



First Unitarian Church of Rochester  
Board of Trustees Meeting  
Monday, September 11, 2023  
6:30 pm Dinner  
7:00 pm in person

**Attendance:** Keith Abel, Ken Buckle, Emily Clasper (late Barbara Gawinski to start Clerk role), Barbara Gawinski, Lynn Kinsman, Craig Lending, David Pinto, Rev. Shari Halliday-Quan.

**Guests:** none

**Absent:** Erin Collier, Robert Lyubomirsky, Carl Olsen, Cathy Reda-Cheplowitz, Elise Wall

1. Establish a Quorum (6 to start) and Call Meeting to Order at 7:06 pm — Lynn Kinsman meeting will be recorded with OWL set up, 7th person will arrive by 8:00
2. Chalice lighting – Elise Wall (in absentia as she prepares for surgery)  
Reading The Change by Matthew P. Taylor of BLUU
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.*] accepted as stated below

- a. [August 14, 2023 minutes](#)
- b. The following motions were approved by email and should be reported out in the minutes of the September 2023, Board Meeting:

**Motion:** To approve the nomination of Craig Lending as an Assistant Treasurer for '23-24 Church Year.

**Moved:** Robert Lyubomirsky    **Seconded:** Barbara Gawinski

Approved by email

4. [BOT 2022-23 Self Evaluation survey results](#) by Lynn Kinsman and John Farrell (Lynn)
  - a. on shared drive for Board review
  - b. Trends over three years of conducting the survey were given, showing a general upward trend in positively responses in four out of the five focus areas. Questions with low scores were examined. Free form comments were reviewed.
  - c. comments reflected agreement that newness is a strong feeling for new members
  - d. appreciated the 4 pre-meeting orientation, maybe there is more to offer
  - e. confirmation that materials in advance are very useful to attendees

- f. reflection: are the details of the materials presented eg Senior Minister resulting in too much detail questions vs policy governance conversation
- g. Rev Shari is curious how she can participate in providing feedback to BOT/SM relationship effectiveness. Suggestion to give feedback at the end of the session for check out. Additionally, the use of a Process Observer role for the meeting.

5. Treasurer's Report, Craig Lending reporting

a. Documents:

- i. [Treasurer's Report 1](#)
- ii. [Treasurer's Report 2](#)
- iii. [Treasurer's Report 3](#)
- iv. It was noted that we were about \$100,000 short of our Spring Wave Stewardship drive goal, and that is reflected in the budget we have.

b. Audit committee

Still need to find 2 more members for the team by mid-October to determine which firm we will use.

Perhaps put a post in the newsletter to the weekly newsletter, or, if needed, try to invite from the pulpit to invite new participation. Need people with some finance experience, but not great knowledge. Recommend the BOT to also invite others from their familiar congregants.

Rev Shari has identified two people with 'Financial Audit' mentioned in the talents database within Simple Church.

Building for our Future team \$25K not yet spent. Team did not bring in consultants in early planning, now they could use the money for a feasibility study or capital campaign consultant. Consensus of trustees present was to not move the money away from their project.

6. Other Business:

a. Choosing committee chairs

- i. Linkage: Barbara Gawinski
- ii. Personnel: Carl Olsen
- iii. Policy Governance: Keith Abel

b. Subteam update - covenant with Elisabeth Halliday-Quan

- i. Team has convened to begin the process

c. Cards sent by the Board to Sue Steepy on the loss of her husband (Lynn)

Discussion of when it is appropriate for the Board of Trustees to send a card, as opposed to the Pastoral Care Team

7. [Lead Ministers Report](#)

- a. Polling of RE parents revealed a considerable preference for the later service, and in consultation with the RE staff who lead these programs, most RE programs have been moved to either 10:30 or 11:30.
- b. Potential Conflict of Interest Notice
  - i. This has been raised to the attention of the board, but does not require further action.
- c. Financial Conditions (Policy III.F.)
  - i. Discussion of operational measures in support of compliance with this policy
- d. Building and Grounds
  - i. Tree Removal - Some invasive/dead trees will be removed.
  - ii. Asbestos in window caulking will determine options for window replacement projects
- e. Rev. Verdis reimbursement for insurance deductible  
**MOTION:** Delegate authority to the Treasurer and Lead Minister to determine an appropriate source for payment of \$500 to Reverend Verdis to cover his insurance deductible and disperse payment.  
Moved: David Pinto    Seconded: Craig Lending  
Approved

8. Personnel Committee update

Executive Session Called at: 8:45 pm

Ended Executive Session at: 9:27 pm

**MOTION:** Provide an additional \$3000 to support additional staff training and coaching

Moved: Craig Lending    Seconded: Emily Clasper

Tabled until next meeting when the Treasurer is present

9. Check out: (meeting process or sharing something you heard around church)

- a. Agenda too full - significantly over time
- b. Discussion of material we have already read
- c. Board needs a better understanding of their role
- d. Developing relationships in person
- e. Need to stay on topic within the meeting
- f. Appreciation for hard conversations
- g. Rev. Shari appreciation for support and Board willingness to tackle hard topics

10. Chalice Extinguishing – Rev. Shari Halliday-Quan

11. Adjourn. With no objection, meeting adjourned at 9:40 pm