

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

Jan 9, 2020

Final Minutes by Jodie K. Holway

Reviewed by Carol Houde, Rev. Allison Palm, John Burkitt, Lindsey Sylvester, Burns Fisher, Victoria Agnew, Brenna Woods

Meeting Attendees: Victoria Agnew, John Burkitt, Burns Fisher, Lindsey Hedrick (Treasurer), Jodie K. Holway (Clerk), Carol Houde (President), Rev. Allison Palm, Rick Spitz

Remote: Lindsey Sylvester

Full Agenda: APPENDIX A

1. Consent Agenda

1. **MOTION** to accept the November minutes and the Minister's Housing Allowance
 - i. The IRS allows ministers who don't live in a rectory to designate \$24K for housing purposes as the not-taxable portion of their salary
2. **MOVED** by Brenna Woods, **SECONDED** by Victoria Agnew. **PASSES** unanimously

2. Minister's Report, Rev. Allison Palm

1. New expanded Family Corner!
 - i. Sanctuary has had an overflowing Family Corner for a while now
 - ii. Just created a new spot within the pews, by moving two pews on Grove Street side
 - iii. Leaves flexibility and room for newcomers in the back, instead of a gaggle of toddlers
 - iv. Some concern about some on property team's reaction to taking out a pew
 - v. Some feelings that the pews are old fashioned, all nailed down, not comfortable
 - vi. Our mission and ends say being inclusive to family is important: so really there is no alternative to expanding the Family Corner with this in mind
 - vii. In UUCN's search packet, we stated that we want more young families!
 - viii. This Sunday's sermon will be on Why it's important to have kids in worship service
2. Interpretation of Ends Statements: Rev. Allison gave interpretation of two ends:
 - i. *"Develop meaningful spiritual practices that connect us to wonder"*
 - ii. *"Ask for and receive care, support, and connection in times of struggle, joy, and transition"*
3. Monitoring Report
 - i. According to the table, two monitoring reports are due in January, one in December
 - ii. Interpreted the first half of Policy G, Asset Protection
 1. Discussion of Policy G's Point 4, *"[The Executive Director shall not] Allow unbonded personnel access to material amounts of funds"*

- a. The point here is to protect the church from people stealing
- b. Rev. Allison's interpretation points out a need for a correction: All employees and trustees are covered under our insurance policy. Trustees are covered for suits against us due to our work, but Trustees are not bonded.
- c. Instead reality is that certain Trustees, like Lindsey Hedrick as treasurer, Kevin Murray the cemetery treasurer, and Board president Carol Houde need to be bonded
- d. Or we could change the reasonable interpretation to say instead that the staff members who need to be bonded are bonded, already done
- e. Or we could interpret that all volunteers must be bonded and insured
- f. Decided to consider spending a bit more in insurance, in order to bond them not only \$25K but to a higher level, \$100K
- g. **ACTION: Treasurer Lindsey Hedrick / Rev. Allison** investigate cost
2. Do we need two signatures to spend above a certain level?
 - a. Yes we think this is in the bylaws/policies
 - b. But the bank doesn't honor that, they don't require two signatures
3. Note that Cemetery Treasurer doesn't have to be Background Checked today
 - a. This is not stated in bylaws, only in Safe Congregation policy
4. Today the Invested Funds Committee members are background checked
 - a. The Board should codify this for next meeting.
5. What about the preschool?
 - a. The treasurer doesn't have access to funds
 - b. The president/principal is highly background checked, and she's also an employee which makes the situation different, this is fine
- iii. Discussion of Policy G's Point 2: don't risk the Non-profit status of the church
 1. Hard to provide data on what we're NOT doing
 - a. We could do what Unity Church does, that is to review all the sermons, website, etc. to see that we're not aligning with a particular political party - -but this is a significant amount of proactive effort
 - b. Else we could self-report, not collect reams of data preemptively
 - c. All our past data is available, sermons are recorded in Koober
 2. It's OK for churches to take a stand on issues, like go to the ICE protest
 - a. But NOT ok to endorse any specific candidate
 - b. It's OK to endorse the positions that are espoused by any candidate
 3. Likelihood of being audited is slim; we can keep an ear open in future
 4. We have THIS policy in place so we can point to it as evidence of our intent
 5. Today UUA sent specific guidelines on what's allowed for "UUsing the Vote"
 6. Note that many other churches go way further than we ever do!
- iv. Discussion of Policy I: "*Guiding the Church's facilities planning*" and communication
 1. No interpretation provided yet, but this topic is highly relevant!
 2. **ACTION: everyone** send our ideas on the subject to Rev Allison
 3. Due January 30th, one week before next Board meeting February 6th

