

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

April 1, 2021

Meeting held via videoconference due to COVID-19

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

Reviewed: Cecile Bonvouloir, Burns Fisher, Victoria Agnew, Lindsey Hedrick, Lindsey Sylvester, Andy Capen

Meeting Attendees: Victoria Agnew, Cecile Bonvouloir, Burns Fisher, Roy Goodman, Lindsey Hedrick (Vice President), Jodie K. Holway (Clerk), Lindsey Sylvester (Treasurer), and Rev. Allison Palm

Excused: Brenna Woods (President)

Full Agenda: Appendix A

1. Chalice Lighting and Check-In

1. Rev. Allison tells a story of how delightful is Harry Purkhiser – The Delightful Curmudgeon
 - i. Ask him to do anything for the church, he'll always says yes with good humor
 - ii. He claims to be the church's resident curmudgeon, or former curmudgeon
 1. But he's very non-curmudgeonly, very humorous and also thoughtful
 2. She's very glad this is the curmudgeonest it gets at UU Nashua!
 - iii. Unforgettable duet with Kathy Fletcher, 2017 – "I am Humanist, You are Theist"
 1. <https://koober.uunashua.org/index.cgi?play=12Feb17/anthem1.mp3>
 2. Two worship associates coming from very different perspectives
 3. So funny, Harry's always finding the light side of life
 4. Burns Fisher, a Worship Associate at that time, says Harry "doesn't like this prayer stuff," he just says what he's thinking, honest and thoughtful
 - iv. She just invited him to play a part in this Easter service, he's all gung-ho, planned his costume for the Zoom window
2. Lindsey Hedrick fondly remembers getting to know him for the first time at GA three years ago
 - i. The GA group spends a lot of intense time together over the week, a bit nervous
 - ii. She was pleased to find he was really great the whole time
3. Jodie K. Holway agrees with all comments, he's funny and open and willing to do anything
 - i. She co-taught an RE workshop on photography, he dealt with everything for the kids
 - ii. He helps at all Racial Justice meetings, "The least I can do is set up the PC for this"
 - iii. He's a curmudgeon because he questions, pushes for answers, not just nod and smile
4. Roy Goodman agrees, Harry doesn't do anything half-assed
 - i. As part of the Jeffrey Campbell research team, he's very thorough about serious stuff
 - ii. As a Worship Associate, he investigated the German roots of the word "Worship"
5. Cecile Bonvouloir recounts lots of funny light-hearted conversations and quips in coffee hour
 - i. Carol Houde and her husband go camping with him, always have hilarious stories
6. Lindsey Sylvester shares that Harry is true to UUism
 - i. He is very approachable, can start deep conversations on beliefs non-judgmentally
 - ii. Discusses the underlying meanings of the things you've experienced as the community

2. Consent Agenda

1. **MOTION** to accept the [March 2021 board meeting minutes](#)
MOVED by Roy Goodman, **SECONDED** by Victoria Agnew, **PASSED**

3. Minister's Report, Financials, and Goals, Rev. Allison Palm (see Appendices B, C, and D)

1. Stewardship: hooray, we hit the goal \$350K that we've been aiming for a few years
 - i. 173 pledge units, probably gained about 5, lost about 3-4 this year
 - ii. Last year it crept up to about 185 units after the main pledge drive was completed
 - iii. Any pledges from any of the very-remote people who've been attending? No, not yet
 - iv. 2 new members who have joined since we went online, never been inside the building
 - v. Couple others who do want to join but are waiting until we're back in person
2. Community Summit was a success
 - i. Carol Houde will do a follow-up with the summarized data to work with
3. For Sherri Woolsey's parting gift, made a framed canvas artwork of MentiMeter word cloud!
4. Auction is being planned for May
 - i. Funds slated to pay for tech equipment for multiplatform church services
 1. "Multiplatform" is UUA's word for a service that can be experienced in a rich way online AND in person – beyond just live-streamed, can interact online too
 2. Requires some up-front investment, not quite defined how yet
 3. So far we're working on the Why and What, what is the experience we want to create for people, etc. – not yet into the technological "How" quite yet
 - ii. This expense will be motivating for people not just into the vague "operating budget"
 - iii. And it can carry over to next year, no need to scramble to spend it by June
 - iv. Where would this money go in the budget?
 1. Logical place is to put into the AV line in the budget
 2. Or with Board approval, into Bicentennial Fund earmarked for Multiplatform
 - a. So can spend it all summer and not worry about line item
 - b. Vice president Lindsey Hedrick leans toward putting it here
 3. Will discuss officially in next month's board meeting
5. Preschool is currently closed for 10 days, until Tuesday April 6, 2021
 - i. The office person Kim tested positive for COVID-19
 - ii. Chris is fully vaccinated, everyone else is half-vaccinated (one of two shots)
6. Unexpected property expense that we discussed last month
 - i. Could have been \$5K, turned out to be \$2500.
 - ii. Concerned it will go over the 105% limit in the executive limitations
 - iii. But budget is healthy enough to go forward, per Brenna's permission to Rev. Allison
 - iv. Not yet over the 105% but could still reach it, depending on the rest of the year
7. Ericka and Rev. Allison did change her salary the right way for remaining 9 pay-periods
8. Love the new bulleted section
 - i. Immigration
 1. Paul Introcaso and Jessica Price team works on Nashua Host Home Network – issues of immigrants

2. Rev. Allison led them in a conversation about their group's covenant and purpose – what are they, when nobody is being hosted?
- ii. Testified on two bills at NH State House on behalf of Planned Parenthood
 1. They wanted pro-choice clergy, UUA has lots of good published theology
9. Critical Race Theory – Hollis-Brookline NH Coop Meeting will vote on banning its teaching –
 - i. Burns Fisher brings to our attention: not SB2, so not a ballot question
 - ii. We want to do social justice work on this – Rev. Allison will talk to SJ Leadership team
 - iii. *[UPDATE from April 28, 2021: the ban was voted down by a reasonable margin!]*
10. Annual Goals
 - i. Past year's goals
 1. The staff should feel supported, sustainable, supported working in pandemic
 2. Yes, the pivot to online was done in 2 days, this was high pressure
 - ii. Upcoming year's goals
 1. Lead the staff and congregation back to transition and multiplatform services
 2. Write a book! Board has been pushing for this!
 - a. Rev. Allison will work during this year, not yet published in 2021
 - iii. Board loves these goals
 1. We appreciate they're specific. Feels like exactly where your focus should be!
 - iv. How to make the congregation feel "safe" coming back into fellowship
 1. Not just medically safe, but also help them to feel less self-conscious as they reintegrate – people right now are isolated but at least they feel safe now
 2. How can they re-engage without being exposed and too anxious
 3. Is there something that makes us FEEL safer that we can do, e.g. hand-sanitizing, even though the science doesn't so strenuously support this
 4. Coming together with old and new friends, as discussed at the Summit
 - a. People who already knew each other can hug
 - b. But with new people that we only know from a little zoom box, need to be conscious and affirmative about this, not push them away
 5. And new deeper relationships that have evolved over this time apart with old friends – acknowledge this too
 - v. How to encapsulate in Rev. Allison's goals: maybe "safely take risks"? "brave space"?
 1. The congregation feels included and supported as we go through yet another period of intense change.
 2. We are able to safely take risks together, being mindful of the physical and psychological needs during reintegration.
 3. We like it! With this revision, the Goals are now final, see meeting minutes.

