

Board of Trustees Meeting

Date: Tuesday October 10, 2017

Location: Sanctuary (*in order to accommodate RAIHN guests*)



firstunitarian
church of rochester

- Call to Order: 6:34 PM
- Adjourn: 9:43 PM

Board members present: Dave Burnet, Jo Cone, Tim Farnum, Mary Hammele, Stephanie Ketterl, Shadia McAnally, Courtney Miller, Gregory North, Anne Perry, John Solberg, Paul Suwijn.

Board members absent: Nicole Delgrosso

AGENDA & MINUTES

- 1. Centering (Rev. Joel Miller):** Poem: To Be of Use, Written by: Marge Piercy
- 2. Approval of September 2017 Minutes:** No proposed edits of the meeting minutes.
 - Motion to approve September 2017 minutes: Gregory North, second: John Solberg
 - With no objections, the minutes were approved.
- 3. Information Accessibility:**
 - Meeting agenda – President, Tim Farnum noted that he will work on doing a better job distributing the agenda out in a more timely fashion. It was suggested that providing a link to the agenda in the weekly newsletter might be helpful in making the materials more accessible to congregants.
 - Upcoming events – It was noted that some people in the congregation and outside visitors/guests are struggling with website navigation. Despite folks reported difficulties finding information on the website, the Debby Irving event on Sunday was very well attended.
 - General communication with the board – Make sure to direct folks to the correct board member. (Examples: Agenda questions/concerns go to Tim, questions about minutes go to Stephanie).
- 4. Gratitude & Concerns (Jo Cone):**
 - Mary Hammele reported that two members from her Soul Matters group passed away in the same week (Jim Goff and Peter Cardegnano). Both memorial services will be held on Saturday October 21st within an hour of each other. Jim's service will take place here at First Unitarian, Peter's service will be held at First Universalist Church downtown.
 - On our behalf, Jo has already sent notes of concern to: Jim Goff's husband – Brian Hurlburt as well as to the Denk family following the loss of Matthew. Jo will also plan on sending a note to Peter Cardegnano's family.
 - Cards of gratitude were written for Don Wilder and Linda Friedman for their many years of service to the Board. The board reflected on Don's attention to detail and Linda's incredible historical knowledge of the church as well as her ability to provide information while remaining objective.
- 5. Greater Good Committee**
 - Committee member, Nora Sheehan was at the meeting to present. She reported that the committee met on September 20th to review the proposal, many of which were high quality. The committee recommended that Honduras Project "stand alone" and three other projects be presented to the children for a vote in order to determine which organization would get the other portion of funding.
 - Refugees Helping Refugees – This program helps refugee high school students at Rochester City International Academy to discover that attending college is a real possibility. It includes mentoring, field trips and lengthening the program to span beyond the summer months. Request was growth related.

- ii. Rochester Acts – This organization is looking for funding specifically for Sacred Conversations program for older adolescents. Request includes funding for workshops, facilitators, youth council, staff, and administrative fees.
 - iii. Summer LEAP at Allendale Columbia School - This program hosts students from School #17 for six weeks in the summer, full day program Monday through Friday. Funding request is to enhance the current restorative wellness program which includes trauma informed programming focusing on mental/physical wellbeing and physical fitness. This request would make the program more well rounded in terms of meeting student needs as it would provide funding for four full time staff members (Restorative Coordinator, Wellness Coordinator, Restorative Assistant, Program Counselor). Details regarding positions were provided on the last page of the proposal.
- b. Board asked for clarification regarding recommendation for Honduras Project to be considered separately and not voted on by the children. One piece of Honduras Project is academic support for students (which has been ongoing). Per Paul Suwijn the “other side” of Honduras efforts include the World Health project which is requesting funds in order to subsidize specific items including latrines, smoke free stoves and water filtration systems. Remaining funds are raised by the supporting doctor at Highland Hospital. It was clarified that the Greater Good Committee singled out the Honduras Project because they want to ensure it gets funding this year.
- c. Treasurer, Anne Perry reminded the board that over \$20k will be deposited back into the Greater Good account as a result of the dissolution of the Microfinance Taskforce.
- i. The Department of Medicine requested \$12,170 for the Honduras Project this year, which could be funded using a portion of the re deposited Microfinance monies.
 - ii. This course of action would allow children to vote on two other organizations to benefit from Greater Good this year.
 - iii. The remaining Microfinance monies (approximately \$8k) could be used as a base for Greater Good this year in addition to whatever else is raised.
- d. Board discussed policies vs. precedents/customs related to Greater Good in order to make sure any decisions made would align with existing policies. Additionally, Anne Perry explained that the reason Nora Sheehan presented to the board on behalf of the Greater Good Committee was as a result of the audit. The recommendation as a result of the last audit was that if as a congregation, we were giving away such a large sum of money; the board should approve the potential recipients.
- e. Per Rev. Joel, the board charters Greater Good and in fact, he and Sheila spent some time looking at the charter prior to the Greater Good Committee meeting. Given wording/content of the charter, they were not surprised on how the funding requests came in.
- f. Motion to approve funding of Department of Medicine Greater Good request of \$12,170 and split money raised plus remainder of the returned Microfinance monies to two organizations voted on by the RE children: Tim Farnum, Second: Jo Cone
- i. With no objections, the motion was approved.

