



First Unitarian Church of Rochester
Board of Trustees Meeting
Monday, May 9, 2022
6:30 pm on Zoom

Attendance: Ken Buckle, Barbara Gawinski, Jon Horne, Robert Lyubomirsky, Courtney Miller, Gregory North, Anne J. Perry, Cathy Reda-Cheplowitz, EJ Santos, Paul Suwijn, Kyle Williams, Rev. Shari Halliday-Quan.

Guests: Florence Jessup, Director of Operations

Absent: Lynn Kinsman

1. Establish a Quorum and Call Meeting to Order at 6:33 pm — Gregory North
2. Chalice lighting – Rev. Shari Halliday-Quan
Centering Reading – Anne J. Perry. Overcoming Pandemic Fatigue
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.*]
 - April 11, 2022 Board minutes
 - Wells Fargo Account Authorization
MOTION: First Unitarian Church of Rochester Board of Trustees authorizes Florence Jessup (Director of Operations) and Robert Lyubomirsky (Treasurer) to be Administrators of Wells Fargo Account (3266-1530). The Resolutions described in 2nd page of “to-be-signed” Wells Fargo Non-Corporate Resolution Form are incorporated by reference
Motion: Robert Lyubomirsky Second: Anne J. Perry
 - Approve Gilbert Spirit Fund Awards
MOTION: To authorize expenditure of \$12,992 from the Gilbert Spirit Fund as follows:
Film Festival of the Children’s Institute \$2,500
St. Joseph Neighborhood Center \$5,000
Rochester Community Robotics X-Cats of Wilson High School \$5,000
Sew Green \$ 492
Moved: Robert Lyubomirsky Second: Anne J. Perry
 - Approve Greater Good Committee Members
MOTION: Immense gratitude to outgoing Greater Good Committee members Jenny Gaul and daughter Elinor Gaul. Approve the Committee members for the 2022-23 church year: Sheila Schuh (ex-officio), Paul Minor, Joe Simson, Jo Cone, David Ryder, Elaine Richane (incoming), Tracy Nemecek, and youth members Calla Schwartz and Jamie Ryder.
Moved: Anne J. Perry Seconded: Robert Lyubomirsky

Consent Agenda approved

4. Leadership Nominating Committee Nominee Follow Up
 - a. President: Gregory North
 - b. Treasurer: Robert Lyubomirsky
 - c. Moderator: Barbara de Leeuw
 - d. 3-year Board Terms: Emily Clasper, Carl Olsen, Elise Wall
 - e. 1-year Board Term: John Farrell
 - f. Leadership Nominating Committee: Nancy Wesson, Kristina Williams

5. 2022-23 Budget – next steps
 - a. Strategic Initiatives
 - i. Rebranding Project \$7,000 in 2022-23 and \$10,000 in 2023-24 and ongoing
 - ii. Contemporary Service \$20,680 in each of the years 2022-23, 2023-24 and on out
 - iii. Nationwide Music Director Search \$13,000 in 2022-23

 - b. Ministerial Compensation. Further discussion following special budget meeting April 28th. Rev. Shari requested additional professional expenses rather than a COLA increase in salary+housing.

MOTION: To endorse 3-year commitment to strategic initiatives rebranding project, contemporary service and nationwide music director search into the church budget, funded from the Operating Cash Reserves not to exceed \$110,000.

