

Unitarian Universalist Church of Nashua, NH Meeting of the Board of Trustees

September 8, 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 Robin Trudel, Cecile Bonvouloir, Brenna Woods, Burns Fisher, Victoria Agnew

Meeting Attendees:

- In person:

Victoria Agnew, Burns Fisher, Lindsey Hedrick (Vice President), Brenna Woods (President)

- Virtual:

Jodie K. Holway, Caro Barschow (Sabbatical Minister), Cecile Bonvouloir, Robin Trudel

- Excused: Lindsey Sylvester (Treasurer), Anne Smith, Rev. Allison

Agenda: Appendix A

1. **Chalice Lighting and Storytelling**, Caro Barschow
 - a. New theme for this church year: how [our values](#) have shown up in our lives, church or beyond: Wonder; Authentic Connection; Courageous Community; Love in Action
 - b. Caro experienced Authentic Connection with their home congregation in Portland, Maine
 - i. Caro grew up as a perfectionist, for every activity they felt they had to excel or just stop doing something
 - ii. Then they had to get divorced, and suddenly needed the church community's support
 - iii. Wow, when the community was allowed to know that Caro wanted support: they all showed up! They offered walks together, cards, help to legally separate property, whatever was needed - and Caro accepted gratefully
2. **Financial Report**, Brenna Woods (see Appendix B)
 - a. During Rev. Allison's sabbatical, Ericka sent out the budget update
 - i. During last year's planning, the Board of Trustees had suggested we'd distribute any excess budget funds by giving as bonuses to staff
 - ii. Now we know, \$9,000 is the specific available money
 - iii. Agreed to wait for Rev. Allison's return in December, when we'll discuss/decide whether to do this
 - b. Monthly budget shows the past 2 months, which is first 2 months of this year
 - i. Expenses usually trend higher at start of year; no cause for concern
 - ii. Robin Trudel wonders if we have a benchmark for annual pattern: when does the balance usually flip to have more revenue vs. lower expenses?

- iii. Good question: Robin and Lindsey Hedrick will connect to review this pattern in past years' budget numbers, to find benchmarks
 - c. Fiscal year 2022 near-final budget
 - i. Ericka notes that she has never finalized the budget without Rev. Allison's trained eye, but this seems final to her and Lori Bonnette our bookkeeper
 - ii. There's a line "other miscellaneous revenue" at the bottom which has a positive amount. This was the only way we could split a check submitted in FY22 for a pledge that contained both FY22 and FY23 pledge
 - d. Year-to-date FY2023 budget
 - i. See the same line item which now has a negative amount, this is to take from that line item and move it into the FY pledge line item
- 3. **Building Maintenance Request**, Brenna Woods (see Appendix C)
 - a. Preschool has requested to replace their exterior doors, and we got a bid
 - b. Question: to whom should we direct our questions?
 - i. Answer: to Brenna Woods as president, not direct to the staff member
 - c. Cecile asks: Is this a fire door? Is it relevant to accreditation? What are the security risks related to these doors? Easy to break in?
 - i. Assuming that preschool head Chris is savvy and she will know that this is the right type of door
 - d. Would buying this door now have any impact on Building Our Vision plans?
 - i. Victoria Agnew and Lindsey Hedrick will let them know
 - e. Difference between the possible two funds:
 - i. Building Maintenance Fund is intended for bigger outlays, such as this one - we are working to grow this fund, but this is what it's for
 - ii. Corrective Maintenance fund is intended for ongoing small fixes - and note if we pay for this from Corrective, it has nearly nothing left
 - f. **MOTION** to pull \$11K from Building Maintenance Fund to fix Preschool doors **MOVED** by Lindsey Hedrick, **SECONDED** by Victoria Agnew, **PASSES**
- 4. **Summer Updates**, Caro Barschow
 - a. Good attendance numbers this past summer
 - i. Average 76 people per Sunday
 - ii. Slightly more than past summers, thanks to multiplatform options

- b. Summer's thanks and challenges:

2022 THANK YOU AND CHALLENGES

Leadership

Worship: Worship Associate Leads Emma Rearick and Pat Ladew; worship associates and members of congregation

