

Unitarian-Universalist Church of Nashua, NH
Board of Trustees
November 10, 2014

Present: Harry Purkhiser, David Hudson, Pat Ladew, Mary Licking, Kate O'Shea, Lance Pratt, Rick Spitz, Carol Wagner, Mike Wilt, and ex officio member, Reverend Janet Newman. Steve Hedges of the Ministerial Search Committee (MSC), and Meredith Olson, Interim Director of Lifespan Religious Education, were the invited guests who were present.

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

A motion passed made by Carol and seconded by David to approve the consent agenda. The consent agenda consisted of:

- Approve minutes from October 20, 2014 BoT meeting (see them on uunashua.org)
- Minister's Report (see attached).
- Treasurer's report (see attached)

The BoT president, Harry Purkhiser, provided remarks. Attention was called to the current Mission and Ends statements (governance documents are found on uunashua.org). Whose are we? What's our role? Those questions were discussed, with the BoT being directed to the UUCN Governing Policies: Policy A: Mission, Policy B: Ends, Policy C: Values, Policy D: Moral Ownership, and Policy E: Primary, Secondary, & Tertiary Stakeholders. Then the BoT was directed to Governing Process: Policy A: Board of Trustees Job Description.

Steve Hedges (MSC) made a presentation concerning ministerial compensation considerations for the upcoming round of search which starts with the posting of the congregational record by December 1, 2014 (see attached, Compensation Recommendations_Nov2014... file with first page words, "Historical Data from Last Year's Search"). The recommendation of the MSC, after discussion amongst their members and after consultation with the UUA Office of Transitions, is for UUCN to offer a salary range of \$7K with a midpoint of \$90,600. BoT discussion included consideration on the questions: Can we afford to call a really great minister? Can we afford not to call a really great minister? A motion passed made by Pat and seconded by Lance to adopt the recommendation of the MSC regarding the ministerial compensation offer.

A discussion was held regarding possible BoT actions to support the salary decision. Raised in the discussion were 1) how to step up to stewardship responsibility personally, 2) how to support Stewardship Committee efforts, and 3) how to “evangelize” our decision to spark congregational enthusiasm [we need a communications plan and a spokesperson]. There was mention of need for an early leadership role regarding pledges (with BoT member pledges for FY 15-16 transmitted to Treasurer prior to next meeting) and various ideas were advanced for implementation. Harry urged members of the BoT to attend Thursday’s meeting of the 2014 Stewardship Committee that so far numbers two members, neither of whom is a member of the BoT. A subcommittee was formed made up of Reverend Doctor Janet, David, Pat, and a yet to be named member of the MSC, to put together a communication plan.

In volunteering for tasks, the BoT agreed to a schedule for providing Words of Welcome at November and some December 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, December 8th, 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:

November 16

Rick

November 30	Lance
December 7	Pat
December 14	Mary

List #2
Chalice lighting

Dec 8 – Mary, Jan 12 – David, Feb 9 – Lance, Mar 9 – Rick, Apr 13 - Mike, Jun 8 – Kate.
May 11 is blank.

Timekeeper schedule:

Dec 8 – Lance, Jan 12 – Rick, Feb 9 – Pat, Mar 9 - Carol, Jun 8 – David. April 13 and May 11 are blank.

List #3

Upcoming

Dates:

Monday, December 8, Regularly scheduled BoT meeting

List #4

Attachments to these minutes:

- 1) October 20, 2014 minutes [located on uunashua.org],
- 2) Minister's Report-November 10, 2014, 2 pages,
- 3) Treasurer's Report, 6 pages,
- 4) Compensation Recommendations_Nov2014... file with first page words, "Historical Data from Last Year's Search," 7 pages

Our Covenant of Right Relations (draft)

Mindful of one another's inherent worth and dignity, we all covenant;

- *To each bring our best selves to this place*
- *To listen intently*
- *To speak honestly and thoughtfully*
- *To trust in one another's good intentions and recognize that our actions and words have an impact regardless of our intentions*
- *And when we find communication is difficult, we will ask for help and be open to loving guidance from others.*

*****End of Our Covenant of Right Relations (draft)*****

//original signed//

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

Report to the Board on the Interim Ministry by Janet Newman
for the meeting on Nov. 10, 2014

Even though we're just barely into November, it will soon be time to do the Interim Ministry Appraisal process that is part of the interim agreement between the Board and the Transitions Office at the UUA.

The appraisal instrument is in the Transitional Ministry Handbook, 2014 edition, in appendix G. The handbook is easily found on the UUA web-site. Use the search box in the upper right corner of the opening page.

