



**First Unitarian Church of Rochester  
Board of Trustees Meeting  
Tuesday, August 13, 2019  
6:30 pm in Gilbert Hall**

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

1. 6:32 - Establish a Quorum and Call Meeting to Order — Tim Farnum
2. Centering — Rev. Shari Halliday-Quan. *God Went to Beauty School* by Cynthia Rylant.
3. Consent Agenda
  - a. Approval of previous Board Minutes postponed to September as minutes had not been distributed.
4. Routine business
  - a. Cards of gratitude and concern – Courtney Miller’s father died.
5. Minister's Report (Appendix A)
  - a. Limited due to only two weeks on the job
  - b. Hiring a bookkeeper – looked at temp to hire. Lots of clerical work and some higher-level accounting knowledge. Clerk/bookkeeper plus an engagement with an accounting firm.
  - c. Gregory North spoke of experience working with the Simon School and Greene Center at UorR which may be another source.

6. Board Reports

- a. Treasurer’s report — Robert Lyubomirsky  
**Investment Committee** Leadership Change Recommendation and Membership Selection

Recommendation:

To continue to professionalize the Finance acumen/roles in First Unitarian – appoint Annie McQuilken as a Chair of Investment Committee for upcoming year. Annie has extensive Finance Management experience, as a Business and Personal Financial Advisor. She will replace **David Friedman**.

**Motion:** To appoint Annie McQuilken Chair of the Investment Committee and to appoint the following investment committee members for the 2019-2020 year: **David Friedman** (outgoing chair); **Anne Perry** (Outgoing Treasurer); **Robert Lyubomirsky** (Incoming Treasurer) – ex-officio member; **Ron Steinman** (existing member); **Doug Constable** (existing member); **Amanda Kish** (existing member)

Moved by Robert Lyubomirsky, seconded by Mary Hammele. Approved by unanimous vote.

**Nomination of Assistant Treasurer**

**Motion:** To continue to professionalize the Finance roles at First Unitarian, appoint Judy Oaks who is a CPA with non-profit experience as Assistant Treasurer.  
Moved by Robert Lyubomirsky, seconded by Paul Suwijn. Approved by unanimous vote.

### **2019 – 2020 Annual Budget Gap (\$20K-\$25K)**

**Intent:** Call to Action to close the annual gap.

**Background:** In May – Annual Plan was approved by BOT and Congregation with \$20-\$25K Operating Gap (to be helped by Board to close). Actions were planned and partially executed to reengage current congregation. The actions for reengaging departed members were not executed due to the communication that the Gap was closed. Unfortunately, the gap still exists.

**Recommendation:** Develop a Plan to contact departed members by BOT and thru other Committees such as the Search Committee (Mary Lyubomirsky agreed to ask). Gregory North will be setting up a script/bullet points to structure calls. Robert Lyubomirsky will distribute list of members and former members to invite back into active membership.

**Budgeted Endowment Draw.** The Board and Congregation approved a budgeted endowment draw of a specific amount that was described as 5.5%. In fact, the percentage was higher than that. If the amount was reduced to 5.5%, the dollar amount would be reduced approximately \$8.5K annually. In working with the Investment Committee, it was learned that the office staff have not been following the Investment Policy regarding how the endowment draw is calculated. For many years, the calculation was based on the average value of the endowment on the previous three calendar year ends (i.e., December 31<sup>st</sup>). The Policy requires it to be based on the previous 12 quarter end values. For the 2020-2021 budget year the endowment draw will be calculated according to the Investment Policy and the Investment Committee and Treasurer will be asked to do the calculation.

**Motion:** To approve the dollar amount of the endowment draw as budgeted and approved by the Congregation at the June 2019 Annual Meeting which is approximately 5.7%.

Moved by Robert Lyubomirsky, seconded by Gregory North. Approved by unanimous vote.

### **Recent bequests**

**Sterling Weaver** – Settled. \$8K deposit was made into Income Endowment

**Elisabeth Miller** - \$250K + 13.5% of remaining estate; exact amount to be determined in early September.

**Elisabeth Van Horn** - \$450K+. Exact amount to be determined in late August.

### **Historical trends in pledging**

Analysis by demographic groups

Central East Region of UUA is having large church pledging workshop in

Arlington VA October 19. Best practices, methods, etc. Culture of obligation

(elders), culture of transactional giving (mid), culture of inspirational giving (younger).

Robert, Gregory & Kyle to form a team to work on this.

**Database system implementation progress** We have stopped using PowerChurch as of June 30, 2019 and are in the process of implementing a new System.

Bumpy Ride – many staffing changes left Kim Joy needing help. Allen Gundlach retired in December. The church is grateful to him for his willingness to support month end closings, year-end closing and shut down of PowerChurch.

Robert Lyubomirsky and Judy Oaks stepped up to redesign the new Chart of Accounts which has a totally new numbering system that will make reporting easier. They paid considerable attention to improving controls and transparency for Donor and Board Restricted Funds. The goal is to redesign and reissue the new Treasurer Report by end of the first quarter (September 30). Hope to have a sample August report to bring to the next Board meeting in September. Judy Oaks is shepherding the accounting process development and deployment. May still need help in creating the financial statements.

