New Hampshire Conference United Church of Christ
Board of Directors
Minutes of the Meeting
February 4, 2017


Missed: Rev. Dawn Garrett-Larsen and Rev. Carolyn Keilig

President Neal Cass opened the meeting at 9:01 am. Rev. Gary Schulte led a meaningful service of worship reflecting on Matthew 5:14-16 with references to light and celebrated Holy Communion.

_John Herbert moved to accept the minutes as printed and Paula Gile seconded the motion. The motion carried._

**Board of Directors Visioning, Paula Gile and Neal Cass:**
Paula and Neal explained the process of determining priorities from among 14 categories of responsibilities for the mission of the NH Conference as we move toward the future. We first prioritized the responsibilities in groups of 5, then took those results and made one group prioritized in thirds: Results Attached

**Conference Minister’s Report, Gary Schulte:**
Gary suggested that a resolution recognizing Rev. Carlos Jauhola-Straight for his consulting role to churches’ discernment on becoming ONA be drafted for the April meeting. Gary noted the number of churches becoming ONA since Carlos’ began as the consultant.

Gary has registrants responding to his invitation to active clergy to gather and talk about some of the stresses of preaching and pastoral ministry in these days of divisiveness post-election. The tension for many clergy comes between their calling to be faithful to the gospel and their care for their parishioners in the pews. Their ordination vow is to both preach the gospel and maintain the unity of the church. Gary has offered four possible gathering dates/times and ministers are reserving space in the session of their choice.

The proposal for the changes in MOM is moving toward one form of authorized ministry rather than the three – ordained, licensed, and commissioned ministry – to ordained ministry or member in discernment for ordination. Present licensed ministers would be expected by church and ministry committees, in this new model, to be on a track for
ordination as a member in discernment. There will be a meeting on the updated manual for Church and Ministry Committees in March.

The new local church profile from national has been modified by Gary with pieces of the former profile that better fits NH local churches. He has also developed a local church profile for those churches seeking a designated term minister.

Churches have responded appreciatively to NH Conference Attorney Scott Harris’ letter explaining a NH Supreme Court Decision regarding the downside of leasing church space to outside groups. Gary suggested that a written thank you note be sent to Scott for his helpful guidelines. The Secretary will write a note of thanks.

The Cornerstone Fund sent an interest rebate check for $557.31 to the NH Conference on the roof loan based on the number of investors to Cornerstone coming from NH.

CT, RI, and MA will form one new Conference. There will need to be clarification about staffing and financial pooling. The questions that need to be asked in consolidation are – What’s to be gained? and What will be lost?

**Welcome Rev. Leslie Anne Chatfield, Acting Director of Outdoor Ministries:**

Leslie gave personal background information regarding her home church, new puppy, and interim work. She distributed a list of what she has been doing since she arrived January 3, 2017. Her summarized report included: training retreats, email management, meeting with US Forest Service for permit use which has been difficult because of gag orders from the administration, meeting with Bryan Breault, meetings with Reuban Rajala for operational reviews, meeting with OMG. Leslie is grateful for the support and help. Mollie has been very helpful for Leslie and has set good boundaries with OMG. Leslie is working toward the accreditation process of Horton Center. The BOD can help Leslie connect with local churches.

Neal requested a written report from her for our April BOD meeting, and then be present at our June meeting at Horton Center with a report, and he thanked her in advance for the hospitality of Horton Center.

**Ad Hoc Visioning Team, Rev. Ed Koonz, Rev. Emilia Halstead, Rev. Eric Jackson, Rev. Gayle Murphy (not present), Rev. Stacey Kullgren, Phi Kimball, and potentially, Rev. Renee Rowse (not present)**

The group is tasked by the Board of Directors to:

1. Consider what the Board needs to be faithful to its coordination and communication function in the visioning area.
2. Identify, create, suggest and advocate for opportunities for visioning to happen throughout our Conference structure and its processes.
3. Be on the agenda of every BOD meeting with a report and/or education moment related to visioning.
The group meets monthly. The Visioning Team addresses the question “why?” we do what we do.
Members of the Team then asked the BOD what makes them “sad” in their congregations. Responses from the committee: lack of children in church, how to dismount “the dead horse” and try something new, disconnect between what is happening inside the church walls with what is happening outside; misunderstanding about policy that affects people and partisan politics in the church when Jesus was all about policy; miss younger leaders in church. Then, the BOD was asked to respond to what was de-energizing: using old matrices for assessing the success of the church; preaching that does not connect with the world, but only a biblical past; the dying away of “God Is Still Speaking;” old news instead of new news; leaders who have moved away are not being replaced.

Next question: What is energizing in our settings from everyone?: Friday morning discussion group where you talk about current events with like minded people, Jazz Sanctuary, working in the nursery, doing a memorial service for Sunday School that allowed the church to move forward when no children are present, developing rituals around adult life transitions for adult faith formation, beginning new conversations called Thirsty Thursdays in the Holy Grail Pub, Family Promise program that provides evening transitional housing and meals and has changed perceptions of the homeless, small group ministries, intergenerational service with Communion and jazz where the sermon is interactive and what children learn there that they are not receiving in church school, sharing a building with a Nepalese congregation.

What does vibrancy look like? What are people seeking from a vibrant organization? What are the indicators of a vibrant congregation? The congregation is so excited about its life and mission that they invite others. Take something outside of norm and give it a try and that it is ok to fail, then go on. People are willing to step up and help. People responded well to a mission component in capital campaigns. The Team understands that these questions are important to raise among our congregations.

**Conference Finances, John Herbert:**
Even though we budgeted for a $28,000 deficit in 2016 and started the 2016 year already $58,000 in the red, we ended the year with $20,000 in the black. The Executive Committee’s calls to churches for OCWM proved helpful.