Please look over the document soon so that you'll be familiar with it before we get to the appraisal itself. You'll note that the first 5 questions are in sync with the 5 developmental tasks that are listed in the contract between the Board and me.

The purpose of the appraisal in January and the one in June is for the minister and the Board to engage in a conversation about matters of mutual interest. It is not an instrument where the goal is to fill in the boxes. The appraisal session can't simply be added to a regular Board meeting since it can take over 90 minutes. Please respond to a Meeting Wizard that I will send out early in December so that we can arrive at a date in January when many on the Board can attend.

I will give you more information in my December report and/or answer any questions that you may have. Those of you who were on the Board during the past two years are familiar with the appraisal process.

It would be good to include the responses of the Transition Team, and if it is agreeable with you, I will ask them to participate, also.

As I meet with the Stewardship Committee in the organization of the pledge drive, I am concerned that the financial commitments from congregants will show up too late in the Ministerial Search process to have much effect on attracting a minister who will be a good fit for the UUCN. Mike Wilt and I have talked about setting a tone of generosity through the Board's example -- without waiting for February or March for the Board to make their generous commitments.

Since the Board has fiduciary responsibility for the fiscal well-being of the church, it makes sense for them to be the leaders in the pre-campaign effort. In addition, it would be appropriate to arrange a gathering of the most generous supporters and other leaders of the congregation and get their commitments soon rather than waiting until late winter or early spring. These two actions would jump-start the campaign and show the applicants for the ministry position that the congregation is serious about establishing financial sustainability.

As you know, one of my goals for my time with you is to help the congregation become less sensitive to the topic of supporting the church through their pledges and contributions. I will continue to use the Outreach Offering portion of the Sunday service to explain that it is thru pledges and additional offerings in the

green envelopes that the future of the church and Unitarian Universalism in Nashua are possible. So far we have gathered a number of green envelopes in the offering baskets, so someone must be paying attention!

I look forward to seeing you present the welcome and greeting portion of the service every Sunday, and I am very grateful for your participation and good will. Please ask me your questions, and I'll answer as best I can.

Respectfully submitted, Janet N.

*****End of Report on the Interim Ministry... attachment to November 10, 2014 minutes*****

Besides the attachments incorporated into the November 10th, 2014 minutes above:

The following is an *attachment* to the November 10th, 2014 minutes found on uunashua.org:

October 20, 2014 UUCN Board of Trustees minutes [see uunashua.org]

Unitarian Universalist Church of Nashua, New Hampshire
Treasurer's Report 2014-11-04
Michael Wilt

Janet asked me to show how professional expenses break down between her and Olivia. Apparently Olivia saved a lot of receipts and submitted them after June 1.

We received a lot of pledges very late. I got some \$9k by chasing automatic payment people in June. We got a very generous pledge from our new interim minister.

The community dinners line item appears to be close to the budget already, but we raised more than \$3300 for community dinners in a December, 2013 collection. We spent \$1248 last year so we have about \$1000 left even if we don't spend any of the budgeted money for either fiscal year.

The property major maintenance budget is already over, largely due to the very much overdue project of replacing the White Wing roof. You may remember that property was way under budget last year due to the focus on spending insurance settlement money from the floods last winter.

Janet is encouraging me to send out more pledge statements. I am debating whether it is better to distribute them after church or just mail them as usual.

	Jun '14 - May 15	Budget	\$ Over Budget	% of Budget
Income				
100 Questions	288.00	999.96	-711.96	28.8%
Buddhist Meditation	211.00	200.04	10.96	105.48%
Coffee Hour	-50.98	99.96	-150.94	-51.0%
Endowment				
Restricted	1,781.24	1,121.23	660.01	158.87%
Unrestricted	65,615.22	153,576.84	-87,961.62	42.73%
Total Endowment	67,396.46	154,698.07	-87,301.61	43.57%
Fund Raisers				
Auction	0.00	9,000.00	-9,000.00	0.0%
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	1,346.31	10,800.00	-9,453.69	12.47%
Outreach Collections	9,770.04	30,000.00	-20,229.96	32.57%
Pledges				
Early Pledges	0.00	32,000.00	-32,000.00	0.0%
FY Pledges	76,393.62	203,000.04	-126,606.42	37.63%
Late Pledges	200.00			
Total Pledges	76,593.62	235,000.04	-158,406.42	32.59%
User Fees	3,880.00	6,999.96	-3,119.96	55.43%
WW Contrib	9,583.30	23,000.04	-13,416.74	41.67%
Total Income	169,017.75	461,798.07	-292,780.32	36.6%
Expense				
Advertising and Marketing	177.00			
Budgeted Outreach				
Community dinners	1,136.73	1,249.92	-113.19	90.94%
GSOP	750.00	750.00	0.00	100.0%
Nashua Area Interfaith Council	0.00	50.00	-50.00	0.0%
Soup Kitchen Food	190.42	999.96	-809.54	19.04%
Total Budgeted Outreach	2,077.15	3,049.88	-972.73	68.11%
Denomination				
District	0.00	4,579.00	-4,579.00	0.0%
UUA	14,700.00	14,460.00	240.00	101.66%
Total Denomination	14,700.00	19,039.00	-4,339.00	77.21%
EB Discretionary Fund	484.75	1,249.92	-765.17	38.78%
Membership				
Committee Budget	330.44	1,554.96	-1,224.52	21.25%
Coordinator				

