



Board of Trustees Meeting

Monday, November 11, 2019

6:30 pm in Gilbert Hall

*Note: rescheduled due to Nov 13/14 workshop
Meeting held online via Zoom due to weather.*

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

Guests: Kim Joy

Absent:

1. Established a Quorum and Meeting Called to Order at 6:38 pm (Tim Farnum)
2. Centering — Rev. Shari Halliday-Quan
Rev. Shari spoke of a mentor who influenced her leadership style and invited each Board member to speak of someone who influenced their leadership style.
3. Consent Agenda
 - a. Approval of previous Board Minutes – October 2019, emailed to BOT, 11/05/2019
No corrections – passed without objections
4. Routine business
 - a. Cards of gratitude and concern
 - i. Cortland congregation had swastika painted on their church. Terri will send a card and will send a link to the Tuesday, Nov 19th event:
UU Church of Cortland
3 Church Street
Cortland, NY 13045
In response to the painting of a hate symbol on the Unitarian Universalist Church in Cortland, Temple Brith Sholom and the United Presbyterian Church of Cortland will sponsor A Community Gathering for Solidarity on Tuesday, November 19 at 7 PM at the Temple, 117 Madison Street, Cortland.
5. Kim Joy Report (Appendix A):
Kim provided an update on the implementation of the new church database system.
6. Minister's Report (Appendix B):
 - a. Policy Interpretations: Financial section
There was a discussion of Rev. Shari's draft of the policy interpretations for the financial section of the Governing Policies. These are not included in the minutes because

additional work is needed before they will be final. One question involved aligning governing policy interpretations with bylaws and fund charters.

- b. Staff/Volunteer Treatment
- c. Membership
- d. Financial Condition
- e. Building and Property Maintenance and Capital Improvements
- f. Upcoming study leave, vacation or travel
- g. Highlights, celebrations and FYIs

7. Board Reports

a. Treasurer's Report — Robert Lyubomirsky

i. Financial – Short Term

- Addressing the pledge gap.
- Monthly close process is working well.
- In November 2018 meeting, Rev. Joel Miller requested and the Board approved \$10,000 toward "Technology Training: For the implementation of new church management system". Proposal to include "Consulting & Contracting services", since it is consistent with original intent and Church has spent multiple thousand dollars this year on implementation consulting/contracting services:

Nov '18 section:

"f. Rev. Joel requested funding out of the Operation Special Fund (which is currently totaling over 52 \$101,000) for three projects:

i. Server upgrade– Cobblestone is assisting with this. Requesting \$10,000.

ii. Technology training- For the implementation of new church management system. Requesting \$10,000.

iii. Sound engineer to do a review of the sanctuary space and make recommendations for the most suitable AV system. Requesting \$10,000.

iv. Motion: To approve expenditures out of the Operation Special Fund totaling \$30,000.

Motion (Paul), second (Gregory) 60 Motion passes without opposition"

MOTION: To amend the above motion section ii to read Technology training and consulting/contracting services - For the implementation of new church management system. Requesting \$10,000.

