



**First Unitarian Church of Rochester  
Board of Trustees Meeting  
Monday, August 10, 2020  
6:30 pm by Zoom**

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Attendance: Ken Buckle, Jon Horne, Lynn Kinsman, Robert Lyubomirsky, Courtney Miller, Gregory North, Anne Perry, Mara Sanchez, Kyle Williams, Rev. Shari Halliday-Quan.

Guests:

Absent: Terri Goldstein, Scott Stamper, Paul Suwijn

1. Establish a Quorum and Call Meeting to Order at 6:35 pm — Gregory North
2. Chalice lighting – Rev. Shari Halliday-Quan,  
Centering Reading – Anne Perry  
Excerpts from remembrance of John Lewis by Georgia State Senator Nan Orrock
3. Consent Agenda [*Note: consent agenda includes items that are distributed before the Board meeting and are voted on without discussion. Any Board member can request that an item be removed so that it can be discussed.*]
  - It was noted that the June Board minutes were approved by email vote in June
  - Membership of Gilbert Spirit Fund Awards Panel
    - Chair, Christine Gordon      continuing
    - Jane Tuttle      continuing
    - Mary Palmer      continuing
    - Carol Schlank      continuing
    - Eris Kinsman      continuing
    - Christine Booth      new
    - Emily Blackburn      new
    - Amy Boyle Johnston      new
    - Charles Carter      new
  - Membership of Greater Good Awards Panel
    - Rebeca Spence      Chair
    - Jennifer Gaul      Parent
    - Elinor Gaul      Youth
    - John Hesla      Parent
    - Jo Cone      Elder / Grandparent
    - Sheila Schuh      RE director
    - Joe Simson      Social Justice Exec Representative

Consent agenda passed.

4. Minister's Report.

The minister's report is available to the Board in advance of the Board meeting and not everything in the report is discussed at the meeting. The following items were highlighted:

- a. Outreach – there are new signs on Winton Road announcing online worship. We now have access to metrics associated with our connections newsletter that gives us insight into the numbers of people we are reaching.
- b. Some building work, including the Bi-Friers' alchemy to restore walls with water damage, have been delayed by vendor backlogs, re-prioritization of work responsibilities, and safety precautions during the pandemic. Sidewalk repaving and front-entrance brickwork have been completed.

5. Policies:

- a. Ministerial Interpretations of Ends I and II and Board Response *[Note: the standard used in Policy Governance is whether the interpretation is reasonable. The Board is not called upon to revise them. The Board is asked to take responsibility for specific areas of monitoring.]*
  - i. There was strong agreement with the interpretations presented by Rev. Shari. Board members liked the grounding in theology and focus on spiritual growth as fundamental to membership growth – if our congregants are spiritually fed, they will invite their friends and neighbors.
  - ii. There was meaningful discussion of how the ends would be monitored with some suggestions made for changes. Rev. Shari will update and bring to a future Board meeting.
  - iii. Some fruitful discussion in the following areas:
    - 1. Updating our Welcoming Congregation status. We discussed adding this as a metric by which we can evaluate the congregation's advancement towards End 1.
    - 2. Board monitoring of success in welcoming by doing focus groups and/or 1 on 1 conversations with community partners and visitors to our church. Jon will plan some training on how to do this as well as providing a standard format. We will need a sub-team to work on identifying the community partners and visitors that will be approached.
    - 3. Priorities around growth and what kinds of diversity we work toward including racial, socioeconomic and age. Growth, especially among young adults, is in fact a survival issue for the congregation. Whether efforts to improve engagement with young adults is part of End I or End II. Growth is an area for ongoing strategic discussion.
- b. Policy Governance Committee
  - i. Gregory North asks Board members to notify him if they would like to serve on the Board's Policy Governance Committee. *[Note: The committee is described in Appendix C of Governing Policies. Among other things, it states: The committee will be comprised of at least three members of the Board, including one who is newly elected to the Board. The committee will meet at least once each quarter and will provide a forum for interaction with congregants at least twice each year.]*

6. Monitoring:

- a. Treasurer's report — Robert Lyubomirsky
  - i. The Treasurer's Report is available online at:

<https://drive.google.com/drive/folders/OAHb6mqYI96kcUk9PVA>)

- ii. The church's financial situation is good.
- iii. Two motions:

Update the Operating Cash Reserves Fund Charter to explicitly cover year-over-year accounting and/or administrative corrections or adjustments.

