

UU Nashua Board of Trustees
Meeting Minutes
September 09, 2013

Present: Ellen Fisher, Lance Pratt, Mary Licking, Pat Ladew, Kate O' Shea, David Hudson, Mike Wilt, Reverend Olivia Holmes, Harry Purkhiser Absent: None.

Note: There is one vacant position on the BoT. Also, among those currently serving on the BoT, no one currently holds or is slated to hold the office of Vice-president. Ellen will notify Nominating Committee after this meeting of the BoT's request for Nominating Committee to start the process of filling the vacant position on the BoT. For the task of filling the position of Vice-president, Ellen will notify the Nominating Committee of the Board's desire for the Nominating Committee to start the process of filling the position of Vice-president, using information the BoT supplies (see below).

Timekeeper for each agenda item of the meeting was Pat. Dave 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.

The BoT members gave consideration to the Board Covenant. The BoT unanimously found it suitable for adoption this year in its current form, and each BoT member signed it.

A motion passed made by Pat and seconded by David to approve the consent agenda. The consent agenda consisted of 1) the June 11th and August 12th, 2013 BoT meeting minutes, and 2) the reappointment of members of the Personnel Committee and Investment Review Committee (Personnel Committee: Jon Laselle, John Burkitt, Karen Leonard, Ellen McCormick, Harry Purkhiser; Investment Review Committee: Bob Sampson, Jon Laselle, Joan Connacher, Mike Ballentine, June Haskell, Kathy Grossman, Russ Leonard, Steve Ladew).

A discussion was held about filling the vacancy in the Vice-presidency. A list of required / desired characteristics was developed, each BoT member was polled for interest, and the BoT unanimously agreed that Nominating Committee involvement was critical to a desirable outcome. The list of required / desired skills for one who is to hold the office of Vice-president:

Leadership (serving on this BoT with a history of using policy governance); Commitment (a minimum of 2 - 3 years, with one year serving as Vice-president and at least 1 year serving as President with an option to serve the subsequent third year as President, thereby completing the 2-year term as President); Patience/forbearance; Communication: comfort with oral / written communication and using the computer as a means of communication; Dedication; Delegation: ability to delegate; Team player; Boundaries: having good boundaries; Listening: good listener; Comfort with ambiguity.

A discussion occurred regarding working on understanding our membership numbers issue. We are working on policy regarding voting membership for UUA reporting and determining the Congregational Meeting Quorum. Any further information required was a question at the outset of the discussion. Providing an interpretation to the congregation, especially the Search Committee, was articulated as a goal. To aid our understanding of what has been occurring over recent years, Ellen produced a chart (see attachment) she made based on Treasurer data on 1) funds received from persons and the unrestricted endowment, 2) budgeting regarding pledges and unrestricted endowment, and 3) investment review committee recommendations with at least some of the data starting from the year 2002 - 2003. We need to develop a consensus on an interpretation on what has happened to our numbers over past few years and a route toward an actual number. During the discussion Mike described his method, using the church data base, for coming up with a voting member list, a method that uses the past three fiscal years' pledges and payments to the operating fund of the church [with the understanding that other bylaw requirements for voting membership are met] and the BoT unanimously accepted it. This method relies on the information in the data base being accurately entered.

Serving with Grace: Lay Leadership as a Spiritual Practice, by Erik Walker Wikstrom, was a publication Olivia passed to each Board member, recommending it as useful to BoT members as they pursue the work of the BoT.

Kate, the BoT member assigned to the Ministerial Search Negotiation Team, related the timetable established by the Search Committee for obtaining the information it needed from the BoT. By mid-October, the Search Committee will need information on the following: 1) [this item is from Kate] How UU Nashua arrives at its number for voting members, 2) [this item is from Kate] What is the intention of UU Nashua concerning the establishment of a Committee on Ministry? (such a committee helps the new minister get

organized and sets up meetings necessary to aid operations), 3) [this item is from Rev. Olivia] The health benefits provided to our staff and if the health benefits are not comparable to other congregations our size, the justification for the level of our health benefits to the staff. The BoT provided Kate with the information that 1) our policy is that we would follow the UUA recommendations for Ministerial Search, and 2) the October newsletter will be the means by which Ellen and Dave will tell the congregation how we get to the voting member number. 3) the BoT will meet with the Search Committee on October 17th from 7 - 9 pm to provide to the Search Committee information on what the BoT views as the congregation's strengths, assets, etc. to aid the Search Committee's efforts to present same to the Ministerial Candidates.

