

# Unitarian Universalist Church of Nashua, NH (UUCN)

## Meeting of the Board of Trustees

June 9, 2022

*Meeting held hybrid, at church and via Zoom, due to COVID-19*

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

**Reviewed by** Brenna Woods, Victoria Agnew, Roy Goodman, Burns Fisher, Cecile Bonvouloir

### **Meeting Attendees:**

**In person:** Cecile Bonvouloir, Burns Fisher, Lindsey Hedrick (Vice President), Jodie K. Holway (Clerk), Brenna Woods (President)

**Virtual:** Victoria Agnew, Caro Barschow, Andy Capen, Roy Goodman, Rev. Allison Palm

**Excused:** Lindsey Sylvester (Treasurer)

**Agenda:** Appendix A

1. **Chalice lighting and storytelling** about our welcoming community by Burns Fisher
  - a. Recollection about the first time Kathy Grossman's song Peace and Joy was introduced as the closing song of the service
    - i. Spontaneously everyone started smiling at each other, every member of the congregation was turning around to look at every other member
    - ii. When we came back in-person this year for the first time after pandemic restrictions eased, at the end of the service when Peace and Joy was sung, Burns found he was too emotional to be able to sing at all!
    - iii. Burns used to look up at Art Reublinger in balcony, he misses him now
    - iv. The congregation used to sing a different song, but somehow we never looked at each other while singing it
      1. Some of us recalled that we used to sing "Go Now in Peace" and a short chorus of this broke out in the Board meeting
  - b. He recalls the support his daughter received for performing music in a service
    - i. Both of Burns's daughters were musicians, and one had a big performance coming up for which she needed practice with an audience
    - ii. He was so grateful that our prior settled minister Steve Edington and the music director Jan Whittaker made room for her to perform all three movements of the Mozart clarinet concerto - so supportive
  - c. Brenna Woods says she never knew why people turned during Peace and Joy
    - i. Roy Goodman recalls that it freaked out our interim minister Olivia Homes to see everyone turn our backs on her!
    - ii. And because of this, tons of people warned Rev. Allison not to freak out when she gave her first sermon while candidating here :-)

**2. Consent Agenda**

- a. This month there's nothing to approve
  - i. Clerk Jodie Holway will finalize the Board minutes for [April](#) and [May](#)
  - ii. There will be one additional June vote, to be conducted via email
  - iii. So Brenna will send out all of these for a motion and vote when ready
- b. Vote must happen this month June, before current Board member terms end

**3. Minister's Report to the Board, Rev. Allison (see Appendix B)**

- a. Update on architect for Building Our Vision
  - i. After the Annual Meeting everyone seemed to feel that the architects's presentation was great, just the right quantity of information delivered
  - ii. Now there's happily a big increase of participation for the Building Our Vision working groups, getting good feedback from lots of people
- b. Volunteer Fair that aimed to get member participation was not super-effective
  - i. Maybe because everyone's so happy just to have coffee hour together?
  - ii. Rev. Allison feels these events are usually not very successful
  - iii. BUT it serves a purpose: everyone has the moment to be invited, so nobody feels like they just missed a personal word-of-mouth opportunity
  - iv. Suggestion: could we do a service that explains each team and their contributions, and then hold the fair afterwards?
    1. Might be too much, and not engaging enough (so many teams!)
    2. Prefer to let a single team run a whole service and focus on them
    3. For instance, this service will be a Gratitude Wonderbox, based on the Board review that thanking volunteers is usually hasn't been very good - hope this sunday won't be overwhelming itself
    4. Rev. Allison encourages any team to run a service - it's great for the congregation to get exposure, the team gets visibility too
  - v. Andy Capen says thanks to Rev. Allison for writing this report every month - it's great to see ongoing social justice work and other activities
  - vi. Rev. Allison encourages us to help with June 29 Immigration event
    1. GSOP and the NH Council of Churches are hosting a Faith Forum on Immigration in our Sanctuary, with some of our people
    2. We will have immigrant speakers, readings from clergy, and hopefully music
    3. We invited our NH congressional delegation to attend
  - vii. Replacing UU Nashua's kitchen dishwasher will be voted on, either this month or summer
    1. Will be paid out of the Building Maintenance Fund
  - viii. Organ repair?
    1. No news on repairing it, remember that to get a diagnosis Jed would have to bring the disassembled thing up to Manchester
    2. Now it's pulled into the BOV conversations, we will surely still have an organ but might be electric rather than air driven

