

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

October 13, 2022

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

Final Minutes by Jodie K. Holway, Church Clerk

Reviewed by: Robin Trudel, Anne Smith, Burns Fisher, Cecile Bonvouloir, Victoria Agnew

Meeting Attendees:

- **In person:** Victoria Agnew, Caro Barschow (Sabbatical Minister),
Cecile Bonvouloir, Burns Fisher, Anne Smith
- **Virtual:** Robin Trudel, Jodie K. Holway (Clerk), Lindsey Hedrick (Vice President),
Brenna Woods (President)
- **Excused:** Rev. Allison (on sabbatical)

Agenda: Appendix A

1. **Chalice Lighting and Storytelling**, Lindsey Hedrick,
 - a. This year, all Board opening stories are about one of our four Values
 - b. Lindsey recounts when they experienced Authentic Connection in our congregation, related to the new children's area in the sanctuary
2. **Consent Agenda**
 - a. **MOTION** to Approve the September minutes
MOVED by Victoria Agnew, **SECOND** by Lindsey Hedrick, **PASSES**
3. **Financial Report**, Brenna Woods (see Appendix B)
 - a. Last month the Board had questions about the Preschool's doors
 - i. Ericka passed these questions over to Director Chris Clanin
 - b. Wonder why Faith Formation isn't spending as much as expected?
 - i. Same question for Social Justice, different than expected budgets?
 - ii. Maybe not spent during summer - non-linear expenses
 - iii. Brenna looked at last year's budget for this time, seems on track
 - iv. No need to pass this question to Ericka, seems right
4. **Acting Executive Team Report**, Caro Barchow (see Appendix C)
 - a. Sabbatical coverage
 - i. Team working well together, supported by Carol Houde & Dave Hudson
 - v. Small group working on the Financial Feasibility preparation
 1. Brenna Woods, Dave Hudson, Brian Ibsen-Johnson, David Price

- b. Attendance is bouncing back now after pandemic, multiplatform now
- c. Faith Formation is now back in person on a regular basis
 - i. Kids' programming is a mix of:
 - 1. Being in Children's Chapel the whole time
 - 2. Start in sanctuary and then go to their workshops
 - 3. All-ages worship services for the whole time
- d. Social Justice: a well-deserved community award just given to Paul Introcaso
 - i. He's continually doing tons of great work in several organizations
- c. Community Summit and Leadership training
 - i. Led by Kathy Fletcher, Amanda Banner, Gillian Hinkle
 - ii. Tell people to come! Saturday Oct 29, 2022
- d. Safe Congregation Response team
 - i. Refined the Covid-related Policy language again, due to feedback
 - ii. Safe Congregation Training just occurred, had 30 attendees online
 - 1. Anyone who missed this can make it up now self-paced
- e. Received a letter about our Black Lives Matter banner
 - i. Was sent anonymously through the US mail, with an imprecise address
 - ii. Vaguely ominous, said they "expected a change in the very near future"
 - iii. Safe Congregation decided to report this letter to police, to have some record of it just in case something further occurs in the future
- f. Property updates
 - i. Playground has recently gotten some ugly litter - condoms - this has happened for 20 years - we put up new signs saying Video Surveillance
 - ii. Dishwasher is NO LONGER leaking!
 - 1. Maybe now it's back in shape after the drought during pandemic
 - 2. So the money we'd planned to spend, we won't right now!
 - iii. Boiler does need repair
 - iv. Fire Alarm button didn't work perfectly, during the recent drill
 - v. Another issue arose with smoke detector in mechanical room
 - vi. Utility bills are also going up
 - 1. We wonder why water usage is more expensive
 - 2. We attributed the prior uptick to pandemic hand-washing; maybe not? Investigating this now
 - vii. Preschool said their rooms can get hot/oppressive, as summers get hotter and last longer
 - 1. Building Our Vision plans can incorporate considering A/C
- g. UU Nashua will be receiving funds
 - i. Bequest from Ellen McCormick's estate
 - 1. TBD whether this is for the endowment or earmarked?
 - 2. TBD what format is the bequest, e.g. stock/cash/check?
 - 3. Jon Lasselle was a prior treasurer: he advises that either the Treasurer or President can work on this with Ericka

