

# First Unitarian Society of Ithaca

Board of Trustees Meeting

October 10, 2017

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## Opening

Trustee Oliver Habicht called the regular monthly meeting of the Board of Trustees (BoT) to order at 6:06pm, October 10, 2017. A quorum was present being a majority of the full board. Rev. Margaret Weis provided a reading while Scott Grover lit the chalice.

### Trustees Present:

Marie Benedetti

Laura Free (President)

Scott Grover

Oliver Habicht (Clerk)

Rick Hendrick

Jennifer Streid-Mullen (Treasurer)

Whitney Wiggins (Vice President)

Angela Zhang

Trustees Absent: Wendy Salomon

### FUSIT Members & Guests:

Fred Balfour, Scribe

Mark Pedersen, Admin

Ann Stephenson, RE Director

Rev. Margaret Weis, Minister

### Handouts:

1. Memo: TO: all board members; FROM: Mark Pedersen; RE: enclosures. (Memo also includes current data on last year's pledge amounts, current year's pledge amounts and current membership.
2. Board agenda 10/10/17 and attendance.
3. BoT meeting minutes from 9/12/17
4. Financial Reports through 8/31/17
5. Ministry report for September 2017
6. Board Calendar for October and November 2017 (six pages)
7. Board Covenant
8. BoT Balcony Meeting Notes

## Agenda Item # 1: Approval of Minutes

The minutes of the board meeting conducted on September 12, 2017 were presented.

**Motion:** Approve the minutes, with corrections. **PASSED.**

## Agenda Item # 2: Upcoming Dates

Date	Event	Comments
Oct 24, '17	Balcony Meeting	
Nov. 11, '17	Service Auction	
Nov 14, '17	BoT Regular Meeting	
Dec. 3, '17	Start-Up Weekend	Evin Carvill-Ziemer officiating.

### Agenda Item # 3: Unsung Heroes

Beth Pallace and the Ice Cream Social Team	Last person that came thru line got the last serving. Well planned! People in line passed the Social Justice & Religious Education tables.
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### Agenda Item # 4: Religious Exploration Team

Trustee Whitney Wiggins introduced Religious Exploration (RE) Director Ann Stephenson. Ann covered a number of points.

- RE Team is managing an invigorating start to the RE year.
- Adult RE: something scheduled each week, Sunday or evenings.
- Teacher training is ongoing.
- RE Team is discussing accommodating youth with special needs.
- RE Team is starting planning for February service learning project.
- 2016-17 saw 20-25 % growth; a number of new families appearing this fall.
- Third Sunday soup event is working, building a framework for inviting people outside FUSIT's immediate community. BoT could consider using this tool.
- RE Team is producing frequent announcements and program description materials. They are using color and fonts to develop a "brand" or style for each RE level.
- BoT and RE seems well-aligned with good communication.
- BoT is hearing the voice of RE in strategic planning -- Partnership Governance is working.

The board received this report as information with no action.

### Agenda item 5: Status on BoT's reminders and calendar format. Mechanism to track commitments.

Laura Free distributed a draft year-long board calendar (Handout # 6). The BoT's various work products and action items are integrated into the calendar. The board received this report as information with no action.

### Agenda Item #6: Board Covenant Signing

Laura Free distributed Handout #7: Board Covenant. The covenant was updated from last year, per discussion at August's Retreat. The board members in attendance signed the Covenant. The covenant will appear on the FUSIT website.

### Agenda Item #7: Debrief last Balcony View meeting: finalize open questions, board policy book, board/ministerial review. Next Balcony View meeting prep.

Laura Free distributed Handout # 8: Balcony View notes. A number of points were covered through group discussion.

- The BoT has defined and developed policy governance and has the board policy book in place. Time to start implementing. Be prepared in the October 24 Balcony View meeting to discuss the year ahead within this framework. The BoT will be laying out a process for strategic planning.
- The board's work, including strategic planning, will generate a series of documents. Archiving and version control are important and a process will be developed.
- The BoT needs to develop and refine a performance review and evaluation structure. A draft evaluation form is in preparation.
- BoT must focus on its defined work products as it moves forward.
- The BoT and Rev. Weis will evolve a process to develop and publicize the annual vision of ministry.
- The point was made that this rich discussion should be continued and at the upcoming Balcony View meeting.

The board received this report as information with no action.

### **Agenda item # 8: Financial Report**

Jennifer Streid-Mullen reviewed handout # 4 noting specific points.

- The Recycle Sale will finish very close to budget. Remaining are a few bills to be paid and a few collections to be made on large items.
- The Annex first floor lease is fully negotiated for 10 years and includes an acceptable cost-sharing plan. Mark Peterson was complimented for his negotiating work with the tenant.
- The elevator maintenance and repair costs are greater than expected; a conversation from earlier meetings continued on long-term budgeting for known and unknown capital and maintenance costs.
- The stained glass window maintenance and repair has started.
- The sanctuary "hearing aid loop" costs are estimated at \$6000 plus the cost of each individual user device.
- Previous discussions were recalled on conscious use of budget surplus being allocated between vision-oriented spending and maintenance-oriented spending. The board should think about simplicity and clarity to present budget & finances and the integration of financial goals and targets as part of the vision of ministry.

The board received this report as information with no action.

### **Agenda Item #9: Paperwork for new Endowment Chair**

Jennifer Streid-Mullen noted that the bank needs board authorization to change the name of the chair of the endowment committee.

**Motion:** Board authorizes the change from John Feavearyear to Richard Dolge as President of the Endowment, and authorizes Richard Dolge as the signatory on the Tompkins County Trust Company safety deposit box, Endowment account, and the Alternatives Credit Union Certificate of deposit. **PASSED.**

### **Agenda item #10: Hearing aid estimate**

This item was covered in the discussion of agenda item #8.

### Agenda item # 11: Update on new board member possibilities

Laura Free indicated she has started working on this issue. Suggestions were offered on ways to collect suggestions from community members.

### Agenda Item # 12 Thank you and safe travels, Rick (Hendrick)

A document of appreciation was presented to Rick Hendrick.

Good wishes were exchanged:

– Rick: “You guys will do wonderful things and I will enjoy watching you pull it off.”

– General acclamation: “You will be missed!”

### Old business: Approving board committees

Whitney Wiggins proposed following committees:

<b>Personnel Committee</b> Jesse Koennecke, Chair Deb Jordan Sue Malloy Mark Pedersen Carolyn Russell Margaret Weis	<b>Stewardship Committee</b> David Salomon, Chair Jennette Knapp Margaret Nichols Diana Nier Jack Roscoe Wendy Schaerer Terry Starr Sam Weeks Jens Wennberg
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**Motion:** Approve the Committees’ memberships as shown. **PASSED.**

It was noted that the Governance Committee has yet to be defined. Thus, a reminder that the BOT continues to serve this role. The Executive Committee will continue to consider ways to define the Governance Committee.

### Agenda Item # 13: Lightning review – Notes for the board summary

Scott Grover noted the following summary of board meeting actions:

- Recognized Rick Hendrick’s contribution
- Signing of the covenant
- Recognized Beth Pallace for her leadership and work on Sundae Sunday
- Board Policy Book reviewed
- Methodology for Board Review Process
- Reviewed budget.

At 8:10pm: Meeting adjourned.