



**Board of Trustees Meeting**  
**Tuesday, October 8, 2019**  
**6:30 pm in Gilbert Hall**

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

Guests: Greater Good Committee Chair, Rebecca Spence

Absent: Anne Perry, Scott Stamper

1. Established a Quorum and Meeting Called to Order at 6:36 pm (Tim Farnum)
2. Centering — Rev. Shari Halliday-Quan  
“Invocation” by Rev. Angela Herrera, *Reaching for the Sun*
3. Consent Agenda
  - a. Approval of previous Board Minutes – September 2019, emailed to BoT, 9/23/2019  
No corrections – Approved by majority, with 2 abstentions
4. Routine business
  - a. Cards of gratitude and concern  
Robert sent a thank-you note to the Miller family (John Miller, executor)  
Shari will also send a note  
Card to Rev. Bob for 2-week recovery from medical procedure – “Thinking of you”  
Card to May Memorial in Syracuse – vandalism to rainbow flag
5. Minister's Report (Appendix A):
  - a. Policy Interpretation drafts
  - b. Staff/Volunteer Treatment  
Not in Report: Amara Vervalin, part-time admin, is leaving in mid-November
  - c. Administration and Building Usage Guidance  
Important to Note: Office will be now be closed on Mondays
  - d. Financial Condition
  - e. Compensation and Benefits
  - f. Building and Property Maintenance
  - g. Simple Church Membership Database – quick overview demo after Treasurer’s Report
  - h. Upcoming Study Leave, Vacation, or Travel
    - i. Due to Workshop from Nov 13-14, Board Meeting rescheduled for *Monday, Nov 11*, at 6:30 pm

- ii. Shari was able to attend the recent retreat & recommends that everyone try to go at some point
  - i. Highlights, Celebrations, and FYIs
  - j. FYI Upcoming Externally Facing or Otherwise Important Dates
6. Report from the Greater Good Committee by Rebecca Spence (Appendix C)
- a. Jordan Health – Expand the healthy weight and wellness program to more groups, including two Spanish-speaking groups and one refugee group.  
Question regarding Union labor dispute – looked online & saw issues were resolved.
  - b. Teen Empowerment – Expand to the Northeast neighborhoods of Marketview Heights, Beechwood and EMMA. Locate site, train youth leaders, and the like.
  - c. NAMI Rochester – Expand “Ending the Silence” program in RCSD, educating students, parents, staff and teachers about suicide prevention and working to end the stigma of mental health issues.

MOTION: To approve sending the Greater Good applicants Jordan Health, Teen Empowerment and NAMI Rochester to the youth to vote on the Greater Good recipients.  
Moved by Paul Suwijn. Seconded by Terri Goldstein. Approved unanimously.

## 7. Board Reports

- a. Treasurer’s Report — Robert Lyubomirsky (Appendix B)
  - i. Financial – Short Term  
Prior members have been seen at services; would like to reengage, hopefully enlisting their friends. Also have members share stories about why the church is important in their lives.
  - ii. Financial – Longer Term (Investment)
  - iii. Training – Class for Stewardship Summit, Oct 19 – Robert attending, perhaps Gregory
  - iv. Financial System Implementation  
Need to document procedures for system implementation  
Staff appreciation event proposed  
Robert hoped that his appetite for progress will not overwhelm staff
  - v. Financial Status
- b. Brief Executive Session entered at 7:55 pm and ended at 8:08 pm.
- c. Simple Church Demo – replacing 30-year-old Power Church  
Kim Joy was recognized as the powerhouse in the migration.  
Individual congregants can be added with all church affiliations.  
There can be different levels of permissions assigned – we are not there yet.  
Household data is a work in progress.  
Currently RE teachers can take attendance in the system – even on their phones.  
Unsubscribing from any random email unsubscribes the user from ALL communications.  
No social security numbers, financial data, credit card numbers are stored.

