

# First Unitarian Society of Ithaca

Minutes - Board of Trustees Meeting

September 12, 2017

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**Opening:** President Laura Free called the regular monthly meeting of the First Unitarian Society of Ithaca (FUSIT) Board of Trustees (BoT) to order at 6:02pm in the parlor of the Society. A quorum was present being a majority of the full Board. Laura Free provided a reading while Jennifer Streid-Mullen lit the chalice.

**Trustees present:** Marie Benedetti, Laura Free (President), Scott Grover, Oliver Habicht (Clerk), Rick Hendrick, Wendy Salomon, Jennifer Streid-Mullen (Treasurer), Whitney Wiggins (Vice President), Angela Zhang.

**Members absent:** None.

**FUSIT members & guests:** Mark Pedersen (Administrator), Fred Balfour (Scribe), Rev. Margaret Weis (Minister)

## **Handouts:**

1. Enclosures (Table of Contents for Package)
2. Board of Trustee Meeting Agenda - September 12, 2017
3. Minutes - Board of Trustees Meeting - July 19, 2017
4. FUSIT Financials thru 8/31/17
5. Minister's Report - September 2017
6. DRAFT - Standard Operating procedures - FY 2017-18 -- DRAFT

## **Agenda Item # 1: Approval of Minutes**

The minutes of the Board meeting conducted on July 19, 2017 were presented. Corrections were made. Moved to approve the minutes as corrected. Motion carried.

## **Agenda Item # 2: Upcoming Dates**

Date	Event	Comments
9/19/17, 7:00pm	Balcony Meeting	Changed from 4th Tuesday due to Sundae Sunday
9/24/17	Sundae Sunday	Board is scooping ice cream.
12/3/17, afternoon	Start-Up Sunday	Sunday afternoon instead of all day. Food will be provided.

## **Agenda Item # 3: Unsung Heroes**

1	Mary Kirkpatrick	For thoughtful maintenance and upgrade of our beloved FUSIT building.
2	Recycle Sale Team	For the whole process and all it means to the community as a whole.
3	Unirondack Planning Team	For creating, again, a wonderful retreat.

**Agenda Item # 4: Board Covenant Approval and Signing**

Laura Free announced that this topic is postponed until next month. Covenant being updated following review at the Board Retreat.

**Agenda Item # 5: Invited guests for this month**

Laura Free announced that this topic is postponed until next month. We reached out to the Religious Education Team who would appreciate meeting with us next month since they are especially busy in fall startup mode.

**Agenda Item # 6: Recycle Sale Final Outcomes**

Marie Benedetti reviewed the annual sale covering specific points:

- Should net over \$19,000. Final bills are being paid and some items remain to be sold.
- The recycle team was very upbeat and enjoyed working together.
- Positive comments from people attending such as “This is my favorite sale of the year”.
- Issues and learnings.
  - Cleanup on Monday and Tuesday was understaffed.
  - Regarding work during pre-sale-days, try to have more people in the building at any given time.

Trustees commented and congratulated Marie and the Team. The Board received this report as information with no action.

**Agenda Item # 7: Review and confirm Committees of the Board: Finance and Endowment**

Jennifer Streid-Mullen presented the proposed committee memberships.

**Endowment Committee:**

Chair: Rich Dolge  
Treasurer: Pat Jordan  
Bob Nickerson  
John Levine  
Rick Hendrick

**Finance Committee:**

Acting Chair: Jennifer Streid-Mullen  
Nathan Faucett  
Jim Skaley  
Bob Nickerson  
John Levine  
Don Barber

Trustees questioned and commented as follows:

- Proposed committee membership is comprised of many long-term members. How does FUSIT bring newer members into Committees?
- Should we consider promoting Committee and Team membership and other volunteer activities at the annual “activity fair”, Start-up Sunday, and other regular society activities?
- Should we have a bulletin board highlighting Committee and Team accomplishments?

**MOTION:** Approve the Endowment Committee and Finance Committee memberships as presented. Motion **PASSED**.

**Agenda Item # 8: Financial Report**

Treasurer Jennifer Streid-Mullen reviewed the financial statement dated 8/31/17 distributed in meeting packet. She responded to Trustee questions and comments. Specific issues discussed were:

- Stained glass window maintenance and repair contract assigned, time of work still to be determined.
- Should FUSIT celebrate the end of the stewardship campaign?
- The Board should continue consider balancing funding for our mission and funding for capital expenditures. Setting up long-term capital budget items for known repairs and maintenance should allow us to create a space to think about funding for mission.