4. **Draft Annual Budget**, Rev. Allison (Appendix E)

1. Note the columns of additional numbers:
 - i. Approved budget from the most recent pre-pandemic year
 - ii. Two approved budgets for this pandemic year, in case we went back to in-person
2. Discussion of this year's proposed budget
 - i. This is a draft, not yet official – real proposal will be discussed in May meeting
 - ii. Requests received vs. how they've been tweaked so far to try to attain balance
 - iii. Received no income number yet from the Invested Funds Committee (IFC)
 1. Its new chair will provide this soon; we expect it to stay pretty steady
 - iv. Preschool's contribution: anticipating most if not all this year, and all next year
 - v. Possibility of having renters start coming in again, post-pandemic
 - vi. And check out the great pledge line!
 - vii. Staff line changes from 2019-20 level by \$17,000
 1. Due to turnover and rightsizing of benefits
 2. More will be spent for life and long-term disability
 - a. Living our values to treat our staff well when we hire a new Sexton
 - b. Departing sexton Sandy Martinage has been with us so long, she's way over the top of range
 - c. We'll hire someone at the midpoint of the recommended range.
 3. Admin salary for Ericka Lavalley
 - a. Was doing 5 hours/week of child care, pre-pandemic
 - b. But cannot perform these 5 hours during services anymore
 - i. Will need to hire a new childcare person for in-person
 - ii. Nursery could make do with one paid and one volunteer
 - c. So her salary would go down to 35 hours/week
 - d. But prefer she'd work 40 hours/week esp. for multiplatform services
 4. Ericka needs health insurance from us, we pay 80% which is fair compensation
 - a. Predecessor Sherri Woolsey didn't need this
 5. Intern – nobody for first 6 weeks, so the amounts are similar as prior year
 - viii. Sadie Kahn-Greene needs a salary increase just to keep her at the midpoint
 1. She has 19 years' experience
 2. Her salary keeps falling behind, haven't gotten it into upper half yet
 - ix. Rev. Allison proposed her own salary increase as minimal that Board proposed
 1. But still the budget isn't balanced yet, she feels she might have to go lower
 2. The Board doesn't want her to go lower! We need to get her salary higher
 - x. Property category expenses are already reduced, may need lower to get balanced
 1. Question about Building Our Vision, from what category to hire architect?
 - a. There's \$11K in the Bicentennial fund
 - b. Also it's likely this year will have surplus funds, these can go there too
 - xi. Services category: trash removal rates went up
 - xii. UU Fair Share is now more accurately calculated, so it went down a bit
 - xiii. Administration may cost more now, as we now do things both in person AND online
 - xiv. Program category increased because of the line for the Sabbatical fund
 1. Has been underfunded for years, last year only set aside \$1K

- a. What is the right goal? Don't really know
- b. She's seen some unrealistic-seeming recommendations, we're behind
- c. Rev. Allison will talk to colleagues and figure it out
- d. She thought \$6k seemed a somewhat reasonable amount
2. Regardless, we do have a few sabbaticals and leaves coming up
 - a. Sadie will take four months this winter/spring 2021-22
 - i. TBD if we should hire a person 4 hours/week in her absence?
 - ii. New intern Caro has FF experience, she could fill the gap?
 - b. Rev. Allison will take sabbatical starting on July 1, 2022
 - c. Ericka Lavalley will take parental leave, up to 12 weeks in fall 2021
3. Audit line in the budget
 - i. Few years ago we did hire an outside firm for a financial review (@#@ year: 2018?)
 1. Included preschool, cemetery, and church
 2. Pulled in a lot of our internal resources, required lots of work to get it done
 3. Done due to Policy B, the Monitoring Table: requires an external report (audit)
 - ii. Was this a good use of time?
 1. Lindsey Hedrick feels: Good experience that the church went through
 2. But didn't benefit a lot from the report delivered by the audit firm
 3. Didn't find any indiscretions, and we weren't expecting them to
 4. Didn't really give recommendations for operational changes
 5. They told us we lacked good procedure documentation, we already knew this
 6. We'd hoped they would give some checklist of prioritized procedures – nope
 - iii. Was this a good use of money?
 1. We had saved \$8K to do it, this financial review cost around \$5K
 2. Not a true audit, which would've cost \$15K – we can't afford that regularly
 3. We were disorganized to do this review, but it might not cost less next time
 - iv. Cecile's perspective from her time on the board at Big Brother Big Sister
 1. She found an audit so useful there; used Houde & Co, did get a good checklist
 2. No, that's who we used here at UU Nashua, we didn't get any useful checklists
 - v. Our own Financial Records Review (FRR) committee does look at our finances annually
 1. They do make recommendations and improvements every year
 2. They haven't caught bad stuff, but they ask good questions
 3. Rev. Allison says their input is more useful than that of the external Houde!
 - vi. Is the FRR sufficient, should we no longer use an external company?
 1. Board could consider adding more rules about FRR team
 2. Currently that team has no term limits, that's not healthy
 - a. Today some of the same people have been on it for decades
 - b. Would want limited turnover, to get fresh eyes along with learning opportunities from longer-serving committee members
 3. Any changes here would require bylaws changes
 - vii. Any concerns if we were to not do an external audit regularly?
 1. Probably not from congregation – our policy stated we do it annually, nobody noticed for 10 years that we're not doing it, until Rev. Allison finally acted on it
 2. No Legal concerns, though it's standard practice, at least for nonprofits

3. Other churches: big ones do get audits, small ones don't; we're in the middle
 - viii. It's almost time to do it again – what should we do this time?
 1. We could keep the money, not spend it, but also not add more to the fund?
 2. We could update our policy, remove the requirement for an audit, and replace with ability to call for an optional audit in defined circumstances, allow it if we feel suspicious for whatever reasons
 3. In that case where would the money come from?
 - a. Maybe keep the existing money for this line
 - b. And add a small amount every year, earmarked for a just-in-case audit
 4. Also should look at how/where to fine-tune or strengthen the FRR policies
 - ix. **ACTION:** Lindsey Sylvester provide a copy of the Houde report to interested members
 1. Most current board members haven't read it
 2. Can read it before next month's board meeting
 4. Conclusion about the draft annual budget
 - i. No questions
 - ii. No brilliant ideas on where to close the gap between requests and available funds
5. **Continued Preschool Discussion**, Rev. Allison, Lindsey Hedrick
1. Stop postponing this discussion: Whether/how does the preschool fit our mission?
 - i. Tonight we are reaching the conclusion that they do not appear in our mission
 - ii. Given the choice of having them as renters vs. "part of us," we prefer renters
 - iii. Coming to a head because we need to decide for the Building Our Vision plans
 2. Cecile B. never thought she'd say this, but yes, they seem like better as renters already
 - i. This is less like the same White Wing School that we founded years ago
 1. Laurie Conrad was the last UU congregant to be the school's director
 2. Thus they have moved away from integrating our UU principles
 - ii. E.g. in the recent mask effort, we're like landlords trying to keep the church safe
 - iii. They're not doing harm, they're doing their own good, but they're not part of us
 3. Victoria Agnew also wrapping her mind around it, but a school is not in our current mission
 - i. It's a good thing but it's not our thing – we don't have to do every good thing!
 - ii. Per discussion last month, it would take lots of work to try making this a UU school
 1. It would be easy to do it wrong even if we chose this path
 2. Observed by Burns F: even if we could make a UU school, that's not our mission either!
 3. Lindsey S. thought experiment: what if they came to us and said we want to become a UU preschool – what would we do? Would not take this on?
 4. OK so what would happen if we changed relationship to renters/landlord?
 - i. We would have no control, to the limited extent that we do today
 - ii. No visibility, no church members on their board, possibly no position for Rev. Allison
 - iii. This would be OK, it's a natural consequence
 - iv. The only thing you can say to a tenant is Don't destroy the building
 - v. They could theoretically evolve into some unpalatable ideology but that's extreme

