



First Unitarian Church of Rochester
Board of Trustees Meeting
Monday, October 9, 2023
6:30 pm on Zoom

Attendance: Keith Abel, Emily Clasper, Erin Collier, Barbara Gawinski, Lynn Kinsman, Craig Lending, Robert Lyubomirsky, Carl Olsen, David Pinto, Cathy Reda-Cheplowitz, Elise Wall, Rev. Shari Halliday-Quan.

Guests: Florence Jessup, David Ryder

Absent: Ken Buckle

1. Establish a Quorum and Call Meeting to Order at 6:32pm — Lynn Kinsman
Timekeeper for the Meeting: Erin Collier
2. Chalice lighting – Barbara Gawinski: Readings from *The World According to Mr. Rogers*
Check-In - Write in the chat something that comes to mind as the Autumn season sets in
3. Consent Agenda [*Note: The 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. [September 11, 2023 Minutes](#)
 - b. Consent Agenda Motion:
Motion: To approve Sr. Minister to spend an additional \$3,000 for Ministerial and Non-Ministerial Staff Development in '23-24 Budget Year. If needed, the fund should be sourced from Operating Cash Reserve Account as part of full-year reconciliation.
Moved: Craig Lending
Tabled from the last meeting for further work on the wording of the motion
Approved.
4. Greater Good Recipients proposal (David Ryder)
 - a. Finalists:
 - i. Planned Parenthood of Central and Western New York, Inc.: In Control for Community Health (ICCH) Program (Church Sponsor: Julie Smith)
 - ii. Family Promise of Greater Rochester, Inc. (FPGROC) FKA Rochester Area Interfaith Hospitality Network, Inc. (RAIHN): Transitional Housing Program

(Church Sponsor: Jo Cone)

- iii. Person Centered Housing Options Inc. (PCHO): Permanent Supportive Housing Program (Church Sponsor: Jean Carroll)
- b. Timeline:
 - i. October 22 - Skits for RE Groups
 - ii. November 5 - Voting by RE groups to narrow from 3 organizations to two
5. Progress report: Updates to Financial Procedures document (Florence Jessup)
 - a. Last manual written in 2019, has not been updated since then. In the interim, software for doing financials has changed, and there have been several procedural changes. These need to be updated in the manual. Updates to be completed before the upcoming audit.
 - b. The Board is asked to review the sections proposed for revision and make suggestions for additional sections that may need revision. Approximately 50% of the manual will need revision.
 - c. Robert, Craig, and Shari will be consulted as revisions are drafted.
6. Vice President of the Board

Motion: To approve David Pinto as Vice President of the Board of Trustees for a one-year term.

Moved: Lynn Kinsman **Seconded:** Craig Lending

Approved.
7. Report from the Linkages Committee (Barbara, David and Craig and Ken)
 - a. What has the Linkages Committee done so far?
 - i. Congregation survey was last completed in 2022
 - ii. Review of Ends 3 via focus groups Feb-March 2023, clear direction offered
 - iii. Review of Ends 4 via in-church and online survey June 2023, clear path offered
 - iv. Ends 2: in flux with temporary DRE and the plan to recruit nationally for full-time DRE.
 - v. Ends 1: Consideration of right-sizing Pastoral care team, linking Ends 4 and Ends 1 to assess the congregations' "giving"
 - b. What should LC do next?
 - i. In discussion: is the development of a new and meaningful congregational survey the best use of time?
 - ii. Proposed: Work toward **planning** a new congregational assessment of our Ends during the 2023-2024 year to be ready to conduct in late 2024. Time period to be determined based on the Senior Minister's report of congregants' availability.
 - iii. Outcome Focus:
 1. Strive to be more intentional about following the precepts of a policy governance model and the 10 tenets.
 2. Articulate our Ends so that they are indeed achievable and measurable.
 3. Define the monitoring progress toward the Ends, specifying internal and external movement toward the Ends.