7. Tim Farnum – tradition of overworking ministers and all of our staff. We need to take some time to prioritize what we believe is central to mission.
8. Paul Suwijn – Building maintenance – walk through. Focused on Essential functions identified by Bero Architects. Paul's request for resources to repair the garden labyrinth was redirected to the Senior Minister as it was for less than the \$5,000 limit that requires Board approval. (Appendix B.)
9. Board Retreat scheduled for Saturday, August 17, 8:30-12 in the Susan B. Anthony Lounge. Welcoming, centering, bonding as a group with Rev. Shari. Gregory North to facilitate. No homework. Arrive at 8:30 for breakfast; start at 9 am sharp.
10. New business
11. Adjourn at 8:45 pm.
12. Who will bring 6 pm dinner – Ken Buckle (Paul Suwijn will do October).

### **Staff/Volunteer Treatment**

As I begin my ministry here, I've spoken with some of you about my questions and concerns about staff compensation and equity. In the coming months, I plan to create a team to research and review staff compensation. I anticipate in the coming three years a need for outside consultation on staff structure, but this is not a priority for the coming year.

### **Financial Condition**

As the BOT and congregation have been advised by the treasurer, our transition to a new financial system delays my ability to report on financial conditions. Of course, I am less than two weeks into this position, and so inability to fully report on financial conditions lies also with me, which is to be expected.

### **Upcoming Study Leave, Vacation, or Travel**

*August 26-28* Study Leave in Minneapolis, taking a workshop on staffing and supervision led by Susan Beaumont, traveling back early on August 29, will be in the office that afternoon.

### **Accountability of Senior Minister**

Strategic leadership, undergirded by policy-based governance, suggests that evaluation of the senior minister align with our policies and ends. My professional standing and development asks that over the next three years, the BOT evaluate my ministry based on a shared understanding of ministry as articulated by the Ministerial Fellowship Committee of the UUA. See attached form; due in June.

### **Alignment of Board, Minister, and Staff**

I'm looking forward to our upcoming board retreats and the staff retreat on August 21. These will be invaluable for me and us collectively as we learn to work together in pursuit of our mission.

## APPENDIX B. Paul Suwijn's Report on Building Improvements.

To: Rev Shari, Staff; 1<sup>st</sup> UU BOT  
Subj: Possible Next Steps at 1<sup>st</sup> Unitarian Building Repair  
Date: August 13, 2019

Friends,

Dave Schwardt, Glenn Koch and the writer had the recent opportunity to review progress on essential church building restorations, both exterior and interior, using the recent Bero / Virginia Searl evaluation as a guide. Bero's report has items designated as Essential (E), Preservation (P) and Optional (O), with rough cost estimates given. **We concentrated on the Essential category.**

Several listed items have already been completed:

- Eliminating the trip hazard on the North Entrance apron
- Replacing ceiling tiles in most areas (the choir room being the main exception)
- Full restoration of Room 211/212, including new flooring and benches provided by the BiFryers

We're awaiting progress on the resealing of the choir room clerestory windows. The job has been contracted to Flower City Glass, but the vendor has been elusive on timing. Once the windows are repaired, it will be possible to work on the ceiling and other damaged surfaces of that room.

We have also contracted the repair of the main entrance brick apron to JK Masonry (Joe Kuntz), who anticipates completing this work during the fall.

As a result of the recent walk-around, we request an OK to seek the following quotes from JK Masonry:

- A quote for repair of loose or damaged ground level brick at various points around the building. There are several spots that are currently quite easy to repair, before they are progressively damaged further by freezing and thawing. All are within 2 feet of ground level.
- A quote for repair of a section (about 6 panel lengths) of sidewalk + curb along the North side of bldg to eliminate cracked panels and badly worn curbing.
- A quote for repair of a section (about 10 panel lengths) of sidewalk + curb along the South side of bldg to eliminate cracked panels and badly worn curbing

JK Masonry is the same vendor that recently completed the curvilinear concrete and tilework stair sections leading to the gardens – a really good job done at a really fair price. The work we're considering here is actually simpler, technically. The BiFryers consider that they have a good rapport and working relationship with this vendor – also, that he likes to work on our building.

**Also, on behalf of the 1<sup>st</sup> UU Buddhist Fellowship**, the writer would like to request funding *not to exceed \$ 1,000* for topsoil and fine gravel fill, needed to level a significantly sunken area which affects the use on our outdoor Labyrinth. The project includes raising the many bricks by about ½ - ¾" to improve their visibility. Labor for all of this activity will be provided by members of the 1<sup>st</sup> UU Buddhist Fellowship. Costs relate to a significant topsoil delivery, a full pallet of fine gravel, and grass seed.

Submitted by Paul Suwijn  
BOT Representative to the Building Committee