4. For now we will “park” it outside the active budget, in the account where we keep restricted funds,
 5. Could go into Bicentennial, Property or Building Maintenance
 - ii. Also possibly getting a security grant
 - h. Nice job Caro, on this presentation and all the work it represents!
5. **Subcommittee Updates**, Brenna Woods
- a. Reminder to Committees to start meeting and working towards our goals
 - b. Endowment to finish the policy and voting and moving endowment to CEF
 - c. Monitoring to finish the final reviews and Executive Director’s Job Description
 - d. We will be asked to present at next month’s Board meeting
 - e. Ideally finish in first half of this church year
 - f. Then everyone will tackle finance work and Financial Records Review team
6. **Congregational Survey Update**, Brenna Woods
- a. Opted to review these responses after the BOV Congregation-wide Meeting when Rev. Allison is back, to do it justice when we can act upon the findings
7. **BoV Update and Congregational Vote**, Lindsey Hedrick
- a. Congregation-wide meeting upcoming on Nov. 20, 2022
 - i. Brenna as Church President will go to next BOV team meeting so she can answer questions that arise at the congregational meeting
 - b. BOV team will present 3 plans, congregation will choose one to move forward
 - i. Smallest/lowest-cost plan has the highest priority changes
 - ii. Middle-sized plan contains that first plan plus more
 - iii. Most expensive plan includes everything on the list
 - c. Then do Feasibility study to see if we can really afford the plan we’ve voted for
 - i. Note that the BOV team is working on all physical changes, vs.
 - ii. Board of Trustees will be more closely related to the Capital Campaign
 - d. Need to double-check the order of our priorities?
 - i. This will drive the way the areas get divided among the 3 plans
 - ii. Just sent a congregation-wide survey about priorities, due this Sunday
 - iii. Depending on what we can afford, include/exclude lower-ranked items
 - i. Word of caution from Cecile Bonvouloir
 - i. Her town overspent the capital campaign for small school renovations
 - ii. Now they’re swamped in divisive recriminations
 - iii. This is why UU Nashua is voting BEFORE starting the capital campaign
 - iv. And the financial consultant Mark Ewert has reliable ways to assess financial feasibility, interviewing a diverse cross section of congregants
 - j. Questions to answer about the logistics of the all-congregation meeting :
 - i. Need to decide who makes the motion, and what exactly does it say
 1. Motion should come from the Board, not a BOV member
 2. This would show communication and solidarity, it’s a relay race and we’re passing the baton

- ii. What's the best way to vote among 3 plans, and give everyone buy-in?
 - 1. What if 2 plans are very close, this might be more divisive
 - 2. Ranked choice voting may be the best way to express several preferences at once, but counting and reallocating these votes is time-consuming: our top need is to have a decision at the end of the meeting
 - 3. Maybe it matters less which plan you chose, vs. the act of voting and participating can give congregants a sense of buy-in?
 - 4. Do we need 1 plan to get votes above some percent threshold?
- iii. Here's the plan, which we presented to Mark Ewert who agreed it's fine:
 - 1. Congregation votes for one of 3 plans
 - 2. Count the votes: if it's a clear majority, we're done, celebrate
 - 3. If two get similar number of votes, we eliminate the lowest plan and ask for a new vote between the two front-runners
 - 4. If it's still a close tie, maybe we have to end without a decision
- iv. How will a person register their dissatisfaction that they want none of these plans?
 - 1. Although we've shared vast amounts of info for past five years
 - 2. On zoom or in-person, maybe Board members can take a mental note of who seemed unhappy, we can talk with them ourselves - just trying to make this place better
 - 3. Remember UUs are descendants of heretics and dissenters!
- k. Decide to ask Mark Ewert to see what kind of results we need in order to move forward with Feasibility study - and ask Dave Hudson and Carol Houde too
- l. Tech team will do an in-person practice meeting to prepare: on Nov. 19th
- m. Snacks between the Service and this meeting paid for by Board Discretionary Fund, or there's money in Membership Fund due to fewer coffee hours

8. Video message from Lindsey Sylvester

- a. Officially, Lindsey Sylvester is resigning her position as our Treasurer
 - i. She conveyed this to the Board by a lovely video of herself presenting her statement while holding their new baby Charlotte
- b. Lindsey has been the Treasurer of the church
 - i. Been on Sabbatical since Feb 2022 before the baby arrived
 - ii. Now she's decided to focus on parenthood, not come back at this time
- c. Agreement on this Board that this decision is totally fine
 - i. Lindsey is first and foremost a congregant, not a Board member, she needs to do what's right for her, we're a growing congregation!
 - ii. Can give her a post-baby gift!! Venmo or check to Brenna to participate
- d. What to do now that we no longer have a treasurer
 - i. Brenna will draft an email for congregation, to address any questions
 - ii. Bylaws say we don't need any special election to fill a slot
 - iii. Options to proceed:
 - 1. Can continue without a treasurer until the next church year

