all categories
      - 1. We each should fill it in as "homework" individually first
      - 2. Then discuss in monthly meeting, better insight when we're all together
    - ii. Invite members of these other teams too, maybe shortened version of survey:
      - 1. Pastoral Care
      - 2. Stewardship
      - 3. Social Justice Leadership

- 4. Worship Associates
- 5. Staff
- iii. Rev. Allison won't use this form; she will deliver her own evaluation of:
  - 1. What she feels went well this year
  - 2. What she feels was challenging this year
  - 3. What she plans to do going forward (informed by this review)
- 4. Timing: review to be completed every February
  - i. Can send out link before December Board meeting, just to play with the tool
  - ii. Seek real input from BoT from Jan. 15, 2019, through Feb. Board meeting
  - iii. Complete the cycle in time to feed into budgeting 2019-20 for minister's salary
  - iv. Doesn't matter that this doesn't match the Church year
- 5. How to communicate the review back to the congregation transparently
  - i. Summarize the outcomes in these monthly Board minutes, not a big deal
  - ii. Here is how it went last year, here's what Rev. Allison will focus on next year

#### 4. Long Range Planning: Step 2 Status and Unity Consulting, Carol Houde

- 1. Long Range Planning group is making progress
  - i. Brenna Woods is stepping down, after wrangling huge amount of data last year
  - ii. Everyone has completed their Common Threads work
  - iii. Getting the group together for second meeting, which will also be last one
  - iv. Each will share the insights they gathered from their reviewing area
  - v. We'll ask them to be available to the Board of Trustees as a sounding board
- 2. We will ask Unity Consulting's Laura Park to help us revise UUCN's Mission and Ends
  - i. She will help us base it on input from the Long Range Planning results
  - ii. It's sacred work with years of our church's future riding on it
  - iii. Respectful to have an experienced UU consultant help us lead the effort, not use trial and error or even squander the hours of input from our members
  - iv. Laura asked about all the aspirations in our LRPC findings: Are these all things that the congregation is willing to work on?
    - 1. The most frequently-mentioned topics do probably have enough energetic supporters who will do what it takes
    - 2. For instance, if you really do want a more diverse and welcoming congregation, are you willing to work on yourself first to become more open and welcoming? Or just pay a Coffee Crew to welcome for you?
    - 3. Rev. Allison does want to push us all in the direction, to walk the walk
  - v. Rev. Allison spent 1 hour of our 10 paid hours with Laura, planning a couple of events/exercises to discern the new Values, Mission, and Ends
- 3. UUCN whole congregation will do the "Experiences of the Holy" offered by Unity
  - i. This will give sufficient input to revisit/revise the Values statement for UUCN
  - ii. Consider doing in Sunday worship service, for biggest possible audience input

- iii. This must be done as prerequisite to revising Mission and Vision statements
    - iv. Plan this for January, fits well with month's theme of "Possibility"
  - 4. UUCN's Board of Trustees will do the "Nested Bowls Retreat" offered by Unity
    - i. Retreat will take Friday evening and all day Saturday: early Feb. or March 15-16
    - ii. Will produce near-final Mission and Vision statements reflecting LRPC findings
    - iii. Another hour of polishing with Unity will finalize these
  - 5. How soon must the Vision, Mission, Ends, and LRPC work be completed?
    - i. No hard deadline... but our building needs work, which requires the Ends to guide us, and day by day the boiler and rest of the building gets older and older
  - 6. Nothing to vote on, no expenditure of funds from the Board budget
  
- 5. **Policy for Expenditures from Building Maintenance Reserve Fund** (see Appendix C)
  - 1. Carol Houde redrafted this policy based on Board's discussion last month
    - i. Discussion of who makes and who receives these requests
      - 1. Property Committee discussed the language, they feel any request should come from their chair or designee
      - 2. These requests are operational, should come to Rev. Allison not Board
    - ii. Policy shouldn't mention the Property Committee: don't presuppose the structure or existence of teams on the operational side
  - 2. Policy will be added to UUCN Governing Policies – IV. Executive Limitations – Policy O
  - 3. **MOTION** to pass the policy as provided in tonight's Agenda  
**MOVED** by Rick Spitz, **SECONDED** by Pam Jordan, **MOTION CARRIED**
  
