

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

Jan 7, 2021

Meeting held via videoconference due to COVID-19

Final Minutes by Jodie K. Holway, Clerk of the Board of Trustees

Reviewed by: Roy Goodman, Cecile Bonvouloir, Lindsey Sylvester, Lindsey Hedrick, Rev. Allison Palm, Victoria Agnew, Burns Fisher

Meeting Attendees: Victoria Agnew, Cecile Bonvouloir, Andy Capen, Burns Fisher, Roy Goodman, Lindsey Hedrick (Vice President), Jodie K. Holway (Clerk), Lindsey Sylvester (Treasurer), Brenna Woods (President), Ben Atherton-Zeman, and Rev. Allison Palm back from parental leave

Full Agenda: Appendix A

1. Chalice Lighting and Check-In

2. Consent Agenda

1. **MOTION** to accept the [Dec. 2020 minutes](#)
MOVED by Lindsey Sylvester, **SECONDED** by Victoria, **PASSED**

3. Minister's Report, Rev. Allison Palm (see Appendix B)

1. Update on that uninvited visitor who had been camping out on the steps?
 - i. This person didn't return since our last month's conversation
 - ii. Roy Goodman's wife Laurie Goodman will email social resource list to Rev. Allison
2. Another round of PPP assistance was just approved in latest government bill
 - i. Are we planning to apply for it? No, UUCN doesn't need these funds
 - ii. Preschool might apply; they'll decide in their upcoming board meeting in a few weeks
3. Preschool's COVID policy is now revised as desired
 - i. Masks will be required to be worn for ages 5+ as agreed
 1. Note the new recommendation from NH governor is for ages 2+ to wear masks – this is not a requirement but good encouragement that it's important
 - ii. Rev. Allison reviewed their pandemic safety plan and execution plan
 1. It's now being implemented, early days after returning belatedly from break
 2. Rev. Allison thinks the plans look good, match what we all agreed last time
4. Staff transitions:
 - i. Sherri Woolsey, church administrator, will be taking a new career direction
 1. She will be fulfilling her dream of working for herself: will be a notary
 2. She kindly agreed to continue work through end of Jan or into Feb, if needed
 3. Rev. Allison has a possible replacement interview next week
 4. Rev. Allison will send note to whole congregation by this Saturday
 5. The board immediately wants to remind Sherri that she can now be a congregant, when she's no longer employed here, according to our policy

6. Rev. Allison will discuss with Sherri how to keep enough distance after she leaves, so people won't continually look to her to answer their questions
 - ii. Sandy Martinage, church sexton, will be retiring at end of this church year
 1. This is a longish lead-time to figure out our next steps
 2. Rev. Allison will re-imagine this position before we need to take next steps
 5. Is there a committee to get a new ministerial internal, when Ben Atherton-Zeman must leave?
 - i. Yes, Burns Fisher is the chair of Ben's internship committee
 - ii. That committee has three other members plus Rev. Allison and Sadie Kahn-Greene
4. **Building Maintenance Fund Usage**, Rev. Allison
1. Right now our property expenses are higher than the maintenance line in the expected budget
 2. But note the financial numbers currently don't yet reflect the amount that got voted into this year's budget from last year's surplus; after that is accounted for, there will be quite a bit of surplus, and this overrun will be handled just fine
 3. This year's expected budget was invented as we tried to guess what expenses would be for an online church year, so we just guessed at a reduction of last year's numbers
 4. Rev. Allison sees pledges coming in well so far, she's happy about the level right now
5. **Rev. Allison's Annual Ministerial Review**, Brenna Woods and Lindsey Hedrick
1. Board members will be asked for feedback on Rev. Allison's overall performance
 - i. Survey covers all her actions from Jan 2020 (pre-COVID!) to Dec 2020
 - ii. Doesn't include this month forward, does include the months of parental leave
 - iii. Questions are very comprehensive, please take your time to respond to this survey
 - iv. New board members can respond based on the full year, even before joining board
 2. Questions and scale were based on UUA's areas of ministerial expectation/job description
 - i. Adapted 3 years ago at UUCN by board members Lindsey Hedrick, Pam Jordan, and Rick Spitz
 - ii. Over a dozen categories, each with examples of behavior at different levels
 - iii. Each has areas for us to give specific examples in text, which is extremely important to give color, not just click on numbers
 - iv. This is a professional evaluation, to help Rev. Allison grow in her career
 1. Being complimentary is nice, but please give her suggestions to build on
 2. Lindsey S. has always wanted Rev. Allison to write a book: now she's doing it!!
 3. The survey is online, and that tool is now ready to use, to send invitation link to respondents
 - i. Rick Spitz, who owned it in past 2 years, just cleared out all of last year's data
 1. He's paid a monthly fee, this should probably transfer to Lindsey Hedrick
 2. Rick should no longer have access to these responses, we all agree
 - ii. Will we send the survey link to same teams/committees as last year? Yes
 1. Stewardship, pastoral care, worship associates, social justice, staff
 2. Rev. Allison will give Lindsey Hedrick the names based on these categories
 - iii. Each of us should respond based on all roles that we hold, even beyond board membership – gives a richer perspective
 4. Timing for responses and discussion?
 - i. Last year we had results compiled by March's board meeting, to discuss together

