

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

March 9, 2023

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

Final Minutes by Jodie K. Holway, Church Clerk

Reviewed by: Lindsey Hedrick, Victoria Agnew, Burns Fisher, Robin Trudel

Meeting Attendees:

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

Agenda: Appendix A

1. **Chalice Lighting and Storytelling**, Burns Fisher
 - a. This year, all Board opening stories are about one of our four Values
 - b. Authentic Connection: our children's area in the sanctuary shows active connection with kids and parents of our congregation. Burns specially recalls:
 - i. Connection with Jolea, making faces over Zoom
 - ii. Laurel and Olympia blowing giant bubbles in parking lot in pandemic
 - iii. Charlotte and Lindsey Sylvester in the new kids' area last week
 - c. Brenna remembers Simon grabbing Burns' fingers and pulling him along
 - d. Rev. Allison says thank you for these warm stories - there have been some hard conversations around kids in the sanctuary recently, I needed to hear this
 - e. Victoria loves to be back in person because it lets us hear the little kid sounds, does not find them disruptive, and adds to the feeling of a whole community
 - f. Robin summarizes: "This is what community sounds like."
2. **Consent Agenda**
 - a. **MOTION** to approve [January](#) and [February](#) minutes with adjustments
 - i. January **MOVED** by Lindsey Hedrick, **SECOND** by Robin Trudel, **PASSES** with 2 abstentions Victoria Agnew and Burns Fisher
 - ii. February **MOVED** by Anne Smith, **SECOND** by Robin Trudel, **PASSES**
3. **Minister's Report and Financials**, Rev. Allison Palm (see Appendix B and C)
 - a. Now working from the newly revised Policy F for monitoring
 - i. This summer we'll create some new policies, enjoy the two we do have
 - b. Utilities bill will go over budget, electricity is expensive these days
 - i. But the rest of the property budget will absorb it and stay on track
 - c. Revised the covid mask policy at SCRT met last night
 - i. Changed "Masks strongly encouraged" to "Masks optional, depending on what is the infection level in the county"

- ii. This will be received as OK or normal or good for many people
- iii. Rev. Allison will not wear one on Sunday, to show it's really OK
- d. Capital Campaign leadership gathering
 - i. Saturday March 25th, to prepare Visiting Stewards to answer questions

4. Congregational Meeting Debrief

- a. Cake for all, to celebrate the vote and the meeting being complete
 - i. Cupcakes were just delivered to zoom participants' mailboxes! Wow!
- b. Agree to take some jobs off Jodie Holway the Clerk - decide for June's meeting
- c. Everyone glad that the Keatings spoke their mind, they got lots of thanks
- d. Lots of important additions were made from the microphones
- e. Zoom's polling technology worked really well, much better than raising hands
- f. Limit of 2 minutes to speak maybe too short? No, that's same amount as at GA
- g. Two different microphones or three might be overkill, let's consider for June
 - i. It does help to clarify each person's stance, to get audience prepared
 - ii. Maybe announce any procedural questions, they get to cut in front

5. Delegates for General Assembly, Lindsey Hedrick

- a. Today we have 4 of the needed 6 delegates, need this after next month
 - i. Joyce Trudel
 - ii. Danielle VanDusen
 - iii. Erica Agnew (who is becoming a member this weekend)
 - iv. Marissa Volpe
- b. How to fill the remaining openings? Suggest spouses of attendees

6. Capital Campaign Discussion, Karen Murray and Jess Woods

- a. Several teams assembled for this phase of work:
 - i. Leadership gifts: led by Ellen Fisher, Jim Bonvouloir
 - ii. General gifts: David Price, Kim Steele, Harry Purkhiser
 - iii. Events: Joyce Trudel, Donna Larue, Allison Jutras
 - iv. Marketing: Amanda Banner, Kenna McLeod, Megan Holmes, Bryan Herring
 - v. Administration: Ericka Lavalley, Matt Girouard
 - vi. Others: Rev. Allison and Mark Ewert

b. Timeline

14	March 12		CC Exec Team Meeting
15			Recruit visiting stewards
16	March 14 (Tuesday)		Visiting Stewards Training
17	March 25	leadership gifts	Leadership Reception
18	March 26		Leadership phase begins
19	March 28		CC Exec Team Meeting
20	April 6 (Thursday)	General Gifts Training	General Gifts Visiting Stewards Orientati
21		leadership gifts	Ask for gifts from visiting stewards
22		leadership gifts	Ask for gifts from leadership donors
23	April 16	general gifts	Campaign Launch
24	April 16	general gifts	Kick-off Fellowship event
25		general gifts	Ask for gifts from any new visiting stewar
26		general gifts	Ask for gifts from the rest of the congreg
27	May 14		End of Campaign
28	May 21		pledge numbers needed
29	May 28		publish budget
30	June 11		Annual Meeting

