

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

March 7, 2019

Final Minutes by Jodie K. Holway, Clerk of UUCN, as of 4 April 2019

Reviewed by Pam Jordan, Steve Hedges, John Burkitt, Lindsey Sylvester, Rev. Allison Palm

Meeting Attendees:

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

Full Agenda: see APPENDIX A

1. Consent Agenda

1. **MOTION** to accept February's minutes as amended via email reviews
MOVED by Brenna Woods, **SECONDED** by Lindsey Hedrick, **MOTION CARRIED**

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

1. Rev. Allison elected President of the Council of Churches
 - i. Ecumenical group now includes beyond Christian, includes Quakers and others
 - ii. They recently rejuvenated themselves by hiring an Executive Director
 - iii. Rev Allison just joined recently, she decided to commit more
 1. She just agreed to serve as president of their board
 2. Note this is less demanding than serving on UUCN's board
2. UUCN New Member event coming up: April 6th and 7th
 - i. Fun reception Saturday evening at Rev Allison's house, 5:30 – 7 pm
 - ii. Then full service on Sunday to welcome them
 - iii. Membership team is only 2 people, can't provide all food and conversation
 - iv. Can the board help provide food and attend? Sign-up genius to follow
 - v. Note this is right before the Board's Sunday service April 7
3. New England Region seminar on Covenant
 - i. Save the date May 11, 2019
 - ii. Board and others should plan to go if possible: [register here](#)
4. April's UUCN Board meeting, is it OK for Rev. Allison to attend by Zoom?
 - i. Yes we are perfectly fine with this
 - ii. She'll be attending the Northern New England District spring Ministers Retreat

3. Delegate Slates for NNED and GA, Brenna Woods

1. Northern New England District delegates to be approved by this Board
 - i. Mary Licking, Jess Woods, John Sanders, John LaSalle, Joan Connacher, Roy Goodman
 - ii. **MOTION** to accept this slate
MOVED by Steve Hedges, **SECONDED** by Pam Jordan, **MOTION CARRIED**
2. UUA General Assembly delegates proposed so far
 - i. Lindsey Sylvester, Chip McGee, Karen Thomas, Grace Morton with help from Faithify, Brenna has invited Vengerflutta
 - ii. Kathy Grossman, Brenna Woods, Lindsey Hedrick, Carol Houde plan to go, and were delegates last year, so we would like additional ones instead this year

4. Minister's Evaluation and Goal Setting, Carol Houde and Steve Hedges

1. Rev. Allison read the Board of Trustees evaluation of her accomplishments in the past year, her strengths, and areas to focus on in the coming year
 - i. She appreciates that a large amount of work went into it over the last month
 - ii. Lots of overlap between the content of her own report and ours; that's good
 - iii. What are the main points that the Board wants her to use in the coming year?
 1. Evaluation invites Rev. Allison to feel free to be more passionate and take more risks in preaching her sermons and services
 - a. Congregation is ready to be pushed a bit more, out of comfort zone, drive us toward results, ignite our passion too, don't just tug on heartstrings to make us feel good
 - b. Rev. Allison chose a gradual moving away from head-centric worship so as to avoid shocking us; the board now feels that the time has come for greater momentum in this direction, because she has so much more potential to preach to - and from - the heart
 - c. She notes that last year the Board's feedback was to be more intellectually stimulating – how can we reconcile both?
 - d. By being authentically passionate – for example, last week's sermon was very authentic, about the inhumane decision of Methodists to not allow gay clergy
 - e. GSOP clergy are all talking about this topic: what are we willing to risk in our ministries, to move the needle of justice forward?
 - f. She is very appreciative of this permission/request, feels the Board saying It's OK, we have your back. Pushing one's congregation to social justice across community and our nation can be the kind of thing that gets one fired, from Rev. Allison's

experience – this board asserted that this would not be our response here at UUCN

