

Unitarian-Universalist Church of Nashua, NH

Board of Trustees

January 11, 2015

Present: Harry Purkhiser, David Hudson, Pat Ladew, Mary Licking, Kate O'Shea, Lance Pratt, Rick Spitz, Mike Wilt, and ex officio member, Reverend Doctor Janet Newman.
Absent (excused): Carol Wagner

The timekeeper was Rick. David lit the chalice. Board members were invited to Check In.

A motion passed made by David and seconded by Pat to approve the consent agenda absent the Minutes. The consent agenda originally consisted of:

- Approve minutes from December 08, 2014 BoT meeting (see them on uunashua.org)
- Minister's Report (see attached).
- Treasurer's report (see attached)

Harry explained that the minutes from last meeting (December 08, 2014) are not available because he had submitted edits to the draft within the few days prior to this meeting, unaware that the Clerk was out of town.

Mike discussed the Treasurer's report. The BoT learned last meeting that the UUCN accidentally double paid the UUA Fair Share for the year by responding to the two identical billing statements from them that were received by UUCN. The UUA has now fully refunded the overage.

Since last meeting Hal Holway accepted a position on the White Wing School Task Force, rounding out the four member team (see The White Wing School Directions Team attachment of two pages to the December 08, 2014 minutes that lists the members and the charge to the team).

The current progress of the Stewardship Campaign was discussed. Ellen Fisher, who is this year's Chair of the campaign, has overseen the development of a presentation and its rollout, which has been received by seven groups comprised of a total of over 25 members. Mike reported that he has received 20 early pledges for 2015-2016 totaling just over \$100,000 and reflect total increases of over \$22,000 or 29% over this year. Ellen: The Board's participation in this year's Stewardship Campaign has had such a positive effect. How can we ensure that Stewardship becomes a more desirable characteristic in future Board members? The answer Ellen suggested includes the following: 1) Nominating Committee and the Leadership Development task of that committee have a focus for training and selection, 2) the

creation of a Board of Trustees job description that describes a set of expectations of leadership, and 3) setting term limits that reduce the impression that any job is a life-time assignment to be avoided. The Board is working on a Board of Trustees job description that could serve as a model for the Nominating Committee.

A follow up to last meeting's discussion regarding governance concerns (see December 08, 2014 BoT minutes on uunashua.org) will be a Deep Listening session in the auditorium on Sunday, January 25, 2015 led by Rick and with Pat writing down the comments for distribution to the BoT. Reverend Doctor Janet will perform basic analysis on what is collected, such as identifying themes and identifying comment topics that require a response from the BoT. The session is modeled after Deeper than Coffee sessions and after the Search Committee sessions of last year. The session is not meant to be a dialogue. The comments collected will serve as the basis for preparation of the Town Hall meetings on governance concerns, the first of which will be held March 1st, 2015 (see below for more on the planned Town Hall meetings). Publicity efforts will include the newsletter, special emails, an announcement from the pulpit on January 25th, and word of mouth. The Deep Listening session is in alignment with one of the BoT's key priorities that was envisioned at the Start up Retreat on September 20, 2014 at Concord, NH, that of linkage (see October 20, 2014 BoT minutes).

As mentioned above, some Town Hall meetings will be scheduled for dates after the Deep Listening session, with March 1st, 2015 being the first one. It is intended for the days of the week to be varied on the schedule to better accommodate those wishing to have a chance to attend. Those Town Hall meetings will start with a response from the BoT addressing important questions from the January 25, 2015 Deep Listening session. The Town Hall meetings will then be open to comments and questions from the audience. Response to questions will be provided by the BoT as appropriate. The BoT will also disseminate information regarding the Town Hall meetings on blogs, nUUs articles, special emails, Q&As, FAQs, on the new web page, etc. The goal of the effort of the Town Hall meetings is to ensure that the Board is aware of concerns of the congregation.

A security and privacy policy review discussion in terms of the need for same was continued from last meeting (see December 08, 2014 minutes on uunashua.org). A Task Force for Policy on Video for Services was appointed: Mike, Lance, and as a consultant to the Task Force, Carol. Of interest: activity and goals of the Audiovisual Committee concerning the videotaping of services, the policy of other churches, and what, if any, policy the UUA recommends or employs. The overarching concern is whether the activity and the policy that evolves for UUCN, if in fact that is what occurs, fits with the mission of UUCN (for more on mission, see uunashua.org, click on "Our Church," click on "Governance," click on "governing policies," then read the entry under "Mission").

