

# Agenda & Minutes

## Board of Trustees, Unitarian Universalist Church of Nashua

**Date of Meeting:** December 14, 2023

### Attendance:

Present: Rev. Allison Palm, Erin Scott (Ministerial Intern), Lindsey Hedrick (President), Burns Fisher (Vice 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: None

Agenda	Decision and/or Action Items
<p><b>6:30 (20) Check In</b></p> <p><b>6:50 (5) Chalice Lighting: Story Telling (Robin), Theme: Mystery</b></p> <p>How you have experienced this gift?</p> <p>How you have experienced our congregation embodying this gift?</p> <p><b>6:55 (10) Follow Up Story Telling (Open)</b></p>	
<p><b>7:05 (5) Consent agenda (Lindsey)</b></p>	<p>Oct: Cecile motioned, Emma 2<sup>nd</sup>, motion passes Nov: Robin motioned, Anne 2<sup>nd</sup>, motion passes</p>
<p><b>7:10 (20) Minister's Report (Rev Allison)</b></p> <p><b>Highlights and discussion:</b></p> <ul style="list-style-type: none"><li>- Quite a bit of pastoral care this month</li><li>- Capital campaign funds data starting to be collected and analyzed. About \$1 million has been collected.</li><li>- Discussion, FYI that there is fee of \$15 for every wire transfer related to Capital Campaign pledges that were given as stock that we are transferring from the broker to our money market account that holds the Capital campaign funds. We need to move money over in December so that it can appear on peoples' tax documents.</li></ul>	

<ul style="list-style-type: none"> <li>- Reimagined Deeper than Coffee, a little less structured and it allows more conversation about the topic of the day. It is the 1<sup>st</sup> Sunday of every month</li> <li>- Question – How are Coffee sign ups going? Rev. Allison said it was going well, but that December was light on sign ups so they will ask three months at a time. Greeters are also going well and has been filling up each week.</li> <li>- Note, 7 people have joined as members</li> <li>- Appreciation for the worship associates safe space for Sam to be involved</li> <li>- Note, This coming Sunday (12/17) the service will be amazing and will be led by youth and children, choir and youth choir</li> <li>- Note, NPR did a piece on OWL and used the UU example from the All Souls Unitarian Church in Tulsa</li> </ul>	
<p><b>7:30 (15) BOV Update (Rev Allison)</b></p> <p><b>Highlights and discussion:</b></p> <ul style="list-style-type: none"> <li>- An update was sent to the congregation today (12/14). Unclear what communications will come from BOV vs. the Capital Campaign. Mark Ewert was consultant again and he helped work through some things.</li> <li>- BOV will do a verbal update, Rev. Allison will work with the team to choose a date for that update. Needs to happen before Stewardship Campaign (Feb)</li> <li>- BOV Timelines are a little unclear but should become more clear soon as we have to plan for our spaces since they will not be available at times</li> <li>- May or June will be the ground breaking, and work estimated to be done in 5-7 months</li> <li>- Task forces will be formed for tree and organ; Question on thoughts if the tree removal would cause any problems but most feel that since the tree will die that this new process of finding a way to honor it will help ease the transition. Organ team – check with the two people that had the most concern.</li> <li>- Jed has ideas on how to make it even better</li> </ul>	<p>Action:</p> <p><b>Rev. Allison:</b> Book a date with team for BOV update.</p>
<p><b>7:45 (5) Ministerial Evaluation (Lindsey)</b></p> <p>Send to: (BoT, Pastoral Care, Staff, Worship Assoc., Stewardship, SJ, BOV)</p> <p>Send out in January. Collect responses by Jan 31st.</p> <p><b>Highlights and discussion:</b></p> <ul style="list-style-type: none"> <li>- The evaluation is based on a calendar year (not church year) so the survey will go out after 1<sup>st</sup> of year</li> <li>- Board will get results and we will discuss in February</li> <li>- Eval is for year of 2023 to the groups above</li> <li>- We did not evaluate last year because sabbatical took a big chunk of the year</li> <li>- This might be the last time with this survey, and the process and/or survey will be updated for the next years</li> </ul>	<p>Action:</p> <p><b>Rev. Allison</b> to get the list of people to send the list to.</p>