- c. Building Our Vision team is looking to hire a construction manager soon
  - i. Question: why choose a construction manager, when we don't know what we'll be constructing yet?
    - 1. This role knows approximate prices for each of the architect's designs, so we'll know how far our raised-money will go
    - 2. And this construction manager will do some of the work, and can subcontract to others, so they can manage some costs too
  - ii. BOV and Architect sent out proposals to six construction managers
    - 1. Two are interested, BOV interviewed both, each had pros/cons
    - 2. Architect is sending each of them a few more questions, will decide next week
    - 3. One of the interested construction manager is a larger company than the other, one is a bit more personable, one has a bit higher price point.
    - 4. Both of them are capable to do our work, the BOV and architect will just make a final recommendation
  - iii. Then BOV will ask the BOT to vote
    - 1. This is needed because it'll be a large contract
    - 2. Vote will be via email
  - iv. What questions would we ask in order to approve the BOV's choice?
    - 1. Will there be a professional helping to make the recommendation? Yes, the architect
    - 2. Will the manager be aware of the range of this project, what if it ends up really big or really cheap? Yes, already both are aware
    - 3. What about injury on the job: is Church liable? Nope, the construction manager is liable
  - v. Board just requests that the BOV team should inform us of the pros and cons they learned, and why they finally made their decision

#### 4. Debrief of the Annual Meeting

- a. Brenna says thanks to everyone who did everything to make it run so smoothly
- b. Social Justice team was raving about how great the meeting was!
  - i. Brenna's leadership, everything was on time, technology worked well, content was good - 100% agreement!
- c. Church administrator Ericka Lavalley requests improvements for next time
  - i. Know who's on the board backstage, and be on a live text thread
  - ii. This would help her to ask for help while still sharing her screen
  - iii. Possibly give Ericka a second monitor to do whatever she needed
  - iv. Or we could split up her job among other folks, if she prefers this
- d. Zoom instructions were very explicit and helpful, for all levels of users
  - i. No surprises like the high number of apparent abstentions last year
  - ii. Wonderful visuals, thanks to Harry Purkhiser: he always agrees to jump in and do whatever it takes, very admirable

- e. Tech prep meeting was very helpful, even for the low-participant board members to see how all the pieces will come together

5. **Sabbatical plan**, Rev. Allison

- a. See [this operational list](#) of who's doing what during Rev. Allison's time away
- b. Ericka is in charge of money-related things
  - i. Prepare monthly financial reports
  - ii. Bicentennial fund spreadsheet
  - iii. Ericka also offers support for November congregational meeting
- c. Hope to have a Board liaison to CWG-WWS again next year
  - i. This year the liaison has been Victoria Agnew
  - ii. Note the current preschool board chair is member Amanda Banner
  - iii. This person attends monthly preschool board meetings, brings any relevant info back and forth - not a lot of effort
  - iv. Cecile Bonvouloir volunteers for next year, 2nd Tuesdays as of August
- d. SCRT Safe Congregation - Carol Houde will serve here during sabbatical
  - i. She did this role during Sadie Kahn-Greene's sabbatical too
- e. Board will work with Caro Barschow as the executive representative
  - i. They'll bring the monthly minister report, that they created WITH counterparts Sadie and Ericka, to the Board meetings
  - ii. But it won't have the Interpretations as usual, in Rev. Allison's absence
- f. New members can join the congregation during this time, Ericka can help them
  - i. Might have Friends who want to do this, in order to vote on decisions for Building Our Vision at our planned November congregation meeting
  - ii. We must tell people what is the deadline, so they can join in time
    - 1. Bylaws states there's a 60 day waiting period before new members become eligible to vote
    - 2. As soon as Nov. meeting date is set, we'll know deadline
- g. Question, is Rev Allison OK with this BOV activity happening while she's out?
  - i. She says it feels great, knows it's all in good hands
  - ii. Maybe the congregation will feel extra ownership, knowing for sure that Rev. Allison isn't influencing us towards any direction
  - iii. But as a person who spends a whole lot of time in the building, she's currently attending as many relevant Task Forces to give input like everyone else
  - iv. She plans to be back right after our vote (though anything can happen)
  - v. Would be perfect if the Financial Feasibility study has started by then
- h. Does Rev. Allison have any concerns that we can help with?
  - i. Just concerned about any serious pastoral needs
  - ii. Caro is in charge of communicating to Rev. Allison if anything is needed