The Executive Committee discussed OCWM in the MISP for 2017 and thought it best to wait until we have a better idea of what is pledged before we adjust the budget figure. Congregations are encouraged to bring their pledge to Prepared to Serve. We discussed educating congregations and clergy about their OCWM pledges and being aware of what has been paid and what has not. There are churches that take an extraordinary amount of Conference time and give nothing to OCWM.
Gary has asked church and ministry chairs to describe the marks of a church faithful to their covenant with NH Conference UCC and to circulate it among churches in their association.

$23,533 has already been received in January toward 2017 OCWM. Neal encouraged the BOD to check with their congregations about their pledge.

**Resolution Recognizing the Contribution of David H. Bradley, Esq.**

*John Herbert moved to adopt the resolution recognizing David H. Bradley, Esq. and Brian Edwards seconded the motion.* The motion carried. Gary will present the resolution during worship with The Church of Christ at Dartmouth College, Hanover.

**Search Committee for Director of Outdoor Ministries**

*Marcie Miller and Ed Koonz moved and seconded the appointment of the Search Committee for the Director of Outdoor Ministries.* The motion carried. The Search Committee includes: Rev. Kevin Pleas, Rev. Gil Healy, Jonathan Gray, Emily Melhorn, Emily Thomas, Amy Zapp, and Rev. Stacey Kullgren. Rev. Gary Schulte will also be on the committee as Conference Minister.

**Other Appointments**

*Phil Kimball moved and John Herbert seconded the motion to approve the appointment of Tina Fletcher from Westmoreland to Local Church Ministries.*

Members of the Budget Committee were presented by Marcie Miller. The members include: Brian Edwards, John Herbert, Marcie Miller, Neal Cass, and Ed Koonz. Gary Schulte and Lydia Frasca will staff the committee. Marcie added that the Budget Committee has fun together! The Executive Committee was authorized to add another member from the BOD and a representative from Financial Ministries. Marcie will be the chairperson.

*Marcie Miller moved the appointment of the budget committee, and John Herbert seconded the motion.* The motion was passed.

**Capital Campaign Committee**

*Stacey Kullgren moved and Bill McIntyre seconded the motion to appoint Rev. Rob Grabill, Doug Hatfield, Rev. Deborah Knowlton, Laura Sevigny, Rev. Art Urie, Rev. Gayle Whittemore, and Neal Cass to the Capital Campaign Committee.* The motion was passed.
Employee Handbook Revisions
Marie Davis reviewed the staff handbook in light of the Fair Labor Standards Act, and found one staff person was not listed in correct category for the salary test. One position needed to be reclassified. Overtime pay needs to be given to those who work over 40 hours. On pp 14 and 15 of the Employee Handbook the major changes can be found.
Dick Leavitt moved to adopt the changes to the Employee Handbook and Laura Sevigny seconded the motion. The motion carried.

Evaluation of the Meeting Comments
When we were at our freshest, we did our most creative thinking on priorities.
Appreciated the Vision Teams report
Appreciated the laughter.

The meeting adjourned at 2:15 pm with prayer offered by Dick Leavitt.

Respectfully submitted,
Dawn C. Berry, Secretary

Next Meeting: April 8, 2017
New Hampshire Conference
Board of Directors
April 8, 2017


Missed: John Herbert, Rev. Dawn Garrett-Larsen (both ill)

Rev. Gary Schulte led us in a poignant media reflection of a painting of Jesus praying in the Garden of Gethsemane and pictures of the brokenness in our world ending with pictures of the cross and who is bearing it today. We then joined in the Sacrament of Holy Communion.

The agenda was reviewed and accepted. **Paula Giles moved and Marcie Miller seconded the motion to approve February 4, 2017 BOD minutes.**

**A Review of OCWM, Brian Edwards:**

Brian researched trends shared in UCC Membership Projections 2015-2045 and UCC Giving Projections. He caringly put together graphs of OCWM Basic Support giving in NH Conference which he saw as part of his enjoyment in working with numbers! Go Brian and thank you!! Four churches account for 34.7% of receipts, and 13 churches account for 54.2% of receipts. Ten churches give nothing. Over the last 5 years there has been a slight decrease in contributing churches and a drop in overall receipts. The projection made for OCWM receipts in 2017 is $100,000 less than anticipated.

**Noted:** There is work to be done among our churches. The pattern of giving that depends on a few churches for most of the money that is received is of concern as people age and giving declines. Brian was thanked for collecting all this data and his clarifying work.

**Of note to the Budget Committee:**

- Webinar to share this information with the wider Conference.
- Information needs to be presented in a positive way that details how we have been good stewards with the money received in Basic Support in the budget and what are the achievements and value of what is offered by the NH Conference.

Brian offered the educational model about pledging and how the church finances are developed by Church of Christ at Dartmouth: a brochure was created and letters were sent out to targeted groups for giving levels. The letter provided basic information of giving levels and median gift, and then people were asked if they could give a certain amount above last year. For three years the letter went out, two years it worked well. It is hard to judge how the interim period affected giving in the third year, or how a new pastor might respond.
Perhaps a development person could be a good resource the Finance Ministry. Living into our covenant as churches of the NH Conference may also call upon Committees on Churches and Ministry to reach out to congregations with a periodic review, as is done with authorized ministers, as a way of strengthening our covenantal relationship.

Two BOD members suggested that this discussion and information be brought to the Capital Campaign Committee, Prepared to Serve, and Annual Meeting; and also clergy days and clergy convocations for education because the BOD noted that the pastoral leadership of a congregation is vital for living the covenantal relationship.