- i. Two training sessions for visiting stewards
 - ii. April 16: Kickoff after leaders have started things off well
 - iii. May 14: Closing celebration of both Capital and Pledges
 - iv. Still time for a phone-a-thon to collect final pledge commitments
 - v. July: the next phase of building planning with the real solid budget
- c. What about applying for grants
- i. Not related to Capital Campaign team and highlights
 - ii. "NH Saves" just reached out to Rev. Allison after our recent energy audit, she told them we'd love to talk about funds
 - iii. Rev. Allison is watching news about federal funds
- d. What do we do with funds that come in right away?
- i. May well begin arriving, starting July 1, next fiscal year
 - ii. Board should consider whether we should put them into:
 1. A long-term liability like Building Maintenance funds,
 2. or its own checking or savings account?
 3. Don't put into the endowment, needs to stay liquid
 4. It can grow interest for most of a year
 - iii. Decide to ask Mark Ewert
- e. How can the Board help out?
- i. Keep ourselves updated so we can answer random questions
 - ii. FAQ will be helpful for everyone
 - iii. Some of us will be Visiting Stewards
 - iv. Testimonials or videos to champion this, cheerlead it
 - v. Qualified charitable deduction from IRAs for age 72 and above

7. **Gift Policy**, Rev. Allison (see Appendix D)
 - a. Years ago Mark Ewert recommended we should create this Gift Acceptance policy at the “Next Steps” meeting
 - i. We wanted the Endowment Policy to be done, then wait for Sabbatical
 - b. Ericka Lavalley now just created a very rough draft, based on examples
 - c. Legacy Giving Circle: a proposed element of the policy, to discuss here
 - i. People who have let us know they’ve included UUCN in their plans, like in their will, life insurance policy etc.
 - ii. We should recognize them in some way - e.g. a scroll with their names, a page on the web, etc.
 - iii. Do we want to do this, and how? Never did this in the past, should we bother to set it up if nobody takes us up on the idea?
 - iv. Do people really want public acknowledgment?
 - v. Or maybe yes but don’t want to be the only one - so instead this could be presented as You can join this great group of people
 - vi. Or people may want to put themselves into the story of this church, roots for the younger folks see our names up there in future
 - vii. Want us to be proud of giving to the congregation, and to see that others like me have given in this way
 - viii. Can seed this list with the people who gave in the past
 - d. What to name this Giving Circle?
 - i. Not a circle, get the name from the method of recognizing, like plaques or scroll or memorial garden, or our roots
 - ii. Visual aspect of our campus, they support - visual logo?
 - iii. Society, like Emma Stearns Society, or some other less snooty
 - e. This version draft document is very specific - is this around the right level?
 - i. Might want less legalese, less complex - we won’t take gifts that are too complex to administer, but don’t need all anticipated rules in advance
 - ii. We want to encourage unrestricted gifts, need to emphasize this
 - iii. Only keep the details if needed for a lawyer making a person’s will
 - f. Gift Acceptance Review Team GART can make various decisions
 - i. Closely Held Securities, aka not openly traded, are only accepted by some not all churches
 - ii. We can say we don’t want them, and GART can make an exception
 - g. One more review after revisions with Ericka, back to us, we vote by email
 - i. Board should vote on this, especially since it pertains to endowment

8. Checkout and Closing Words

Appendix A: Agenda

Appendix B: Financial Report

Appendix C: Minister’s Report

Appendix D: Gift Acceptance Policy (draft)

