

UU Nashua Board of Trustees Meeting Minutes  
November 13, 2012

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

Absent: David Hudson (excused). There remains one vacant position on the BOT (see August 14, 2012 BOT minutes for the plan to fill that position). It was mentioned at this meeting that the Nominating Committee has been made aware of the unfilled position.

Timekeeper for each agenda item of the meeting was Jenn. Mary 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 moment of silence was observed as a memorial to long time UU Nashua member, John Sienkiewicz, who recently died at a local hospice facility.

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

A synopsis of the minister's report for this meeting is as follows: Rev. Olivia presented to the Board a draft of the steps in the transition process we will be working on over the next 3 to 4 months. She sought Board input to the plan to help be sure it makes sense for this congregation. She and the Transition Team will take responsibility for communicating the steps to the congregation and asking for feedback. They include inviting the entire congregation into a conversation about our history as a congregation (strengths, challenges, norms, hopes for a future ministry), creating a time-line of important historical events in the life of the church, determining how to approach selecting a Ministerial Search Committee, and launching a vision-focused Stewardship Campaign.

Mike Wilt gave the Treasurer's Report. The UU Nashua Auction conducted November 10<sup>th</sup> increased the Treasury enough to help with current expenses. The kitchen remodeling project scheduled for this year includes the installation of a fire suppression hood designed to meet codes and to enable certain types of food preparation including common methods of cooking meats. The project requires funding in the neighborhood of \$16,000. See List #2 below for the BOT members who have volunteered to publicize the project to the congregation and to let users and supporters of the kitchen know in a way not impactful to the Stewardship Campaign that while UU Nashua has funds to cover the project, contributions are welcome.

The BOT engaged in an exercise in planning projects and creating budget requests based on goals and priorities. The exercise started with an introduction and review of governance policies structure. Central to the exercise was the document, Unitarian

Universalist Church of Nashua Board of Trustees Governance Policies, March 2011, especially sections I and III which are: I. Church Purpose and Goals, and III. Board Process. A chart worksheet created for this discussion focused on the topic of Board Process and its subtasks (listed in the far left vertical column of the chart) with headers (across the top of the chart) consisting of Action, What Needs to Happen, By Whom, and When. After the BOT discussed the considerations necessary (prime source for deriving them being section, I. Church Purpose and Goals) for filling in the boxes on that worksheet, BOT members were asked to contemplate what a similar worksheet would look like for the “Mission and Covenant” topic.

There was a discussion on the idea of asking Committees to consider Goals & Priorities (G&P) in making budget requests, the timing of any such queries, and during the process, whether BOT members could meet with committees. Many committees are headed by BOT members familiar with the G&P and therefore, the integration is presumably occurring in most cases was a thought by some.

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, Dec. 11<sup>th</sup>.

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

### Lists #1 through #3

#### List #1

##### Consent Agenda

- 1) Approval of October 9, 2012 BOT meeting minutes
- 2) Adoption of “Volunteering for Tasks” for future meetings

#### List #2

##### Kitchen Remodel Publicity & Letting Kitchen Users Know of Opportunity to Donate

Mike

Rev. Olivia

#### List #3

##### Church Service Announcements:

Nov 18

Harry

Nov 25

Jenn

Dec 02

Mary

Dec 09

Ellen

//original signed//

Mary Licking,

Clerk, Unitarian Universalist Church of Nashua, New Hampshire