



First Unitarian Church of Rochester
Board of Trustees Meeting
Monday, February 6, 2023
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: Florence Jessup, Director of Operations

Absent:

1. Establish a Quorum and Call Meeting to Order at 6:31 pm — Gregory North
2. Chalice lighting – Rev. Shari Halliday-Quan
Centering Reading by Anne J. Perry
In Our Circle Again, by Rev. Shari Woodbury, settled minister, First Unitarian Church of Omaha
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 January 16, 2023, Board minutes
Note: February Board meeting rescheduled from the second Monday to accommodate Rev. Shari Halliday-Quan's schedule.

Approved

4. Treasurer's Report: December YTD Results and Full Year Outlook – Robert Lyubomirsky and Florence Jessup
Please note: At the January meeting, we reviewed the November 30, 2022, financials. There is a more extensive report following quarter ends. At this Board meeting, there is an in-depth report covering the six months ended December 31, 2022.
 - a. Income/Expenses:
 - i. December Pledge Income actuals YTD were \$13.4k more than prior year YTD, predominantly due to larger congregant pre-paid pledge payments. At the same time, even though the overall original pledge commitment was substantially below last year, we received 12 new pledges, increasing confidence that full year will be on plan. Other Operational Income YTD is larger than prior year by \$25.46k due to one substantial gift that was received toward Operations (\$20K). Total Income is \$48.34k more than prior year YTD.
 - ii. YTD Expense results are at par to the prior Year performance (more by \$3.4K), demonstrating good expense management by the First Unitarian staff team.
 - iii. YTD Net Income total was \$216.2k (vs. PY YTD \$171.2k), i.e., increase by (~\$45k YOY).

- b. Balance Sheet:
 - i. The YTD Balance Sheet Financial Assets values has increased by \$21.7k
 - ii. 2Q Reconciliation/Performance:
 - 1. Income Endowment (IE) has shrunk YTD due to Market Performance by (\$47.4k).
 - 2. Common Fund (CF) value Common Fund (CF) value grew YTD by \$38.22k.
- c. Full year outlook – Florence Jessup, Director of Operations, explained a year-end projection that shows that if all continues as currently, the year will end with a small surplus to go into the operating cash reserve.
- d. January update
 - i. Income & expense continue positive trend.
 - ii. Annual cleanup of committee accounts resulted in three closing to Operating Cash Reserve – RAIHN, Rummage Sale and Golf Tournament.

5. Nomination for President – Gregory North

MOTION: Nominate Lynn Kinsman to be President of the Congregation.

Moved: Gregory North Seconded: Ken Buckle

Motion approved.

6. Nomination for Clerk – Gregory North & Rev. Shari Halliday-Quan

Gregory North introduced the topic that current Clerk, Anne Perry, has decided not to pursue another term. He stated that there are some advantages to nominating a current Board member. Rev. Shari Halliday-Quan explained a method for identifying a candidate. In the first round, each Board member named a person they would like to nominate. Then Rev. Shari asked each person to say why they had nominated that person. Four names emerged. Then each nominated person was asked if they wanted to add anything. Three of the four gave good reasons why they would not want to be nominated. In the second round, each Board member was again asked to nominate a person. After that round, Rev. Shari and Anne Perry, as tellers, entered a breakout room. A clear nominee emerged and was reported back to the Board. The individual was then asked to speak to availability. Given Emily Clasper’s positive response, Gregory North made the following motion:

MOTION: Nominate Emily Clasper to be Clerk of the Congregation.

Motion: Gregory North Seconded: Elise Wall

Motion approved.

7. End 3 Focus Groups – Emily Clasper, Jon Horne, Barbara Gawinski, John Farrell, Cathy Reda-Cheplowitz & Elise Wall.

End 3:

We engage in spiritual growth and development:

- a. Providing inspiration, support and courage to explore our whole selves.
- b. Recognizing our racial bias and confronting its impact on our relationships and behaviors.
- c. Developing our ability to communicate openly and with loving kindness.

- d. Strengthening our spiritual connections within our own community and beyond.
- There were 7 focus groups (one online) with a total of 35 participants.
 - A majority of the Board members participated as facilitators, note takers or observers (not counted in the 35 total).
 - A majority of the participants were active members who participate in a wide variety of activities. Some were newcomers with less than one year with us. Special outreach was made to RE parents and young adults.
 - Participants expressed gratitude to the Board for creating this opportunity and deep gratitude for spiritual development programming. They reported confusion in understanding some of the questions on the annual congregational survey.
 - They want to be more aware - what are missions of plate collections, what are social justice groups, what do they do, how to connect more etc
 - They expressed an interest in learning more about managing conflict.
 - They want to learn more about various aspects on non-violent communication and help working with children.
 - Want to be more informed about activities, events, connection for other churches and BIPOC (Black, Indigenous and People of Color).
 - When we give people an opportunity to make deep personal connections, that's most important.