Agenda

Board of Trustees, Unitarian-Universalist Church of Nashua

March 9th, 2023

- 6:30 (20) Check In**
- 6:50 (5) Chalice Lighting: Burns's Story**
- 6:55 (10) Follow Up Story Telling**
- 7:05 (5) Consent Agenda (Brenna)**
- 7:10 (15) Minister's Report – (Allison)**
- 7:25 (20) Meeting Debrief (Brenna)**
- 7:45 (5) BREAK**
- 7:50 (10) Capital Campaign Discussion (Karen and Jess)**
- 8:00 (45) Gift Policy (Allison)**
- 8:45 (10) Delegates Update for GA (Lindsey)**
- 8:55 (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?
- 9:00 Closing Words (Allison)**

Minister's Report to the Board of Trustees
Rev. Allison Palm
UU Church of Nashua, NH
March 8, 2023
Covering February 8 - March 8, 2023

Once again this month, my big focus has been on the Building Our Vision project and Capital Campaign Team preparations. The BOV Team had their last meeting in their current form on Feb. 23. They will reconvene with some old and some new members in July as the Building Our Vision Design Team.

The Capital Campaign Team is in full swing! I am so impressed by their initiative and thoughtfulness in getting the campaign going. Our first official event will be a training for Leadership Visiting Stewards next Tuesday. The Leadership phase of the campaign starts March 25 with a reception (all Board members should be getting an invitation to this in the next week – Mark your calendars!).

Worship Associates are starting to think about summer services. We will be putting out a general call to people who might be interested in leading a service this month, and I will once again be leading my Summer Worship Workshop in April and May. One positive development in the last couple months is that we are more intentionally making sure we get different folks doing tech at least once a month. This gives Frank a Sunday off from doing the cameras and slides, and gets more people comfortable with our tech setup.

Our once-a-month chapel and twice a month workshop choices for kids has been continuing to work well. Sadie is working on getting 1-2 new volunteers in the mix each month this spring. The Crossing Paths class is moving on to explore Hinduism over the next couple months. The Coming of Age group is gearing up to do a Boston trip on April 2, and starting to think about their credos.

Our new Young Adult group continues to meet every other week. They are going to try meeting a little later in the afternoon this month. Our Caring Circle continued in February with two breakout rooms – one for caregivers and one for folks dealing with divorce/separation. In March we will once again have a caregiver group and have a room for folks who are parenting teens and young adults. Caro is holding two sessions of a Centering Practices group online this month. I have not yet heard how the first session went. Sadie and I are talking about bringing back “Deeper Than Coffee” once a month after the service in April and May.

We had a fun and very successful Pizza and Games night on Feb. 25, hosted by Faith Formation. 30-ish people of all ages attended!

I've spent three days at the State House this month advocating for bills around abortion care and LGBTQ rights. A few others from the congregation were also there on March 7 – it was great to have a strong faith presence in support of the LGBTQ community!

Under Caro's lead, we hosted a first meeting of a 603 Equality Nashua Hub in February. It was well attended, especially by UU Nashua folks.

Caro led a Choir Covid Task Force over the past couple months that have developed a policy for choir participation that includes masks required for rehearsals and masks optional for presentations during worship on Sunday mornings. This policy went into effect just this Sunday. Our SCRT Team is meeting tonight to discuss our church-wide policy going forward as well.

Sadie is coordinating an K-6 Our Whole Lives training that will take place in our building March 17-19. We are excited for some of our volunteers to get trained so we can offer 4-6 OWL in the spring (and potentially K-1 OWL next year).

Professional Development/Collegial Connection

- Attended NH UUMA February Cluster meeting
- Continued to work on ritual book (now expected to be published in Summer/Fall 2023!)
- Attended weekly meetings with Nashua clergy

Community/Social Justice Activities

- Participated in GSOP Clergy Caucus planning call, and did 2 1-1 meetings about the Clergy Caucus
- Facilitated NH Council of Churches board meeting.
- Participated in Planned Parenthood Faith Leader Coalition, including 2 meetings, and testifying twice in Concord
- Attended UU Action gathering for connection and celebration
- Attended 603 Equality Nashua Hub meeting
- Was present at the State House on March 7 for several LGBTQ bills; submitted testimony for one

Children's Winter Garden with White Wing School

- I shared about the BOV project and upcoming capital campaign at last month's meeting, and we brainstormed some ideas for how the preschool could be involved.
- Registration is still going strong for next year.
- Chris is busy submitting grant reports from the grants received over the past couple of years.
- There will be an Open House for parents and kids on March 29.

