

FIRST UNITARIAN CHURCH, ROCHESTER, N.Y.
BOARD OF TRUSTEES MEETING
September 13, 2016

- I. The meeting was called to order by Congregational President Barbara deLeeuw at 6:36 PM.

- II. Participants:
 - A. Board: President Barbara deLeeuw, Vice President Chris Graziano, Clerk Linda Friedman, Treasurer Anne Perry, Trustees Dave Burnet, Jo Cone, Nicole Delgrosso, Tim Farnum, Mary Moglia-Cannon, Jill Poremba, John Solberg, Paul Suwijn
 - B. Staff: Rev. Joel Miller
 - C. Others: Sue Ames, Bonnie Baxter, Bob Brennan, Larry Eldridge, Mike Hathaway, Glenn Koch, John and Cynthia Looney, John Parker, Scott Roth, Nancy Wesson

- III. Centering – Joel

- IV. Interim Senior Minister’s Report – Joel
 - A. Good Governance Monitoring Reports
 - 1. Jerry Ingram is the new youth group advisor.
 - 2. Staff grievances.
 - a. If the grievance is with Joel, the senior minister, the person should see Barbara, the president.
 - b. If the grievance is with another staff member, the person should go to them and if that is not satisfactory, then to Joel.
 - 3. Personnel guidelines are being put together after Joel and Ursula talked to a lawyer.
 - a. The ministerial staff is covered under the Unitarian Universalist Minister’s Association (UUMA) guidelines.
 - 4. The former reference team while working with Dr. Brubaker identified eight areas that needed congregational attention.
 - a. Now a transition team has been formed and 6 out of the 8 members served on the reference team.
 - b. There are five development tasks which will address various subjects including the eight areas that were identified.

- V. Endowment Policies – Anne
 - A. Anne went through the history and distributed a change in the endowment section which presents a new interpretation of Section 8.2.C.3 of the bylaws.

The current by-laws specify that:

‘Memorial gifts of any size and other gifts that become effective as a result of a death must be placed in the Income Endowment fund unless otherwise specified by the donor’

Issue:

The portion of the current by-laws that contains the language ‘unless otherwise specified by the donor’ should be interpreted consistently. This policy provides guidance on interpretation along with example language that can be used in a bequest.

Interpretation:

- All income from an estate, trust or special gift that are given with no language to their use goes directly into the Income Endowment Fund as specified in the by-laws.
- Any income from an estate, trust or special gift that contains language restricting its use to a particular purpose or project will be used only for that purpose or project if the Board accepts the bequest based on its purposes and limitations.
- Any income from an estate, trust or special gift that includes broad language such as “for the general purposes of the church” or similar, will be considered unrestricted and not “otherwise specified by the donor” and will, therefore, go into the Income Endowment fund.

Example language:

- I, Jane Doe, leave 10% of my estate to First Unitarian Church of Rochester
 - This gift will be added to the Income Endowment Fund
- I, John Doe, leave \$57,000 to First Unitarian Church of Rochester as a gift that is restricted to a specific use.
 - In the case of a specific use, a charter fund is established to manage the funds into the future if such a fund does not currently exist. Writing and approving the charter is the work of the Board of Trustees.
 - *Note: the Legacy Society works with donors considering leaving a gift for a specific purpose to ensure that it is consistent with the needs of the Church.*
- I, Jane Doe, leave 10% of my estate to First Unitarian Church of Rochester as an unrestricted gift or to be used for the general purposes of the church.
 - The gift will be added to the Income Endowment Fund.

1. A motion was made to approve this change, seconded and passed unanimously.

VI. Board Items

- A. Chris Graziano was elected vice president of the board.
- B. Board representative to various committees were identified.
 - 1. Jo, John and Jill will be at the board table at the Volunteer Fair.
 - 2. The board representative on the Leadership Nominating Committee will continue to be David Burnett.

- A. Roof Update with Virginia Searl from Bero Architecture firm.
 - 1. EPDM is the membrane system that was put on the roof.
 - 2. The tradeoff is between modified Bitchman multiple ply membrane layers or built up asphalt.
 - 3. To get the roofing done this spring, we have to have phase I, the design phase, and phase II which involves the competitive bidding of the job.
 - a. What is needed, is the roof has to be inspected by the people doing the design phase.
 - b. All normal penetrations of the roof must be identified.
 - c. There is a need to get down to the bare concrete.
 - 4. Virginia went over the design development phase and the bidding phase in detail.
 - a. She feels that there is an issue that has existed since the beginning when the roof was installed.
 - 5. Anne moved to approve phase I and be able to spend up to \$30,000.

- a. The motion was seconded and passed unanimously.
 - b. Several days after vote, the board was polled and upped the amount to \$35,000.
6. Anne wanted to lock access to the roof considering the fact that our liability insurance has a high deductible,
- a. Joel said he will make sure this is done.
7. Mary said a board team, dedicated to communication, is needed and we need to develop a plan and strategy for communication.
- a. Paul, John and Anne will develop such a plan.

VII. Updates

A. Interim Minister Timeline

- 1. We could have an interim for 2 or 3 years and this is too early to deal with this.

B. 2016-2017 Annual Budget Drive

- 1. September 25 will be start of the pledge drive.
 - a. About \$230,000 is needed and we have to let people know of the \$50,000 matching grant.
- 2. The office will have a procedure for keeping pledge information confidential.

VIII. The meeting was adjourned at 8:44 PM.

Respectfully submitted,

Linda Friedman