

Board of Trustees, Unitarian Universalist Church of Nashua

Date of Meeting: December 12th, 2024

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

Absent:

Continue to next pages for minutes.

FYI Template wording for motions:

- Making a motion: "I move that we adjourn the meeting."
- Seconding a motion: "I second the motion."
- Approving a motion: "The motion is adopted" or "The motion carries."

Agenda

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

6:50 (5) **Chalice Lighting:** Story Telling (Peace - Paul)

6:55 (5) **Follow Up Story Telling** (Open)

7:00 (5) **Consent agenda** (Lindsey)

- **Robin moved to approve the minutes.**
- **Paul seconded a motion and the motion passes with a vote 8-0-1**

7:05 (30) **Minister's Report** (Rev Allison)

- Rev. Allison shared two choices of battery-operated candles that would be for the Christmas Eve service.
- Financial Report Note: We are switching to a new Intuit Quickbooks payroll system and in the interim we are using both Quickbook versions of the systems to ensure accuracy until we have the W2s out. .
- Payroll correction for Erin: Erin had discovered she received a paycheck well above normal. Rev. Allison has been working on fixing it and realized that after an attempt to fix it another calculation error occurred. The law says we cannot deduct any more than 20% gross pay, however we were deducted from Net pay in error. Rev. Allison is working on finding the right calculation for fixing the issue. She thought we were going to be \$1800 overpayment however it is closer to \$300. Lori Bonnette will help to fix upcoming problems. Rev. Allison will bring the updated information in a future meeting where we can then talk about it.
- Rev. Allison noted that we have a policy for who can sign large checks and as she was double checking she uncovered one check the Church Administrator, Ericka Lavalley, signed inadvertently. The issue was discussed to follow the policy going forward.
- Rivier has agreed to extend our use of the facility for an additional four months, no charge. A short discussion about considering to provide a donation of some sort once we know how much we have left over towards the end of construction
- BOV: You can see that construction is happening. There is asbestos found in the basement, removed and they are now waiting for an air quality check.
 - Trees are coming down on Dec. 26th which is needed for continued work
 - Children from the preschool have been cheering on the construction workers

- Membership related discussion: Rev. Allison realized there are friends that have been engaged like a member would be and she is thinking about whether she should more strongly encourage them to sign the membership book. One idea is a reminder to them that signing the book will allow them to vote at the Annual Meeting.
 - Discussion included some ideas for more awareness, including collateral and adding elements to a service, and also that there is a culture of not wanting to commit to things.

7:35 (5) Minister's Housing Allowance (Lindsey)

Every December we discuss the housing allowance for the following year. We designate a portion to her housing for tax purposes. Rev. Allison is asking for us to designate \$24,000 of her current salary as the housing allowance.

Victoria moved to accept that \$24,000 be designated for her housing allowance

Amanda seconded the motion

Motion passes 9-0-0

7:40 (5) Staff Holiday Celebration (Lindsey)

Discussion on how much of our \$500 discretionary fund can we contribute to the staff holiday celebration. The Staff would like to go axe throwing and have lunch, totalling about \$200 and lunch is about \$150.

Cecile made a motion for us to provide \$350 towards the celebration.

Motion was seconded by Paul Cardone

Motion passes 9-0-0

7:50 (10) General Assembly 2025 (Rev Allison/Burns)

Burns explained it is his job as the Vice President to recruit delegates to the general assembly (GA). He encourages members of the Board that will continue on the Board for a few years to attend as it is an incredible experience.

This year GA is June 18-22nd in Baltimore. A fun debate on whether a train ride or plane ride would be better!

Rev. Allison explained that Sadie is also considering Youth to go and to see if they could travel with their parents.

There is \$500 in the budget, and an offer by a member to sponsor two people. The registration is about \$400 and then travel expenses. There are some scholarships available, and a discount for first timers. Registration opened on Dec 9th.

There is a virtual option and there is children's programming as well.

For anyone interested let Burns know. Rev. Allison and Sadie do preparation meetings.