Minister's Schedule

- My Sunday off for March is March 26
- I will be at the Northern New England Ministers Retreat March 23-26 (in Greenfield, NH)

Financial Report

The March 2023 Financials are included as a separate document. We are currently 69% of the way through the year, and you can see that most income and expense lines are tracking closely to that. The one deviance is the line for Denomination. This is simply because we pay on a 10 month schedule, and we are almost finished paying for the year. The Property line is looking good overall, but our utilities, especially electric, are going to go over budget due to price increases over the last 8 months. At the moment, it looks like that maybe able to be absorbed by other lines in that budget ending up under budget.

Monitoring Reports

Policy F: Financial Condition and Management

With respect to the Church's actual, ongoing financial condition and activities, the Executive Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures and income from the annual budget approved by the Congregation or Board priorities established in the Ends Policies.

Interpretation: This policy is interpreted to mean that:

1. The church should not be in danger of running out of money to cover expenses and financial planning goals.
2. The actual income received and money spent should be in line with the budget approved at the Annual Meeting each year in June. "Material deviation" is interpreted to mean that expenses do not exceed 105% of each budget line item approved by the congregation. The budget set each year should allocate expenses in a way that will use the financial resources of the church to further the Mission and Ends of the congregation.

Data: Our current checking account balance (minus reserve funds) is about \$130,000. This is enough for more than 2 months of regular operating expenses. The Income and Expense report attached indicates that no items are currently on track to exceed 105% of the budget for this year.

Statement of Compliance: I report compliance

Accordingly, the Executive Director:

1. *Shall not shift, adjust, or reassign any budget lines or categories to other purposes exceeding 2% of the total budget during the fiscal year without the agreement of the Board;*

Interpretation: If there is a need to shift more than 2% of the total budget between categories, the Executive Director will get the approval of the Board before making the adjustment.

Data: There have not yet been any adjustments made to the budget this fiscal year.

Statement of Compliance: I report compliance.

- 2. Shall not operate without sufficient accounting controls and procedures that are maintained and documented;*

Interpretation: There should be written policies/procedures for our accounting procedures that follow standard accounting practices and ensure that there are adequate checks built into our procedures.

Data: Our current written financial policies/procedures include:

[Church Debit Card Policy](#)

[Outreach Collection Money Procedures](#)

Obviously, we continue to have inadequate written financial policies. Now that the Board has finished edits to the Governing Policies, I will work with Ericka to fill out these policies. The good news is, our practices are sound, and follow many of the guidelines [outlined by the UUA as best practices](#). Our work is simply to translate those practices into policies and procedures. I commit to making this a priority in Summer 2023.

Statement of Compliance: I report partial compliance

- 3. Shall not have signature authority for checks greater than \$4,999.99 and at no time shall they sign checks to themselves, relatives closer than first cousins, or parties with a conflict of interest;*
- 4. Shall not delegate signature authority to anyone other than a permanently hired Church Administrator, who is subject to the same limitations;*

Interpretation: The Executive should not sign any checks for greater than \$4,999.99. The Executive may delegate signature authority to the Church Administrator as long as they are in a permanent position and do not sign checks greater than \$4,999.99. Neither the Executive or the Church Administrator should sign checks of any amount that are written out to themselves, a member of their immediate family or someone with whom they have an identifies conflict of interest.

Data: Ericka LaValley is the only staff member besides myself who has signature authority for our checking account. She and I have not signed any checks over the \$4,999.99 limit, nor have we signed any checks to ourselves, immediate family, or anyone with whom we have a conflict of interest.

Statement of Compliance: I report compliance.

- 5. Shall not undertake transactions exceeding \$10,000 without seeking multiple bids or cost comparisons;*

Interpretation: Any team or staff member of the church who is making a purchase or entering into a contract on behalf of the church that exceeds \$10,000 should obtain at least 2 bids or compare prices from at least 2 suppliers before making the purchase or entering in to the contract.

Data: Since July 1, 2023 the church has not entered into any contracts that exceeded \$10,000.

