

# First Unitarian Society of Ithaca

Board of Trustees Meeting

November 14, 2017

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## Opening

President Laura Free called the regular monthly meeting of the Board of Trustees (BoT) to order at 6:09pm, November 14, 2017. A quorum (still 5 or more) was present being a majority of the full board (now 8). Laura provided a reading while Jennifer lit the chalice.

**Trustees Present:**

Marie Benedetti	Oliver Habicht (Clerk, Scribe)	Whitney Wiggins (Vice President)
Laura Free (President)	Wendy Salomon	
	Jennifer Streid-Mullen (Treasurer)	

**Trustees Absent:** Scott Grover, Angela Zhang. And vacant seat.

**FUSIT Members & Guests:**

Mark Pedersen, Admin	Rev. Margaret Weis, Minister (via Zoom)
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## 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 11/14/17 and record of attendance.
3. BoT meeting minutes from 10/10/17
4. Financial Reports through 10/31/17
5. Ministry report for November 2017
6. RE Report to Ministry (Team Notes 11/7)
7. Draft letter to Congregants regarding Vision of Ministry input, from Laura Free.

## 1: Approval of Minutes

The minutes of the board meeting conducted on October 10, 2017 were presented.

**Motion:** Approve the minutes. **PASSED.**

## 2: Upcoming Dates

Date	Event	Comments
Dec. 3, '17, Sunday	Start-up "Weekend", 12-4pm	Evin Carvill-Ziemer facilitating. Food provided.
Dec 12, '17	BoT Regular Meeting	No Balcony View scheduled this month.

### 3: Unsung Heroes

Emily Hopkins, Amelia Habicht, and Mark Pedersen	Service Auction gala. Entertaining and successful, raising \$16,000 for FUSIT, well above the \$12,000 budgeted aspirations.
Magdalen Lindeberg	Sunday Service's thought-provoking sermon reflecting on everyday abundance.

### 4: Guests

Building and Grounds Team, Marie Benedetti. Team has been discussing concerns regarding building maintenance and upkeep procedures and funding.

### 5: Service Auction Outcomes

Mark provided information from the Service Auction event. Event was entertaining and successful, raising \$16,000 for FUSIT, well above the \$12,000 budgeted aspirations.

Team reflecting on how to make the event more financially accessible next year. Considering adding items such as fixed-price dinners and excursions, and perhaps also reverse auction for seats of some events.

The board received this report as information with no action.

### 6: Communication workflow and policies

Laura led a discussion regarding the Society's electronic communication assets, including the website, social media platforms, and email lists. Discussion included how to best foster meeting our communication needs, what processes do we care about, who monitors what. Recognition we would benefit from Beth Howard's prior work so an intention expressed to ask for her input.

**MOTION:** Create a Communications Policy Committee of the Board to address issues the Board is expected to provide input to Ministry, under Partnership Governance. To dovetail with the Ministry's communication-related efforts. Membership to be decided. **PASSED.**

Questions this Committee might be expected to address include: What should and should not go on the web site? Mailing list? Do we, as a Society, want a discussion list? If so, what behavior is expected? Focus more on the strategic issues, aligning with our mission.

The Ministry's communication efforts are more focused on the tactical and operations. This includes implementing and maintaining our technology and services, budget, risk-management, updates. As an example, our website is currently maintained by zones designated by area (RE, music, etc.), usually with a paid staff member taking lead on a given zone, in coordination with Mark as the primary website manager. In another example, Ministry is considering using MailChimp to improve our weekly email announcements.

## 7: Review of our last Balcony View meeting

- 1) Our evaluation. Keep in back of mind, for in a few months. Document on our Drive.
- 2) Open Questions. Edited doc, "Open Questions 2017-2018"

**MOTION:** We adopt, within our Partnership Governance framework, the following Open Questions for 2017-2018:

1. How can we meet the needs of a divided world?
2. How can we support/inspire people to become involved and engaged to serve things they care about?
3. What should "church" be/look like in the 21st century?

**PASSED**

## 8: Board Policy Book updates

Board's annual review of its Board Policy Book also provides an opportunity to insert elements developed during the year. Highlights from this review and update include:

- 2.2.1 Clarified section, taking account last month's conversation.
- 3.8. Inserted prior-approved Plate Count policy.

**MOTION:** Adopt changes as reflected in document, "Board-Policy-Book-2017-11-14". **PASSED**

Laura to send PDF version to Mark. Note that the file's title contains today's date.

## 9: Financial Report

Jennifer Streid-Mullen reviewed handout #4 noting specific points. Jennifer alerting us that revenues are still projected as coming up short this year, particularly pledges made that are \$8,000 short. No adjustments necessary at this time. We can fund part of the stained glass windows from the balance sheet, for example.

Capital budgeting meeting set up for this Thursday with invited stakeholders, led by Jennifer. We would benefit from a multi-year plan to inform our annual capital-related funding priorities. Considering accruing some funds each year, regardless of actual expense during the year. One outcome from this process could be to better communicate to our Congregation what things actually cost over time.

Annual budget development process is expected to be similar to last year. Meeting with Ministry's Team Leaders Council (TLC) in December. Submissions would be due early February, informed by the forthcoming Vision of Ministry.

Status report on the Public Witness Policy Group's work to articulate considerations and develop processes and regarding making collective advocacy statements. Group members met with the Social Justice Council (SJC) and is moving forwards in other ways. Goal is for guidelines to be established before May 1st.

The board received this report as information with no action.

## **10: Filling Board member vacancy**

Laura reported that there has been some reaching out to some people and there are still more to contact for interest. The board received this report as information with no action.

## **11: Executive Session**

The Board entered into executive session, without guests, at 7:43pm. The session ended at 8:09pm.

## **12: Board Meeting Summary**

- Recognized the Service Auction's success.
- Created a Communication Policy Committee to dovetail with Ministry's Communication Team's efforts.
- Updated Board Policy book, by integrating last year's adjustments.
- Completed the Open Questions, under Partnership Governance framework.
- Developed strategies to receive feedback on our annual Vision of Ministry.

Meeting adjourned at 8:10pm.