2. Evaluation invites Rev. Allison to spread your message and talents more broadly, if that would be good for your career
 - a. We are so proud of her, we want to share her!
 - b. And of course that would help others too who hear her ideas
3. Evaluation invites Rev. Allison to realize our new values, mission, ends: they're ambitious and exciting
4. Evaluation invites Rev. Allison to help make RE more interesting for kids
 - a. RE/Faith Formation should clarify and celebrate who are we as UUs, what are the kids proud of?
 - b. Curricula seem to be an issue – they're evolving but not ready
 - c. Kids seem to be learning more about other faiths than our own
 - d. Acknowledge that it's hard when not all the kids come consistently, and attendance is different week-to-week
 - e. How to make rich and deep even if you only come once a month
 - f. Freedom to just try something different, just run the experiment and learn, like we just started the candle cards and the new way of doing greeters/fellowship hour
 - i. Considering use of repetition and fewer teachers
 - ii. Start to associate with our values
 - g. Teachers should also be gaining their own faith benefit
 - i. How can we make teaching feel like part of one's own spiritual journey, instead of a task or sacrifice?
 - ii. Just like being on the Board – prior boards distributed the book "Leadership as Spiritual Practice", and some of this board's members recently attended a Regional workshop on this topic
5. Side discussion about the item on the evaluation form, what is "The freedom of the pulpit and the pew"
 - a. We the congregation can give input to the minister
 - b. But she has the right to do and say whatever she wants
 - c. Everyone is allowed their own convictions, respecting theological diversity – e.g. the Board doesn't have veto power
 - d. This did come up a few times with Rev. Steve, feedback saying his topics were too politically liberal – Rev. Allison has also received some similar feedback occasionally
- iv. How was the format of the evaluation?
 1. She found the narrative section definitely helpful
 2. The numbers showed the expected activities for levels 1-4
 - a. This was a bit unwieldy

- b. But a helpful spectrum of “What is a minister SUPPOSED to do?”
 - c. Sometimes the numbered list makes it too easy to just say next year our minister should accomplish everything at the next level
 - 3. The board recognizes that this year's rubric will need some refinement prior to the next ministerial evaluation. Specifically, next year's evaluation must more deliberately incorporate the goals articulated in this year's evaluation
- 2. The Board read Rev. Allison's own self-evaluation for the past year and year to come
 - i. We all like the format that Rev. Allison had chosen
 - 1. Especially the metric-based part of each item, “How will I know I'm successful?”
 - 2. Would be great if each were measurable, even if subjective
 - ii. One goal of Rev. Allison's will be: Take more risks
 - 1. Sometimes she asks herself, Should I or shouldn't I do this?
 - 2. Now she feels Board just gave her more freedom to decide Yes do it
 - iii. Another goal: learn a ton about how to do building renovations
 - 1. Need to learn how to talk intelligently on this subject
 - 2. Congregational Church of Hollis just finished fundraising for a \$2 million capital campaign!
 - a. Rev. Allison is planning to request to meet their minister
 - b. Carol Houde asks to include Board President in that request too
 - iv. What should the Board step up and do, to help Rev. Allison?
 - 1. She is still working out what to ask from us, plus the following ideas:
 - 2. Help with the Capital Campaign
 - a. None of us know how to do this!
 - i. But Board will be heavily involved, we all will learn
 - ii. Like a few years back, Board was involved in Stewardship
 - b. Will we hire a capital campaign consultant?
 - i. Like Laura Park who helped with Mission and Vision
 - ii. Perhaps yes, something to consider
 - c. Time to start spending money on our building is coming sooner/more urgently than anyone would like it to
 - d. Wake Now Our Vision funding is coming to UUCN this summer
 - i. We were selected by WNOV as a recipient of grant funds
 - ii. This money is coming into our Bicentennial fund
 - iii. So that is legitimate to use for building renovations
 - e. Rev. Allison is working on finding a chair of this effort
 - 3. Play a role in culture shift around Conflict
 - a. Please come to this Covenant workshop in May
 - i. More attendees will infuse the learning to congregation
 - ii. Similar to Board supporting the change to Greeters and Fellowship: we were cheerleading for that decision