5. How do we think the preschool will react if we ask them to become renters?
 - i. This kind of evolution already happened to the Winter Garden folks once: their church changed its intentions and they decided they had to move out
 - ii. Maybe they'll be pleased to become only a renter from us?
 - iii. We do intend to change our building, would we design to accommodate an NAECY?
 - iv. If not, could they pay to fix it to meet those standards?
 - v. Else they would need to move again, get a different new landlord
 6. Rev. Allison notes that every preschool in a church seems to have a fraught relationship
 - i. Ours is slightly less fraught than most, due to her investment in time to build it up
 - ii. Usually issues are about sharing space, a school could feel entitled due to paying rent
 - iii. Churches feel pressure to keep the rental income even if relationship not going well
 7. What income vs. savings would we have if the preschool decided to find another landlord?
 - i. They would stop contributing the \$30,000 that they give us annually
 - ii. We would save a large percentage but probably not all of this
 1. Lower cost for the sexton, lower water bills and heating bills, maybe other
 - iii. We would save a small amount of time, reduce confusion and opportunity costs
 8. Rev. Allison strongly feels we should not decide something and then tell them it's a done deal
 - i. Should say: it's become clear that we need them to be a renter or a more UU school
 1. We're leaning toward renter, we want your reaction and ramifications
 - ii. Or better, can say: How do you see yourselves fitting into Building Our Vision work?
 1. We are reexamining everything about ourselves, this is the context
 2. There will definitely be a change to our physical building, that's the plan
 3. We don't want to blindside them
 9. How exactly to talk with them, who and when?
 - i. Rev. Allison can start with Tiffany, the church member co-chair of CWGWW board
 - ii. Might be better for Lindsey and Lindsey to go present the BOV perspective
 1. Rev. Allison will go as backup
 2. Better than Brenna coming as our board president to their board
 - iii. Decide whether to let other church members know before we talk to their board?
6. **Committee Updates** – skip this agenda item due to lack of time remaining tonight
 1. Monitoring Committee will send out our changes for review, before the May meeting
 2. Endowment Committee – just met with Peterborough church last night, it was productive
 7. **Annual Meeting Discussion and Vote**, Lindsey Hedrick
 1. Officially deciding for this annual meeting on June 6 at noon to be virtual
 2. **MOVED** by Andy Capen, **SECONDED** second by Burns Fisher, **PASSED**
 3. Plan for the traditional pre-meeting to be in May
 - i. Call it “Budget and Virtual Brownies” and whatever else we're voting on

4. Do we need to vote on the agenda? No, only need to post the date/time in advance
 - i. This is the Clerk's job, to publicize the meeting to the congregation
 - ii. It's Ericka Lavalley's first time helping, so Rev. Allison will guide her to do her parts

8. **Delegate Suggestions for General Assembly**, Lindsey Hedrick
 1. GA will be June 23 – 27, all virtual: start time at 11 or noon eastern, runs until 8 or 9 pm
 - i. <https://www.uua.org/ga/program/schedule>
 - ii. Green sections of schedule is where voting is needed, delegates are asked to attend
 - iii. Then can choose anything else, e.g. other worship services, workshops, or nothing
 - iv. Every year we need a slate of 6 attendees to vote on behalf of UU Nashua
 2. This year it's been challenging, even though GA will be virtual and thus easy
 - i. Lindsey has asked 20 people: only 2 yesses, 2 maybes, a few only-if-you're-desperate
 - ii. Very surprising, but some are not into 5 days of zoom, or some are traveling
 3. Any other ideas from this board? Need 6 by May meeting, please send names to Lindsey H.
 - i. Reminds us of Nominating Committee right now, poring over lists of leaders
 - ii. Currently there is nobody in Youth group

9. **Quick COVID Update**, Rev. Allison
 1. Watch the [video recording](#), presented at Community Summit
 2. Very clear guidelines and very polished slides

10. **May 9th Service about Storytelling**, Rev. Allison
 1. This year we've been opening our board meetings by telling stories
 - i. This is connecting us to each other and to our larger congregation and our past
 2. Rev. Allison plans to let the congregation know this, and to and try it – a growing edge
 - i. Who will volunteer to contribute? Burns Fisher says yes, and Andy Capen is involved as a Worship Associate
 - ii. She'll pull stories from these Board minutes, which are [posted](#) as public record
 - iii. Or we can just send her a couple sentences, "This has been really important to me..."

11. **Check Out**
 1. Great closing words "Go Boldly" by Jean M. Olson
<https://www.uua.org/worship/words/blessing/go-boldly>

Appendix A: Full Agenda

Appendix B: Minister's Report

Appendix C: Minister's Goals

Appendix D: Current Financials

Appendix E: Budget Planning FY 2021-22

Agenda

Board of Trustees, Unitarian-Universalist Church of Nashua

April 1, 2021 6:30pm

- 6:30 (15) Check in**
- 6:45 (5) Chalice Lighting: Allison's Story**
- 6:50 (10) Follow Up Story Telling (Everyone)**
- 7:00 (5) Consent Agenda (Brenna)**
 - Review March Minutes
- 7:05 (25) Minister's Report and Goals (Allison)**
- 7:30 (30) Budget! (Allison)**
 - Check in on Audit line and monitoring table
- 8:00 (5) Break**
- 8:05 (30) Continued preschool discussion (Allison, Brenna)**
 - we need to know what direction that this board wants the relationship to go: is this preschool part of us, or just renters of our space?
 - As we plan for the future of this building: will it need to house a preschool or not?
 - We need an answer by a few months from now, when we'll hire an architect
 - Note that an NAEYC school does need an entirely different layout than RE classrooms
- 8:35 (20) Subcommittee Update (Monitoring)**
- 8:55 (10) Annual Meeting Discussion and Vote (Brenna)**
- 9:05 (5) Delegate Suggestions (Lindsey)**
- 9:10 (5) Quick COVID update (Allison)**
- 9:15 (5) May Story Telling (Allison)**
- 9:20 (5) Check out (Brenna)**
 - How did we do this evening?
 - Did everyone feel heard?
 - Are there any concerns or compliments you want to give to the group?
- 9:25 Closing Words (Allison)**

Minister's Report to the Board of Trustees
Rev. Allison Palm
UU Church of Nashua, NH
March 31, 2021
Covering March 4-31, 2021

Online services continue to be well received. In particular, I know that people have appreciated the ways in which we've been able to include more people in putting on worship, especially children and youth. We are continuing our planning for summer worship services and I will be running my Summer Worship Workshop in April and May.

Our Multiplatform Worship Task Force has met twice and has had some good discussions about what we want to accomplish when it comes to multiplatform worship and what some of our principles for designing it are. We will be meeting again in April to get more into the specifics of how to make it happen.

Our one week of kid's workshops went well again this month. Sadie is beginning to think about what Faith Formation might look like when we are able to do more outdoors and eventually move to multiplatform programming. She is hoping to get a group together to be thought partners on this in the coming months.

Coming of Age continued this month with a session on credo writing. We will be planning our COA worship next month. Our plan is for it to be a joint service with the Manchester congregation.

The group of regulars at the Spiritual Practices class, which concluded this month, decided to continue with the next set of sessions on Deepening Spiritual Practice. Our Adult Coming of Age class began this month, with 9 attendees. They will be working with me to present the credos they write in the class in two worship services, one at the end of May and one over the summer. We have started using a curriculum on UU ethics for Eat Share Learn, which is generating some rich conversations.

We had several UU Nashua members attend a conversation with UU Action NH and some indigenous leaders from the Seacoast about land acknowledgements. We are hoping to take the learnings from that to begin the process of researching, building relationships and writing a land acknowledgement for our congregation. The group will meet in April to determine next steps.

The Alternatives to Police Policy Team met for the first time and had some initial conversation. We are doing some research separately and will reconvene in a few weeks.

The Community Dinner Team is starting to plan for the possibility of re-starting Community Dinners, probably beginning with a grab-and-go style. They have had a lot of new energy in their planning meetings and are feeling enthusiastic about doing this work again.

Our Stewardship Campaign has wrapped up. Thank you to the Board members who helped with the Phone-a-thon! We have raised \$353,000 from 173 pledge units, which is a great result. The

Stewardship Team is shifting focus to planning an online Auction for mid-May. Currently, we are thinking that the funds raised will be targeted to paying for equipment to make multiplatform worship happen.

The Building our Vision Team has made some good progress on putting together some more specifics from our vision that will help us have conversations with architects.

The Community Summit on March 27 went really well! We had 33 people attend and it seemed like the small groups were having productive conversation. Carol Houde has agreed to take all the notes and distill it into themes that we can use as we move forward with planning for next year. I also gave an update at the Community Summit on our Covid Policy. The SCRT has come up with 4 stages for us to move through when it comes to gathering in person. I also put together a video that details those stages for those who were not at the Summit:

<https://www.youtube.com/watch?v=WaEOTg8BT0>

Children's Winter Garden with White Wing School

- Registration continues to go well for next year. There are only a few spots open at this point, and Chris is hiring an assistant teacher for one of the classes to open up a few more spots.
- The school is closed for 10 days because one of the staff tested positive for Covid. It is a staff member who helps with drop off and pick up, so all the teachers were exposed, as well as Chris. All of the staff have had at least one dose of the vaccine, but only Chris is fully vaccinated.
- The Board is working on doing a review for Chris, which hasn't happened in a couple of years.