- ii. Also in March we decided upon Rev. Allison's raise too
- iii. So this year, when should we/can we send out the survey?
- iv. **ACTION:** Lindsey Hedrick can send it out by next Friday 15 Jan 2021 to all respondents
- v. **ACTION:** All respondents' responses will be due by Monday Feb. 15, 2021
- vi. Brenna Woods advises us to start early, be thoughtful

6. **Monitoring Committee Report**, Lindsey Hedrick (with Cecile, Andy, and Jodie)

1. This committee is revisiting and revising UUCN's [Governing Policy](#)
 - i. We are two-thirds done with our work now
 - ii. Glad that Rev. Allison is back from parental leave, bring her up to speed
2. Recap of last month's report and the issue of Part II, Policy K, Role of Past Presidents
 - i. Policy says president of the Board can discuss anything with past presidents including items in executive session
 - ii. Seems to directly disagree with [UUCN's Bylaws](#) in 7.1, which supersede the policy
 - iii. Good discussion in [last month's board meeting](#), and subsequent productive emails
3. Committee agreed on this revision of Policy K, to bring to full board:
 - i. "The immediate Past President may be included in any and all conversations including Executive Sessions of board meetings, regardless of their sensitivity, at the discretion of the current President. In addition, past presidents from the last five years can be in conversation with the board on any topic."
 - ii. Committee decided to expand the time limit to 5 years
 1. This gives the current president the right to speak to more than one perspective, to go back in time beyond their own timeframe
 - iii. Members had no further discussion on this, in tonight's meeting
4. Next steps for this committee to tackle:
 - i. Personnel-related policies – we are glad Rev. Allison is back to help with this work
 - ii. Will incorporate resources from other congregations, from consultant Laura Park
 - iii. Aiming to be done overall by March (which is when we'll do Ministerial review)

7. **Committee for Endowment**, Lindsey Sylvester (with Victoria, Roy, and Burns)

1. Introduction and recap for Rev. Allison post-parental leave
 - i. Two interrelated goals:
 1. What the endowment should be used for; How it should be invested
 - ii. Developed a schedule for full year; agreed too ambitious, now a two--year schedule
2. Couple of members attended the Common Endowment Fund (CEF) call
 - i. Found it very powerful and amazing
 - ii. Now talking to 2 congregations about their examples who invest with them
3. Lindsey S. has been passing info to and from UUCN's Invested Funds Committee
4. This group started a document of questions and talking points, for future conversations
 - i. Pleasantly surprised about the Common Endowment Fund
 1. Its fees aren't bad; its income is pretty good compared to what we're getting now, though not quite as good in each dimension
 - ii. We took to heart Rev. Allison's comment that using the Endowment differently than we do today means we'd need to lay people off, given everything else staying same

