

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

May 6, 2021

Meeting held via videoconference due to COVID-19

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

Reviewed by: Cecile Bonvouloir, Burns Fisher, Victoria Agnew, Lindsey Sylvester, Rev. Allison Palm, Andy Capen

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

Full Agenda: Appendix A

1. Chalice Lighting and Check-In

1. Storytelling by Lindsey Hedrick: singing the praises of Ben Atherton-Zeman
 - i. The day Lindsey got his immediate help in wrangling her little boys Liam and Elijah
 1. She came to church early, sitting in the car containing them, sipping her coffee
 2. People offered her help to get them in from the car, she kept declining help
 3. Then as she passed through the breezeway with them, they encountered Ben
 4. Ben also had his hands full as Elijah lunged at him
 5. He immediately put his stuff down right there, took Elijah into the sanctuary
 - ii. The day Elmo sang happy birthday to Liam over Zoom
 1. Liam could NOT stop exclaiming afterwards that Melmo sang to him!!
 2. Later for Elijah's birthday, he also needed this great treat
 3. Ben continued to hang out, watching them eat their cupcakes, and he sang to them at least twice more. What a gift!
 - iii. The day Lindsey and Liam and Brenna heard a huge crash from the chapel
 1. They found Elijah and Ben by an enormous pile of Legos on the chapel floor
 2. Ben explained simply, "He was just so excited!"
 3. They both looked so happy about the huge mess around them
2. Brenna Woods also has story of Ben and his Elmo talents for her first grade class
 - i. Ben volunteered if Brenna ever wanted Elmo to visit
 - ii. She has a student with development issues who would really benefit from this
 - iii. Ben did provide a marvelous 5-minute video as Elmo
 - iv. The star of the class that day was Alvin, who was purely enthralled with Elmo speaking directly to him!
3. Cecile Bonvouloir has 4 quick stories of Ben: all the 4 males in her household love him
 - i. They each took away something different from the Men and Masculinities meetings
 - ii. They're all going to miss you, and so will Cecile too
4. Lindsey Sylvester fondly recalls talking with Ben awhile after Worship Associates meetings
 - i. These were long/late meetings, but she loved this conversation afterwards anyway

5. Andy Capen chimes in as well, saying Ben is an amazing person
 - i. The two of them have talked about career stuff and life stuff, Ben has been generous with his time
 - ii. Andy was in the sanctuary when Ben was introduced
 - iii. Andy feels that being up on the chancel doing a service with Ben is special
 - iv. Recalls the day in Fellowship Hour when Andy asked Shelley if she wanted food, but then Ben was just there, already bringing over a full plate of snacks
 6. Burns Fisher was on the interview team that brought Ben here as our Ministerial Intern
 - i. He's been everything that we hoped for and much more, it's a joy for Burns to have been on his committee
 7. Victoria Agnew notes that Ben is quick to make a great impression on others
 - i. Her friend is the administrator at a church in Merrimack, who did the Crop Walk
 - ii. She met Ben that day and remembers him so fondly after such a brief meeting
 8. Final addition from Jodie K. Holway, who's continually impressed with Ben's view of the world
 - i. Recalls the Christmas story that he saw from Mary's perspective
 - ii. Recalls the Martin Luther King Jr. Day sermon from the future-historian's viewpoint
2. **Consent Agenda**
1. **MOTION** to accept the [April 2021 Board Minutes](#)
MOVED by Burns Fisher, **SECONDED** by Andy Capen,
PASSED with one abstention: Brenna Woods was absent from last month's meeting
3. **Annual Meeting Agenda**, Brenna Woods
1. June 6, 2021 is our Annual Meeting, will not need to be in the sanctuary
 2. Rev Allison's musical interlude—you need to show up to learn the big secret of what it is
 3. Registration link is set up, so people can pre-register with their proper names
 - i. **ACTION: Jodie K. Holway** will send out invitation email with the proper link
 4. Endowment Committee – will we speak at the Annual meeting?
 - i. Brenna will cover this in her President's report, but team will be ready if any questions
 5. Board of Trustees will have our June meeting right before the Annual Meeting
4. **Ends Survey**, Brenna Woods
1. Survey will be sent out to congregation very shortly, will be available for a full month
 2. Same survey questions as last year, in order to get consistent measurement
 3. We'll consider the responses in the fall when the Board reconvenes
 4. Last year we had 91 respondents; hope to get same or more this time