**Task Before the June BOD Meeting Task:**
Look at 5 things the BOD most needs to be doing for the vitality of the NH Conference to stay relevant in the future.

**Mission Income and Spending Plan**
In light of the 2017 OCWM projection of $516,000 which is $100,000 less than budgeted, the BOD reviewed the MISP. We discussed possible ways of increasing revenue sources and areas to reduce expenses. In the midst of looking at the 2017 MISP, we also recognized that revenue right now is running ahead of last year. In our discussion for positive phrasing, *Martel Spagnolo noted that Carolyn Keilig is brilliant!*

**Noted:** The churches who gave nothing to OCWM seem to be correlated to pastoral leadership.

**Actions:**
- ✓ Budget Committee will look at the 2017 budget and suggest a plan for moving forward at the June meeting
- ✓ Weekly News summarizing the BOD meeting will introduce modifying the 2017 budget in light of the revenue adjustments.

**Conference Minister’s Report, Rev. Gary Schulte:**
The CM report was posted on the BOD private webpage and covered:
- Staffing while an administrative assistant recovers from knee surgery
- 40 churches are in transition for Search and Call Ministry from the Conference; 15 of which the Associate Conference Minister is completing
- General Synod Delegates and the challenge of finalizing the roster
- UCC Manual on Ministry proposed changes
- Auto loan update that took the CM off as guarantor for Conference loans
- Listing with Premier Properties for space in the Conference Center where a limited contract through August was suggested based on performance, rather than December
- Database review and revision: Stan Brallier of the Congregational Church of Laconia, United Church of Christ, is working with our staff to review and revise our existing database. His work is a gift!
- Climate change march in Washington D.C. on April 29
- Friends of NH Conference appeal was sent in late March with a $31,000 goal, and every BOD member is encouraged to participate
- Spring Assn meetings dates were listed
- ONA Celebrations coming up were noted
- Gatherings for active clergy are offered pastorally by the CM

The BOD supported the limited contract until August 31 with the present Realtor.

The Tamworth Congregational Church will be leaving the Carroll-Stratford Association and the Candia Congregational is leaving Rockingham. The Bath Church has been approached by a non-UCC pastor who suggested that she could serve them along with her church. Cultural issues, theological issues, and building issues where the Fire Marshall has closed the sanctuary confront Bath; and yet, they have sent a $1,000 check to OCWM.

Concern was expressed about the developing UCC Manual on Ministry and a seemingly limited opportunity for input. Gary indicated that letters of concern should be sent to Rev. Rachel Hackenberg and Rev. Malcolm Homshoot at the national setting. It would also be helpful for those concerned to gather to develop talking points that address issues. The Rev. Emily Heath, Exeter Pastor, will continue to be on the UCC Board when Gary’s term is completed.

Stacey inquired about the transition in Outdoor Ministries. She observed that there has been little mention of the new Acting Director on FaceBook and wondered who is managing the page. Mollie had been doing that with other duties, but her limited contract is finished. Registrations for Horton Center are down 30% from last year at this time, and staffing is not complete. Leslie’s husband has recently been diagnosed with prostate cancer, and prayers are raised for them as they sort through medical options and cope with what is before them. The Report from the Acting Director of Outdoor Ministries is posted on the BOD page.

Report of the Treasurer
In the absence of John Herbert due to illness, Neal reviewed the financial report posted on the BOD page. Operating revenue is up $13,100 over last year in this first quarter.

Ad Hoc Visioning Team
Neal reviewed the history of the team that was voted October 2016 by the BOD.
- Started as a Capital Campaign Committee beginning with visioning
- Moved to October vote of the Board:
The Board of Directors created an Ad-Hoc Visioning Team to:

1. Consider what the Board needs to be faithful to its coordination and communication function in the visioning area.
2. Identify, create, suggest and advocate for opportunities for visioning to happen throughout our Conference structure and its processes
3. Be on the agenda of every Board of Director meeting with a report and/or education moment related to visioning.

After much discussion of purpose and implementation and to whom the Visioning Team would be related, Martell Spagnolo moved Dick Leavitt seconded the motion: 

When the Ad Hoc Visioning Team has an actionable item or a discovery that they want to share with the BOD, the Team may present it in writing for posting before the BOD meeting for discussion. Motion passed with one no vote.

**Appointments and Elections**

The Nominating Committee recommended Evelyn Robbenolt Jones to fulfill the BOD term of Martel Spagnolo. Martel moved that she be elected to the BOD. The motion passed.

Havenwood Heritage Heights presented Lisa Snow Wade and Valerie P. Blake for appointment to the HHH BOD. Marcie Miller moved and Carolyn Keilig seconded the motion to appoint Lisa Snow Wade and Valerie P Blake to the HHH BOD. Passed

The Nominating Committee recommended Glenn Vodra as a Youth Delegate to General Synod. It was moved by Carolyn Keilig to appoint Glenn Vodra as a Youth Delegate to GS. Motion passed.

2018 budget committee includes Marcie Miller, Neal Cass, Brian Edwards, Lydia Frasca, Ken Gould, and Matt Van Wagner from the budget committee. The will use a larger budget summit approach and have a webinar to disseminate information prior to NH Conference Annual Meeting.

**Capital Campaign Consultants**

Full Harvest Fundraising, LLC was recommended by the Capital Campaign Committee to conduct a Feasibility Study in preparation for the campaign. It will be conducted by Peter Heinrichs and Susan Lewis, principals of Full Harvest Fundraising. The total financial commitment of the NH Conference would be $12,000 for the Feasibility Study. The agreement takes effect on April 19 through the production of the report. The money for the report was authorized at the Annual Meeting.