- v. Discussion of Policy M: Monitoring the Preschool is done by Executive Director
 - 1. According to Monitoring Table, this policy is due to be monitored this month
 - 2. But it isn't written as an Executive Limitation, so we'll review this policy later
- vi. Nashua Soup Kitchen: UUCN has always donated 6 casseroles per month
 - 1. This was organized smoothly by Marie Sias, who's now stepping down
 - 2. Considering to consolidate this and focus on monthly Community Dinner
 - 3. Jodie Holway volunteers to keep it going, and will contact Marie
- 4. Board planning to send out a congregation-wide Survey:
 - i. But now due to the Linkage webinar led by Laura Park, the Monitoring subgroup (Carol Houde, Burns Fisher, Victoria Agnew) will revise the survey and its wording
 - ii. The survey itself is a Learning tool, it helps remind people what are our Ends
 - iii. But it should not be a meta-interpretation of the ends; instead it should ask people about the ends themselves verbatim
- 5. Ministerial Review
 - i. It's time to prepare and perform this annual review
 - ii. Rick Spitz did a great job creating the content and online format last year, he created it based on rubric provided by Rev. Allison
 - iii. Last year's numbers were useful, but narrative text answers were much more valuable
 - 1. So this year, tell people to still provide numbers but they should definitely provide a few free-text sentences for each, perhaps even with examples
 - iv. Last year it was tricky to review Rev. Allison on the subject of Faith Formation
 - 1. Rev Allison oversees the person who owns it
 - 2. Must review Rev. Allison in terms of her skills, not the church's programs
 - 3. Rick will put in a note to clarify this
 - v. This year's version is largely same: <https://fs9.formsite.com/rkspitz/form11/index.html>
 - vi. Will invite the same participants to this review as last year: Board and same teams
 - 1. Board should respond as soon as we can, to catch any glitches
 - 2. Will send this out evenly to all teams, so Rick will get this list from Rev. Allison
 - 3. Each person self-identifies, and should fill it in once only, even if they participate in more than one team
 - 4. If respondents have questions, they can talk to Rick Spitz or Carol Houde
 - vii. Milestones:
 - 1. Raw data is needed by February 1, 2020, so we can discuss it all at Feb BoT
 - 2. **ACTION:** Rick Spitz will send out the URL invitation to all teams within a week
 - 3. Rev Allison will write her self-evaluation in February, send it to Board in March
 - viii. Remember we are reviewing the minister for the calendar year: Jan 2019 to Dec 2019

3. Living Our Values: Thank You to Staff with Post-Holiday Party

- 1. **MOTION** for the Board to gift the staff a party, by giving funds sufficient to provide a post-holiday celebration as in past years, costing up to \$300, from the Board discretionary fund
- 2. **MOVED** by Lindsey Hedrick, **SECONDED** by Jodie Holway, **PASSED** unanimously