Moved: Robert Lyubomirsky Seconded: Paul Suwijn

Motion Approved

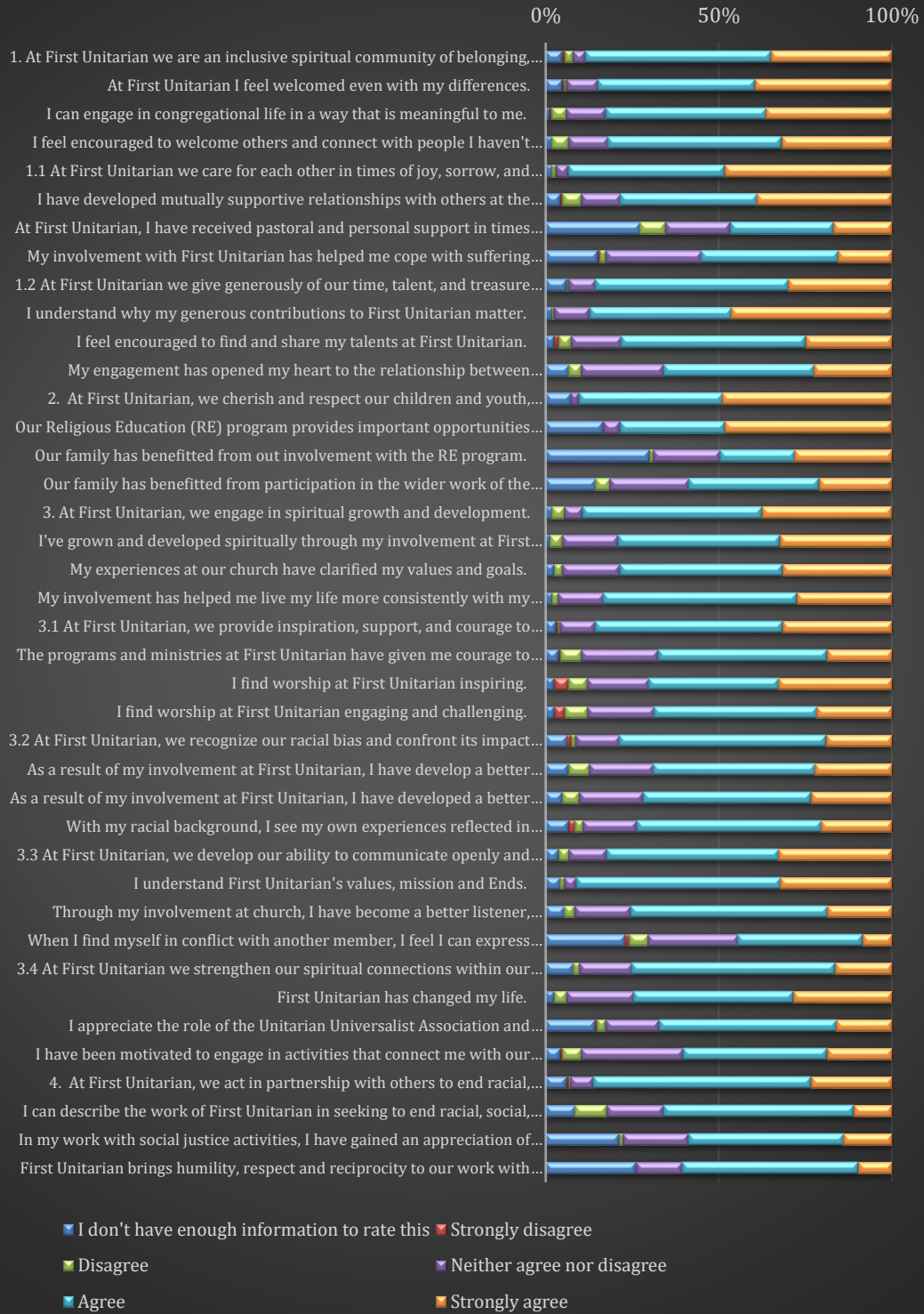
MOTION: To approve the 2022-23 budget to be presented to the Annual Congregational Meeting.

Moved: Robert Lyubomirsky Seconded: Cathy Reda-Cheplowitz

Motion Approved

6. Linkage Committee – Kyle Williams, Jon Horne, Barbara Gawinski
 - a. Each year, the Board of Trustees conducts a congregational survey to help us better understand and monitor our progress toward our Ends. We are grateful to all who responded! Our Ends articulate the impact that we aim to have in the world and were created from direct congregational input on our values and vision. Listening and linkage is an ongoing process by the board to ensure we continually go to the source of our moral authority, that is, the congregation of First Unitarian Church of Rochester. The Board is still in the process of analyzing the results of the survey—including comments from 128 people from among the 169 respondents!—but here’s how the participants responded about our congregational progress towards our Ends:

Survey Likert Results



7. Ends Monitoring – End 1 Followup

- a. BOT Question – What are our goals for End 1
Specific, Measurable, Achievable, Realistic, Timely
- b. Impossible to achieve End 1 unless our community grows in diversity, better reflecting communities we serve. Examples: age, BIPOC, Youth, Families with Children, LGBTQIA.
- c. Adopt target demographic profile
- d. Avoid being the incredible shrinking church
- e. Will we tap into the broader, regional church?
- f. Goal should be to look more like the community around us.
- g. If we reflect our community, we're going to grow.
- h. Ends do reflect what we want to achieve
- i. Big point is that we have the 'good news' and need to get it out there.

8. Rev. Shari's Letter Agreement

MOTION: To approve the updated Ministerial Letter of Agreement.

Moved: Anne J. Perry Second: Barbara Gawinski

Motion Approved

9. Minister's Report.

- a. Stewardship update – 368 pledge units totalling \$683.5K. Following up with those who had not completed pledge and expect to hit the amount in the budget assumptions.
- b. Staff who have been at First Unitarian for over a year are all getting COLA increases in the budget.
- c. Music Director Search. The recruitment is expected to begin the third week of May with a search team advising Rev. Shari Halliday-Quan. Listening circles with congregation and community anticipated for mid-June. The job posting closes near the end of June, followed by Zoom interviews followed by in-person interviews. Goal is to have someone on board by mid- to late-August in time for Homecoming.

10. Treasurer's Report.

Please note: Each month there is a shortened Treasurer's report. There is a more extensive report following quarter ends. At the May Board meeting, there is an in-depth report covering the quarter ended March 31, 2022.

