

UU Nashua Board of Trustees Meeting Minutes
June 11, 2013

Present: Ellen Fisher, Lance Pratt, Mary Licking, Jenn Morton, Pat Ladew, Kate O'Shea, David Hudson, Mike Wilt, Reverend Olivia Holmes, Harry Purkhiser
Absent: No one.

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

See List #1 below detailing the year's Chalice lighting and Timekeeping duties.

Removed from the consent agenda were the May 28, 2013 minutes, the sole entry on the consent agenda. Regarding those minutes, the part on the budget is to be corrected as follows: A motion passed made by Jenn and seconded by Harry that proposed a budget for 2013 – 2014 containing a \$15K deficit, a deficit which is specifically for the work of the Search Committee and that proposed a balanced budget be presented for 2014-15.

The Ministerial Search Committee has apprised the BoT that the Negotiating Team to be employed in securing the contract applicable to the new minister be comprised of the three members named in List #2 below. The Board of Trustees is responsible for choosing the member of the Negotiating Team who is a senior member of the congregation. To that end, five nominations were received from the BoT. The BoT members then cast three votes apiece with instruction to distribute them as they saw fit among the five nominees, meaning a Trustee could assign more than one vote to the same person. The President is tasked with approaching the nominees in order of the votes received, with the top vote-getter being approached first. In the event the top vote-getter declines the invitation to serve, the nominee receiving the second highest vote total will be approached, and so on until one of the nominees accepts the invitation.

Rev. Olivia at the outset of assuming her position as interim minister has tasked the staff with drafting a safety policy for classrooms and sanctuary, including fire and lockdown procedures and has now placed a deadline on it to be Fall, 2013.

Rev. Olivia agreed to provide the BoT with more information on the status of UU Nashua's insurance regarding the advisability of certificates of insurance for non-member groups using or renting the church property; information that may prove useful in decisions regarding policy formation.

Discussion of Annual Meeting Results

Budget, what next?

Background

There was a May 21st meeting of the Ellen, Mike, and Rev. Olivia with UU Nashua financial leaders (including David Hudson of the BoT who co-chairs the Stewardship Committee) and the Ministerial Search Committee. The recommendations that arose from that meeting were three (3)

steps having to do with the budget itself: 1) Inform the congregation of the budget situation immediately, 2) Have the 2013-2014 budget right-size expenses (and that action could be phased in and / or it could be conditional on income received during the year), and 3) make available at each worship service an opportunity to contribute to the church's operating budget. Of those, 1) has been completed and 2) and 3) are underway. The 2013-2014 budget is posted on uunashua.org under Governance and then under 2013 Church Annual Meeting.

Today's meeting

Rev Olivia and Mike Wilt will work on the budget over the summer and into the fall, with the intention of recommending changes influenced by the results of the 2013 Annual Meeting.

Size of membership, data gathering

Jenn provided a list of questions (see attached, "Ask the Database"). Mike will provide answer at August meeting for: # pledging units for past 5 years. How many voting members are reflected in those pledges. Rev Olivia is tasked with RE enrollment infants through high school and Sun attendance. Ellen is making a chart which will include those answers plus the answers Mary provided today regarding last five years' membership numbers and last five years' attendance at annual meeting. Mary also brought in a statement to answer a question Jenn posed about the Treasurer and Clerk getting in concert regarding their views about how to handle certain situations that have cropped up regarding member lists generated from the database.

Minister's authority, Revisions needed to Personnel Policy?

Priorities: Covenant of Right Relationships, Policy clarifications

The references for this discussion are 1) the bylaws, paragraph 4.3, Minister's Authority, and 2) the UU Nashua Personnel Policy, and 3) See attached UU Nashua Priorities June 2013 through May 2015, the section entitled, Building Congregational Relationships, that is posted at uunashua.org under Governance, and then 2013 Church Annual Meeting. The Personnel Committee has agreed to work with Rev. Olivia on job descriptions through researching how other UU congregations our size are organized to meet program needs. The BoT desires they be posed with the question, Would they make an amendment or addition to Personnel Policy Manual of hired staff in regard to termination with focus on what is the process. Kathy Fletcher, Lori Lerude and Mickey Shepherd are taking the lead in developing a covenant of right relationships.

Discussion of Board Meeting Schedule

The regularly scheduled BoT meeting times are moved to the second Monday night. The need for extra meetings for training in October and February was reiterated.

Rev. Olivia gave the closing words that accompanied the extinguishing of the chalice.

See List #3 for other near term dates.