4. Review of Mark Ewert's feedback to us from the Next Step Weekend

1. What intrigued each of us the most about his feedback?
 - i. Report states that this would be the first capital campaign in living memory
 1. In fact there have been a couple of capital-like campaigns
 - ii. We need to define the purpose for our Endowment
 1. It's been a bit of an albatross, it may impede pledging and final gifts
 2. Will be ideal to clarify its purpose and resolve this reluctance
 - iii. Examining the distinction between UUCN Members vs. Friends
 1. These friends don't have as much guidance and opportunity and exposure to pledging, not asked, not told how to do so, not encouraged
 - iv. During Mark's visit to the Invested Funds Committee, he said it was not the best use of resources for all these smart people to spend their time second-guessing Bank of America's investment decisions
 1. Instead they could continually bring ideas to congregation about how to be a steward, beyond being generous in pledging
 2. Also socially-conscious investing is a green mutual fund, vs. B of A funds where they are profiting from the investment
 3. B of A business practices are significantly incongruent with our values/mission
 - v. Observation that our Cemetery is a museum that's locked, it's wasted right now
 1. Maybe more ways to appreciate it, e.g. guided tours, walking activities
 - vi. Reminding us to look up to our predecessors, know what they did, not just ministers
 1. What struggles, what successes? We should feel like we have big shoes to fill
 2. This church can be a physical place for us to be remembered after our passing
 - vii. Confusion: we just created our new Mission and Ends, but not a VISION
 1. Hmmmm, what's missing that we didn't do already?
 - viii. Makes me wonder, what is the social history of the church and its people?
 - ix. A lot to think about with respect to the endowment
 1. After the conversation with Mark, members of Invested Funds Committee sent a few emails to each other about their understanding of its purpose – very surprising the divergent opinions
 2. One question from that report: if Endowment provides 26% of our annual operating budget and pledges provide 58%, that's only 84%: what else?
 3. The rest comes from Preschool and our outreach and a bit of fundraising and rental of our space
 - x. Striking that all our history is about the building and the ministers, not the people
 1. The church is not the building, it's the people: what have WE accomplished?
 - xi. Contemplating the difference between Naming vs. Storytelling,
 1. Storytelling is more powerful, to get emotion and connection
 2. Exciting possibility for the Board to get training on how to do this better
 - xii. All the stories we teach in UU New Member class are about the building not people
 1. Incongruous with "why isn't your building in your mission?"
 2. We did discuss this while creating the new Mission and Ends, but decided the building didn't belong there – but it figures so prominently as we tell history

2. Big discussion of whether we need to write a new “VISION”
 - i. Mark seems to say we do need this, and afterwards we fit a Capital Campaign into it
 - ii. Didn't we just write this? Don't our new Ends represent our vision of the future?
 - iii. Mark is not a big fan of Policy-Based Governance, so maybe this partially explains why he doesn't see our Ends as our vision
 - iv. Lindsey Sylvester says Here's the way to reconcile these:
 1. Our Ends ARE our Vision, but we can make it more storytelling by pulling in specific examples to make the Ends more graspable
 2. Fortunately we have tons of examples, the Long Range Planning Committee (LRPC) collected thousands of specific examples and dreams and visions!
 - v. Jodie Holway says Imagine you're returning in a rocket ship 10 years in the future
 1. What do you SEE, what is HAPPENING, not just description of goals
 2. Rick Spitz remembers the old commercial by [Apple for Knowledge Navigator](#)
 - a. This brought the future to life, not a lot of words but images and dramatized vignettes of what life will be like when the future arrives
 - vi. Rev. Allison strongly believes in these new Ends, but maybe we have to make them more accessible, add some Public Relations, if they're dry
 1. When she read her interpretation to Mark, he still said That's not exactly it
 2. Maybe we can capture what we're trying to do with more emotional or spiritual motives
 3. Rick recalls that Rev. Allison recently wrote an explanation of our Ends that felt a bit more vision-y, where was this written?
 - vii. What would you say to a newcomer?
 1. Yes, our Ends represent what we would tell them, what we do say today
 2. New folks are inspired too, “I want to be a part of this”
 3. The Ends seem like more than just good principles, they do kind of tell a story
 - viii. Do we need to write all new Vision? What would that be anyway?
 1. Not fully rewrite, maybe how could we repurpose our Ends?
 2. No: consensus that we don't need to revise/rewrite now, his advice is input
 - ix. Laura Park also has given us great advice too
 1. Comparison: seems that Laura gives us options on the landscape we're in
 2. Vs. Mark tells us what to do – this doesn't resonate as much with us
 3. But still wondering if we can put our finger on the important message Mark is trying to give us
 - x. Imminent need for discussion of our building in the context of our current Ends
 1. Building Our Vision team will hold 5 Deep Listening sessions in next month
 2. These are intended to be building-oriented but not limited to that
 3. Outcomes will help us create that overall vision!
 4. Board agrees this makes sense, in line with our plan, not backwards