8:00 (5) **BREAK**

8:05 (10) **Cemetery Liaison Check in**

Victoria attended the recent meeting. She shared that the members would like to consult with other finance members so that they are sure they are keeping a good budgeting system. They are working on having procedures for future members.

8:15 (5) **Bylaws Subcommittee/Nominating Committee Liaison Check ins**

No updates at this time. Cecile confirmed that Burns and Victoria will be leaving the Board at the end of the year as they have reached term limits.

8:20 (25) **Finance Subcommittee Check in**

The Finance Subcommittee would be a new committee that would essentially replace the Financial Records Review committee. Emma posed a question to ask if the FRR would have to do their annual review. The answer is that yes they would have to do it this one more year. Emma reminded the Bylaw subcommittee that this update needs to be made this year.

Emma will share the wording of what needs to be added to the bylaws to the bylaws subcommittee. One goal is to make sure the details about this change explains that it is not taking away accountability. The Treasurer needs to be kept as the head/lead of this new sub committee.

The FRR also currently looks at CWG-WWS, so who would do this instead? Discussion was that since the new subcommittee would include this. The concern was that we wouldn't really know

about their budget. Rev. Allison suggested that she could provide updates to the board when the budget summaries are provided.

Cecile suggested to shadow along with the FRR team as a handover this year. Emma agreed and will discuss doing this jointly with them. Then there could be two separate reports, one from FRR and one from this new committee.

Linsley reminded us that revisions of the bylaws need to begin early enough for preparation for the annual meeting.

8:45 (10) **Leading Sunday Service, Feb 9** (Lindsey)

We will plan the service at our January board meeting. The monthly theme is responsibility. At our retreat meeting we said we wanted to do reflections on our end statements, which came up as we were going over the Ends statements. At the time we thought about how it would be good to follow up later in the year.

Ideas generated included having each of us/some of us to do a few words related to one and together that adds up to the time in the sermon. Rev. Allison will be our worship associate.

We are responsible for the sermon (15-18 mins) words for reflection (more time), lighting the candles. Rev. Allison suggested that we think about anecdotes that illustrate each of the elements instead of just reading them. Wonderbox - ideas could be around helping to explain what the board is. We could have former members of the board stand up. Song suggestions can go to Emma or Lindsey before Wednesday Dec 18th.

(Victoria) We create brave space for all ages where we:

- (Burns) Know our authentic Unitarian Universalist faith identity, teach it to our children, share it with others, and live it in the world.
- (Robin) Develop meaningful spiritual practices that connect us to wonder.
- (Cecile) Ask for and receive care, support, and connection in times of struggle, joy, and transition.
- (Amanda) Grow leaders who serve the needs of our congregation and our community with faith, resilience, and courage.
- (Paul) Steward our congregational community with our time, talent, and money.
- (Karen) Participate actively in our larger Unitarian Universalist community.
- (Emma & Lindsey) Understand systems of oppression and privilege and work to dismantle them within ourselves, our congregation, our community, and the larger world.

- (Emma & Lindsey) Work in deep partnership to advance justice and heal our community and our world.

8:55 (25) **Minister Review Form Sub-Committee Check in**

Includes each question with a comment box. The questions are taken directly from the job description.

Update form:

1. Re-order scale to be in the order of Exceptional, Met, Improvement, N/A
2. Put comment boxes first then question second for each question.
3. Add name as question 1 (Discussion around whether to have the survey anonymous or not, but overall it was determined that we will keep the name on so that if there are areas of followup we can reach out to that person/s)

Procedure shell for this process:

<https://docs.google.com/document/d/1JG-cPQ0IHHWrL4iQTCaaoZZ2S56N2WVLUZqvnCWsy94/edit?usp=sharing>

9:20 (5) **Check Out** (Lindsey)

- How did we do this evening? Good discussion, openness is there to share opposing views
- Did everyone feel heard? There are times when it is hard online to enter the conversation, so it is good to be persistent when online, but also in the room to check for hands raised
- Are there any concerns or compliments you want to give to the group?

9:25 **Closing Words** (Rev Allison)

Addendum 1: Minister's Report