



First Unitarian Church of Rochester
Board of Trustees Meeting
Monday, September 16, 2024
6:30 pm
Location: Susan B. Anthony Lounge


Attendance: Keith Abel, Erin Collier, Lynn Kinsman, Craig Lending, Ernesto Michelucci, Carl Olsen, David Pinto, Mariane Randall, Cathy Reda-Cheplowitz, Rev. Shari Halliday-Quan

Absent: Emily Clasper, Elise Wall, Lynette Blake

Guests:

1. Establish a Quorum and Call Meeting to Order at 6:41 pm — Lynn Kinsman
Timekeeper: **Erin Collier**
Process Observer: **Erin Collier**
Note taker: **David Pinto**
2. Chalice lighting and opening reading – Keith Abel
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:
 - [August 2024 Board of Trustees Meeting Minutes](#)
Lynn requested minor reordering of items in minutes, no change in content.
 - [Resolution on UUA retirement system](#)

Consent Agenda passed by Unanimous vote

4. Board/Minister Goal setting for 2024-25 governance work
 - Lynn led a review and discussion of the Board's Goals and Foundations as developed during the Board retreat.
Lynn presented a visual representation of the proposed BOT goals for the coming year.
 2024-25 Board Governance Goals and Foundations.pdf

The goals were generally divided into 4 topics or pillars- fiducial, strategic, generative, and special. There followed extensive discussion and questions to clarify points mentioned in the goals, such as defining our social justice partners and the concept of moral ownership and accountability. (Additional details are in the AI summary)

- Each Committee of the Board reported on their first meeting and talked about how their committee connects with the goals

Linkage Committee:

- Committee consists of Lynn, Cathy, Keith (chair), and Lynette.
- Discussed the idea to craft a simplified version of the current Ends statement to make them easier to understand and easier to interpret and monitor.
- Discussed the possibility of a congregational survey
- Discussed holding tri-annual listening/monitoring sessions, possibly in October, January, and April.
- Lynn proposed the idea of replacing one listening session with a second annual congregational meeting. The regular June meeting would focus on business (fiduciary), whereas the second meeting (January?) would focus on congregational vision (generative and strategic).

Personnel Committee:

- Committee consists of Erin, Ernesto, Carl
- Committee has not yet met formally to select a chair; Erin served as chair for the current BOT meeting.
- One committee goal is to revise the Minister Evaluation process..
- Lynn noted that Personnel Committee should also be mindful of planning a Staff Survey and Staff Appreciation event.
- Rev Shari noted that Personnel Committee might serve as the BOT liaison to the Sabbatical planning team she will be assembling.
- Discussed possibility of postponing a review of the Letter of Agreement until after Rev. Shari's upcoming Sabbatical.
- Extensive discussion regarding redesigning the Ministerial Evaluation and the need to develop a more effective process.

Policy Governance Committee:

- Reviewed Minutes from Policy Gov Comm Meeting Aug 28
 - Committee consists of Lynn, Emily, David (chair), Craig, and Mariane.
 - Set tentative date of February 9th to review Policy Governance Model with Congregation
 - Began review of Charter Funds, to be continued at next meeting.
 - Made plans to review simplified Ends from Linkage committee once they are ready.

- Board discussion on goal setting and priorities
 - Lynn introduced bi-monthly BOT President report to the congregation - “Board Planks”
 - Upcoming first installment will discuss the operation of the board and our goals for the upcoming year.
 - Open discussion on Sabbatical leave planning
 - Rev. Shari gave approval to include Sabbatical Planning goal in Board Planks report. She may also provide a separate announcement so that it is not the first time the congregation hears about it.
 - Rev. Shari would like to assemble a Sabbatical Planning team and asked for input from the board for potential members. Team would possibly continue to serve throughout the sabbatical to provide additional guidance and leadership. Team should consist of members known and trusted by the congregation.
 - Rev Shari noted that her Sabbatical may create anxiety among the congregation. Role of the BOT is to hold clear that the top leadership has not left and the other ministers and staff are there to provide continuity.
 - Establishment of Sabbatical team added to the Action Register. Timetable set so that the team is assembled by October, with a list of potential names provided to Rev. Shari by the end of September.
 - MOTION: Motion to accept 4 pillars as outlined by Lynn as the goals for the coming year of the BOT.

BOT 2024/2025 Goals:

- **Fiduciary: Recraft monitoring, reporting, SM eval processes for effectiveness and efficiency.**
- **Strategic: Take steps toward freeing up funds for near-term Ends-based projects.**
- **Generative: Define and connect with moral owners in- and outside the church.**
- **Special: Sabbatical preparation and execution.**

- Motion seconded by Mariane Passed by unanimous vote.

5. Operating Cash Reserve Discussion

- The charter for the Operating Cash Reserve was reviewed. Discussion to clarify where is documented the recommended amount to be held in reserve to cover emergency expenses and who is responsible for deciding how any surplus over that amount will be spent. This

was not resolved in the meeting, but further work will be done by the Policy Governance Committee to clarify these things.

6. Treasurer's Report

- The Treasurer's report was not fully prepared due to various absences and other pressing tasks.
- Craig will supply full documentation to BOT when the report is ready.

7. Minister's Report

As lead minister, I request that the board authorize the treasurer and director of operations to:

- Create a Landscape Fund as a Donor Restricted account in the 32000 numbering series of our Chart of Accounts
- Create guidelines for its use, identical to those created at the receipt of the gift, with the exception of the location of the funds.
- - Motion made by Lynn in support of proposal. Seconded by Craig. Passed by unanimous vote
 - Policy Governance Committee, of which the Treasurer is a member, will draft new Charter based on language from the original bequest.
- IT system change and data conversion
 - Simple Church, which was implemented in 2008, is no longer sufficient for the church needs.
 - Rev Shari requested Board approval for data conversion to Church Planning Center software, as well as for adopting Quickbooks and Mail Chimp in support of the new system.
 - Noted that most of the requested funds will be used for technical consulting for the conversion process.
 - Craig will supply video overview to BOT of new system.
 - Goal is to have the new systems in place prior to the Spring Stewardship Campaign.
Motion: To approve spending from Operating Cash Reserve for CRM conversion project and system changes up to \$30,000
Moved: Lynn | **Seconded:** Craig. Passed by Unanimous vote.
- Other Items discussed during Ministers report as follows:
 - Still some staff positions to fill, including Communications and administrative support.

- Amanda will be the new hire for RE Director (moving from Acting). A celebration should be planned.

8. Dallas Trip Reports (Lynn, David, Rev. Shari)

- Postponed due to time

9. Announcements and Reminders

- Next Board meeting is Monday Oct. 14, which is Indigenous People's Day

10. Action Register - Board members reviewed the in-progress tasks and upcoming deliverables

11. Check out

- General consensus that meeting was productive and aligned with Board mission

12. Process Observer Comments - Meeting went well with some discussion tangents. Time allotted for each topic could have been monitored better.

13. Chalice Extinguishing (Rev. Shari)

14. Adjourn. With no objection, the meeting adjourned at 9:04pm

APPROVED