

First Unitarian Church of Rochester

Board of Trustees Meeting

Monday, May 13, 2024

6:30pm

**Location: Susan B. Anthony Lounge** 

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Attendance: Keith Abel, Ken Buckle, Emily Clasper, Barbara Gawinski, Lynn Kinsman, Craig Lending, Robert

Lyubomirsky, Carl Olsen, Cathy Reda-Cheplowitz, Elise Wall, Rev. Shari Halliday-Quan

**Absent:** Erin Collier, David Pinto

**Guests:** Florence Jessup

- 1. Establish a Quorum and Call Meeting to Order at 6:31 pm— Lynn Kinsman Timekeeper for the Meeting: Elise Wall
- 2. Chalice lighting Emily Clasper from *Transforming Conflict*
- 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. April 11th. 2024 Minutes
  - b. Minister's Report
- 4. Treasurer's Report (Robert Lyubomirsky)
  - a. Documents:
    - i. TRS #1
    - ii. TRS #2
    - iii. TRS #3
    - iv. TRS#4
  - b. Financial Performance: March '24 Treasury Report.
    - i. Income/Expenses:
      - March Pledge Income actuals YTD were \$23.2k more PY YTD. Other Operating Income YTD is larger by \$22.7K more than Prior Year due to increased Financial Income (generated by Monthly Interest on our Money Market Fund Account). Total Income is \$41.5k more than PY YTD.
      - YTD Expense results are a bit higher than Prior Year performance (~ by \$18.9K), but lower than budgeted time progression (69.76% vs, 75%), demonstrating good Expenses management by the First Unitarian team.
      - YTD Net Income total was ~\$169.59k (vs. PY YTD \$146.99k), i.e., increase by (~\$22.6k YOY).
    - ii. Balance Sheet:
      - The YTD Balance Sheet Financial Assets values has increased by ~\$629.2k,

predominantly due to Market Performance

- 3Q Investments Reconciliation/Performance:
  - a. Income Endowment (IE) has grown YTD due to Market Performance by \$704.1K.
  - b. Common Fund (CF) value Common Fund (CF) value grew YTD by \$55.78k.
- iii. Update April:
  - Pledge monthly performance is similar to Prior Year, therefore keeping us ahead
    of the budget by ~\$20K. Expenses are ahead of Prior Year.
  - Based on 9+3 Outlook, the Full Year Income is still expected to have a Rollover to Operating Cash Reserve (TRS #4).
- c. Memorial gift
- d. Q3 Projections (Florence Jessup)
  - i. The Church is expected to exceed budgeted income and come in under budgeted expenses.
  - ii. The remainder will return to the operating reserve fund

# 5. Budget Proposal

**Motion:** To approve the proposed budget as presented with three modifications:

- 1. Increase the draw from the operating cash reserve by \$10,000
- 2. Elimination of sabbatical expenses by \$10,000 to \$0
- 3. Allocate this money (\$20,000) towards staff compensation

Moved: Robert Lyubomirsky Seconded: Craig Lending

**Approved** 

Sabbatical expenses will be funded by surplus.

- 6. Linkage Committee report (Barbara Gawinski)
  - a. Results of discussion groups and survey <u>Linkages Committee Spring 2024 Report</u>
  - b. Discussion of Next Steps- How do we best communicate the impact of this feedback on future activities to the congregation? The impact of this feedback should be woven into the messaging around actions that are based on or reflect the comments. This method of data collection needs to be performed regularly in order to be effective in identifying systemic trends that should be prioritized. Should we aim for quarterly discussion groups? Communication regarding progress towards the ends (especially Social Justice) may be more of an issue than the actions towards those ends themselves. This exercise did not make potential changes to the ends any clearer. Criticisms about the pace of progress towards ends, but not the ends themselves. Importance of going through a covenanting process with the congregation before engaging in a process to update the ends. This is a process of continual growth, not a race to a finish.
- 7. Policy Governance Committee report (Keith Abel)
  - a. Background and Discussion on Possible Memorial Gift Policy/Bylaws Change
    - i. Committee members explored policies at other UU Churches, particularly in New York State.
    - ii. Discussion of different approaches to the treatment of memorial gifts. Current First Unitarian Bylaws dictate that memorial gifts are placed into the income endowment

fund in the absence of specific designation of funds by the donor. Do we change the Bylaws regarding undesignated memorial gifts to place a portion of that income into a strategic fund, and not only the Income Endowment fund. Terminology needs to be clarified. There are discrepancies, especially in the Gifts Policy language. Should a monetary threshold be set to define the handling of memorial gifts above or below a certain amount and reduce administrative expenses for smaller monetary donations? Recommendation \$10,000-\$25,000 range to align with current spending policies.

iii. We do not currently have an active Legacy Committee to help with the work of educating potential legacy donors and assisting in the designation of their gifts. This is a clear gap.

### b. Next steps

i. No Bylaws change is recommended at this time, but additional research and discussion will take place. Additional feedback on potential changes is needed before a change will be proposed. The Board of Trustees may want to appoint a Bylaws Committee to work on this.

#### 8. Other Business

- a. Sabbatical planning
- b. June Board of Trustees cross-over meeting location
- c. Nomination for Moderator: Tim Farnum
- d. Eclipse Planning Team Resolution of thanks (vote)

**Motion:** To approve the Resolution to express deep appreciation for Eclipse Planning Team's work.

Moved: Lynn Kinsman Seconded: Not required

Approved

## 9. Reminders

- a. Meet the Candidates event May 19 during Connection time 11:30 after the single service.
- b. Budget forums with congregation are May 26 during Connection time (11:30) and May 28 (7pm on Zoom)
- c. Annual meeting June 9 after service (11:35am)
  - i. Planning is underway (agenda, annual report, tellers, Zoom, etc.)
- d. Next Month: Greater Good team formation and Social Justice Grants Panel awards

#### 10. Reviewed Action register

- 11. Check out: (meeting process or sharing something you heard around church)
  - a. Preparation appreciated. Comfortable. Microphones are a good idea. Good time management, well-structured meeting stuck with agenda. Appreciation for Linkages and Policy Governance Committees. "Meaty Blocks" of time appreciated. Calling on a quiet member is appreciated. A lot was accomplished.
- 12. Chalice Extinguishing Rev. Shari Halliday-Quan
- 13. Adjourn. With no objection, meeting adjourned at 9:05pm