



First Unitarian Church of Rochester
Board of Trustees Meeting
Monday, January 11, 2021
6:30 pm by Zoom

Attendance: Ken Buckle, Jon Horne, Terri Goldstein, Lynn Kinsman, Robert Lyubomirsky, Courtney Miller, Gregory North, Anne Perry, Scott Stamper, Paul Suwijn, Kyle Williams, Rev. Shari Halliday-Quan.

Guests:

Absent: Mara Sanchez (excused)

1. Establish a Quorum and Call Meeting to Order at 6:33 pm — Gregory North
2. Chalice lighting – Rev. Shari Halliday-Quan
Centering Reading – Scott Stamper, “Perhaps the World Ends Here” by Joy Harjo
3. Consent Agenda [*Note: 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.*]
 - December Board minutesConsent agenda passed.
4. Strategic Focus:
Future church vision / capital project - Update Paul Suwijn, Gregory North, David Burnet, Glenn Koch, Rev. Shari Halliday-Quan
Building for Our Future. A limited campaign has begun. This is the “quiet phase”. Materials including brochure have been prepared. Updates will come to the Board periodically through the next few months.
5. Policies:
 - a. Ends Interpretations
 - i. End 3 Board reflections – Board members have reviewed the interpretation and made comments, including sharing experiences of spiritual deepening.
 - ii. Rev. Shari’s End 3 interpretation – Board members had an opportunity to make comments and ask questions. Following discussion, it was decided to give everyone a month to think about it and vote in February.
 - b. Policy Governance Committee – Lynn Kinsman, Robert Lyubomirsky, Gregory North, Anne Perry
 - i. Bylaw Changes

MOTION: To recommend to the congregation the following three changes to the Bylaws:

1. Section 8.2.E.2 Property Maintenance and Improvement Fund, delete “increased or decreased from the previous year’s contribution in proportion to the increase or decrease” and replace that with “equivalent to 0.525% of”.
2. Section 7.2 Search Committee, delete the words “nine” and replace with “seven” and delete the word “thirteen” and replace with “nine” in order to reduce the number of members on the search committee.
3. Section 8.3 Other Funds and Accounts, delete the word “bookkeeping” and replace it with “committee”.

Moved: Anne Perry Seconded: Paul Suwijn
Passed unanimously

MOTION: To call a congregational meeting by the end of March.

Moved: Anne Perry Seconded: Terri Goldstein
Passed unanimously

- ii. Draft Ends Monitoring Calendar
Robert presented draft of monitoring calendar. It will help the Board assure that it handles all of its responsibilities. The document is available for Board member review in the shared google drive under resources.

6. Minister’s Report.

- a. Board members had an opportunity to read the report prior to the meeting and ask any questions.
- b. At 8:42, the Board entered executive session for a personnel matter. At 8:47, the executive session ended with no action taken.

7. Monitoring:

- a. Treasurer’s report — Robert Lyubomirsky
 - i. Financial Short Term: Income & Expenses YTD are in line with last year. Year-to-Day Financial Assets position has improved.
 - ii. Financial Long Term: The final Betty Miller estate settlement check in the amount of ~\$1.04M was provided on November 9th and deposited into Income Endowment.
 - iii. PPP loan forgiven. \$117,325 was moved to Operating Cash Reserve in November from being a Liability
 - iv. PPP loan #2. The new stimulus bill has a second round of PPP loans that is more stringent. It appears that First Unitarian does meet the criteria, although Treasurer Robert Lyubomirsky would like to validate the numbers once the December books are closed and will notify the Board of the amount that the church qualifies for.

MOTION: Assuming we meet the qualification requirements, the Board authorizes going forward with an application for a further PPP loan.

Moved: Paul Suwijn Seconded: Ken Buckle

Approved unanimously.

- v. External Audit Update – The Board voted by email on December 21 to hire Mengler, Metzger & Barr (MMB) to conduct the audit review. The Audit Team has made progress working with them and the review is underway. Expect early March completion followed by report to the Board.
8. Linkage Subcommittee – Kyle Williams, Jon Horne, Terri Goldstein, Ken Buckle & Paul Suwijn
- a. Congregational Survey Update. The survey document is now nearly complete. Simplified some questions. Updated demographic questions. Added some open-ended questions and some questions relevant to the current year. It's now ready for BOT final review. The Board members were asked to review the document and share any comments by Saturday, January 16.
 - b. Cards of Caring and Concern (info only) – Since the previous meeting, the following cards were sent on behalf of the Board of Trustees:
 - i. On the death of Emil Homerin – Gregory North sent a card to past president Nora Walter
 - ii. On the death of Doug Evans – Paul Suwijn sent a card to Betty Evans and family.
9. Adjourn. With no objection, meeting adjourned at 9:08.
10. Closing and extinguish the chalice – Rev. Shari Halliday-Quan