- 6. **Consideration of Rev. Allison's Housing Allowance**
  - 1. Board must annually approve Rev. Allison's housing allowance
    - i. For taxation purposes, must be separate from her salary
    - ii. Propose to re-up the current amount of \$24,000, no changes from last year
  - 2. **MOTION** to approve the Housing Allowance of \$24,000  
**MOVED** by John Burkitt, **SECONDED** by Lindsey Hedrick, **MOTION CARRIED**
  
- 7. **New Business**
  - 1. Letter to Tree of Life Synagogue, Pittsburgh, PA
    - i. Carol Houde will write a letter tomorrow, pass to Board for light input
      - 1. The words we say are less important than the mere act of reaching out
      - 2. Carol had great dialog with a Muslim mosque in earlier times of trouble
    - ii. Makes us consider how safe we are at UUCN
      - 1. Reminder, please review the Safe Congregations training and take test
      - 2. Nashua Police Department person will do a walkthrough at UUCN soon

3. We try to be as safe yet as balanced as possible, for a congregation who intentionally has open doors during service (some doors do get locked)
4. Deliberately not doing safety drills with the children in Faith Formation: they already get more than enough of this in school, and yuck
  - iii. Take this feeling of yuck and channel it into the pre-election rally on Monday!
2. Spiritual workshop attended by Lindsey Sylvester, Brenna Woods, and Rev. Allison
  - i. They enjoyed this, may bring its teachings to next summer's Board retreat
  - ii. Workshop showed UUCN's Jeffrey Campbell Faithify video as an example, very cool!

**8. Closing**

1. MOTION to adjourn  
MOVED, SECONDED, MOTION CARRIED

**APPENDIX A:** *Agenda*

**APPENDIX B:** *Minister's Report*

**APPENDIX C:** *Policy O, Expenditures from the Building Maintenance Reserve Fund*

# FINAL AGENDA

Board of Trustees, Unitarian Universalist Church of Nashua  
November 1, 2018 at 6:30 pm

*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.*

**6:30** [15] Admin: Chalice Lighting (Pam Jordan)  
Check-in

**6:45** [5] Admin: Consent Agenda  
• October BoT Minutes

**6:50** [30] Monitoring: Minister's report (Allison)

**7:20** Subcommittee rotation:  
[30] Monitoring: New Minister Evaluation Process and Format  
Linkage to present in December

**7:50** [5] Break

**8:00** End of break

**8:00** [30] Visioning: Step 2 Status and Unity Consulting (Carol, Brenna, and Allison)

**8:30** [10] Policy: Expenditures from Building Maintenance Fund (Carol)  
• See Appendix A

**8:40** [5] Admin: Consideration of Allison's Housing Allowance

**8:45** [5] Admin: New Business (Board)  
• Letter to New Life Synagogue, Pittsburgh, PA

**8:50** [5] Admin: Covenantal check-out

**8:55** [5] Admin: Closing words (Allison)

Visioning: Brenna Woods, Carol Houde, Lindsey Sylvester  
Monitoring: Lindsey Hedrick, Pam Jordan, Rick Spitz  
Linkage: Steve Hedges, John Burkitt, Jodie Holway

Parking lot:

- Articles of Agreement Changes--required 501(c)3 revisions, approved but not submitted
- Removal of hyphen from official name of congregation
- Board job descriptions (due tonight)
- Knowledge management
- Examine oversight of committees of the congregation--Nashua Cemetery Assoc., et. al.

Appendix A  
November, 2018

## **Draft** policy for expenditures from Building Maintenance Reserve fund

In light of the fundamental value of transparency and accountability in all financial transactions involving church funds, the Executive Director shall not permit expenditures from the Building Maintenance Fund without approval by the Board of Trustees in accordance with the need for expediency as listed below. Recognizing that various degrees of urgency may accompany a request to use reserve maintenance funds, the following criteria shall be used to determine the sequence to be implemented.