1. Is the purpose of our endowment at least partly to use the money for good works through Common Endowment Fund, and partially our own budget?
 - iii. If we end up saying that a move to CEF means we take less out of our endowment for our budget, that would mean pledges need to rise to maintain current levels
 1. Which would be at same time we run a capital campaign
 2. All of this needs to be balanced out and thought through
 5. Question: are we currently trying to drive people to gift to UUCN endowment in their wills?
 - i. That isn't the charter of this committee
 - ii. Yes, last year Stewardship team made a small push to do this
 1. UU Shelter Rock congregation was going to give 10% match for use immediately, based on future committed gifts from wills
 2. This ended up being disappointing –their matching funds were used up quickly
 - iii. Financial consultant Mark Ewert talked with us about this
 1. HOW to gift in wills needs to be easy and well-understood by congregation
 2. But also people need to know WHY, what is the endowment FOR before we push them to give to the endowment
 - iv. Stewardship is waiting for a better definition of the WHY from this Board, before they restart any pushing for more additional donations
 6. This committee's goal for the end of project in June 2022 is that we'll all be so proud!
 - i. Anyone walking through the door will know about our endowment
 1. Hey we have X amount of money and here's what it's working for
 2. And here's why YOU want to be a part of it too!
 - ii. But so many questions right now, Stewardship doesn't want to open up all the unanswered debate issues until those answers are agreed upon
- 8. Presents for Scott Campbell and Bob Barry, and for Ben Atherton-Zeman, Brenna Woods**
1. All this was done as agreed in last month's meeting, gifts delivered
 2. They were greatly appreciated by recipients for whom we're grateful!
- 9. Covenantal check out and closing**
1. One more note: update Rev. Allison on special meeting for the Building our Vision statement
 - i. Resounding approval in all-congregation meeting in Nov 2020
 - ii. BoV team is grateful for Board support for the meeting and from congregation overall
 - iii. Just a few people reached out saying it wasn't technically as smooth as Annual
 1. We didn't require pre-registration this time
 2. That meant unregistered people arrived with unhelpful names, e.g. My iPhone
 3. Took a while to relabel them, it was a bit disruptive
 4. Also remember that people in the Zoom lobby can't reply to our messages, these just pop up on their screens and they might even miss seeing them
 5. We agree that for the next big zoom meeting, we will require pre-registration

Appendix A: Full Agenda

Appendix B: Minister's Report and Financials

Agenda

Board of Trustees, Unitarian-Universalist Church of Nashua

January 7, 2021 6:30pm

- 6:30 (15) Check in**
- 6:45 (5) Chalice Lighting: Cecile's Story**
- 6:50 (10) Follow Up Story Telling (Everyone)**
- 7:00 (5) Consent Agenda (Brenna)**
 - Review December Minutes
- 7:05 (25) Minister's Report (Allison)**
- 7:30 (5) Building Maintenance Fund usage (Allison)**
- 7:35 (20) Allison Review (Lindsey and Brenna)**
- 7:55 (5) Break**
- 8:00 (50) Subcommittees (Committee Members)**
 - o Monitoring (25)
 - o Endowment (25)
 - o A time for asking questions in each section
- 8:50 (5) Presents for Scott and Bob**
- 8:55 Check Out (Brenna)**
 - How did we do this evening?
 - Did everyone feel heard?
 - Is there any concerns or compliments you want to give to the group?
- 9:00 Closing Words (Allison)**

Minister's Report to the Board of Trustees
Rev. Allison Palm
UU Church of Nashua, NH
January 6, 2021
Covering December 4, 2020 – January 6, 2021

I returned from my parental leave on December 19, having engaged in just a couple of conversations with staff/leaders during my leave. I am grateful for how our staff and leaders kept things going during my time away and am impressed at the good ministry that went on here in my absence.

We held a number of special services/events for the winter holidays, starting with the Luminaria Story Walk on December 19. It was a beautiful event, with about 50 people attending over the course of two hours. On the 20th, Sadie and the children/youth did a beautiful job with a virtual solstice pageant. There was great participation from so many of our families. In the evening, two of our Worship Associates led a reflective Solstice service, which was deeply appreciated by those who attended. It may be that folks might like to have more reflective evening services like that happen online.

Jed is switching his Wednesday evening sessions so that they are all Music/Video production as that has been the more popular of the two types of programs he tried out. We are also excited to welcome a guest musician, Peter Mayer, to our service this coming Sunday.

Sadie has continued to produce fabulous at home church kits for our children and youth. The workshops for kids were particularly well attended in December as they prepped for the solstice pageant. Coming of Age with Manchester continues. Ben led the December session and I will be leading the session this month. Sadie has also been engaging some of our youth in creating videos for worship.

Our weekly "Eat Share Learn" program has been getting better attendance in the last month or so. People seem to be especially interested in the theology topics; this week's session had nine attendees. Our other ongoing adult faith formation programs are running smoothly with the help of strong volunteer leadership. We will be completing the Inquirers series with a session on membership on January 17th. Our next set of sessions for newcomers will be from a related curriculum called "Beyond Inquirers."

The Bail and Bond Fund continues to do good work, and has been bailing out an increasing number of people from the Valley St Jail this fall and winter. They are holding a fundraiser in a couple of weeks. Karen Thomas will be hosting a meeting for those interested in helping make the Lil Free Farmstand happen again this summer on January 24th. Our Racial Justice Working Group also meets this month and will be talking about projects for the rest of the church year.