3. Discussion of what is the Endowment for?
 - i. What answers are floating around?
 1. One assumption has been voiced and grown over the years: we inherited both the endowment and the historical building, in order to upkeep it
 2. Some people recommend we should give it all away to the less-fortunate
 3. Not everyone knows we have it – maybe due to our ambivalence
 - ii. Some may think the Anna Stearns Fund is earmarked for social justice or the building
 1. Factually, the donation to endowment by Anna Stearns had no stated purpose
 2. Today social justice work is funded from our pledges and acceptable withdrawals from endowment into our budget, just like all other expenditures
 - iii. Refer to the our Policy H, what guidance for Invested Funds Committee objectives?
 1. See our [UUCN Governing Policies](#), aka Board Policies, page 8, has 3 principles:
 2. Growth of capital when possible with a balanced return approach
 3. Revenue generation in support of the church operations
 4. Consider socially responsible investments
 - iv. What do we Board members think it's for? Or should be for?
 1. Yes, suggest a part of it can support our over-average building expenses
 2. Other programs that could be undertaken with it? Yes, LRPC asked this
 3. Hey if we do spend it all or stop filling our budget shortfalls with it (26% last year), then we'd need to fill that hole some other way: that's half our staff budget costs!!
 4. Interest from the investment is income for harvesting
 - v. Next steps for the Board here:
 1. At least investigate online, can we learn what other church endowments do?
 2. IFC also has this on their agenda for their next week's meeting
 3. Will continue this conversation in February's BoT meeting

5. Covenantal Checkout and Closing

1. Next Board meeting: February 6, 2020

Appendix A: Full Agenda

Appendix B: Minister's Report

FINAL AGENDA

Board of Trustees, Unitarian Universalist Church of Nashua
January 9, 2020 at 6:30 pm

Our Mission: We are a welcoming community of faith, inspiring lives of wonder, generosity, and courage, serving the world through love in action.

6:30 [15] Admin: Chalice Lighting (John)
Check-in

6:45 [5] Admin: Consent Agenda
● November BoT Minutes
● Minister's Housing Allowance

6:50 [30] Monitoring/Visioning: Minister's Report for December 2019 and January 2020 and New Ends Interpretation (Allison)
(Note: Allison will interpret one of the new ends and Board will give feedback)

7:20 [5] Monitoring Task Force (Carol, Burns, and Victoria)
● Update on survey

7:25 [15] Monitoring: Annual Ministerial Evaluation (Rick)

7:40 [5] Living our Values: Thank you to Staff with Post-Holiday Party

7:45 [5] Break

7:55 [1 hr 35 min] Review of Mark Ewert's feedback to us from the Next Steps Weekend
● What intrigued you most about Mark's vision of us or his recommendations? [10]
● Congregational vision [15]
● Clarifying use of endowment [30]
● Bank of America/Deliberate social justice investing/rethinking the role of the IFC [20]
● Better support of Stewardship and developing more options for long term stewardship [20]

Covenantal Check-out

Closing Words

Adjournment

Minister's Report to the Board of Trustees
Rev. Allison Palm
UU Church of Nashua, NH
January 8, 2020
Covering November 6, 2019 – January 8, 2020

General Updates

We have done a lot of worship since my last report! Worship continues to go well, and our new Worship Associates are getting more comfortable in their roles. We did a few special services in December. Ben did a Solstice Labyrinth on Dec. 22. About 20 people attended and had a meaningful, embodied worship experience. We also had our two Christmas Eve services, both of which were very well attended, (5pm-183, 7pm-140). I believe we had more kids at the 5pm service than I have ever seen at a Christmas Eve service. Sadie worked hard all month with our children to create a Solstice pageant for the morning of Dec. 22. We also had our first guest preacher of the year, Rev. Emily Burr, on Jan. 5.