Statement of Compliance: I report compliance

6. *Shall not enter into any purchase or service contract exceeding \$25,000 without prior Board approval;*

Interpretation: Any purchase or service contract that exceeds \$25,000 must be approved by the Board of Trustees.

Data: Sind July 1, 2023, the church has not entered into any contracts that exceed \$25,000.

Statement of Compliance: I report compliance

7. *Shall not acquire, encumber, or dispose of real property without prior Board approval;*

Interpretation: Any purchase or sale of land or buildings must be approved by the Board of Trustees.

Data: Since July 1, 2023 the church has not purchased or sold any land or buildings.

Statement of Compliance: I report compliance

8. *Shall not spend or borrow Endowment funds without prior Board approval; or*
9. *Shall not plan for annual Endowment outlays of more than the "prudent withdrawal amount" percentage, as determined by the Board, of the Endowment fund balance.*

Interpretation: The Board must approve the withdrawal of any Endowment funds. The annual budget approved by the Board and voted on by the congregation serves as blanket Board approval to withdraw any Endowment funds indicated in that budget. The proposed budget each year should not include income from the Endowment funds that exceeds the prudent withdrawal amount recommended by the Invested Funds Committee, unless approved by the Board.

Data: The Endowment withdrawal included in the FY23 budget is the amount recommended by the Invested Funds Committee. The FY23 budget was approved by the Board in May 2022 and voted on by the congregation in June 2022 We have not withdrawn any funds in excess of what was budgeted.

Statement of Compliance: I report compliance

10. Permit expenditures from the Building Maintenance Fund without approval by the Board of Trustees in accordance with the need for expediency as listed below. Recognizing that various degrees of urgency may accompany a request to use reserve maintenance funds, the following criteria shall be used to determine the sequence to be implemented.

- 1. Routine request will be acted upon during the Board's next regularly scheduled meeting.*
- 2. Upon receiving an Urgent request, one that requires a timely response, the Board shall make every attempt to act on that response within 24-48 hours.*
- 3. A Catastrophic request, one that requires an immediate, concerted response to prevent additional grave problems from developing, will require approval by at least two of the following three: the President, the Executive Director, or the Treasurer. A report of this request and any expenditures approved in this manner shall be sent to the Board within 24 hours of its receipt.*

Interpretation: Any expenditures from the Building Maintenance Fund should be approved by the Board and follow these procedures outlined in this policy.

Data: The only expenditure from the Building Maintenance Fund for this fiscal year was \$11,000 for the preschool doors, approved by the Board in Sept. 2022.

Statement of Compliance: I report compliance

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	114,006.21	170,500.00	-56,493.79	66.87 %
Fundraisers	7,335.82	7,325.00	10.82	100.15 %
Other Income	905.29		905.29	
Outreach Collections	20,972.68	35,000.00	-14,027.32	59.92 %
Pledges	252,295.82	358,000.00	-105,704.18	70.47 %
Preschool Contribution	18,000.00	30,000.00	-12,000.00	60.00 %
User Fees	2,125.16	6,000.00	-3,874.84	35.42 %
Total Revenue	\$415,921.78	\$606,825.00	\$ -190,903.22	68.54 %
GROSS PROFIT	\$415,921.78	\$606,825.00	\$ -190,903.22	68.54 %
Expenditures				
EXPENSES				
OPERATIONS				
ADMINISTRATION	19,140.41	33,100.00	-13,959.59	57.83 %
COMMUNICATIONS	789.89	1,300.00	-510.11	60.76 %
DENOMINATION	22,256.10	24,909.00	-2,652.90	89.35 %
PROPERTY	71,321.62	101,200.00	-29,878.38	70.48 %
STEWARDSHIP	485.63	1,500.00	-1,014.37	32.38 %
Total OPERATIONS	113,993.65	162,009.00	-48,015.35	70.36 %
PROGRAMS				
BOARD EXPENSES	338.81	800.00	-461.19	42.35 %
FAITH FORMATION	1,943.93	4,700.00	-2,756.07	41.36 %
LEADERSHIP DEVELOPMENT	167.33	200.00	-32.67	83.67 %
MEMBERSHIP	1,348.37	2,450.00	-1,101.63	55.04 %
MUSIC & WORSHIP	3,198.26	7,760.00	-4,561.74	41.21 %
SOCIAL JUSTICE	19,715.92	39,440.00	-19,724.08	49.99 %
Total PROGRAMS	26,712.62	55,350.00	-28,637.38	48.26 %
STAFF				
ADMINISTRATIVE STAFF	77,391.03	111,277.74	-33,886.71	69.55 %
MINISTER	99,100.59	150,440.02	-51,339.43	65.87 %
PROGRAM STAFF	84,803.27	128,031.02	-43,227.75	66.24 %
Total STAFF	261,294.89	389,748.78	-128,453.89	67.04 %
Total EXPENSES	402,001.16	607,107.78	-205,106.62	66.22 %
Total Expenditures	\$402,001.16	\$607,107.78	\$ -205,106.62	66.22 %
NET OPERATING REVENUE	\$13,920.62	\$ -282.78	\$14,203.40	-4,922.77 %
Other Revenue	\$ -1,200.00	\$0.00	\$ -1,200.00	0.00%
Other Expenditures	\$0.00	\$0.00	\$0.00	0.00%
NET OTHER REVENUE	\$ -1,200.00	\$0.00	\$ -1,200.00	0.00%
NET REVENUE	\$12,720.62	\$ -282.78	\$13,003.40	-4,498.42 %

