



First Unitarian Church of Rochester
Board of Trustees Meeting
Monday, April 11, 2024
6:30pm
Location: Zoom

Attendance: Keith Abel, Ken Buckle, Emily Clasper, Erin Collier, Barbara Gawinski, Lynn Kinsman, Craig Lending, Robert Lyubomirsky, Carl Olsen, David Pinto, Cathy Reda-Cheplowitz, Elise Wall (joined at 7:40pm), Rev. Shari Halliday-Quan

Absent:

1. Establish a Quorum and Call Meeting to Order at 6:32 pm— Lynn Kinsman
Timekeeper for the Meeting: Lynn Kinsman using Zoom timer
2. Chalice lighting – David Pinto, [reflection](#) from *Transforming Conflict* Intro and Chapters 1-2
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. [March 11, 2024 Meeting Minutes](#)
 - b. [Update from Leadership Nominating Committee](#) - slate of candidates
 - i. Board of Trustees:
 - Cathy Reda-Cheplowitz (3 year term)
 - Lynette Blake (3 year term)
 - Mariane Randall (3 year term)
 - Ernesto Michelucci (1 year term)
 - ii. Nominating Committee (2 year term):
 - Ira Stole
 - Christopher Cooper
 - c. [501\(3\)c application update](#)
 - i. The application to receive 501(c)(3) designation has been signed and will be submitted soon. The approval process can take up to six months.
4. Policy Governance Committee Motions

Motion: To approve adding Strategic Board Investment Charter Fund (31040) to a list of Board-Restricted Charter Funds.
Moved: Robert Lyubomirsky **Seconded:** David Pinto
Approved

Motion: To terminate Building Maintenance Reserve Fund (31020) – Board Restricted Fund.

Moved: Robert Lyubomirsky **Seconded:** David Pinto
Approved

Motion: To accept the revisions to the charter of the Edward T. Schell III Crescendo Fund as outlined by the Policy Governance Committee and the 2024 Crescendo Fund Committee.

Moved: Lynn Kinsman **Seconded:** Keith Abel
Approved

5. Treasurer's Report (Robert Lyubomirsky)

- a. Documents:
 - i. [TRS #1](#)
 - ii. [TRS #2](#)
- b. Financial performance- January (Time progression: 58.33% of the Year):
 - i. Pledge Income YTD 82.66% of Full Year Budget (FYB), resulting in \$25.25k increase YOY. Total Other Operating Income UTD was 78.19%, resulting in \$20.3k increase YOY.
 - ii. Total Income is 78.21% of the FYB, this is \$13.2k more than PY YTD.
 - iii. YTD Expense was 62.39%/\$19.9k higher Prior Year YTD, but better than Time Progress YTD (66.67%).
 - iv. Update March: Net Income is continuing to be positive YOY. Expect 3Q Investment Fund reconciliations result in improving position in First Unitarian Financial Assets.
- c. Audit Update
 - i. Process of responding to the recommendations is ongoing, with next steps expected in May.
- d. Stewardship campaign progress report
 - i. Recognition of Elise Wall for her dedication to this process and the hard work she has put in.
 - ii. When people connect with a steward, people tend to increase their giving.
 - iii. Low response rate this time - only about $\frac{1}{3}$ of families have responded, which is concerning in conjunction with some significant recent reductions in commitments.
 - iv. Necessary to focus more on getting responses. Support is needed to help the stewardship team with outreach campaigns.
 - v. More communication forthcoming regarding the deadlines. There may have been some confusion around this.

6. Discussion: Moving ideas forward from our January strategy discussion and Renee Ruchotzke's meeting with us.

- a. Review of funding constraints (NYS law, Church Governing Policies, Church By-Laws, current practice)
- b. Discussion of strategic options for financial sustainability and the use of endowment funds to support the long-term mission of church.
- c. Board consensus that staff levels should be maintained if possible.
- d. Policy Governance Committee will look at By-Laws and explore options for changes regarding memorial gifts.
- e. Working group will examine policies regarding the endowment draw and develop a

- recommendation. This group should seek the input of the Investment Committee, and the Board Treasurer. Volunteers: Keith Abel, David Pinto, Ken Buckle
- f. Phone Campaign to support Stewardship efforts. This will be coordinated offline. BOT members will send Elise an email to volunteer.
7. Reviewed Board agenda for next few months of activities
 8. Annual Ministerial Evaluation Review (led by Personnel Committee) - continued from last meeting
 - a. Executive Session entered at 8:16pm
 - b. Executive Session ended at 8:59pm
 9. Other Business
 - a. Resolution of thanks for the Eclipse planning committee - Lynn will draft
 - b. Next chapters of "Transforming Conflict": Chapters 3, 4, 5. Emily will lead a reflection from that section at the next meeting.
 - c. Minister's Report (written report submitted)
 - d. Linkage Committee (written report submitted)
Discussion Groups will be held on the following dates:
 - i. 4/14 In Person: Barbara (host and facilitate) Elise-scribe, David overflow
 - ii. 4/23 On Zoom: Elise (host and facilitate) David-scribe
 - iii. 4/28 In Person: Barbara (host and facilitate) Ken-scribe
 10. Reminders
 - a. May and June Board Meetings in person
 - b. Budget meeting of the Board is April 29 in the evening 6:30 pm on Zoom
 - c. Meet the Candidates event May 19 during Connection time.
 - d. Budget forums with congregation are May 26 during Connection time and May 28 (evening on Zoom)
 - e. Rev. Shari will be on study leave April 17-25
 11. Reviewed Action register
 12. Check out: (meeting process or sharing something you heard around church)
 - a. Appreciation for honesty and vulnerability, accolades for Elise for stewardship efforts, appreciation for deep thinking and everyone wanting to make things better. We are here to support Rev. Shari. Communication opens doors. Honesty and transparency, important conversation. Rev. Shari, we love you.
 13. Chalice Extinguishing - Rev. Shari Halliday-Quan
 14. Adjourn. With no objection, meeting adjourned at 9:09pm