Health	342.00	769.92	-427.92	44.42%
Life Insurance	228.89			
Prof Exp	635.58	1,560.00	-924.42	40.74%
Retirement	1,630.28	3,648.96	-2,018.68	44.68%
Salary	16,302.23	36,104.04	-19,801.81	45.15%
Taxes	1,247.12	2,790.96	-1,543.84	44.68%
Total Coordinator	20,386.10	44,873.88	-24,487.78	45.43%
Ferry Beach	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	21,108.52	47,428.92	-26,320.40	44.51%
Music				
Committee Budget				
Babysitting	0.00	800.04	-800.04	0.0%
Choir expenses	0.00	99.96	-99.96	0.0%
Guest musician	0.00	399.96	-399.96	0.0%
Octavos	781.42	2,100.00	-1,318.58	37.21%
Organ/piano R&M	258.00	1,099.92	-841.92	23.46%
Substitute Organist	100.00	350.04	-250.04	28.57%
Total Committee Budget	1,139.42	4,849.92	-3,710.50	23.49%
Director				
Health	0.00	0.00	0.00	0.0%
Prof Exp	0.00	698.00	-698.00	0.0%
Salary	6,688.80	13,964.04	-7,275.24	47.9%
Taxes	511.69	1,068.00	-556.31	47.91%
Total Director	7,200.49	15,730.04	-8,529.55	45.78%
Total Music	8,339.91	20,579.96	-12,240.05	40.52%
Operations				
Custodian				
Health	26.05	1,507.08	-1,481.03	1.73%
Retirement	1,300.43	2,640.00	-1,339.57	49.26%
Salary	13,004.56	26,400.96	-13,396.40	49.26%
Taxes	994.85	2,019.96	-1,025.11	49.25%
Total Custodian	15,325.89	32,568.00	-17,242.11	47.06%
Custodian Coverage	335.00	800.04	-465.04	41.87%
Electricity	2,376.60	8,000.04	-5,623.44	29.71%
Electronic Transaction Fees	903.40	1,500.00	-596.60	60.23%
Gas	670.58	14,000.04	-13,329.46	4.79%
Insurance	11,222.57	12,000.00	-777.43	93.52%

Internet	355.60	800.04	-444.44	44.45%
Janitorial Supplies	1,138.35	2,400.00	-1,261.65	47.43%
Laundry	312.12	999.96	-687.84	31.21%
Office machines	1,056.14	2,600.04	-1,543.90	40.62%
Office Supplies	797.38	4,500.00	-3,702.62	17.72%
Payroll Service	605.00	1,299.96	-694.96	46.54%
Pledge Drive	0.00	0.00	0.00	0.0%
Telephone	646.79	1,700.04	-1,053.25	38.05%
Trash removal	775.55	2,000.04	-1,224.49	38.78%
Water	1,955.48	5,000.04	-3,044.56	39.11%
Total Operations	38,476.45	90,168.24	-51,691.79	42.67%
Outreach Disburse	8,647.55	30,000.00	-21,352.45	28.83%
Property				
Alarm Systems	679.80	999.96	-320.16	67.98%
AV Systems	850.00			
Building Inspections	1,015.00	1,200.00	-185.00	84.58%
Cleaning Services	787.00	999.96	-212.96	78.7%
Elevator	2,631.28	1,500.00	1,131.28	175.42%
Groundskeeping	1,910.38	3,000.00	-1,089.62	63.68%
Major maintenance	51,696.66	44,000.04	7,696.62	117.49%
Repairs	479.97			
Snow Removal	2,300.00	9,999.96	-7,699.96	23.0%
Total Property	62,350.09	61,699.92	650.17	101.05%
Public Relations				
Advertising	678.80	3,000.00	-2,321.20	22.63%
Total Public Relations	678.80	3,000.00	-2,321.20	22.63%
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%
Total Committee Budget	854.85	4,099.80	-3,244.95	20.85%
DRE				
Health	1,085.70	4,410.00	-3,324.30	24.62%

