



First Unitarian Church of Rochester
Board of Trustees Meeting
Tuesday, September 10, 2019
6:30 pm in Gilbert Hall

Attendance: Ken Buckle, Tim Farnum, Terri Goldstein, Mary Hammele, Robert Lyubomirsky, Courtney Miller, Paul Minor, Anne Perry, Scott Stamper, Paul Suwijn, Kyle Williams, Rev. Shari Halliday-Quan.

Guests: Thom Snell and Carol Anne Cleary

Absent: Gregory North,

1. 6:36 - Establish a Quorum and Call Meeting to Order — Tim Farnum
2. Centering — Rev. Shari Halliday-Quan. *Prophets of the Future Not Our Own* by Father Ken Untener.
3. Consent Agenda
 - a. Approval of previous Board Minutes April, May, June and August 2019
Consent agenda approved unanimously.
4. Routine business
 - a. Cards of gratitude and concern – Robert Lyubomirsky will send a thank you to the estate of Betty Miller.
5. Funding request from Carol Anne Cleary and Thom Snell for additional hearing loops in the church, potentially in Williams Gallery, Susan B. Anthony Lounge and Room 110. Carol Anne's comprehensive report included discussion of technology and explained that this enhancement has been requested by congregants and would enhance congregant experience of meetings in mid-sized rooms. Susan B. Anthony Lounge has had a hearing loop, but it has limited effectiveness and the technology is obsolete. Cost is anticipated to run approximately \$7,500, depending in part on how many rooms are included.

MOTION: To authorize the senior minister to incur an expenditure of \$7,500 not to exceed \$10,000 from the Property Maintenance and Improvement Fund to bring hearing enhancement technology to Williams Gallery, Susan B. Anthony Lounge and Room 110.

Moved by Anne Perry, seconded by Robert Lyubomirsky. Approved unanimously.

Discussion of how to align building related issues. Rev. Shari clarified that there is no building and grounds committee at this time. Tim Farnum suggested that it is up to Rev. Shari whether or not she wants to convene a team to work with her and staff on specifying work, obtaining quotes and contracting with vendors to do the work.

6. Minister's Report (Appendix A)

- a. Celebrations and Highlights
- b. Staff/Volunteer Treatment
- c. Implementation of new technologies.
- d. Building & Property Maintenance
- e. Governance & Implementation
- f. F. Upcoming Study Leave, Vacation, or Travel
- g. Upcoming Externally Facing or Otherwise Important Dates

7. Board Reports

a. Treasurer's report — Robert Lyubomirsky

- i. FUU BOT Treasurer Topics 2019-09-10 (Appendix B)
- ii. Operation "Come Back" Listing referenced
- iii. July Treasurer Report Key points:

- 1. Income – Pre-paid pledges in the amount of \$126,698 were released into current Year July Income results. It is consistent with a long-term trend of the congregation pre-paying their entire annual pledge during the Annual Stewardship Campaign in early 2019. Having said that, the bottom-up Annual pledge total is still below the expected budget by \$20K.
- 2. Expenses – The first quarterly payment of denominational dues was disbursed in July as indicated by the 24.9% YTD vs. FY Budget figure. The remaining Expenses were in line with prior year's spending trends.
- 3. Restricted Fund Summary – You will note that there are two categories of funds – Board Restricted and Donor Restricted.
 - a. Board Restricted: The Church's receipt of \$20,000 is the aggregate of the quarterly \$15,000 transfer of approved and budgeted funds to the Property Maintenance and Improvement Fund and an \$8,000 bequest to the Church which are required to be deposited into the Income Endowment Fund.
 - b. The Donor Restricted funds of \$994 is comprised of funds raised through bi-weekly Plate Collections to the Wider Community. The funds for July recipients will be disbursed in September 2019.
- 4. The Greater Good Project received the remaining funds from the Genesee Co-Op account originally established by the Micro-Finance Task Force that ended. The money originated from the Greater Good initiative, so it was returned to that fund as required by the Charter.

Kim Joy

Dir. Business Operations

Robert Lyubomirsky

Treasurer

P.S: Thank you for your patience. We realize that 1st report was produced much later than "usual". The new system gave us a great opportunity to reengineer our financial processes and train our NEW staff members but

elongated the time-to-close process. In the next few months – we will continue to improve our time-to-close and time-to-report cycle with the ultimate goal to produce Treasurer Report on or before 10th working day.

8. New business

a. Modifications to Greater Good Fund charter (Appendix C)

Specific Changes: Eliminate “Investment on Funds Assets” paragraph. Since the timing between collection and disbursement of this fund is short – it does not make sense to invest it into a Long-Term Investment Vehicle (Common Mutual Fund Portfolio). Side note: Greater Good funds are not currently and never were invested in Alesco Mutual Funds.

MOTION: To approve the revised Greater Good Fund Charter.

Moved by Robert Lyubomirsky, seconded by Scott Stamper. Approved unanimously.

b. Nominate Vice President

MOTION: to nominate Gregory North to be Vice President.

Moved by Tim Farnum, seconded by Ken Buckle. Approved unanimously.