NEXT STEPS: Will have team meeting to summarize comments, review facilitation process, and to consider how this approach relates to doing a survey. Survey and focus groups are all interconnected.

8. Ends monitoring next steps – Annual Congregational Survey and whether/when to do Focus Groups on End 4. The team is meeting in a couple of weeks to assess this and report back in March.
9. Stewardship campaign - Board members as stewards 5
- a. Gregory North, Lynn Kinsman, Robert Lyubomirsky, John Farrell, Carl Olsen, Jon Horne, Emily Clasper.
 - b. Barbara Gawinski is away in March and will do Fall.
 - c. Cathy Reda-Cheplowitz has family responsibilities in March; will do Fall.
 - d. Elise Wall will be organizing/training stewards
 - e. Anne Perry is on the Stewardship Steering Team
 - f. Those not stewards will be recruited for the March 18 party.
10. Policy Governance committee report and motion – Lynn Kinsman, Emily Clasper, Ken Buckle, Robert Lyubomirsky & Anne Perry
- a. The Policy Governance Committee will be hosting a Policy Governance forum open to everyone in the congregation on Sunday, February 26 at 11 am. It will be hybrid so that people can attend in person or online. Ken Buckle will do the presentation. Emily

Clasper will be the online host. Lynn Kinsman will manage using the Owl technology. Anne Perry has arranged the date/room and will do newsletter announcement.

- b. Calendar - The committee reviewed and updated the Board calendar for the 2022-23 church year. We also added administrative duties that had not previously been on the calendar. It was noted that the Board must set the date of the annual congregational meeting (per the Bylaws) and the calendar suggests doing so in February.

MOTION: Set the annual meeting of the congregation on Sunday, June 4, 2023, immediately following the worship service.

Moved: Lynn Kinsman Seconded: Robert Lyubomirsky

Motion approved.

- c. Governing Policies, Appendix C. Policy Governance Committee. Discussed several possible updates to the policy and bring the following motion:

MOTION: To update the Governing Policies, Appendix C. Policy Governance Committee of the Board to add to Section 4. the phrase “at least once per year” to indicate the frequency of congregational forums on Policy Governance and to remove the last sentence of the final paragraph of the Appendix to leave it up to the committee how often they meet during the year.

Moved: Lynn Kinsman Second: Emily Clasper

Motion approved.

11. Ministers Report – Rev. Shari Halliday-Quan

- a. No staff changes since last meeting.
- b. A small congregation in Saranac Lake meets with us every two weeks and with the Atlanta congregation on alternative weeks. At this point, this has a small cost to our congregation for:
 - i. Online attendance which we already offer.
 - ii. Email communication with Rev. Shari Halliday-Quan and Shannan Foos.
 - iii. Offering small group packets.

We are currently in conversation with regional staff regarding a variety of resources.

- c. Rev. Shari brought to our attention an incident of harassment that occurred on January 20, the day after participating in the Rochester Beacon conversation on abortion and faith. A card bearing an offensive image was left at Rev. Shari’s house – there was no written message on the card. One incident. So far nothing further. Clearly intended to intimidate.
- d. A question was raised about masking. Except for the sanctuary during Sunday services, activities in other areas are mask optional with agreement of attendees. The plan is to make a change when there are two weeks in a row that Monroe County is ‘low’ based on Active Now COVID Tracker. During the discussion, Rev. Shari acknowledged that this goal of 2 weeks at “low” may need to be adjusted based on how the rest of the Rochester community is responding. The board provided both positive and negative

reaction to changing this goal and strongly encouraged Rev. Shari to do some communication to the congregation soon.

12. Other Business?

- a. Decided to hold the March 13 Board meeting in person. Gregory North took responsibility for determining location.
- b. Board should spend some time together socially. We talked about an in-person meeting with dinner versus a purely social activity. The decision was to go for a social activity at this point. Stay tuned.

13. Board self-evaluation

Nomination – happy that people were comfortable to say no to being clerk. Liked discussion around small steps we’re making to increase visibility of BOT to congregants. Super cool process for nominating clerk. Great meeting covered import topics. Very broad accomplishments tonight. Appreciated Florence Jessup’s contribution. Good clerk nomination process – plan to ‘steal’ it for another organization. Financial report was outstanding. Appreciated the statements in support of nominees – sharing gifts that people bring was awesome.

14. Adjourn. With no objection, meeting adjourned at 8:50 pm.

15. Chalice Extinguishing

Who will do centering reading next month? John Farrell