- b. Please follow these covenantal behaviors when people approach us with certain difficult conversations (which would not occur with Rev. Allison nor in her presence)
- c. This will help people to understand, Oh that's how it's done in this congregation
 - i. Everyone starts understanding and stepping up
 - ii. Everyone starts standing in croissants not donuts ;-)
- 4. Covenant/Conflict issues are tangled up with White Supremacy Culture
 - a. May's workshop on Conflict will help Rev. Allison to figure out the next level of what's the connection here, not clear to her yet
 - b. Maybe we'll bring CB Beale back to UUCN for next-level seminar
 - c. Does every congregation have a Covenant of Right Relationship?
 - i. No, it's kind of trendy right now, so there are many congregations working to create their own right now
 - ii. Not sure whether or not it's working
 - iii. Covenant is good; perhaps not the Right Relation part
 - d. Unsure where this will go, and how/whether it'll become a goal
- 3. Overall which categories of goals are most important to Board for 2019-20?
 - i. Leads Worship – first place
 - ii. Leads Administration – second place, and this includes the Capital Campaign
 - iii. Encourages Spiritual Growth – third place
 - iv. Witness to Social Justice – fourth place

5. Executive Session

MOTION to go into Executive Session

MOVED by Steve Hedges, SECONDED by Brenna Woods, MOTION CARRIED

MOTION to come out of Executive Session

MOVED by Rick Spitz, SECONDED by Pam Jordan, MOTION CARRIED

6. Review of Values, Mission, and End Statements, Carol Houde and Rev. Allison

1. MOTION to review, tweak, then approve the Values from our Retreat, as follows:
 - MOVED by Steve Hedges, SECONDED by Brenna Woods, MOTION CARRIED
 - i. Wonder
 - ii. Authentic connection
 - iii. Courageous community
 - iv. Love in action
2. MOTION to review, tweak, then approve the Mission from our Retreat, as follows:
 - MOVED by Lindsey Sylvester, SECONDED by Lindsey Hedrick, MOTION CARRIED
 - i. We are a welcoming community of faith, inspiring lives of wonder, generosity, and courage, serving the world through love in action.

3. **MOTION** to review, tweak, then approve the Ends from our Retreat, as follows:
MOVED by John Burkitt, **SECONDED** by Jodie K. Holway, **MOTION CARRIED**
(Names in parentheses refer to who is writing the paragraph for our Board service)
 - i. We create brave space for all ages where we: *(Brenna)*
 - ii. Know our authentic UU faith identity, teach it to our children, share it with others, and live it in the world. *(Lindsey S)*
 - iii. Develop meaningful spiritual practices that connect us to wonder. *(Pam)*
 - iv. Ask for and receive care, support, and connection in times of struggle joy and transition. *(Lindsey H)*
 - v. Grow leaders who serve the needs of our congregation and our community with faith, resilience, and courage. *(John)*
 - vi. Steward our congregational community with our time, talent, and money. *(Rick)*
 - vii. Participate actively in our larger UU community. *(Brenna)*
 - viii. Understand systems of oppression and privilege and work to dismantle them within ourselves, our congregation, our community and the larger world. *(Jodie)*
 - ix. Work in deep partnership to advance justice and heal our community and our world. *(Steve)*
4. Round of applause for the new Mission, Values, and Ends!

7. Schedule Budget and Brownies

1. Agreed May 23, 2019: Thursday, two weeks before annual meeting
2. 6:30 – 8:30 pm

8. Planning for Board Service April 7 and Deeper than Coffee

1. Communal reading by Board about each part of the Mission, Value, and Ends
 - i. Ends assigned above in parentheses
 - ii. Mission *(by Carol Houde)* and Values *(by Rev. Allison)*
 - iii. Brief 200-300 words about e.g. why this end is important, why it's meaningful to me in particular, how I hope the congregation will live out this end, why we came up with it, etc.
 - iv. **ACTION: Everyone** assigned, provide this at Board meeting prior to April 7th
 - v. Carol Houde will tell how we arrived at these Mission, Values, and Ends, in more detail than we already told the congregation in previews
2. Sadie Kahn-Greene will present our congregation's history as the Wonder Box
 - i. Rick Spitz will send her the research tidbits he's found
 - ii. Share how our church has evolved over the years
 - iii. Important because we are moving toward our 200 anniversary
 - iv. Carol Houde bought at UUCN Auction a huge framed statement of UUCN's values from ~100 years ago, they were really very Christian-sounding
 - v. Show we have evolved and continue to evolve, we're a vibrant community

3. Make another plaque of the mission and Values (not ends),
 - i. **ACTION:** John Burkitt volunteered to hand-letter them!