Moved: Scott Seconded: Paul Minor Passed unanimously

ii. Financial – Longer Term

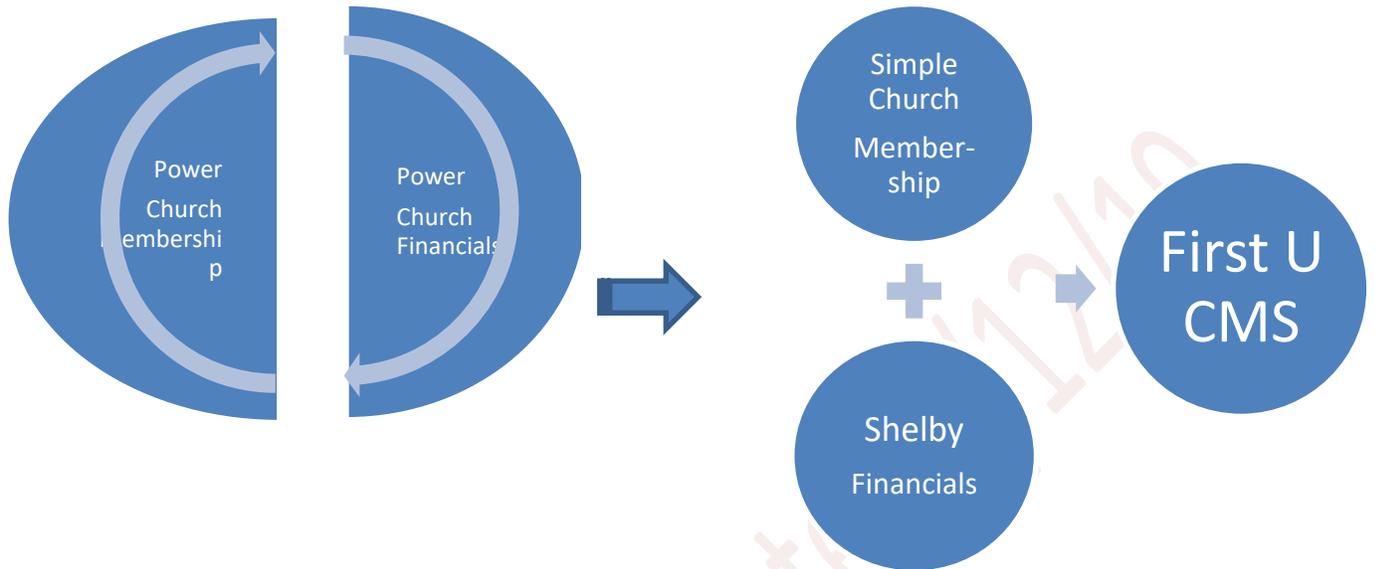
1. Working with law firms regarding two bequests
2. Planning some open forums on the new financial statements

iii. Update from large church Stewardship Summit, Oct 19 that Robert attended

- iv. Financial System Implementation – going well. Emerging need for a forum to be created for educating congregation on the new systems and associated reports. This will likely happen after the holidays.
- b. Congregational Survey – Thanks to everyone for suggestions on the survey. Concerns raised about whether it's seen as a performance appraisal of Shari. Also concern that it's too long to get the level of participation that we'd like. Shari has been enthusiastic about it. What's happening in church is reflective of what's happening with minister and staff. Identity elements, such as age, gender, race, may affect how people view the survey. Surveys often draw the 'extremes' with people who love what's going on and people who hate it being motivated to respond, but that many in the middle don't participate. Experience with surveys in the business world – what are the three or four questions that we really want to get answered. If you put more questions in the survey, the participation will plummet from possible 50-60% down to 10%. Need to make adjustments well and quickly. Gregory will take suggestions from the Board members for streamlining the survey instrument. The plan is to use SimpleChurch as the online mechanism. There will also be a hard copy option.
- c. New Business
 - i. Appoint a Board of Trustees Audit Committee
The Board members were asked to offer suggestions for members to President Tim Farnum. Expectation is that there will be three members with perhaps one having some accounting/finance background. They must be independent of the Board and the staff. They will finalize and engage an audit firm in light of our past experience to do an "audit review". They will inform the staff of the timing of the review.
Note: The Board of Trustees may form committees to carry out specific work. There are typically two such committees, the Investment Committee and the Audit Committee.
- 8. Sharing what's going on around church
 - a. Buzz in the hallways – people are excited by recent services, such as the memory tree service and the Buddhist perspective on relieving suffering.
 - b. Moving coffee/snacks to Williams Gallery is positive, encourages conversation
 - c. Board members are encouraged to spend time in Williams Gallery following services to give congregants an opportunity to seek us out. The blue name tags will help with this. (Thanks to Anne for taking this forward and for Amara who made the tags.)
 - d. Honor Shari for doing the Walls and Vision session. Shows a way for the congregation to process and manage conflict. There were many great suggestions for different ways to honor our past.
- 9. Adjourn at 9.07 pm.
- 10. Closing — Rev. Shari Halliday-Quan

Who will bring 6 pm dinner? Scott Stamper promises pizza on December 10.