The BoT will meet with the Transition Team and Reverend Doctor Janet on January 29 at 7:00 pm to complete an appraisal of the Interim Ministry Program (see Minister's Report attached to November 2014 minutes for an explanation) that must be submitted to the UUA by February 15th. The emphasis this year has to do with how well UUCN is progressing on the priorities set as a result of the September 20, 2014 Start up Retreat (see mention of that event two paragraphs above). Reverend Doctor Janet views the appraisal in terms of a 360° conversation of the participants (who represent the congregation) with their minister.

A discussion was held regarding staff appreciation efforts. Last year, 2013-2014, the BoT authorized a staff appreciation activity, going out for lunch, over the holidays. This year the BoT did not consider a staff appreciation effort for the holidays, which was not a conscious decision. The BoT has learned of another church that empowers the Stewardship Committee to undertake in the month of November a fundraising effort for the purpose of staff appreciation. To implement such a practice and have it continue on an ongoing basis would likely be facilitated by writing it into a job description of the Stewardship Committee was a thought the BoT considered. Reverend Doctor Janet mentioned she is planning an effort to honor volunteers to be held toward the end of the year.

A discussion was held regarding a possible job description for the Board of Trustees. A starting point was the UUCN March 29, 2012 article authored by Ellen Fisher, entitled, What is the role of the Board of Trustees? It is intended for the discussion on this to continue.

It was brought to the attention of the BoT that the Horizon UU board in Texas has posted on the internet a brief communication meant for their congregation to help explain policy governance.

The manner in which constructing the meeting agenda is set to change. Members of the BoT are now encouraged to submit topics for an upcoming agenda and there will be a meeting to finalize the agenda, with the submitted topics as input for that meeting.

Mary mentioned that, as Clerk of the congregation, she and Sherri Woolsey, Church Administrator and Membership Coordinator, have recently had meetings regarding the February 1st, 2015 filing to be submitted to the UUA on UUCN's number of voting members. The list that will be submitted serves as the basis for several actions, such as the amount UUCN will be assessed to pay the UUA as the UUCN's "fair share," and identifying those allowed to vote in UUCN elections, including voting on a Search Committee recommendation of a settled minister to serve at UUCN.

In volunteering for tasks, the BoT agreed to a schedule for providing Words of Welcome at January (remaining Sundays), February and March services (see List #1), and for chalice lighting and timekeeping at BoT meetings for the rest of the church year (see List # 2). Upcoming dates are shown in List #3. List #4 describes attachments to

these minutes.

A covenantal check out was performed to explore the idea of how we did at the meeting.

The next BoT Meeting is Monday, February 9th, 2014 at 7 pm in the Youth Room.

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

Lists #1 through #4

List #1 Words of Welcome

& Church Service Announcements:

January 18 Kate, January 25 Rick, February 1 Mary, February 8 Pat, February 15 Carol (pending confirmation), February 22 Harry, March 1 Lance, March 8 Rick, March 15 David, March 22 Kate, March 29 Mary

List #2 Chalice lighting Feb 9 – Lance, Mar 9 – Rick, Apr 13 - Mike, Jun 8 – Kate. May 11 is blank.

Timekeeper schedule: Feb 9 – Pat, Mar 9 - Carol, Jun 8 – David. April 13 and May 11 are blank.

List #3 Upcoming Dates:

Thursday, January 29, 7 – 8:30 pm, Evaluation exercise mandated by UUA Transitions Office, participants are the Board of Trustees, the Transition Team, and Reverend Doctor Janet

Monday, February 9th, Regularly scheduled BoT meeting

List #4 Attachments to these minutes:

- 1) Minister's Report – January 12, 2015, 1 page,
- 2) Treasurer's Report January 8, 2015, 6 pages.

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Mary Licking,

Clerk, Unitarian-Universalist Church of Nashua, New Hampshire

Report for the Board of Trustees on the Interim Ministry, January 12, 2015

Since we are about to conduct an appraisal of the interim ministry process so far -- Thursday, Jan. 29, at 7 pm -- it seems a good time to review the Board of Trustees' priorities for this year.

