

Board of Trustees Meeting

Date: Tuesday December 12, 2017

Location: Gilbert Hall

- Call to Order: 6:30 PM
- Adjourn: 8:14 PM



firstunitarian
church of rochester

Board members present: Dave Burnet, Jo Cone, Nicole Delgrosso, Tim Farnum, Mary Hammele, Stephanie Ketterl, Shadia McAnally, Anne Perry, John Solberg, Paul Suwijn

Board members absent: Courtney Miller, Gregory North

AGENDA & MINUTES

1. Centering (Rev. Joel Miller)

- a. Meditation - "Meant to Serve"
 - i. Book - Bless the Imperfect: Meditations for Congregational Leaders
 - ii. Written by - Denise Taft Davidhoff

2. Routine Business

- a. Approval of November 2017 Minutes: No proposed edits of the meeting minutes.
 - i. With no objections, the minutes were approved.
- b. Cards of gratitude & concern (Jo Cone): Lots of good things happening in the church community. Eight cards were passed around for the group to sign.

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

- a. Staffing -
 - i. Tamika Ballard and Katyra Polland from RE staff have both been released from employment. Rev. Joel and Sheila are in the process of determining how resources will be reallocated to cover these vacancies.
- b. Finance -
 - i. Church Mutual insurance company payout from has been received.
 1. Claim was submitted for \$10,208.90, our deductible was \$1,000
 2. Check received from Church Mutual was for \$9,208.90
 3. Rev. Joel shared this info because the claim included some operational costs.
 4. FYI - The check total also includes \$4k for Persian rug replacement.
 5. This payout will cover all church expenses related to Matthew Denk's death.
 - ii. Main entry doors to the church continue to be an ongoing struggle.
 1. Rochester Colonial was working on doors, Rev. Joel suspects that they "got in over their heads". Good at doors but not hardware. Kim has done a lot of leg work in order to get the doors repaired. We received a bid from a firm in Buffalo (Imperial Door Controls) this company covers upstate NY Buffalo area to west of Syracuse.
 2. Two bids were received- Bid #1 for \$6,148 for automatic closers (embedded in floor) and assisted open door openers (once you start opening them they begin to open on their own). Bid #2 for \$2,964 for work on center beam between the two doors, install weather stripping and kick plates on both doors.
 3. Rev. Joel requesting board permission to use \$6,148 from property maintenance and improvement fund for this project (Bid #1).
 - a. Discussion - A clarification was made that pricing of one is not dependent on the other, they are stand-alone bids. An note was made about Bid #2 - the addition of kick plates is important for folks using mobility devices such as walkers and wheelchairs. Kick plates help preserve the integrity of the door from additional wear and tear. Bottom seals and a pivot walking beam are included in Bid #1. This makes it easier to remove the middle beam in the event something large needs to be moved into the church through the main doors. Door mechanism motor will be in a wood stained box that blends in.

4. Property maintenance and improvement fund has enough of a balance to support this project. Sense of the board was to support Rev. Joel moving forward with both bids.
 - a. Motion to approve expenditures for bids 1 and 2, totaling \$9,112: Mary Hammele, second – Dave Burnet
 - b. With no objections, motion passes
- iii. Speakers in the sanctuary have burnt out, in the meantime we are using Orange Sky speaker until the regular PA speakers can be replaced. It may cost slightly more than what is budgeted for AV but the financial part isn't something that rises to require board attention.
- c. Interim Associate Minister Search Team – The team has been assembled. It includes: Rev Joel, David Neuman, Patty Neuman, Mary Jones, Gary McAnally and Kimberly Joy.
- d. Roof Report- Dumpster and equipment are now gone. Caulking almost done, weep holes have been cleared out. It did not leak the last time it rained, but Rev. Joel is waiting on a final report about intensive work that needed to be done on one of the raised parts of the roof above the choir room. After the final report, the last thing that will need to take place is a final walk through. Rev. Joel anticipates that this last step might be awhile before it is completed due to weather (snow).
- e. Transition related topics will be addressed during services over the next couple of months:
 - i. January - This Dangerous Congregation – First Unitarian's first 189 years
 - ii. February- Soul Spaces – Legacy of community
 - iii. March - Competition & Cooperation – Decision making in the 21st century
 - iv. Other related notes:
 1. Guest speakers – Rev. Kristen Harper (from Boston area) January 28, 2018.
 2. Rev. Tina's last service with us is Sunday June 17, 2018.
 3. Social Justice Exec met and has begun discussions about shift in governance (SJ council & SJ programming). Conversation with SJ council will take place on January 14, 2018. Social justice governance & oversight will be brought into policy governance since it currently exists completely outside of the policy governance structure. Rev. Joel will send along his talking points to the board once they are ready.

4. Board Reports

- a. Treasurer's Report (Anne Perry)
 - i. Topic 1 – November 30, 2017 financial statements
 1. Pledge collections in at 51% even though we are 42% of the way through the year
 2. Pledge match will show in "other income" which is artificially making it a little higher than it would be at this time, but some of the larger fundraisers we do (auction & rummage sale) are in second half of the year so it should even out.
 3. Expense side we are at 38% even though we are 42% of the way through the year. We are staying on target. Detailed funds information includes the roof (Line 2421). It shows that we still have a balance of \$126K, Anne just signed a check for \$68k. She will continue to manage this (Line 2421) until we see what the final bill looks like.
 - ii. Topic 2 – Wells Fargo Agreement
 1. Anne sent a document in advance for review by the board. The purpose of the agreement is to provide a mechanism to receive, sell and get a check from stock received from church members.
 2. Discussion – A question was brought up about why the board not previously seen or approved such documents in years past, it was clarified that appropriate board approval did not happen in the past but should continue to happen moving forward.
 3. Motion of executive committee (doesn't need a 2nd): Approve boiler plate language on the page provided to allow current President, current Treasurer and Allen Gundlach to communicate with Wells Fargo related to stocks received from church members.