- a. A Routine request will be acted upon during the Board's next regularly scheduled meeting.
- b. Upon receiving an Urgent request, one that requires a timely response, the Board shall make every attempt to act on that response within 24-48 hours.
- c. A Catastrophic request, one that requires an immediate, concerted response to prevent additional grave problems from developing, will require approval by at least two of the following three: the President, the Executive Director, or the Treasurer. A report of this request and any expenditures approved in this manner shall be sent to the Board within 24 hours of its receipt.

**Minister's Report to the Board of Trustees**  
**Rev. Allison Palm**  
**UU Church of Nashua, NH**  
**October 31, 2018**  
**Covering October 4-October 31, 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;*

Interpretation: Worshipping together is central to who we are as a congregation. Our worship draws from a wide variety of sources and does not look the same every week. We seek to engage all ages in our worship. Worship connects people to their Unitarian Universalist faith, offers hope, encourages deeper reflection on individual's beliefs and values, and motivates people to live out their values in the world.

- I did a pulpit swap with Rev. Patrick McLaughlin from Manchester on October 21.
- I have a team working on planning our November 11 service honoring Rev. Steve Edington as our Minister Emeritus.

- *Exploring religious values and discovering individual truths;*

Interpretation: We are a learning community, and we value learning with and from one another. We understand our spiritual lives as a journey, in which we are always growing. We are a theologically diverse community, and we support one another in finding our own spiritual path.

- We have 46 children and youth registered for faith formation this year. There are still a number of returning families who have not completed the registration form.
- Youth Group is trying out some different meeting times to see if that will work better for the youth (after service on Sunday, Saturdays, etc).
- ROPEs and Youth Group teens took a joint trip to Camp Runels for the low ropes course on 10/21.
- Our online parenting group started last week with 5 parents attending.

- *Joining in fellowship with other members and friends.*

Interpretation: We value connection and community. We understand relationship as one of things that helps us grow both personally and spiritually. We provide opportunities for members and friends to connect with one another and build relationships. As a result, both members and friends feel a part of the community.

- On October 14, the staff held a conversation about Fellowship Hour, exploring the purpose of that time, and how we can make it more sustainable. 14 people attended, and we gathered some good information about people's desires and the challenges of fellowship hour. We presented an idea for shifting responsibility for Fellowship Hour from Coffee Crew to the congregation. This was mostly well received, with a couple of people with major concerns.
- I am working on creating a "Fellowship & Fun Team" that will be in charge of planning fun events for the congregation.
- On October 27, we held planning an all-ages Pumpkin Carving and Potluck party. About 28 people attended, including 11 children.
- The UU Hikers went on a hike on October 8, and have several more events planned for the year.

## 2. AMONG

*The Unitarian Universalist Church of Nashua is a welcoming religious community for all ages where we live our mission by:*

Interpretation: Being a welcoming community means opening our doors and hearts to new people and new ideas. People of diverse backgrounds, identities and experiences feel welcome in our congregation. Being a religious community means that we are a part of something larger than ourselves. Our community is based in our Unitarian Universalist beliefs and values. Being a community for all ages means that people at every age and stage of life are welcomed in our church, and people of all ages feel that this is their religious home.

- *Creating a beloved community where we minister to one another;*

Interpretation: We care for each other during difficult times, offering emotional and spiritual support and sustenance. Pastoral Care is not just the work of the minister, it is the work of the congregation. Members and friends feel cared for by the congregation and feel empowered to care for others.

- This is a hard one to provide data for, as so much of pastoral care is confidential. I'd love the board's thoughts on what they would want to see in this section.
- We have three support groups running this year: a Grief Group, Caring for Aging Loved Ones, and a Parenting Group.

- *Supporting and respecting one another in our daily lives and our religious journeys;*

Interpretation: Each of us has our own life experiences and spiritual journeys. We respect one another's differences and offer one another support as continue to explore and grow. We share our stories with one another, knowing that this is a community in which those stories will be respected and held.

- This one is also hard to quantify. Thoughts?
- Most of our Covenant Groups have gotten started for the year. We have 7 groups with 39 participants.