[Lists #1 through #3](#)

List #1

Chalice lighting & Timekeeping: Aug, Sep Oct Nov Dec Jan Feb Mar Apr May

Meeting Date	Chalice Lighter	Time Keeper
August	Kate	Jenn
September	David	Pat
October	Lance	Harry
October-training	Mary	Jenn
November	Pat	Kate
December	Jenn	Mary
January	Harry	David
February	Mike	Lance
February-training	Ellen	TBD
March	Kate	TBD
April	Pat	Lance
May	Jenn	Harry
May/June Budget meeting?	Dave	TBD
Substitute	Mike	Jenn

List #2

Negotiating Team Members

- 1) Member, Ministerial Search Committee
- 2) Member, Board of Trustees
- 3) Member, UU Nashua congregation, who is considered a “senior member”

List #3

Other Near Term Dates

Monday, August 12th is next BoT Meeting at Ellen’s house: Brookline, NH
October 2013 date TBD Special meeting of BoT for policy governance training, Part I.
February 2014 date TBD Special meeting of BoT for policy governance training, Part II.

Reminder: regularly scheduled BoT meeting times have been moved to the second Monday night of the month.

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Mary Licking,

Clerk, Unitarian Universalist Church of Nashua,
New Hampshire

Board of Trustees Proposal for UU Nashua Priorities, June 2013 through May 2015

Creating a Church Community that Includes People of All Ages (Previous: Retain Youth & Attract Young Adults)

Preamble: Children, youth, and young adults are our church's future. It is vital that our programs and activities are inclusive of and meaningful for people of all ages. It is vital that our programs and activities promote connections between people of different ages.

Vision: Young people feel welcomed into our church community. Children who grow up in our church share an enduring sense of acceptance and belonging to this church. Young individuals and families with young children are attracted to our church and smoothly integrated into our church family.

Measures of Success: Attendance and participation of children, youth, and young adults in the broad range of church programs and activities has increased.

Responsible Parties: The minister (as our Chief Executive Officer), the Director of Religious Education, the R.E. Committee, all other committees as pertinent, and all of us.

Building Congregational Relationships (Previous: Improved Communication Project)

Preamble: Establishing clear and effective two-way communication is a critical component in the development of healthy or "right" relationships between individuals and groups. When we are in right relationship, we relate to one another with honor, respect, love, and care.

Vision: All church committees, groups, leaders, and laypeople take responsibility for widely communicating information about their activities, both in reporting what they have done and inviting others to participate in future events. At the same time, all church committees, groups, leaders, and laypeople take responsibility for keeping up with church communications coming their way.

Measures of Success:

- Over the next year, the congregation will have developed and adopted a covenant of right relationships that describes how we all agree to work and be together in community. There will be an increase in the number of members of the congregation who are included in e-mail distribution lists and active on the church's Facebook page.

Responsible Parties: The minister (as our Chief Executive Officer), the Public Relations Committee, all other committees as pertinent, and all of us

- All church policies will be reviewed and clarified.

Responsible Party: The Board of Trustees

All-Church Social Justice Focus (Previous: All-Church Social Justice Project)

Preamble: Developing awareness of and working to address social justice issues is a meaningful part of our individual searches for truth and meaning. It is vital that our church encourages its members and friends, including children, to do so. As a focus for social justice work, our church has chosen to work toward ending hunger and homelessness in our local area. Since a well-

organized network of organizations (both the Nashua Continuum of Care and GSOP) is already working on these issues, it is vital that our programs and activities encourage engagement in these local efforts, both for individuals and the church as a whole.

Vision: Our entire congregation recognizes that social justice work promotes compassion and caring in all human relations and is a means to spiritual growth. The congregation is known for our social justice work in the local community, especially our work on ending hunger and homelessness.

Measures of Success:

- **Education:** Within the next 2 years we have made at least 6 major efforts that will serve to educate our church members and friends, as well as the wider community, about our social justice focus. This education will include information about how individuals can become involved in solving the problems that contribute to hunger and homelessness.
- **Service & Advocacy:** All members of the congregation will engage in a “service project” and donate time, talent and energy in the area of ending hunger and homelessness; this includes an increase in the number of members volunteering at Community Dinner, and active participation from every RE classroom.
- **Financial Support:** The congregation will raise and donate at least \$15,000 to associated organizations that are focused on hunger and homelessness issues.

Responsible Parties: The minister (as our Chief Executive Officer), the Director of Religious Education, “Council of Committee Chairs,” all other committees as pertinent, and all of us.