

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

November 10, 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, Burns Fisher, Victoria Agnew, Lindsey Hedrick

Meeting Attendees:

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

Agenda: Appendix A

1. Board Covenant and Check-in

2. Chalice Lighting and Storytelling

- a. Anne Smith describes her experiences of Love in Action here in Nashua
 - i. She was a member of another UU Church for many years
 - ii. That minister now has resigned, interpersonal friction in many groups
 - iii. In contrast, Love in Action is refreshingly evident in our congregation!
 - iv. *(Jodie pinged Anne to see if we need a different short summary?)*

3. Consent Agenda

- a. **MOTION** to Approve the October minutes with the upcoming adjustments
MOVED by Anne, **SECOND** by Victoria Agnew, **PASSES**

4. Acting Executive Team Report, Caro Barchow (see Appendix B)

- a. Discussion about the Choir and our COVID policy
 - i. Singing with/without masks is a different risk level than other activities
 - ii. Lessons learned about supporting each other and supporting our staff when regular supervisor check-ins are lacking e.g. due to sabbatical
- b. People are attending in-person, strong children's program participation
 - i. About 20 newcomers, people attending classes to prep for membership
- c. Nashua Community College Gender and Sexuality Alliance - we are developing a connection with this group
 - i. They organized the Pride Youth Dance and attended our Renewal of Welcoming event in October 2022
 - ii. They will hold a World AIDS Day event here on Dec 1 - DFF coordinating
 - iii. These are the kind of relationships we want to build in our community

5. Financial and Property Reports (see Appendix C, D)

- a. Question, what does negative % mean in report? We're well within our budget
- b. Auction was very successful
 - i. This year's goal was set to be higher than last year
 - ii. We beat it: total income will be \$7500.

6. Responding to BOV Criticism

- a. Discussion about Building Our Vision input sent via email to several recipients
- b. Result was a staff member reaching out to touch base with congregants

7. Committee Updates

- a. Monitoring, presented by Lindsey Hedrick with Jodie K. Holway & Anne Smith
 - i. Anne, Jodie, and Lindsey reviewing the last section to be reviewed
 - 1. Section III is about the relationship between Board and Executive
 - 2. Plan to wrap up all proposed revisions in one more meeting
 - 3. Then we'll bring a couple questions to Rev. Allison, finally ready to bring revisions to this Board for approval
 - ii. Next, planning to create the Job Description for the Executive Director
- b. Endowment, presented by Burns Fisher, Cecile Bonvouloir, and Victoria Agnew
 - i. Common Endowment Fund aligns with our values, not Bank of America
 - 1. However, we'd like to not move our funds out of BofA to the UUCEF until BOV is settled down
 - a. Might want to have BofA to accept gifts of stock
 - b. Plus it currently might be a bad time to sell stock
 - c. And we need to be transparent to congregation but it's too easy to mix up all these heavy financial matters at once - let's step back
 - 2. But let's not be too slow moving, before we get fond of the new replacement BofA advisor
 - 3. There will be an all-congregation meeting this month November and also next February 2023
 - 4. Maybe after end of March Stewardship campaign
 - 5. Could we transfer stocks instead of selling?
 - 6. Note, financial consultant Mark Ewert may have input on UUCEF
 - ii. Talk to the Cemetery Association
 - 1. Confirm if they want to go on with us and be incorporated in the UUCEF, still with a separate account
 - iii. Is there an outline/plan of how to communicate all this to congregation?
 - 1. Not yet, it's a good idea to come up with it
 - 2. Will start after answering the above questions

- iv. Burns will attend the CEF next quarterly meeting next week
 - 1. He will request whether CEF has any guidance/boilerplate on how congregations explain this kind of transfers to congregants?
 - 2. And ask them advice about WHEN to explain this big change, among all the other timing of all the other big things we're doing
 - 3. Do they have someone who can come to guest-speak here?

8. All-Congregation Meeting Nov 20, 2022

- a. Technical team will hold a preparation meeting the day before, Nov. 19th
 - i. Review all aspects of hybrid meeting: in person, Zoom, and phone-only
- b. This may well be more controversial than past Annual meetings
 - i. Building Our Vision has wider breadth of opinions than usual
 - ii. Need to count the votes very specifically
- c. Procedure and actions to prepare
 - i. Each in-person voter will get a green card upon checking in
 - ii. Review how to check in attendees on the Google Sheet to reach quorum
 - iii. Board members will count votes in their assigned section of the sanctuary