Music: Jed Holland and Geri Davidson

Tech/AV/Zoom: Ericka LaValley coordinating volunteers

Greeters: Ericka LaValley and Karen Thomas

Childcare: Sadie Kahn-Greene

Set-up: Mark Connolly

Challenges

Tech: assorted sound/video challenges each week; Zoom 2-factor login difficulty for new volunteers

Childcare: when only 1 person is scheduled, care is only in Sanctuary; no personnel on 8/14 or 9/4 (Sadie filled in)

- c. Question: do we have childcare staff/volunteers this year?
- i. Asking because so many of last year's resources have graduated?
 - ii. Answer: yes, we're all set for the year

5. Updates for the Board, from Administrator Ericka Lavalley (see Appendix D)

- a. Renewed dishwasher discussion
- i. No vote necessary; this Board already approved purchasing a new one
 1. Already examined this replacement vs. other alternatives
 - a. E.g. use paper products (but not green)
 - b. E.g. manual washing (but not COVID-safe)
 - ii. Researching whether to get a model where dish trays can be rolled in, vs. manually put in by congregants working in the kitchen
 - iii. What kind of cost is entailed in slight remodel for roll-in version?
 1. Request to compare and weigh the alternatives of changing format
 2. Why is it a concern to keep the current design that doesn't support pushing trays in and pulling them out?
 - a. Carrying the trays means heavy lifting, liability, steam/hot water burns, slippery floor, other concerns - will ask Ericka
 - iv. Note, Building our Vision isn't planning to touch the dishwasher, no impact
 - v. In April when Rev. Allison warned about this expenditure, we agreed it'll come from Building Maintenance Fund
 1. However, we just agreed to spend this fund down, in this meeting
 2. Nice that Ericka is in charge of both expenditures, to keep an eye
 - vi. If we need a short-term decision, Brenna will send a request via email
 1. If not, we'll wait for next monthly BoT meeting
- b. Vandalism outside the church, in playground and back of church, in cemetery
- i. General or targeted at anyone/us? No, not targeted
 - ii. Security cameras' sensors weren't triggered

- 1. Changed the settings - now our cameras will record 24/7
 - iii. Police checked many hours on subsequent nights; no activity
 - iv. Note that we do still lock the gates, and vandals got in anyway
 - v. Church is choosing not to charge anyone with this vandalism
 - vi. This is the first time anyone remembers any graffiti
 - 1. But we've had other visitors/damage rarely in the past, e.g. used condoms and fence pieces and tombstones knocked down
 - 2. Our prior Sexton Sandy used to go out and check/clean it up in the mornings before preschoolers arrived
 - vii. Could just ascribe this to end of summer boredom by teenagers
 - 1. It happened at end of August, no repeat seen to date
 - 2. Bored community teenagers is an issue the Church could decide to challenge ourselves to address
 - c. **ACTION for Clerk Jodie:** update our website's Board page [Elected Leaders](#)
 - i. Add new members Robin Trudel and Anne Smith
 - ii. Put back Brenna's info after it was hidden for security reasons
6. **COVID Policy Update, Brenna Woods**
- a. [New Covid policy](#) has been revised and published
 - i. <https://uunashua.org/wp-content/uploads/2022/08/UUCN-Covid-policy-8-8-22.docx.pdf>
 - ii. We state "strong support" of masks in the sanctuary
 - iii. Small groups can decide for themselves
 - iv. The current situation is so hard to navigate
 - 1. Impossible to make a policy that works for everyone
 - 2. We must balance our covenant and medical needs, etc.
 - v. Discussion of masks as a signal of liberal conduct?
 - 1. Some of our greeters have been excellent at inviting a few visitors to wear masks, even some who then seemed to not be interested
 - a. This kind of situation is covered by SCRT (Safe Congregation Response Team) not by mask policy
 - b. Level 1: staff keeps an eye on behavior, that's all
 - 2. Agreed that mask-wearing is now each person's own choice, not a hidden test of allegiance or thoughtfulness s are separate for virus, not a hidden test
 - vi. Discussion of our personal perspectives as congregants
 - 1. Brenna is a school teacher thus essential
 - a. So has been forced to work and send child to school
 - b. Thus more comfortable than others about being in public unmasked
 - c. Also Brenna's an extrovert so loves to see people's faces
 - 2. Burns is on the older side, so on the cautious side
 - a. He would wear a mask in church most of the time, unless he sat alone up in the balcony