6. **Endowment Committee Update, approve policy, Burns Fisher**
  - a. Tonight we make a few final revisions for content and clarity
  - b. Changing the number of past quarters average interest rate, for calculating amount of endowment we can withdraw annually
    - i. We used to say 28 rolling quarters, this means prior quarters
    - ii. Now changing to match the UU Common Endowment Fund (CEF) which uses prior 13 rolling quarters
  - c. Some small restricted funds may be disbursed faster than would retain them in perpetuity, because restricted funds aren't a direction we need/want to maintain
  - d. Funds that belong to the Nashua Cemetery Association
    - i. These are currently invested along with the Church's funds
    - ii. That board has the right to decide to diverge, but we'll keep investing as we invest our own, if they stay with us
    - iii. Investment and use of the funds will be overseen by Board of Trustees
  - e. Question: has the Cemetery association been made aware that the committee has been doing work all year, and that this policy is changing?
    - i. Technically yes a Cemetery member sits on IFC which knows
      1. But that person hasn't attended any of the IFC meetings
    - ii. Seems like nobody from this Board has reached out to talk to them
      1. The change isn't official yet, we should inform them it's underway
    - iii. Several channels by which they could/should have noticed our work
      1. Brenna's President report at the Annual Meeting, and the pre-annual meeting conversation which NCA President Russ Leonard attended
      2. Both times, we said we've got a revised Endowment policy - they know this affects them too
    - iv. Note that next year we're planning to work on clarifying our overall relationship with the NCA
    - v. Tonight we'll vote on this policy which requires a different way of thinking about investments, but has no immediate effect until we design an implementation next year.
      1. This would for instance allow us to move our funds to the CEF
      2. But that will require its own vote when (if) we want to do it
      3. So we can vote now on the policy, and commit to have a good conversation with NCA board before we vote on implementation
      4. Discussing whether tonight's vote should be conditional
        - a. It's called "vote with ability to amend" while making the motion - but decided this is unnecessary
    - vi. Agree to inform Cemetery of this and have a healthy conversation
      1. When is their next meeting? Their meetings are not posted
      2. Suggest to email to all members of their board, although it's observed that not all of them respond to email
      3. [Cemetery-Trustees@uunashua.org](mailto:Cemetery-Trustees@uunashua.org)

4. Just send the email sooner than later because we've voting on this today, so inform promptly, then we can talk whenever
  5. Email can express that we thought IFC was representing NCA too, and "as you know from the Annual Meeting, we in the Board committee have been working on this for two years"
  - f. **MOTION** to accept the final draft of this Endowment Policy as amended  
**MOVED** Roy Goodman, **SECONDED** by Burns Fisher - **PASSED**
- 7. Financial Records Review team, Brenna Woods**
- a. Frank Grossman co-authors and presents a report annually with Rob Bate
  - b. After this year's Annual Meeting, he simply asked Rev. Allison, Why exactly am I writing this report? I'm happy to do it, but do I own it forever?
  - c. Last year this Board agreed we won't pay an outside firm to do an audit; instead we need to overall look at our money monitoring and overhaul it
  - d. Agenda item to tackle at this Board's planned retreat or overall in fall 2022:
    - i. Revamp this, along with maybe Treasurer and others on the board, etc.
    - ii. Need more rationale than "Frank just does this"
    - iii. Note also we're entering a Capital Campaign, so there's lots of complex things on the threshold of happening with money
- 8. Board of Trustees Retreat - Date and Location, Brenna Woods**
- a. Planning a long day of meeting on a Saturday in end-Aug, early-Sept.
  - b. Brenna will send out a Doodle poll; tell her now if you're gone any weekends
  - c. Location will again be: Jodie's house in Westford MA, at the lakeside
- 9. Check Out and Closing Words**
- a. Thank you to Roy Goodman for his service, leaving the board
    - i. Especially the Endowment work - he's pleased about this achievement
  - b. Thank you to Andy for his service, leaving the board, especially Policy work
  - c. Thank you to Rev. Allison at this last Board meeting before sabbatical!