5. Minister's Report, Rev. Allison Palm

1. Delivered only orally this month due to head injury, so she is trying to stay off screens
2. Worship
 - i. Joint coming-of-age with UU Manchester on May 16th
 - ii. Ben's ordination is May 23, 2021, 2:00 pm on Zoom
 - iii. Getting ready for Summer worship
 1. Started workshops planning these services
 2. Summer services will all be online no matter what happens with COVID
 - iv. Multiplatform worship task force keeps meeting and making progress, training June 5
3. Faith Formation
 - i. Another outdoor drop-in event this Saturday: history walk through the cemetery
 1. Different stations sharing two stories from UU history
 2. Plus other stories to pick up and read at home
 - ii. Last kids' workshops is this Sunday
 - iii. Some adult programs are winding down or going into summer mode
 - iv. Rev. Allison now has permission to go back to the Huntington in person
 1. Has been doing zoom for past year
 2. Now they're all fully-vaccinated, and fully-vaxxed clergy can come do groups
 - v. Thinking of how to run after-church programs next year
 1. Considering 1 Sunday a month doing kids programs, another for adults
 - vi. And thinking to have at-home church kits that will also be available at back of sanctuary for use in person
4. Social Justice
 - i. Community Dinners and Little Free Farm Stand starting in June
 1. Dinner would be to-go
 - ii. Also new group: Land Acknowledgment Group
 1. They're building relationships with indigenous groups in NH
 2. Possibly a land acknowledgment statement for UU Nashua church
 - iii. Starting a State-wide Clergy Caucus
 1. This will be a resource to GSOP
 2. Build up our power as faith-leaders across the state
 - iv. Working with faith leaders in Nashua, making a video:
 1. To encourage people to stay masked and to get vaccinated
 2. Spurred by lifting of the mask-mandate in the state (Gov. Sununu mandated that ALL state workers must come back into the office, not all the agency heads are crazy about this and want to slow-roll it)
 3. Want to help overcome the vaccine hesitancy
 4. Trying to get a Muslim voice and Hindu voice to be more interfaith
 5. Question: no evangelicals participating with us on this or anything else
 - a. For what it's worth: <https://www.christiansandthevaccine.com/>
 6. Question: how will it be distributed? Didn't decide yet, at least social media
 - a. Some people with news connections could put it elsewhere, TBD

5. Staff
 - i. Actively seeking a sexton, Sandy Martinage is retiring
 1. Job description has been up for a couple weeks on a couple of websites
 2. Only 4 applicants so far, and only 1 we're interested to interview
 - ii. Planning for leaves:
 1. Ericka Lavalley will take parental leave in September 2021
 2. Sadie Kahn-Greene will take sabbatical in next church year
 - iii. Applied for PPP Loan forgiveness, Citizen's Bank finally got us what we needed
6. Money matters
 - i. Our spring auction is this weekend, proceeds go towards multiplatform worship
 1. Some cool stuff, e.g. UU-themed Escape-Room by Rev. Allison & Tristan Husby
 2. All congregants will get an invitation in email to become a bidder
7. COVID matters
 - i. Safe Congregation Response Team came up with preliminary but detailed version of our COVID Stages, the color-coded document, soon to be formatted for website
 - ii. Congregational Survey about virus and comfort level already did an iteration
 - iii. Fixed some issues thanks Board for your feedback, tricky and important to get it right
 - iv. Will officially send out next week
8. Preschool
 - i. Tactical
 1. Continuing to have good registration for next year, only 1-2 openings left
 2. Board is doing employee review for Chris – this had been overlooked
 - ii. Great conversation with Tiffany Holmes and Amanda Banner about the big issues
 1. These are the UU Nashua parents who are CWGWWS board members
 2. They would be really excited if school moved closer to being a UU school
 - iii. Then met with director Chris Clanin and Amanda Bonnette, current parent-chair
 1. This was harder – they weren't excited about either option
 2. Just want things to stay the way they are
 3. Is there some middle-way that can work for a while?
 4. At least thinking about how to take down some of the divisions between the church and the school – open to changing/improving our relationship
 5. Vehemently opposed to becoming a "religious school"
 - a. But they don't "get" how it could become more UU without becoming religious!! Hard to get if you don't know UU
 - iv. Rev. Allison became convinced that the school becoming a renter wouldn't be a positive move (after she had been convinced by this board that it WOULD be positive)
 - v. They want to come and talk more with this Board
 1. Rev. Allison said in June there might be time on our agenda
 - a. Brenna Woods and Lindsey Hedrick said yes
 - vi. We will have more conversation with a few other school folks over the next month
 1. We had talked about Lindsey Sylvester and Lindsey Hedrick talking to them from the Building Our Vision perspective
 2. Not ready for this yet, but will when it's time to address whole school board

