



**First Unitarian Church of Rochester  
Board of Trustees Meeting  
Tuesday, February 11, 2020  
6:30 pm in Gilbert Hall**

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

Guests: Betsy Stewart & Ronna Abbott (Rummage Sale)

Absent:

1. Establish a Quorum and Call Meeting to Order at 6:30 pm — Tim Farnum  
Connecting to Zoom – Mary and Gregory attending via Zoom.
2. Chalice Lighting and Spiritual Practice — Rev. Shari Halliday-Quan  
Spiritual Practice regarding anti-racism. Tools to talk about micro-aggressions. “Ouch” and “Oops”.  
Saying “ouch” in the moment calls out micro-aggressions as they happen. The person who said the hurtful thing is invited to say “oops” and to talk about what happened. The Board agrees to use Ouch / Oops in our interactions. One Board member had participated in a workshop on micro-aggressions put on by 540 West Main presenter Cathy Costello. Workshop participants learned how to react in the moment and then learn discuss their response. Could this cause hard feelings? One Board member described a situation where a micro-aggression occurred. Without “ouch” and “oops” they didn’t have the tools to address it. The result was a broken relationship. With “ouch” and “oops” there is an opening to repair the relationship even before it is broken.
3. Consent Agenda.
  - a. Approval of January Board Minutes  
**APPROVED** unanimously
4. Routine business
  - a. Cards of gratitude and concern
    - i. Renee (our bookkeeper); his husband died - Robert will write a card
5. Request for Input: Rummage Sale Volunteers  
Betsy Stewart has had a conversation with Rev. Shari to discuss all the issues. Sandy Hollands is stepping away. Effort expended to get the income is out of sync. Currently have all the space reserved. Lack of ‘muscle’ power, difficulty with transportation. The group is looking at alternatives such as someone selling donations on Ebay or Craigs List. Or, maybe the same people could take over the Auction.

President Tim Farnum thanked them for coming and explained that with Policy Governance, it is not the job of the Board to solve these problems. Glad to hear that they had had a meeting with Rev. Shari.

6. Nominate Candidates for President and Treasurer

**MOTION:** To nominate Gregory North for President and Robert Lyubomirsky for Treasurer.

Moved: Tim Farnum    Seconded: Ken Buckle

Approved: Unanimous

7. Report from Leadership Nominating Committee – report delayed because one of the possible candidates withdrew.

8. Minister's Report (See Appendix A):

a. Where are the gaps –

fair treatment of staff – not fairly compensated according to the updated UUA guidelines. We would need to raise \$35,000 to get to fair compensation for the current employees.

b. Interpretation of Ends 1 and 2

Process – Policy Governance Committee of the Board to review proposed measures with Rev. Shari and bring recommendations back to the Board.

c. Eileen Casey-Campbell ordination

**MOTION:** To ordain Eileen Casey-Campbell in partnership with the Canandaigua Church. There may be expense up to \$1,000 and the likely dates are May or September.

Moved: Paul Suwijn    Seconded: Kyle Williams

Approved: Unanimous

**MOTION:** To approve list of membership removals, except for one person who is still active.

Moved: Ken Buckle    Seconded: Scott Stamper

Approved: Unanimous

9. Board Reports

a. Treasurer's report — Robert Lyubomirsky

- **Financial Close and Reporting:** January Treasurer Report was issued to BOT on February 6<sup>th</sup> or 4<sup>th</sup> Workday. It represents the fastest financial close and reporting time, since new back office (ShelbyNext) system was implemented in July 2019.
- **January Results Income Quick Analysis:** YTD Pledges and Other Income are still running slightly ahead current time period (58.3%), but slightly behind last year performance. In January, First Unitarian received 6 additional pledges from new members, totaling over \$3K – therefore adding to the confidence that full Year Income Plan will be achieved.
- **Attendance Summary YTD Results:** Weekend Services Sermon attendance this year versus last year - ~ 19.1% increase. ~25.7% versus 2 years ago

b. Board Policy Governance Committee – Gregory North (See Appendix B)

**MOTION:** To approve update to Governing Policies, III Senior Minister Limitations, Policy F. Financial Conditions. “Accordingly, the Senior Minister shall not:” Item 2 to read: “Allow

expenditures to go unadjusted should projected revenues be less than the amounts budgeted.”  
Item 3 to be deleted. Item 4 to be renumbered to Item 3 and to read: “Fail to inform the Board  
of any projected budget deficit.” The remaining items to be renumbered.

Moved: Gregory North Seconded: Anne Perry

Approved: Unanimous

#### 10. New business

- a. Appoint Audit Committee – Steve Schmitt, Mario Gomes and Jeff Moran

**MOTION:** To appoint the Audit Committee to engage an outside company to do an audit review  
sometime this year. Steve Schmitt, Mario Gomes and Jeff Moran.