**Appendix A:** Agenda

**Appendix B:** Minister's Report to the Board

# Agenda

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

June 9, 2022 6:30 pm

- 6:30 (15) Check in**
- 6:45 (5) Chalice Lighting: Burn's Story**
- 6:50 (10) Follow Up Story Telling (Everyone)**
- 7:00 (5) Consent Agenda (Brenna)**
  - Check in on April and May minutes?
- 7:05 (15) Board Report (Allison)**
- 7:20 (15) Annual Meeting Debrief (Brenna)**
- 7:35 (15) Allison's Sabbatical (Allison)**
- 7:50 (15) Endowment Committee Update – approve policy (Burns)**
- 8:05 (5) Financial Records Review (Brenna)**
- 8:10 (5) Retreat – Date and Location (Brenna)**
- 8:15 Check Out and Closing Words (Brenna & Allison)**

**Minister's Report to the Board of Trustees**  
**Rev. Allison Palm**  
**UU Church of Nashua, NH**  
**June 8, 2022**  
**Covering May 10 - June 8, 2022**

We have had a lot of collaborative worship over the past month, including a service with our Adult Coming of Age participants, a Switch-it-up Sunday, and our Bridging Service for our high school seniors. We also got to welcome a guest musician, Rodney Mashia, to our May 22 worship service. It was such a gift to have his music. The choir continues to figure out how best to help folks reacclimate to singing together, and have been programming songs that are fun and not too difficult for the singers.

I finished up my Summer Worship Workshop series, and am just figuring out the final organizational pieces for summer worship. Our Summer tech team is filling out a bit, though we could still use a few more people.

It was so great to welcome Sadie back from sabbatical on May 15 (and to dedicate 3 kiddos that day!). She has jumped right back in with the last set of Faith Formation Workshops happening on May 22. They tried a multiplatform workshop, with kids in person and online participating in the same activity, for the first time, which didn't quite work. There was a lot we learned about how to do it better next time. Sadie has also been recruiting helpers for the Kid's Worship Room and we have been able to have that open more consistently in the past month, including for a couple after church meetings. She is working on making sure that room is staffed throughout the summer. Sadie has also been starting to plan for next year, including thinking about having a Neighboring Faiths program, and what Coming of Age will look like.

Sadie and I met individually with five of our Bridging youth to plan and prepare for the Bridging service on June 5. It was such a joy to hear about their experiences growing up in the congregation and their interest in staying connected with UUism as they move forward in life.

The Renewal of Welcoming Team has lots of plans for Pride month, including a Sunday service on June 19, participation in the Nashua Pride Parade and a booth at the Pride festival. Our Lil' Free farmstand will open again at the end of the month, and be open on Sunday afternoons throughout the summer and early fall. A few of us from the congregation are working with GSOP and the NH Council of Churches to host a Faith Forum on Immigration in our Sanctuary on June 29. We will have immigrant speakers, readings from clergy and hopefully music. WE have invited out NH congressional delegation to attend.

We are planning an end of year picnic this Sunday at Greeley Park. I hope it will be a joyful way to mark the end of the church year and be together! We are also reviving the Outdoor play group, which will be meeting for the first time on June 18, with hopes of gathering once a month through the summer.



We are continuing to work on recruiting for next year, and are having a little better luck that I reported last month. The Team/Committee Fair was not overly successful, but did get a few people connected to things they are interested in.

The Building Our Vision Team is hard at work with 5 task forces. Those meetings with our architects have been going really well, and have gotten great participation. We are well on our way to coming up with some amazing plans for our building. They are also interviewing construction managers this week, which is a hire that will require Board approval.

I will be working on staff evaluations over the next few weeks, with them all finished by June 30. We are starting to focus as a staff on my sabbatical. I am so grateful that Carol Houde and Dave Hudson will be sabbatical co-chairs, working with Caro, Sadie and Ericka to cover everything while I am away. I'll share more details about sabbatical coverage in our meeting.

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

- Weekly support and collaboration calls with Nashua area clergy
- UUMA New Hampshire cluster meeting
- UUMA Annual Meeting, part 1
- Work on Rituals Book

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

- 2 New Hampshire Council of Churches meetings
- Nashua Area Interfaith Council meeting
- Immigrant Solidarity Network monthly meeting
- Faith Forum on Immigration planning calls
- GSOP clergy caucus planning call & monthly call
- Planned Parenthood info session for clergy
- Offered the opening prayer at the GSOP Annual Meeting

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

- The regular school year has ended and they are in the midst of the second week of camp. Registration for camp this year was very strong!
- The school was able to host three in person events for families to close out the school year: an all school ice cream social, an outdoor day for the 3 year olds, and graduation for the 4 and 5 year olds. All three were really successful and families were grateful to be able to gather.
- Chris is finishing up teacher evaluations. The Board is also working on an evaluation for Chris.
- Chris is participating in two of the BOV Task Forces: White Wing and Main Entrance. Having her input has been really valuable.

### **Minister's Schedule**

- I am traveling to Portland, OR for General Assembly June 20-26.
- My sabbatical begins July 1.