Gift Acceptance and Management Policy

March 2023

Purpose

The purpose of this Gift Policy is to guide the Executive Director, Board of Trustees and congregation concerning the acceptance of charitable gifts.

Introduction

The Unitarian Universalist Church of Nashua (hereinafter referred to as UU Nashua), a non-profit religious organization recognized by the IRS, welcomes expressions of interest and financial support, regardless of the amount, that will help the congregation to further fulfill its mission.

UU Nashua urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

The following policies and guidelines govern acceptance of gifts made to UU Nashua for the benefit of any of its operations, programs, or services.

UU Nashua will not accept gifts that:

- Are for purposes outside UU Nashua's mission
- Are too restrictive in purpose
- Are too difficult or too expensive to administer in relation to their value
- Would result in UU Nashua violating its articles of incorporation or applicable state or federal laws and/or regulations,
- Would result in UU Nashua losing its status as a tax-exempt organization
- Would result in any unacceptable consequences for UU Nashua including harm to its reputation
- Restrict the acceptance of gifts from other donors

Restricted and Unrestricted Gifts

UU Nashua encourages its donors to make unrestricted gifts to the congregation. Unrestricted gifts provide UU Nashua the greatest flexibility to direct resources where they are most needed at any particular time. For that reason, unrestricted gifts are always preferred.

Unrestricted gifts can be specifically designated for the endowment, in which case they will be invested and used according to the Endowment Policy.

Donors wishing to give to restricted purposes are encouraged to describe the intended purpose as broadly as possible, to avoid detailed limitations and restrictions, and to provide a clause granting UU Nashua maximum flexibility to make use of designated funds in a manner most consistent with intent of the donor and with the interests of UU Nashua. UU Nashua accepts restricted gifts as follows:

Purpose-Restricted Gifts (operating): UU Nashua will accept gifts restricted as to the purpose for which they can be used when they support activities included in the annual budget or for purposes specified in a special campaign. Gifts for other purposes must be reviewed and approved by the Board of Trustees.

Restricted Gifts to the Endowment: Gifts for the endowment will be invested with the congregation's other endowment funds and overseen by the Board of Trustees. The minimum amount for restricted endowment gifts is \$10,000, and such gifts must be reviewed and approved by the Board. Amounts will be paid out from the fund in accordance with the donor's restrictions, if any, and with the Endowment Policy, which may change from time to time. If not restricted by the donor, the Board may approve spending a restricted fund at a rate that would not maintain that fund in perpetuity.

Commitment to Donors

UU Nashua, its staff and volunteer representatives shall endeavor to assist donors in accomplishing their philanthropic objectives in a donor-centered way. This includes the following features:

- **Confidentiality:** Information concerning all transactions between a donor and UU Nashua shall be held by UU Nashua in confidence, and may be disclosed only with the permission of the donor or the donor's designee. Certain individuals will be permitted to know the donor's information, for example staff or outside professionals who issue tax acknowledgements.
- **Anonymity:** UU Nashua shall respect the wishes of any donor offering anonymous support and will implement reasonable procedures to safeguard such donor's identity.
- **Responsibility:** It is intended that UU Nashua will faithfully follow reasonable restrictions placed on any gift by the donor.

