

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

December 9, 2021

*Meeting held virtually due to COVID-19*

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

**Reviewed by:** Andy Capen, Victoria Agnew, Cecile Bonvouloir, Rev. Allison Palm, Brenna Woods, Lindsey Hedrick, Burns Fisher, Lindsey Sylvester, Roy Goodman

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

**Agenda:** Appendix A

**1. Check-In**

**2. Chalice Lighting and Story Telling about the Congregation, Brenna Woods**

1. Shared the video of announcing Simon's birth at front of the sanctuary!
2. His arrival was much-anticipated by the whole congregation
3. Though he's barely been into the building due to the pandemic right after his birth
4. He does know lots of special people by name, even though he only sees church on Zoom

**3. Consent Agenda**

1. [November 2021 minutes](#) are now final
  - i. Reviewed by Brenna, Roy, Victoria, Lindsey S, Burns, Cecile, with no alterations
  - ii. **MOTION** to accept them  
**MOVED** by Lindsey Hedrick, **SECONDED** by Lindsey Sylvester, **PASSED**
2. Need to catch up and officially approve several recent minutes
  - i. **MOTION** to approve minutes from June, [Summer Retreat](#), [September](#), [October](#) 2021
  - ii. **MOVED** by Lindsey Hedrick, **SECONDED** by Lindsey Sylvester  
**ABSTAINED** by those Board members not present:
    1. October 2021: Cecile Bonvouloir was excused
    2. Summer retreat: Andy Capen, Roy Goodman, Lindsey Sylvester were excused
    3. June 2021: Andy Capen and Cecile Bonvouloir were excused**PASSED** by appropriate members who were present at each meeting

**4. Ministerial Report and December Financials, Rev. Allison (see Appendices B and C)**

1. Summary of financials
  - i. We've taken in more than we've spent, which is good
  - ii. Sometimes this doesn't happen in December due to pledge payment timings
  - iii. We are currently 45% through the year, and although our inflow/outflows aren't smoothly distributed, you can see that most things are pretty close to 45%
2. Shout out to the Multiplatform Worship group – so grateful for all their work
  - i. Named them all in this month's report

- ii. Participating in this group turned out to be a huge commitment – thank you
- 3. Starting to let people into the building for Sunday services!
  - i. Full house this weekend
  - ii. 60 people already signed up for in-person Christmas services
  - iii. Seems like we correctly felt the need for in-person connection
  - iv. COVID numbers are highest in NH out of the whole country
    - 1. But breakthrough infections are low, 7-8%
    - 2. AND this congregation has a higher-than-average level of vaccinations
  - v. Rev. Allison may have opportunity to voice concerns to the NH state legislature about their possibly preventing even private employers from requiring vaccine mandates!

5. **Organ Discussion**, Rev. Allison

- 1. Our beautiful organ in the sanctuary is not functioning
  - i. Same problem as back in 2020: the blower isn't working again
- 2. How to fix it?
  - i. Possibly pull out the blower and get it repaired again
    - 1. Music Director Jed Holland has had multiple conversations with repair people
    - 2. Unclear whether or not it can be fixed, if we spend effort to bring it to them
  - ii. We might need to fix it by buying a new motor or blower
    - 1. Back in 2020 the cost was quoted as \$10K, and it gets built in Germany
    - 2. Both of these pieces of info may be much different due to the pandemic
- 3. What other options?
  - i. Today we have a pipe organ that has air blowing through, but it's electronic
  - ii. Other types exist, such as human-powered, or entirely electronic
  - iii. Jed has been talking about a movable console, innovation for a more flexible chancel
- 4. What is the value of having a working organ in our church?
  - i. How does the Board feel, as a proxy for our wider congregation's feelings?
    - 1. Let's not survey them again, for this small though important matter
  - ii. Organ is not the only source of music in the sanctuary, but it's a very important one
  - iii. Music always ranks extremely high in any survey of the congregation
  - iv. After almost two years of pandemic, one thing you cannot replace over Zoom is the sound and sensation of that organ music all around you
  - v. We agree the congregation isn't in a place where we'd accept having NO organ
- 5. How might we pay for the solution (the repair or the new part or...)?
  - i. We might solicit donations from the congregation
    - 1. A congregant proposed to donate \$5K as a match, to inspire more donations
      - a. This shows their dedication
    - 2. But we don't want to ask for other donations just before Capital Campaign
    - 3. Cecile reminds us of the history of our piano many years ago
      - a. This was a big fundraising issue
      - b. Occurred at the same time that we didn't have enough money for our promised contributions to our Outreach recipients
        - i. This was budgeted in those days, not from collection plate
      - c. And the stock market crashed

