



First Unitarian Church of Rochester  
Board of Trustees Meeting  
Monday, February 10, 2025  
6:30 pm  
Location: Zoom

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

**Absent:** Rev. Shari Halliday-Quan

**Guests:**

1. Establish a Quorum and Call Meeting to Order at      pm — Lynn Kinsman  
Timekeeper:  
Process Observer:
2. Chalice lighting and opening reading -
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:
  - [Jan 13, 2025 Board of Trustees Meeting Minutes](#)

**Consent Agenda passed by Unanimous vote**

4. Personnel Committee
  - Staff Survey
  - Ministerial Evaluation
5. Discussion of Friday Jan 30, 2025 Rental
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6. Policy Governance Committee Report
  - Limitation policies around Social Justice/ civil disobedience, use of the Church's name
  - Fiscal policies - discussions with key congregants summary and next steps
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  - Policy Governance annual educational forum set for Feb 16 during Connections (in person and Zoom)

## 7. Linkage Committee Report

- Next steps for simplified Ends, summary of Dec. congregational meeting, and Spring linkage event
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- Simplified Ends next steps
  - One person offered feedback on this after the Congregational meeting. We still need more input.

## 8. Treasurer's Report

- November Report
  - Income
    - Pledge Income YTD Giving was **63.19% of Full Year Budget (FYB), \$11.7k more than Prior Year YTD.**
    - Other Ops Generated Income Monthly result was **\$9.8k more than PY month's and \$11.0k more than PY YTD.**
      - This is primarily due to receiving the rent check from New Horizons in November rather than receiving it in December in the prior year.
    - Transfer from Restricted Fund Category was **\$30,425** during November and **\$197,960k YTD.** It is **\$19.2k more than PY YTD** due to change in transfer schedule.
    - YTD Total Income is **56.57%** of the FYB. It is **\$41.9k more** than PY YTD.
  - Expenses
    - Full year Expenses are **36.06% of FYB (Full Year Budget).** YTD Expense total is **\$442.7k (vs. PY YTD \$454.7k),** i.e. decrease in spending by \$12.0k.
      - This is primarily due to the delay in hiring an Administrative Assistant for Pastoral and Membership programming and the vacancy in the Communications Specialist position
  - Net Income
    - The month's Net Income (NI) was **\$51.4k** vs. PY Month's NI of (\$3.9k), while YTD NI was **\$251.8k** vs. PY YTD \$197.8k, i.e. **YOY increase \$53.9k.**
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  - Balance Sheet
    - The month's YTD Balance Sheet Financial Asset values has **increased \$645.9k** due to market performance of investment fund.
  - Board Restricted Funds
    - **Performance Net = (\$32,645.58)**
      - Income Endowment Fund – (\$28,925.58)
        - \$1,500.00 Memorial Gift

- (\$30,425.58) Monthly Income Endowment Draw
  - Operating Cash Reserve – (\$3,720.00) due to Planning Center/CRM implementation project
  - Building Maintenance Fund – \$0
  - Property Maintenance and Improvement Fund – \$0

- Donor Restricted Funds

- **Performance Net = \$61,304.36**

- Greater Good Project - \$1,590.00
    - Landscape Fund - \$59,714.36 \* New fund created with monies transferred from Memorial Garden Fund
    - Plate for Wider Community
      - Receipts \$2,876.48
      - Disbursement (\$2,876.48)
        1. \$12.50 for Susan B Anthony House on 10/27/24 (late gifts)
        2. \$1,354.55 for The Compassionate Friends on 11/3 & 11/17/24
        3. \$1,509.43 for Climate Solutions Accelerator 11/10 & 11/24/24

## 9. Minister's Report

- Annual review of operational metrics dashboard
  - Membership 671
  - Children and Youth - general decline, somewhat consistent with population trends in Rochester, but an area for growth
    - A significant drop in RE enrollment
    - Attendance at Sunday service for youth a slight drop
  - Holiday season performance
    - Greater Good giving down a little
      - No personal appeal from organizations during service
      - No letter from Senior Minister
    - Christmas Attendance was up
      - Family service was very well attended
      - Other services increased from last year
  - Soul Matters Enrollment
    - Increase in enrollment from 2022
  - Data is expected to improve with move to Church Center
  - Could we collect data on attendance at Connections programming? This is planned for the Fall.
- All staff except Lead Minister were given a small Holiday Bonus
- Minimum wage has raised to \$15.50, and pay for RE staff has been raised accordingly
- Update on Stewardship campaign plans/timing

- Campaign officially launches February 23
- Preliminary engagement is already underway
- Lots of stewards needed - much support will be needed, especially as this coincides with move to Church Center and many people will need to re-enter their information
- Update on Church Center conversion progress and plans for training/adoption
  - Soft launch of congregation-facing features February 16th
  - Efforts are being made to move forward with social and communication functions
  - Volunteer leaders will get training. The interface for most users is somewhat intuitive, but volunteers may need to guide some congregants to connect and navigate the interface the first time. A Connections program may help as well.
- Rev. Shari will be away Feb 7-18 - attending the Senior Ministers of Large UU Congregations conference

## 10. Other Business

- Nominations for President and Clerk will be done at March meeting

## 11. Reminders

- Policy Governance Forum Feb 16 10:30 (SBA Lounge and Zoom)
- Rev. Shari away February 7-18 in Los Angeles for study-leave and vacation
- Lynn, David, Rev. Shari annual check-in with Renee Ruchotzke Sat. Feb 22 10am
- Signing the Membership Book Events Spring 2025
- There will be an extra budget review meeting in late April
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12. Action Register - Board members reviewed the in-progress tasks and upcoming deliverables

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

14. Process Observer Comments

15. Adjourn. With no objection, the meeting adjourned at 9:02pm

16. Chalice Extinguishing