



First Unitarian Church of Rochester  
Board of Trustees Meeting  
Monday, November 9, 2020  
6:30 pm by Zoom

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

Guests:

Absent:

1. Establish a Quorum and Call Meeting to Order at 6:36 pm — Gregory North
2. Chalice lighting – Rev. Shari Halliday-Quan  
Centering Reading – Lynn Kinsman  
“Life is a controlled fall” from Living on Paradox Drive by Richard S. Gilbert
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.*]
  - o October Board minutes
  - o Removal ListConsent agenda passed.
4. Strategic Focus:
  - a. Future Church Vision – next steps
    - i. Capital project priorities in the coming year (motion approved at October Board)
    - ii. Visionary Church of the Future  
The Board had a wide-ranging discussion about financially supporting a vision that would be a comparable fund to the capital projects, i.e., \$250,000. We discussed what would be a good time horizon – 5 years? 20 years? It was noted that when we talk about investing in our future, we often run up against limitations on staff, time and resources. How do we break through that? Some concerns expressed regarding the pandemic and the uncertainty of the next couple of years. What is our church during COVID and how will it change / how will it remain the same when the pandemic is over? We want to invest in the 20-50 age group that is often neglected in programming. Youth are the future of the church. Our value of the interconnected web suggest we should put resources toward energy independence – what would we do, what would it cost and how would that affect programming? It was determined more work needed to be done to frame the ask and determine the appropriate timing.

5. Policies:

a. Ministerial Interpretations and Board Response –

i. End #2 Interpretation

**MOTION:** To adopt Rev. Shari’s interpretation and monitoring

Moved: Mara Sanchez      Seconded: Ken Buckle

Passed Unanimously

b. Policy Governance Committee – Lynn Kinsman, Gregory North, Anne Perry, Robert Lyubomirsky

i. Gift Policy and change of ‘associate’ to ‘associated’

**MOTION:** To approve the proposals of the Board’s Policy Governance Committee to (1) update the Governing Policies, Appendix A. Gift Policy as amended and (2) update II. Board-Senior Minister Relationship, Policy C. Role of the Senior Minister to change the word “associate” to “associated”.

Moved: Anne Perry      Seconded: Lynn Kinsman

Passed unanimously

- ii. The Policy Governance Committee is sponsoring a Zoom learning session on November 18 open to the congregation: “How Your Board Works: An Evening with Congregational President Gregory North”

6. Minister’s Report.

a. Appreciate the Future Vision discussion that was earlier in the agenda.

b. Annual Dashboard Proposal

In its fiduciary role, the Board wants to know that they have paid attention to the right things. For example, attendance is down but the plate collections are holding up. We don’t want to get lost in the nitty gritty. Trends in basic statistics are interesting but probably more meaningful on an annual basis. Large positive or negative trends would be brought forward in monthly reports to the Board.

c. Brought in a temp-to-hire person for vacant administrative assistant position. This is not our ideal method for hiring but is appropriate during COVID when it is problematic to hold many in-person interviews. **Intention is temp-to-hire.**

d. Rev. Shari is paying attention to knowing when she is at capacity. The Board expressed concern that she take time off. Board engaged in discussion of future church support is most important.

e. Virtual Installation on January 31<sup>st</sup>!!!

7. Monitoring:

a. Treasurer’s report — Robert Lyubomirsky

i. First Unitarian Financial Performance:

1. September financials are available on BOT Meeting Google Drive. The report shows our Income is ahead of last year pace, while our expenses are a bid behind. Good financial health overall in 1Q.
2. Heads up on October results, Income status is now on pace with last year

(i.e. YOY October slowdown).. In more detail review: there are over 100 pledgers who have not given yet. >50 of them are marked for Monthly or Quarterly giving commitments.. The Church Operation's Office have sent out the YTD statements to validate a commitment Frequency from all of the Pledgers and a payment reminder. For November - the Pledge Giving Income is the area to monitor, but at this point we should not be alarmed.

- ii. Income Endowment Update: Betty Miller estate has now been settled in early October. The check was deposited into our Alesco Schwab IE account.
- iii. PPP Loan Forgiveness Update: PPP Forgiveness application was submitted on October 22nd (Requesting 100% Forgiveness). A good sign is that M&T Bank (without any questions) has passed our application to the SBA (Small Business Administration) for assessment. M&T bank estimates total Application Forgiveness period to be no longer than 60 days.
- iv. Audit Team Status: Currently in process to recommend to the BOT the Audit Firm.
  1. Good progress overall (very action-oriented team meets weekly).
  2. Team has compiled a short list of Accounting Firms (via external references), that have experience in Audit of Non-Profit Organizations. Already have several proposals. Working on Q&A.
  3. The team might have a proposal for our December BOT meeting to approve the firm. The Audit completion (report to BOT) is still targeted for the end of March.

#### 8. Linkage:

- a. Linkage Subcommittee – Kyle Williams, Jon Horne, Terri Goldstein, Ken Buckle & Paul Suwijn
  - i. Congregational Survey – timing, content, etc.
- b. What's happening around church?
  - i. Please update to the latest Zoom version
  - ii. Excited about the reopening to walk a labyrinth in the sanctuary.
  - iii. Thanksgiving – thanks to Board members who have volunteered to cook and deliver Thanksgiving meals
- c. Cards of Caring and Concern – Since the previous meeting, the following cards were sent:
  - i. Paul sending card to Will Hayes on behalf of the Board

#### 9. Investment Committee – approve chair and members

**MOTION:** To approve the membership of the Investment Committee - Annie McQuilken, Chair, Doug Constable, Ron Steinman, Louise Alexander, Amanda Kish, and Judy Oaks. Robert Lyubomirsky, Treasurer, serves ex officio.

Moved: Robert Lyubomirsky Seconded: Ken Buckle

Approved unanimously

10. New Business: Vice President. Gregory North asked that people contact him if they would like to be considered for the position of Vice President or to nominate another Board member.
11. Adjourn. With no objection, meeting adjourned at 9:02 pm.
12. Closing and extinguish the chalice – Rev. Shari Halliday-Quan

APPROVED