We are working on removing two pews to create a larger Family Corner in the sanctuary. We've discussed this with the Worship Associates, the Property Team and all the families that use that space. We currently have about twice as many babies and toddlers as actually fit in the corner on a regular basis, so the expansion is both to provide space for the families who are already here and to create space for newcomers.

Karen Thomas and I have led two sessions of Starting Point, our 4 part program for newcomers, and have 10 regular attenders. Our first Exploring Membership session is this Sunday, January 12, which will kick off our season of opportunities for people to join the church. In our Next Steps Stewardship conversation, Mark Ewert encouraged us to have someone from the Stewardship Team talk to new members about stewardship (rather than just me), so we are planning to have a Stewardship Team member at each of our three membership sessions.

We made it through the end of our first year of the new Fellowship Hour and Greeting program. The last couple of months were tough, but sign ups for this coming year went really well. I am feeling good about the new Lead Host role, and hopeful that this year will be smoother than last. Doing signups using Breeze worked pretty well. There are some downsides, but the benefits have outweighed those thus far.

Our new workshop model in Faith Formation continues to get good reviews from both teachers and kids. There are a bunch of exciting workshops already planned for the spring, including escape rooms for April (the theme is Liberation). OWL for 7th-9th graders continues, and K-1 OWL in Manchester began this month. We have two kids from our congregation attending. Youth Group continues to be small, with just a few youth at each event. There has been some enthusiasm from the youth who attend, however, so there is hope that it will build.

All our ongoing Adult Faith Formation programs are up and running. The Men & Masculinities group had grown dramatically, with 13 people at the last session. Building the World We Dream About has had a slow start due to a weather cancellation in December, so has only had one session so far.

Our Social Justice Team is seeking someone who is interested in being the point person for Welcoming Congregation work. There is a new yearly renewal program that the UUA has set up for Welcoming Congregation status. It is less arduous than the previous renewal process, but requires someone to be paying attention and driving it. We are also in discernment about the future of our Soup Kitchen Casserole making.

The Building Our Vision Team will be leading 5 conversations with the congregation starting January 26. Each will focus on a different aspect of our programming. Everyone is invited to attend any/all of the conversations. Each will follow a similar format, but with slightly different focus.

Updates on Ends Statements

Develop meaningful spiritual practices that connect us to wonder.

Interpretation: I interpret meaningful spiritual practices broadly, to encompass anything we do with intention to connect with wonder. This includes both traditional spiritual practices (worship, meditation, prayer, etc.) and practices that are more out of the box (being in nature, singing, cooking, running, hiking, etc.). Wonder has two interconnected meanings. There is the wonder in thoughtful questioning, curiosity, investigation, in our lifelong search for truth and meaning. And there is the awe and wonder we feel in recognizing the ways in which we are a part of something larger than ourselves: in nature, in relationship with each other, in thinking about the vastness of our universe. Through worship and programs, we offer opportunities for people of all ages to engage in communal spiritual practices and to explore individual spiritual practices. Members and friends have a shared understanding of what a meaningful spiritual practice is, and incorporate such practices into their daily lives.

Informal Assessment: Worship is one of the big areas that fits into this, and I feel that worship is a strength of this congregation. We offer a variety of worship styles, to acknowledge that people in the congregation have different ways of connecting to wonder. We also have a variety of people participating in worship planning (me, Sadie, Ben, Jed, Worship Associates, Music Team), which helps to ensure that different perspectives and styles are embodied in our worship.

The growth area for the congregation is in the realm of individual spiritual practices – not necessarily in engaging in such practices, but in identifying them as such. I am not sure that there is a shared understanding of the term spiritual practice in the congregation, or a shared appreciation of how such practices are important. We are planning 2 Switch-it-up Sundays this spring in March and May, where the adults will be “sung out” to faith formation programming during the service. One of these will be on spiritual practice, which I hope will be an opportunity for us to begin to develop a shared understanding.

Ask for and receive care, support, and connection in times of struggle, joy, and transition.