- b. Does he feel like others are out of covenant with Burns if they're unmasked? No. Although he did hear of someone who was unmasked and who felt guilty in church
 - 3. Robin says he's never going unmasked again
 - a. His seasonal allergies are now so much better, even unrelated to protecting himself from Covid
 - b. He feels anxious to see so many unmasked faces
 - 4. Cecile works in a hospital's acute ward as a social worker
 - a. She's required to be masked for 10 hours/day, even though she's fully vaccinated
 - b. But she knows well the need and value for human connection, especially for elderly patients, she sits far from them at the foot of the bed and pulls down her mask so they can see her smile and read her lips
 - c. She's fine to follow anyone's policy - but will take any opportunity to be unmasked due to so many hours masked at work
 - d. BUT it's such a hot button in society today, fears we'll lose people if masks are required? (Brenna counters, we'll lose people either way!)
- vii. What is the ask of this Board?
 - 1. Not exactly being asked to model mask wearing – rather we must model our covenant: our decisions reflect our needs, let us assume the good intentions of others, encourage others to tell us what they need and we intend to respect what they want
 - 2. Suggest that each of us can model by asking, Would you feel more comfortable if I put my mask back on? Model asking this in every conversation
 - a. But note, if you're unmasked in a pew with others, those others don't need to discuss it but rather they have the option to move
 - b. And if they do move, we should address it with them afterwards to "clear the air"
 - 3. Agree this is how we'll attend services:
 - a. When we encounter people who are taking the opposite masking decision as us, model asking them if they'd feel more comfortable if we switched to match them
 - b. This gives them the language and permission to ask the same question of others going forward
- viii. How to communicate this new policy and philosophy?
 - 1. Could do a sermon
 - a. Though this is only one small part of the overall communication of the intentions

- b. Note that this month's theme is Belonging, we can preach to this
- 2. We can announce it weekly as part of the Welcome
 - a. As in, "We are mask-friendly, and friendly to people making this decision for themselves"
- 3. In a notice to the congregation from staff?
- 4. Recommend take this feedback to SCRT, SCRT should make recommendations on how to communicate the new policy

7. **BoV Update and Vote**, Lindsey Hedrick

- a. Planning an all-congregation meeting to have a vote, on Nov. 20 2022
 - i. Details: after sunday services and a lunch provided by UUCN, 11:45 checkin, meeting starts at noon
 - ii. The congregation will receive 3 different plans, small- medium- and high-ambition, each with an associated price-tag
 - iii. What will we vote on?
 - 1. Discussed in summer retreat, we thought we would vote to accept all of them as our future options, to be decided by fundraising
 - 2. Now instead we know: we will indeed receive these 3 different plans, and we will be asked to vote for whichever one of them appeals to us the most, and which we think we can back up with our wallets
 - iv. UU financial consultant Mark Ewert will do a feasibility study of our congregation in December
 - 1. Will sample the congregants and determine whether we can likely achieve the voted-upon goal
 - 2. Question: what happens if we cannot? Do we vote again??
 - v. Mark says voters could rank the 3 options, not merely select one
 - 1. BOV might agree; Brenna will attend next BOV meeting to ask this
 - vi. Note, this month the architects will present their progress: Sept. 18, 2022
- b. **MOTION** to hold a special congregational Meeting on Sunday Nov 20, 2022 **MOVED** by Burns Fisher, **SECONDED** by Jodie K. Holway
MOTION PASSES
 - i. **ACTION: Caro** to notify Ericka to announce in all the required channels
 - ii. **ACTION: Jodie** to post this on Facebook and send out email with Ericka
 - iii. It'll be hybrid, so we'll soon hold another tech-team planning session
- c. Invested Funds Committee, side note
 - i. Our Bank of America advisors visited their most recent meeting
 - ii. Mike Wrenn is retiring as our advisor
 - iii. Being replaced by Payal Loungani who respects UU congregations in the past, and who was introduced to them that night