<ul style="list-style-type: none"> <li>- Survey allows for both number</li> </ul>	
<p><b>7:50 (5) Housekeeping Items (Lindsey)</b></p> <p>Bios to Karen for the website</p> <p>Email from Rev Allison for Sunday offering sign ups</p> <p>Staff holiday outing: The staff will go on an outing, so the Board will support them. Approved to provide funding.</p> <p><b>Highlights and discussion:</b></p> <ul style="list-style-type: none"> <li>- Thank you card from Laura Park for consulting with them. She did a retreat with the Board. She will be the Executive Dir. Of the Unity Church</li> <li>- Coffee Hour – Question about should we sign up for another one in new year. Decision to check in on any gaps in the calendar and fill in as we go</li> </ul>	
<p><b>7:55 (5) BREAK</b></p>	
<p><b>8:00 (10) Cemetery Sub committee check in (Team)</b></p> <ul style="list-style-type: none"> <li>- Sub team met, and decided to have one representative join each Cemetery meeting to help foster the building of the relationship</li> <li>- Robyn will join on Dec 17<sup>th</sup></li> </ul>	
<p><b>8:10 (45) Finance Sub committee check in (Team)</b></p> <ul style="list-style-type: none"> <li>- This is the first draft</li> <li>- Discussion point: Under position summary, decision that the wording will be “The Minister reports to the Board of Trustees”. The Board reports to the Congregation so this then</li> <li>- Rev. Allison suggests that the Job Description should work in tandem with the letter of call</li> <li>- Does the job description have everything in it for it to be used during the evaluation time?</li> <li>- Suggestions for edit would be to focus on these items that you get evaluated against. Should be different than a contract where the contract will have more personal details (like time off)</li> <li>- The bulleted sections are good, but at times too specific. The ones that start with a verb and are succinct</li> <li>- Categories that she is responsible for: Worship, faith formation, pastoral care, community building (fellowship hour, carol singing), social justice, and administration.</li> <li>- Susan Beaumont has a book, Rev. Allison will share</li> </ul>	<p>Action – <b>Rev. Allison</b> will provide docs/book from Susan Beaumont</p>

<ul style="list-style-type: none"> <li>- Question – Does the housing details need to be put in job description? No</li> </ul>	
<ul style="list-style-type: none"> <li>- Concern on timing: We will need to turn our attention to the other items, How does the board want to monitor our finances. It includes the financial records review and are there other things the Board needs to do like replacing the FRR process. To make sure the Board has in place a way to feel confident our finances are good. Steal 1 from franchise and 1 from Cemetery team to work on the financial part.</li> </ul>	<p><b>Decision:</b> Work one more month, and then see to have one person from Cemetery Sub Committee to join the finance one.</p>
<p><b>8:55 (5) Check Out (Lindsey)</b></p> <p>How did we do this evening?</p> <p>Did everyone feel heard?</p> <p>Are there any concerns or compliments you want to give to the group?</p> <p><b>9:00 Closing Words (Rev. Allison)</b></p> <p>You are the ones</p>	

**Addendums:**

Addendum 1: Draft of the JD

Addendum 2: Letter of Call and Ministry Agreement

Addendum 3: Minister’s Report for Dec 2023

**Addendum 1:**

**Job Description  
Minister**

**Reports to:** Board of Trustees

**Directly Supervises:** Staff and volunteers

**Status:** Full Time

**FLSA:** Exempt

**Job Summary**

The minister implements the mission of the Unitarian Universalist Church of Nashua (UU Nashua) by providing

spiritual and pastoral direction and guidance, oversight of the congregational programs, leadership and supervision of the church staff, and administration of its business operations in collaborative partnership with the Board of Trustees and congregational committees/teams.

### **Essential Functions:**

- **Worship:** responsible for all worship services, including collaborating with the Music Director and lay leaders; also responsible for rites of passage whether or not directly involved in a given service
- **Faith Formation:** collaborates with the Director of Faith Formation to provide programs and events for children, youth, young adults, adults, and elders
- **Pastoral Care:** provide pastoral care services, including crisis intervention and visitation of the homebound, sick, dying, and bereaved both directly and in conjunction with the congregation's pastoral care program
- **Community Building:** foster leadership within the congregation and oversee internal communications and events that provide an opportunity for the congregation to connect
- **Social Justice:** serve as a prophetic voice of the congregation by guiding the church and its members in community service and inter-faith activities consistent with the Minister's concern for social responsibility, the mission of the church, and the principles of the UUA
- **Administration:** serve as the Executive Director by providing oversight of the congregational programs, leadership and supervision of the church staff, and administration of its business operations in collaborative partnership with the Board of Trustees and congregational committees/teams