A discussion was held regarding the church calendar and policy governance. Ellen developed a chart entitled, BoT Annual Agenda Plan, 2013-14 (see attachment) that is useful as a visual aid in providing an understanding of dates and events of the upcoming year related to policy governance. On October 14th from 7:15 - 8:15 pm, the BoT will meet with Unity Consulting via Skype, a meeting that will be embedded within the regularly scheduled BoT meeting on that date, and which will occur after electronics and equipment preparation is performed by Harry and David from 7 - 7:15 pm. Unity Consulting is a company that has been retained by UU Nashua to aid in implementation of policy governance.

As part of the discussion mentioned in the paragraph immediately above, Rev. Olivia posed some questions. Our church is trying to become more relevant to all age groups. Special/intergenerational services are important to meet that goal. She said that she is worried our church year is too short to accommodate the special/intergenerational services that have already been proposed. We should go until at least third Sunday in June, which is June 15th, 2014. Doing so also would allow a second candidating week for the Search Committee, if necessary, something that is not uncommon lately in churches involved in search processes. Under policy governance, she recommended we analyze this issue (as she just had been reminded by Laura Parks of Unity Consulting) from the perspective of 1) mission, 2) cost, and 3) whom does it benefit. The BoT adopted the following resolution: We unanimously affirm having regular church services until June 15th, 2014 as an experiment.

In volunteering for tasks, 1) the BoT agreed to a schedule for providing Words of Welcome at services (see List #1), 2) the team to formulate a plan for the Norma Rowley Fund was named as follows: a) Mike (for

determining the funds available, if any, and that task will be performed in concert with Jon Laselle), and b) Mary, in concert with a second individual, who will be recruited by Ellen (for determining the rules and regulations by which funds are to be dispersed), and 3) the team to collect policies already voted and others that are needed (conflict of interest, safety policy, term limits, entities that can solicit on the property were among those mentioned) was named as follows: a) Lance and b) Harry.

The next regularly scheduled BoT Meeting is Monday, October 14th, 2013 (see List #2 for other important near term dates and the time set for the regularly scheduled BoT meeting).

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

Lists #1 through #2

List #1

Words of Welcome
& Church Service

Announcements:

September 15	Pat
September 22	Mary
September 29	David
October 06	Harry
October 13	Mary

List #2

Monday, October 14th, 7 - 9:30 pm with embedded meeting with Unity Consulting (see immediately below)
Regularly scheduled BoT meeting, may go long.

Monday, October 14th, 7:15 - 8:15 pm BoT meets with Unity Consulting via Skype, with Harry and David

providing electronics and equipment preparation services from 7 - 7:15 pm.

Thursday, October 17th, 7 - 9 pm BoT meeting with Search Committee (BoT discusses with Search Committee our attributes that may be of interest to Ministerial Candidates [strengths, assets, challenges, etc.])

Sunday, November 10th, Beyond Categorical Thinking Workshop

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

//original signed//

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

Two attachments:

1. 1) "Pledge history: 2002-13" This is an Excel Spreadsheet, the file is a separate attachment if you are accessing these minutes on the website.

2) BoT Annual Agenda Plan, 2013-14

	Search Support & Interim Tasks	Policy Governance: Training & Policy Review	Other
September		Begin collecting specifics re needed policies	Straighten out voting membership count, report to congregation
October	Meet with Search Comm: Where are we?; Review draft Ministerial Agreement &		Communicate with congregation re work on budget realignment with our size

	Compensation Range		
October, 2 nd meeting		Workshop on Ends Statements; Share impressions from Sept 13 th workshop	
November	Approve Draft Min. Agreement & Compensation Range; Beyond Categorical Thinking workshop	_____ Policy Discussion	Support work on Covenant of Right Relationships
December		Draft Safety Policy, Review Personnel Policy Manual revisions	Preliminary 2014-15 Budget Planning
January			Discussion re budget realignment ; Norma Rowley Student Loan Fund resolution
February			2014-15 Budget Planning & Stewardship Campaign support
February, 2 nd meeting		Workshop on _____	
March			Stewardship Campaign
April	Interim Assessment		
May	Candidating Week	Finalize latest version of Policy Manual and publish for review	Prep for Annual Meeting