Life Insurance	128.29			
Moving	4,212.32	5,000.04	-787.72	84.25%
Prof Exp	4,240.07	4,460.04	-219.97	95.07%
Retirement	2,092.46	4,659.60	-2,567.14	44.91%
Salary	19,015.82	45,999.96	-26,984.14	41.34%
Taxes	1,600.74	3,564.96	-1,964.22	44.9%
Total DRE	32,375.40	68,094.60	-35,719.20	47.55%
Young Adult	0.00	500.04	-500.04	0.0%
Total RE	33,643.65	73,794.48	-40,150.83	45.59%
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	1,610.00	3,000.00	-1,390.00	53.67%
Taxes	123.17	225.00	-101.83	54.74%
Total Babysitters	1,733.17	3,225.00	-1,491.83	53.74%
Coffee Hour	321.79	1,500.00	-1,178.21	21.45%
Flowers	313.00	1,500.00	-1,187.00	20.87%
Minister				
Health	1,248.80	5,487.96	-4,239.16	22.76%
Life Insurance	192.41			
Moving	5,929.89	7,704.96	-1,775.07	76.96%
Prof Exp	7,662.85	9,404.04	-1,741.19	81.49%
Current Interim Prof Exp	683.52			
Prev Interim Prof Exp	6973.99			
Retirement	3,805.20	7,704.96	-3,899.76	49.39%
Salary/Housing	33,516.13	77,049.96	-43,533.83	43.5%
Taxes	0.00	5,894.04	-5,894.04	0.0%
Transportation	0.00	0.00	0.00	0.0%
Total Minister	52,355.28	113,245.92	-60,890.64	46.23%
Minister Discretionary	400.00	1,500.00	-1,100.00	26.67%
Worship & Services	582.03	999.96	-417.93	58.21%
Total Spiritual	55,705.27	121,970.88	-66,265.61	45.67%
WW Payroll	0.00			
Total Expense	246,469.14	482,031.20	-235,562.06	51.13%
Net Income	-77,451.39	-20,233.13	-57,218.26	382.8%