Moved: Tim Farnum Second: Robert Lyubomirsky

Approved: Unanimous

- b. Grievance Committee appointments – Matt Brown, Mary Jones, Mary Lyubomirsky and Chris  
Pollack.

**MOTION:** To appoint the Grievance Committee per Governing Policies: Matt Brown, Mary Jones,  
Mary Lyubomirsky and Chris Pollack

Moved: Tim Farnum Second: Gregory North

Approved: Unanimous

- c. Review Survey Report – it’s on the Shared Drive. Version V.B (See Appendix C)

Discussion of how best to convey the results to the congregation. In minutes, in newsletter and  
in face to face discussions. Discussion of timing for future surveys – mid-year allows for input  
into the budget plan for the next year.

- d. Capital Campaign – general discussion about having a capital campaign. One Board member had  
heard from a member who is interested in putting money into building projects that have  
already been prioritized by Bero Architects. Is it time to do a capital campaign? We already have  
a Building Maintenance Reserve Fund that people can contribute to. A sub-group took  
responsibility to meet with Rev. Shari to talk about possibilities – Paul Suwijn, Gregory North,  
Robert Lyubomirsky and Anne Perry.

#### 11. Share what’s been happening around the church.

- a. Melissa Boyack and Orange Sky proposed, and Rev. Shari agreed to end Soul Assembly. It was  
begun at a time when there was opposition to Orange Sky performing during regular church  
services. Now Orange Sky performs regularly at the 9:30 service. March 14 will be the final Soul  
Assembly. In the Immortal words of Dr. Who “Everything Ends”.

#### 12. Adjourn at 9:25 pm

#### 13. Closing and Extinguishing the Chalice — Rev. Shari Halliday-Quan

14. Terri Goldstein will bring dinner on Monday, March 9.

APPROVED

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

February 11, 2020

## Staff/Volunteer Treatment

- Will Hayes will be on medical leave until the end of this month.
- Chris Downs has been hired temporarily as a part time sexton during this absence.
- Second minister search is at the stage of bringing in our finalists for in-person interview weekends.
- Eileen Casey-Campbell, former staff member and current member of our congregation, has been welcomed into ministerial fellowship. I request that we offer to co-ordain her along with Canandaigua.
- We are challenging one current unemployment insurance claim for reasons that the employee had no separation in service from the Church and therefore we are not liable for unemployment claim payments.
- The annual worker's compensation audit has been completed without issue.

## Financial Conditions

- 2019 Annual Contribution Statements were mailed at the end of month. The letter also explained how folks can use the Member self-service features of SimpleChurch to access their giving history directly.
- Staff is exploring a more clear way to record non-tax deductible contributions via tax-advantaged accounts such as Rochester Area Community Foundation and Schwab Charitable Foundation

## Financial Planning

- Auction possibility in June to cover fundraising gap
- Stewardship planning is progressing, and volunteers are currently being recruited for pledge drive tasks.
- Matching grant received for increased pledges for upcoming FY.
- Preliminary budget not complete with team assembled. Major changes will include bringing staff compensation up to fair compensation.

## Building and Grounds

- Catwalk falls prevention system has been ordered.
- Hearing loop will be installed pending arrival of ordered cabinetry.
- The oven is being serviced for a faulty burner switch and door hinge replacements. Parts are on order and will be installed when received.
- A proposal for re-paving the sidewalks has been received, sent back with questions.

**Ends** See addendum for Ends 1 and 2 interpretations with proposed measures. Measures, in this context, means monitoring not initiatives or programming.

## Membership

- Certified with UUA this year at 689 members.
- Addendum lists 32 members who have not been in contact or made a pledge of record during last 24 months. Board may vote to remove these members.

## Upcoming Study Leave, Vacation, or Travel of Senior Minister

- *February 24-28:* Senior Ministers of Large UU Congregations Study Group

## Highlights, Celebrations, and FYIs

- Installation of Rev. Shari: March 15
- RE has instituted "community of one" break out spaces in every group- a designated space for any group member to use that includes mindfulness tools, books, manipulatives, activities to support self-regulation and comfort while still remaining connected to group learning.
- Lay Leadership Training and Emergency Action Plan Training held for lay leaders.
- 30% of music programmed this year has been composed by musicians of color.

## Appendix B: Governing Policy Update

The following is the full text of III Senior Minister Limitations, Policy F. Financial Conditions.

### III. Senior Minister Limitations

#### Policy F. Financial Condition

With respect to the actual ongoing condition of the organization's financial health, the Senior Minister shall not cause or allow the development of financial jeopardy or material deviation from priorities established in Ends policies. Accordingly, the Senior Minister shall not:

1. Allow revenues and expenses to go unmonitored against the operating budget.
2. Allow expenditures to go unadjusted should projected revenues be less than the amounts budgeted.
3. Fail to inform the Board of any projected budget deficit.
4. Allow incurred debts to go unsettled.
5. Use any restricted funds for other than their designated purpose.
6. Allow fund-raising events without prior approval by the Senior Minister.