Interpretation: We are a community of mutual support and care. I interpret ask for and receive care, support, and connection to mean that members and friends feel that they can reach out

when they need support and accept offers of support with gratitude rather than guilt. We foster a culture in which needing support and care is not seen as a sign of weakness, but rather as a sign of our strength as a community.

Informal Assessment: I know we as a Board have talked about the fact that the congregation is not particularly good at asking for help. There are a couple things that feel positive in this area this year. One is that we have a robust Pastoral Care Associates program this year, with more PCAs that we have had in the past. For the first time, everyone who I would like to have an assigned buddy who is checking in with them has one. A second positive thing is having a Ministerial Intern. Both of these mean that we have a greater pastoral capacity and can be more proactive in reaching out than in the past. The first step to getting people to ask for helping is getting them to be okay with receiving help, so this feels like a good first step.

Children's Winter Garden with White Wing School

- We are still pursuing the idea of having church and preschool funds at the same bank. Sherri and I went to visit Merrimack County Savings Bank and Chris and I will bring that information to the Preschool Board meeting later this month. This would also move our money into a local bank, which is something that Sherri and I think would be good for the church.
- Registration is starting for next year for returning students. The Board made modest increases to tuition for this coming year. Last year, we decided increasing by small amounts each year would keep us from having to make major increases that would feel more impactful to families.
- We have added a few new members to the board over the last couple of months, both church members and parents. The current church members on the Board are now Tiffany Holmes, Allison Annand and Amanda Banner. Tiffany is serving as one of the co-chairs.

Minister's Schedule

- My Sunday off for January was Jan. 5, so I will be around for the rest of the month.

Monitoring Report on Policy G: Asset Protection

With respect to proper stewardship of the Church's assets, the Executive Director may not risk losses beyond those necessary in the normal course of business. Accordingly, the Executive Director shall not:

Interpretation: The sub-policies below fully interpret the meaning of this overarching policy, and compliance with the sub-policies below constitutes compliance with the overarching policy.

1. *Fail to insure against corporate liability and personal liability of board members and staff, taking into account pertinent statutory provisions for indemnification and exemptions applicable to New Hampshire non-profit organizations;*

Interpretation: To ensure that we are operating with insurance that covers our current needs, we will review our insurance coverage with our insurance carrier, Church Mutual, every 3-5 years or whenever there is a significant change in leadership. We also review any updates to the policy as they come in. We can rely on Church Mutual's opinion because they specialize in churches,

insuring more religious institutions than any other company in the country, and have an “A (Excellent)” Financial Rating.

The applicable NH statute is N.H. Rev. Stat. Ann. § 292:2(Va(a)) and reads: “ V-a. (a) The articles of agreement may contain a provision eliminating or limiting the personal liability of a director, an officer, or both, to the corporation or its shareholders for monetary damages for breach of fiduciary duty as a director, an officer, or both, except with respect to:

(1) Any breach of the director's or officer's duty of loyalty to the corporation or its shareholders.

(2) Acts or omissions which are not in good faith or which involve intentional misconduct or a knowing violation of law.

(3) Any transaction from which the director, officer, or both, derived an improper personal benefit.

(b) This paragraph shall not be construed to eliminate or limit the liability of a director, an officer, or both, for any act or omission occurring before January 1, 1992.”

Our articles of agreement, which are on file in the church office, do not contain any of these provisions.

Data: We last did a full review of our insurance coverage in the 2015-2016 church year, so we are due for a review by then end of this summer.

Statement of Compliance: I report compliance.

2. *Risk the nonprofit status of the Church;*

Interpretation: According to the IRS, “To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be [organized](#) and [operated](#) exclusively for [exempt purposes](#) set forth in section 501(c)(3), and none of its earnings may [inure](#) to any private shareholder or individual. In addition, it may not be an [action organization](#), *i.e.*, it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.” <https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-section-501c3-organizations>. Accessed January 8, 2020.

Data: This is the data that Unity Church uses to measure this. It takes work by the Board.

Thoughts?