Minister's Schedule

- My Sunday off in April is April 11
- I am hoping to take a couple vacation days at the end of April – April 28 & 29

Professional Development/Collegial Connection

- Weekly support and collaboration calls with Nashua area clergy
- Weeklong writing retreat plus ongoing work on Ritual book
- Call with UU colleagues about move to multiplatform/in-person church

Community/Social Justice Activities

- 2 New Hampshire Council of Churches meetings
- 1 Interfaith Housing Justice Group meeting
- second planning call for creation of a GSOP clergy caucus
- Facilitated a covenant meeting for the Nashua Host Home Network
- Testified on two bills (one written, one verbal) at the statehouse at the request of Planned Parenthood

Income and Expense Report as of 3-31-2021

See attached “April 2021 Financials” for full report. We are 75% of the way through this year. Income is well ahead, with the surplus funds from last year now reflected at 91.16%. Expenses are just a little ahead at 76.44%. Currently we are running a \$55,000 surplus

I spoke with Brenna mid-month about an unexpected Property expense that I believe may push the Property budget over the 105% limit that is set forth in the policies. Given that we are anticipating a surplus, she advised that it was okay to move forward and inform the Board in this report, rather than waiting for the Board meeting to proceed with a repair.

Monitoring Report of Policy B: Treatment of Church Members, Visitors, and Groups

The Executive shall not cause or allow conditions or procedures that are unsafe, disrespectful, or unnecessarily intrusive to members, friends, or visitors, including children. Accordingly, the Executive shall develop and maintain a Safe Congregation Policy that formalizes and details the necessary systems, policies, and procedures to support this goal. The Board of Trustees will approve this policy and any changes, but implementation will be the responsibility of the Executive, except when issues arise that require Board involvement as noted in the policy itself.

Interpretation: I interpret “unsafe” conditions to mean conditions that jeopardize a person’s physical or psychological well-being, recognizing that we cannot guarantee safety, but will do our best to mitigate risk. I interpret “disrespectful” conditions to be those that do not honor the worth and dignity of each person. I interpret “unnecessarily intrusive” to mean conditions that invade someone’s privacy without cause.

Data: Our Safe Congregation Policy can be found here: <https://www.uunashua.org/wp-content/uploads/2018/10/Safe-Congregation-Policy-10.4.2018.pdf>. As per the policy, we held a Safe Congregation Training in September and provided online options for those who could not attend.

Statement of Compliance: I report compliance

The Executive shall not allow members of the congregation to be disconnected from the life and care of the Church.

Interpretation: This policy is best measured by the Ends Survey that the Board performs each year. This is a policy I’d recommend removing or clarifying if it is going to remain as an Executive Limitation

The Executive shall not allow Church groups (committees, task forces, and other groups) to operate without his or her authorization and supervision.

Interpretation: All groups affiliated with the church should be operating with the knowledge of the Executive, and should have a staff point person who checks in on them at least once a year.

Data: The following is a list of groups affiliated with the church and their staff point person:

- Worship Associates: Rev. Allison Palm

- Pastoral Care Associates: Ben Atherton-Zeman
- Stewardship Team: Rev. Allison Palm
- Lead Greeters: Rev. Allison Palm
- Social Justice Team (and all sub-teams): Rev. Allison Palm
- CWG-WWS Board: Rev. Allison Palm
- Huntington Group: Rev. Allison Palm
- Building Our Vision Team: Rev. Allison Palm
- Fellowship & Fun Team: Rev. Allison Palm
- Music Team: Jed Holland
- Choir: Jed Holland
- Covenant Groups: Sadie Kahn-Greene
- Faith Formation Teachers: Sadie Kahn-Greene
- COA Leaders: Sadie Kahn-Greene
- Youth Advisors/Youth Group: Sadie Kahn-Greene
- Buddhist Meditation Group: Sadie Kahn-Greene
- UU Hikers: Sadie Kahn-Greene
- Property Team: Ericka LaValley
- AV Volunteers: Ericka LaValley
- Intern Committee: Ben Atherton-Zeman

Statement of Compliance: I report compliance

Policy C: Treatment of Church Staff and Volunteers

With respect to treatment of staff and volunteers, the Executive Director may not cause or allow conditions that are unsafe, inhumane, unfair, or unprofessional. Accordingly, the Executive Director may not:

1. *Discriminate (as defined by city, state, and federal laws) among existing or potential staff or volunteers on other than clearly job-related criteria, individual performance, or individual qualifications.*

Interpretation: The Executive Director will make decisions about recruiting, training, promotions, compensation, benefits, and all similar employment decisions in compliance with all federal, state, and local laws and without regard to race, color, sex, national origin, age, disability, or any other classification protected by law.

Data: All staff decisions have been made in compliance with federal, state and local laws.

Statement of Compliance: I report compliance.

2. *Operate without written personnel policies that clarify procedures for staff.*

Interpretation: There will be a Personnel Manual that is easily found and kept up to date on the website that spells out employment policies and practices, wage and hour administration and benefits. All staff will be provided with a copy of the Personnel Manual at the time they are hired

and a signed acknowledgement of receipt will be kept in their file in the church office. All staff will be notified promptly of any changes to the Personnel Manual.

Data: The Personnel Manual can be found here: <https://www.uunashua.org/wp-content/uploads/2019/05/UU-Nashua-Personnel-Manual-20190521.pdf>. Staff received a copy of the updated manual by email on May 21, 2019. All staff have a signed acknowledgement of receiving the Personnel Manual in their Personnel file in the church office.

Statement of Compliance: I report compliance.

3. *Withhold from staff a due-process internal grievance procedure.*

Interpretation: A clear grievance procedure will be included in the Personnel Manual.

Data: The Personnel Manual can be found here: <https://www.uunashua.org/wp-content/uploads/2019/05/UU-Nashua-Personnel-Manual-20190521.pdf>. Section 2.4 includes a clear grievance procedure.

Statement of Compliance: I report compliance.

4. *Prevent staff from grieving to the Church President when internal grievance procedures have been exhausted and the employee alleges either that*
 - a. *Board policy has been violated to the employee's detriment, or*
 - b. *Board policy does not adequately protect the employee's human rights.*

Interpretation: The grievance procedure in the Personnel Manual will include the option to bring the grievance to the church president when Board policy has been violated to the employee's detriment, or Board policy does not adequately protect the employee's human rights.

Data: The Personnel Manual can be found here: <https://www.uunashua.org/wp-content/uploads/2019/05/UU-Nashua-Personnel-Manual-20190521.pdf>. Section 2.4 includes a grievance procedure that offers the option to grieve to the Church President.

Statement of Compliance: I report compliance.

5. *Allow the Church's at-will employment policies to be jeopardized (see Policy D-3-ii).*

Interpretation: The Personnel Manual will include language that clarifies that the relationship between employer and employee is legally defined as "employment at will," which means that such employment may be terminated without penalty by either party for any reason, with or without notice.

Data: The Personnel Manual can be found here: <https://www.uunashua.org/wp-content/uploads/2019/05/UU-Nashua-Personnel-Manual-20190521.pdf>. Section 1.1 includes this language

Statement of Compliance: I report compliance.

Self-Evaluation
Rev. Allison Palm
March 2021

1) What has felt like a highlight/success of ministry this year?

Probably the biggest success was being able to so quickly shift into doing church online, and feeling like we've been able to continue to offer quality worship and programs in a virtual format. While our virtual programming cannot replace some of the things that are so meaningful about church, I feel like we've been able to continue to offer meaningful community, care and spiritual depth. I feel like this is particularly true when it comes to worship. Having visited a number of other churches online during my parental leave, I feel like I have so much appreciation for how well we've pivoted and how rich our services are. It is a ton of work to make good online worship happen and I feel like we've really risen to that challenge.

2) What areas felt like a challenge?

The obvious challenge this year was the pandemic – the uncertainty and having to change plans many times over certainly shaped this year. Though the constant recalculation was certainly a challenge, I think the hardest piece for me and my ministry was the loss of casual connection with folks in the congregation. It is harder to know where people are at and foster that one to one connection with members and newcomers when I can't do things like wander around the sanctuary before worship, shake hands after, or catch people in post-meeting or hallway conversations.