**Other**

The 50th Anniversary of HHH will be observed on May 4, sometime in the afternoon.
Evaluation of Meeting
  ❖ Good discussion about OCWM even though not as structured as anticipated
  ❖ Martel’s send off was notable and his presence and work appreciated
  ❖ WE really like getting out earlier and lunch

Paula Gile closed the meeting with prayer at 2:03 pm.

Respectfully submitted,
Dawn C. Berry, secretary
New Hampshire Conference  
Board of Directors  
June 16 - 17, 2017  
Horton Center


Missed: Brian Edwards, Rev. Paula Gile, Rev. Edward Koonz, and Laura Sevigny

Friday, June 16
Neal called the meeting to order at 7:00 pm after supper shared together with the camp staff. The agenda was reviewed and accepted with two new pieces of information distributed by Gary to be discussed on Saturday:

➢ Diagram of the Reorganized Structure of the National Setting
➢ An Emergency Resolution going to Synod on The Earth Is the Lord’s – Not Ours to Wreck, Imperatives for a New Moral Era

The minutes of the April 8 meeting were reviewed and approved by consensus.

Horton Center Report, Rev. Leslie Anne Chatfield:
Leslie distributed a 2015, 2016, and 2017 comparison of registrations and income and her written narrative to the BOD which highlighted the following:

➢ The whirlwind pace of the last few weeks
➢ Success of the work weekend over Memorial Day with 41 people doing different projects. A new deck on Taize was constructed for safety purposes.
➢ Camp staff has been arriving since June 8, with a full staff, minus a chef, now in place. The camp staff reflects who we are as the UCC in the sense of welcoming everyone and caring of one another.
➢ Leslie has received positive feedback from people around the Conference regarding the inclusion of international staff. We are paying an Agency – CIEE - for the international staff. Horton Center has not had international staff in many years. International staff supplement the lower number of domestic applications received this year. To build community among staff, Leslie worked out a buddy system in pairing the domestic and international staff which began before the international staff arrived. They were greeted by the domestic staff with the flags of their countries when they arrived: United Kingdom, Jamaica, Lithuania, Brazil, and the Netherlands.
➢ The staff is in the midst of being certified in certain areas to meet accreditation requirements. Leslie is also being certified as back up. An accreditation visit is coming up.
➢ Leslie feels the weather is contributing to low registration so far, but expects more registrations to come in.
Conference Minister’s Report, Rev. Gary Schulte:
Gary’s written report was posted on the BOD page.

The BOD went into Executive Session to discuss the process of transition given the Conference Minister’s upcoming resignation July 10 and personnel issues.

Meeting Resumes at 9:25 am Saturday

Dawn Garrett-Larson was called home for an emergency. Resumed the regular BOD Agenda after lunch at 1:10 pm. Bill McIntyre had to go home after the morning session.

Emergency Resolution received by the Office of the General Minister and President: Gary shared a resolution of witness submitted by the California, Nevada Southern Conference. Carolyn Keilig moved and Phil Kimball seconded the motion for the BOD to add our voice on behalf of the NH Conference in support of the resolution, The Earth is the LORD’S – Not Ours to Wreck: Imperatives for a New Moral Era. Unanimous vote.

Treasurer’s Report, John Herbert:
There is a $68,000 deficit right now with church OCWM pledges down 20%. Waiting to see how Outdoor Ministry is going in regard to registrations which will affect the financial picture.

The Audit noted that nothing problematic was found in regard to our internal process or the financial condition of the Conference. In the management letter, it was noted that there is no CPA on staff and that we should report money to be expended in the next year differently. John Herbert moved and Ken Gould seconded the motion to accept the Preliminary Auditor’s Report. The motion carried.

2018 Budget summit, Marcie Miller: The summit is scheduled for July 18. In April the request for written reports was sent to Ministry Chairs. Each Chair will give a 12-15 minute presentation at the summit. The budget committee then reconciles the requests for funding with the projected income.

A note of concern was raised that the Annual Meeting needs to understand that the budget may be adjusted. It is not fixed.

Marcy Miller moved that the BOD accept the 2017 revised MISP with a $17,500 deficit. John Herbert seconded. The motion carried. This was an affirmation of a previous vote by email among the BOD.
Clergy Compensation Guidelines: John Herbert moved and Evelyn Jones seconded the motion to adopt a 2% increase to the Clergy Compensation Guidelines as proposed by the Clergy Support Ministry. Motion carried.

Dick Leavitt asked to be on record encouraging the Clergy Support Ministry to do some research into what is really happening in the Conference regarding clergy compensation.

Crowd Funding: The BOD reviewed the draft of “Conference Entities Fundraising Policy” for NH Conference. John Herbert moved and Dick Leavitt seconded the motion to adopt the policy. The motion carried with one abstention.

During the discussion of the fundraising policy, it was noted that Mission Groups could use some clarity about how they organize, what constitutes a group, and their longevity. This will be part of the orientation for Ministry and Mission Group members at the November BOD meeting.

Frank L. Irvine Fund for Justice and Nonviolence: The proposed policy for endowing and distributing money from this memorial fund established by South Congregational Church, UCC and the Irvine family was reviewed. Carolyn Keilig moved and Dick Leavitt seconded the motion to adopt the policy. Motion carried.

November BOD Meeting: A subcommittee was formed to plan for the joint morning session with new BOD members, ministry and mission group members on November 11: Marcy Miller, Carolyn Keilig, and Interim Conference Minister.

Strengthen the Church Guidelines: John Herbert moved to extend the Strengthen the Church Guidelines until 2020. Marcie Miller seconded the motion. The motion carries.

Annual Meeting Update: In response to the evaluations, there will be two lunch times and workshop times, so no one will have to eat lunch at a workshop.