- vii. Lindsey Sylvester popped in on the preschool at our virtual Teams Fair
 - 1. Without talking about it directly, our members on the preschool board seemed excited to see if the preschool will have a bigger connection to the church, which is different than where the board was headed

- 6. **Budget and May 2021 Financials**, Rev. Allison (see Appendices B and C)
 - 1. Proposed budget is balanced! Without removing any staff raises!
 - i. Rev. Allison took the lowest number for her salary that Board proposed
 - 1. Still we appreciate that she did this!
 - ii. Ericka Lavalley at 40 hours/week, not 35, although we'll hire Childcare at some point
 - iii. Conversation with Ericka about her role in multiplatform
 - 1. She's willing to be the lead tech person, managing any tech volunteers on Sunday mornings – that's an additional task
 - 2. So we're happy to keep those 5 hours for this work plus everything else
 - 2. Some lines are zero, Rev. Allison wants to point out which ones and why
 - i. Minister's Discretionary Fund
 - 1. Did an outreach offering for this over last summer/fall, and got \$6,000
 - 2. She's used some of it, so this is set aside as ongoing fund for this year
 - 3. Might make sense to do an outreach every 3 years – this was a compelling ask for people to give for!
 - ii. Sabbatical fund
 - 1. This zero would be concerning, except anticipating surplus at the end of this year, so she'll ask this Board to put some of this into the Sabbatical fund
 - 2. Congregations should be funding this every year, which we hadn't been doing, so now need a lot at once
 - 3. Question: Are all the planned leaves intended to be paid?
 - a. Even Ericka Lavalley's, any requirement for minimum employment?
 - b. Yes all are to be paid, including Ericka's
 - c. Parental leave: we recently changed it to 12 weeks paid, in line with our values – used to be 6 paid and 6 unpaid
 - 4. How much surplus: \$6,000 from surplus, add to \$1,000 right now
 - a. But we'll discuss more next week at the Budget & Brunch meeting
 - b. And if there's money left over in the Sabbatical fund, then it's seed for next staff in future
 - 3. Question: Some funds are being carried over, why do it this way?
 - i. Why not pull over some money into income and then budget it?
 - ii. Easier to use the fund over multiple fiscal years if it's in "long-term liabilities" is what it's called on balance sheet
 - 1. Such as: Build Maintenance fund, Bicentennial fund, Audit fund
 - 2. Ideally accruing money over >1 fiscal years, to be spent in a different year
 - iii. **MOTION** to send budget as is to the congregation
MOVED by Lindsey Sylvester, **SECOND** by Lindsey Hedrick, **PASSES**

7. Story Recordings

1. Upcoming service will be about the value of Storytelling
2. Will share about the Board's practice this year, that we did at our retreat and monthly
3. We'll all come onscreen during the service, like doing a reading with our own words
4. We'll practice and then perform the recording right now

