

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

- I. The meeting was called to order by President Barbara de Leeuw at 6:31pm.
- II. Board Members Present: President Barbara de Leeuw, Vice President Chris Graziano, Clerk Linda Friedman, Treasurer Anne Perry, Dave Burnet, Jo Cone, Tim Farnum, Mary Moglia-Cannon, Jill Poremba, John Solberg, Paul Suwijn. Excused: Nicole Delgrosso. Staff: Rev. Joel Miller, Laurie Collins.
- III. Centering by Rev. Joel Miller.
- IV. **Motion passed to approve Consent Agenda.**
- V. **Motion passed to approve Minutes of January 10, 2017.**
- VI. Treasurer's report as it is now is not a final report. Expenses are final but revenues will be shown differently. Final report will show greater transparency.
- VII. Interim Sr. Minister's Report:
 - A. Interim Calendar (draft): Feb. 2017-June 2019 was distributed . The calendar is divided into seasons, 3 parts per year. The rows list goals he will partner with the board, as well as four rows listing interim minister projects. The calendar includes a search timeline and major transitions. The goals are divided into two, Brubaker Process Goals and Interim Goals. Items to highlight are:
 1. The roof replacement project is taking a great deal of Rev. Joel's time.
 2. Need funding to get website up and running.
 3. Overall, big board tasks/goals are policy governance, staffing (top row of chart), fundraising and values clarification.
 4. Second row focuses on staffing, not routine issues but issues between the board and the interim minister, (Rev. Carlos, Rev. Tina are examples).
 5. Third row is about healthy congregations, healing circles, healthy conflict, values & governance. Doing values work with congregation so the next settled minister knows enough to create a mission statement together between the congregation and settled minister.
 6. Broad picture of search timeline at bottom.

7. Winter 2017-2018 will be big for the Board, a heads-up from Rev. Joel.
- B. A Pledge Report as of January 31, 2017 was distributed. Letters regarding pledging/membership were sent out either without a pastoral process or with the required consultation with the Board of Trustees. Going forward, according to current bylaws, those who haven't contributed yet should be contacted in a pastoral way. After that, the minister can go to the board with a list of names. The board discussed obtaining a list of the people the letter was sent to so they can be contacted. Also, staff was advised not to do that again. It was a process in place the board wasn't aware of, it has been corrected.
- C. Number of pledging units doesn't impact amount of UUAA contribution because after a congregation is over 500 it becomes a percentage of operating budget.
- D. A draft of an operating budget through 2018 was distributed showing income and expenses. Of note is the far right-hand column with notes to explain thoughts of going into budget drive and staffing for next year based on anticipated pledging.
1. Operating Income: The 2017-18 pledge goal is \$118,956. Discontinue Fashionista, there is no staffing, it's not worth the cost. However, the upcoming auction is a good idea. A 4.5% endowment draw is recommended.
 2. Operating Expenses: Our server is on its last days. We need to buy a new one or get cloud/remote hosting. A 3% increase in hourly staff is recommended to move toward meeting UUA fair compensation standards. Evening security sweeps are increased to handle recent unexpected overnight visitors. Property maintenance funds need to be at levels mandated in by-laws. Volunteer hours may go down in the coming year, so an increase in the AV budget is required to cover that possibility. A restoration of Orange Sky. A quarter-time social justice coordinator is proposed. Cost of brochures is added to meet current requests. Current staff is requesting a quarter-time Membership Coordinator for membership support. There is an additional expense

due to Rev. Carlos' contract running an extra month. A new line is added for staff disability.

3. The large expenses are: social justice and membership coordinator(s), increases for hourly staffing, and the server. It was pointed out that the line for guest preachers is currently zero, that will need attention because this year they were paid out of a committee account. When things are paid for off-book, actual costs become unknown. Also, music licensing requires significant fees. It was pointed out that although the website should be taken care of before the 2017-18 budget, a modest amount should be added to that line for any required changes. Rev. Joel requested emails and/or calls on guidance or advice on this budget draft from the Board.
4. This budget draft is in line with FACTBOT recommendations to: keep endowment draw at 4.5-5%; ensure property maintenance fund is fully funded; move hourly staff another step toward \$15 minimum; ensure program staff is at the minimum required for a large church.
5. Rev. Joel distributed notes to be read later. Regarding program staffing, support and program is a common way to divide staff. Staffing should be 5.8, we are down a half-time person. Needed staff is calculated by the average number of people attending on a weekend from Sept through June. Concern was expressed regarding how the lack of office staff affects Rev. Joel. It was also pointed out that the current staff supports the rental income.

VIII. Status of the roof repairs.

- A. Anne is having a dinner with a goal toward getting a sense of how much to take from the endowment for roof repairs versus how much to raise, she invited people who can give good advice on that.
- B. Timing for bid returns was discussed. Concerns on timing was discussed, and it was decided Rev. Joel would discuss timing concerns with Virginia Serl. Right now, Virginia is working on specs, which must be completed before bids are requested. After specs are complete, but before bids are requested, the Board must take to the Congregation suggestions for how to fund the repairs.

- C. Another recommendation by FACT-BOT is that they work with Rev. Joel on the bids. This was discussed and approved.
 - D. A suggestion was made to split the project into upper and lower sections, doing one in spring and the other in fall if splitting will speed the process. There is concern that there's much not known about the upper section. If that is holding things up, split it up.
 - E. The Board voted by email on a roof technology recommendation, as follows: **The Board affirms the recommendation by Virginia Serl and Bero Architecture for a "multi-layer Bitumen roof technology" to replace the current roofing material on First Unitarian Church." That motion was ratified at this meeting.**
 - F. Rev. Joel added he that requested warranty information from Virginia Serl, along with information on the supplier's ability to back up the warranty.
- IX. Anne distributed a hand-out on the scholarship fund. Sheila Schuh is taking masters courses to become a credentialed religious educator. Anne cleaned up the language in the charter, included a part about people who have a relationship with us, and made it possible for Sheila (or someone like her) to be able to apply for funds. **MOTION: To revise the charter for the Chartered Endowment Scholarship Fund to clarify that recipients are or have been affiliated with First Unitarian Church of Rochester, to broaden the qualified recipients to include Credentialed Religious Educator candidates and to clarify the administration of the fund. Motion passed.**
- X. Board discussed the recent meetings regarding the UUCC partnership. Rev. Joel voted to dissolve the partnership/contract, and it is dissolved. It was decided that our church ministers don't have the time to share ministers, regional staff will have to devote that time. Next fiscal year, Rev. Joel will have an intern, but not after that.
- XI. Miscellaneous items:
- A. There is a live streaming event of the UUA Candidates Forum. If anybody is interested in attending, Barb has info.
 - B. Future board meetings need to spend time talking about committee structure.

C. A motion was presented to recommend Tim Farnum to the Nominating Committee as Board President. Motion was unanimously approved by those attending.

Meeting was adjourned at 8:43pm.