### **Other Responsibilities:**

- Oversee the on-site preschool and collaborate with the preschool director to coordinate use of shared resources and address any concerns
- Ongoing professional development, including denominational and interdenominational conferences and conventions

### **Minimum Qualifications:**

- Preliminary or final fellowship through UUA Ministerial Fellowship Committee
- Demonstrated leadership experiences

### **Physical Requirements:**

- Capacity to lead worship on a weekly basis
- Able to communicate clearly in public and with individuals
- Capacity to carry out ongoing operational functions, including evening and weekend meetings and some days with unusual hours

### **Core Competencies:**

#### ***Mission Focused***

- Works to further the Mission, Vision, and Ends of the UU Church of Nashua
- Provides spiritual leadership, historical and theological grounding in the living tradition of UUism
- Committed to addressing systemic prejudices and biases through anti-racism and anti-oppression
- Welcoming of a diverse community of all races, ethnicities, and genders

#### ***Interpersonal Skills***

- Demonstrates active listening, clear communication, and collaborative problem solving
- Holds others accountable in a spirit of love, while supporting their success

- Compassionately and effectively engages and resolves interpersonal conflict
- Demonstrates sensitivity to others while modeling appropriate and healthy boundaries
- Acts in a professional manner and maintains confidentiality
- Able to connect with members, staff, and others in ways that affirm and empower

***Team Building & Shared Leadership Skills***

- Exhibits strong team leadership and functions effectively as a team member
- Foster a collaborative environment among staff

***Staff & Volunteer Management***

- Demonstrates ability to select, train, support, and supervise staff
- Experience in managing, coordinating, and guiding volunteers

***Other Core Competencies***

- Strong written and oral communication skills
- Ability to multi-task and set priorities, with good organizational skills
- Computer literate
- Ability to recognize the need for and implement self-care

Also here: [https://docs.google.com/document/d/1t5eLDt\\_AqyCGKXlePEscpMo-cBgRUCv2lbWmolmhSms/edit](https://docs.google.com/document/d/1t5eLDt_AqyCGKXlePEscpMo-cBgRUCv2lbWmolmhSms/edit)

**Addendum 2: Letter of Call and Ministry Agreement:**

<https://drive.google.com/file/d/1gEzI6GBkF-oV9UPVF8XkwB7rIPLr4rd6/view>

**Addendum 3: Minister’s Report for Dec 2023**

Minister’s Report to the Board of Trustees

Rev. Allison Palm

UU Church of Nashua, NH

December 13, 2023

Covering November 8 – December 13, 2023

Worship highlights from this month:

- We have now had all our new Worship Associates complete their first Sunday. We have a great group this year!

- We hosted the NAIC Interfaith Thanksgiving Service on Nov. 21. The Interfaith Choir sang, and we had a great group of volunteers helping with greeting and hosting a lovely fellowship time. I was really pleased with the diversity of voices we had in the service.

Faith Formation for children and youth has continued. This month:

- K-2nd grade OWL finished up this past Sunday with a sweet celebration with parents. 9 kids completed the class.
- Our older elementary and middle school youth have been working so hard on the Kids Solstice Service, which will be this Sunday. It is shaping up to be an amazing service!
- Faith Formation organized a collection and holiday gift bag packing for Meals on Wheels on Nov. 26. We helped pack 200 bags.

Adult Faith Formation this month included:

- Ongoing Covenant Groups, Grief Support Group, Caring Circle and Caregivers Support Group, Poetry Sharing Group & Huntington Group
- The Article II Reflection Group led by Erin finished up this month. Erin is planning to organize two more groups, led by folks who were in the first group, to do another round of the curriculum in Jan. and Feb. One will be online and one in person.
- I finished up the 3rd session of an End of Life Planning Workshop in early December. 16 people are involved in the workshop, and I will definitely plan to lead it again in a few years.
- We had another Coffee Conversation on Dec. 3. It was a small group, but good conversation.
- I led a small Intro to UU session with 2 attendees in November, as well as a larger session of Exploring Membership, with 10 attendees.
- 2 new covenant groups are getting started in January, both after church on Sundays.