- a. With no objections, motion passes
4. Anne is working on streamlining and doing everything through Alesco since the fee will likely be lower as we do all of our other business with them.
- iii. Topic 3 - Financial Advisory Committee of the Board of Trustees (FAC BOT)
 1. Anne was admittedly slow on requesting to recreate FAC BOT due to the uncertainty of the Assistant Treasurer who ended up having to step away from the position. Since that has occurred, Anne has recruited Robert Lyubomirsky for FAC BOT, Robert has a wealth of relevant experience and shows promise for future leadership as Assistant Treasurer and eventually Treasurer.
 2. Continuing FAC BOT members – Anne Perry, David Freidman and Judy Oakes.
 3. This is a committee of the board, much like the Investment Committee or the Audit Committee. They report to the Board, via the Treasurer. Committee members are: either retired or active financial professionals, current members of the Church, and approved annually by the board. FAC BOT includes: Treasurer, Assistant Treasurer and 2 – 4 members as previously described.
 4. Senior Minister may attend any FAC BOT meetings and request assistance with financial matters. FAC BOT will work directly with Senior Minister and will not approach staff directly.
 5. FAC BOT assures the congregation that experienced and focused professionals are monitoring the financial activities of the church (including: budget, asset protection and investments).
 6. Draft of committee purpose was sent out in advance. John Solberg brought feedback/edits to Anne which read: Assist the First Unitarian Church Board of Trustees in strategic thinking regarding financial matters and providing clear, specific and authoritative advice and recommendations regarding financial processes and outcomes.
 7. Discussion – Two projects for FAC BOT to work on this year, updating financial reports to show LY and this year and create a dashboard. Robert has relevant experience with financial matters and technology that would be helpful.
 8. Motion to approve FAC BOT with edits (as provided in Item #6 in this section)
 - a. With no objections, motion passes
- b. Project of the Board: Engaging the congregation to discern our values
 - i. BOT meets with Laura Park again on January 11, 2018.
 - ii. Jo provided a document in advance as a follow up to her meeting with Carol Anne regarding reserving spaces for upcoming workshops.
 - iii. Marketing sub group has met separately and discussed coming up with a powerful question we want to ask the congregation in order to help determine a direction for a logo. The initial question developed was: "What could we build through deep connection: With each other, our faith community, our city and the world?". The process of meeting with the congregation does not have pre determined ends in mind, the purpose.
 - iv. Brainstorming and discussion notes:
 1. The sense of the Board was that "Our Road Ahead" was an appropriate tagline. During the discussion, a simple logo was created to convey the message of "Our Road Ahead". The logo was then shared with the Board via email.
 2. People needed to facilitate the process-
 - a. Facilitators – A good place to start for recruiting facilitators would be to ask Soul Matters facilitators and other church leaders who are good listeners.
 - b. Observers – Board Members serve in this capacity.
 3. Facilitators will need to attend training with Laura Park on Saturday February 10
 4. There was some confusion/expectation to hear from Laura Park for notes
 5. Number of workshops planned (23)
 - a. 2 facilitators per workshop, each facilitator can assist during two workshops.
 - b. Facilitator slots (46), total number of facilitators needed (23)
 6. Jo will ask Rev. Tina for list of folks with facilitation experience (healing circles, Wellspring, Social Justice council, etc.)
 7. Tim will send out a call for facilitators based on list from Jo.
 - a. Can you facilitate two meetings in Feb/March?
 - b. Can you attend the training on February 10, 2018?

8. General sense of the Board was to hold off on asking folks until after the holidays to increase probability of affirmative responses (start making asks on January 2nd)
9. John will schedule two policy governance sessions for congregants in January.
10. Make sure we factor in a way to connect with RE parents, many of whom are relatively new to the church. Perhaps a special workshop just for them? It would also be helpful to have an RE parent facilitator.
11. Jo Cone will connect with Sheila about who she might recommend as a facilitator from the RE parent demographic.
12. John would be happy to give a policy governance presentation to RE parents.
13. Recommendation when using SignUp Genius – don't make the names of the facilitators public so that people don't sign up with their buddies.
14. Recommendation to tap into Soul Assembly crowd who could very well participate (including families, tweens and teens).
15. Jo will book room for Saturday 1/13/18 before Soul Assembly
16. Governance sessions by John Solberg
 - a. Sunday January 7, 2018 @ 10:30AM
 - b. Saturday January 13, 2018 @ 6:00 PM
 - c. Sunday January 14, 2018 @ 10:30AM & 12:30PM

5. New Business

- a. No new business

6. Executive Session

- a. Board went into executive session at 8:14PM to discuss concerns reported to Rev. Tina
- b. Executive session concluded at 8:37PM.

7. Questions, Comments, Good of the Order

- a. Paul Suwijn will provide food for the January board meeting.
- b. Next meeting will take place on Tuesday January 9, 2018.

With no objections, the meeting was adjourned at 8:38 PM.

Draft submitted by: Stephanie Ketterl, Clerk
Wednesday January 3, 2018