3) What help do I need?

As we move into whatever the next stage of this pandemic will look like, my wish is for the congregation to continue to be flexible and adaptable, knowing that we are going to be once again reinventing how we do things.

4) Where/when have I been able to take risks?

One of the benefits of the pandemic and the shift to virtual church is that there has been a lot of room to take risks and try new things. I feel like I've been able to have more of a "let's try this and see how it goes" attitude about things because there is no map that we are following. Because we've basically had to change everything, I also haven't felt much resistance from the congregation in trying new things and taking risks. I would love to continue to foster this openness and flexibility as we return to some sort of new normal.

5) What are my goals for next year and how will know I'm successful?

To successfully lead the congregation through the next stage of the pandemic, including the transition back to in-person operations and a switch to multiplatform worship, while continuing to maintain adequate self-care.

I will know I am successful if

- The congregation feels included and supported as we go through yet another period of intense change
- We are able to safely take risks together, being mindful of the physical and psychological needs during reintegration.
- The staff continue to feel supported and able to manage their workloads as we make the shift.
- I am able to consistently take my day off each week, limit evening meetings to no more than 2-3 per week, and take my vacation and study leave time

To continue to work towards publication of an edited volume of UU rituals (anticipated publication date of Spring 2022)

6) Progress on Last Year's Goals:

To successfully lead the congregation through this time of global pandemic, while practicing adequate self-care, including taking 10-12 weeks of parental leave in the fall.

I will know I am successful if

- *The congregation feels connected and supported during this time*
- *Our finances remain stable enough to pay our bills and continue our operations*
- *I am able to consistently take my day off each week and limit evening meetings to no more than 3 per week*
- *I am able to delegate to staff and lay leaders such that I can step away from regular congregational work for both vacation/study leave time this summer and parental leave next fall*

I feel like I've been pretty successful with this goal. My sense is that overall the congregation feels connected and supported and we are doing remarkably well financially. I have been pretty consistent with my day off (not 100%, but probably 90%). I have struggled with limiting evening meetings, but I do think my average is 3. I do wish I could get it to 2, but that does not feel possible with the current way we operate. I was able to take time off over the summer and to take about 10 weeks of parental leave.

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 | | | | |
| Lyon Fund (Flowers) | | 275.00 | -275.00 | |
| Slanetz (Membership Team) | | 300.00 | -300.00 | |
| Stevens (Instrument repair/maintenance) | | 750.00 | -750.00 | |
| Unrestricted Endowment Income | 121,431.83 | 156,578.00 | -35,146.17 | 77.55 % |
| Total Endowment | 121,431.83 | 157,903.00 | -36,471.17 | 76.90 % |
| Fundraisers | | | | |
| Auction | 2,469.57 | | 2,469.57 | |
| Other Fundraisers | 721.00 | 4,000.00 | -3,279.00 | 18.03 % |
| Total Fundraisers | 3,190.57 | 4,000.00 | -809.43 | 79.76 % |
| Other Income | | | | |
| Outreach Collections | 31,494.03 | 35,000.00 | -3,505.97 | 89.98 % |
| Breeze Fees | -1,112.07 | | -1,112.07 | |
| Total Outreach Collections | 30,381.96 | 35,000.00 | -4,618.04 | 86.81 % |
| Pledges | | | | |
| Breeze Fees | -2,162.57 | | -2,162.57 | |
| Early Pledges | 4,415.00 | 32,000.00 | -27,585.00 | 13.80 % |
| FY Pledges | 261,185.34 | 300,000.00 | -38,814.66 | 87.06 % |
| Total Pledges | 263,437.77 | 332,000.00 | -68,562.23 | 79.35 % |
| User Fees | | | | |
| Fri Night NA | 30.00 | | 30.00 | |
| Man Up NA (Tue Night) | 200.00 | | 200.00 | |
| Monday Night AA | 60.00 | | 60.00 | |
| Total User Fees | 290.00 | | 290.00 | |
| Total Revenue | \$482,274.91 | \$529,053.00 | \$ -46,778.09 | 91.16 % |
| GROSS PROFIT | \$482,274.91 | \$529,053.00 | \$ -46,778.09 | 91.16 % |
| Expenditures | | | | |
| EXPENSES | | | | |
| OPERATIONS | | | | |
| ADMINISTRATION | 17,288.37 | 28,850.00 | -11,561.63 | 59.93 % |
| COMMUNICATIONS | 1,045.56 | 1,000.00 | 45.56 | 104.56 % |
| DENOMINATION | 20,098.40 | 28,712.00 | -8,613.60 | 70.00 % |
| PROPERTY | 77,098.44 | 87,800.00 | -10,701.56 | 87.81 % |
| STEWARDSHIP | 763.89 | 1,700.00 | -936.11 | 44.93 % |
| Total OPERATIONS | 116,294.66 | 148,062.00 | -31,767.34 | 78.54 % |
| PROGRAMS | | | | |
| BOARD EXPENSES | | 1,300.00 | -1,300.00 | |
| FAITH FORMATION | 1,666.09 | 4,150.00 | -2,483.91 | 40.15 % |
| LEADERSHIP DEVELOPMENT | | 300.00 | -300.00 | |

| | TOTAL | | | |
|-----------------------------|---------------------|---------------------|-----------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| MEMBERSHIP | 636.48 | 1,500.00 | -863.52 | 42.43 % |
| MINISTRY FUNDS | -1,610.05 | 2,000.00 | -3,610.05 | -80.50 % |
| MUSIC & WORSHIP | 3,140.62 | 5,090.00 | -1,949.38 | 61.70 % |
| SOCIAL JUSTICE | 31,369.93 | 38,350.00 | -6,980.07 | 81.80 % |
| Total PROGRAMS | 35,203.07 | 52,690.00 | -17,486.93 | 66.81 % |
| STAFF | | | | |
| ADMINISTRATIVE STAFF | 74,505.25 | 94,583.59 | -20,078.34 | 78.77 % |
| MINISTER | 110,723.65 | 141,462.90 | -30,739.25 | 78.27 % |
| MINISTERIAL INTERN | 10,723.95 | 13,918.00 | -3,194.05 | 77.05 % |
| PROGRAM STAFF | 79,710.23 | 108,228.97 | -28,518.74 | 73.65 % |
| Total STAFF | 275,663.08 | 358,193.46 | -82,530.38 | 76.96 % |
| Total EXPENSES | 427,160.81 | 558,945.46 | -131,784.65 | 76.42 % |
| Uncategorized Expense | 85.00 | | 85.00 | |
| Total Expenditures | \$427,245.81 | \$558,945.46 | \$ -131,699.65 | 76.44 % |
| NET OPERATING REVENUE | \$55,029.10 | \$ -29,892.46 | \$84,921.56 | -184.09 % |
| 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% |
| NET REVENUE | \$55,029.10 | \$ -29,892.46 | \$84,921.56 | -184.09 % |

