

UU Nashua Board of Trustees (BoT) Meeting Minutes
December 11, 2012

Present: Ellen Fisher, Lance Pratt, Mary Licking, Harry Purkhiser, Jenn Morton, Diane Fontas, Mike Wilt, Reverend Olivia Holmes, Pat Ladew, Donna LaRue, Kate O'Shea, David Hudson

Absent: Kathleen Griffis (excused). There remains one vacant position on the BoT (see August 14, 2012 BOT minutes for the plan to fill that position).

Timekeeper for each agenda item of the meeting was Mary. David performed the chalice lighting. A Check In was performed during which a BoT member could share a word or two with the group and most did.

A motion passed made by Harry and seconded by David to approve the consent agenda. See List #1 below for contents.

A synopsis of the minister's report Rev. Olivia presented to the Board is as follows: The Church History Conversations, which will be facilitated by Olivia with assistance from members of the Board and the Transition Team, are currently scheduled for January, 2013. The Transition Team has taken on the work of creating a Church History Wall, for congregational engagement, beginning at about the same time. These two efforts are the next step in congregational involvement in envisioning the congregation we want to be, and the skills we seek in a settled minister. Additional steps, probably including an all-congregation survey, will be undertaken by the Search Committee once they have been appointed to their tasks.

Mike Wilt gave the Treasurer's Report. The report was oral, but a written report will be posted soon. It is necessary to keep in mind that the Board will have to focus next year on how the church's priorities align with funding levels.

There was a discussion led by Reverend Olaf Nieuwejaar, District Settlement Representative (DSR) that was a Review of Best Practices for selecting the Search Committee. UUNashua will soon be engaged in selecting a Ministerial Search Committee. Materials used and points made in that discussion are found in List #2.

The BoT discussed methods for selecting a Ministerial Search Committee. A motion passed, made by Donna and seconded by David, that the BoT accept the David Keyes method for selecting a Ministerial Search Committee. An outline of the method as we will implement it:

- Reverend Olaf Nieuwejaar (DSR) will hold a workshop open to any interested member or friend after church to explain the process and answer questions on January 13, 2013.
- Publicity efforts to provide education to UU Nashua members about the process will begin immediately with newsletter articles, Order of Service announcements, etc. before and after the DSR workshop.

- During the first part of February the BoT will attempt to phone each voting member of the congregation to ask if he/she would be willing and able to serve on the Search Committee, to ask for suggestions of other members that he/she would trust to serve, and to explain the process and answer questions as needed.
- The BoT will hold an extra meeting (likely Feb. 19th) to identify potential nominees, using the data collected by phone calls. Some preliminary sorting of data will be necessary by a sub-committee before that meeting.
- On Sunday, March 17th, a Congregational Meeting will be held after the service for election of the Search Committee as nominated by the BoT.

A request was made for BoT members to give the announcements at the beginning of church services and members signed up (see List #3 below).

The next scheduled BoT Meeting is Tuesday, Jan. 08th, 2013.

The chalice was extinguished by Diane after Rev. Olivia gave the closing reading.

Lists #1 through #3

List #1

Consent Agenda

- 1) Approval of November 13, 2012 BoT meeting minutes
- 2) Request to nominate Reverend Peter Morales for Re-election to UUA Presidency (by giving a positive indication on this we are letting the UUA know we view Reverend Peter Morales as qualified for the position; no other messages are being sent)

List #2

- 1) Prior to the meeting, BoT members read The Settlement Handbook posted on the UUA Transitions Office webpage

http://www.uua.org/documents/mpl/transitions/settlement_handbook.pdf

We were reminded that it was written with a one year transition period in mind, which is not our situation because we are undergoing a two year transition period. However, that reference is useful if one keeps in mind that parts of it may be dated.

- 2) Other documents (one to four pages apiece) provided in hard copy at the meeting which served as a focus for discussion were the following:
 - a) Board Responsibilities in the Ministerial Process (3 pages)
 - b) Guidelines for Nominating Committees with regard to Ministerial Search Committees for the Board and Search Committee (2 pages)
 - c) Search Committee Budget for the Board and Search Committee (1 page)
 - d) Ministerial Compensation for the Board, Search Committee, and Negotiating Team (1 page)
 - e) The Negotiating Team for the Board, Search Committee, and Negotiating Team (4 pages – my handwriting on fourth page reflects the recommendation on the

composition of the negotiating team- the president, a Search Committee member, and one of the church's trusted elders)

- 3) List of Search Committee Ineligible Groups --by virtue of positions / roles held
 - a) Members of the Board of Trustees (BoT)

The 2012-13 Board of Trustees members are: Diane Fontas, Kathleen Griffis, David Hudson, Pat Ladew, Donna LaRue, Kate O'Shea, Lance Pratt, Harry Purkhiser, Mary Licking (Clerk), Mike Wilt (Treasurer), Jenn Morton (Vice President), and Ellen Fisher (President).

- b) Members of the Transition Team

Hillary Keating, John Burkitt, Kathy Fletcher, Mickey Saunders Shepherd, and Roy Goodman.

- c) Spouses of BoT Members (one of the qualities of a Search Committee member is the necessity to maintain confidentiality [see mention of the Settlement Handbook above – the qualities are mentioned in the Settlement Handbook] -- the recommendations discourage spouses of BoT members as serving as members on the Search Committee because of the necessity of confidentiality during the search process.)

- 4) The typical Search Committee for a church this size is seven members.

- 5) The BoT develops the Search Committee, but once the Search Committee is elected by the Congregation, the BoT does not interfere with the business of the Search Committee although the two groups keep in touch.

- 6) It is the job of the BoT to ensure the makeup of the Search Committee is balanced well. The balance involves demographics and the skill sets needed on the Search Committee relative to the proceedings and products expected of it.

List #3

	Church Service
	<u>Announcements:</u>
Dec 16	David
Dec 23	Jenn
Dec 30	Pat
Jan 06	Harry

//original signed//

Mary Licking,
Clerk, Unitarian Universalist Church of Nashua, New Hampshire