

Board Retreat Minutes
UU Nashua
September 15th 2024 – 12pm

Minutes captured by Karen Murray, Clerk

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), Amanda Banner (Member at Large), Paul Cardone (Member at Large), Robin Trudel (Member at Large)

Absent:

12:00 -12:45 Lunch & BOV Update
12:45 – 1:15 Icebreakers (Lindsey)

Why did you say yes [to being on the Board]? Some highlights as we shared include:
Being young and hopeful made joining the Board feel similar to joining a ‘club’
Important work that we want to be a useful part of
Yes to VP because of a persuasive person :)
Why would I say no?
Nice to start as a member at large, and impressed how the church was run
Make a difference in the world, and I didn’t have to be be President
Shaped our kids who are off to college and now we have more time
Safe welcoming for interns, and I was well prepared
Done with Worship Associates and like the exposure to different things
Finally said yes after many nos
Great first impressions, competence and down to earth people

1:15 – 1:20 Chalice lighting (Lindsey) To Bear Love Into This World

1:20 – 1:35 Covenant review (Lindsey)

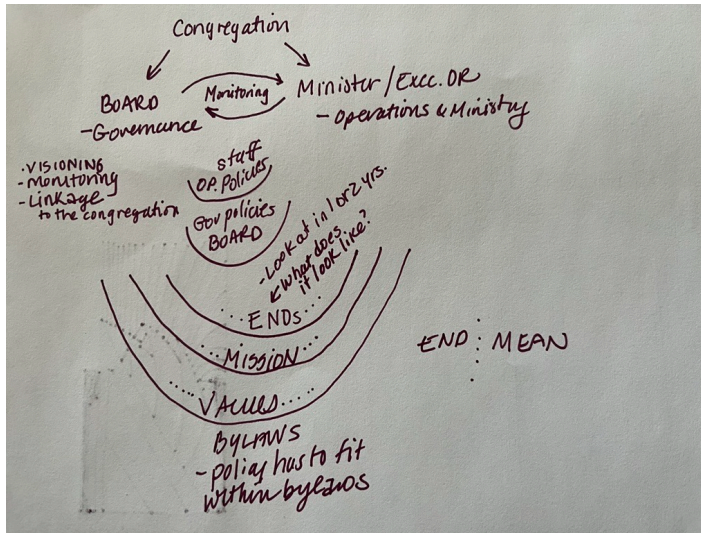
As a team we read through the covenant (Addendum 2). In discussion a question posed was “What do we say to questions from congregants asking about why or how certain decisions were made by the Board?” We reviewed the best practice that when discussing the results of a vote that we stand by the vote as one team and do not qualify with statements like “well I didn’t vote for it but...”.

One edit to the covenant would be to swap “Skype” for “Online or Virtual technologies”

1:35 – 2:05 Policy governance review (Rev Allison)

- Rev. Allison reviewed what policy governance is using the nested bowl analogy.

- Erin shared she will be reading the book *Nested Bowls*, and will let us know in case we would like to read it along with her in book club fashion.



2:05 – 2:30 Review mission and Ends (Lindsey)

As a team we read through the Missions & Ends, see Addendum 1.

Future edits to consider would be to weave in more about connecting to the local community. There is a potential overlap of "Grow Leaders and being Stewards, but we discussed that the actions of growing leaders vs. the actions of being a good steward don't fully overlap, so having both ends still seems correct.

2:30 – 2:45 Review last year (Lindsey)

Lindsey reviewed highlights of accomplishments from last year including:

- Contracts - writing, reviewing, editing etc.
- Two sub team committees
- Survey that obtained twice the respondents
- Updating financial procedures
- Determining how to pay for construction
- Rev. Allison's review, the last time we will do in this new format
- Creation of Rev. Allison's job description to use this year to determine how we will now review her
- Financial Records Review committee - Realizing they are not operating as intended, creation of a Financial Policy to tackle this, incorporating it into the policies, this change sets up for this year updating the bylaws
- Cemetery - Connection was made with the team to build a stronger relationship.
- A successful congregational meeting in June, running very smoothly
- The Board had fun sponsoring 3 coffee hours

2:45 – 3:00 Break

3:00 – 3:30 Team Building (movie making) (not Lindsey)

The team took some time to grab video footage highlighting the need for changing out the windows to be used for the September campaign to raise additional funds. It was fun.

3:30 -- 4:30 The year ahead - Potential subcommittees: (Lindsey)

We considered the following topics.

- Job description – turn it into an evaluation form?
 - **Yes:** We will have a team for this, to take the new JD written last year and determine what form type to use for the evaluation as well as the process of how we will gather the information. This includes from the Board but also teams that work closely with Rev. Allison
 - This should be a process that can be replicated each year, and ensure it's meaningful
 - Rev. Allison shared a preference to not assess via a numbers scale
 - **Team Members will be: Robin Trudel, Paul Cardone and Karen Murray**

- Cemetery subcommittee?
 - **We will NOT** have a subcommittee but instead we will have a liaison that will connect with the team and go to meetings. The Cemetery Association has many new members, and is already meeting often, so we feel a sub committee is not needed.
 - **The Liaison will be: Victoria Agnew**

