

# Agenda & Minutes

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

**November 9, 2023**

Present: Rev. Allison Palm, Erin Scott (Ministerial Intern), Lindsey Hedrick (President), Karen Murray (Clerk), Emma Rearick (Treasurer), Cecile Bonvouloir (Member at Large), Victoria Agnew (Member at Large), Anne Smith (Member at Large), Paul Cardone (Member at Large), Robin Trudel (Member at Large)

Excused: Burns Fisher (Vice President)

**6:30 (20) Check In**

**6:50 (5) Chalice Lighting: Generosity: Anne's Story**

How you have experienced this gift?

How you have experienced our congregation embodying this gift?

**6:55 (10) Follow Up Story Telling**

Our in person auction was a perfect example of generosity. The team did a great job, and much gratitude to all the donors and bidders.

**7:05 (5) Consent agenda (Lindsey)**

**7:10 (20) Minister's Report (Rev Allison)**

- Monitoring table is used to plan the reviews.
- Discussion - Rev. Allison's Reflections included Policy E: Financial Planning and Budgeting. She suggested that this review be moved to June as it would be closer to the budget process.
- Question asked to Rev. Allison - Was the revised policies easier? She said in many ways yes, but also since they were new it was a bit of time to figure out what details to pick.

Leadership Summit on November 11th. Just over 20 people. Sadie and Rev. Allison have it planned to be fun and reflective.

Auction Notes:

Raised \$10,800 with the Auction!!

- Why success? Likely having both online and in person.
- Is the money dedicated to something? No, it's an income line on budget
- Gift card raffles were very successful with one for example raising \$400 for a \$100 gift card

### **7:30 (15) BOV Update (Rev Allison)**

- Oak tree. When the oak tree is taken down we want to process the wood into something. Rev. Allison would like to start the planning for this to happen.
  - Noted that there will be some feelings about taking it down. Victoria explained that there wasn't as much concern as thought.
  - Idea, a good bye ritual for the tree; Could be part of a ground breaking ceremony and honoring it being a living being
  - A sub committee/task force to start, and they could have a communication piece to their work
- Model and updates on the progress: There will be a written communication (Emma) to update the congregation on where we are at in the process.
- Rev. Allison will be doing the first new member session and will incorporate the messages about the changes to keep new people in the loop
- Capital Campaign Small group to ensure funds are coming in from the CC will start soon.
- Contract: Not signed yet. Working on pushing Dennis to provide the actual document without the word draft.

### **7:45 (5) BREAK**

### **7:50 (20) Financial Operating Policies (Rev Allison)**

- Point of discussion. Financial policy wording that says "The following Board positions may sign checks of any amount on the church's primary bank account" This will be update to say checks over \$10,000 must be signed by the Board President or Board Treasurer along with one of the other two check signers
- Investments section.
- Budget development and approval process - added this section for the whole process
- Summary of Cash Disbursements process - new
- Voided Checks - clarified that QuickBooks has a process for that
- Financial Contributions Record Keeping and Statements - new
- Upon completion the document it will be on the web site, minutes will link to it

- Question and then confirmation of being bonded: It will be important to make sure the treasurer needs to be bonded. Lindsey found an email from 2020, from UUCN office. Any volunteer elected or appointed is also covered under our policy. Up to \$25,000. Not covered would be an example of a child of a person stealing money, that would not be covered.
  - **Action:** Because that amount is low related to the high amounts coming in Allison will work with Ericka to look into this. Cecile suggests that they should be at least half.
- Question to double check check signing safety - It is important that the signers of the checks are not such to have one person both creating the check and sign the check.
- Forms are now in as links instead of having the complete forms within the document. There are multiple forms to limit mistakes in aligning to budget line items
- Filing cabinet followup discussion: Robin did look at the cabinet, and suggested a cable as an extra line of defense. Lindsey called for feedback on the level of concern. The example was made for little kids. Called for consensus. Robin was still concerned about them not being secure. Ericka had past experience where they were unable to solve this problem, that all solutions were. Adding something could be just as bad having it because of it impeding the flow of work. Cash is secured, so it's important to secure but checks have safeguards. Decisions will be made by Operations.

### **8:10 (10) Cemetery Sub committee check in (Karen)**

- Team met once together after church to brainstorm goals and next steps
  - We reviewed by-laws and determined our first steps of meeting with the team
- Karen reached out to Russ, the President of the Cemetery Association to explain the need, and to join their upcoming meeting
- Robin and Karen met with them on Sunday Nov 5th. Open discussion with them about the desire to explore improvements.
- Topics explored included:
  - Financial cliff - There is a need for a financial analysis. No sources of income, only the memorial garden plots.
  - Grounds needs inventory
  - Roles and Responsibilities including
- We would like to be part of the decision making process
- Cemetery Brochure needs updating
- Redeeded it as part of the BOV - Victoria mentioned this during the meeting

- Ensure we have documented minutes when we have discussions with the CA so that everything is documented
- Karen will review Robin's notes
- Balance of who's in charge here, who does what, delineation of accountability

### **8:20 (10) Finance Sub committee check in (Emma)**

- Job description. Review the purpose. Main purpose was to have for evaluations, and also to have for future use. Once the job description is created it will be used in the evaluation process in 2025, for 2024.
- Rev. Allison was confirming what the use of statistics
- Draft can be brought to the December Board meeting

### **8:30 (10) Rev Allison's Review framework (Lindsey)**

- Survey gets sent to the groups that Rev. Allison works the closest with, in January. Results come back and review data in February. March is self evaluation. March then is budget discussions where salary raises can be considered.

### **8:40 (15) Coffee hour logistics (Lindsey)**

- We are hosting coffee hour;

### **8:55 (5) Check Out (Lindsey)**

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 (Rev. Allison)**