Gifts to UU Nashua will be acknowledged for current income tax purposes (if applicable) as dictated by the rules and regulations of the Internal Revenue Service.

Legal Considerations

Legal Compliance: UU Nashua shall comply with all local, state and federal laws and regulations concerning all charitable gifts it encourages, solicits or accepts. All required disclosures and procedures shall be made and/or followed in a thorough and timely manner.

Report and Valuation Standards: UU Nashua shall follow all IRS regulations current at the time of the gift.

Legal, Tax and Financial Advice: UU Nashua shall neither provide legal, tax, or financial advice to donors nor endorse specific advisors. UU Nashua shall encourage prospective donors to discuss all charitable gift planning decisions with their own advisors.

Payment of Fees: It will be the responsibility of the donor to secure an appraisal (when required by IRS regulations) and to pay for their own advice from independent legal, financial or other professional advisers as needed.

Use of Legal Counsel: UU Nashua shall seek the advice of legal counsel in matters relating to acceptance of gifts where appropriate.

The Gift Acceptance Review Team

The Gift Acceptance Review Team (GART) shall consist of:

- The Minister
- The Administrator
- The President of the Board of Trustees
- The Treasurer of the Board of Trustees

The GART is charged with the responsibility of reviewing all gifts made to UU Nashua that require special attention per this policy, properly screening and accepting those gifts, and making recommendations of gifts acceptance issues where appropriate. The GART may also undertake special projects at the direction of the minister or the Board of Trustees.

Gift Acceptance Procedures

Gift acceptance, as outlined in this policy, is delegated to the Executive, who is authorized to accept all gifts permitted by this policy. The Executive shall notify the Board and the Administrator of the receipt of all gifts.

Approval of Exceptions: Prior to accepting a gift outside the scope of this policy, the Executive shall consult with the Gift Acceptance Review Team. Should the recommendation be to accept the planned gift, the Executive shall report it as an exception to the policy to the Board at its next regular meeting.

UU Nashua uses commitment forms and/or a simple exchange of letters to document legacy gift commitments. These commitments are non-binding on the part of the donor. See attachment A: UU Nashua Legacy Giving Intention Form. Legacy gifts will be acknowledged in a letter from the Minister.

The Executive shall have the authority to sign planned giving agreements on behalf of UU Nashua, unless the Executive delegates such authority. Any intended gift that does not meet the requirements of the current guidelines requires Executive approval. Prior to approval, the Executive shall consult with the GART.

Policies Pertaining to Specific Types of Gifts

UU Nashua shall follow accepted guidelines for income recognition and the valuation of gifts such as stock, real estate, personal property, and life insurance that require specific methods of valuation for the protection of both the donor and UU Nashua. In general, valuation of non-cash gifts for tax purposes is the responsibility of the donor.

No person representing UU Nashua in planned giving shall knowingly serve as trustee, conservator or executor for a donor or prospect without full disclosure to, and authorization by, the Executive, who may consult the GART.

The following criteria govern the acceptance of each gift form:

Cash: Cash is acceptable in any form. Check's shall be made payable to UU Church of Nashua and shall be delivered to UU Church of Nashua's administrative office.

Securities: Marketable securities may be transferred to the congregation's brokerage account. Contact the Church Administrator for specific instructions. All marketable

securities may be sold by UU Nashua at any time after receipt. UU Nashua will send the donor an acknowledgment of the gift valued on the day the securities are received.

Gifts of closely-held stock are generally not accepted.

Real Estate: Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Valuation of the gift is the responsibility of the donor. All gifts of real estate must be approved by the GART.

Tangible Personal Property: All other gifts of tangible personal property shall be examined in light of the following criteria:

- Does the property contribute to or further the mission of the Congregation?
- Is the property marketable?
- Are there any undue restrictions on the use, display, or sale of the property?
- Are there any carrying costs for the property?

The final determination on the acceptance of other tangible property gifts shall be made by the Executive for gifts in support of the annual budget or special campaigns or by the Board of Trustees for gifts to the endowment. Unless otherwise agreed with the donor, the property may be sold at any time after receipt. Valuation of the gift is the responsibility of the donor.

