



First Unitarian Church of Rochester  
Board of Trustees Meeting  
Saturday, January 20, 2024  
9:30 am  
Location: Susan B Anthony Lounge

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

**Guests:**

**Absent:** Emily Clasper

1. Establish a Quorum and Call Meeting to Order at 9:31 am— Lynn Kinsman  
Timekeeper for the Meeting: Erin Collier  
Notetaker for meeting: Elise Wall
2. Chalice lighting – Lynn Kinsman “Softness”, an AI generated poem, shared by Lynn Kinsman
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. [Dec. 11, 2023 Board Meeting Minutes](#)
  - b. Minister’s Report
  - c. Motions approved by email since last meeting
    - i. Motion: To approve Heveron&Co to perform First Unitarian Church Audit assessment (per their proposal).  
Moved: Robert Lyubormirsky    Seconded: Craig Lending  
Passed via email vote
    - ii. Motion: To approve an amount not to exceed \$2000 for our application for 501(c)(3) Letter of Designation application.  
Moved: Elise Wall                      Seconded: Keith Abel  
Passed via email vote
4. Review of Covenant
  - a. The meaning of oops, ouch, and whoa was reviewed.
  - b. All agreed the covenant meets our present needs
5. Background for Conversation - Robert Lyubormirsky
  - a. Copies of reports/graphs for church finances were distributed.  
Find here: [2024-01-20 \(Saturday\)](#)
  - b. Robert reviewed income sources, 2011-2023; pledge giving, 2019-2023; average giving by age

group, 2019-2023

6. Rochester Area Demographic Overview -Rev. Shari Halliday-Quan
  - a. Rev. Shari reviewed UU trends from UUA report, 2015-2023
  - b. Some population growth seen in Rochester in past two years
  - c. Reviewed ROC demographics within 25 mile radius-our mission field
7. Small group breakout session
  - a. Prompts for discussion in small groups:
    - i. How does this (information presented by Robert and Rev. Shari) land with you? Do you think we have a call to action to take steps to change our trajectory?
    - ii. What barriers do we have to change? What is the role of the board in this process?
  - b. Small Group Debrief/Next Steps
    - i. Lynn Kinsman recorded feedback from small group discussions in a separate document
8. Lead Minister report
  - a. Trustees to review report in the shared drive and add relevant comments/questions as needed
9. Treasurer's Report
  - a. Documents:
    - i. [TRS #1](#)
    - ii. [TRS #2](#)
    - iii. [TRS #3](#)
    - iv. [TRS #4](#)
    - v. [TRS #5](#)
  - b. November Financial Report
    - i. Pledge Income YTD 61.47% of Full Year Budget (FYB), resulting in \$13.39k increase YOY. At the same time, we are picking up more Pledge Units in Nov/Dec, which makes full year Pledge Income Accomplishment is less of a risk. Will continue to monitor. Full YTD Income is less than Prior Year (\$36.2K) predominantly due to Calendarization of the Endowment Draw (quarterly to monthly).
    - ii. YTD Expense was 38.13%/\$28.9k higher than Prior Year YTD. Having said that, monthly expenses is better than Time Progression. So, we must continue to monitor in Dec to make sure the Run Rate is not creating a full year issue.
  - c. Update December: Expect 2Q Investment Fund reconciliations result in improving position in Income Endowment and Common Fund.
  - d. Audit Update
    - i. Audit Kick-off is scheduled for Feb 1st with the Auditor Selected. A special focus will be on process improvements (vs. just controls).
  - e. Bequest Notification
    - i. We received a Legal Notification of Bequest given to First Unitarian for \$500K. Due to the complex nature of the Estate (~30 Beneficiaries) – it is estimated to take anywhere from 12 to 18 months for Gift to arrive. At which point it will be deposited into Income Endowment.

10. Reminders:

- a. Staff Survey is being conducted this month.
- b. Board of Trustees Meal Train for the vanTine family has open dates throughout Feb. and March
  - i. <https://takethemameal.com/meals.php?t=EOES4709>
  - ii. Craig Lending will contact Patti Clark regarding the Caring Cuisine volunteers contributing meals.
- c. Feb meeting: Nominees for President and Treasurer must be approved.
  - i. Those with terms ending must decide if you'll stay on.
  - ii. Cathy is our board representative on the Leadership Nominating Committee. She says they already have a picture of which trustee positions need to be filled.

11. Reviewed Action register

- a. Rev. Shari will complete and share the 2022-2023 Annual Report by 1/21/24
- b. Elise added dates for preaching and connection time on Change
- c. Update: Florence continues her work on the updated financial procedures manual. Proposed completion date 2/1/24

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

- a. A good generative discussion, understand the financials, successful strategic conversations, great meeting with many good ideas generated, UUism has so much to offer - how do we reach people? want to keep the momentum going, appreciate structure, look forward to what develops from small group ideas, as useful as the board retreat, especially useful for new treasurer, put into action some ideas, appreciate focus and clarity on finances and culture, so grateful to meet with the team, challenging ask and felt supported by Exec team, effective meeting.

13. Chalice Extinguishing – Rev. Shari Halliday-Quan

14. Adjourn. With no objection, meeting adjourned at 12:25pm

Respectfully submitted by Elise C. Wall