Nov 7, 14

ASSETS

Current Assets

Checking/Savings

Checking 42,809.79

Total Checking/Savings 42,809.79

Total Current Assets 42,809.79

Other Assets

Petty Cash 300.24

Total Other Assets 300.24

TOTAL ASSETS 43,110.03

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

ChurchRetireLiab 3,530.09

CMSMedical 69.90

Disability 1,821.69

FederalTax -12.31

FirstHealth 9.52

MNIncomeTax 597.87

OliviaFSA 837.70

UnitedOfOmaha 223.75

UUA Dental -177.10

UUAHealth -529.67

WWRetireLiab 450.06

Total Other Current Liabilities 6,821.50

Total Current Liabilities 6,821.50

Total Liabilities 6,821.50

Equity

Opening Bal Equity 34,157.30

Retained Earnings 79,582.62

Net Income -77,451.39

Total Equity 36,288.53

TOTAL LIABILITIES & EQUITY 43,110.03

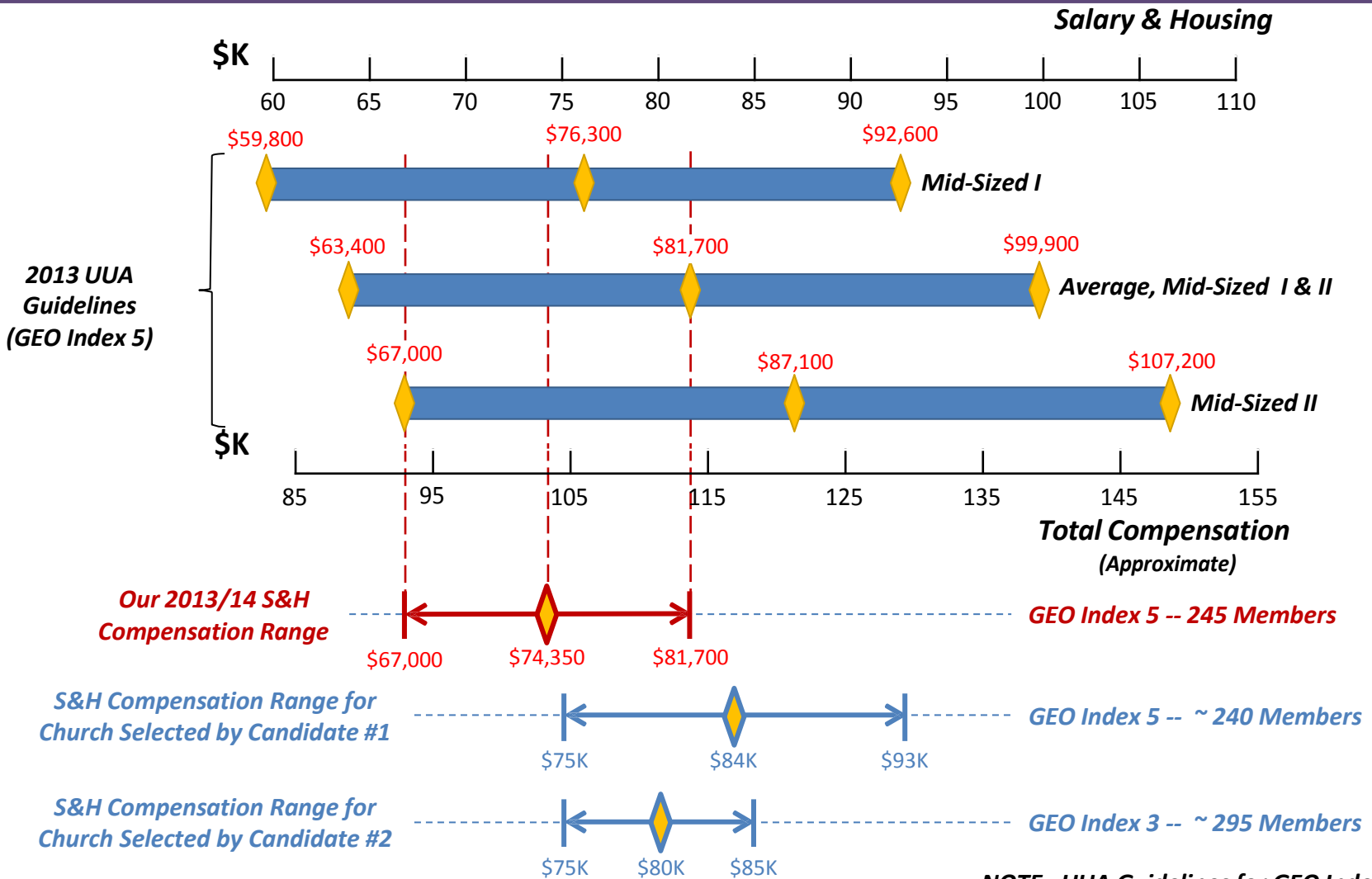


Historical Data from Last Year's Search



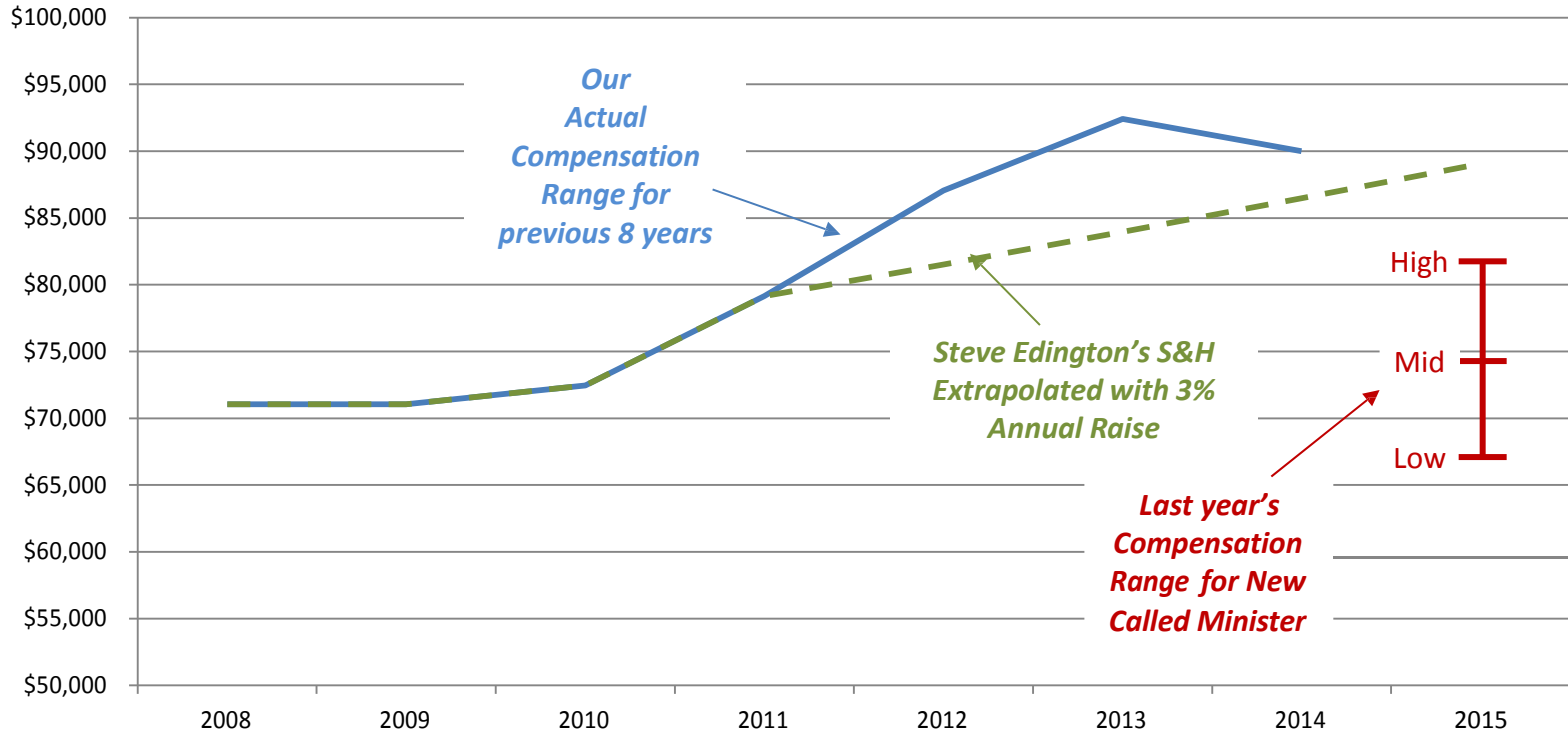
Summary Comparisons of Last Year's Compensation