At the Multi-Congregation Interim Ministry Start-Up Retreat at Concord UU on Sept. 20, the focus was, as Mary Licking reported in the October minutes, to "learn about the opportunities available to a congregation currently involved in an interim ministry and the work that needs to be done for a congregation to avail themselves of those opportunities.

"Board members were encouraged to contribute new insights and Board priorities were reviewed. These priorities are:

1. A clarity of mission -- a clear vision of the church we want to become,
2. Become braver at dealing with finances for church operations -- stewardship and financial sustainability,

(Note: 1. and 2. bear on interrelating our mission, budget, and staff)

3. Minister, staff, Board, and congregation become more adept at Policy-based Governance."

It seems to me that it would be a good use of time during the appraisal session to note these priorities and review progress.

In addition, I suggest that the Board use the appraisal instrument in the "Transitional Ministry Handbook" (easily found thru the UUA web-site) but instead of beginning with item 1, we begin in the middle of the instrument and go toward the end. The earlier items, except for the questions about leadership, were addressed in the first two years of interim ministry. We can always go to the top of the form if time permits during the session.

I will facilitate the appraisal meeting and take notes as close to verbatim as I can. After comparing notes with you (?) who volunteered, the results will go the UUA.

I look forward to this experience of appraisal with you. Respectfully submitted,
Janet Newman

Unitarian Universalist Church of Nashua, New Hampshire
Treasurer's Report for the Board of Trustees Meeting January, 2015
Michael Wilt, Treasurer

We received a refund from the UUA for the fair share contribution that we accidentally paid twice. Now we are square with the UUA and the district for this fiscal year.

Property continues to challenge the budget for this fiscal year with a leaking water heater and some other projects that just can't be put off.

I have received 20 early pledges for 2015/16 from church leaders. These pledges total just over \$100k and reflect total increases of \$22k or 29%.

Unitarian Universalist Church of Nashua, New Hampshire
Profit & Loss Budget vs. Actual
June 2014 through May 2015

	<u>Jun '14 - May 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
100 Questions	576.00	999.96	-423.96	57.6%
Buddhist Meditation	247.10	200.04	47.06	123.53%
Coffee Hour	0.00	99.96	-99.96	0.0%
Endowment				
Restricted	7,602.24	1,121.23	6,481.01	678.03%
Unrestricted	88,948.54	153,576.84	-64,628.30	57.92%
Total Endowment	96,550.78	154,698.07	-58,147.29	62.41%
Fund Raisers				
Auction	7,616.40	9,000.00	-1,383.60	84.63%
Cal Libby Scholarship	0.00	0.00	0.00	0.0%
Fall cemetery clean-up	0.00	1,800.00	-1,800.00	0.0%
Other Fund-raisers	1,346.31			
Total Fund Raisers	8,962.71	10,800.00	-1,837.29	82.99%
Outreach Collections	19,197.82	30,000.00	-10,802.18	63.99%
Pledges				
Early Pledges	0.00	32,000.00	-32,000.00	0.0%
FY Pledges	131,495.52	203,000.04	-71,504.52	64.78%
Late Pledges	200.00			
Total Pledges	131,695.52	235,000.04	-103,304.52	56.04%
User Fees	5,820.00	6,999.96	-1,179.96	83.14%
WW Contrib	15,333.28	23,000.04	-7,666.76	66.67%
Total Income	278,383.21	461,798.07	-183,414.86	60.28%
Expense				
Advertising and Marketing	177.00			
Budgeted Outreach				
Community dinners	1,336.23	1,249.92	86.31	106.91%
GSOP	750.00	750.00	0.00	100.0%
Nashua Area Interfaith Council	0.00	50.00	-50.00	0.0%
Soup Kitchen Food	229.17	999.96	-770.79	22.92%
Total Budgeted Outreach	2,315.40	3,049.88	-734.48	75.92%
Denomination				
District	4,655.00	4,579.00	76.00	101.66%
UUA	14,700.00	14,460.00	240.00	101.66%
Total Denomination	19,355.00	19,039.00	316.00	101.66%
EB Discretionary Fund	484.75	1,249.92	-765.17	38.78%
Membership				
Committee Budget Coordinator	337.31	1,554.96	-1,217.65	21.69%