8. **Outreach Offering Sign Up Genius** , Lindsey Hedrick/Caro Barschow

- a. Asking all Board members to sign up for offerings on a future Sunday

b. Lindsey will also do a signup for BOT chalice stories for monthly meetings

9. **Check Out** and closing words

Appendix A: Agenda

Appendix B: Financial Report

Appendix C: Building Maintenance Request

Appendix D: Updates for the Board from Administrator

Agenda

Board of Trustees, Unitarian-Universalist Church of Nashua

September 8th, 2022 6:30pm

- 6:30** (15) Check in
- 6:45** (5) Chalice Lighting: Caro's Story
- 6:50** (10) Follow Up Story Telling (Everyone)
- 7:00** (5) Financial Report (Brenna)
- 7:05** (15) Building Maintenance Request (Brenna)
- 7:20** (5) Summer Updates (Caro)
- 7:25** (20) Covid Policy Update (Brenna)
- 7:45** (20) BoV Update and Vote (Lindsey)
- 8:05** (5) Sign Up Genius (Lindsey/Caro)
- 8:10** (5) Check Out (Brenna)
 - How did we do this evening?
 - Did everyone feel heard?
 - Is there any concerns or compliments you want to give to the group?
- 8:15** Closing Words (Caro)

Unitarian Universalist Church of Nashua

Budget vs. Actuals: FY 2023 - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
100 Questions	-49.31		-49.31	
Endowment	12,390.90	170,500.00	-158,109.10	7.27 %
Fundraisers		7,325.00	-7,325.00	
Other Income	521.67		521.67	
Outreach Collections	4,244.69	35,000.00	-30,755.31	12.13 %
Pledges	45,831.06	358,000.00	-312,168.94	12.80 %
Preschool Contribution		30,000.00	-30,000.00	
User Fees	285.00	6,000.00	-5,715.00	4.75 %
Total Revenue	\$63,224.01	\$606,825.00	\$ -543,600.99	10.42 %
GROSS PROFIT	\$63,224.01	\$606,825.00	\$ -543,600.99	10.42 %
Expenditures				
EXPENSES				
OPERATIONS				
ADMINISTRATION	3,929.64	33,100.00	-29,170.36	11.87 %
COMMUNICATIONS	169.89	1,300.00	-1,130.11	13.07 %
DENOMINATION	7,310.70	24,909.00	-17,598.30	29.35 %
PROPERTY	15,675.91	101,200.00	-85,524.09	15.49 %
STEWARDSHIP		1,500.00	-1,500.00	
Total OPERATIONS	27,086.14	162,009.00	-134,922.86	16.72 %
PROGRAMS				
BOARD EXPENSES	110.81	800.00	-689.19	13.85 %
FAITH FORMATION		4,700.00	-4,700.00	
LEADERSHIP DEVELOPMENT		200.00	-200.00	
MEMBERSHIP	80.32	2,450.00	-2,369.68	3.28 %
MUSIC & WORSHIP	325.00	7,760.00	-7,435.00	4.19 %
SOCIAL JUSTICE	1,963.18	39,440.00	-37,476.82	4.98 %
Total PROGRAMS	2,479.31	55,350.00	-52,870.69	4.48 %
STAFF				
ADMINISTRATIVE STAFF	21,007.23	111,277.74	-90,270.51	18.88 %
MINISTER	28,036.45	150,440.02	-122,403.57	18.64 %
PROGRAM STAFF	26,199.76	128,031.02	-101,831.26	20.46 %
Total STAFF	75,243.44	389,748.78	-314,505.34	19.31 %
Total EXPENSES	104,808.89	607,107.78	-502,298.89	17.26 %
Total Expenditures	\$104,808.89	\$607,107.78	\$ -502,298.89	17.26 %
NET OPERATING REVENUE	\$ -41,584.88	\$ -282.78	\$ -41,302.10	14,705.74 %
Other Revenue	\$ -1,200.00	\$ 0.00	\$ -1,200.00	0.00%
Other Expenditures	\$ 331.02	\$ 0.00	\$ 331.02	0.00%
NET OTHER REVENUE	\$ -1,531.02	\$ 0.00	\$ -1,531.02	0.00%
NET REVENUE	\$ -43,115.90	\$ -282.78	\$ -42,833.12	15,247.15 %

August 30, 2022

Dear Board of Trustees,

I would like to request the use of Building Maintenance Funds to replace the exterior classroom doors in the White Wing School building. The doors are in poor condition, as well as the door frames. These doors are seemingly a safety concern for the preschool and the Property Team has made their replacement a priority.