2. Can seek a mid-term suggestion from the Nominating Committee
3. Can promote an existing Board member
 - a. Brenna says it would be nice but not necessary to get a volunteer, don't burn yourself out with this role
 - b. Others note that significant extra responsibilities have fallen on our President in the Treasurer's absence, so you can volunteer to help out Brenna if you want to
- iv. This is a relatively easy job now that we're in Policy Based Governance
 1. Rev. Allison makes the budget, which was the hardest part
 2. Main requirement: to sign checks that the President doesn't sign
 3. This role will grow eventually to become more responsible and fulfilling, when we decide on changes to Financial Records Review and issues of audit/review practices - changes are TBD
 4. Note that we also still have an IFC Invested Funds Committee
 - a. The Treasurer is expected to sit in on this when they can, report back whatever is of interest to this Board
 - b. Right now most of the IFC's members no longer want to be on that team, including acting chair Jon Laselle
- v. Would be great if the UUA offers any Treasurer training?
 1. Although this job looks different in different churches
 2. UU Leadership Institute offers a webinar [Helpful Board Habits](#)
- vi. Cecile Bonvouloir volunteers to fill in - hooray!
 1. She will be our Treasurer this year, then will decide for next year
 2. She has experience on Boards, but never as a Treasurer
 3. Can sit down with Lindsey Sylvester
 4. She can get some guidance by reviewing our public reports with:
 - a. Her husband Jim who's been a treasurer
 - b. UU Nashua's past treasurer Jon Laselle
 - c. Past President Dave Hudson was active while switching over from Treasurer Mike Wilt to Policy Governance
- vii. **MOTION:** As a result of Lindsey Sylvester's withdrawal, a motion to transition Cecile Bonvouloir from Member at Large to UUCN Treasurer for the remainder of the Church year 2022-2023
 1. **MOVED** via email after this meeting by Lindsey Hedrick, **SECONDED** by Burns Fisher via email **PASSES** via email votes by full Board
- viii. **ACTION:** set up a meeting with Cecile and BofA, to replace Lindsey Sylvester's name with Cecile's name for authority