9. Upcoming Subcommittee Meetings

1. Next month: New Personnel Team/Committee (Steve Hedges, Pam Jordan, and John Burkitt)
2. May: Visioning, beyond the Nested Bowls retreat
3. June: Linkage

10. Closing – Meeting Adjourned

APPENDIX A: Agenda

APPENDIX B: Minister's Report

FINAL AGENDA

Board of Trustees, Unitarian Universalist Church of Nashua
March 7, 2019 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)
Check-in
- 6:45** [5] Admin: Consent Agenda
 - February BoT Minutes
- 6:50** [20] Monitoring: Minister's Report (Allison)
- 7:10** [30] Monitoring: Minister's Evaluation and Goal Setting (Carol and Steve)
- 7:40** [15] Executive Session: Minister's Salary
- 7:55** [10] Executive Session: Safe Congregation
- 8:05** [5] Break
- 8:15** End of break
- 8:15** [15] Visioning: Review of Values, Mission, and End Statements (Carol and Allison)
- 8:30** [5] Admin: Approval of NNED Delegate Slate (Brenna)
- 8:35** [20] Linkage: Preliminary Planning for April 7th Service and Deeper than Coffee (Carol and Allison)
- 8:55** [5] Linkage: Schedule Budget and Brownies (Carol)
- 9:00** [10] Admin: Upcoming Subcommittee topics and rotation schedule
 - April: New Personnel Team/Committee Presentation (Steve, Pam, and John)
 - May: Visioning (Beyond the Nested Bowls Retreat)
 - June: Linkage
- 9:10** [5] Admin: Covenantal check-out
- 9:15** [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
Personnel: Pam Jordan, John Burkitt, Steve Hedges

Parking lot:

- Articles of Agreement Changes--required 501(c)3 revisions, approved but not submitted
- Knowledge management
- Examine oversight of committees of the congregation--Nashua Cemetery Assoc., et. al.

Minister's Report to the Board of Trustees
Rev. Allison Palm
UU Church of Nashua, NH
March 6, 2018
Covering February 7 – March 6, 2019

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.

- Average attendance so far this year: 150
- We are beginning to plan for summer services. I will be leading a 4-part workshop for all summer worship leaders on worship planning and sermon writing.

- *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 brought in CB Beal, a congregational consultant, to lead a workshop on Covenant and Trust on February 17. 30+ people attended
- Three youth and three advisors went to a Youth Ministry Revival in Maryland this past weekend. They will be sharing their experiences in the Youth Service on March 17.

- *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.

- We had a Contra Dance on February 9. About 50 people attended.
- We had a soup potluck lunch after service on February 17, which was very well attended.

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.

- We have 6 Pastoral Care Associates this year, who are serving as ongoing buddies for 11 individuals or couples in the church. We had 8 official contacts logged for this month and many unofficial ones.
- We have three support groups running this year: a Grief Group, Caring for Aging Loved Ones, and a Parenting Group.
- Sadie is working with 2 congregants to host a Death Café on March 23. It will be a chance for folks to have conversations about death and dying in a casual setting.

- *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.

- Our Covenant Groups have gotten started for the year. We have 7 groups with 39 participants.
- Our Young Adult group has re-started, with support from me and Sadie. They will be meeting twice a month through the end of the year.
- The New England Region will be holding a workshop on covenant in Harvard, MA on May 11. Sherri, Sadie and I plan to go, and hope to bring along at least a few lay leaders. If any Board members are interested in attending, let me know.

