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.]
   o April 11, 2022 Board minutes
   o 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
   o 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
   o 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:
At First Unitarian we are an inclusive spiritual community of belonging,
I feel welcomed even with my differences.
I can engage in congregational life in a way that is meaningful to me.
I feel encouraged to welcome others and connect with people I haven’t.
I have developed mutually supportive relationships with others at the.
At First Unitarian, I have received pastoral and personal support in times.
My involvement with First Unitarian has helped me cope with suffering.
I understand why my generous contributions to First Unitarian matter.
My engagement has opened my heart to the relationship between.
Our Religious Education (RE) program provides important opportunities.
Our family has benefited from our involvement with the RE program.
3. At First Unitarian, we engage in spiritual growth and development.
I’ve grown and developed spiritually through my involvement at First.
My experiences at our church have clarified my values and goals.
My involvement has helped me live my life more consistently with my.
3.1 At First Unitarian, we provide inspiration, support, and courage to.
The programs and ministries at First Unitarian have given me courage to.
I find worship at First Unitarian inspiring.
I find worship at First Unitarian engaging and challenging.
3.2 At First Unitarian, we recognize our racial bias and confront its impact.
As a result of my involvement at First Unitarian, I have develop a better.
As a result of my involvement at First Unitarian, I have developed a better.
With my racial background, I see my own experiences reflected in.
3.3 At First Unitarian, we develop our ability to communicate openly and.
I understand First Unitarian’s values, mission and Ends.
Through my involvement at church, I have become a better listener.
When I find myself in conflict with another member, I feel I can express.
3.4 At First Unitarian we strengthen our spiritual connections within our.
First Unitarian has changed my life.
I appreciate the role of the Unitarian Universalist Association and.
I have been motivated to engage in activities that connect me with our.
4. At First Unitarian, we act in partnership with others to end racial.
I can describe the work of First Unitarian in seeking to end racial social.
In my work with social justice activities, I have gained an appreciation of.
First Unitarian brings humility, respect and reciprocity to our work with.
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

   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.

    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.


**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