9. Checkout and Closing Words

Appendix A: Agenda

Appendix B: Acting Executive Team Report

Appendix C: Financial and Property Reports

Agenda

Board of Trustees, Unitarian-Universalist Church of Nashua

November 10, 2022

- 6:30 (20) Board Covenant and Check in**
- 6:50 (5) Chalice Lighting: Anne's Story**
- 6:55 (10) Follow Up Story Telling**
- 7:05 (5) Approving Oct Minutes and Financial Report (Brenna)**
- 7:10 (20) Acting Executive Team Report (Caro)**
- 7:30 (10) Responding to BOV Criticism**
- 7:40 (15) Subcommittee Update: Monitoring Subcommittee**
(15) Subcommittee Update: Endowment Subcommittee
- 8:10 BREAK**
- 8:15 (15) Congregational Meeting Nov 20th**
to do: Check doodle poll
to do: Review script for meeting and assignments for BoT members
- 8:30 (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?
- 8:35 Closing Words (Caro)**

To: Board of Trustees, UU Nashua

From: Acting Executive Team - Caro Barschow, Sadie Kahn-Greene, Ericka LaValley

Date: November 9, 2022

**Report of the Acting Executive Team November 2022
presented to board at Nov 10th meeting by Caro Barschow, Sabbatical Minister**

Sabbatical Coverage

The Acting Executive Team continues to meet weekly, and once a month with Sabbatical Co-Chairs. 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.

One such opportunity arose in a recent staff meeting when Music Director Jed Holland shared an email message he sent to the choir regarding frustrations about COVID on Oct 20th. The AET worked with Jed on a plan to remedy the impact of sending that message and is working with Sabbatical Co-Chairs to develop a new approach to create more formal COVID guidelines for the choir that works with the current SCRT policy.

Program Updates

- **SUNDAY WORSHIP** In-person and online attendance remained consistent in October. The All Souls ancestors service, planned by DFF Sadie Kahn-Greene was well-received. Sadie also took the lead in planning the Switch-It-Up Sunday Service, featuring history and information about social justice initiatives. Caro led 2 services in October and will lead the next two in November. Sadie will lead the 4th Sunday service. Worship Associates planned worship on the 1st Sunday of October and November. Rev. Allison returns as worship leader on December 4th and December 11th, with a "Question Box" service. In this service, the minister answers questions from the congregation, rather than prepares a sermon.
- **FAITH FORMATION FOR CHILDREN AND YOUTH -**
 - **Sunday Morning Workshops & classes** are running smoothly and we have enough volunteers for the programs we are offering. Megan Holmes has been leading the Community Games group and Ericka Agnew has been leading the Wonder Room, Peggy Cardone and Robin Trudel lead our Crossing paths class for middle schooler (their first field trip will be Nov. 19th to Temple Beth Abraham for a shabbat service and tour/interview with Rabbi John!), and every week we have been able to open our Children's Worship room which offers childcare with stickers, toys and book for youngest UUs. We could have up to 17 young children in that room, but most days we have between 4-5 children, sometimes less.
 - **Children's Chapel** We held our first indoor children's chapel since March 2020! On Nov. 6th we had 12 children aged 2-11 join us. Worship associate Sonrisa helped Sadie lead it and 8 year old Graham played his cello for everyone! The plan is to invite families to help lead and share music at future chapel services and this was a lovely start. We also practiced the children's choir songs. And children shared what they notice when they come to church, "what they see, hear, smell, taste and feel when they come to church." Sadie will weave their

words into a story to share with the congregation during the service on Nov. 27th.

- **FAITH FORMATION FOR ADULTS**

- **NEWCOMERS** This fall, the staff is aware of about 20 newcomers regularly engaging in services, faith formation, choir and paths to membership programs. 4 people attended the Membership Class on 11/6, a qualification for becoming a member.
- **YOUNG ADULTS MINISTRY** Sadie is seeking to restart this program this year and will begin by surveying former participants.
- **ONGOING PROGRAMS** Some ongoing programs are returning back to in-person, such as covenant groups and poetry group.
- **NEW PROGRAMS** Interplay movement class starts in November and December, offered by Ginger Hedges. The community summit on anti-racism was held online on 10/29. Collaboration with Nashua Community College Gender and Sexuality Alliance on a movie screening for World AIDS Day December.

- **SOCIAL JUSTICE**

- **RENEWAL OF WELCOMING** Renewal of Welcoming hosted a public worship on Sat 10/22, an affirming service for name and pronoun transitions. Attendance of 30 people from within and beyond the congregation, including community members from Nashua Community College and families who heard about the ceremony through Caro's LGBTQ legislative advocacy contacts. Staff participation from Caro, Sadie and Jed. Renewal of Welcoming volunteers Brian Ibsen-Johnson, Amy Norton-Curran, Tiffany Holmes, Jess Woods, Brenna Woods, Robin Tudel, Joyce Trudel planned and led worship and fellowship.
- **COMMUNITY SUMMIT ANTI-RACISM TRAINING** Saturday, Oct. 29 8:30am-Noon. Led by Kathy Fletcher, Amanda Banner, Gillian Hinkle. This event pivoted to online to accommodate a facilitator illness. Staff participation from Sadie.
- **ASPHALT PLANT** UU Nashua is getting out the word about Granite State Organizing Project's efforts to block construction of an asphalt plant on Temple Street. City hearings continue to be rescheduled - now planned for December 1st. [Union-Leader article](#) about proposed plant and protest.