- *Generously giving of our time, talents, and money;*

Interpretation: Everyone in the congregation is a part of doing the work of the congregation and supporting the congregation both financially and with time and skills. Members and friends are inspired to give generously out of a sense of gratitude for this community and all it has given them. We nurture a spirit of abundance and generosity.

- The Stewardship Team is working on plans for the 2019-2020 Stewardship Campaign, including possibly doing house parties to engage more individuals in smaller groups.
- The staff is moving forward with plans to ask everyone in the congregation to give two Sundays a year to welcoming and hospitality – serving one Sunday as a greeter and one Sunday as one of the Fellowship Hour hosts.

- *Being good stewards of our church resources in pursuit of our mission.*

Interpretation: As we allocate time, money and space, we are mindful of how our allocations do or do not further our mission. We align our spending, our staff time, and the use of our space with the values, mission and ends set by the Board of Trustees.

- We are planning some staff reorganization next year. We hope to have part-time Ministerial Intern from Sept. 2019-June 2021. I have already put out the word that we are seeking an intern. We will not be looking to fill the Membership Coordinator position after this year. In addition, we are looking into the possibility of having a very part time Event Coordinator (not sure this would be the title).
- The Property Team continues to work on their 20-year maintenance plan.

### **3. BEYOND**

*The Unitarian Universalist Church of Nashua is a beacon of liberal religious thought and action, making a positive impact in our neighborhood and in the world by: Promoting our values and programs so that others will hear our voice and have the opportunity to join us; Welcoming people who are seeking a spiritual home and personal transformation; Partnering with other congregations and institutions in advocating for and promoting social justice; Actively participating in regional (Northern New England District) and national (Unitarian Universalist Association) Unitarian Universalist programs and activities.*

- We have had a number of visitors this fall and are working on getting folks connected to the people and programs in the congregation
- We are collaborating with GSOP and Temple Beth Abraham to do some “Get Out the Vote” canvassing in the French Hill neighborhood. On Oct 21, 16 people participated. We will be going back out Nov 4.
- The Campbell Group led worship in Laconia on October 21. They have at least 2 more services planned in Bennington and Burlington VT in January.
- We held a House of Faith Tour on October 14 for the NAIC. About 20 or so people attended. (These events typically attract 20-30 people)
- On October 28, 29 UUCN members participated in the CROP Walk. We raised almost \$4000. The Interfaith Choir sang 2 songs.
- I participated in the following community, denominational and justice events this past month:
  - attended an NAIC Exec Board meeting
  - attended an Immigrant Solidarity Vigil
  - attended an Immigrant Solidarity Network meeting and a meeting of a subgroup focused on expanding impact
  - attended an online Northern New England District Board Meeting
  - attended the New Hampshire Ministers Cluster meeting
  - spoke at the service before the Nashua CROP Walk
  - attended the “Claiming Your Spiritual Leadership” workshop led by the New England Region
- We had 8 regular weekly outside groups use our building in September: Overeaters Anonymous, 4 Narcotics Anonymous Groups, Alcoholics Anonymous, a yoga class and a Spiral Scouts troop.

### **4. CHILDREN’S WINTER GARDEN WITH WHITE WING SCHOOL**

- Enrollment remains steady at 77. Afternoon enrollment has been increasing as the year goes on.
- The fall open house was on October 18. It was well attended.
- Licensing visited last week and the visit went very well.
- Chris will be attending the NAEYC conference this month.

### **5. Schedule**

- a. I will be away Sunday, November 4, and will be out of the area for that weekend.

**POLICY:**

*Expenditures from Building Maintenance Reserve Fund*

**Type:** Board Policy

**Status:** Final

**Purpose:** Formalize a process for requesting funds to help our physical facilities, in situations with varying degrees of urgency.

**Proposed Location:** UUCN Governing Policies – IV. Executive Limitations – inside Policy E or F

**Version:** 1.1 and Approved

**Creation Date:** November 1, 2018

**Last Revision Date:** N/A

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**Title:** Expenditures from Building Maintenance Reserve Fund

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