- d. Appointment of the Governance Subcommittee of the Board
  - i. To appoint Gregory North, Scott Stamper, & Terri Goldstein to the Governance Subcommittee, as specified in the Policy on Board Responsibilities.  
No motion; lack of objection is sufficient for unanimous approval.
- e. President's Report — Tim Farnum
  - i. Modification of the Job Description of the President
    - 1. Add "Chief Governance Officer" to the description of the duties.  
President will make sure we do the monitoring we're supposed to do when we're supposed to do it. Tim to investigate who maintains the Job Description of the President. Governance Subcommittee of the Board will determine where in polices or bylaws this addition belongs.  
No motion; lack of objection is sufficient for unanimous approval.
  - ii. Staff Survey Summary – Tim will deliver this to staff by email and then review at a staff meeting.
  - iii. Minutes of the June Congregational Meeting. No action required. Approval will be voted on at the next Congregational Meeting.

8. New business – none brought forward.

9. Sharing what's going on around church

Emergency Preparedness presentations were very valuable. Encourage others to attend upcoming sessions when announced.

There has been positive response to having Coffee Hour in Williams Gallery, instead of cramped quarters in SBA room. Board members encouraged to hang out for a little bit between and after services.

Gratitude to Anne Perry for the colored name badges for Board members.

10. Adjourn at 9:42 pm.

11. Closing — Rev. Shari Halliday-Quan

Who will bring 6 pm dinner? Scott Stamper in November (Monday, Nov 11).

# Appendix A: Senior Minister's Report to the Board

October 8, 2019

## Policy Interpretations

I have been unable to complete reasonable drafts of the financial planning and financial conditions policy interpretations, as we had outlined in our draft calendar. After consulting with Kim Joy and senior ministers in other large congregations, the timeframe for these policies interpretations seemed rushed, if I hope to appropriately include the feedback of staff and other parties onto whom this work would fall. I suggest that we re-calibrate the calendar to bring forward one of these two next month and re-calibrate the calendar building in this delay.

## Staff/Volunteer Treatment

- Rev. Bob Renjilian will be out on medical leave from October 11-25. His wife, Christy will be here, for him, and other area ministers are willing to provide emergency pastoral coverage, if needed, for us.
- I am working with Carol Anne and Kim to re-envision allocation of tasks and responsibilities within the administrative staff. This will affect hiring, compensation, and overall staffing costs, and ideally direct the time and energies of our staff to the places most needed and where their creativity and skills can best serve the mission.
- Contract employee Rene Kiefer is performing well, although his training is not yet complete, and some of this work is still falling on Kim.

## Administrative and Building Usage Guidance

*Feedback from the board as a whole and members at large on these changes are welcome, as we hope to both serve members well and align the energies of our staff.*

- All room reservations and set ups require a minimum of 1 week advance notice.
- Office is open Tuesday-Friday 10 am – 2 pm, 4 – 8 pm.
- Pledge statements will now be issued quarterly.
- Membership check-ins and removal will happen twice annually in preparation for UUA certification and our annual meeting.
- As we move to Google Suites, we plan to cease all current pass-through accounts (@rochesterunitarian.org email accounts that forward to personal email addresses). Is there anyone in this room for whom that will be a problem? Perhaps the distribution list of bot@ ?
- Please attend and encourage other lay leaders to attend an Emergency Action Plan training.

## Financial Condition

- Office staff is working on cleaning up errors in the Shelby financial system to ensure a clean close for the quarter. The new quarterly reconciliation process between designated and operating funds will be implemented as part of the September close.
- We are on track to meet the \$80K revenue goal. Carol Anne will lead an effort to review and possibly increase rental fees, which haven't changed in over 7 years.
- Long term rentals: A 2 year contract has been signed by Eastman's New Horizons group to continue using space at our church through the 2020-21 academic year. WRNS contract will be up for renewal in the spring of 2020, likely to also be a 2 or 3 year agreement.

**Compensation and Benefits:** Church costs for health premiums will increase 5.3% for 2020, with a 5.8% increase for employees who select the premium plan. Dental rates will have 3% increase, although the church does not pay for these.