9. Checkout and Closing Words

Appendix A: Agenda

Appendix B: Financial Report

Appendix C: Acting Executive Team Report

Agenda

Board of Trustees, Unitarian-Universalist Church of Nashua

Oct 13, 2022 6:30pm

- 6:30 (20) Check in**
- 6:50 (5) Chalice Lighting: Lindsey's Story**
- 6:55 (10) Follow Up Story Telling (Everyone)**
- 7:05 (5) Financial Report (Brenna)**
- Building Maintenance (Caro)**
- Boiler, Dishwasher, Fire System
- 7:10 (20) Acting Executive Team Report (Caro)**
- Brenna can sign off on bequest
- 7:30 (5) Subcommittee Update and Plan for Bigger Updates in Nov/Dec (Brenna)**
- 7:35 (5) Survey Update: Revisit in Dec/Jan (Brenna)**
- 7:40 (20-30) BoV Update and Vote (Lindsey)**
- to do: Choose dates for practice meeting
- to do: Create slides - a BOV/BOT collaboration
- to do: check with Ericka for discretionary fund for lunch \$300
- Caro will follow up with Ericka and see if this can come out of membership coz Board's \$ is already earmarked for annual meeting food and survey monkey
- 8:10 (35-40) Update from Lindsey Sylvester (Lindsey S.)**
- 8:50 (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?
- 9:00 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	280.80		280.80	
Endowment	37,899.96	170,500.00	-132,600.04	22.23 %
Fundraisers	10.00	7,325.00	-7,315.00	0.14 %
Other Income	521.67		521.67	
Outreach Collections	8,420.20	35,000.00	-26,579.80	24.06 %
Pledges	114,619.66	358,000.00	-243,380.34	32.02 %
Preschool Contribution	3,000.00	30,000.00	-27,000.00	10.00 %
User Fees	735.00	6,000.00	-5,265.00	12.25 %
Total Revenue	\$165,487.29	\$606,825.00	\$ -441,337.71	27.27 %
GROSS PROFIT	\$165,487.29	\$606,825.00	\$ -441,337.71	27.27 %
Expenditures				
EXPENSES				
OPERATIONS				
ADMINISTRATION	6,381.20	33,100.00	-26,718.80	19.28 %
COMMUNICATIONS	233.89	1,300.00	-1,066.11	17.99 %
DENOMINATION	9,801.60	24,909.00	-15,107.40	39.35 %
PROPERTY	23,005.86	101,200.00	-78,194.14	22.73 %
STEWARDSHIP	300.00	1,500.00	-1,200.00	20.00 %
Total OPERATIONS	39,722.55	162,009.00	-122,286.45	24.52 %
PROGRAMS				
BOARD EXPENSES	110.81	800.00	-689.19	13.85 %
FAITH FORMATION	365.50	4,700.00	-4,334.50	7.78 %
LEADERSHIP DEVELOPMENT		200.00	-200.00	
MEMBERSHIP	166.32	2,450.00	-2,283.68	6.79 %
MUSIC & WORSHIP	810.92	7,760.00	-6,949.08	10.45 %
SOCIAL JUSTICE	4,254.82	39,440.00	-35,185.18	10.79 %
Total PROGRAMS	5,708.37	55,350.00	-49,641.63	10.31 %
STAFF				
ADMINISTRATIVE STAFF	31,132.00	111,277.74	-80,145.74	27.98 %
MINISTER	38,874.67	150,440.02	-111,565.35	25.84 %
PROGRAM STAFF	40,322.46	128,031.02	-87,708.56	31.49 %
Total STAFF	110,329.13	389,748.78	-279,419.65	28.31 %
Total EXPENSES	155,760.05	607,107.78	-451,347.73	25.66 %
Total Expenditures	\$155,760.05	\$607,107.78	\$ -451,347.73	25.66 %
NET OPERATING REVENUE	\$9,727.24	\$ -282.78	\$10,010.02	-3,439.86 %
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	\$8,196.22	\$ -282.78	\$8,479.00	-2,898.44 %

To: Board of Trustees, UU Nashua

From: Acting Executive Team - Caro Barschow, Sadie Kahn-Greene, [Ericka LaValley](#)

Date: Oct 11, 2022

Report of the Acting Executive Team October 2022
presented to board at Oct 13th meeting by Caro Barschow, Sabbatical Minister

Sabbatical Coverage

Rev. Allison's Sabbatical is more than half-way complete. The Acting Executive Team continues to meet weekly. The Sabbatical Co-Chairs are meeting with the AET monthly as a sounding board. The AET is functioning well, setting up its meeting agendas to review communications, programs and pastoral care concerns. The AET staff is self-supervising. The AET meetings are an opportunity for staff to give and receive feedback/perspective that might usually come through supervisory conversations with Rev. Allison.

Program Updates

- **SUNDAY WORSHIP** Attendance is beginning to return to pre-pandemic levels as hybrid attendance. In person attendance has ranged from 63-85 adults and 35-50 online.

	2018-19	2019-20	2020-21*	2021-22*	2022-23**
Ingathering	187	169	92	88	118
Sept	167	197	125	76	165
Sept	157	150	172	80	135
Oct	133	145	150	83	132
Oct	132	157	126	64	146

*virtual **hybrid

- **FAITH FORMATION FOR CHILDREN AND YOUTH** - Children and youth programs are in full swing. This year's program marks a return to in-person Sunday options for ages 0-18.
 - Ages 0-4 Children's Worship Room (every Sunday)
 - Ages 5-12 Children's Chapel meets on the first Sunday of the month. A choice of 2 workshops are offered on 2nd and 3rd Sunday. Ages 12-15 Building Bridges program, learning about world religions, including field trips, classes on 2nd and 3rd Sunday mornings
 - Ages 15-18 Coming of Age program, twice a month on Sunday afternoons
 - Once a month All-Ages Sunday Worship in Sanctuary (Sept - Water Communion, Oct - All Souls Service)