4. We agree it's not responsible to do fundraising now for this purpose
- ii. Building Maintenance is a budget category we could use for this money
- iii. Restricted fund exists for "Instrument Repair and Maintenance"
  1. No restrictions against spending capital, as long as it's spent on instruments
  2. Today there's about \$22K of capital here, and we withdraw funds at rate of 4.5%/year, which means approx \$700/year is available
  3. Overall these restricted funds make our bookkeeping more complex, so it might be smart just to spend it down to 0 on appropriate expenses
  4. This could be spent now, or wait to be part of the Building Our Vision plans
6. Should we do something short-term, or leave it in the hands of the Building Our Vision team?
  - i. Rev. Allison owns these decisions which are operational, but she's gathering input
  - ii. How long until the BOV team would reach this issue and solve it?
    1. This year an architect will be selected, work on their plan for us, then congregation votes on the plan, then we start raising money, and after that we could get started on any projects including the organ
  - iii. If we wait for BOV, this gives them an additional task they'll need to handle
    1. But if we do something now, this gives them a limitation they must live with
  - iv. How long would the short-term fix take?
    1. **ACTION:** Rev. Allison will ask Jed to investigate further, both time and cost
    2. Might take a long time to get any new part from Germany – don't want to spend two years waiting for a short-term fix, when BOV will be closer to ready

#### 6. Sabbatical Plan, Rev Allison

1. Rev. Allison provides the current plan, including questions this Board said were important
  - i. Are Sadie and I really coming back? Yes we are!
  - ii. Will post it [here on website](#), even before Rev. Allison's detailed plans are finished
  - iii. And will also create a printed version
2. Goals of Rev. Allison's sabbatical
  - i. Costa Rica intensive 3-week Spanish course (pandemic-dependent)
  - ii. Walking every block in Nashua and documenting it, walking as a spiritual practice related to pilgrimage, helping to root herself here in NH
3. Good idea to have a sabbatical co-chairs or a whole team to ease the transitions in and out
4. Caro is considering a new job: not being an intern but rather our Sabbatical Minister
  - i. Aug 1 – Nov. 30, not over the summer when Caro is planning vacation
  - ii. Rev. Allison is drafting a job description for Sabbatical Minister
  - iii. Including that Caro would be in the PLACE team, along with Ericka and Sadie
    1. P.L.A.C.E. = Parental Leave Acting Co-Executive, which is what we used when Rev. Allison was on leave for their two children
  - iv. So Caro would pause the internship, then get back into it for the spring
    1. Still gives them enough hours to become credentialed by the end of year
  - v. If Caro doesn't agree this will change our calculations, cannot hire a different person
    1. \$1400/month difference, \$2400/month total pay for a sabbatical minister
5. Discussion of Caro in this potential new role
  - i. This board is very supportive of Caro taking on this new job

1. We can tell them in this meeting, to encourage their decision!
2. They do want ensure they have time to study for MFC in Dec 2022
  - a. This would give them sermon practice
  - b. This would give them more money so no additional job needed
- ii. If not Caro, the approach would be a bit more piecemeal:
  1. Hire local guest preachers for sermons and for on-call work
  2. Worship Associates does do a great job of consistency in this situation
- iii. Other staff input? Ericka is just back from leave and quarantining; Sadie is very in favor

## 7. Ministerial Review

1. History of how we have reviewed our minister in the past
  - i. A former Board member Rick Spitz created the online form that we used
  - ii. He found the UUA ministerial evaluation criteria, very thorough and detailed
  - iii. He paid for a survey tool, and transformed the UUA list to its online format
2. Now it's been transformed again, based on our few years' experience using the complex one
  - i. Thanks to Brenna and Lindsey H for doing this
  - ii. Combined some of the points that they felt could be combined
  - iii. Clarified some areas, left other areas open-ended
  - iv. Devised a different scale for responses, nothing in the middle/average
  - v. Every question asks for written feedback and optional examples, not just numbers
  - vi. In the past Rev. Allison has tended to score lower on Faith Formation area
    1. This is likely due to questions' wording and that Sadie is our FF Director
    2. Now the survey asks how she supports FF Director and her involvement in FF
3. Board discusses it now, question by question, to clarify and improve
  - i. Each person gives any feedback and/or suggested corrections
  - ii. We agree to add another option to all questions, "I don't feel I can answer"
  - iii. Discussion of UU theology and reframing/connecting with people from other traditional religious backgrounds, and how important is UU identity