9. Sharing--what's been happening?

a. History Committee has 2 new co-chairs, Danette (Dani) Johnson, and Jason Rowe.

Former co-chairs Ellen Asprooth and Mark Jackson plan to continue to participate on the committee.

b. Board Retreat scheduled for Friday, September 13, 6-9 pm and Saturday, September 14, 8:30-4 in the Susan B. Anthony Lounge. Please read the materials that were sent out.

c. Criminal Justice ministry is talking about merging with the ROC/Acts criminal justice ministry. Will be meeting at location with ROC/Acts. Does that mean this is no longer a ministry? Are congregants who participate representing First Unitarian or not? Not clear just yet.

10. Adjourn at 9:12 pm.

11. Closing — Rev. Shari Halliday-Quan

Who will bring 6 pm dinner – Paul Suwijn in October. (Scott will provide pizza in November).

Appendix A. Senior Minister's Report, 9/10/19

Celebrations and Highlights (not seen elsewhere in this report)

- **Homecoming!** By the numbers: our attendance was 642, and the plate count was \$1,617.02
- Carol Anne Cleary and Tom Mancarella rolled out an updated Emergency Action Plan and training. Sheila Schuh brought some trauma-informed suggestions to the presentation and RE lead teachers have been trained.

Staff/Volunteer Treatment

- Rene Kiefer has joined the team as a temp in the role of bookkeeper. Kim Joy reports that this has been going very well.
- Allen Young is our new organist, and he will play at most of our 11:15 services.
- Victoria Robertson is the new School Partnerships Coordinator.
- The lines of communication and hiring authority could use some improvement, and I'll be working in the next few weeks to clarify reporting structure and responsibilities.

Implementation of new technologies

- SimpleChurch, the member management tool, has been implemented and is actively being used to manage members' personal profiles, pledges, contributions to the Church (not only pledge income, but all contributions). Religious Education is using it to manage enrollment and participation, and the staff is also beginning to use small groups to communicate and track participation. Staff training will continue over the next 2-3 months, and once this training is completed, a plan to implement additional functionality will be developed. I have some concerns regarding confidentiality as we roll out the system that we will need to address before we are able to more fully implement this system, but I believe it is a powerful tool for board monitoring among other uses.
- Shelby, the financial management tool, has been fully implemented. The chart of accounts has been restructured to better enable transparency and reporting efficiency. This was completed at the end of August. The staff is now catching up on reporting in alignment with the new Chart of Accounts, etc. The July Treasurer's report is currently available and staff is working on finalizing the report for August.
- Senior staff are using Slack, a communications tool. RE staff and possibly other teams may join as we figure out how to make prioritizing communication as painless as possible.
- We're exploring use of Google Suite for Non-Profits, which would among other things make our @rochesterunitarian.org email accounts use gmail. Currently many staff and volunteers use personal email addresses and a wide variety of file sharing solutions that violate our intellectual property and security policies, as well as create administrative redundancies and training hurdles that we can streamline.

Building and Property Maintenance

With thanks to Kim Joy for heading this work,

- Per Paul Suwijn's August report, Glenn Koch is following up with Joe Kuntz for a quote for concrete/ light masonry work around the perimeter of the building.
- We have identified a possible vendor to install a safety harness mechanism for the catwalk. Kim is following up.
- The repairs of the leaking windows in the choir room will be scheduled as soon as Flower City Glass has available staff. Once those are completed the ceiling tile replacement will be scheduled along with the replacement of the light fixtures.

Governance and Implementation

- I'll begin a study group next week working on ends and policy interpretations with a few other senior ministers and Laura Park. My goal is to begin with ends interpretations and have a draft to review with staff this fall to present to the board for feedback by mid-year.

Upcoming Study Leave, Vacation, or Travel

October 25-26: Travel to All Souls Tulsa for an ordination. While I'm there, I'll meet with members of the ministry team.

Upcoming Externally Facing or Otherwise Important Dates

- Evan Dawson appearance re: a faith-based response to climate nihilism with First Unitarian member Abigail McHugh-Grifa on September 11 (tomorrow)
- September 27: Climate March in Rochester
- October 20: Guest preacher Marcus Fogliano who works for the Commission on Institutional Change of the UUA. They are also running for UUA Moderator.
- October 27: Guest preacher Susan Frederick-Grey, UUA President
- Proposed Date of Installation of Rev. Shari: March 15

Appendix B: 9/13/2019 BOT Treasurer Robert Lyubomirsky Report:

1. Financial – Short Term:
 - a. 2019 – 2020 Annual Budget Gap (\$20K-\$25K)
 - i. Action so far: List of congregants becoming inactive provided to Exec Board and Search Committees. Assignment made for 1st Wave “Connections”. Attached file.
2. Financials – Longer Term
 - a. Bequests:
 - i. **Elisabeth Miller** - **\$250K** check to be delivered by **9/20/19** to First Unitarian & be deposited into Income Endowment. **14.58%** of remaining estate actual bequest amount is to be determined by **10/30/19**, but the payment to church is not likely until later in **2020** (need to settle with Federal & NY State first)
 - ii. **Elisabeth Van Horn** - \$507,339.82 (Deposited **8/15**). Additional \$116.82 for Dividends in Inheritance IRA for August (Deposited 9/3). Expect equivalent in September to be deposited in October.
 - iii. **Sid (Cindy) Sutherland estate**: \$622 check is anticipated. Do not have TBD yet....
3. Training: Class for Stewardship Summit for Large CER Congregations October 19, Arlington VA. Shari is attempting to connect with the trainer for local class. Registration open now.
4. HR (replacement to Chuck/Allen): Kim found a candidate - Rene Kiefer. Judy, Kim and I interviewed him. Solid transaction experience (on cash management/collection in the Medical institution in WA). Taking Temp to Perm approach. Couple month trial period. Started 8/26. So far good feedback.
5. Finance System Implementation
 - a. 3 Primary Focus in Finance System Implementation.
 - i. Improved FASB compliance with visibility to the Restricted Funds details (Segmented Board & Donor-Restricted funds in I&E, as well as Balance Sheet). Ability not to mix it with Church Operation. Status: Achieved;
 - ii. Improved financial management sustainability. Document monthly closing process. Status: in process (many processes).
 - iii. Improve End of the month Reporting process (Treasurer Report), by utilizing advanced features of ShelbyNext system and by deep diving on who are the consumers of the monthly reporting. Status: Loaded Annual Budget into the system. End of Month Reports Produced. Reports are generated within minutes. Couple hours to document all variances for BOT.
6. Finance Status:
 - a. Report Review. Close: July month is closed. August Month - status. Comment: Kudos to Kim for in parallel, managed onboarding/heavy training, kept the wheels on for day-to-day operations (incl. month close), managing on-going system implementation with consultant.
 - b. Financial True up was not done at the end of 2018-2019 Fiscal year. ~80K was not transferred from Alesco Common Fund into M&T. No cash management issue. Will true up at the end of 1st quarter
 - c. Moving to implementing reconsolidating for Restricted Funds usage between Alesco MF and M&T Checking to a quarterly basis (vs. Semi-Annually now).
7. Governance: Greater Good Project Charter change. Invest vs. Checking account. Too short of the horizon to invest.

Thanks in advance. Let me know if you have any questions.

FIRST UNITARIAN CHURCH
ROCHESTER, NEW YORK

CHARTERED FUND DESCRIPTION

TITLE: GREATER GOOD FUND

PURPOSE: Christmas is too often about excess and materialism. The Greater Good calls us back to the core values of Christmas and helps to develop these values in our children, youth and adults through opportunities to serve together with love and humility. The Greater Good calls us to reflect on what Christmas can mean on a theological level by focusing on the crux of the Christmas story:

- A child is born in a barn
- A child shall lead us
- Jesus served with love and humility and encouraged others to do the same.

CRITERIA FOR USE: The Greater Good Fund is used to fund one or two projects each year that use the following criteria:

- A child is born in a barn – the project must address racial, social, environmental and/or economic injustice.
- A child shall lead us – after careful vetting by the Greater Good Committee and approval by the Board, children and youth in the First Unitarian Religious Education program will choose the final recipient(s).
- Jesus served with love and humility - the project may offer opportunities for First Unitarian children, youth and adults to serve together with love and humility.

ADDITIONAL CRITERIA:

- The proposal shall be empowering to the recipient and not merely a handout.
- The recipient organization must be recommended by church members and may not apply directly without a sponsor.

- The funded activities must be identified as coming from First Unitarian Greater Good and not become an undifferentiated part of the recipient's operating budget.
- The recipient organization must be a 501(c)(3) not for profit.
- The recipient organization must submit a year-end report on how the funds were used and the objectives achieved.
- At least one recipient organization must be external to the church.

ADMINISTRATION: A committee of at least 5 and not more than 10 members of the church is recommended by a subcommittee made up of a minister, a representative of Religious Education and a representative of the Social Justice Executive. The slate is approved by the Social Justice Executive and presented for approval by the Board of Trustees. The subcommittee is the core of the Greater Good Committee. The remaining members should represent the diversity of the church and may include youth (age 14 or older church member), a relatively new church member, a relatively long-term church member (a grandparent?), a parent who is active in RE as well as other aspects of diversity. Committee members should serve no more than three years. The committee is to be in place by the end of May and requires Board of Trustees approval at its May meeting. Employees of the church serve ex-officio.

In the case of resignation(s) from the Greater Good Committee mid-season, the Committee may identify replacement(s) who continue to ensure a diverse committee and shall request approval of the Board of Trustees at the earliest opportunity.

INCOME TO THE FUND: Income to the fund includes gifts earmarked for the Greater Good and any unspent or returned Greater Good funds from prior years.

EXPENDITURES: Funds available for expenditure each fiscal year are collected in the lead up to Christmas and immediately following. Any funds remaining from a prior year and/or funds returned unspent from a prior year are also available for expenditure. Five percent of the collection is placed in the general fund-raising

income of the church in recognition of the costs expended by staff in managing the program.

AMENDMENTS: This charter may be amended by the Board of Trustees.

Approved by Board of Trustees, September 10, 2019