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Health	342.00	769.92	-427.92	44.42%
Life Insurance	275.59			
Prof Exp	635.58	1,560.00	-924.42	40.74%
Retirement	2,200.14	3,648.96	-1,448.82	60.3%
Salary	22,000.63	36,104.04	-14,103.41	60.94%
Taxes	1,683.05	2,790.96	-1,107.91	60.3%
Total Coordinator	27,136.99	44,873.88	-17,736.89	60.47%
Ferry Beach	1,121.00			
Leadership Devel	149.00	500.04	-351.04	29.8%
Social Activities	120.98	500.04	-379.06	24.19%
YUUMI	0.00			
Membership - Other	1.00			
Total Membership	28,866.28	47,428.92	-18,562.64	60.86%
Music				
Committee Budget				
Babysitting	0.00	800.04	-800.04	0.0%
Choir expenses	0.00	99.96	-99.96	0.0%
Guest musician	125.00	399.96	-274.96	31.25%
Octavos	1,077.84	2,100.00	-1,022.16	51.33%
Organ/piano R&M	596.00	1,099.92	-503.92	54.19%
Substitute Organist	100.00	350.04	-250.04	28.57%
Total Committee Budget	1,898.84	4,849.92	-2,951.08	39.15%
Director				
Health	0.00	0.00	0.00	0.0%
Prof Exp	0.00	698.00	-698.00	0.0%
Salary	8,837.12	13,964.04	-5,126.92	63.29%
Taxes	676.04	1,068.00	-391.96	63.3%
Total Director	9,513.16	15,730.04	-6,216.88	60.48%
Total Music	11,412.00	20,579.96	-9,167.96	55.45%
Operations				
Custodian				
Health	26.05	1,507.08	-1,481.03	1.73%
Retirement	1,778.59	2,640.00	-861.41	67.37%
Salary	17,786.24	26,400.96	-8,614.72	67.37%
Taxes	1,360.65	2,019.96	-659.31	67.36%
Total Custodian	20,951.53	32,568.00	-11,616.47	64.33%
Custodian Coverage	335.00	800.04	-465.04	41.87%
Electricity	3,800.24	8,000.04	-4,199.80	47.5%
Electronic Transaction Fees	1,296.41	1,500.00	-203.59	86.43%

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June 2014 through May 2015

	<u>Jun '14 - May 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Gas	2,152.91	14,000.04	-11,847.13	15.38%
Insurance	12,685.57	12,000.00	685.57	105.71%
Internet	475.50	800.04	-324.54	59.44%
Janitorial Supplies	1,592.56	2,400.00	-807.44	66.36%
Laundry	484.92	999.96	-515.04	48.49%
Office machines	2,076.64	2,600.04	-523.40	79.87%
Office Supplies	1,520.52	4,500.00	-2,979.48	33.79%
Payroll Service	869.00	1,299.96	-430.96	66.85%
Pledge Drive	0.00	0.00	0.00	0.0%
Telephone	929.32	1,700.04	-770.72	54.67%
Trash removal	1,161.77	2,000.04	-838.27	58.09%
Water	2,873.35	5,000.04	-2,126.69	57.47%
Total Operations	53,205.24	90,168.24	-36,963.00	59.01%
Outreach Disburse	15,478.67	30,000.00	-14,521.33	51.6%
Property				
Alarm Systems	1,316.80	999.96	316.84	131.69%
AV Systems	1,499.99			
Building Inspections	1,055.00	1,200.00	-145.00	87.92%
Cleaning Services	787.00	999.96	-212.96	78.7%
Elevator	2,971.65	1,500.00	1,471.65	198.11%
Groundskeeping	2,735.38	3,000.00	-264.62	91.18%
Major maintenance	53,169.38	44,000.04	9,169.34	120.84%
Snow Removal	8,375.00	9,999.96	-1,624.96	83.75%
Total Property	71,910.20	61,699.92	10,210.28	116.55%
Public Relations				
Advertising	3,366.30	3,000.00	366.30	112.21%
Total Public Relations	3,366.30	3,000.00	366.30	112.21%
RE				
Adult RE	413.40	500.04	-86.64	82.67%
Basketball	0.00	600.00	-600.00	0.0%
Committee Budget				
Appreciation	92.02	600.00	-507.98	15.34%
Childcare	60.00			
Curriculum/Books	413.66	600.00	-186.34	68.94%
Events	51.78	300.00	-248.22	17.26%
JR High OWL	0.00	0.00	0.00	0.0%
R.O.P.E.	43.78	399.96	-356.18	10.95%
RE Outreach	0.00	200.04	-200.04	0.0%
Refreshments	29.98	300.00	-270.02	9.99%
Senior High	31.69	399.96	-368.27	7.92%
Supplies	41.94	649.92	-607.98	6.45%
Training	90.00	649.92	-559.92	13.85%