## 8. Committee Check-ins

1. Monitoring Committee, to review and clarify and complete [our Governing Policies](#)
  - i. About one-third finished as of now
  - ii. Recently got Rev Allison's input to kick-start the next set of revisions
  - iii. Will provide more updates to this Board in January
2. Endowment Committee:
  - i. Began drafting the new policy with an outline
  - ii. Presented an updated fact sheet to IFC about UU Common Endowment Fund
    1. Revision addressed their concerns from last year, done over summer
    2. Revised again due to final input - will share with Board

## 9. Closing Words

Appendix A: Full Agenda

Appendix B: Minister's Report

Appendix C: December Financials

# Agenda

## Board of Trustees, Unitarian-Universalist Church of Nashua

December 9th, 2021 6:30pm

- 6:30 (10) Check in**
- 6:40 (5) Chalice Lighting: Brenna's Story**
- 6:45 (10) Follow Up Story Telling (Everyone)**
- 6:55 (5) Consent Agenda**
  - Affirm minutes of previous meetings.
- 6:55 (20) Allison's Board Report (Allison)**
- 7:15 (15) Organ**
- 7:30 (30) Sabbatical Planning (Allison)**
- 8:00 (5) Break**
- 8:05 (30) Ministerial Evaluation**
- 8:35 (5) Committee Check Ins**
- 8:40 (5) Check Out and Closing Words (Brenna & Allison)**
- 8:45 Adjourn**

**Minister's Report to the Board of Trustees**  
**Rev. Allison Palm**  
**UU Church of Nashua, NH**  
**December 8, 2021**  
**Covering November 11-December 8, 2021**

The biggest focus this month has been the revision of our Covid policy and preparing to open up our sanctuary to limited numbers starting this Sunday. The SCRT worked really hard on our new policy, and we feel good about how it moves us into the phase of understanding Covid-19 as something we need to learn to live with rather than putting things on hold until it goes away, while stay employing abundant risk mitigation strategies.

Our Multiplatform Task Force has been instrumental in getting us ready for this transition and have now gone into hibernation as we spend the next few months seeing how this all works with actual people in the pews. I think we have put together a really high quality experience both for people who are in person and online. Lots of gratitude to the task force: Bob Coulter, Frank Grossman, Kathy Grossman, Jed Holland, Brian Ibsen-Johnson, Sadie Kahn-Greene, Pat Ladew, Ericka LaValley, Dan Murphy, Harry Purkhiser, Emma Rearick, and myself. We still have a few things to work out, but I think we are ready for this weekend!

We are also deep in preparation for Christmas Eve services, with plans for 4 services to accommodate all those who would like to join in person. Registration went out for those yesterday and we already have 50 people registered across all four services.

Our new policy also allows for other programs to begin meeting in person, including faith formation. We will begin to have an in person Sunday morning Faith Formation option in January, which gives time for all our elementary age kids to be vaccinated. It will continue to be workshops just once a month, with options both in person and online.

We have a number of pastoral needs in the congregation right now. I find often these seem to come in waves and right now is a heavier time. We also have been getting more outreach for assistance from the larger community. I am grateful to have the money from the special collection for the Discretionary Fund still available to offer some more robust assistance.

We shared three drafts of our Land Acknowledgement in our Nov. 21 service and have received good feedback about them. Caro led an initial conversation about Welcoming Congregation Renewal on Dec. 5 and has a group of 3-4 people who are interested in working on that project going forward.

The other big focus of the last month has been preparation for the two staff sabbaticals we have coming up in 2022. Sadie's last Sunday will be Jan. 16, and she will be gone for 4 months. Jess Woods and Carol Houde are the co-chairs for her Sabbatical, and we are hiring Caro Barschow, out Ministerial Intern, for an extra 20 hours a month specifically to work on packets, the monthly Faith Formation Family Hour and some on workshops. We are also trying to hire a new Faith Formation Assistant (since Ericka is no longer in that role). I will be sharing more about my

plans for Sabbatical coverage during our meeting. Ericka is back this week from parental leave and working from home until Sunday.

The Stewardship Team is already starting to gear up for this year's Stewardship Campaign, and are hoping to do some small in person events as part of the campaign this year. The Building Our Vision Team narrowed down to 4 architects from the 6 who sent in proposals for our project. We are completing our final interview today and will make a decision on which firm to hire by the end of the calendar year.

