



First Unitarian Church of Rochester  
Board of Trustees Meeting  
Monday, December 12, 2022  
6:30 pm on Zoom

Attendance: Ken Buckle, Emily Clasper, John Farrell, Barbara Gawinski, Jon Horne, Lynn Kinsman, Robert Lyubomirsky, Gregory North, Carl Olsen, Anne Perry, Cathy Reda-Cheplowitz, Elise Wall, Rev. Shari Halliday-Quan.

Guests: Kyle Williams

Absent:

1. Establish a Quorum and Call Meeting to Order at 6:33 pm — Gregory North
2. Chalice lighting – Rev. Shari Halliday-Quan  
Centering Reading by Ken Buckle  
“My Grandmother’s Hands,” by Resmaa Menakem
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 November 14, 2022, Board minutes
  - o Reporting out November 28, 2022, email vote:  
**MOTION:** To approve repair for First Unitarian Church HVAC (failed VYKON controller) in the amount not to exceed \$15k.  
Moved: Robert Lyubomirsky Second: Jon Horne  
Motion approved
4. Building for Our Future Update – Kyle Williams
  - a. The team is meeting monthly.
  - b. They are in the process of fleshing out about 10-15 specific projects that are possibilities and are having a hard time narrowing that down. They are considering engaging a strategic planning consultant to help them work through the list. Meanwhile, they are not completely confident that the result will be aligned with the congregation’s hopes.
  - c. They plan to go back to the congregation to get feedback on what they would enthusiastically support. General idea is:  
“We want your input! First Unitarian is exploring transformational projects to propel our mission and values in the coming years. Tell us your bold hopes and dreams!”  
- sincerely, the Building For Our Future Planning Committee
    1. A project with cost limitations up to \$100,000.
    2. A project with no cost limitations.
    3. What community partner should we include in this venture?In answer to a question, Kyle Williams clarified that the \$100,000 amount is to give

respondents the idea that we're looking for something substantial that would make a significant difference, rather than something that could be done within a normal annual expense budget.

- d. Rev. Shari Halliday-Quan reported that they were at the last meeting and were most impressed with how the group mapped their brainstorming ideas to the mission and ends.
5. Staff Survey – Jon Horne, Carl Olsen, Gregory North  
The survey has been completed and the team is analyzing the results. The survey offers staff members an opportunity to have a discussion with Board member(s). The team is doing follow up with those individuals over the next couple of weeks and will report out in January.
  6. End 3 Monitoring – Emily Clasper, Jon Horne, Barbara Gawinski, Cathy Reda-Cheplowitz, Gregory North
    - a. Planning for January Focus Groups
    - b. Emily Clasper has put together an announcement for the focus groups. Announcement in newsletter, followed up with individual invitations to those who were not well represented in the survey. Example, RE families.
    - c. Barbara Gawinski has created a script. She will convene the team between now and January to firm this up.
    - d. The focus groups will be held on January 8<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> – one of those will be online.
  7. Intercultural Development Inventory (IDI) Follow-up – Gregory North, Rev. Shari Halliday-Quan  
The Board of Trustees, volunteer leaders and many staff members completed the IDI which is intended to help us assess where we are in anti-racism and anti-oppression work. Our consultant, Julica Hermann de la Fuente provided a couple of follow-up opportunities for those who completed the IDI at the end of November and is taking time off this month. We have asked her to think ahead, based on the results for the Board and leaders who completed the inventory. The Board is looking for what our next steps should be. The R3 Team (Race, Racism and Relationship) is looking for feedback on where our leadership is and, from that, help in designing future offerings for the Congregation.
  8. Ministers Report
    - a. Staffing changes:
      - i. Lead sexton Travis Foster has resigned to take a job that we couldn't compete with. He will continue for a few weeks to train his replacement, Massey Williams.
      - ii. Tekla Mazur has been hired as a nursery sub, which is needed more often as volunteers call out with a sick family member.
      - iii. Erik Wilson has resigned from the video technician position, effective December 11, 2022. We do not plan to backfill this position, although we anticipate a possible increase in the number of hours in the production coordinator role. This will require more AV volunteers.
      - iv. The UUA has released new compensation guidelines that emphasize creating a compensation process that accounts for living wages and internal equity. While

our values and compensation strategy here at the church largely align with these principles, we're unlikely to be able to comply with the UUA salary guidelines this year.