Action Item: With an eye towards clarifying the screening process and long term accountability, Tim Farnum will track down Greater Good Fund Charter for review, discussion and updates at the November board meeting.

6. Minister's Report (Rev. Joel Miller)

- a. Interpretations of Policy Items on Staff Treatment (Section 3.1)
 - i. The minister's limitations begin with the Global Expectations of section 3.0, setting boundaries around the Senior Minister's management that require no violations of UU principles, First Unitarian Church ends, values and bylaws, First Unitarian Board policies, and commonly accepted legal, business, and professional ethics.

- ii. These items, perhaps more than any of the specific limitations in section 3.1, establish Rev. Joel's goals for treatment of the staff. His global interpretation of these limitations is to create a staff culture that reflects the ends and values of Unitarian Universalism and First Unitarian Church. His intent is that First Unitarian's staff relationships should serve as a model for the people of the congregation.
 - iii. Senior staff is part of long term planning, budgeting, and conversations with the board. It is also fiscally necessary to empower and entrust staff to make major decisions as they manage their areas of ministry. It is also energizing for the staff to bring their own visions and strengths into their work, and in turn to delegate in the same way to the volunteers that they oversee.
 - iv. At staff meetings and in the process of staff supervision, senior staff returns to the congregation's values and ends to evaluate the outcomes of their management. They will also do the same with volunteer management.
 - v. With an eye towards accountability, the senior staff established the following goals for 2017-2018:
 - 1. Establish improved processes and procedures during this transitional time
 - 2. Create systems of accountability along with church leadership
 - 3. Support the congregation in its work of gender equality and anti-racism
 - 4. Set healthy boundaries in our roles and work loads, knowing that we cannot do all that the congregation wants from us
 - 5. Learn how policy governance works
 - 6. Plan for the continuing transitions facing our congregation
 - vi. In its day-to-day work, the senior staff functions as a team and most decisions are made by consensus. That said, it is clear from policy governance and from the essential limits of our humanity that this shared authority is first delegated to the Senior Minister. There are rare times when circumstances require a Senior Minister to use their authority, particularly when staff disagreements or performance issues are involved and can disrupt congregational life.
 - vii. Board discussed that the senior staff goals focus on engagement, involvement, peer relationships and respect. The goals have a strong focus on looking ahead, but there will need to be some way to determine if/how the goals were actually met (accountability). It was also recommended by the board that the senior staff goals include a tie in to the conflict resolution process in the event it is needed.
 - viii. Achievement of goals will be evaluated in May/June. Rev. Joel also noted that the staff requested regular formal feedback alongside of the informal ongoing feedback. Senior staff specifically requested that the board be aware of their 2017-2018 goals.
 - ix. Board had a somewhat related discussion regarding document retention and continuity throughout staff transition. Rev. Joel reported that electronic documents received are stored in Google Drive in addition to on the church server. They are also backed up at an offsite location in the event Google Drive or the church server are unable to be accessed.
- b. Capital draws for building maintenance – Some expenses have already been incurred due to urgency of maintenance (weather or safety related).
- i. Parking lot sealant should happen every 3-4 years. It had been much longer than that since the last time sealant was applied. Due to timing with roof project, Rev. Joel had parking lot sealant taken care of in July (cost \$6k).
 - ii. Eventually, front doors will need to be completely replaced to the tune of \$32k, in the meantime, the necessary front door repairs including hardware & handicap button are expected to last about 4 years (cost \$6k).
 - iii. Front walkway to the main doors have known issues and people have fallen. Repairs to the bricks with lip and bricks in the main entryway (cost \$10k).