- Financial policies subcommittee?
 - **Yes:** We will have a sub committee to execute the Financial Policies that were put in place last year
 - **Team Members will be: Emma Rearick, Cecile Bonvoilar, and Amanda Banner**

- Bylaws subcommittee?
 - **Yes:** The goal will be to propose any edits needed to the bylaws. We know the finance and cemetery topics within, but they can start with a general review of all the bylaws. Any suggested areas for discussion could be brought up at BoT meetings to determine edits needed now versus ideas that could be put on a 'bike rack' to consider another time
 - They were last updated in 2017
 - **Team Members will be: Burns Fisher, Victoria Agnew**

4:30 – 5:00 Logistics pieces (Lindsey)

- Board day/time – Second Thursday at 6:30pm
- Nominating committee liaisons: Robin and Cecile will continue
- General structure of meetings/approval of minutes - Karen will ensure she or someone captures the minutes. The minutes will be stored on the google drive and sent for review via a link in an email. The team will add comments for suggested changes directly in the document. Karen will find a more clear way of obtaining reviewers approval as the emails can get confusing.
- Sunday offerings: Everyone has signed up, one date was left on December 29th
- Chalice lightings at Board Meetings sign up
- Survey responses – review at September's meeting

- Does the Board want to be a smooth Sunday team? Instead of being one team as a board, some members of the Board individually signed up. We did also say that if there was another Sunday team that needed food that they could reach out to the Board so that we could provide it for coffee hour as a team.

5:00 Closing (Rev Allison)

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Addendum 1: Section II: Governing Process

Addendum 2: Section I: Ends

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Addendum 1:

From the Governing Policies - Section II: Governing Process

Policy G: Board Members' Code of Conduct

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Accordingly, Board members subscribe to the following Board of Trustees Covenant.

**Unitarian Universalist Church of Nashua
Board of Trustees Covenant**

The members of the Unitarian Universalist Church of Nashua, New Hampshire, acting in the tradition of the Free Church, have entrusted us with the responsible governance of our congregation. To help us honor that trust we promise the following to one another. As fellow members of the Board of Trustees of the Unitarian Universalist Church of Nashua, we will:

Show respect for one another. We will honor the dignity of our fellow Board members and respect their opinions. We will strive to assure that everyone's voice is heard and refrain from interrupting each other. We will assume the best intentions of our fellow Board members, remembering that we are working toward common goals.

Take responsibility to express our opinions on the issues before us. We recognize that we each have an obligation to express our views on the important matters that come to the Board. We will keep an open mind when listening to the viewpoints of others, and express our disagreements respectfully.

Respect the dignity of Board decisions. We may offer varying opinions in our discussions, but we will stand behind the decisions the Board has made once the decision making process has been fairly completed.

Maintain the highest levels of confidentiality. We realize that in the course of our service on the Board we will be presented or become aware of confidential information pertaining to the activities, operations and the business of UU Nashua and/or financial and personal information of UU Nashua's members. We will treat this information with care and take every reasonable measure to guard against its disclosure.

Make efficient use of time. We will focus on the issue on the table with minimum distractions and complete our work in a timely manner. Making efficient use of time includes timely dissemination of meeting materials, taking time to read through materials and prepare for meeting discussions, respecting established time limitations, and keeping comments pertinent and succinct.

Respect the value of face-to-face interaction, but allow the use of alternative communication technologies when necessary. Whenever possible, we will conduct our discussions and deliberations in person. When we cannot meet in person we will value real-time, interactive communication technologies (e.g. Skype) over alternatives, resorting to email only as a last resort when expediency

demands it. To that end, any member(s) participating remotely who can both hear our discussion and speak will count towards a quorum and be allowed to vote.

Maintain a sense of the sacred. Even as we attend to matters of business, we will remember that we are a religious community, and our purpose is to advance the mission and covenant of this Church.

Inject fun in our work. Though our work together is serious, we shall not take ourselves too seriously.

Make our activities transparent to the Congregation. We are mindful that we have been entrusted by the members of this Church to carry out the business of governance. Therefore it is our duty and obligation to participate in and encourage open, two-way communication regarding our work on their behalf.

Keep mindful that we are part of a greater community. We shall remember that in our deliberations we must consider the needs of our larger community and the impact of our decisions on the world outside our doors.

When we fall short of this covenant, we will make amends, forgive ourselves and each other, and, if necessary, seek help to restore covenant between us.

This is a living document. As such, it can be reviewed and revised by consensus at any time.

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Addendum 2:

From the Governing Policies - Section I: Ends

Policy A: Mission

We are a welcoming community of faith, inspiring lives of wonder, generosity, and courage, serving the world through love in action.

Policy B: Ends Statements

We create brave space for all ages where we:

- Know our authentic Unitarian Universalist faith identity, teach it to our children, share it with others, and live it in the world.
- Develop meaningful spiritual practices that connect us to wonder.
- Ask for and receive care, support, and connection in times of struggle, joy, and transition.
- Grow leaders who serve the needs of our congregation and our community with faith, resilience, and courage.
- Steward our congregational community with our time, talent, and money.
- Participate actively in our larger Unitarian Universalist community.
- Understand systems of oppression and privilege and work to dismantle them within ourselves, our congregation, our community, and the larger world.
- Work in deep partnership to advance justice and heal our community and our world.