



First Unitarian Church of Rochester  
Board of Trustees Meeting  
Monday, January 16, 2023  
6:30 pm on Zoom

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

Guests:

Absent: John Farrell

1. Establish a Quorum and Call Meeting to Order at 6:35 pm — Gregory North  
*Please note: This meeting was 'off-cycle' owing to Rev. Shari Halliday-Quan's schedule.*
2. Chalice lighting – Rev. Shari Halliday-Quan  
Centering Reading by Barbara Gawinski  
Taken from “Daily Grace” by Jay Griffiths
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.*]
  - December 12, 2022, Board minutes
  - Minister Housing Allowance  
**MOTION:** To approve housing allowance for calendar year 2023 as follows:

Rev. Shari Halliday-Quan	\$20,000
Rev. AJ van Tine	\$23,000

Moved: Robert Lyubomirsky                      Second: Anne J. Perry
  - David Neumann gift honoring Patti Neumann  
**MOTION:** To approve acceptance of the gift from Dave Neumann in honor of Patti Neumann to First Unitarian Church of Rochester to be spent within next few years, per Donor intent.  
Moved: Robert Lyubomirsky                      Second: Anne J. PerryConsent agenda approved.
4. District Learning Opportunity - Lynn Kinsman
  - a. Central East Region has many offerings that may be of interest to Board members.
  - b. For example, there is a 3-part series on multi-platform, multi-racial, multi-cultural stewardship that is starting soon that is recommended.
  - c. There is also a periodic open forum for church leaders.
5. Monitoring End 3 Focus Groups – Emily Clasper, Jon Horne, Barbara Gawinski, Cathy Reda-Cheplowitz, Gregory North

- a. Process: posted in Connections newsletter, email to RE parents and young adult group, invitation from Rev. AJ during Sunday service, and John Farrell directing people in the lobby following service
  - b. Initial Sunday – 2 focus groups, 7 at one and 8 at the other with 5 board members participating. No young adults because they had a meeting at the same time. 27% were RE parents.
  - c. There will be two more January dates – one in person and one online.
  - d. Feedback from all three will be presented at the February Board meeting.
  - e. Should we plan on End 4 focus groups?
  - f. The team is undecided about when to do the annual congregational survey and whether to make changes to it. In previous couple of years, the questions remained consistent in order to get comparable results.
6. Annual Staff Survey Report – Gregory North, Jon Horne, Carl Olsen
- a. Purpose of Board managed staff survey:
    - i. Awareness for staff of our policies related to staff treatment and grievance process.
    - ii. Gather feedback on compliance.
    - iii. Opportunity for staff to reach out directly for follow up as needed.
  - b. Results:
    - i. 53% of staff completed the survey
    - ii. One person requested follow up with Board member(s). Concern was relayed to Rev. Shari and an action plan developed. This illustrates that Board involvement is a good way to give employees anonymity.
    - iii. Comments provided in the survey pointed to two areas for improvement:
      - 1. Consistency in the timing of employee evaluations as defined in the employee handbook.
      - 2. Clarity in understanding of job scope/expectations, especially important in the dynamic environment of shifts from in person to virtual to hybrid and frequent staff turnover that has been characteristic of the pandemic period.
  - c. Jon offered to document the Board process to assist future Staff Survey Board teams.
7. Intercultural Development Inventory (IDI) Follow-up – Gregory North, Rev. Shari Halliday-Quan
- a. Gregory North – It’s important to be intentional about why we did the IDI. Each individual received an IDI Profile that provides guidance on what work we have to do.
    - i. What does it mean for me?
    - ii. How do I think about and do anti-racism work.
    - iii. Is there work we can do collectively? Yes and Julica Hermann de la Fuente provided a framework.
    - iv. There are things that we can leverage.
    - v. The congregational process is ‘owned’ by the anti-racism task force. Board sub-group to meet with task force. Gregory North and Rev. Shari Halliday-Quan with possibly additional Board members to be identified at February meeting.

- b. Rev. Shari Halliday-Quan – Why did we do IDI with this group of Board members, our staff and other congregational leaders?
  - i. It was not clear whether our anti-racism work was doing what we wanted it to do. Whether it was meeting our needs?
  - ii. Communication is easier when the individual IDIs are closer rather than farther apart. Rev. Shari has the spread across all participants from First Unitarian and has asked Julica to provide information on the spread across the Board members.
  
- 8. Focus Topic: Congregational Health Dashboard – Rev. Shari
  - Basic data:
    - a. How to measure attendance. Willing to make decisions with limited information. There is some data we can count on and other things that we are not doing well.
    - b. RE participation about half of pre-pandemic.
    - c. Current membership is 688.
    - d. Adult spiritual development:
      - a. Unique participants estimated – 340.
      - b. Unique participants confirmed – 227
      - c. Soul Matters participants – 169
    - e. Worship Service attendance is complicated by online complexity. Assessing when it will make sense to increase number of worship services.
    - f. Greater Good collection in line with 2019 and considerably lower than 2020 and 2021. Assumption that many people contributed all or part of their stimulus checks.
  
- 9. Ministers Report – Rev. Shari Halliday-Quan
  - a. No staff changes to report.
  - b. A part time ministerial for growth position is still pending, awaiting response from the candidate.
  
- 10. Treasurer’s Update – Robert Lyubomirsky
  - a. *Please note: At the January meeting, we have a brief review of the November 30, 2022, financials. There is a more extensive report following quarter ends. At the February Board meeting, there will be an in-depth report covering the quarter ended December 31, 2022.*
  - b. Financial November performance:
    - i. Pledge Income year to date is 59.94% of Full Year Budget (FYB), resulting in \$18.82k increase year over year. This is predominantly due to an increase in pre-paid Pledges. Monthly Pledge Income (November and October) is continuing to perform worse than Last Year. This is most likely just calendarization, but since our Full Year Pledge Income assumption has some risk associated with the Uncollectable Rate, we must continue to monitor.
    - ii. YTD Expense was 37.04%/ \$6.3k below Prior Year YTD. Having said that, monthly expenses were more than last year by \$20k. So we must continue to monitor in Dec to make sure the Run Rate is not creating a full year issue.
  - c. Update December:

- i. Net Income is continuing to be positive YOY.
- ii. Expect Second Quarter Investment Fund reconciliation to result in improving position in Income Endowment (+~550k) and Common Fund (+~\$53k). It means that IE Fund is only ~\$50k less than beginning of the Year, while CF is now ~\$25k more. Good quarter finally!!
- iii. Expenses doing OK. December had extra payroll run.
- iv. Balance sheet improved, reflecting improved stock/bond markets.

11. Board self-evaluation

Great discussion. Enjoyed having time for enlightening discussions on IDI and congregational health conditions. Really appreciate not just numbers but framing of baseline in light of pandemic and other changes. Important to put numbers into context. Liked the conversation around Connections time following services – positive opportunities moving forward.

12. Adjourn. With no objection, meeting adjourned at 8:49 pm.

13. Chalice Extinguishing

APPROVED