- Trustees will review sermons, the website, the newsletters, and emails documenting the church's public statements to confirm that no political positions or actions that align with a particular political party or candidate have been taken.
- Compliance with Financial Condition will demonstrate that none of our earnings have inured to the benefit of any private shareholder or individual, because it will show spending in alignment with the budget and the ends.

Statement of Compliance: I report compliance

3. *Fail to insure against theft and casualty losses at replacement value less reasonable deductible and/or co-insurance limits;*

Interpretation: To ensure that we are operating with insurance that covers the current replacement value, we will review our insurance coverage with our insurance carrier, Church Mutual, every 3-5 years or whenever significant changes to the building are made. We also review any updates to the policy as they come in. We can rely on Church Mutual's opinion because they specialize in churches, insuring more religious institutions than any other company in the country, and have an "A (Excellent)" Financial Rating.

Data: We last did a full review of our insurance coverage in the 2015-2016 church year, so we are due for a review by then end of this summer.

Statement of Compliance: I report compliance.

4. Allow unbonded personnel access to material amounts of funds;

Interpretation: All employees and trustees are covered under our insurance policy.

The people who have access to material amounts of funds are:

- Signatories on church bank accounts: President, Treasurer, Minister & Church Administrator
- Signatories on preschool bank accounts: President, Treasurer, Minister & Preschool Director
- Signatories on cemetery account: Cemetery Treasurer
- Staff with Debit Cards: Minister, Church Administrator, Director of Faith Formation, Ministerial Intern
- Signatories on Invested Funds: Invested Funds Committee Chair, Treasurer

Only people who need access to accounts to process financial transactions on behalf of the church will be allowed access. Before they are allowed access, we will perform a background check on them.

Data: The details of our insurance policy can be found in the church office. The following people had background checks completed during the church year indicated:

Church President: Carol Houde, 2017-2018

Church Treasurer: Lindsey Hedrick, 2019-2020

Minister: Allison Palm, 2019-2020

Church Administrator: Sherri Woolsey, 2015-2016

Preschool Director: Chris Clanin, regularly for accreditation

Cemetery Treasurer: Kevin Murray – THIS IS NOT CURRENTLY REQUIRED

Director of Faith Formation: Sadie Kahn-Greene, 2019-2020

Ministerial Intern: Ben Atherton-Zeman, 2018-2019

Invested Funds Committee Chair: Joan Connacher, 2016-2017

Statement of Compliance: I report compliance

- 5. Subject plant and equipment to improper wear and tear or insufficient maintenance.*
- 6. Allow Church facilities, the name of the Church, its banner, logo, or its website to be used by groups and individuals in ways not consistent with the Ends Policies.*

7. *Receive, process, or disperse funds under controls insufficient to meet the Board appointed auditor's standards, other governmental standards, or regular business standards and practices; Make any purchases not provided for in either the capital expenditure or operational projections.*
8. *Purchase goods or services without reasonable protections against conflict of interest, without appropriately soliciting comparative prices, bids, or proposals, or without balancing reasonable factors such as cost, benefit, and quality (see Policy F).*

Monitoring Report on Policy I

I am not interpreting this policy this time around, but would love to have some conversation around it, as it is a live topic.

In guiding the Church's facilities planning, the Executive Director shall not fail to:

1. *Be governed by the Church's Ends Policies;*
2. *Respect the history and heritage of our Church and faith;*
3. *Communicate regularly with all of the stakeholders, as appropriate, about plans regarding facilities; or*
4. *Be mindful of the needs of the stakeholders of all ages and abilities when making facilities changes.*

Monitoring Report on Policy M

The Board of Trustees delegates management and oversight of the preschool operated by the church to the Executive Director (ED). Given the complexity involved in running a preschool, the Board authorizes the ED to further delegate to subordinate staff, teams, or boards as necessary. Any existing structures or governing bodies hereby become the responsibility of the ED who has the authority to oversee or change those structures or governing bodies as necessary.

Our Monitoring Table indicates that this policy is to be monitored this month by “Internal Board Review.” I’m not sure what was intended by that, but I wanted to make you aware since it sounds like it is the Board’s responsibility.