Appendix A: Kimberly Joy's Report New System Transition/Implementation Process



PowerChurch

- Used Internally – Finance Staff + Treasurer
- Chart of Accounts – Difficult to track Restricted Funds
- Built for back office use – Staff reliant
- Not User-Friendly in terms of reporting
- Provides Data without insights
- Limited mobile capabilities
- Giving visibility / management driven solely by staff

Final Step

- PowerChurch database has been moved to our servers to preserve access to historic data.

New CMS – SimpleChurch + Shelby

- Currently Used Internally – all Staff + Treasurer
- Built to support back office + Member use – Member self-service
- User Friendly / intuitive user interface – desktop and mobile
- New Chart of Accounts – Clear tracking of Restricted Accounts
- Dashboards + Group Mgt provide real-time data and insights
- Enhanced mobile capabilities – Giving / Directory / Profile / Attendance / Interactions
- Members/Friends empowered with Giving visibility / management
- Enhanced communication capabilities – email / text / voice

Next Steps:

- Roll Out Member/Friend Self-Service Access
- Leverage system in 2020-2021 Annual Stewardship Campaign to reduce administrative burden
- Review texting / voice costs vs potential usage

Appendix B: Senior Minister's Report to the Board

Presentation from Director of Operations Kim Joy (Appendix A)

Policy Interpretations - See draft interpretations of Financial Condition.

Staff/Volunteer Treatment

- Rev. Bob Renjilian has returned from medical leave and is recovering well, although his healing is still ongoing, and his energy level is not yet 100%.
- Administrative Assistant Amara VerValin will depart for a full-time job and scheduled to end her time with us this coming week but will extend that to bridge gap and train her replacement. An offer has been made to a new hire.
- Administrative Assistant hours are shifting from 4-8 M-F to 1-6 Tues-F.
- What is the practice or tradition here of holiday closing? I'd like to close the church the Friday after Thanksgiving. I'd like to hear about past practice between Christmas and New Year's also.

Membership

- Shannan is following up with list of members who have not contributed in last 24 months.
- Record number of participants (during Shannan's time) for Starting Point--23 people.

Financial Condition

- As been described in TR, deficit budget that we began the year with has not been resolved. Kim Joy has compiled list of non-pledging families of RE participants, and Gregory, Tim, and I are writing an appeal to this group, along with non-pledging newcomers and returnees.

Building and Property Maintenance and Capital Improvements

- Awaiting a quote on a falls-prevention mechanism for the catwalk (in Sanctuary)
- Sidewalk repairs tabled until spring to avoid damage to new repairs by plows.
- Kim Joy is working with several vendors on tree trimming, removal and care; as well as the installation of 3 Memorial trees over the next few weeks.
- Hearing loop installation in Williams, SBA, and 110 is awaiting parts.

Upcoming Study Leave, Vacation, or Travel

- November 12-14: Attending "Managing with an Equity and Inclusion Lens" in Boston
- November 28- December 3: After interfaith service on November 28, I'll be away. I'll be on call 11/28-30, and Rev. Bob will be 12/1-3.
- Late December - January: I plan to take a week of vacation, but exact dates, TBD.
- February 24-28: Senior Ministers of Large UU Congregations Study Group. I would like to take some vacation before or after this, but the schedule of the second minister search may not allow for this.

Highlights, Celebrations, and FYIs

- Email transition to Google Suites happened last week! Thank for Kim Joy and Tim Farnum for making it happen. Calendars, shared drives, and other productivity tools will be implemented as useful to staff team collaboration with each other and lay leaders. In the

very immediate victories column, we'll be refunded \$400 for a security feature we no longer need to pay for now that we don't have server-based email.

- Closed captioning experiment impressed UUA staff, Rev. Renee Ruchotzke, who asked Rev. Bob to write a description for Leader Lab at the UUA website.
www.uua.org/leadership/library/further-accessibility-closed-captioning-services-wifi
- Overnight Youth Con 11/23-24 co-chaired by Maya Waller and Nadia Adams. Compliance with national safety policies will be fairly straightforward because previous regional policies were well-aligned with these
- January 19: Guest preacher John Buehrens, former UUA President, with special lecture
- Installation of Rev. Shari: March 15

Approved by Email Vote 12/12/19