Church Year 2013/14





How Last Year's Offered Range Compared to What We Had Paid Our Minister over the Previous 8 Years



Our Compensation Range last cycle was inconsistent with our recent history

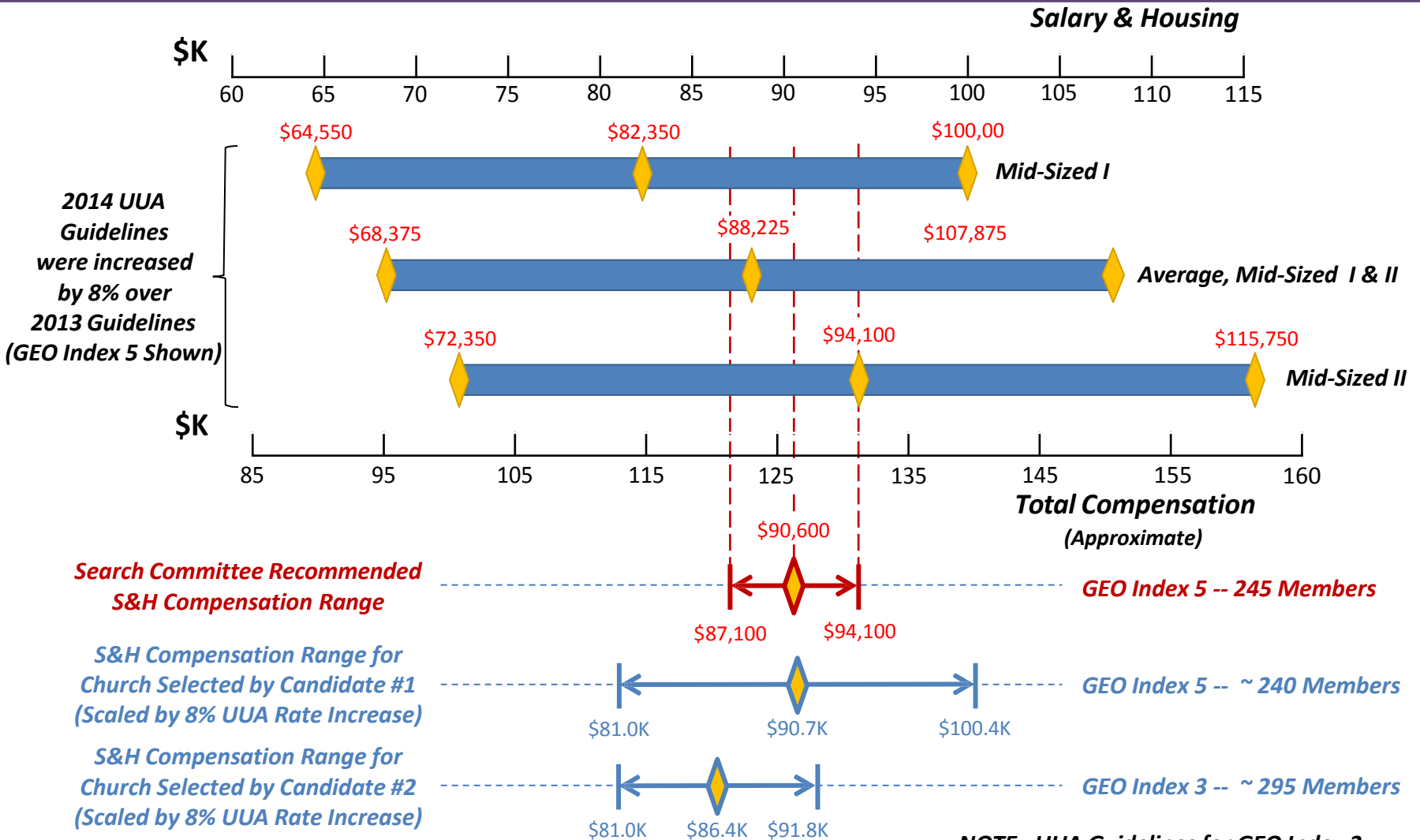
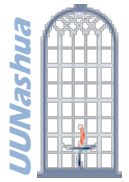