- iv. Motion to approve building maintenance expenses totaling \$22k.
 - 1. Motion: Anne Perry, Second: Shadia McAnally
 - 2. With no objections, the motion was approved.
- v. Building Maintenance Fund became low due to roof repair expenditures. Cost for church maintenance for a building this size is about \$60k annually. Rev. Joel says congregation will need to be cautious the next few years.
- c. Update on the tragedy – Matthew Denk's memorial service was on Saturday October 7th and the sanctuary was full (well over 320 people in attendance). Matthew's ashes were scattered in the memorial garden.
 - i. From a financial standpoint, the resulting invoiced costs are currently at \$5,407.56. The congregation deductible is \$1,000 and the hope is that the remaining amount will be covered by insurance. The item not yet accounted for is the Persian carpet in the Williams Gallery. ServPro reports that the damages to the carpet are beyond remediation. If it is authentic, the cost to replace the carpet could be upwards of \$20k.
 - ii. The damaged tapestry has come back and it is mostly clean and will be put up this week. There is a slight stain remaining on the concrete wall, which will serve as a reminder that as a church community, we live lives in which there are sorrows along our joy. The stains will also provide a reminder that Matthew came here in his time of great need because of the church's ministry to him.
- d. Roof news – Roofer has been examining where leaks have been appearing. Last week, there were two significant leaks – Gilbert Hall (downspout related) and the Choir Room (as a result of the structure of the towers). The contractor that built the addition including Gilbert Hall, put in a large float over the concrete floors, the roof deck was not floated. As a result of how that portion of the roof deck was installed, there is a dip in the roof.
 - i. After the current roofer installed the first layer of roofing, a small hole and leak was discovered. Because the first layer had already been installed and the roofer had not noticed the issue, it is their responsibility to fix the issue (at no additional cost to the church).
 - ii. Per Rev. Joel, there is a 40 (forty) year warranty on this two layer roof.
 - iii. Timeline for two layers of roof is going as planned.
 - iv. Timeline for flashing has been slowed due to shortage in supply of lead coated copper flashing. Contractor has tracked down materials from all over the country.
 - v. Contractors are still set on finishing flashing by end of November.
 - vi. Manufacturer's representative and Virginia are both on site every day. While Virginia is out of town this week, her partner Jennifer Ahrens has been here every day.
 - vii. Spring Sheet Metal & Roofing has been very creative in repairing roof drain hardware damaged and destroyed by foam roofers. They searched all over the country and found rings for all of the drains. They successfully repaired the places where they are attached with new threads, etc.
 - viii. Budgetary exception - the parapet (roof) drain is damaged and has a temporary sleeve on it. The roof manufacturer will not warranty the sleeve as a long-term solution. In the choir room, about six feet of block will be removed and a plumber will come in to make the necessary repairs.
 - ix. Budgetary exception – the roof decking has deflected 6-7 inches over the years and now slopes the wrong way. The decking rotted out and needed to be replaced.

