



First Unitarian Church of Rochester
Board of Trustees Meeting
Monday, December 9, 2024
6:30 pm
Location: Zoom

Attendance: Keith Abel, Lynette Blake, Emily Clasper, Erin Collier, Lynn Kinsman, Craig Lending, Carl Olsen, David Pinto, Mariane Randall, Cathy Reda-Cheplowitz, Elise Wall, Rev. Shari Halliday-Quan

Absent: Ernesto Michelucci

Guests:

1. Establish a Quorum and Call Meeting to Order at 6:35pm — Lynn Kinsman
Timekeeper: Lynette Blake
Process Observer: Mariane Randall
2. Chalice lighting and opening reading - David Pinto
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:
 - [Nov. 11, 2024 Board of Trustees Meeting Minutes](#)
 - [Ministers' Housing Allowances for next calendar year](#)
 - 501(c)3 designation for the church has been approved and IRS determination letter received by the church office

Consent Agenda passed by Unanimous vote

4. Policy Governance Committee Report
 - Next Steps on gifts-to-endowment project:
 - Schedule time to gather information and feedback from key stakeholders within the congregation
 - Talking points for discussion are in the BOT shared folder
 - Board members volunteered to approach some of the congregants mentioned, recommended additional people to get in touch with
5. Linkage Committee Report
 - December 15th Congregational Meeting
 - Setup help needed before the meeting
 - Linkage team meeting Friday to finalize the facilitator notes and other plans
 - Review of discussion topics and meeting logistics with the Board
6. Personnel Committee

- Solstice staff appreciation - December 21
 - Carl will make cards available for Board members to sign at service the week before.
 - Volunteer staff will be invited to the reception. A/V team will get a gift as well.
 - Drop off food items before the first service.
- Ministerial goals/evaluation process
 - Job description and goals have been documented. This will be the basis of the evaluation, along with core competencies. Board members should read this documentation. The personnel committee will convene to begin the process, which will follow a similar timeline as last year.

7. Minister's Report

- Fence replacement for the playground - The gate is broken, which impacts the nursery school's operations and safety. One quote has been received, and others have been sought, but none received. One additional provider will be consulted for a quote. Estimated total cost: \$15K. This is a time-sensitive project due to winter freeze.

Motion: To approve the expenditure of an amount not to exceed \$15,000 to replace the fence surrounding the playground.

Moved: Keith Abel

Seconded: Cathy Reda-Cheplowitz

Motion Approved.

- Discussion: Sabbatical for non-ministers on staff
 - Some other UU Churches have provisions for sabbaticals in the contracts for non-minister staff members. Rev. Shari would like our congregation to consider an arrangement that allows more staff members to take a limited amount of sabbatical time. The Board discussed the implications of this and possible alternatives, such as professional development. Rev. Shari will take this feedback into consideration and develop a plan for moving forward.

8. Treasurer's Report

- October Report
 - Income
 - Pledge Income YTD Giving was **53.86% of Full Year Budget (FYB), \$6.9k more than Prior Year YTD.**
 - Other Ops Generated Income YTD is **34.36% of budget.** Other Ops Generated Income Monthly result was **\$4.3k more than PY month's and \$1.3k more than PY YTD.**
 - Transfer from Restricted Fund Category is **40.77% of budget** and was \$30.4k during October and \$167.5k YTD. It is **\$16.7k more than PY YTD** due to change in transfer amount.
 - **YTD Total Income is 47.30% of the FYB. It is \$24.9k more than PY YTD.**
 - Expenses

- **Full year Expenses are 30.98% of FYB (Full Year Budget). YTD Expense total is \$380.4k (vs. PY YTD \$354.1k)**
 - Net Income
 - The month's Net Income (NI) was (\$20.7k) vs. PY Month's NI of \$14k, while YTD NI was \$200.4k vs. PY YTD \$201.7k
 - Balance Sheet
 - The month's YTD Balance Sheet Financial Asset values have increased \$618.4k due to market performance of investment funds.
 - Board Restricted Funds
 - **Performance Net = (\$28,627.83)**
 - Income Endowment Fund – (\$29,425.58)
 - \$1,000.00 due to Memorial gifts received
 - (\$30,425.58) due to monthly endowment draw
 - Operating Cash Reserve – (\$16,562.71) due to quarterly transfer to Fund for Growth
 - Property Maintenance and Improvement Fund – \$17,360.46 due to quarterly transfer
 - Donor Restricted Funds
 - **Performance Net = (\$370.00)**
 - Stewart Bldg Use Support Fund – (\$1,170.00) – Stewart Fund Discount to Compassionate Friends
 - Greater Good Project - \$800.00 due to gifts received
 - Plate for Wider Community
 - Receipts \$2,750.09
 - Disbursement (\$2,750.09)
 1. \$10.00 for Equicenter from plate of 9/1/24 (additional gifts)
 2. \$37.50 for UUA Disaster Relief from plates 9/15 & 9/29/24 (additional gifts)
 3. \$1,243.59 for Friends of Ganondagan from plates 10/6 & 10/13/24
 4. \$1,459.00 for Susan B Anthony House from plates 10/20 & 10/27/24
 - Some spending habits have shifted in preparation for uncertain future market conditions.
 - Review of pledge unit and annual contribution trends
 - New format for financial report summary
9. Other Business
- Emily Clasper will need to step down from her role as Clerk. This vacancy will need to be filled at the January Board meeting.
 - Sign up to be a steward for the February campaign with Elise Wall or Gregory North.
10. Action Register - Board members reviewed the in-progress tasks and upcoming deliverables

11. Check out - How did the meeting go for you?

- Congenial, productive, one of our better Zoom meetings, everything worked well, some more distracted on Zoom, but it was helpful to some. Thoughtful, Respectful conversation, good taking turns - maybe we can carry that over to the next in-person meeting. Many of us miss being in a room with everyone, but appreciate the flexibility of being in Zoom. Feedback appreciated, everyone contributed, we missed the food! We could be more prepared if materials are available for everyone earlier.

12. Adjourn. With no objection, the meeting adjourned at 8:57pm

13. Chalice Extinguishing (Rev. Shari)

APPROVED