

Agenda

Board of Trustees, Unitarian-Universalist Church of Nashua

October 12, 2023

Attendance: Burns Fisher (Vice President), Rev. Allison Palm, Lindsey Hedrick (President), Cecile Bonvouloir, Karen Murray, Victoria Agnew, Emma Rearick, Anne Smith, Erin Scott, Paul Cardone, Robin Trudel

6:30 (20) Check In

6:50 (5) Chalice Lighting: Heritage: Karen's Story

How you have experienced this gift?

How you have experienced our congregation embodying this gift?

6:55 (10) Follow Up Story Telling

7:05 (5) Consent agenda (Lindsey)

- DECISION Robin calls, Anne 2nds, 10 approve, 1 abstention

7:25 (20) Minister's Report (Rev Allison)

Highlights:

- Erin Scott will extend her internship for 2 years, Lindsey signed the new contract
- Circle dinners started, going well, happening again in January
- Micah dinner, two members getting awards
- Crop walk 1 1/2 weeks away, sign up still option
- Stewardship team are actively working on the auction, still online and in person. Desserts to be auctioned.
- Two hired for Faith Formation (Sam Murray, Emma Goyette)

7:40 (15) Re-Discuss BOV contract (Rev Allison)

Lindsey received questions and concerns regarding the contracts for the construction. Lindsey then did not sign the contract, and a meeting occurred with Rev. Allison

Conversation included: Hours during construction - we asked for an estimate for these hours because it was not listed. Dennis did the calculation where the hours would cost too much, and instead offered an amount \$10,000 less, \$187,500 is the new contracted amount. The timeline for construction was specifically noted and is about five months. They would do a site visit once per week, and estimated about 8 hours of working time per week.

Does not include major revisions, or if it ends up taking substantially (example 2 months) longer. In those cases there would be more cost.

This is now in line of having more services, for not a lot more money.

Question from Burns, is Hutter a construction manager. Yes

Would they be doing a model: Yes, digital. Not sure what form it will be in. (Victoria explained)

DECISION: Motion to accept: Victoria, seconded by Cecile. All in favor. Motion passes

7:55 (5) BREAK

8:00 (20) Financial Operating Policies (Rev Allison)

Rev. Allison previously sent the Board progress on the financial operating policies for review. A vote is not required, just best practice so we should review.

The policies will exist to ensure continuity long term. Even though we had sound practices, but reviewing other 'peoples' policy help realize better ways of working such as checking writing where the person who writes the check should not be the person who signs the check.

Feedback: Positive feedback that having the principles will allow us to have longevity. Also good for financial records review to have documentation. Question about the locked cabinet - Locked filing cabinet, but it's also in a locked office that is always locked. Money is kept in a safe. Now that it's listed in the policy, it may make it more awareness. Something with strong bars might be seen as too much.

ACTION: Robin will now do research on what options there are.

Awareness and Training is done for those that are directly involved as needed.

Discussion Points

Use of funds policy: Capital campaign fund, there is not operating practices on how to use that fund. The wording is stating now that the Board has signed the contract that it is then not required for the Board to sign each check.

Board and Restricted Funds: Updated wording of the usage of funds #6 - Governed by the Invested Funds. When funds come out of the invested funds, then the money goes into the budget. Question: If money is budgeted but not fully used what happens? Usually doesn't happen.

There is happiness all around (mostly Cecile) for having such progress on the policies.

There are three more policies to finish

8:20 (5) Nominating committee liaisons (Lindsey)

Robin has been chosen as the liaison

8:25 (15) Finance Sub committee check in

Update provided by Emma. Met twice. They will start with Minister job description. Using a template, and have gotten through the letter of call. Has templated sections, such as executive limitations.

8:40 (5) Cemetery Sub committee check in

Revisiting the goals of the connecting to the group:

- ***We will have our first meeting on the 15th***
- Lines of roles and responsibilities unclear who owns, who's responsible and who gets to decide
- That means that the cemetery often gets neglected because unclear who has the power to keep it up.
- Has been conflict on the different groups (Cemetery Association vs. Board) over time, so not targeted at one group. It has come up for a few years.
- In 2019, Consultant Mark Ewert said we have to figure out what's going on with the cemetery, when he came to do a next steps with us in 2019.
- Cemetery physical ownership is with the church.
- Cemetery bylaws are within our bylaws.
- Access by visitors is limited, and unclear what the policy should be, safety comes up
- Feedback from new member of the team looking forward to having more clarity
- Rev. Allison's hope is that when we are all finished we will be in a place where we can have more thoughtful discussion

Motion by Victoria, 2nd by Lindsay to dismiss Rev. Allison on her anniversary.

8:45 (15) Coffee hour logistics (Lindsey)

Board sponsored coffee hour on October 15th.

Meet at 9:30 in the dining room.

Burns will make the coffee, Cecile will do the dishwasher

Food:

Cecile: popcorn, chips

Anne: brownies

Victoria: Hummus, pretzels

Fruit: Fruit

Karen: Drinks, Cream

Burns: Donut holes

Robin: Cheese Tray

Action Cake:

Board themed cake for donation. Ideas - Flat sheet cake can be used to create a board cake.

Paul volunteered for the cake, and Cecile is doing the additional dessert.

9:00 (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?

9:05 Closing Words (Rev. Allison)