Some other highlights of the past month:

- About 25 people joined for a Leadership Summit on “Exploring Our Gifts” on November 11. So much gratitude to Sadie and Erin for filling in on my parts last minute! I heard good things from attendees.
- Many folks helped out to make our rain date fall clean up a success. Extra thanks goes to the Property Team.
- We are in the midst of a Book Fair, hosted by the Stewardship Team. We’ve had good participation so far.

It has been an intense month pastorally, with a lot of illness, deaths and other stressors in the community. This is always a challenging part to report on, given confidentiality, but a glance at some of the caring candles coming in will give you a sense of it.

Our architects continue to develop the model that will guide our project. They hope to have it finished enough to go before the Historic District Commission in January. The BOV Team is send out a brief written update for the congregation to share where we are at and invite people to be a part of two task forces (organ and oak tree) this week. They also plan on doing a verbal update from the BOV sometime in January. We are still on track to break ground in May or June. Once construction starts, it is projected to take 5 months. Our architects are working with the construction manager to develop a more detailed timeline.

Our Capital Campaign Follow-up Team, Tiffany Holmes and Jess Woods (supported by me and Ericka), met for the first time at the end of November. We made some plans for communication and tracking and started to do some analysis of when we expect to receive commitments, which will help as we begin to have more expenses in the next year. We also came up with a way of doing mid-year statements that we hope will make it clear both what has been given toward pledges and commitments. So far, we have collected over \$900,000.

Coming up in the next month:

- Carol Sing on Dec. 16
- Solstice Story Service on Dec. 17
- Evening Solstice Service on Dec. 21
- 2 Christmas Eve Services on Dec. 24, 5pm and 7pm

Professional Development/Collegial Connection

- All the contributors copyedit reviews for “Blessing it All” (the book of rituals) are now in and it has moved into the typesetting phase!
- Attended weekly meetings with Nashua clergy
- Attended Boston Area Lead Ministers gathering, focused on Stewardship

Community/Social Justice Activities

- Participated in GSOP Clergy Caucus planning call, and co-facilitated Clergy Caucus Monthly Meeting
- Attended GSOP Nashua Chapter meeting
- Attended NH Council of Churches board meeting
- Attended Nashua Housing Justice meeting.
- Attended NAIC board meeting and monthly meeting.



- Helped to organize and lead the NAIC Thanksgiving Service.

#### Children's Winter Garden with White Wing School

- Luckily, the incident that I talked about last month seems to have settled down for now
- The Board will be approved tuition rates for next year last month. This included modest increases to the morning program (which they have been doing yearly), and a larger increase to one of the afternoon programs to move its hourly rate to be on par with the other programs.
- Registration has started for next year for current students and it is going strong. I know at least one class only has one spot remaining already.
- I read a Christmas story to four of the classes last week, and am hoping to come read again sometime in the winter months.
- We are still looking for another church member to join the CWG-WWS Board.

#### Minister's Schedule

- The church office will be closed Dec. 25-Jan. 1. All staff will be off, other than any necessary work for the Dec. 31 service, which is being led primarily by Worship Associates. I will be available for urgent matters.
- I will be on study leave Jan. 2-7, and will be back in the office on Jan. 8.
- This means I will be off both Dec. 31 and Jan. 7.

#### Financial Report

We are 45.5% of the way through the year. Both income and expenses are right on track at 45.7% and 42.6%, respectively.

#### 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, or, in cases when the budget line is less than \$20,000, the expenses do not exceed the budget line by more than \$1000. 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 if no more money came in.

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: We have a completed set of financial policies that are now available on our website. They can be found here.

Statement of Compliance: I report 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 entered into one contract exceeding \$10,000 with The Architects. The Building Our Vision Team received and reviewed proposals from 6 architects in our initial search.

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: Since July 1, 2023, the church has entered into one contract that exceeds \$25,000 with The Architects. This was approved by the Board and signed by the Board President.

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 FY24 budget is the amount recommended by the Invested Funds Committee. The FY24 budget was approved by the Board in May 2023 and voted on by the congregation in June 2023. 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: There have been no expenditures from the Building Maintenance Fund in this fiscal year.

Statement of Compliance: I report compliance