Legacy Gifts:

- **Bequests**: Donors and supporters of UU Nashua are encouraged to make bequests under their wills and trusts. Such bequests will not be recorded as gifts to the congregation until such time as the gift is irrevocable. Receipts for tax purposes will not be given until the gift is irrevocable.
- **Life Insurance Beneficiary Designations**: Donors and supporters of UU Nashua are encouraged to name the congregation as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts until such time as the gift is irrevocable. Receipts for tax purposes will not be given until the gift is irrevocable.
- **Life Insurance**: UU Nashua must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, UU Nashua will include the entire amount of the additional premium payment as a gift in the year that it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, UU Nashua may choose to continue to pay the premiums, convert the policy to paid-up insurance, or surrender the policy for its current cash value.

- Other planned gifts: The acceptance of other planned gift instruments, such as Charitable Gift Annuities, Pooled Income Trusts, Charitable Remainder Trusts, and Charitable Lead Trusts are subject to the approval of the Board of Trustees. Donors of legacy gifts and those who inform the church office of their intention to give a legacy gift will be recognized as members of the UU Nashua Chalice Keepers.

Other Gifts: Property not otherwise described in this section may be accepted by the Executive only after consulting with the GART.

Receipts

An acknowledgement letter shall be provided by the Executive or their designee to all donors, thanking them for their gifts and providing the statement required by the IRS, if applicable, to the effect that no goods or services have been provided to the donor in consideration for the gift.

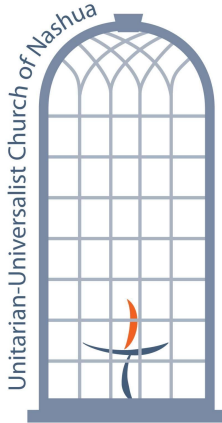
A receipt shall describe the gift received, including the amount of a gift of money or the quantity of a gift of property, but shall not state a valuation of any non-cash gift or property, except as may be required by federal or state statutes.

Review Policy

The Gift Acceptance Review Team will review this policy as needed to ensure the policy accurately and adequately describe the policies of UU Nashua with respect to acceptance of planned gifts, and shall bring the proposed changes to the Board of Trustees for approval.

Special Reviews: The GART shall initiate a review of these policies prior to the start of a formal fundraising campaign other than the Annual Pledge Drive. All proposed changes must be brought to the Board of Trustees for approval.

Attachment A- Legacy Intent Form



Unitarian Universalist Church of Nashua
58 Lowell Street
Nashua, NH 03064
(603)882-1091 uucnoffice@uunashua.org
The Rev. Allison Palm, Minister

CONFIDENTIAL LEGACY INTENTION FORM

Please note: This declaration of intent is revocable and nonbinding

Our Congregation is continuing to build our endowment to secure our future. We have formed The UU Nashua Chalice Keepers to recognize and thank generous individuals who have remembered the Unitarian Universalist Church of Nashua in an estate plan, through a bequest, a charitable gift annuity, a life insurance policy, a trust, or other financial instrument.

If you have remembered our congregation in your estate planning, you are welcomed into the Chalice Keepers. Members of the Chalice Keepers will be recognized, including on our website, but the amount of your gift need not be revealed. You may choose to remain anonymous.

Date: _____

Name (1) Please list as Anonymous Birthdate

Name (2) Please list as Anonymous Birthdate

Address City State Zip

Email (1) Cell Home

Email (2) Cell Home

Details of my/our estate plans concerning the UU Church of Nashua:

- Outright Bequest (in will)
- Retirement Plan Beneficiary
- Charitable Remainder Trust
- Other _____
- Life Insurance Policy
- Revocable Trust
- Testamentary Trust
- I/we have included UU Nashua in our estate plans but I/we do not wish to share the details of our estate plans at this time.

Percentage/Estimated Amount (*optional*):% _____ \$ _____

- Unrestricted
- Restricted (*please specify*)

Is there anything else you would like us to know about your estate plans concerning UU Church of Nashua?

Signature (1) _____ Date _____

Signature (2) _____ Date _____

Thank you for supporting the future of the Unitarian Universalist Church of Nashua.

Please return this form to:
UU Church of Nashua
58 Lowell St.
Nashua, NH 03064