#### **Professional Development/Collegial Connection**

- Weekly support and collaboration calls with Nashua area clergy
- UUMA New Hampshire Cluster Meeting
- Second meeting as a vocational advisor for a ministry student

#### **Community/Social Justice Activities**

- 3 New Hampshire Council of Churches meetings
- 1 Nashua Area Interfaith Council Meetings
- 1 planning calls for GSOP clergy caucus

#### **Children's Winter Garden with White Wing School**

- Starting in January, the school will allow fully vaccinated parents to come in and read to the children (this had been a practice pre-Covid)
- Rates have been approved for next year and registration has begun for those who already have children in the program.
- We now have 3 parent Board members – to match the 3 church members. We would love to have one more of each.
- I visited in early December to read a Christmas book to the kids.

#### **Minister's Schedule**

- Sundays off: Dec. 26 and Jan. 2
- Office will be closed Dec. 25-Jan. 2

# Unitarian Universalist Church of Nashua

Budget vs. Actuals: FY 2022 - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
100 Questions	-70.70		-70.70	
Endowment	62,355.87	164,047.00	-101,691.13	38.01 %
Fundraisers	4,915.92	6,000.00	-1,084.08	81.93 %
Other Income	906.00		906.00	
Outreach Collections	9,688.77	35,000.00	-25,311.23	27.68 %
Pledges	161,889.97	353,000.00	-191,110.03	45.86 %
Preschool Contribution	9,000.00	30,000.00	-21,000.00	30.00 %
User Fees	150.00	6,000.00	-5,850.00	2.50 %
<b>Total Revenue</b>	<b>\$248,835.83</b>	<b>\$594,047.00</b>	<b>\$ -345,211.17</b>	<b>41.89 %</b>
<b>GROSS PROFIT</b>	<b>\$248,835.83</b>	<b>\$594,047.00</b>	<b>\$ -345,211.17</b>	<b>41.89 %</b>
<b>Expenditures</b>				
<b>EXPENSES</b>				
<b>OPERATIONS</b>				
ADMINISTRATION	16,342.40	31,150.00	-14,807.60	52.46 %
COMMUNICATIONS		1,300.00	-1,300.00	
DENOMINATION	12,960.00	25,920.00	-12,960.00	50.00 %
PROPERTY	33,747.85	99,150.00	-65,402.15	34.04 %
STEWARDSHIP	300.00	2,000.00	-1,700.00	15.00 %
<b>Total OPERATIONS</b>	<b>63,350.25</b>	<b>159,520.00</b>	<b>-96,169.75</b>	<b>39.71 %</b>
<b>PROGRAMS</b>				
BOARD EXPENSES	89.40	1,000.00	-910.60	8.94 %
FAITH FORMATION	1,735.25	4,700.00	-2,964.75	36.92 %
LEADERSHIP DEVELOPMENT		300.00	-300.00	
MEMBERSHIP	202.04	2,000.00	-1,797.96	10.10 %
MUSIC & WORSHIP	246.62	8,430.00	-8,183.38	2.93 %
SOCIAL JUSTICE	9,044.96	39,950.00	-30,905.04	22.64 %
<b>Total PROGRAMS</b>	<b>11,318.27</b>	<b>56,380.00</b>	<b>-45,061.73</b>	<b>20.07 %</b>
<b>STAFF</b>				
ADMINISTRATIVE STAFF	42,657.57	106,403.40	-63,745.83	40.09 %
MINISTER	64,425.70	147,536.60	-83,110.90	43.67 %
MINISTERIAL INTERN	4,591.82	13,584.58	-8,992.76	33.80 %
PROGRAM STAFF	46,370.98	110,949.50	-64,578.52	41.79 %
<b>Total STAFF</b>	<b>158,046.07</b>	<b>378,474.08</b>	<b>-220,428.01</b>	<b>41.76 %</b>
<b>Total EXPENSES</b>	<b>232,714.59</b>	<b>594,374.08</b>	<b>-361,659.49</b>	<b>39.15 %</b>
<b>Total Expenditures</b>	<b>\$232,714.59</b>	<b>\$594,374.08</b>	<b>\$ -361,659.49</b>	<b>39.15 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$16,121.24</b>	<b>\$ -327.08</b>	<b>\$16,448.32</b>	<b>-4,928.84 %</b>
<b>NET REVENUE</b>	<b>\$16,121.24</b>	<b>\$ -327.08</b>	<b>\$16,448.32</b>	<b>-4,928.84 %</b>