- *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 held nine Grateful Gatherings as part of the Stewardship Campaign. Each one had between 4 and 12 attendees. It was a great opportunity to talk about our finances and answer questions, as well as for folks to enjoy each other's company.
- We have received 69 pledges so far for 2019-2020, for a total of \$194,251.
- Greeting and Fellowship Hour continue to go pretty well. We've had only a couple people not show up on their days.

- *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.

- The new boiler is installed and up and running. We are making payments to J. Lawrence Hall and will have it paid for in full May 1.

- Hall's guys came back on Monday and Tuesday the week after the installation to check the heat output in all the rooms and the thermostats, which are very outdated. Unfortunately there are tubes that cannot be replaced as they are so old and obsolete and they restrict heat operation to night time only in several rooms. We should look into redoing all thermostats in the Faith Formation Wing.
- We need to purchase a new air compressor for the dry sprinkler system. The current one is likely original to the system when it was installed and got close to flooding the Parish House a few weeks ago.
- Sandy Martinage will be back from a 6 week leave of absence on March 11. The substitute didn't work out as well as anticipated so Sherri will be looking for other people to fill in during Sandy's vacations/absences in the future.

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 an Exploring Membership session coming up on March 10, as well as the final session of our Starting Point program for newcomers. From these two programs, I expect we will have 10-12 new members.
- We will be doing a New Member welcome and reception the weekend of April 6th and 7th. Molly is wondering if members of the Board would be interested in helping host the reception.
- Our Campbell Group continues to bring their service to congregations in New Hampshire.
- Our Community Dinner had about 54 attendees this month.
- I was elected president of the New Hampshire Council of Churches Board in February
- I participated in the following community, denominational and justice events this past month:
 - attended an NAIC Exec Board meeting
 - attended one Immigrant Solidarity Vigil and an Immigrant Solidarity Network meeting
 - attended an online Northern New England District Board Meeting
 - attended the New Hampshire Ministers Cluster meeting
 - attended a New Hampshire Council of Churches Board meeting
 - attended several meetings related to GSOP's work on affordable housing
- We had 8 regular weekly outside groups use our building in November: 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.
- We have 60 kids enrolled for next year already
- The Preschool Staff was very surprised and happy at the warm reactions for them during Fellowship Hour this past Sunday. They were in attendance to support this month's Outreach Recipient which is the scholarship for their school.
- They were equally delighted by the card signed by many in the congregation to welcome them back and a cake when they returned to classes this week. They appreciate the support of the congregation through these past weeks of no heat. They and the students are elated to be back in their warm, sunny classrooms.

5. Schedule

- a. I will be away March 17, which is the Youth Service. I will be taking vacation March 14-17

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

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 (minus reserve funds) is \$125,659.31. This is enough for more than two months of regular operating expenses. The Income and Expense report attached 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: There have not yet been any adjustments made to the budget this fiscal year.

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. This policy is on the list of financial policies to be developed.

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 looking forward to guidance from our external financial review as to which procedures we should have written down. Once we have that guidance, we will come up with a plan to create those policies in a timely manner.

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 attached 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, 2018, the church has entered into two contracts that exceeded \$10,000. One for painting, for which the required 2 bids were obtained before entering into that contract. The other was for a new boiler for the Faith Formation Wing. Because we had done thorough research on what type of boiler to buy and we were without heat in the middle of winter, we only got one bid for this project. This exception to the policy was approved by the Board of Trustees.

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: In February, we entered into a \$58,600 contract for a new boiler for the Faith Formation Wing. This contract was approved by the Board of Trustees by email vote.

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, 2018, 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 FY19 budget is the amount recommended by the Invested Funds Committee. The FY19 budget was approved by the Board in May 2018 and voted on by the congregation in June 2018. We have not withdrawn any funds in excess of what was budgeted.

Statement of Compliance: I report compliance

Income and Expense Report as of 3-6-2019

See attached "March 2019 Financials" for full report. We are 68.2% of the way through this year. Income is just a bit behind at 62.2%. Expenses are also a little behind at 64.48%. As of now, we have a \$14,800 deficit.