8. Committee updates

1. Monitoring Committee, still finalizing Policy F tonight
 - i. Members Lindsey Hedrick, Andy Capen, Cecile Bonvouloir, Jodie K. Holway
 - ii. Fine-tuned after our March meeting feedback, we didn't present in April, here it is:
 1. <https://docs.google.com/document/d/1NgG3YQPt1xnEF7z6AcMTPo15YT50GABtdmbEvm0dKMc/edit?pli=1>
 - iii. Four types of complainants are outlined now
 - iv. Flowchart is awesome, just some input to make it more legible:
 1. Should clarify that the top right is the end of the flow
 2. Enlarge the arrowheads, mark the end box
 3. President's discretion to not tell the whole board, that is fine
 - v. Originally in Personnel, did the board or only president know who's the complainant?
 1. Sooner or later the whole board would know who and why
 2. Confidentiality falls under the whole board's agreement at start of our terms
 3. Was very important to know who it is, to have the necessary perspective
 4. OK let's clarify that this is in executive session, won't be shared outside Board
 5. Input from Burns: it was tricky for a complaint about the president
 - vi. Executive session is non-public, we don't publish minutes of that time
 1. Want these discussions recorded but encrypted/hidden, to keep a record
 2. Brenna Woods will look into where to store these, we don't have a system yet
 3. All staff matters need to be handled in executive session
 - vii. Is 10 days sufficient to deliberate and provide a response?
 1. Complainant might be angry if late, but there's no penalty or fine
 2. Grievance Team will help give the response, so 10 days feels manageable
 - viii. Covenant of Right Relationship – how exactly should one act on it for a grievance?
 1. No, it's intended to act on it before the grievance gets too bad!
 2. Do it yourself – there's no recipe. Talk to person directly and work it out!
 - a. Does it mean seek loving guidance – of the minister/of a friend?
 - b. That last line of the covenant is a doozy anyway – this really is instead the subject for a separate conversation
 - c. Should say what we mean here: e.g. “seek help from a trusted individual if needed” – no, let's not say that, as we don't want to encourage triangulation
 3. Delete this phrase, it's fine after removing it – or just say “in the spirit of our covenant of right relationship” implies speaking honestly and thoughtfully etc.
 - ix. What if the complaint is about the Board?
 1. The scenario would be a complaint about a board decision that we made
 2. What other body would better handle it? Nobody else would handle it.
 3. Or would it go to the UUA? They have mediation ability

4. Or bring it to the Annual Meeting ? or legal action?
5. We cannot write a policy to push off this role
6. Similar to what other churches do, we researched several churches
7. Would raise it at annual meeting or a special meeting
 - a. The congregation has elected the board to make decisions, so if you strongly disagree you could un-elect the board at an annual meeting
 - b. Bylaws do have instructions for bringing a petition there
8. Or the complaint may cause the board to revisit a decision that someone has complained about, we might re-evaluate, the board would then have the option to present it for more decision at annual meeting

x. **MOTION** to accept this Policy F as it's now written

MOVED by Cecile Bonvouloir, **SECONDED** by Lindsey Sylvester, **PASSES**

2. Endowment Committee

- i. Members Lindsey Sylvester, Victoria Agnew, Roy Goodman, Burns Fisher
- ii. Have been talking to other congregations
 1. Especially those involved with the Common Endowment Fund
- iii. Looking into own policies and bylaws, digging, researching
 1. Met with Rev. Allison when they got a bit stuck
- iv. This team updated our Invested Funds Committee with the progress
 1. Note that this is year 1 of 2 year project
 2. Bank of America was in that meeting, gave us the latest numbers, then left
 3. We told IFC our strong recommendation: want to invest in UUA CEF and not BofA – not talking about it tonight but we're headed this way
 4. IFC took it well, calmly, considering they've been working this way for years
 5. Gathering their questions to give to Committee and answer IFC
- v. Will come to us board again with more formal recommendation

