

## ANNUAL MEETING MINUTES

Unitarian Universalist Church of Nashua  
For year 2018-2019, held on June 2, 2019

### 1. Registration of Voting Members in the Sanctuary

1. Clerk Jodie K. Holway registered voting members in the sanctuary
2. Assisted by Board of Trustees member Pam Jordan
3. 64 members registered today, of total 273 in [Clerk's Report](#)
4. Registration started at 11:45 am, after lunch provided in the Fellowship Room

### 2. Opening Business *(Meeting Agenda: see Appendix A)*

1. President of the Board of Trustees Carol Houde called the meeting to order at 12:03
2. Reading of Articles of Incorporation, by Carol Houde
3. Chalice lighting, by Brenna Woods
4. Remembrance of members who passed away this year
5. Parliamentarian for this meeting is Bob Sampson, a role he has filled for many years of annual meetings, to help in case of questions about Robert's Rules of Order
6. Consent Agenda:
  - i. The full list of [2018-2019's annual reports](#) from the Board of Trustees, teams, and committees was presented for approval by the congregation
  - ii. **MOTION** to accept these reports  
**MOVED** by Steve Ladew, **SECONDED** by Joan Connacher, **MOTION CARRIED**

### 3. Report from the President of the Board of Trustees, by Carol Houde

1. See <http://uunashua.org/wp-content/uploads/2019/05/PresidentsReport2019v2.pdf>
2. A look back at where we've been
  - i. Remembering longtime service from Steve Edington
  - ii. Then three years of interim ministry
  - iii. Search committee realized its goal: Rev. Allison is now completing her fourth year
  - iv. Evolution towards spiritual pursuits and sacred community
  - v. Recently reexamined and revamped our Values, Mission, and Ends
  - vi. New format for minister and executive director, plus we removed our hyphen
  - vii. Examining the physical facility of our buildings and grounds
3. A look forward together:
  - i. Let's nurture ourselves so we can nurture the community
  - ii. Now is not the time for a half-hearted campaign for ourselves
  - iii. Instead let's give ourselves a full-hearted capital campaign

**4. Report from the Minister, by Rev. Allison Palm**

1. See <http://uunashua.org/wp-content/uploads/2019/05/Minister%E2%80%99s-Report-FY2019.docx>
2. Slide show reliving the events of the past year – with photos!
  - i. Campbell Service of Remembrance and Reconciliation, attended and honored by the presence of the Campbells’ daughter
  - ii. Celebration of Rev Steve Edington, as he became our Minister Emeritus
  - iii. Fellowship and Fun team held many events, including a night of ridiculous games
  - iv. We began using a new model of rotating volunteers for Greeters and Fellowship
  - v. New Values, Mission, and Ends to guide our work more deeply next year
  - vi. Stewardship campaign, and its intimate Grateful Gatherings in people’s homes where we allowed ourselves to talk frankly about money matters
  - vii. Children’s Faith Formation used monthly themes; next year try a rotation model
  - viii. Adult Faith Formation held lots of events, including Switch-it-up Sunday focused on racial justice
  - ix. Overcame unexpected challenges, including the preschool wing’s boiler broke
  - x. By the Numbers – tallies indicate impressive levels of engagement
  - xi. Gratitude to Molly Yarrington, our Acting Membership Coordinator
3. Looking forward at the year(s) ahead
  - i. Our new ministerial intern Ben Atherton-Zeman will be at an August service
  - ii. Upcoming discussions of our buildings, and their maintenance which we have been deferring for many years
  - iii. Upcoming discussions of how our building does and does not serve us
  - iv. Capital Improvements Team: to lead congregation in conversations to yield plans
  - v. Capital Campaign team: to lay groundwork for fundraising that we’ll need to do
  - vi. Gratitude for staff, who do so much work and give so much time and dedication!

**5. Song Break: Love Will Guide Us**

**6. Financial Reports and Proposed Budget for Church Year 2019-2020, by Rev. Allison Palm**

1. See <http://uunashua.org/wp-content/uploads/2019/05/Final-FY2019-Budget-Report-and-Proposed-FY2020-Budget.pdf>
2. Wow! Our final Matching Campaign was a huge success
  - i. Target was \$6,000 to match the angel donation
  - ii. Actually raised \$12,000 – which is a 3.5% increase in overall pledges!
3. Preschool CWG-WWS is doing well
  - i. Not quite covering its own costs, but closer to doing so than last year
  - ii. Contributing \$2,000 more than last year to UUCN as their annual contribution
4. Our budget this year is in a deficit
  - i. This is due to new boiler, but we had a few past years of cushion
5. Next year’s budget requests from all groups, teams, committees
  - i. Requests were \$73K higher than income
  - ii. It’s common to have overage, although this one is big

