



First Unitarian Church of Rochester
Board of Trustees Meeting
Monday, May 11, 2020
6:30 pm by Zoom, at
<https://zoom.us/j/5852719070>

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

Guests: Jon Horne, Mara Sanchez, Lynn Kinsman

1. Establish a Quorum and Call Meeting to Order at 6:30 pm — Tim Farnum
2. Chalice Lighting and Spiritual Practice — Rev. Shari Halliday-Quan
The Lanyard by Billy Collins
3. Consent Agenda.
 - a. Approval of April Board Minutes
APPROVED unanimously
4. Routine business
 - a. Cards of gratitude and concern
 - i. Rev. Bob Renjilian Anne (sympathy card sent prior to meeting)
 - ii. Margalie Belizaire Paul Suwijn (Ordination is 5/30)
 - iii. Kim Joy Anne (extra effort on the PPP loan)
 - iv. Leigh McFadden Anne (sympathy card – Polly died)
5. Grants Panel – Discussion & Vote
 - a. Thank you to Grants Panel Members: Sheila Olin (chair), Mark Foos, Jule Sanchez, Allyson Doherty, Pam Adams, Anna Cuyler, Ellie Stauffer and Roberta Buckle (Social Justice Exec Representative).
 - b. From the Social Justice Fund (\$6,970 available):
 - i. The Avenue Children’s Theatre Project \$2,970
Fiscal sponsor is The Field in NYC. year-long Youth Fellowship program that engages youth ages 14-20 in a 1-year creative fellowship
 - ii. REACH Advocacy, Inc. \$2,000
To address critical building issues. REACH provides transitional shelter for up to 50-55 chronically homeless men and women.

- iii. 540 WMain, Inc. \$2,000
“Environmental Justice is Social Justice Classroom Education Program” curriculum development.
- c. From the Paul & Josephine Wenger Fund (\$4,110 available):
 - i. Volunteers for International Medical Aid \$2,110
VIMA was formed to help meet the needs of abandoned children, as well as children of widows financially unable to provide for their child or children in Ghana, West Africa.
 - ii. Neelum Films, LLC \$2,000
Fiscal sponsor is NY Women in Film and Television. Post-production work (video editing, sound mixing, graphics, etc.) needed to finalize “The Injured Body,” a film that showcases the voices of a diverse and international group of women of color.

MOTION: To approve the Grants Panel recommendations described above and inform the congregation at the Annual Meeting.

Moved: Anne Perry Seconded: Paul Minor Approved: Unanimous

6. Minister’s Report:

- a. Went into **Executive Session** 6:48 regarding confidential information. Session ended at 7:02 with no decisions needed.
- b. **Paycheck Protection Program (PPP)** Loan was received and helps us keep staff who are half time or more employed during this spring when our rental income was reduced with the building closed.
- c. **Staff/Volunteer Treatment** – Rev. Bob has been out for the last two weeks owing to the death of his mother. He will be candidating at another church, so he is off through the end of May. Lynn Acquifondata is under contract to handle pastoral care. Rev. Tina came in to preach. Thank you to Gregory for facilitating one of the weekly noon time connection hours. To take some of the pressure off staff, the plan is to shift from the daily noon check-in to 3 days a week - Tuesdays, Thursdays, and Saturdays. Elder Tree will continue each Saturday (please contact Libby Moore if you are interested in sharing a story). The other 2 weekday meetings will be hosted by lay leaders and staff on a rotating basis. Kudos to Libby Moore for facilitating Elder Tree, an opportunity for one elder per week to tell their story and answer questions.
- d. **Minister / Board Relationship** – we need additional work on policy governance and talked about having a retreat to do this, probably in the summer, facilitated by Laura Park from Unity Consulting. It’s important to work on Board / staff roles, e.g., the Treasurer’s role at times overlaps with staff roles. Orientation for new Board members was discussed, including asking John Solberg to do his policy governance presentation. Additionally, we talked about having sessions on: Bylaws (Anne), Treasurer’s Report (Robert) and Governing Policies (Gregory). These sessions should also be open to continuing Board members and the Leadership Nominating Committee.
- e. **New Member Ceremony** – sixteen new members. There is a Zoom event on Saturday, May 16, and Shannan would like many Board members to show up. Hope to have breakout rooms for Board members and various new members. (Anne and Gregory will distribute gift bags.)
- f. **Budget Overview/Preview** – note: a separate budget meeting will be held over Zoom on May