9. Financial Audit/Report Fund

1. Will we keep an audit line in budget, and will we do it regularly or not?
 - i. Lindsey Hedrick sent to all the report that we received two years ago
2. Lindsey H. was hands-on with it last time, her opinion now is:
 - i. Yes the report confirmed there's no financial fraud here a UU Nashua
 - ii. But we were seeking guidance for the work we need to do, and didn't get this
 - iii. We don't have the copious money that could buy us the deeper guidance to help us move forward, but also our cash-flow doesn't require this type of change either
 - iv. Conclusion: another report wouldn't be worth it
 - v. AND if we do agree we won't get it regularly, then she'd push forward to enhance the internal controls – which would be more useful while looking to accomplish the goal
3. Why didn't we get useful guidance, vs. Cecile Bonvouloir's experience with same firm, Houde?
 - i. She worked for years at Bridges, then director at Big Brother Big Sister
 - ii. They got great advice, perhaps at Bridges their initial procedures were lacking
 - iii. At BBBS she always asked Peter Houde to give them lots of recommendations
 1. This list got shorter every year as they adopted his financial advice
 - iv. Cecile feels UU Nashua should keep doing annual reviews, despite sticker shock

1. This church should be the most trusted organization around
 2. We have a big endowment, people giving thousands of hard-earned dollars
 3. Yes audits are getting ridiculously expensive, so maybe a CPA would do a low-level review? Then if found any discrepancies, pay to dig into fixing them?
 4. Feels we should do some external review – at least biannual or 3-yearly
 5. We don't know who will be coming after us, or who'll be our next minister
4. Rev. Allison asks, is it worse to have a policy that we don't follow, or to remove the policy?
 - i. Or, opposite perspective: it's not a great use of money to find there's no discrepancy!
 - ii. Note, a full audit isn't recommended unless you're \$3 million or more
 - iii. And if they had found fraud during the review, they would have told us about it
 5. Yes we will still continue to have internal reviews
 - i. Of course these are different than external eyes
 - ii. Annual budget is reviewed among this whole board of directors
 - iii. We also have the Financial Records Review folks who aren't the board
 1. Their job is to see where money is coming from and where being used
 2. Yes they're church members but independent, and background checked
 3. We could increase their relationship with the board, as one of the internal strengthening measures – keep communications more open
 4. That Houde external review didn't talk to the FRR at all
 6. We currently have \$3600 in the Audit fund
 - i. A low-budget audit costs \$5400, so we'd need \$1800 more
 1. Possibly after we've worked together, later years' cost could be slightly less
 2. However the company Houde said we really got quite a deal
 - ii. If we put \$1K into the budget now, could do it next fiscal year
 1. To find that money we'd have to cut from either programs budget or staff
 2. And their calendar to get onto this year's schedule might be full
 7. Where does it say we are bound to an annual external audit/review?
 - i. Just a line in the Monitoring table – not even one of our official policies
 - ii. Should at least change it from "external audit" to "review" or whatever
 - iii. Or replace it with the FRR's input that the board would review officially
 8. What are our options? This is a difficult moral question
 - i. We could punt the decision to next month, after we articulate all our alternatives
 - ii. Rev. Allison needs board's direction in order to find the money and put the staff through all the work that a regular external review will require
 - iii. Option A: remove the reference to external review, just do internal reviews
 - iv. Option B: internal reviews plus fund one external review every 3-5 years
 9. **MOTION** to remove from the Monitoring table the reference to external audit every 3-5 years
MOVED by Jodie K. Holway, **SECONDED** by Lindsey Hedrick
5 in favor, 2 opposed, 2 abstain - **PASSES**
 - i. Note that we just disagreed really well and productively

10. Proposed Delegates for General Assembly, by Lindsey Hedrick

1. Six delegates are agreed to represent us:
Robin Trudel, Eileen Herring, Burns Fisher, Elizabeth Lewis, Allyson Jutras, Lindsey Sylvester
2. Alternate delegate: Peggy Cardone
3. **MOTION** to accept this slate of delegates
MOVED by Lindsey Hedrick, **SECONDED** by Victoria Agnew, **PASSES**