- **REPORT FROM SADIE** Faith Formation off to a good start, with good energy! Children and families coming to faith formation programs on average 1-2 times a month as predicted. Attendance is affected by covid and illness in addition to shared custody and sporting conflicts. There are currently 49 children registered from 27 families. Offering the same workshop two Sundays in a row as well as mixed ages chapel days and COA only twice a month, appeared to be a good balance for what families can attend. Having volunteers affected by covid/illness requires the need for more substitutes and backup plans. Fortunately, we have always been able to line up extra help to cover as needed. Moving forward recruitment for more Sunday leaders and on-call substitutes might be needed.
- **COMING OF AGE** 6 high school youth signed up, program started on 10/9. This program is led in the fall by Sadie and Marissa Volpe, In the Spring Rev. Allison and Caro will join this leadership team as well as opportunities for UU elders to join as guests at several meetings.
- **FAITH FORMATION FOR ADULTS** Adult programs are meeting both on Zoom and in-person. Some covenant groups are returning to in-person meetings this fall. Karen Thomas will offer an introduction to covenant groups via Zoom this fall. There is almost enough interest to form a new covenant group.
- **SOCIAL JUSTICE**
 - **AWARD** Paul Introcaso received the Micah Award from Granite State Organizing Project last month for his work with the NH Bail Fund and Nashua Host Homes and Immigrant Solidarity groups.
 - **SWITCH-IT-UP-SUNDAY** The social justice team continues to meet on first Mondays. Social justice will be the topic for the 10/23 worship service with “switch-it-up Sunday” workshops about GSOP, Outreach Offering and Nashua Host Homes.
 - **RENEWAL OF WELCOMING** Renewal of Welcoming group hosts a public worship on Sat 10/22 at 2pm that will be an affirming service for name and pronoun transitions. This event has gathered a lot of energy from the group and interest from the public. The RW group sent its application to the UUA to receive official recognition as a RW congregation. Once the congregation receives a renewal, it must regularly (yearly) reapply to maintain its renewal status.
 - **COMMUNITY DINNERS** No action that AET is aware of this fall.
 - **LAND ACKNOWLEDGEMENT** Members of the working group have prepared plaques to post in the UU Nashua buildings with the land acknowledgement statement developed last year and voted on by the congregation. A short form of the land acknowledgement now begins each Sunday worship.
 - **COMMUNITY SUMMIT AND LEADERSHIP TRAINING** Saturday, Oct. 29 8:30am-Noon Potluck brunch at 8:30 with programming starting at 9am.
 - Led by [Kathy Fletcher](#), Amanda Banner, Gillian Hinkle
 - Description: The world looks different depending upon the identities we hold in our society. Our upbringing, our culture, our history all come

together to frame this "window" out of which we view our world. This Leadership Training will invite you to hold up a "mirror" to your own self and to explore deeply "what you learned and where you learned it" about race, class, gender, sexual identity. We will encourage each other to question and affirm what we "know is true." When we share our experiences and learning with others, we can broaden our view. We can create a community where love can overcome fear -- a beloved community.

- All Board Members are invited and encouraged to attend

Administrative Updates

- **BUILDING OUR VISION** [Lindsey Hedrick](#) and Victoria Agnew will provide a fuller update to the BOT during the BOT meeting. Caro Barschow is the AET representative to the BOV. The Sabbatical Co-Chairs, the Stewardship Team (with AET representative [Ericka LaValley](#)) and the BOT President and VP are meeting regularly with consult Mark Ewert to plan the financial feasibility study.
- **SCRT** The SCRT met in Sept and refined the COVID policy in early October to clarify language around masks (changed "supported" to "recommended") and added back guidance on small group gatherings that was removed in August update (masks optional if a small group consents to it). The SCRT has received little feedback about the policy. Anecdotally the SCRT observed most people attending Sunday worship wearing masks in September after the policy changed to no longer require masks. The choir is opting to require masks at this time, as allowed for in the policy that a group can opt to strengthen the policy to reflect needs of a specific group.
- **SAFE CONGREGATIONS TRAINING** About 30 members and staff attended the Zoom training on Sunday 9/ 25, led by [Sadie Kahn-Greene](#) and [Ericka LaValley](#). Those required to update their training who were not in attendance have the option to do so by watching a training video and answering a short-answer questionnaire. Ericka is tracking responses.
- **COMPLAINT LETTER AND STAFF RESPONSE** On Monday, September 26, 2022, Ericka opened mail that contained a complaint letter about the church's BLM banner. The letter said the banner offended the sender and demanded that the banner be removed. The letter stated the sender expected "a change in the very near future." The letter was typed in all caps and signed "for obvious reasons we will remain anonymous." The letter was sent postmarked in Manchester, NH on 9/21/2022. The letter prompted staff concern that the banner may be vandalized by the sender in the future. The Acting Executive Team reviewed the letter at their weekly meeting on 9/26 and brought the matter to their monthly meeting with Sabbatical Co-Chairs on 10/5. The Sabbatical Minister consulted with the BoT President about the matter on 10/5. This resulted in two actions. First, to confirm that the security camera in the front of the church would capture any attempts at vandalism. Second, to file a police report about the letter in order to create a paper trail if the situation escalates. The Office Administrator filed a report on 10/06/2022 with the Nashua Police Department, who obtained a copy of both the letter and envelope. The original letter and envelope will be filed in the Church Office.