- c. Linkages Committee will work with Rev. Shari to determine the next steps for reaching out to Social Justice Ministries for Ends-monitoring purposes.
 - d. For further discussion: Process of reevaluating and revising Ends and how they align with our Policy Governance model.
 - e. For further discussion: Do we need focus groups or a survey for gathering input on the current Ends and their relevance to the current congregation? How does this connect with the work of the Our Road Ahead project and the data that was gathered through that process?
8. Report from Personnel Committee (Exec Session)
- a. Executive Session Called at 7:42 pm
 - b. Ended Executive Session at 7:52 pm
9. Minister's Report
- a. Rev. Shari asked for feedback regarding the various transitions and changes this Fall and input from Congregants on these changes. Elise offered to lead a workshop on Change during Connections. This could have a Linkages component.
 - b. Stewardship update
 - i. The fall campaign comprises:
 - 1. 94 regular electronic monthly or quarterly givers
 - 2. 29 people who did not respond to the spring campaign
 - 3. 6 lapsed givers who are active members but have not pledged for two years
 - 4. 50 people who have never or occasionally given who we hope will become regular givers
 - ii. Over half of the early respondents to our email outreach have chosen to increase their monthly financial commitment.
 - iii. Continuing the work of stewardship that is not simply fundraising but also covenantal community building, 12 stewards are reaching out to approx. 70 people with the goal of connecting with about $\frac{1}{3}$ of the people in this campaign.
 - c. Felicia Ingram began as custodian on October 2. With this hire in place and with Amanda covering the youth group, we are fully staffed for the first time in 2023.
 - d. Religious Education: As of October 7, there are 77 children registered for RE, including 6 new families.
 - e. The Board will be reading *Transforming Conflict* by Teresa Cooley.
 - f. Rev. Shari will be away October 13-16, preaching in Arlington, VA in a pulpit swap that will bring us a guest preacher during Rev. AJ's parental leave.
10. Treasurer's Report, Robert Lyubomirsky reporting
- a. Documents:
 - i. [Treasurer's Report #1](#)
 - ii. [Treasurer's Report #2](#)
 - iii. [Treasurer's Report #3](#)
 - b. YTD Total Income is 30.39% of the FYB. This is (\$37.99K) less than PY YTD.

- i. **Pledge Income has increased by \$24.6k**
 - ii. Other Ops Generated Income Monthly result was (\$13.26k) less than PY month's/YTD result, primarily due to a one time Prepaid Gift of \$20k in the prior year.
 - iii. Transfer from Board Restricted fund was less by \$48.33k
 1. Operating Cash Reserved decreased per plan \$28.3k
 2. Income Endowment Draw changed frequency from Quarterly to Monthly Draw, therefore decreased by \$20k (will catch up next in September)
 3. Full year Expenses are 14.37% of FYB (Full Year Budget), below the 16.67%-time progression. YTD Expense total is \$171.35k (vs. PY YTD \$176.3k), i.e. in line with last Year
 - iv. Balance Sheet: The month's YTD Balance Sheet Financial Asset values have decreased (\$132.94k) predominantly due to Major Projects expenses.
- c. Audit committee started in September - Next meeting is scheduled for October 31st

11. Other Business:

- a. Staff Appreciation fall event - scheduling/planning
 - i. The Board will provide food and camaraderie between the two Solstice services on December 16th.
- b. VanTine Baby Shower Oct 15 10:30 am
 - i. The Board will support the VanTine's Meal Train once the baby arrives rather than coordinating a shower gift.
- c. Exploring the Enneagram typing exercise - Board members add to the document in the Google Drive folder for this meeting: Please share one strength and one challenge of your type in regard to being a trustee or officer.

12. Calendar Reminders:

- Road Map to Building Community Safety by Showing Up for Racial Justice on Wed. October 18, 8–10 PM. (Interfaith)
- New Member Joining Sunday, on December 3rd 10:30-11:15am (bring food to share. Shannan Foos coordinating.)
- Rev. Verdis LeVar Robinson's ordination by three congregations, held at our church - December 3 in the afternoon. Further discussion of logistics and funding for this event tabled for next meeting.

Motion: To support the ordination of Rev. Verdis LeVar Robinson by three congregations at a ceremony held at our church on December 3rd, 2023.

Moved: Cathy Reda-Cheplowitz Seconded: Carl Olsen

Approved.

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

- a. Timekeeper role - good progress on keeping on task, especially at the beginning
- b. Remember to use the hand raise function or physical raise of hands

c. Good job with time estimates, time for guests

14. Chalice Extinguishing – Rev. Shari Halliday-Quan

15. Adjourn. With no objection, meeting adjourned at 9:05 pm

APPROVED