11. Check Out

Appendix A: Full Agenda

Appendix B: Budget Planning FY 2021-22

Appendix C: May 2021 Financials

Agenda

Board of Trustees, Unitarian-Universalist Church of Nashua

May 6, 2021 6:30pm

- 6:30 (15) Check in**
- 6:45 (5) Chalice Lighting: Lindsey H's Story**
- 6:50 (10) Follow Up Story Telling (Everyone)**
- 7:00 (5) Consent Agenda (Brenna)**
 - Review and approve April Minutes
- 7:05 (5) Annual Meeting Agenda (Brenna)**
- 7:10 (5) Ends Survey (Brenna)**
- 7:15 (20) Minister's Report (Allison)**
- 7:35 (30) Budget! (Allison)**
- 8:05 (5) Break**
- 8:10 (20) Story Recordings**
- 8:30 (35) Subcommittee Update**
 - Monitoring/Policy F (20)
 - Endowment (15)
- 9:05 (20) Audit Fund**
- 9:25 (5) Delegate Suggestions (Lindsey)**
- 9:30 (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?
- 9:35 Closing Words (Allison)**

	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		\$ 161,872.00	\$ 161,872.00
Total Endowment	\$ 151,599.00	\$ 158,753.00	\$ 157,903.00		\$ 164,047.00	\$ 164,047.00
<i>Fundraisers</i>						
Fall Clean Up	\$ 1,800.00	\$ -	\$ -		\$ -	\$ -
Other Fundraisers	\$ 8,000.00	\$ 8,000.00	\$ 4,000.00		\$ 6,000.00	\$ 6,000.00
Total Fund Raisers	\$ 9,800.00	\$ 8,000.00	\$ 4,000.00		\$ 6,000.00	\$ 6,000.00
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		\$ 321,000.00	\$ 321,000.00
Total Pledges	\$ 342,000.00	\$ 342,000.00	\$ 332,000.00		\$ 353,000.00	\$ 353,000.00
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		\$ 594,047.00	\$ 594,047.00
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	\$ 2,000.00
Guest Service/Workshop Leader	\$ -	\$ -	\$ -		\$ -	\$ -

Notes

from IFC

			FY20 Approved Budget	FY21 In person Budget	FY21 Online Budget		FY22 Budget Requests	FY22 Budget Proposal
		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	\$ 5,810.00
		Total Music & Worship	\$ 8,900.00	\$ 9,540.00	\$ 5,090.00		\$ 9,600.00	\$ 8,430.00
		<i>FAITH FORMATION</i>						
		<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	\$ 100.00
		Refreshments	\$ 300.00	\$ 250.00	\$ -		\$ 250.00	\$ 250.00
		Senior High	\$ 900.00	\$ 700.00	\$ 300.00		\$ 800.00	\$ 700.00
		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	\$ -
		<i>Total Children & Youth FF</i>	\$ 4,550.00	\$ 4,000.00	\$ 3,350.00		\$ 5,500.00	\$ 3,900.00
		<i>Adult Faith Formation</i>						
		General	\$ 1,000.00	\$ 800.00	\$ 800.00		\$ 1,000.00	\$ 800.00
		<i>Total Adult Faith Formation</i>	\$ 1,000.00	\$ 800.00	\$ 800.00		\$ 1,000.00	\$ 800.00
		Total Faith Formation	\$ 5,550.00	\$ 4,800.00	\$ 4,150.00		\$ 6,500.00	\$ 4,700.00
		<i>MEMBERSHIP</i>						
		Membership Team	\$ 600.00	\$ 500.00	\$ 500.00		\$ 500.00	\$ 400.00
		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	\$ 750.00
		Total Membership	\$ 2,850.00	\$ 2,550.00	\$ 1,500.00		\$ 2,750.00	\$ 2,000.00
		<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

