

First Unitarian Church of Rochester, NY  
Board of Trustees Meeting  
March 14, 2017

- I. The meeting was called to order by President Barbara de Leeuw at 6:34pm.
- II. Board Members Present: President Barbara de Leeuw, Vice President Chris Graziano, Clerk Linda Friedman, Treasurer Anne Perry, Dave Burnet, Jo Cone, Nicole Delgrossio, Tim Farnum, Jill Poremba, John Solberg, Paul Suwijn. Excused: Mary Moglia-Cannon. Staff: Rev. Joel Miller, Laurie Collins.
- III. Centering by Rev. Joel Miller.
- IV. Interim Sr. Minister's Report:
  - A. **Status of Roof Replacement:** Documents are almost complete, with the exception of the liability/insurance section. Rev. Joel expects bid documents to go out later this week. There is a mandatory bid meeting for interested contractors currently scheduled for next Tuesday, March 21. Rev. Joel is responsible for overseeing this project, because of policy governance, but FACBOT is working with him, and Ken Buckle is the Congregation's observer for contractor progress meetings. Ken will make reports to the Roof Communications Team. Virginia Searl, Bero Architecture, suggested only one person attend those meetings. Rev. Joel anticipates they will have bids in toward the end of this month to have about a week to look at bids, bringing us to April 9. Therefore, Rev. Joel recommends we hold a Congregational Meeting on Sunday, April 9. **A motion was made and carried to call a special Congregational Meeting for the afternoon of Sunday, April 9 for the purposes of determining how the exterior roof replacement will be paid for.** A proposal was made for the Board to present a single proposal at the Congregational Meeting. After discussion regarding whether that final proposal would first be presented to the Executive Committee or the full Board, it was decided that the final proposal would first be presented to the full Board, and then to the Congregation.
  - B. **ABD:** Rev. Joel requested feedback on a chart he designed for a brochure for the Annual Budget Drive. The chart is designed to give the Congregation an idea of how resources are allocated.
  - C. **Staffing Volunteer Changes:** There are no paid staffing changes but there is a new Building and Grounds Team. Paul Suwijn volunteered to be the Board representative for this team. There was discussion regarding a Personnel Team, and regarding the role a Personnel Team might play in relation to the Senior Minister and the Board of Trustees. Rev. Joel is currently working on revisions to personnel policies to present to the board. Also a Worship Team and a Membership Team are forming. There is some question regarding what will happen to the Membership Team when Rev. Carlos leaves. There was a functional Membership Committee for years, run by volunteers,

before there was staff in that position, with the ministers only involved in UU101 and UU102. Also discussed was the idea of trying to build a cohort team of people joining the church at the same time.

V. **Status of Annual Budget Drive given by John Solberg:** The Annual Budget Drive is ready to launch with two goals. The first is to raise \$870k and the second is to bring the community together. The process chosen is to set in place a cascade process, with "seekers" and "stewards." The goal is to contact all current contributors in the Congregation. However, no one person has to contact more than four people. To do that, they came up with a cascade process. The ABD Leadership Team identifies 30 individual "seekers" who each identify 4 individual "stewards." It is actually the stewards who contact members of the Congregation. They have developed a "snail mail" communication and an email communication, a banner, and a lapel pin saying "Together We Thrive" for those who make a donation. They are developing testimonials from congregants to give in May, and preparing materials for a common story. Throughout April, workshops are planned for stewards. Referring to **Attachment A, Timeline for 2017-18 Budget Drive**, they currently have 30 seekers, and 8 or 9 congregants committed to being stewards. Seekers and Stewards are asked to pledge before they ask anybody else to pledge. There was a question regarding whether there is any outreach planned for people who didn't renew their pledges. The Leadership Team will discuss that aspect later this week. It was recommended that nothing is planned for after the second service on March 26 because that's the date for the Gifts and Talent auction, and the Board needs to be there to bid and to help out. The Auction Committee is small, and they would appreciate whatever help the Board can give them. It was suggested that every member of the Board be involved in the ABD, either as a seeker or a steward.

VI. **Motion was made and carried to approve the minutes for the February 14 Board Meeting. Motion was made and carried to approve the Treasurer's Report of February 17.** Of note, housing allowance for ministers is high because it includes salaries. The figure for salaries is correspondingly lower. The reason for this is how each category is taxed; it's a benefit for the clergy and military to have salaries paid in housing allowance. An overage in membership supplies was acknowledged, but not expected to increase. See **Attachment B**.

VII. **Motion made and carried to terminate the Sharkey Grace Fund and rename it to indicate that it has been terminated.** See Attachment C for details.

VIII. **Motion was made and carried to use the entire Sybil S. Craig Building Maintenance Fund toward funding the Church roof replacement and to terminate the fund as soon as the resources are spent.** See Attachment C for details.

IX. **Motion was made and carried to accept the Gilbert Spirit Fund Committee recommendations for 2017 recipients.** See Attachment D.

X. **Policy Governance Review:** The Board discussed Sections 4 and 5 of the Board Governance Process, see **Attachment E**. Specifically, the Board discussed frequency of minister evaluations. It was pointed out that with the current Board Governance monitoring schedule, the Board has evaluated Rev. Joel each month and provided feedback. It was suggested that a subset of the Board review policy 4.2.5 and make suggestions to the board of any work that may need to be done. Chris Graziano volunteered to review section 4 and 5 to accomplish that. Discussion was also held regarding Section 4.3 Stewardship, pointing out that Board members are responsible for the financial well-being of the Church, meaning Board members take a leadership role in the ABD. It was also discussed whether the requirement of taking an active role in the ABD is was conveyed by the Nominating Committee to potential/new Board members. The suggestion was made that a checklist be developed to go from Board president to president. It was also suggested that the Board spend a little chunk of time at each meeting on policy governance in future, because there are sections that need to be changed.

XI. Meeting was adjourned at 8:43pm.