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June 2014 through May 2015

	<u>Jun '14 - May 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Committee Budget	854.85	4,099.80	-3,244.95	20.85%
DRE				
Health	1,706.10	4,410.00	-2,703.90	38.69%
Life Insurance	187.93			
Moving	4,212.32	5,000.04	-787.72	84.25%
Prof Exp	4,572.19	4,460.04	112.15	102.52%
Retirement	2,809.38	4,659.60	-1,850.22	60.29%
Salary	26,185.06	45,999.96	-19,814.90	56.92%
Taxes	<u>2,149.18</u>	<u>3,564.96</u>	<u>-1,415.78</u>	<u>60.29%</u>
Total DRE	41,822.16	68,094.60	-26,272.44	61.42%
Young Adult	<u>0.00</u>	<u>500.04</u>	<u>-500.04</u>	<u>0.0%</u>
Total RE	43,090.41	73,794.48	-30,704.07	58.39%
Search Committee	80.00	9,000.00	-8,920.00	0.89%
Social Justice	0.00	1,050.00	-1,050.00	0.0%
Spiritual				
Babysitters				
Salary	2,320.00	3,000.00	-680.00	77.33%
Taxes	<u>177.51</u>	<u>225.00</u>	<u>-47.49</u>	<u>78.89%</u>
Total Babysitters	2,497.51	3,225.00	-727.49	77.44%
Coffee Hour	680.01	1,500.00	-819.99	45.33%
Flowers	821.50	1,500.00	-678.50	54.77%
Minister				
Health	1,603.48	5,487.96	-3,884.48	29.22%
Life Insurance	256.51			
Moving	6,049.86	7,704.96	-1,655.10	78.52%
Prof Exp	7,662.85	9,404.04	-1,741.19	81.49%
Retirement	4,990.60	7,704.96	-2,714.36	64.77%
Salary/Housing	45,428.65	77,049.96	-31,621.31	58.96%
Taxes	0.00	5,894.04	-5,894.04	0.0%
Transportation	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Minister	65,991.95	113,245.92	-47,253.97	58.27%
Minister Discretionary	747.00	1,500.00	-753.00	49.8%
Worship & Services	<u>582.03</u>	<u>999.96</u>	<u>-417.93</u>	<u>58.21%</u>
Total Spiritual	71,320.00	121,970.88	-50,650.88	58.47%
WW Payroll	<u>0.00</u>			
Total Expense	<u>321,061.25</u>	<u>482,031.20</u>	<u>-160,969.95</u>	<u>66.61%</u>
Net Income	<u><u>-42,678.04</u></u>	<u><u>-20,233.13</u></u>	<u><u>-22,444.91</u></u>	<u><u>210.93%</u></u>

Jan 8, 15

ASSETS

Current Assets

Checking/Savings

Checking 72,403.59

Total Checking/Savings 72,403.59

Total Current Assets 72,403.59

TOTAL ASSETS 72,403.59

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

ChurchRetireLiab -386.71

CMSMedical 69.90

Disability 1,699.75

FederalTax -12.31

FirstHealth 9.52

OliviaFSA 837.70

UnitedOfOmaha 223.75

UUADental -388.60

UUAHealth -802.89

WWRetireLiab 91.60

Total Other Current Liabilities 1,341.71

Total Current Liabilities 1,341.71

Total Liabilities 1,341.71

Equity

Opening Bal Equity 34,157.30

Retained Earnings 79,582.62

Net Income -42,678.04

Total Equity 71,061.88

TOTAL LIABILITIES & EQUITY 72,403.59