- v. Florence Jessup and Sarah Jackson are currently updating our employee handbook, focusing on sick leave, personal time, vacation, and holidays. The most significant difference shifts step increases in annual vacation for long-tenured employees to a sabbatical policy for non-ministerial employees. In brief, after ten years, career employees are eligible for a one-month sabbatical.
- b. The annual Unitarian Universalist Association General Assembly (the GA) is in Pittsburgh, June 21-25, 2023. This is the closest the GA will be to us for several years. Timing of orientation, preparation, and business of General Assembly has shifted to earlier in the year to give congregation delegates more time to prepare. Therefore, we would like to select our delegates earlier in the year. If you haven't been to GA before, this is a great year to go. There are discounts for first timers, youth, and young adults, as well as the ability to volunteer for a partial or full rate reduction. Major business this year includes:
  - i. Voting on our next UUA President who will serve a 6-year term.
  - ii. Considering proposed changes to Article 2, the section of the UUA bylaws that currently articulates our Principles and Sources. The final version of Article II, as amended by the UUA Board of Trustees and/or by the 2023 General Assembly, must receive a simple majority vote at the 2023 GA to move forward for a final vote at the 2024 GA. It will take a 3/4th majority vote at the 2024 GA, to be adopted as the new Article II of the UUA bylaws.
- c. Outstanding new member event last Sunday. Shout out to Shannan Foos for organizing it and kudos to Rev. Shari Halliday-Quan for encouraging many board members to attend.
- d. The next Board meeting is scheduled for January 9<sup>th</sup> Rev Shari Halliday-Quan will be on leave and unavailable; Gregory North will do a doodle poll to pick a different date for the January meeting.
- e. February BOT meeting moved to February 6<sup>th</sup>. Rev. Shari Halliday-Quan will be attending the conference for senior ministers of large UU churches on the regular meeting date.
- f. The Board has talked about having occasional in-person meetings. The March 13 meeting is a possibility that will be considered later when we have a better idea of the flu/RSV/COVID season.

9. Treasurer's Report.

*Please note: This month is a brief update. The next full report will be at the February Board meeting, covering the first half, July-December.*

- a. **Financial October '22 performance:**
  - i. YTD Total Income is 53.09% of the FYB. This is \$72.28k more than PY YTD, predominantly due to an increase in pre-paid Pledges. Per prior Board Meeting, since some of our Full Year Pledge Income assumption has some risk associated with Uncollectable Rate – this is a good Start. Continue Monitoring.
  - ii. Full year Expenses are 28.47% of FYB (Full Year Budget), below the 33.33% time

progression. YTD Expense total is \$327.27k (vs. PY YTD \$355.13k), i.e. decrease in spending by (\$27.86k).

- b. **Update November:** Income pace is slowing down a bit (as expected based on calendarization of pledge payments), while expenses grew YOY (due to calendarization of some benefits payments).
- c. **IT Infrastructure Project.** May involve an email vote on finalizing contracts. There is a strong team with diverse skills working on this.
- d. **Housing Allowance.** This will come to the January meeting.

10. Board self-evaluation

Still enjoying learning, still having fun, even though need a little more time on the questions about building for our future. UUA Article II document is short & sweet. Concise meeting. Still feels a little overwhelming. Thanks everyone. Well-managed. Crisp. Got a lot accomplished. Look forward to an in-person meeting. Feels like the first time we ended early. Good meeting.

11. Adjourn. With no objection, meeting adjourned at 8:16 pm.

12. Chalice Extinguishing

Barbara Gawinski will bring the centering reading for January.

APPROVED