| | FY20 Approved Budget | FY21 In person Budget | FY21 Online Budget | FY22 Budget Requests | FY22 Budget Proposal |
|-----------------------------------|----------------------|-----------------------|----------------------|----------------------|----------------------|
| INCOME | | | | | |
| 100 Questions | \$ 250.00 | \$ 150.00 | \$ 150.00 | \$ - | \$ - |
| Buddhist Meditation | \$ 600.00 | \$ 600.00 | \$ - | \$ - | \$ - |
| Coffee Hour | \$ - | \$ - | \$ - | \$ - | \$ - |
| <i>Endowment</i> | | | | | |
| Restricted | | | | | |
| Restricted: Blodgett (MD Fund) | \$ 250.00 | \$ 275.00 | \$ 275.00 | \$ 275.00 | \$ 275.00 |
| Restricted: Lyon (Flowers) | \$ 750.00 | \$ 850.00 | \$ - | \$ 850.00 | \$ 850.00 |
| Restricted: Slanetz (Membership) | \$ 260.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 |
| Restricted: Stevens (Instruments) | \$ 700.00 | \$ 750.00 | \$ 750.00 | \$ 750.00 | \$ 750.00 |
| Unrestricted | \$ 149,639.00 | \$ 156,578.00 | \$ 156,578.00 | \$ 156,578.00 | \$ 156,578.00 |
| Total Endowment | \$ 151,599.00 | \$ 158,753.00 | \$ 157,903.00 | \$ 158,753.00 | \$ 158,753.00 |
| <i>Fundraisers</i> | | | | | |
| Fall Clean Up | \$ 1,800.00 | \$ - | \$ - | \$ - | \$ - |
| Other Fundraisers | \$ 8,000.00 | \$ 8,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 |
| Total Fund Raisers | \$ 9,800.00 | \$ 8,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 |
| Outreach Collections | \$ 35,000.00 | \$ 35,000.00 | \$ 35,000.00 | \$ 35,000.00 | \$ 35,000.00 |
| <i>Pledges</i> | | | | | |
| Early Pledges | \$ 32,000.00 | \$ 32,000.00 | \$ 32,000.00 | \$ 32,000.00 | \$ 32,000.00 |
| FY Pledges | \$ 310,000.00 | \$ 310,000.00 | \$ 300,000.00 | \$ 318,000.00 | \$ 318,000.00 |
| Total Pledges | \$ 342,000.00 | \$ 342,000.00 | \$ 332,000.00 | \$ 350,000.00 | \$ 350,000.00 |
| User Fees | \$ 6,000.00 | \$ 6,000.00 | \$ - | \$ 6,000.00 | \$ 6,000.00 |
| Preschool Contribution | \$ 30,000.00 | \$ 30,000.00 | \$ - | \$ 30,000.00 | \$ 30,000.00 |
| Other Income | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL INCOME | \$ 575,249.00 | \$ 580,503.00 | \$ 529,053.00 | \$ 583,753.00 | \$ 583,753.00 |
| EXPENSES | | | | | |
| PROGRAMS | | | | | |
| <i>MUSIC & WORSHIP</i> | | | | | |
| Guest Preachers | \$ 350.00 | \$ 1,540.00 | \$ 1,540.00 | \$ 1,540.00 | \$ 770.00 |
| Worship Supplies | \$ 850.00 | \$ 900.00 | \$ 500.00 | \$ 1,000.00 | \$ 1,000.00 |
| Flowers | \$ 750.00 | \$ 850.00 | \$ - | \$ 850.00 | \$ 850.00 |
| <i>Music</i> | | | | | |
| Choir Expenses | \$ 150.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 |
| Christmas Choir Expenses | \$ 150.00 | \$ 200.00 | \$ - | \$ 200.00 | \$ 200.00 |
| Guest Musician | \$ 250.00 | \$ 250.00 | \$ 250.00 | \$ 250.00 | \$ 250.00 |
| Sheet Music | \$ 2,400.00 | \$ 2,000.00 | \$ 500.00 | \$ 2,000.00 | \$ 2,000.00 |
| Organ/Piano R&M | \$ 1,100.00 | \$ 1,100.00 | \$ 1,100.00 | \$ 1,100.00 | \$ 1,100.00 |
| Substitute Music Director | \$ 2,700.00 | \$ 2,400.00 | \$ 1,000.00 | \$ 2,400.00 | \$ 2,400.00 |
| Guest Service/Workshop Leader | \$ - | \$ - | \$ - | \$ - | \$ - |
| CIC Sheet Music | \$ 200.00 | \$ 100.00 | \$ - | \$ 60.00 | \$ 60.00 |
| <i>Total Music</i> | \$ 6,950.00 | \$ 6,250.00 | \$ 3,050.00 | \$ 6,210.00 | \$ 6,210.00 |
| Total Music & Worship | \$ 8,900.00 | \$ 9,540.00 | \$ 5,090.00 | \$ 9,600.00 | \$ 8,830.00 |
| <i>FAITH FORMATION</i> | | | | | |

Notes

don't have number from IFC yet

| | | | FY20 Approved Budget | FY21 In person Budget | FY21 Online Budget | | FY22 Budget Requests | FY22 Budget Proposal |
|--|--|---|----------------------|-----------------------|---------------------|--|----------------------|----------------------|
| | | <i>Children & Youth Faith Formation</i> | | | | | | |
| | | Appreciation | \$ 600.00 | \$ 400.00 | \$ 400.00 | | \$ 300.00 | \$ 300.00 |
| | | Curriculum/Books | \$ 250.00 | \$ 250.00 | \$ 250.00 | | \$ 250.00 | \$ 250.00 |
| | | Jr High OWL | \$ 400.00 | \$ - | \$ - | | \$ 500.00 | \$ 500.00 |
| | | ROPES | \$ - | \$ 500.00 | \$ 500.00 | | \$ - | \$ - |
| | | Milestones | \$ 200.00 | \$ 200.00 | \$ 200.00 | | \$ 200.00 | \$ 200.00 |
| | | Refreshments | \$ 300.00 | \$ 250.00 | \$ - | | \$ 250.00 | \$ 250.00 |
| | | Senior High | \$ 900.00 | \$ 700.00 | \$ 300.00 | | \$ 800.00 | \$ 800.00 |
| | | Supplies | \$ 900.00 | \$ 900.00 | \$ 900.00 | | \$ 1,000.00 | \$ 1,000.00 |
| | | Training | \$ 800.00 | \$ 800.00 | \$ 800.00 | | \$ 1,200.00 | \$ 800.00 |
| | | AREA | \$ 200.00 | \$ - | \$ - | | \$ 1,000.00 | \$ - |
| | | Total Children & Youth FF | \$ 4,550.00 | \$ 4,000.00 | \$ 3,350.00 | | \$ 5,500.00 | \$ 4,100.00 |
| | | <i>Adult Faith Formation</i> | | | | | | |
| | | General | \$ 1,000.00 | \$ 800.00 | \$ 800.00 | | \$ 1,000.00 | \$ 1,000.00 |
| | | Total Adult Faith Formation | \$ 1,000.00 | \$ 800.00 | \$ 800.00 | | \$ 1,000.00 | \$ 1,000.00 |
| | | Total Faith Formation | \$ 5,550.00 | \$ 4,800.00 | \$ 4,150.00 | | \$ 6,500.00 | \$ 5,100.00 |
| | | <i>MEMBERSHIP</i> | | | | | | |
| | | Membership Team | \$ 600.00 | \$ 500.00 | \$ 500.00 | | \$ 500.00 | \$ 500.00 |
| | | Pastoral Care Team | \$ 50.00 | \$ 50.00 | \$ - | | \$ 50.00 | \$ 50.00 |
| | | Fellowship & Fun | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | | \$ 1,000.00 | \$ 800.00 |
| | | Coffee Hour Supplies | \$ 1,200.00 | \$ 1,000.00 | \$ - | | \$ 1,200.00 | \$ 1,200.00 |
| | | Total Membership | \$ 2,850.00 | \$ 2,550.00 | \$ 1,500.00 | | \$ 2,750.00 | \$ 2,550.00 |
| | | <i>SOCIAL JUSTICE</i> | | | | | | |
| | | SJ Leadership Team | \$ 500.00 | \$ 500.00 | \$ 500.00 | | \$ 500.00 | \$ 500.00 |
| | | <i>Budgeted Outreach</i> | | | | | | |
| | | Community Dinners/Soup Kitchen | \$ 3,000.00 | \$ 3,000.00 | \$ 1,500.00 | | \$ 3,600.00 | \$ 3,000.00 |
| | | GSOP | \$ 750.00 | \$ 750.00 | \$ 750.00 | | \$ 750.00 | \$ 750.00 |
| | | NAIC | \$ 50.00 | \$ 50.00 | \$ 50.00 | | \$ 50.00 | \$ 50.00 |
| | | NHCC | \$ - | \$ - | \$ - | | \$ 100.00 | \$ 100.00 |
| | | UU Action NH | \$ 550.00 | \$ 550.00 | \$ 550.00 | | \$ 550.00 | \$ 550.00 |
| | | Outreach Offering Disbursement | \$ 35,000.00 | \$ 35,000.00 | \$ 35,000.00 | | \$ 35,000.00 | \$ 35,000.00 |
| | | Total Budgeted Outreach | \$ 39,350.00 | \$ 39,350.00 | \$ 37,850.00 | | \$ 40,050.00 | \$ 39,450.00 |
| | | Total Social Justice | \$ 39,850.00 | \$ 39,850.00 | \$ 38,350.00 | | \$ 40,550.00 | \$ 39,950.00 |
| | | <i>LEADERSHIP DEVELOPMENT</i> | | | | | | |
| | | Leadership Development | \$ 300.00 | \$ 300.00 | \$ 300.00 | | \$ 300.00 | \$ 300.00 |
| | | Total Leadership Development | \$ 300.00 | \$ 300.00 | \$ 300.00 | | \$ 300.00 | \$ 300.00 |
| | | <i>BOARD EXPENSES</i> | | | | | | |
| | | Board of Trustees Discretionary Fund | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | | \$ 1,000.00 | \$ 1,000.00 |
| | | Annual Meeting Expenses | \$ 300.00 | \$ 300.00 | \$ 300.00 | | \$ 300.00 | \$ 300.00 |
| | | GA Delegate Subsidies | \$ - | \$ - | \$ - | | \$ 1,000.00 | \$ - |
| | | Total Board Expenses | \$ 1,300.00 | \$ 1,300.00 | \$ 1,300.00 | | \$ 2,300.00 | \$ 1,300.00 |
| | | <i>MINISTRY FUNDS</i> | | | | | | |
| | | Minister's Discretionary Fund | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | | \$ 1,000.00 | \$ 1,000.00 |
| | | Sabbatical Fund | \$ - | \$ 1,000.00 | \$ 1,000.00 | | \$ 5,000.00 | \$ 5,000.00 |