Search Committee Recommendations for the 2014/15 Search Cycle

(Ministerial Compensation to take effect starting in the 2015/2016 Church Year)



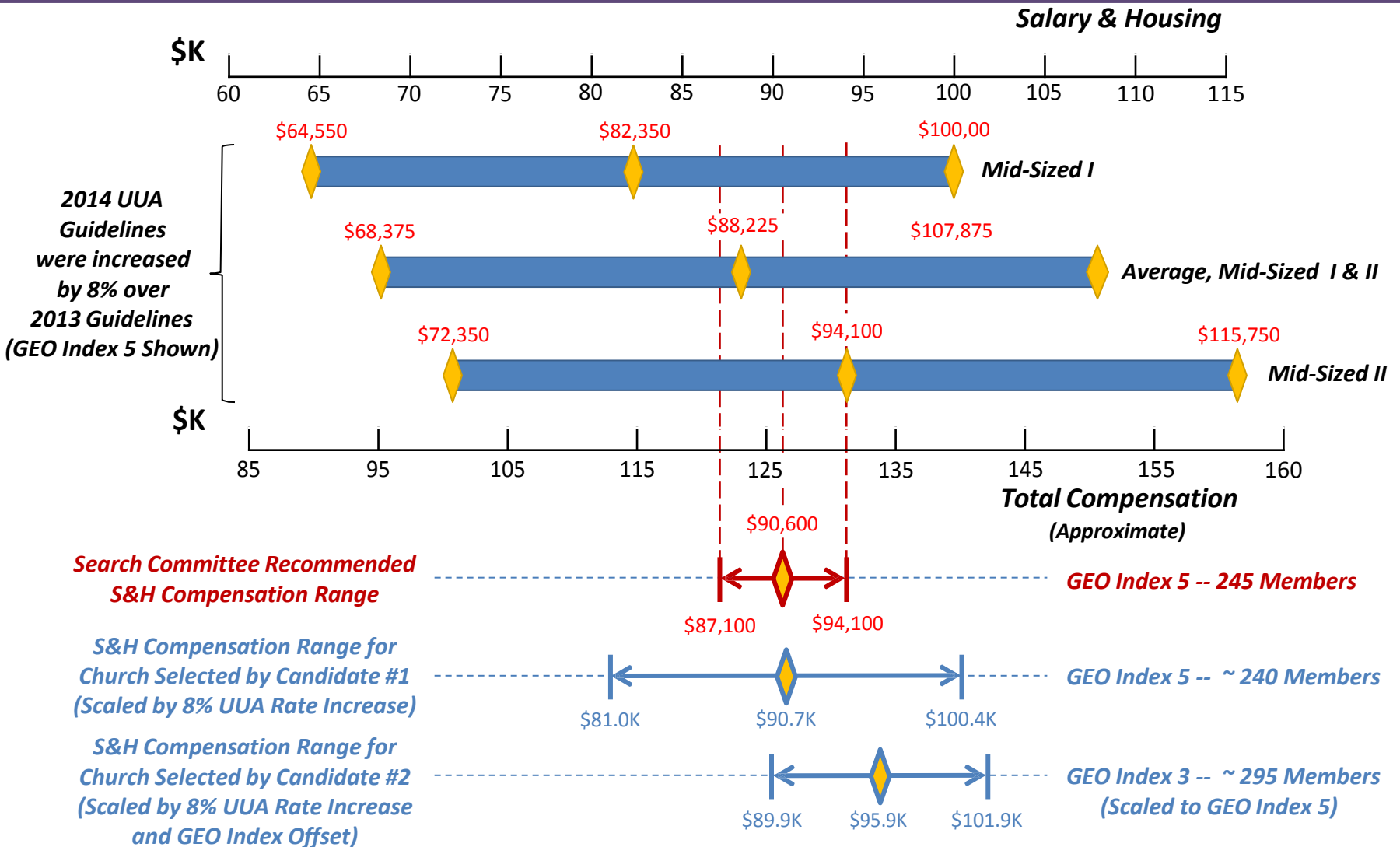
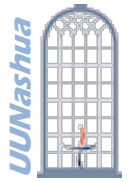
Search Committee Recommendations Relative to 2014 UUA Compensation Guidelines