- 14th. Rev. Shari did an overview of assumptions.
- i. Income: Rentals reduced from \$80K to \$10K – New Horizons may take a while to come back. Not sure when Winton Road Nursery School will return. There will be a fall auction (online) with a budget of \$8K.
 - ii. Expenses – bring staff salaries up to UUA guidelines, spend more on IT / Zoom and the like. Rev. Shari offered to take lower professional expenses. Looking to retain staff but not necessarily in the same roles. With the building closed, we are overstaffed for sextons.
 - iii. Changing some of the organization of the budgeted accounts to better match how we function.
 - iv. We expect to have a surplus at the end of June.
 - v. Budget for online child and adult church services reduces need for part time RE positions and perhaps some music expense. It is less expensive than face to face services.
 - vi. Care for the wider community. Fourth End – the lowest funding for our ends. Is there some way that we invest in Rochester? Social Justice position? UU the Vote is the biggest priority. Capital improvement project? Church as a cooling center. Shari struggling with how to get time off – savings for sabbaticals and interns.
- g. **Stewardship Campaign** – Huge thanks to Kyle Williams for leading this year’s stewardship campaign. \$680K is projected pledges received for next year. Robert is much more confident in numbers much less reliance on a “roll-over pledge” without engaging the congregant. The stewardship campaign team actively reached out to each congregant (via phone call and email) to determine whether they still wish to roll over or increase their pledge. 2020/21 pledge uncollectible rate used for budget is 5% which is considered to be a conservative number (i.e., hopefully it will be less). There was a high number of pledge increases. New members were included in a later round of the pledge campaign.
- h. **Financial Condition** – Expect to end the year with a surplus – didn’t have expense for some of the new minister startup activities and Rev. Shari’s installation.
- i. **Rescheduling Rev. Shari’s Installation** – How do we have this ritual that is so important for the congregation when we can’t meet face to face? Rev. Shari had considered doing it online in July but has decided that it would be better to have it when we can get together in person.

7. Board Reports

- a. Treasurer’s report — Robert Lyubomirsky (See Appendix B)
 - i. Paycheck Protection Program loan – calculated carefully to request an amount that would end up being 100% forgivable. In June Robert and Kim will work on documentation that complies with the rules in the application. We could have qualified for more, but only requested what we would need. Goal: June 17 complete all the M&T forms for Loan forgiveness.
 - ii. Six months ago, we were notified of a bequest from Elizabeth Miller, the exact amount of which is to be determined in the 4th Quarter (i.e., October-December) 2020. On May 6th, we were informed that an early partial distribution of \$233,280 will be released to

us. The impact of the early partial distribution on the remaining amount of the bequest, if any, is not known at this time.

- iii. Robert is working with Rev. Shari on the presentation for the Budget forums to be held the week of May 25 (Tuesday, May 26, 5:30 pm; Wednesday, May 27, 12 noon).
- iv. Treasurer's Report. Please note that the official Treasurer's Report is usually not available in time for the very next month's Board meeting. Thus, from now on, the Treasurer will give an overview, but the attachment will be for the previous month. April Board minutes include the notes page from the March Treasurer's Report – there will be no notes page this month. The June minutes will have the April Treasurer's Report notes page attached.
- v. April Treasurer's update: Revenue is lower because of lost rental income. Operating expenses are less. Bottom line break even.

8. New business: Establish a method for approving delegates to the General Assembly.

MOTION: Approve Barbara de Leeuw, David and Linda Friedman, Anne & Tom Perry, and Mary Hammele as delegates. Give Rev. Shari Halliday-Quan the authority to approve additional delegates.
Moved: Tim Farnum Seconded: Terri Goldstein Approved: Unanimous

MOTION: Having completed nine months under the leadership of Reverend Shari Halliday-Quan, we the Board of Trustees of First Unitarian Church take this opportunity to commend her exceptional work as our spiritual leader, administrator and manager of our staff, and in creatively responding to an unprecedented crisis, leading us in maintaining our connections and finding healthy spiritual responses to this crisis of physical distancing.

Moved: Tim Farnum Second: Gregory North Approved: Unanimous

9. What's happening around church:

- a. Paul Suwijn asked whether there has been any announcement about having the Annual Meeting online? Answer: yes, it was in last week's newsletter with a link to the agenda. It was suggested that this also be announced at the upcoming service.
- b. Terri appreciates the active involvement of Board members with the Drawdown EcoChallenge, Harley Pinto's Eagle Scout project. The Board expressed its appreciation of Terri's leadership in making this happen and having some fun with it.
- c. Paul Suwijn gave an update on the Honduras ministry. Schools have been suspended there as they have been here. Thus, they haven't been able to give out scholarships but are spending from the Honduras account to provide basic necessities.

10. Adjourn at 8:28 pm

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

12. We look forward to a future time when the Board will be able to share dinner together before the meeting.