September 16 BOD meeting: Carolyn Keilig will lead the opening worship with communion.

Capital Campaign Update: Brochure is being worked on. Questions have been created for the interviews to be scheduled. The Feasibility Study will be present at the September BOD meeting with a special meeting scheduled in November to vote.

Review of the meeting: Great meeting with important discussions
The meeting closed at 2:20 pm and we moved to the Madison Porch for a closing Communion with Horton Center Staff.

Respectfully submitted,
Dawn C. Berry, Secretary
New Hampshire Conference United Church of Christ  
Board of Directors Meeting  
September 16, 2017


The agenda was reviewed, and Dawn Berry asked to include a discussion of a gift to the family of Stephen Baker since he had no life insurance. The minutes of the June 16 and 17, 2017 BOD meeting were approved.

Conference Ministry: The Rev. Richard Slater noted in this time of transition Gary is missed, and the staff looks forward to welcoming the Transitional Conference Minister. Search and Call Consultants are being brought in to serve the 35 churches in transition. Consultants come into the process after the Search Committees are formed. Dick Leavitt asked how the Search and Call Consultants will interface with the Conference. Consultants are offered to formed Search Committees by the Transitional CM and ACM for repetitive tasks in the search process that are outlined in the Conference process. The CM and ACM work with churches in the search for an interim and the forming of the Search Committee, and they supervise the Consultants.

Richard Slater asked the BOD to offer grace in the termination of the lease of Attorney Stephen Baker, who died suddenly in a hiking accident. John Herbert moved and Laura Sevigny seconded the motion to terminate the lease of Attorney Stephen Baker now. If the rent was paid through the end of the year, the extra months will be refunded. The motion passed.

Annual Meeting is just around the corner, and Bishop Dwayne Royster, the Annual Meeting speaker, will be here Friday, October 20, for a 10-2 pm event sponsored by the Racial Justice Mission Group.

Annual Meeting Resolutions: Two Resolutions were sent to the BOD was determination of how to act on them.

Dawn Garrett-Larsen moved and Dick Leavitt seconded the motion to refer the resolution dealing with Immigration to Annual Meeting with the recommendation from the BOD that Annual Meeting adopt it. The motion passed.

Carolyn Keilig moved and Bill McIntyre seconded the motion that the BOD adopt the Resolution “Creation Care for our Conference Churches Partnering with our National Leadership,” that it be included in the Annual Meeting packet, and time will be provided during Annual Meeting for this Resolution to be presented. The motion carried.
John Herbert moved and Dick Leavitt seconded the motion to appoint the members and chairs of the Conference Ministries as recommended by the Nominating Committee. The motion passed and their term will begin in the November.

Conference Finances (a.k.a. the Tums Report): John Herbert reported that OCWM gifts are coming in well. The general mission is over 121% of budget because of additional professional expenses; such as, consulting fees, Transitional CM, and Capital Campaign. There is an $86,000 deficit as opposed to $45,000 last year at this time. John raised a question about the $8,000 in the Finance Ministry budget when only $250 has been spent. The response is that the money is earmarked for an OCWM brochure. The Finance Ministry will be drafting a letter to the Friends of NH Conference with the backup of the Executive Committee.

Ken Gould noted that the Investment Committee needs some new members due to illnesses among the members. Neal Cass assured Ken that Art Urie, the acting chair, is aware of the need for members. Laura Sevigny suggested that Charlie Kuchenbrod be present at a BOD meeting. Ken then suggested that the Investment Committee meeting should be run by the NH chair, and Charlie should give a presentation. The BOD concurred.

2018 Mission Income Spending Plan: Marcie Miller highlighted the budget development process and presented a PowerPoint of the MISP. It was important to have the chair of the Finance Committee involved. The committee remained very conservative on OCWM income. Association Dues is proposed to be raised by $1 per member to $11. There will be two Friends of the Conference appeals in April and November. Marcie then continued to explain in 2018, the Horton Center Appeal and also the request for reimbursement from non-participating OCWM churches are removed from the MISP. The expectation is $535,000 OCW, $173,800 Association dues with $1,021,110 in total revenue.

Expenses: 40% will go to the national setting, Ministries were asked to level fund, cover Transition CM anticipated salary and benefits, fund search and call consultants; in addition to our gift to the NH Council of Churches, the Conference also gives them a good deal on rent, only $100 per month. This budget still supports a full-time director of Outdoor Ministries and Maine consultation and registration. The budget includes a $40,000 deficit.

Transition Items: Stacey, Carolyn, and Dawn were thanked for their work on the Farewell for Gary. Last week’s visit with Rev. Dr. Charles Buck, the Transitional CM, went well. Charles begins October 2.

Appointment to Havenwood-Heritage Heights Board of Directors
Marcie Miller moved and John Herbert seconded the motion to appoint Beth J. Slepian to the HW-HH Board of Directors. The motion carried.
Annual Meeting: Laura Sevigny reported that plans are in place for Annual Meeting. Ann Desrochers has been doing a great job resourcing the Annual Meeting Committee, and she also eased the transition of Conference websites because the person who was hired to do it seemed not to have the same as Ann. The BOD praised Ann’s work.

BOD November Meeting Planning: It was suggested that the ministries/BOD meeting should be from 9 to 11, then the Ministries could meet together. Need the contact information, meeting day and time, and chair of Ministries before they leave. Carolyn Keilig and Marcie Miller are planning the meeting, and Richard Slater will be present with Charles Buck.

Pembroke Fund Grants: The Executive Committee will record Pembroke Grants at their next scheduled meeting when the vote is taken by email.

