



First Unitarian Church of Rochester
Board of Trustees Meeting
Monday, February 12, 2024
6:30pm
Location: Zoom

Attendance: Keith Abel, Ken Buckle, Emily Clasper, Erin Collier, Barbara Gawinski, Lynn Kinsman, Craig Lending, Robert Lyubomirsky, Cathy Reda-Cheplowitz, Elise Wall.

Guests:

Absent: Carl Olsen, Rev. Shari Halliday-Quan,

1. Establish a Quorum and Call Meeting to Order at 6:36 pm— Lynn Kinsman
Timekeeper for the Meeting: Lynn Kinsman using Zoom Timer
2. Chalice lighting – Cathy Reda-Cheplowitz Reading from *Blue Notes*: “Only Begun” by Rev. William Sinkford
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. [Jan. 20, 2024 BOT Meeting Minutes](#)

Minister’s report has been delayed.

4. Treasurer's Report

a. Documents:

- i. [TRS #1](#)
- ii. [TRS #2](#)
- iii. [TRS #3](#)

b. December Financial Report

- i. December YTD Pledge Income continues to be ahead of last year by \$24.2K. At the same time, we have picked up more Pledge Units commitments in Nov/Dec, which makes full-year Pledge Income Accomplishment is less of a risk. Will continue to monitor. Full YTD Income is also now better than Prior Year YTD by \$14.4K (since in the Quarterly Report – we are not impacted by Endowment Draw timing switch from Quarterly to Monthly).
- ii. YTD Expense was 45.91%/\$11.2k higher than Prior Year YTD. Having said that, December monthly expenses is better than Time Progression. So, we must continue to monitor in January to make sure the Run Rate is not creating a full-year issue.
- iii. YTD Net Income total was \$219.38k (vs. PY YTD \$216.2k), i.e., increase by (~\$3.18k YOY).
- iv. YTD Financial Assets are now substantially better than at the Beginning of the Year by

\$296.03k due predominantly to Market Performance.

- c. Update January: Slight slowdown in Pledge & Other Ops Income is expected. Continue to monitor. Expenses are continuing in line with expectations. As of the time of this report, Bottom-Up Outlook is not available. Will be emailed out to the Board once is ready by Director of Operations (Florence Jessup).
 - d. Audit Update
 - i. Auditor Selected, and Audit Kickoff took place Feb 1st. A special focus will be on process improvements (vs. just controls). The target of 3/15 was identified to the Auditor for “vetted” Audit Report.
5. Nominations for 2024-26: BOT Treasurer
Motion: To Nominate Craig Lending as Treasurer for the 2024-2026 church years.
Moved: Robert Lyubomirsky **Seconded:** Cathy Reda-Cheplowitz
Approved
6. Set Date for Annual Congregational Meeting
Motion: To approve June 9th as the date for the annual Congregational Meeting, with the meeting to take place between the two services.
Moved: Emily Clasper **Seconded:** Craig Lending
Approved
7. 501(c)3 update (Elise and Keith)
 - a. Attorney Elizabeth Randisi has been hired, and the process is in motion to complete the application.
 - b. The attorney will serve as the contact person for IRS during this process. She will keep us informed on the submission and approval progress.
 - c. Final paperwork will be signed by the Congregation’s Treasurer.
8. Nominations for 2024-25: BOT President
Motion: To Nominate Lynn Kinsman as President for the 2024-2025 church year.
Moved: David Pinto **Seconded:** Ken Buckle
Approved
9. Ministerial Evaluation discussion (led by Personnel Committee)
 - a. Preliminary results of Staff Survey
 - i. Same survey questions from the past two years
 - ii. 11 respondents out of 19 staff members
 - iii. Two staff members left their name, others submitted anonymously. Personnel committee will follow up with those who specified their names.
 - iv. Personnel Committee will follow up with a total of five key employees, some of whom were involved in the interviewing process last summer to see if progress has been made.
 - v. Suggestion was made to specifically add Mental Health to the policy on Healthy Work Environment. Policy Governance Committee will follow up on this.
 - b. Senior Minister Evaluation
 - i. Personnel committee has drafted a new format for the Senior Minister Evaluation to move from the UUA - prescribed Fellowship process to a process in accordance with our Policy Governance Model and the Limitations policies indicated in Policy II.E.
 - ii. New Evaluation Process:

- Senior Minister conducts Self-Evaluation by filling out a form developed by Personnel Committee
 - Board reflects on Self-Evaluation and offers feedback via another form.
 - Board will discuss evaluation with Senior Minister in an Executive Session of a Board meeting.
- iii. Discussion of questions based on Limitations Policies and General Feedback
 - III.A General Senior Minister Conduct.
 - III.B Staff and Volunteer Treatment.
 - III.C Treatment of Members, Friends and Visitors.
 - III.I Senior Minister communication with the Board.
 - General Feedback
 - iv. Tabled: Discussion of Ends-based questions, pending receipt of minister's self-evaluation.

10. Linkage Committee update

- a. Committee has met at least monthly to plan evaluation and activities
- b. Our Road Ahead: Difficulty compiling Data from across years.
- c. Four Ends were divided into five sections for analysis. Three have been reviewed. The committee is developing a reduced document exploring progress and what has been learned about the Ends. Hope to present that to the Board in March.
- d. Focus Group/Discussion Group format in development to use in Connections time slots.
- e. Need to organize and consolidate information and data.
- f. Lynn will try to schedule a meeting to discuss Policy Governance and evaluation issues with our UUA representative.
- g. Support from the Board will be needed when Discussion Groups are conducted.
- h. Timing of Evaluation, Linkages Discussion Groups, and Stewardship activities will need to be carefully coordinated.

11. Policy Governance Committee

- a. Changes to Crescendo Fund charter underway. Draft has been sent to Pablo, who will review with the committee for feedback when they meet.
- b. Date for congregational policy forum: March 3 during Connections
 - i. Special email invitation to newer members (joined in last few years)
 - ii. One session with a hybrid format, recording will be made and shared in newsletter.
- c. Some drafts for updated fund charters in the works.

12. Other Business

- a. Rescheduling April BOT meeting from April 8 to April 11.
- b. April 29: Extra Board meeting to discuss budget
- c. May 26 and 28: two congregational forums for Budget proposal
- d. Meal Train for the vanTine family is FULL! (Ends Feb. 27)

13. Reviewed Action register

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

- a. Very full meeting. We could not have dealt with more information. Difficult to do the evaluation part with the information we had. Please double-check the minutes. Lots to grapple with - feeling unsettled. Good generative discussion. Some unfinished business, but that's OK. Lots to

return to, including strategy conversations from last meeting.

15. Chalice Extinguishing

16. Adjourn. With no objection, meeting adjourned at **9:10pm**

APPROVED