The Board received this report as information with no action.

**Agenda Item # 9: Plate Count Volunteer Policy creation; list approval**

Laura Free presented the issue covering specific points:

- Traditionally, the plate-count of Sunday service contributions has been done by two Board members.
- It has been suggested that the two-person team counting the plate be made up of a current Board member and a volunteer from a pre-approved list made up of past Board members, past committee chairs, and the like.

Trustees questioned and commented as follows:

- The formal procedures for counting the plate and depositing the cash should be reviewed regularly and should be clear.
- A sample list of volunteers was discussed having qualifications as mentioned above.

**MOTION:** Each Sunday FUSIT will have 2 volunteers count the plate and deposit the funds. At least one must be a current member of the Board of Trustees (BOT), Finance, or Endowment Committees. The second one can also be a current member of the BOT, Finance or Endowment Committee, or may be on an Approved List. The Approved List should be drawn from members who served on the BOT, Finance Committee, Endowment or Stewardship Committee in the past 10 years, and are willing to participate. The Approved List will be updated by late September every fiscal year and must be approved by the Minister and by a unanimous vote of the BOT (who are present for the vote). Motion **PASSED**.

The sample list of potential non-BOT volunteers was read out.

**MOTION:** The list, as read, be named the Approved List as called for in the above motion. Motion **PASSED**.

**ACTION:** The Administrator reviews the plate-counting directions and makes any necessary changes or updates.

**ACTION:** President Laura Free will designate one or more BOT members to contact names on the Approved List to confirm that that person agrees to be on the list.

**Agenda Item # 10: Need for new Board member**

President Laura Free announced that current BOT member Rick Hendrick will be moving out of the area this fall. Consequently the Board will need to add a new member to fill in the remainder

of the year. The Nominating Committee has been notified. (Nominating Committee can be reminded to check the Bylaws to determine length of time for the newly added Board member to serve.)

**Agenda Item # 11: Board Communications Procedures**

Oliver Habicht discussed document #6 in the handout package “DRAFT - Standard Operating procedures - FY 2017-18”. Oliver made the following points:

Thanks to Fred Balfour for scouring through past Board meetings, the bylaws, and the BOT policy book to gather previously agreed on Board procedures.

The Board should review these with the clear idea that things can be changed to adapt current times and Board policy book items.

Some of these items represent monthly processes and procedures and some items should be added to the Board’s annual calendar as repeating items.

Trustees questioned and commented as follows:

- In the past, the Board had set an action for itself to produce a short summary of “Board notes” to be published monthly and summarizing the Board’s work in an accessible, brief style.
- One suggestion was that, at the end of each Board meeting, the group could spend a brief period itemizing and agreeing on the “Board notes” to be published.

**ACTION:** Someone should review the document and the annual Board calendar and integrate appropriate actions into the calendar.

**ACTION:** Someone should review the document and identify items that need to be modified or deleted.

**Agenda Item # 12: Politics Proposal Policy Ad Hoc Committee creation**

Laura Free summarized the issue as follows:

- At the congregational meeting in May 2017, a motion was brought up proposing that FUSIT take a stand on the New York single-payer health care legislation.
- Both the Board and various FUSIT members were hesitant and uncomfortable with the process of considering such a position and moving such a decision to a congregational vote.

Trustees questioned and commented as follows:

- There was general agreement among the members present that a better process should be defined.
- Consensus was reached that the chair should appoint an ad-hoc committee named the Politics Proposal Policy Committee.

**ACTION:** The President asked for volunteers for an ad-hoc committee called the Politics Proposal Policy Ad-Hoc Committee to develop a formal proposal covering FUSIT’s approach to dealing with political issues. Volunteers to get the committee set up: Jennifer Streid-Mullen, Scott Grover, Laura Free, and Fred Balfour (non-BOT member)

Laura asked that Jennifer serve as temporary Chair and report back to the Board.

**Agenda Item # 13: Governance Committee work: Review Board Policy Book**

President Laura Free reviewed the issue covering specific points:

- Board planned to review policy book for integrity.
- Laura had divided Board Policy Book into four “chunks” and divided the Board into four working groups.
- Each group spent 10 minutes reviewing text and reported out findings that were “out of sync” with the basic approach.
- Each group’s input was noted for future policy book update.

**ACTION:** Each group to forward comments on their portion to Laura Free for incorporation into revised/updated Board Policy book.

**Meeting adjourned at 8:12pm.**