Capital Campaign: Peter Heinrich and Susan Lewis of Full Harvest Fundraising presented the observations and opportunities from the Capital Campaign found on pg. 10 posted on the BOD page. The results fit with trends currently observed in people having little interest in funding endowments and more interest in funding active ministry now that directly impacts the church, Horton Center, and community. They wanted goals that were clear and measurable. There was a lot of trust, affection, loyalty, and appreciation expressed for the NH Conference, and there were many questions. Horton Center was of interest to many, but the gifts that were mentioned were not huge, and there was interest in wanting to know how the gifts would be used. There is some possibility for grants for Horton Center. There is a lack of awareness about what the Conference is and does for the local church. Peter noted that there is a need for a Conference staff person in communication and development. To communicate one message to two thirds of the people, 12 different methods of communication need to be used. Example: BOD members agree on 3 talking points to bring home to their churches as a way of spreading the message.

The trend is toward longer-term capital campaigns to address permanent funding. The consultants recommend a hands-on mission project to be included in a capital campaign. If the Capital Campaign is to move forward, the projects and goals should be rethought. There are many opportunities. Interest was expressed in seeing the Conference out in front of the Churches. It is important to continue to think of the ways the Conference is in relationship with its constituents. Everyone who was interviewed should get a copy of the report.

Philip Kimball moved and Carolyn Keilig seconded motion to accept the Capital Campaign Report with appreciation to the Committee and consultants. The motion passed.

Following a break for lunch, the meeting continued.

Horton Center: Material was posted on the BOD page. Dawn Berry led the discussion of the conclusions. It was noted that one participant, Rev. Rob Grabill, objected to the
recommendation of limiting the summer session of camp. He stated that the issue is the lack of good marketing for the programs. Much discussion ensued.

Richard Slater posed the questions: What is the added value of Horton Center? If there was no Horton Center, would we begin a ministry like Horton Center?

*John Herbert moved and Evelyn Robbennolt Jones seconded the motion to create a small task force to create a job description for a full-time Acting Director of Horton Center and to move forward in advertising and hiring for the position.* The motion carried with one abstention and one no vote. Stacey Kullgren will serve on the Task Force and ask Emilia Halstead, and Jon Gray to serve also.

*John Herbert moved and Carolyn Keilig seconded the motion to task Rev. Leslie Chatfield to develop a plan for the 2018 camping season based on the recommendations of the Horton Center Exploratory Group and to report back at the November BOD meeting.* The motion carried. Neal Cass will be the liaison with Leslie. Richard Slater will provide staff support to the committee until Oct. 1.

*Marcie Miller moved to accept the MISP and propose it to Annual Meeting, John Herbert seconded the notion.* The motion carried with two no votes.

Ken Gould noted that it is difficult to determine from the MISP what expenses or revenue relate to Horton Center. The BOD agreed to leave the MISP as is for this year, but the BOD will be given the full financial report of Horton Center isolated from the MISP.

Ken Gould and Dawn Garrett-Larsen were thanked for their service as their terms end. Neal Cass was also recognized with appreciation for his work as Conference President.

The meeting closed with prayer offered by Dick Leavitt at 3:10 pm.

Respectfully submitted,

Dawn C. Berry
New Hampshire Conference United Church of Christ 2017
Board of Directors Meeting
Minutes for November 11, 2017


The meeting was called to order at 10:50 am following a morning Leadership Summit of the Board of Directors and Ministries focused on Conference structure, administrative and financial processes important for those serving on the Board and Ministries to understand.

The minutes of the September 16, 2017 BOD meeting were accepted as presented.

Transitional Conference Minister’s Report, Rev. Dr. Charles Buck
The report was posted in full on the BOD private page. The following is what was highlighted in the meeting:

▪ Friends of the Conference Appeal went out last week, and Charles encouraged everyone on the BOD to participate in the appeal. At the January BOD meeting a report on the Friends appeal will be given.
▪ The new renter for office space is GNS. There are three spaces still available for rent.
▪ The Conference Center will be closed between Christmas and New Year’s Day. Ann, Richard, and Charles will be available by phone and email.
▪ January 15 is the date when OCWM gifts need to be received from the churches to receive credit for 2017. December 31 postmark is required for individual gifts to receive 2017 IRS deductions.
▪ Communication: Weekly News will go out on Tuesday. A Twitter account has been launched as NHCUCC for more immediate news. During the Webpage rebuild all the Search and Call Page links were lost. Ann is working to get them back up.
▪ Storm Damage: the Property Manager will oversee the repair to the broken light at the Conference Center. Extensive damage to the road to Horton Center has made it impassable. The US Forest Service will be contacted.
▪ Conference Minister Search: Wayne Martin chairs a pastoral relations committee for the CM and the committee will be reactivated to support Charles and the new Conference Minister when called.
▪ Collaboration among VT/ME/NH Conferences: An exploratory conversation will occur on Dec. 8 to determine if there are areas where the three Conferences could work together; such as, Outdoor Ministries, Search and Call, Finances, and Communications.
- Search and Call Consultants: The Consultants will meet bi-monthly with the Transitional Conference Minister and the Associate Conference Minister. The model needs to be adjusted from the Consultants being Independent Contractors to Volunteers of the Conference with a stipend, under the supervision of the TCM and ACM. The Conference Insurance Agent agreed that Search and Call Consultants should not be Independent Contractors and should be insured by the Conference.
- National Setting of the UCC: Contact people have been changed due to some staffing restructuring.
- Phone numbers that Charles uses as TCM are what Gary used.
- November 11-14 and December 18-January 5, Charles will be in California.
- Charles enjoys being in the NH Conference and thinks that we will be getting good candidates applying for CM. This is one of the stronger Conferences.
- The Conference Open House will be December 13 from 2-4 pm.