We have had a number of unexpected property expenses. Given our budget numbers right now, I do not think it will be a problem to absorb them into our budget, though the maintenance lines will almost surely go over budget. I will inform the board if the entire property line seems like it is going to be more than 5% over budget. We are now, halfway through the year, figuring out

what are actual expenses during the pandemic are going to look like. Some lines are more than we expected some and some lines are less, but it looks like we will be able to cover all our expenses. Our income is doing well, better than I had feared.

I am working with Sadie and four members of our Internship Committee to review two applications for interns for next year. We will be conducting interviews in the next couple of weeks and hope to hire someone by the end of the month.

Our Stewardship Team is hard at work getting ready for the stewardship campaign which kicks off on February 7th. We are leaning into using electronic means to collect pledges and distribute reminders, as well as our ability to create videos of testimonials to use in services.

I was excited to hear that the vision for our building was approved so overwhelmingly back in November. The Building Our Vision team is meeting at the end of this month to regroup and figure out next steps. I will have more to report next month.

Children's Winter Garden with White Wing School

- The preschool now has a policy that asks all staff and kids age 5 and up to wear masks in the building. They are just beginning to implement the kid mask wearing this week, so I do not have reports about how it has gone yet
- The school ended up extending winter break by a couple of days because a teacher started exhibiting symptoms over break. She had a rapid test come back as negative, but was still having symptoms so she planned to get a PCR test done. No other staff member was exhibiting symptoms, however, out of an abundance of caution they decided to close the school until Wednesday, January 6 (which would be 14 days since last contact with this teacher).

Minister's Schedule

- I am out of the pulpit on January 17.

Unitarian Universalist Church of Nashua

BUDGET VS. ACTUALS: FY 2021 - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
100 Questions	-382.55	150.00	-532.55	-255.03 %
Endowment	85,218.56	157,903.00	-72,684.44	53.97 %
Fundraisers	3,190.57	4,000.00	-809.43	79.76 %
Other Income	2,596.72		2,596.72	
Outreach Collections	12,049.68	35,000.00	-22,950.32	34.43 %
Pledges	179,698.42	332,000.00	-152,301.58	54.13 %
User Fees	190.00		190.00	
Total Revenue	\$282,561.40	\$529,053.00	\$ -246,491.60	53.41 %
GROSS PROFIT	\$282,561.40	\$529,053.00	\$ -246,491.60	53.41 %
Expenditures				
EXPENSES				
OPERATIONS				
ADMINISTRATION	12,621.48	28,850.00	-16,228.52	43.75 %
COMMUNICATIONS	461.56	1,000.00	-538.44	46.16 %
DENOMINATION	14,356.00	28,712.00	-14,356.00	50.00 %
PROPERTY	50,651.78	87,800.00	-37,148.22	57.69 %
STEWARDSHIP	300.00	1,700.00	-1,400.00	17.65 %
Total OPERATIONS	78,390.82	148,062.00	-69,671.18	52.94 %
PROGRAMS				
BOARD EXPENSES		1,300.00	-1,300.00	
FAITH FORMATION	943.93	4,150.00	-3,206.07	22.75 %
LEADERSHIP DEVELOPMENT		300.00	-300.00	
MEMBERSHIP	117.49	1,500.00	-1,382.51	7.83 %
MINISTRY FUNDS	-1,247.49	2,000.00	-3,247.49	-62.37 %
MUSIC & WORSHIP	2,765.62	5,090.00	-2,324.38	54.33 %
SOCIAL JUSTICE	12,888.18	38,350.00	-25,461.82	33.61 %
Total PROGRAMS	15,467.73	52,690.00	-37,222.27	29.36 %
STAFF				
ADMINISTRATIVE STAFF	48,445.02	94,583.59	-46,138.57	51.22 %
MINISTER	82,170.03	141,462.90	-59,292.87	58.09 %
MINISTERIAL INTERN	7,215.88	13,918.00	-6,702.12	51.85 %
PROGRAM STAFF	54,219.78	108,228.97	-54,009.19	50.10 %
Total STAFF	192,050.71	358,193.46	-166,142.75	53.62 %
Total EXPENSES	285,909.26	558,945.46	-273,036.20	51.15 %
Total Expenditures	\$285,909.26	\$558,945.46	\$ -273,036.20	51.15 %
NET OPERATING REVENUE	\$ -3,347.86	\$ -29,892.46	\$26,544.60	11.20 %
Other Revenue				
Other Miscellaneous Revenue	0.00		0.00	
Total Other Revenue	\$0.00	\$0.00	\$0.00	0.00%
NET OTHER REVENUE	\$0.00	\$0.00	\$0.00	0.00%

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET REVENUE	\$ -3,347.86	\$ -29,892.46	\$26,544.60	11.20 %