- x. Budgetary exception – Rev. Joel has approved an electrician to come in to redo all of the hardware for the lights in the sanctuary. Previously some of them were done with inadequate hardware (concrete and fiber). Roofer recommended to do with steel. Estimate \$10k and it would have been more expensive if the roofer had not already been here.
- e. Fundraising – Fundraising is not coordinated by the board as it used to be. The staff is willing to manage the fundraising calendar. This means that there will be times when groups are told “no” as to not conflict with things like the Annual Budget Drive.
 - i. Fundraising needs to reflect the overall ends of the congregation.
 - ii. Per Rev. Joel, staff managing the fundraising process would actually save time.
 - iii. Sense of the board was that there could be some level of congregational involvement in creating policies for staff to use when monitoring/managing fundraising. Rev. Joel will bring back ideas shared to the staff to see what they think.
- f. Nominating committee news – Rev. Joel will be meeting with the committee again tomorrow.
 - i. He is excited that there will be a “calling campaign” to get recommendations from the congregation for the Senior Minister search committee. The nominating committee has been reviewing search committee responsibilities to inform their work.
 - ii. Rev. Joel has been in touch with Keith Kron from the UUA regarding the Interim Associate Minister search. Keith will pre screen on our behalf.
- g. Stewardship training – Vale Weller from the UUA will be here Saturday for Board training and will not need as much time as originally anticipated. She will be here 9AM until 1:30PM. Anne will be providing food. Rev. Joel checked in with Tim and will not be present at the training as he has a family wedding to attend. Vale will also be preaching on Sunday.

7. Board Reports

- a. Treasurer’s Report (Anne Perry) – We are now 25% into the year and our expenses are at 21%. This makes sense because expenses in summer months are not the same as the rest of the year.
 - i. Pledges are inflated because it includes the pledge match. This will even out.
 - ii. Ministerial staff is high because it includes paying Rev. Carlos in July.
 - iii. Administration is at 25% as the items in this budget line occur regularly.
 - iv. Denominational Affairs includes items that typically get paid on a quarterly basis.
- b. August Motion – Pre authorized spending \$15,668 in event of a budget shortfall.
 - i. Anne noticed that last December a plate collection was taken for House of Mercy and a check for \$1,099.83 (\$1,100) had never been written.
 - ii. Motion: Reference August motion to take \$15,668 from Operation Special Fund to cover a budget shortfall for this fiscal year. Revise that motion to include a transfer of \$1,100 from Operation Special Fund to Plate Collection to income line and issue a check to House of Mercy, meaning that the Board pre authorizes spending of up to \$14,568 in the event of a budget shortfall.
 - 1. Motion: Anne Perry, Second: Gregory North
 - 2. With no objections, the motion was approved.
 - iii. Additionally, treasurer requests that Rev. Joel review policy with staff so that it does not happen again.
- c. Election of Board VP (Tim Farnum) – Tim is still working on this.
- d. Internal Board Covenant (Tim Farnum) – Sense of the board, covenant looks good.

8. New Business

- a. Approval of Grants Panel membership – Board questioned how the grants panel is populated. Concerns with the new proposed slate include lack of diversity (age and length of time as a member of the congregation) and the fact that there did not appear to be an open call for volunteers. This is a great opportunity for new leaders to gain experience. Are there specific requirements in the charter?
 - i. Board brainstormed a list of possible names to consider in order to diversify Grants Panel.

ACTION ITEM: Jo Cone will take concerns back to Mary Palmer Grants Panel and provide suggested names for additional outreach.

- ii. Motion: Table motion to approve Grants Panel membership pending possibility for more diversity.
 - 1. Motion: Tim Farnum, Second: Anne Perry
 - 2. With no objections, the motion was approved.
- b. Policy Governance (John Solberg) – Tim Farnum requested that John make his presentation/information about policy governance available to the congregation.
 - i. John would like ideas on how to make the content relevant to audiences other than the board (examples: committees, congregants, etc). What do members of the congregation need to hear?
 - ii. Connection between congregants and board need to be concrete. Additional discussion included the need to: review retreat content related to our ends, include congregational moral ownership, and identify learning goals in order to develop the most appropriate session for congregants. It would be ideal that as a result of attending a policy governance session, congregants would have an increased confidence and trust in policy governance. Focus on circle of accountability while tailoring content to the “middle group” of folks who care and have an interest.
 - iii. Send feedback regarding learning goals and target audience to John.

9. Executive Session (Jo Cone)

- a. Board discussed draft of Rev. Joel's interim ministry appraisal and provided feedback to Jo Cone.

10. Questions, Comments, Good of the Order

- a. Mary Hammele will provide food for the November board meeting.

Motion to adjourn: Tim Farnum, Seconded by: Stephanie Ketterl

With no objections, the meeting was adjourned at 9:43 PM.

Draft submitted by: Stephanie Ketterl, Clerk
Tuesday October 24, 2017

Minutes approved by Board of Trustees
Tuesday November 14, 2017