Notes

| | FY20 Approved Budget | FY21 In person Budget | FY21 Online Budget | FY22 Budget Requests | FY22 Budget Proposal |
|-------------------------------|----------------------|-----------------------|--------------------|----------------------|----------------------|
| Total Ministry Funds | \$ 1,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 6,000.00 | \$ 6,000.00 |
| TOTAL PROGRAM EXPENSES | \$ 59,750.00 | \$ 60,340.00 | \$ 52,690.00 | \$ 68,000.00 | \$ 64,030.00 |
| OPERATIONS | | | | | |
| <i>ADMINISTRATION</i> | | | | | |
| Background Checks | \$ 500.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 |
| Electronic Transaction Fees | \$ 500.00 | \$ 200.00 | \$ 200.00 | \$ - | \$ - |
| Insurance | \$ 15,000.00 | \$ 15,750.00 | \$ 15,750.00 | \$ 15,750.00 | \$ 15,750.00 |
| Internet | \$ 2,500.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 5,000.00 | \$ 5,000.00 |
| Office Machines | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 |
| Office Supplies | \$ 3,000.00 | \$ 3,000.00 | \$ 1,000.00 | \$ 3,000.00 | \$ 3,000.00 |
| Software Subscriptions | \$ 3,000.00 | \$ 3,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| Fees | \$ 200.00 | \$ 100.00 | \$ 100.00 | \$ 150.00 | \$ 150.00 |
| Audit Fund | \$ 1,000.00 | \$ - | \$ - | \$ - | \$ - |
| Total Administration | \$ 28,700.00 | \$ 28,850.00 | \$ 28,850.00 | \$ 32,200.00 | \$ 32,200.00 |
| <i>COMMUNICATIONS</i> | | | | | |
| Communications Team | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,300.00 | \$ 1,300.00 |
| Total Communications | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,300.00 | \$ 1,300.00 |
| <i>STEWARDSHIP</i> | | | | | |
| Stewardship Team Training | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 |
| Stewardship Campaign | \$ 1,000.00 | \$ 900.00 | \$ 900.00 | \$ 1,000.00 | \$ 1,000.00 |
| Auction Expenses | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fundraising Expenses | \$ 1,000.00 | \$ 600.00 | \$ 600.00 | \$ 1,000.00 | \$ 1,000.00 |
| Total Stewardship | \$ 2,200.00 | \$ 1,700.00 | \$ 1,700.00 | \$ 2,200.00 | \$ 2,200.00 |
| <i>DENOMINATION</i> | | | | | |
| UUA Fair Share | \$ 27,052.00 | \$ 28,712.00 | \$ 28,712.00 | \$ 25,920.00 | \$ 25,920.00 |
| Total Denomination | \$ 27,052.00 | \$ 28,712.00 | \$ 28,712.00 | \$ 25,920.00 | \$ 25,920.00 |
| <i>PROPERTY</i> | | | | | |
| Sexton Coverage | \$ 600.00 | \$ 600.00 | \$ 600.00 | \$ 50.00 | \$ 50.00 |
| <i>Utilities</i> | | | | | |
| Electricity | \$ 8,000.00 | \$ 9,000.00 | \$ 7,000.00 | \$ 9,000.00 | \$ 9,000.00 |
| Gas | \$ 14,000.00 | \$ 12,000.00 | \$ 10,000.00 | \$ 13,000.00 | \$ 13,000.00 |
| Water | \$ 6,000.00 | \$ 6,000.00 | \$ 4,000.00 | \$ 6,000.00 | \$ 6,000.00 |
| Total Utilities | \$ 28,000.00 | \$ 27,000.00 | \$ 21,000.00 | \$ 28,000.00 | \$ 28,000.00 |
| <i>Services</i> | | | | | |
| Trash Removal | \$ 4,000.00 | \$ 4,000.00 | \$ 2,000.00 | \$ 6,000.00 | \$ 6,000.00 |
| Cleaning Services | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| Laundry | \$ 1,000.00 | \$ 1,000.00 | \$ - | \$ 1,000.00 | \$ 1,000.00 |
| Groundskeeping | \$ 4,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 4,500.00 | \$ 4,500.00 |
| Snow Removal | \$ 12,000.00 | \$ 14,400.00 | \$ 14,400.00 | \$ 14,400.00 | \$ 14,400.00 |
| Total Services | \$ 23,000.00 | \$ 26,400.00 | \$ 23,400.00 | \$ 27,900.00 | \$ 27,900.00 |
| Alarm Systems | \$ 1,500.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| Furnishings & Fixtures | \$ 700.00 | \$ 700.00 | \$ - | \$ 700.00 | \$ 700.00 |
| Building Inspections | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 |
| Elevator | \$ 1,800.00 | \$ 1,800.00 | \$ 1,800.00 | \$ 1,800.00 | \$ 1,800.00 |