Notes

		FY20 Approved Budget	FY21 In person Budget	FY21 Online Budget		FY22 Budget Requests	FY22 Budget Proposal
	BOARD EXPENSES						
	Board of Trustees Discretionary Fund	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00	\$ 700.00
	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	\$ 1,000.00
	MINISTRY FUNDS						
	Minister's Discretionary Fund	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00	\$ -
	Sabbatical Fund	\$ -	\$ 1,000.00	\$ 1,000.00		\$ 5,000.00	\$ -
	Total Ministry Funds	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00		\$ 6,000.00	\$ -
	TOTAL PROGRAM EXPENSES	\$ 59,750.00	\$ 60,340.00	\$ 52,690.00		\$ 68,000.00	\$ 56,380.00
	OPERATIONS						
	ADMINISTRATION						
	Background Checks	\$ 500.00	\$ 300.00	\$ 300.00		\$ 300.00	\$ 250.00
	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	\$ 2,500.00
	Software Subscriptions	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00		\$ 5,000.00	\$ 4,500.00
	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	\$ 31,150.00
	COMMUNICATIONS						
	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
	STEWARDSHIP						
	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	\$ 900.00
	Auction Expenses	\$ -	\$ -	\$ -		\$ -	\$ -
	Fundraising Expenses	\$ 1,000.00	\$ 600.00	\$ 600.00		\$ 1,000.00	\$ 900.00
	Total Stewardship	\$ 2,200.00	\$ 1,700.00	\$ 1,700.00		\$ 2,200.00	\$ 2,000.00
	DENOMINATION						
	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
	PROPERTY						
	Sexton Coverage	\$ 600.00	\$ 600.00	\$ 600.00		\$ 50.00	\$ 50.00
	Utilities						
	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	\$ 12,000.00
	Water	\$ 6,000.00	\$ 6,000.00	\$ 4,000.00		\$ 6,000.00	\$ 6,000.00

Notes

plenty of leftover money from outr fund with this year's surplus

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
	<i>Total Utilities</i>	\$ 28,000.00	\$ 27,000.00	\$ 21,000.00		\$ 28,000.00	\$ 27,000.00
	<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
	<i>Total Services</i>	\$ 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
	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	\$ 20,000.00
	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	\$ 38,000.00
	Total Property	\$ 104,300.00	\$ 99,200.00	\$ 87,800.00		\$ 117,150.00	\$ 99,150.00
	TOTAL OPERATIONS EXPENSES	\$ 163,252.00	\$ 159,462.00	\$ 148,062.00		\$ 178,770.00	\$ 159,520.00
	STAFF						
	<i>MINISTER</i>						
	Health & Dental	\$ 12,700.00	\$ 13,500.00	\$ 13,500.00		\$ 14,850.00	\$ 14,850.00
	Life & LTD Insurance	\$ 1,730.00	\$ 2,100.00	\$ 2,100.00		\$ 2,300.00	\$ 2,190.00
	Professional Expenses	\$ 9,764.00	\$ 9,860.00	\$ 9,860.00		\$ 10,369.70	\$ 10,223.00
	Retirement	\$ 9,764.00	\$ 9,860.00	\$ 9,860.00		\$ 10,369.70	\$ 10,223.00
	Salary & Housing	\$ 97,640.00	\$ 98,600.00	\$ 98,600.00		\$ 103,697.00	\$ 102,230.00
	In Lieu of FICA	\$ 7,469.46	\$ 7,542.90	\$ 7,542.90		\$ 7,932.82	\$ 7,820.60
	Total Minister	\$ 139,067.46	\$ 141,462.90	\$ 141,462.90		\$ 149,519.22	\$ 147,536.60
	<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
	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
	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						

Notes

UUA insurance going up by 10%
Long Term Disability: The annual
Life and AD&D: The monthly cost i