YTD Conference Finances, John Herbert
The Budget at the end of October is $82,000 in the red, half of that comes from the Horton Center deficit. 79% of OCWM gifts came in at the end of October, expect more to come in the end of the year. The Friends of the Conference second appeal could help the deficit. Investments are doing very well, and the monthly distribution of investments helps the cash flow despite the deficit. None of the Ministries have overspent their budget.
In January we may need to decide whether to tap unrestricted funds or not. The $41,000 deficit for Horton Center is $20,000 more than the deficit last year. Lower registration contributed to the deficit. Rentals of HC are down significantly. At this point, we don’t need to reassess the 2018 budget, but we may need to refigure in 2018.

Annual Meeting
John Herbert moved, and Laura Sevigny seconded the motion to approve the minutes for Annual Meeting. The motion passed with one abstention.
Annual Meeting Feedback included (thanks to Laura Sevigny for doing a summary):
Speaker
- Excellent speaker
- Hopeful that Bishop Royster impacted attendees in a way that left them with ‘take-aways’.
- Positive reaction to a three-year plan for theme/speaker at annual meeting. Use Bishop Royster message and meeting theme as the base for the next two years?

Opening orders of business
- Very dry. Any way to combine stuff up (Laura will check on this)?
- Have folks being introduced on screens, stand up with names lingering longer on the screen?
Budget presentation/discussion/vote

✓ Noted that there was no discussion
✓ No input during the lunchtime discussion
✓ Lack of discussion may indicate a level of trust in the organization
✓ Everyone had access to the budget well in advance of the meeting
✓ No conversation addressing shortfall in HC budget/overall deficit
  o Should this have been highlighted in some other way?

Day feels rushed

✓ Attendees are very aware that there is limited time during the day for business, etc.
✓ Can we work in ‘table discussion’ on the topic(s) so attendees feel included?
✓ Can we have a longer day?
✓ Feels like rushing through the process
✓ Longer luncheon for discussion group opportunities. Would be good to have the opportunity to attend more than one.
✓ Day already long for those coming from the north country. Two hour + commute each way.

Screens/PowerPoint

✓ Screens too small/hard to see
✓ PowerPoint was not as easy to see and read as in the past. Font?? Color??
✓ If going to use PP we need to do this well. Is there another type of technology we can use?

Horton Center: Next Steps

Salary of the Director and the cost of our agreement with Maine Conference are not in the Horton Center budget, but in the Conference Mission Income and Spending Plan (MISP). The $50,000 of revenue from the cell tower is not in the revenue for Horton Center, but reflected in the Conference MISP. Year after year, the Conference is subsidizing Horton Center at an average $120,000.

Charles and Marcie contacted three camping consultants. It is generally considered that a viable camp should have 3,000 users.

Lydia noted that improving the volume of rentals would also aid the budget. In 2015, the rentals amounted to $17,000; this year the rentals were $6,000-$7,000.

The BOD discussed options for moving forward:

➢ Comparison of 3 Outside Management Groups – Kaleidoscope, UCCR: United Camps, Conferences & Retreats, and OMA: Outdoor Ministries Association, UCC
➢ Clear direction came from the BOD in September that there will be a program for 2018. OMG has developed the program and need an Acting Director.
The decisions that need to be made now regard the need for Acting Director come January first and will there be a Feasibility Study?
John Herbert moved that the Transitional Conference Minister, with the advice and consent of the Executive Committee, hire an Acting Director for Horton Center in 2018. Phil Kimball seconded the motion. The motion passed.

John Herbert moved that the NH Conference contract with both Kaleidoscope and United Camps Conference & Retreats (UCCR) to conduct a feasibility study of Horton Center. Ed Koonz seconded the motion. The motion passed.

Carolyn suggested that this would be the time to clarify whether we own the land at Horton Center or not, after all these years of compliance to the stipulations that the land be used for religious purposes. The consultants hired to do the feasibility study will need to know this. Charles will pursue this with the Conference Attorney.

Search Committee for Conference Minister
A list of search committee members was considered, and candidates will be contacted by Marcie. The BOD and Search Committee will meet with Lee Albertson on December 9 at 10:00 am.

Working Session
Marcie encouraged us to review the BOD member responsibilities
BOD meeting schedule is as follows:
- December 9, 2017 Special meeting with Lee Albertson for Search and Call Review, 10-12 pm
- January 13, 2018 BOD meeting, 9-3 pm
- April 7, 2018 BOD meeting, 9-3 pm
- June 22-23, 2018 BOD meeting (tentatively at Horton Center) later Friday afternoon to Saturday
- September 22, 2018 BOD meeting, 9-3 pm
- November 10, 2018 BOD meeting, 9-3 pm

Housing allowances were signed for the Transitional and Associate Conference Ministers. John Herbert moved and Bill McIntyre seconded the motion to allocate $14,400 as housing allowance for the Rev. Dr. Charles Buck. The motion passed. John Herbert moved and Bill McIntyre seconded the motion to allocate $39,500 as housing allowance for the Rev. Richard Slater. The motion passed.

Conflict of Interest disclosures were signed by the BOD members.

Banking Signature Cards: Edward Koonz moved and Carolyn Keilig seconded the motion to authorize the change of names on the banking signature cards. The motion passed.

Nominating Committee: The Rev. Nancy Talbot would like to be replaced as chair of the Nominating Committee. The BOD was asked to give some thought for a replacement at the January 13 meeting.
Visioning Committee: When Charles became TCM, he was given 5 or 6 priorities to be completed. After discussion with the BOD, the Visioning Committee was thanked for their work (4 are BOD members), excused now for serving, with the intention to resume when the new Conference Minister is called. Phil encouraged the Conference to look ahead more than one year at a time, and the BOD concurred that we need to incorporate generative thinking in planning meetings for the BOD.