### **Building and Property Maintenance and Capital Improvements**

- Clerestory window repaired! Ceiling tiles and light fixtures scheduled for replacement.
- Glenn Koch's efforts to obtain a quote from Joe Kuntz regarding repairs to the sidewalk and entrance were unsuccessful – an unfortunate pattern the Church has experienced. A new vendor is in the process of being identified.
- There have also been vendor issues with Broccolo for lawn maintenance work. The work performed by Broccolo will be paid, the relationship ended, and the garden committee will perform the remaining work.
- Hearing loop project in Williams Hall, SBA, and 110 should be completed by the end of the calendar year. Existing equipment may be able to be used in Gilbert Hall.
- Kim will pull together a team to work on a strategic building plan for the next 2-3 years.

### **SimpleChurch Membership Database**

- Training for staff continues, and rollout of communication and attendance tracking features has begun.
- Some contribution alignment issues have been identified and are being corrected.

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

- *October 25-26:* Travel to All Souls Tulsa for an ordination.
- *November 13-14:* I've been invited by the UUA to participate in a workshop on "Managing with an Equity and Inclusion Lens." This is the date of our November board meeting.

### **Highlights, Celebrations, and FYIs**

- Successful initial meeting for upcoming collaboration between youth group and Social Justice Ministries.
- REporter to begin monthly: Youth report on RE so that rest of church has better understanding
- Captioning experiments have been mixed, but we'll continue to learn. 10/20 service at 9:30 will have an ASL interpreter.
- Adult OWL has begun and will have 16 participants.
- Music in worship: choir singing at both services twice/monthly, OS once/monthly at 9:30 am.

### **FYI Upcoming Externally-Facing or Otherwise Important Dates**

- October 14: Congregation will be highlighted (Rev. Shari will speak for a few minutes beforehand) during "Image Out" LGBTQ film series at the screening of For They Know Not What They Do. 6 pm at The Little Theatre. This event is also a part of our Renewal for being a Welcoming Congregation.
- October 20: Guest preacher Marcus Fogliano who works for the Commission on Institutional Change of the UUA.
- October 27: Guest preacher Susan Frederick-Grey, UUA President
- January 19: Guest preacher John Buehrens, former UUA President, with special lecture

Proposed Date of Installation of Rev. Shari: March 15

## Appendix B. Treasurer's Report

Submitted by: Robert Lyubormirsky

10/8/2019 BOT Treasurer Topics:

1. Nomination
  - i. none
2. Financial – Short Term:
  - a. **2019 – 2020 Annual Budget Gap (\$20K-\$25K)**. Still the gap is still there.
    - i. Results so far: A few of “prior members” are seen at the Sunday services.
3. Financials – Longer Term (Investment):
  - a. Bequests:
    - i. **Elisabeth Miller - \$250K** deposited on **9/20/19** to 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). Wrote thank you letter from BOT to Ms. Miller executor (Jack/John R. Miller) on **10/1/19** – Robert (done); Wrote letter to Lawyer requesting disclosure of remaining of the estate at a earlies convenience – Robert (done).
    - ii. **Elisabeth Van Horn - \$507,339.82** (Deposited **8/15**). August **\$116.82** Dividend in Inheritance IRA deposited into Income Endowment on 9/3. September **\$157.60** Dividend in Inheritance IRA deposited September to be deposited in October.
    - iii. **Doris Wright (NEW)**: Amount TBD. On **10/7/19** - received notification from the attorneys of the Estate of Doris Wright requesting our signatory approval “to move forward with the probate of the Estate”. **The Church is to receive 5% the remaining Trust principle.**
  - b. Quarterly Performance:
    - i. Income Endowment MF: Net increase **~703K** w/o Financial Gains/Losses. Financial Gain/Losses – **\$43.6K**.
    - ii. Common MF Portfolio: Fin Gain/Losses - **~\$4K**
4. Training: Class for Stewardship Summit for Large CER Congregations October 19, Arlington VA. Robert registered and going. Others expressing interest is Gregory North and Kyle Williams
5. Finance System Implementation
  - a. Alesco, M&T for Restricted Fund's balances to be reconciled for 1Q by next week.
  - b. Financial Processes seem to function well!
6. Finance Status:
  - a. Report Review. August Month - Closed. September in Process
  - b. Financial True up at the end of 1<sup>st</sup> quarter in process