3.58% as per BoT (or up to 5.17%

845 + 546

4.1% increase

			FY20 Approved Budget	FY21 In person Budget	FY21 Online Budget		FY22 Budget Requests	FY22 Budget Proposal	Notes
		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		\$ 19,986.00	\$ 19,986.00	2% increase
		Taxes	\$ 1,484.10	\$ 1,498.94	\$ 1,498.94		\$ 1,528.93	\$ 1,528.93	
		Total Music Director	\$ 21,884.10	\$ 22,092.94	\$ 22,092.94		\$ 22,514.93	\$ 22,514.93	
		<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 Assttants 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	\$ -	
		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		\$ 126,794.72	\$ 124,534.07	
		Administrative Staff							
		<i>ADMINISTRATOR</i>							
		Health	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00		\$ 10,000.00	\$ 10,000.00	UUA insurance going up by 10%
		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		\$ 68,163.45	\$ 68,163.45	
		<i>BOOKKEEPER</i>							
		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	
		<i>SEXTON</i>							
		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		\$ 106,073.40	\$ 106,073.40	
		TOTAL STAFF	\$ 352,235.26	\$ 360,696.31	\$ 358,193.45		\$ 382,387.34	\$ 378,144.07	

	FY20 Approved Budget	FY21 In person Budget	FY21 Online Budget		FY22 Budget Requests	FY22 Budget Proposal
TOTAL EXPENSES	\$ 575,237.26	\$ 580,498.31	\$ 558,945.45		\$ 629,157.34	\$ 594,044.07
Difference	\$ 11.74	\$ 4.69	\$ (29,892.45)		\$ (35,110.34)	\$ 2.93

Notes

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	135,148.16	157,903.00	-22,754.84	85.59 %
Fundraisers	3,190.57	4,000.00	-809.43	79.76 %
Other Income	63,925.33		63,925.33	
Outreach Collections	34,549.08	35,000.00	-450.92	98.71 %
Pledges	288,902.06	332,000.00	-43,097.94	87.02 %
Preschool Contribution	15,000.00		15,000.00	
User Fees	290.00		290.00	
Total Revenue	\$540,622.65	\$529,053.00	\$11,569.65	102.19 %
GROSS PROFIT	\$540,622.65	\$529,053.00	\$11,569.65	102.19 %
Expenditures				
EXPENSES	52.00		52.00	
OPERATIONS				
ADMINISTRATION	18,806.72	28,850.00	-10,043.28	65.19 %
COMMUNICATIONS	1,147.44	1,000.00	147.44	114.74 %
DENOMINATION	25,840.80	28,712.00	-2,871.20	90.00 %
PROPERTY	81,813.39	87,800.00	-5,986.61	93.18 %
STEWARDSHIP	763.89	1,700.00	-936.11	44.93 %
Total OPERATIONS	128,372.24	148,062.00	-19,689.76	86.70 %
PROGRAMS				
BOARD EXPENSES	510.38	1,300.00	-789.62	39.26 %
FAITH FORMATION	2,410.08	4,150.00	-1,739.92	58.07 %
LEADERSHIP DEVELOPMENT	300.00	300.00	0.00	100.00 %
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	3,181.62	5,090.00	-1,908.38	62.51 %
SOCIAL JUSTICE	35,465.43	38,350.00	-2,884.57	92.48 %
Total PROGRAMS	40,893.94	52,690.00	-11,796.06	77.61 %
STAFF				
ADMINISTRATIVE STAFF	81,689.78	94,583.59	-12,893.81	86.37 %
MINISTER	115,521.78	141,462.90	-25,941.12	81.66 %
MINISTERIAL INTERN	11,717.64	13,918.00	-2,200.36	84.19 %
PROGRAM STAFF	87,685.90	108,228.97	-20,543.07	81.02 %
Total STAFF	296,615.10	358,193.46	-61,578.36	82.81 %
Total EXPENSES	465,933.28	558,945.46	-93,012.18	83.36 %
Uncategorized Expense	724.75		724.75	
Total Expenditures	\$466,658.03	\$558,945.46	\$ -92,287.43	83.49 %
NET OPERATING REVENUE	\$73,964.62	\$ -29,892.46	\$103,857.08	-247.44 %
Other Revenue				
Other Miscellaneous Revenue	0.00		0.00	

Unitarian Universalist Church of Nashua

Budget vs. Actuals: FY 2021 - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Other Revenue	\$0.00	\$0.00	\$0.00	0.00%
NET OTHER REVENUE	\$0.00	\$0.00	\$0.00	0.00%
NET REVENUE	\$73,964.62	\$ -29,892.46	\$103,857.08	-247.44 %