Notes

waiting for confirmation

or more if multi-platform comes fr

new number from the UUA

| | | | FY20 Approved Budget | FY21 In person Budget | FY21 Online Budget | FY22 Budget Requests | FY22 Budget Proposal | Notes |
|--|--|--|----------------------|-----------------------|----------------------|----------------------|----------------------|---|
| | | Janitorial Supplies | \$ 3,000.00 | \$ 2,500.00 | \$ 1,800.00 | \$ 2,500.00 | \$ 2,500.00 | |
| | | <i>Maintenance</i> | | | | | | |
| | | Corrective Maintenance | \$ 25,000.00 | \$ 21,000.00 | \$ 20,000.00 | \$ 35,000.00 | \$ 25,000.00 | |
| | | Preventative Maintenance | \$ 10,500.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | |
| | | Building Maintenance Fund | \$ 10,000.00 | \$ 8,000.00 | \$ 8,000.00 | \$ 10,000.00 | \$ 8,000.00 | |
| | | <i>Total Maintenance</i> | \$ 45,500.00 | \$ 39,000.00 | \$ 38,000.00 | \$ 55,000.00 | \$ 43,000.00 | |
| | | Total Property | \$ 104,300.00 | \$ 99,200.00 | \$ 87,800.00 | \$ 117,150.00 | \$ 105,150.00 | |
| | | TOTAL OPERATIONS EXPENSES | \$ 163,252.00 | \$ 159,462.00 | \$ 148,062.00 | \$ 178,770.00 | \$ 166,770.00 | |
| | | STAFF | | | | | | |
| | | <i>MINISTER</i> | | | | | | |
| | | Health & Dental | \$ 12,700.00 | \$ 13,500.00 | \$ 13,500.00 | \$ 13,600.00 | \$ 13,600.00 | |
| | | Life & LTD Insurance | \$ 1,730.00 | \$ 2,100.00 | \$ 2,100.00 | \$ 2,190.00 | \$ 2,190.00 | Long Term Disability: The annual Life and AD&D: The monthly cost i |
| | | Professional Expenses | \$ 9,764.00 | \$ 9,860.00 | \$ 9,860.00 | \$ 10,223.00 | \$ 10,223.00 | |
| | | Retirement | \$ 9,764.00 | \$ 9,860.00 | \$ 9,860.00 | \$ 10,223.00 | \$ 10,223.00 | |
| | | Salary & Housing | \$ 97,640.00 | \$ 98,600.00 | \$ 98,600.00 | \$ 102,230.00 | \$ 102,230.00 | 3.58% as per BoT (or up to 5.17% |
| | | In Lieu of FICA | \$ 7,469.46 | \$ 7,542.90 | \$ 7,542.90 | \$ 7,820.60 | \$ 7,820.60 | |
| | | Total Minister | \$ 139,067.46 | \$ 141,462.90 | \$ 141,462.90 | \$ 146,286.60 | \$ 146,286.60 | |
| | | <i>DIRECTOR OF FAITH FORMATION</i> | | | | | | |
| | | Health | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | |
| | | Life & LTD Insurance | \$ 1,085.00 | \$ 1,350.00 | \$ 1,350.00 | \$ 1,400.00 | \$ 1,400.00 | 845 + 546 |
| | | Professional Expenses | \$ 6,122.50 | \$ 6,245.00 | \$ 6,245.00 | \$ 6,500.00 | \$ 6,500.00 | |
| | | Retirement | \$ 6,122.50 | \$ 6,245.00 | \$ 6,245.00 | \$ 6,500.00 | \$ 6,500.00 | |
| | | Salary | \$ 61,225.00 | \$ 62,450.00 | \$ 62,450.00 | \$ 65,000.00 | \$ 65,000.00 | 4.1% increase |
| | | Taxes | \$ 4,683.71 | \$ 4,777.43 | \$ 4,777.43 | \$ 4,972.50 | \$ 4,972.50 | |
| | | Total Director of Faith Formation | \$ 80,738.71 | \$ 82,567.43 | \$ 82,567.43 | \$ 85,872.50 | \$ 85,872.50 | |
| | | <i>MUSIC DIRECTOR</i> | | | | | | |
| | | Musician Fee | | | | | | |
| | | Professional Expenses | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | |
| | | Salary | \$ 19,400.00 | \$ 19,594.00 | \$ 19,594.00 | \$ 20,080.00 | \$ 20,080.00 | 2.5% increase |
| | | Taxes | \$ 1,484.10 | \$ 1,498.94 | \$ 1,498.94 | \$ 1,536.12 | \$ 1,536.12 | |
| | | Total Music Director | \$ 21,884.10 | \$ 22,092.94 | \$ 22,092.94 | \$ 22,616.12 | \$ 22,616.12 | |
| | | <i>MINISTERIAL INTERN</i> | | | | | | |
| | | Professional Expenses | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | |
| | | Long Term Disability | \$ - | \$ - | \$ - | \$ 151.00 | \$ 151.00 | |
| | | Salary | \$ 10,500.00 | \$ 12,000.00 | \$ 12,000.00 | \$ 11,550.00 | \$ 11,550.00 | starting Aug 15, \$1100/month |
| | | Taxes | \$ 803.25 | \$ 918.00 | \$ 918.00 | \$ 883.58 | \$ 883.58 | |
| | | Total Ministerial Intern | \$ 12,303.25 | \$ 13,918.00 | \$ 13,918.00 | \$ 13,584.58 | \$ 13,584.58 | |
| | | <i>CHILDCARE</i> | | | | | | |
| | | Child Care Lead Salary | \$ 3,315.00 | \$ 3,315.00 | \$ 3,315.00 | \$ 2,520.00 | \$ 2,380.00 | could be \$2380 (\$17-18/hour) |
| | | Child Care Lead Taxes | \$ 253.60 | \$ 253.60 | \$ 253.60 | \$ 192.78 | \$ 182.07 | |
| | | Child Care Assstants Salary | \$ 1,620.00 | \$ 2,325.00 | \$ - | \$ 1,960.00 | \$ - | could be \$1890 (\$13.50-14/hour) |
| | | Child Care Assistants Taxes | \$ 124.00 | \$ 177.86 | \$ - | \$ 149.94 | \$ - | |

| | FY20 Approved Budget | FY21 In person Budget | FY21 Online Budget | FY22 Budget Requests | FY22 Budget Proposal | Notes |
|-----------------------------------|----------------------|-----------------------|--------------------|----------------------|----------------------|-------------------------------|
| Total Childcare | \$ 5,312.60 | \$ 6,071.46 | \$ 3,568.60 | \$ 4,822.72 | \$ 2,562.07 | |
| Total Program Staff | \$ 120,238.66 | \$ 124,649.83 | \$ 122,146.96 | \$ 126,895.92 | \$ 124,635.27 | |
| Administrative Staff | | | | | | |
| ADMINISTRATOR | | | | | | |
| Health | \$ 1,300.00 | \$ 1,300.00 | \$ 1,300.00 | \$ 7,900.00 | \$ 7,900.00 | |
| Life Insurance/LTD | \$ 350.00 | \$ 395.00 | \$ 395.00 | \$ 1,015.00 | \$ 1,015.00 | 615 + 398 |
| Professional Expenses | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | |
| Retirement | \$ 4,482.50 | \$ 4,572.10 | \$ 4,572.10 | \$ 4,730.00 | \$ 4,730.00 | |
| Salary | \$ 44,825.00 | \$ 45,721.00 | \$ 45,721.00 | \$ 47,300.00 | \$ 47,300.00 | 2% increase |
| Taxes | \$ 3,429.11 | \$ 3,497.66 | \$ 3,497.66 | \$ 3,618.45 | \$ 3,618.45 | |
| Total Administrator | \$ 55,886.61 | \$ 56,985.76 | \$ 56,985.76 | \$ 66,063.45 | \$ 66,063.45 | |
| BOOKKEEPER | | | | | | |
| Salary | \$ 4,525.00 | \$ 4,525.00 | \$ 4,525.00 | \$ 4,615.00 | \$ 4,615.00 | 2% increase |
| Taxes | \$ 346.16 | \$ 346.16 | \$ 346.16 | \$ 353.05 | \$ 353.05 | |
| Total Bookkeeper | \$ 4,871.16 | \$ 4,871.16 | \$ 4,871.16 | \$ 4,968.05 | \$ 4,968.05 | |
| SEXTON | | | | | | |
| Life/LTD | \$ - | \$ - | \$ - | \$ 330.00 | \$ 330.00 | 320 + 207 |
| Health | \$ 1,300.00 | \$ 1,300.00 | \$ 1,300.00 | \$ 4,000.00 | \$ 4,000.00 | 50% |
| Retirement | \$ 2,624.00 | \$ 2,671.20 | \$ 2,671.20 | \$ 2,460.00 | \$ 2,460.00 | |
| Salary | \$ 26,240.00 | \$ 26,712.00 | \$ 26,712.00 | \$ 24,600.00 | \$ 24,600.00 | 25-27 hours a week at \$17.50 |
| Taxes | \$ 2,007.36 | \$ 2,043.47 | \$ 2,043.47 | \$ 1,881.90 | \$ 1,881.90 | |
| Total Sexton | \$ 32,171.36 | \$ 32,726.67 | \$ 32,726.67 | \$ 32,941.90 | \$ 32,941.90 | |
| Total Administrative Staff | \$ 92,929.14 | \$ 94,583.59 | \$ 94,583.59 | \$ 103,973.40 | \$ 103,973.40 | |
| TOTAL STAFF | \$ 352,235.26 | \$ 360,696.31 | \$ 358,193.45 | \$ 377,155.91 | \$ 374,895.26 | |
| TOTAL EXPENSES | \$ 575,237.26 | \$ 580,498.31 | \$ 558,945.45 | \$ 623,925.91 | \$ 605,695.26 | |
| Difference | \$ 11.74 | \$ 4.69 | \$ (29,892.45) | \$ (40,172.91) | \$ (21,942.26) | |