Property Updates

- **LITTER** The Preschool Staff have been reporting to the Church Sexton, Mark Connolly, that they are finding male contraceptive devices on the Grove Street playground. This has occurred several times on various mornings. After finding this waste, and the recent vandalism, the Church Administrator ordered two “no trespassing/video surveillance” signs for the playground. These have been mounted on the brick walls on either side of the climbing structure during the week of October 3rd. Our hope is that this will discourage vandalism and inappropriate behavior on our playground. There is a camera on the playground, however, depending on where a person is standing, they may be out of view.
- **DISHWASHER** Last year, during our Health Department inspection of the kitchen, it was discovered that the dishwasher was leaking. The Church Sexton and Church Administrator have been working to find an affordable option to replace the dishwasher. However, during this year’s inspection, it was found that the dishwasher is no longer leaking. The assumption is that the parts are no longer dry due to being used a few times with Fellowship Hour. A search for a newer dishwasher will continue so we are prepared for the day it officially goes, but it is no longer a priority. The results of the inspection was a 99. One point was deducted as we did not have a dishwasher thermometer for inside the dishwasher. Dishwasher thermometer strips were ordered and are now in the kitchen.
- **BOILER** In late September, Mark had Denron Hall come out to service/clean the boilers. No issues were reported to Mark on the day of these cleanings. In early October, when Mark went to turn on the heat in the sanctuary, he found the heat was not working. After hearing from Denron Hall, the sanctuary boiler is in need of repair (which was not reported to us that day). The parts have been ordered and the repairs will be serviced as soon as the parts arrive. As of today, 2 of the 3 parts have arrived and Hall is going to follow up on the third part. Mark expressed the urgency in getting the heat up ASAP, preferably before Sunday. The estimated cost of this repair is \$4,236.24. This includes labor and materials.
- **ELEVATOR** On September 16, the elevator inspection occurred. We did not pass at this time as they were unable to test the mechanical room smoke detector. During this inspection both Stanley Elevator and Pro-Technologies (alarm company) were present. Pro-Technologies ordered the parts needed to get this up and running and will be coming on October 24th for the service. Once this repair has occurred, another inspection with Stanley Elevator and Pro-Technologies will be scheduled so that a passing report can be turned in to the state.
- **FIRE SYSTEM AND FIRE DRILL** The first fire drill in two years was performed on Sunday 10/9. There were issues with the fire drill button, so Mark had to pull the alarm. We will have Pro-Technologies look at this while they are out here on 10/24 as we feel it is related. Both the Sanctuary and the Faith Formation wing evacuated with no issues. The building was all cleared at 2:00:08.

- **UTILITY COSTS** All finances are as expected with the exception of utilities. Water and Electric have gone up in the past month. The electric bill increase was expected as Eversource has increased their rates. The water bill had a significant jump in usage. Mark has been made aware and we are on the hunt to find what may have caused such a drastic increase in water usage. We will monitor upcoming invoices.

Financial Updates

- **BEQUEST** Ericka LaValley spoke to the daughter of Ellen McCormick. Ellen has left the church 10% of her estate, which her daughter believes will come out to around \$10,000, give or take. An application from TD Ameritrade was received for the church to fill out and send back in order for this money to be received by the church. After looking at the application, Ericka LaValley is questioning if this is something the Board Treasurer should fill out, or, at minimum, can assist Ericka LaValley with filling it out to ensure accuracy.
- **SECURITY FUNDING** The Church Administrator was made aware of a Federal Security Funding that nine houses of worship across NH have recently received. This information was found in a recent Union Leader article. Ericka LaValley, Church Administrator, is going to look into this and see if it is an option for our facility. If we received this funding we could purchase more security cameras that would cover the back of the Sanctuary, Parish House and the front of the Parish House.