- a. Operational View - Financial Results Updates for March performance:
 - i. Income/Expenses:
 1. March Pledge Income actuals were \$9.1k less than Prior Year month & \$11.6k less PY YTD. Overall 3Q21-22 Pledge Income was behind the expectations, predominantly due to uncollectable (84 Pledge Units behind - ~\$48k). Pledge statements were sent early April. Therefore, Pledge Income should be ramp up in April reports. (It did!!!! See April Update below). Having said that, YTD Total Income at \$913.6k (83.23% of the FYB) and is still \$899 more than PY YTD.
 2. While YTD Expense has increased by (\$53.5K) Year-Over-Year, the Full year Expenses are still slightly lower than period progression, i.e. 73.7%.

3. While YTD Net Income total was \$104.56k (vs. PY YTD \$157.23k), i.e. Loss of (\$52.67k). The Full Year Net Income results are anticipated to come on Plan.
- ii. Balance Sheet:
 1. The YTD Balance Sheet Financial Assets values has decreased \$205.97k
 - iii. 3Q Reconciliation/Performance:
 1. Income Endowment (IE) value decreased by (\$585.23k) through Market Performance (\$520.03k) and planned draw (\$67.4k), offset by receipt gifts \$2.2k
 2. Common Fund (CF) value decreased by (\$35.75k) through receipts \$15.15k (Property Maintenance & Improvement Fund Draw), offset by Market Performance decrease by (\$48.8k) and (\$2k) in Property Maintenance & Improvement Fund spending.
- b. Update April:
- i. Pledge Income exceeded expectations, as the statements were sent out. Great Job BackOffice!!!
 - ii. Due to the Market Performance, the Investment Funds value has substantially decreased.
- c. Approved Board Motion Status – Open Projects (status as end of March)
- i. Technology Training, consulting & contracting services, \$4k remaining (out of \$10k)
 - ii. Hearing Loops, \$5.2k remaining (out of \$16k)
 - iii. Critical Building Updates, \$139k remaining (out of \$250k)
 - iv. Future planning process, \$25k (has not started)
 - v. Church Lobby, \$2.8k remaining (out of \$18k)
 - vi. Wifi & Firewall fix, ~\$15.3k remaining (out of \$20k)
 - vii. Tents Rental/Purchase, \$288 remaining (out of \$12k)
 - viii. Lead Minister Authorized (under \$10k) Funds - \$3.54k
- d. Social Justice (SJ) Grant Panel – '22 Outstanding
- There was no report from Social Justice Grants panel on how to award the available \$8,240 from the Social Investment Fund and \$4,691 from the Paul and Josephine Wenger Fund. After some discussion, it was agreed that Anne Perry would follow up with recent grants panel members and review prior minutes to determine whether the social justice ministry had provided names of grants panel members to the Board. It was further agreed that if the grants panel did not function this year, the Board would entertain an email motion to distribute the awards by June 30 to organizations that have already been vetted this year.
- e. Strategic View – Overall Health/Reserves
- i. First Unitarian Financial Health: Strategic Fund View – In order to establish a Financial Boundary Parameters (Guardrails) for Strategic Investment Planning initiative, and to make it more “actionable” – I have evaluated First Unitarian Church Short Term Reserve (Operating Cash Reserve Fund) & Long-Term Reserves (Endowment Fund) Positions. They are 340% and 394% respectfully higher of its 2012 Balances (i.e., all time High)

- ii. Treasurer's View: Overall it is a good time for considering strategic investment, since our cash reserve position can be used with very low impact risk onto our future's Operational Financial Health/Budget.

11. Proposed Bylaws Update.

MOTION: To add clarifying language to bylaws Section 7.1.B. Leadership Nominating Committee and to Section 6.5. Clerk as follows:

Section 7.1.B. Leadership Nominating Committee, insert a new second sentence to read:

For the board of trustees, this includes three trustee positions of three years each (Bylaws Section 5.2.A.) and the remaining term of any trustee position that is open because of the resignation or death of a trustee (Bylaws Section 5.3.).

Section 6.5. Clerk, insert a new fourth sentence to read:

The clerk notifies the Leadership Nominating Committee, in a timely manner, of the number and terms of open positions and the number of years each current trustee and officer has served.

Moved: Anne J. Perry Second: Courtney Miller

Motion approved.

12. Updates/Reminders

- a. Meet the Candidates Day - May 15 11am
- b. Policy Governance - Meeting to discuss Grievance Policy - May 16
- c. Thom Snell celebrations planning - gift from the Board will be proclamation
- d. Annual Meeting Planning - presentations? Tellers? voting details?
- e. Building for our Future Expected to get underway this summer – Kyle Williams / EJ Santos

13. Board Self-Evaluation. As we were at the ending time, there was a round of 'thumbs up' from the group.

14. Adjourn. With no objection, meeting adjourned at 9:02 pm.

15. Closing & Extinguishing the Chalice – Rev. Shari Halliday-Quan