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

## **APPENDIX C. Greater Good Proposal**

### **Jordan Health**

Jordan Health provides comprehensive health services to members of the Rochester community regardless of their ability to pay. They serve Rochester's most impoverished neighborhoods. They provide primary care/family medicine, pediatrics, OB/Gyn, podiatry, optometry, comprehensive dental care, mental health counseling and treatment for opioid addiction.

Jordan health is seeking to expand the Healthy Weight and wellness program by offering more groups to the community. This would include two Spanish speaking groups and one group for refugee patients.

"Each group of 12-15 patients completes six sessions. Patients are referred by their physicians and must be overweight or obese and have at least one other chronic condition such as diabetes or hypertension. Each session includes a brief medical visit with a doctor or nurse practitioner for mini-goal setting, an interactive educational component, a 10-15-minute exercise activity that patients can do at home and a healthy snack." All patients are followed by their primary care physicians to monitor their progress during and after they complete the group. Often the group allows for ongoing support networks to develop to help sustain the progress of the members.

They also want to increase the number of the cooking matter group with 2 specifically in Spanish. Six-week program that Foodlink offers to teach healthy cooking techniques using low-cost foods.

Measurable outcomes include weight loss, improved hypertension and diabetes control. As well as improved mental health with lifestyle changes.

### **Teen Empowerment**

Teen Empowerment engages youth in their own communities to address issues relevant to them and the people in their lives. Youth organizers involve thousands of youth, residents, public officials, and police in strategies to address relevant issues. They seek not only to empower individuals but create community leaders.

"TE recognizes that for sustainable change, empowerment must be collective as well as individual. Thus, TE's empowerment of individual youth is action-oriented with transferable skills in facilitating, motivating, and building groups for dialogue, consensus and action."

Teen empowerment is seeing to expand their work to reach more teens where they live.

What Greater Good would make possible:

Teen Empowerment is all about relationships and ownership by young people. We will not enter a community without first investing in building relationships and doing so alongside youth and adults who are vested in that community. Teen Empowerment is beginning with a focus on Marketview Heights, Beechwood and EMMA neighborhoods.

Greater Good would enable TE to:

- Prepare current staff and Youth Organizers to visit, listen and present at Northeast community centers, meetings, gatherings

- Create a Northeast site selection process to locate a youth-friendly, visible space to accommodate up to 150 people for initiatives and break-out spaces for small group work & then to renovate to TE specifications
- Hire and train an introductory group of youth who live in those neighborhoods to do pop-up youth peace initiatives (i.e., spoken word at events, open mic, movie night, etc.)
- Hold a celebratory youth-led Grand Opening welcoming youth and adult neighbors with community leaders

## **NAMI Rochester**

NAMI Rochester provides support, education and advocacy to members of the community who are living with a mental illness or have a family member with a mental illness. They provided education and advocacy programs to end the stigma related to mental illness and connect individuals and families to needed services. Poverty increases the likelihood of experiencing depression or anxiety. Communities of color often do not have access to needed mental health services and have the additional challenge of stigma related to mental illness in their community. There is also an increase in the suicide rates in the Rochester area, especially among youth. They have created the “Ending the Silence” program to address the need for education and prevention.

NAMI is seeking to expand their “Ending the Silence” program to the RCSD. They will be working with the RCSD Office of Parent Engagement to reach students, parents, teachers, and staff in their effort to educate the community about suicide prevention. Topics covered include mental illness, stigma, warning signs and how to connect someone with additional resources. The program will reach 1,000 to 1,500 students. Providing educations and creating awareness of resources.