NOTE: UUA Guidelines for GEO Index 3 are 11% Lower than for GEO Index 5

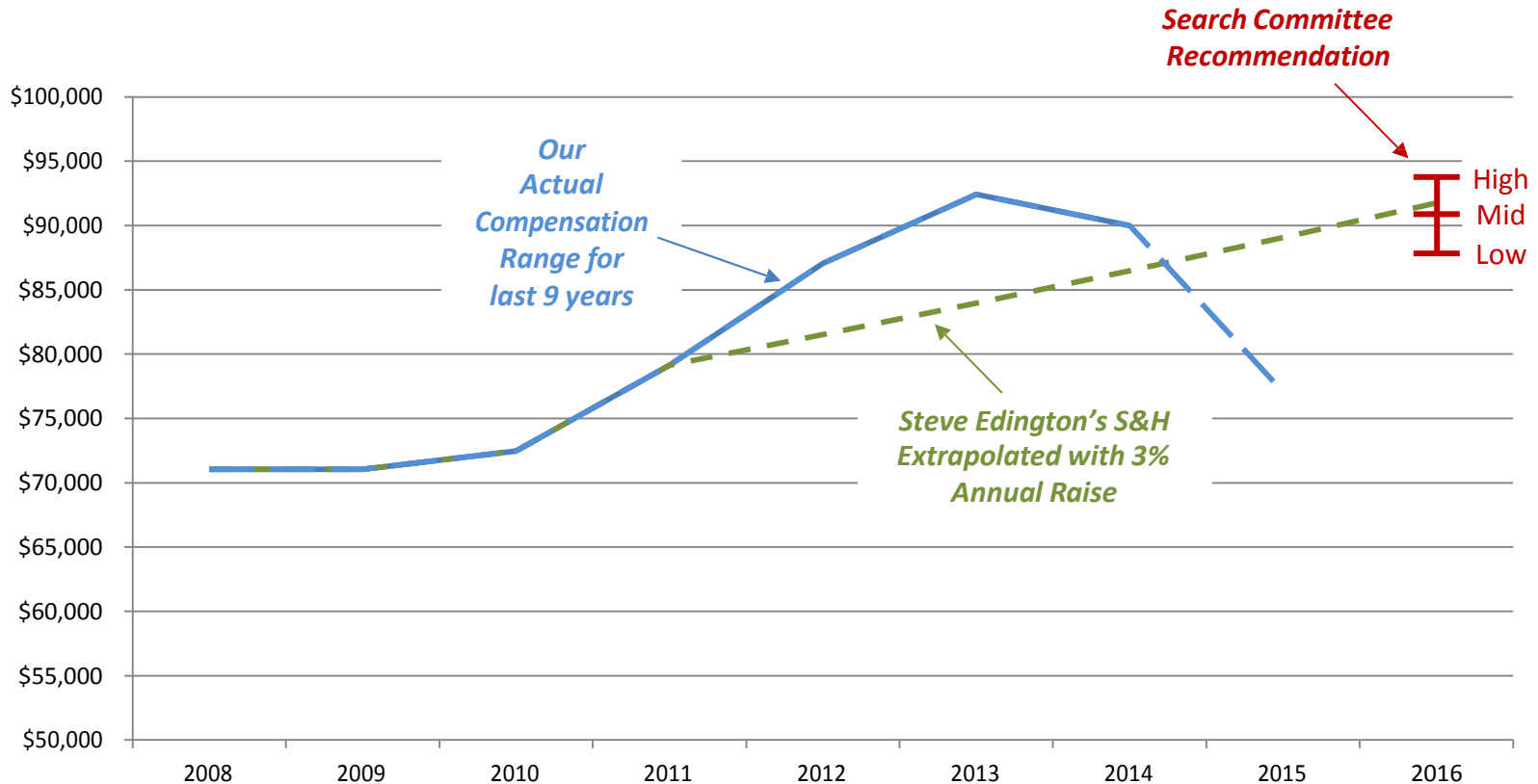


Search Committee Recommendations Relative to 2014 UUA Compensation Guidelines





How our Recommendation Compares to What We've been Paying Our Minister over the Last 9 Years



Our Recommendation is In Line with Where We Are and Where We Believe We're Going