Bob Barry, member of the Property Team, has been doing extensive research to find a company that can replace these doors for us in a timely manner as well as keeping it within a reasonable cost. Our plan is to get the work done either on a weekend, in the evenings or during a school vacation so as to not disturb the preschool classrooms.

Bob found Aloha Overhead Doors, which came out to review the doors, and provided us with the attached quote. To replace all five doors with hollow metal doors, complete with push bar, outside lever, door closer, threshold, and hold open kick device, as well removal and disposal of the current doors, and building wood frames to size, the estimated cost is \$11,780. They estimate a 4-8 week wait time for the materials. There is a 1 year warranty on the doors from the date of installation, in addition to the manufacturer's warranty.

Our current budget in the Corrective Maintenance line for FY23 is \$25,000, of which we have already spent around \$7,000 (this is an estimate with recent work invoices pending). Last year (FY22) we went over budget by \$12,795.04 in the Corrective Maintenance line due to the boiler problems as well as other unexpected expenses.

I am asking the Board to consider allowing this work to be funded through the Building Maintenance Fund at 100%, or any percentage that the Board sees feasible. If the Board approves a percentage covered under the Building Maintenance Fund, the remainder can be taken from the Corrective Maintenance line item for FY23.

Thank you for considering this request,

Ericka LaValley
Staff Liaison to the Property Team



alohadoors@gmail.com 603-930-3762

Proposal submitted to:	White Wing School
Date of Proposal:	8/23/22
Address of location quoted:	Nashua NH

Description:	Estimate:
Supply and Install Five <ul style="list-style-type: none"> • Exterior Hollow Metal Doors • Complete with a bush bar, outside lever, door closer, hold open kick device and threshold • Weather seal 	
Remove and Dispose of existing doors	
Build wood framing to size	
Current Estimated Leadtime 4 - 8 Weeks	\$11,780.00

*Aloha Overhead Doors LLC warrants all work for one year from date of installation, in addition to manufactures warranty.

* This proposal and pricing is valid for 15 days. Beyond 15 days please contact us for an updated proposal to ensure accuracy.

Deposit Checks can be sent to: 182 Highland St, Hudson NH 03051.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorizing the work above to be completed as specified. Payment will be rendered as specified above upon completion of the work outlined. Please note a late fee may be added to invoices that remain unpaid beyond 30 days.

Signature: _____

Date: _____

Updates from Church Administrator, Ericka LaValley for BoT September Meeting

- **Dishwasher:** (relevance: it was previously approved to use Building Maintenance Funds to replace this) Mark and Ericka are continuing to research dishwashers to replace our current broken dishwasher. It was recommended that we get the type that has trays that can be rolled into the dishwasher, rather than volunteers having to lift the trays and place them in. This may require some minor remodeling of the dishwashing area of the kitchen. Mark and Ericka are trying to find local companies who can both deliver the dishwasher and install it, as well as keep the cost down. Currently, the dishwasher can be used, but will leak if used. Mark has placed a bucket under where the leak drips. It is not a current issue as Fellowship Hour has not been happening.
- **Vandalism:** There was vandalism reported on Sunday, Aug. 21 from parents on the Grove St. playground equipment. This included spray paint on two locations as well as the clear dome being cracked. On Monday, Aug. 22, while working in the memorial garden, Ellen Fisher reported vandalism on the back of the sanctuary building as well as in the cemetery. Ericka went out and took photos and called the police department to make a report of both instances of vandalism. An officer came out and did a report to keep on file. The church is choosing not to charge anyone with this vandalism. Mark used his pressure washer and graffiti remover to clean up the playground and the back of the sanctuary. He repainted the back of the sanctuary and did the best he could removing paint from stones and walls in the cemetery. The cemetery trustees will look further into removing the remaining spray paint. Our cameras did not pick up the actual act of vandalism due to the sensor settings, and Ericka called Pro-Tech, our alarm company, to discuss this. They changed the settings to not be on sensors and to now record 24/7
- **Church Website:** Who updates the BoT Bios page on the church website? If this is Ericka who updates the website, please have Anne and Robin send bios and photos to uucnoffice@uunashua.org