Review of the Meeting
Suggested to include visioning in meeting
positive feedback about meeting
noted that the 5 of the 6 Ministries were represented.
Feel we made real progress regarding Horton Center
Share time line when putting the Search Committee in place.

Respectfully submitted,

Dawn C. Berry, Secretary

Charles opened the meeting with prayer at 10:03. John Hebert moved and Paula Gile seconded the motion to approve the November 11, 2017 minutes. The motion passed.

John noted that the Conference is $64,000 in red which is about the same as last year at this time. OCWM with $70,000 outstanding pledges yet to come, fellowship dues, and Friends of the Conference fall appeal contributions could help closing the budget deficit. The Conference is in good financial shape considering investments. The Finance Ministry will make friendly reminder calls to the churches that have outstanding OCWM pledges.
Friends of the Conference donations will continue to be applied to this year’s budget until January 15 at 5 pm when the books close, and we are looking for 100% participation from the BOD.

Immigration Solidarity Network
The last paragraph of the Immigration Resolution passed at Annual Meeting calls on the NH Conference BOD to consider signing the pledge with the Immigration Solidarity Network. It does not mean that churches must become sanctuary churches, but it calls on the churches to be engaged in supporting immigrants. The Granite State Organizing project is the sponsor of the Network. Ed Koonz raised the issue of what it could mean for the Conference Center to be a Sanctuary Space. Dale Hempen noted that Sanctuary needs to be a worshipping space. Marcie Miller moved and Dale Hempen seconded the motion for the BOD of NH Conference to sign the pledge. The motion carried. It will be announced that the BOD voted to sign the pledge and Justice Witness Ministry will do a press release.

Conference Minister Search, Lee Albertson
Lee Albertson, from the National Setting, is here because of OCWM funding through Conferences like NH, and his work with us in the transition has helped refined his explanation of the models of Conference Ministry. Temporary Transitional Conference Ministers are appointed by the governing boards; whereas, a Settled Conference Minister is called by the gathered delegates. There are 38 Conferences presently, but on January 1 there will be only 36 Conference Ministers serving the 38 Conferences. Iowa,
Nebraska, and South Dakota have maintained their Conference boundaries, but are now served by one Conference Minister, rather than three. The merger of the Rhode Island, Massachusetts, and Connecticut Conferences will be voted on in two years at General Synod to change boundaries and become one Conference. Other Conferences are in conversation regarding shared ministry.

Lee emphasized that the BOD responsibilities in a search are different from the Search Committee. The Time Line goal for a final candidate to be voted at Annual Meeting is October 20, 2018. Then, there could be 90 days from the call date to a start date. January 1, 2019 is projected for the Settled CM to start or even sooner.

Lee will meet with the Search Committee this afternoon and plans to post the search information by February 7 with a deadline for applicants by March 31. Lee asked us to identify qualities we are looking for in a Settled Conference Minister. The BOD responded: racial diversity; in the changing culture of churches be able to shepherd churches in times of anxiety helping them to see the opportunities; someone capable of administration who also has a pastoral heart and prophetic voice; strengths in Christian Formation; openness to ecumenical and interfaith networking; a leadership style that works collaboratively; a ministry of presence that lives among us not virtual reality; an awareness and dealing with LBGTQ issues; interested in youth of the church and appeals to the youth of church.

**Projected timeline:** The Search Committee will create a grid of the highest priorities for qualifications of the Conference Minister and see who emerges. All profiles will go to Lee Albertson, and he does not comment on profiles; unless he sees something in the background check. During April and May, the Search Committee will review profiles and check references of the primary candidates. The other applicants will be thanked for their application, and told they are not being considered. During July, the Search Committee will bring in two candidates to interview in person at the Conference Center. The goal is to present the candidate to the Board of Directors in August. The BOD will vote to affirm the choice and then nominates the candidate to be called by the Annual Meeting. The BOD will determine how to present the candidate to the Conference and will bring the candidate to New Hampshire to meet people before Annual Meeting.

The BOD will write the Letter of Call. **The BOD needs to determine by our January meeting the salary guidelines and benefits. We need to budget for travel expenses and relocation expenses.**

Chair, Transitonal Conference Minister, BOD, and Lee Albertson
The Chair of the Search Committee will be invited to attend BOD meetings and report on the process progress. The Transitional CM does not have a role with the Search Committee. The TCM helps with the development of the Conference Profile. Lee
Albertson will share information, when asked by the Search Committee, from his vetting of candidates as the top candidates identified.

The BOD and Conference Staff work on the Conference Profile to include: budget, mission statement, and key priorities with the link to our website. The Profile and pictures can be uploaded in the posting on the national site. Active candidate profiles include a background check within the last 18 months.

Lee trains the Search Committee and how to check references. The last question asked in an interview, “Is there anyone else I can call?”

BOD SWOT Analysis of the NH Conference.
Strengths: Commitment to justice and witness and diversity. Strong local churches and strong pastors of all ages. Harmony in New Hampshire Conference. Strong BOD.
Momentum toward healthy and higher functioning. Consistent support and development of pastors. Conference staff is dedicated.

Challenges: geography, finances, Horton Center, aging state

Opportunities: growing diversity, discover new ways of being a voice for justice, creating ways of serving smaller congregations and raising funds

Threats that hold us back: traditionalism, our inability to see that we are called to adapt and evolve.

The meeting closed with prayer offered by Dawn Berry at 12:02 pm.

Respectfully submitted,
Dawn Berry, Secretary