**MOTION:** Change the Expense section to read  
"EXPENSE: The fund shall automatically be reduced to balance any deficit of expense over income that remains at the end of each fiscal year. Year-over-year accounting corrections/adjustments must be approved by the Treasurer, while Board of Trustees will be informed. Any other use of the fund is subject to a majority vote of the Board of Trustees (see Bylaws, Section 8.4)."

Moved: Robert Lyubomirsky Seconded: Ken Buckle  
Motion passed unanimously

Update the Investment Policy in line with Bylaws and New York State Prudent Management of Institutional Funds Act (NYPMIFA). During the meeting there was discussion about whether this motion should be brought forward at a later date following collaboration of the Treasurer and the Investment Committee. After the meeting it was determined that collaboration was needed and proposed changes to the Investment Policy would be considered at a future meeting. There was then an email vote.

**MOTION:** Replace ". . . The target annual distribution rate shall be 5% of the average market value of the endowment for the preceding 12 quarters. . ." with ". . . The target annual distribution rate shall be 5% of the average market value of the endowment for the preceding 20 quarters. . ."

Moved: Robert Lyubomirsky Seconded: Anne Perry  
Motion passed unanimously

**MOTION:** To reconsider the immediately preceding motion pending a proposal from the Investment Committee.

Moved: Robert Lyubomirsky Seconded: Anne Perry  
Motion passed unanimously by email on August 18, 2020.

- b. External Audit – An audit team was appointed at the February 2020 Board meeting, but their activity wasn't initiated because of the pandemic. Gregory North is reaching out to the team to clarify their task(s) and timeline.

- c. Ministerial Evaluation – Terri Goldstein will lead us and Gregory North volunteered to assist.
  - i. There are two parts to the senior minister evaluation this year. The Board does an evaluation and, because Rev. Shari Halliday-Quan is new to full time settled ministry, there is also an evaluation by the Fellowship Renewal Team (consisting of members of First Unitarian). They submit an evaluation form to the UUA Ministerial Fellowship Committee.
  - ii. The Board also needs to survey staff on compliance with ends and limitations. *[Note: see Governing Policies II. Board-Senior Minister Relationship, Section 2.c. Direct Board Inspection.]*

7. Linkage:

- a. Reflection on 2020 GA, Commission on Institutional Change report: Widening the Circle of Concern

Summary by Anne Perry, Rev. Shari Halliday-Quan and Jon Horne.

- i. This thoroughly researched report takes a broad and deep dive into white supremacy in the Unitarian Universalist denomination and in its congregations
  - ii. It covers a wide range of topics such as our underpinnings in theology, governance/power, hospitality, accountability and the like.
  - iii. Some recommendations are specific to the UUA as a whole and some are relevant to congregations.
  - iv. Reading it provides a context for our progress toward End III.
  - v. Gregory North asked that Board members read it prior to the August 28/29 Board retreat.
- b. What's happening around church?  
Coffee hour: on the one hand it has been a good opportunity to meet new people and engage in a deep conversation; on the other hand many people leave before coffee hour and there has been some feedback that it's not working well for young adults and people with marginalized identities.
  - c. Cards of Caring and Concern – we are going to try taking this off the Board agenda and ask that Board members suggest recipients in real time by email to the entire Board, asking for a volunteer to send a card. As has been our practice, the sender and recipient(s) will be reported in minutes.

8. Strategic Focus:

- a. Board members are reminded to review the Agenda and pre-reads for the upcoming Retreat on August 28/29. In particular, there is an opportunity to DREAM where we could be in 3-5-10 years and to find a unique way to share the dream (e.g., poem, song, dance, video, craft, etc.)
- b. There will be a Granny Annie meal delivery on Friday, August 28 – Ken will help deliver.

9. New Business: none

10. Lynn moved to adjourn. With no objection, meeting adjourned at 9:12.

11. Closing and extinguish the chalice – Rev. Shari Halliday-Quan

FINAL