Look for updates on property expenses and auction fundraising outcomes in Ericka LaValley's financial report.

Financial and Property Report November 8, 2022

Property

Since we began keeping the Grove St. parking lot gate closed overnight, and posting “24 hour surveillance” signs in two locations on the Grove St. playground, there have been no reports of objects being found on that playground. There also has not been any signs of vandalism or excess garbage on this playground. We will continue this procedure until it gets closer to winter, in which time we will try to leave the gates open for ease of plowing.

We are still waiting on Denron Hall to come and do a permanent fix on the boiler igniter. It currently has a temporary fix to allow the heat to run, but a permanent fix is needed. Mark, church sexton, reports that they have given him two dates this month that they may come out to fix this problem. Their hopes are that this will be the final fix for the winter, unless water becomes an issue in the basement again and shorts the igniter like last year. Mark reported that our sump pumps are working properly at this time.

As reported last month, we failed our initial annual Elevator Inspection on September 16. Pro-Technologies was unable to test the smoke detector in the mechanical room. Pro Technologies came back out on October 24 to fix the issue. However, a part was needed. They ordered the part and are coming out on November 9. The issue was fixed and the elevator inspection is being scheduled.

The Property Team is hosting the annual Fall Clean Up. It was originally scheduled for this Saturday, November 12th from 9am-12noon, but, due to the reported rainfall, it has been postponed to next Saturday, November 19th from 9am-12noon. We are hopeful that enough people will join us and that we will not need an additional weekend to finish.

Financials

All finances are as expected. Last month it was reported to the Board that the water usage had increased significantly in August. Though we have not identified what may have caused this increase, the usage has returned to normal and our water bills have been as expected since that one elevated bill. The electric bill has increased slightly since last month, but is to be expected with Coffee Hour, more outside groups returning, the use of space heaters and heat, etc. and with Eversource’s recent rate increase.

The Stewardship Team is wrapping up their annual Online Auction & Raffle. Once all payments have been received, the total income for this auction will be \$7542.22. This was a very successful auction and the Stewardship Team did an amazing job.

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	50,654.49	170,500.00	-119,845.51	29.71 %
Fundraisers	4,630.76	7,325.00	-2,694.24	63.22 %
Other Income	908.99		908.99	
Outreach Collections	9,239.16	35,000.00	-25,760.84	26.40 %
Pledges	150,770.47	358,000.00	-207,229.53	42.11 %
Preschool Contribution	6,000.00	30,000.00	-24,000.00	20.00 %
User Fees	817.94	6,000.00	-5,182.06	13.63 %
Total Revenue	\$223,302.61	\$606,825.00	\$ -383,522.39	36.80 %
GROSS PROFIT	\$223,302.61	\$606,825.00	\$ -383,522.39	36.80 %
Expenditures				
EXPENSES				
OPERATIONS				
ADMINISTRATION	6,525.12	33,100.00	-26,574.88	19.71 %
COMMUNICATIONS	265.89	1,300.00	-1,034.11	20.45 %
DENOMINATION	9,801.60	24,909.00	-15,107.40	39.35 %
PROPERTY	29,995.76	101,200.00	-71,204.24	29.64 %
STEWARDSHIP	330.23	1,500.00	-1,169.77	22.02 %
Total OPERATIONS	46,918.60	162,009.00	-115,090.40	28.96 %
PROGRAMS				
BOARD EXPENSES	110.81	800.00	-689.19	13.85 %
FAITH FORMATION	453.33	4,700.00	-4,246.67	9.65 %
LEADERSHIP DEVELOPMENT		200.00	-200.00	
MEMBERSHIP	210.33	2,450.00	-2,239.67	8.58 %
MUSIC & WORSHIP	1,206.21	7,760.00	-6,553.79	15.54 %
SOCIAL JUSTICE	7,496.88	39,440.00	-31,943.12	19.01 %
Total PROGRAMS	9,477.56	55,350.00	-45,872.44	17.12 %
STAFF				
ADMINISTRATIVE STAFF	40,092.31	111,277.74	-71,185.43	36.03 %
MINISTER	49,507.89	150,440.02	-100,932.13	32.91 %
PROGRAM STAFF	44,312.91	128,031.02	-83,718.11	34.61 %
Total STAFF	133,913.11	389,748.78	-255,835.67	34.36 %
Total EXPENSES	190,309.27	607,107.78	-416,798.51	31.35 %
Total Expenditures	\$190,309.27	\$607,107.78	\$ -416,798.51	31.35 %
NET OPERATING REVENUE	\$32,993.34	\$ -282.78	\$33,276.12	-11,667.49 %
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	\$31,462.32	\$ -282.78	\$31,745.10	-11,126.08 %