6. Pie chart breakdown for percentages spent on Staff, Programs, and Operations
    - i. Compare last year's to this year's proposal, ratios are pretty consistent
  7. General decreases in Music and Worship, Faith Formation, Membership, Board Expenses
  8. Note increases in UUA Fair Share and in property maintenance planned expenses
  9. Note decreases in Administration, Communication, and Stewardship budgets
  10. Planned increase in Staff budget to enable small raises to all staff
    - i. Removed costs of coffee crew and membership coordinator
    - ii. Add new salary line to support our new part-time Ministerial Intern
  11. **MOTION** to accept these reports  
MOVED by Dave Hudson, SECONDED by Bob Sampson, MOTION CARRIED
- 7. Nominating Committee Report & Elections**, Karen Murray, Nominating Committee Chair
1. See <http://uunashua.org/wp-content/uploads/2019/05/Nominating-vii-2019.pdf>
    - i. Including graphical list of all positions, and the term limits for each one
    - ii. Including names of everyone currently serving, and their length of service
  2. Nashua Cemetery Association
    - i. Chair Marybeth Restivo reaches the end of her term and is renominated
    - ii. Sharon Machado reaches the end of her term and is renominated
  3. Nominating Committee
    - i. Chair Karen Murray reaches the end of her term after 6 years, and is stepping down
    - ii. Karen Leonard is nominated to become chair of the committee
    - iii. Jess Woods is nominated as a member of the committee
  4. Board of Trustees
    - i. Many thanks to these Members at Large who have finished their service:
      1. Steve Hedges
      2. Pamela Jordan
    - ii. Renominations to continue their current roles:
      1. Brenna Woods, Vice President
      2. Jodie K. Holway, Clerk
      3. Lindsey Hedrick, Treasurer
    - iii. New nominations to the role of Member at Large:
      1. Burns Fisher
      2. Victoria Agnew
  5. Financial Records Review Committee
    - i. Frank Grossman is renominated to the committee
    - ii. Rob Bate is renominated to the committee
  6. **MOTION** to accept all nominations above; MOTION CARRIED
- 8. Installation of Officers and Board of Trustees**, by Rev. Allison Palm
- 9. Closing** – Meeting Adjourned

**APPENDIX A: Agenda for this Annual Meeting**

# Agenda for FY 2018-2019 Annual Meeting

Unitarian-Universalist Church of Nashua

June 2, 2019

Time	Agenda Item	Presenter
11:45	<b>Registration of Voting Members in the Sanctuary</b>	Jodie Holway, <i>Clerk</i>
12:00	<b>Call to Order</b> <ul style="list-style-type: none"><li>• Certification of Quorum (<i>Clerk</i>)</li><li>• Reading of Purposes from the Articles of Agreement</li></ul>	Carol Houde, <i>President</i>
12:05	<b>Chalice Lighting</b>	Brenna Woods, <i>VP</i>
12:10	<b>In Memoriam</b>	Rev. Allison Palm
12:15	<b>Framing the Meeting</b> <ul style="list-style-type: none"><li>• Appointment of Parliamentarian</li><li>• Consent Agenda (see reverse)</li><li>• Working with three microphones</li></ul>	Carol Houde
12:25	<b>Values and Mission of the UU Church of Nashua</b> (see reverse)	<i>In Unison</i>
12:30	<b>President's Report</b>	Carol Houde
12:40	<b>Minister's Report</b>	Rev. Allison Palm
12:55	<b>Hymn: "Love Will Guide Us"</b>	No. 131
1:05	<b>Financial Reports &amp; Budget</b> <ul style="list-style-type: none"><li>• Fiscal Year 2018-19 Summary</li><li>• Proposed 2019-20 Budget</li></ul>	Rev. Allison Palm
1:20	<b>Recognizing Volunteers</b>	Staff
1:30	<b>Nominating Committee Report &amp; Elections</b>	Karen Murray
1:40	<b>Installation of Officers and Board of Trustees</b>	Rev. Allison Palm
1:45	<b>Closing the Meeting</b> <ul style="list-style-type: none"><li>• Adjourn</li><li>• Chalice Extinguishing</li><li>• Peace &amp; Joy</li></ul>	

## **Consent Agenda**

With a single vote, the Congregation:

- approves the minutes of the 2018 Annual Meeting, held on Sunday, June 3, 2018 as submitted by the Clerk, and
- accepts and places on file the reports of the following:

### **Leadership Reports:**

Clerk's Report, Minister's Report, and President's Report;

### **Committee Reports:** (*committees report to the Board of Trustees or Congregation*)

Cemetery Trustees, Financial Records Review, Invested Funds Committee, and Nominating Committee;

### **Team Reports:** (*teams report to the Executive Director or a staff member*)

Children's Winter Garden with White Wing School, Communications, Faith Formation, Membership, Music, Pastoral Care, Property, Stewardship, Social Justice, and Worship Associates.

NOTE: These reports are available on the church website here:

<https://uunashua.org/about-us/our-governance/annual-meetings/2019-annual-meeting-documents/>

## **Values of the UU Church of Nashua**

Wonder

Authenticity

Courageous community

Love in action

## **Mission of the UU Church of Nashua**

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

## **Ends Statements**

We create brave space for all ages where we:

- Know our authentic Unitarian Universalist faith identity, teach it to our children, share it with others, and live it in the world.
- Develop meaningful spiritual practices that connect us to wonder.
- Ask for and receive care, support, and connection in times of struggle, joy, and transition.
- Grow leaders who serve the needs of our congregation and our community with faith, resilience, and courage.
- Steward our congregational community with our time, talent, and money.
- Participate actively in our larger Unitarian Universalist community.
- Understand systems of oppression and privilege and work to dismantle them within ourselves, our congregation, and the larger world.
- Work in deep partnership to advance justice and heal our community and the world.

## **Evolving Covenant of Right Relationships**

Our church is a unique community where we aspire to personal and spiritual growth, and to learning new ways of being in relation to one another. Mindful of your inherent worth and dignity, I do covenant to: bring my best self to this place; listen intently; speak honestly and thoughtfully; trust in your good intentions and recognize that my actions and words have an impact regardless of my intentions; and when I fall out of covenant, I will ask for help and be open to loving guidance to restore my relationship with you.