

First Unitarian Society of Ithaca

Board of Trustees Meeting

January 9, 2018

Agenda Item # 1: Opening

President Laura Free called the regular monthly meeting of the Board of Trustees (BoT) to order at 6:05 pm, December 12, 2017. A quorum was present being a majority of the full Board (currently 8). Laura provided a reading as Jennifer lit the chalice.

Trustees Present:

Marie Benedetti	Oliver Habicht (Clerk)	Whitney Wiggins
Laura Free (President)	Wendy Salomon	Angela Zhang (VP)
Scott Grover	Jennifer Streid-Mullen (Treas.)	Andy Tuner

Trustees Absent:

None

FUSIT Members & Guests:

Fred Balfour (Scribe)	Mark Pedersen, Admin	Rev. Margaret Weis, Minister
Jens Wennberg		

Handouts:

1. Memo dated January 9, 2018: TO: All Board Members; FROM: Mark Pedersen; RE: Enclosures.
2. Agenda: *First Unitarian Society of Ithaca: Board of Trustee Meeting Agenda: January. 9, 2018*
3. *Record of Attendance (Sep 2013 to Jan 2018)*
4. Minutes: *First Unitarian Society of Ithaca: Board of Trustees Meeting: December 12, 2017*
5. FUSIT Financials thru 12/31/17 (P&L and Balance Sheet)
6. *Minister's Report - January 2018*
7. Job Descriptions
 - a. *Board of Trustee Member Job Description: (Draft 1/9/18)*
 - b. *Board of Trustee President Job Description: (Draft 1/12/17)*
 - c. *Board of Trustee Vice President Job Description: (Updated 1/9/2018): (Draft 1/12/17)*
 - d. *Board of Trustee Clerk Job Description: (Draft 1/9/2018)*
 - e. *Treasurer Job Description: (Draft 1/6/18)*
 - f. *Worship, Budgets, and Money (Jens Wennberg)*

Approval of Minutes

The minutes of the Board meeting conducted on December 12, 2017 were presented.

MOTION: Approve the minutes as corrected. **PASSED**

Agenda Item # 2: Upcoming Dates

Date	Event	Comments
Jan. 30, '18	Balcony Meeting	6:00 pm
Feb. 13, '18	Regular BoT Meeting:	6:00 pm. Main subject "Visioning"

Agenda Item # 3: Unsung Heroes

Tom Roberts	Working multiple days assisting in installing the "hearing loop" in the sanctuary.
Linda Loomis Flo Smith	Organizing and managing the Christmas Day dinner at FUSIT.

Agenda Item # 4: TLC Board Volunteer for January/February

TLC: Team Leaders Council, led by Rev. Margaret.
Oliver reviewed the process. Wendy attending this month, January; Marie attending in February.

Agenda Item # 5: Jens Wennberg - Member Presentation

Jens presented his aspirational ideas for "mission-based budgeting" with categories of worship, Outreach, Pastoral Care, and Technology. Trustees commented positively on his approach and will add his ideas to the Agenda Item # 11 later in this meeting: "Mission Based Budgeting."

Agenda Item # 6: A Plan for Planning for Strategic Planning (by Feb 13).

Laura noted that the Feb. 13, 2018 Regular BoT meeting will focus on Strategic Planning. Rev. Margaret and Angela will draw on past Board work to bring a plan to the February meeting.

Agenda Item # 7: Approving new Board member: Andy Turner

Laura "introduced" Andy to the Board. Trustees offered a hearty welcome. Andy and trustees discussed range of opportunities.

MOTION: Appoint Andy Turner to the Board of Trustees to fill out Rick Hendrick's term. **PASSED**

Agenda Item # 8: Staffing Issues/Changes

Rev. Margaret noted that RE Assistant Katie Kingra is resigning this week. In keeping with Board Policy Book "Section 3.3: Personnel Decisions", Rev. Margaret worked with the staff to review the jobs currently done by the RE Assistant and the Membership Coordinator. Rev. Margaret described her decision to combine the current two positions, hours, and tasks of RE Assistant and Membership Coordinator into a new position: Engagement and Outreach Coordinator. The current Membership

Coordinator, Beth Pallace, has agreed to assume the new position for the remainder of the fiscal year. Rev. Margaret noted, confirmed by treasurer Jennifer, that the result will not change the planned budget for the remainder of FY17-18. Further, that she will oversee the development of a job description for the new position to be in place by the start of FY18-19.

MOTION: Board reallocates salary designated for the R.E. Assistant to the Membership Coordinator starting on 1/15/18, for a total of 22 hours/wk, and continuing through the remainder of the 2017-2018 fiscal year. **PASSED**

Agenda Item # 9: Board creates new Ad Hoc Policy Committee to craft Public Witness policy.

Jennifer described the work done to date. Late last year, a small group met to frame a project to create a Public Witness Policy. Such a policy would guide FUSIT through processes such as last fiscal year's decision to support a state-wide single payer health insurance plan. Jennifer discussed the approach with the Social Justice Council and with the Team Leaders Council.

MOTION: Board creates a temporary Public Witness Policy Committee, consisting of at least Sharon Beltaine, Jim Murphy, Marie Benedetti, and Scott Grover, Fred Balfour, and Jennifer Streid-Mullen, and any other interested congregants, to draft a policy for the process for bringing a public issue to the congregation and to be approved as an official FUSIT position. Goal is for draft policy to be presented to Board for approval in April or May for congregational vote at end of May, if necessary. **PASSED**

Agenda Item # 10: Board approves accounting changes dealing with recording the Christmas Eve Service offering.

Jennifer pointed out that the Christmas Eve expenses had grown to a noticeable amount, leading to those expenses and revenues being included in the 17-18 P&L. However, the surplus plate portion, \$2000, was inadvertently excluded. She proposes to show the amount being donated to Babies First and the food bank to be reported as an expense. Since this change will show a \$2,000 overage on both income and expense on the annual budget, she asks that the Board approve a one-time accounting change.

MOTION: Board approves accounting changes dealing with recording the Christmas Eve Service offering. **PASSED**

Jennifer also noted that 12/31/17 P&L Line 59: "Repairs & Routine Maintenance" is at 97% of budget after six months of the current budget year. She advises that the budgeting process will begin to designate higher maintenance and repair costs.

Agenda Item # 11: Mission Based Budgeting (Example: Reverse Plate)

Rev. Margaret described an example of mission-based budgeting from a project carried out in her previous church.

During the Sunday service, everyone received an enveloped with a \$5, \$10, or \$20 bill. The leader instructed each person to "invest" or do good with the money and

come back and report. Individuals reported an awareness of what a small amount of money could accomplish. The local paper reported on the outcomes.

Altogether, the event raised awareness of community service and mission-based budgeting in novel ways.

Further trustee discussion centered around the joy and focus of mission-based budgeting: Thinking of what FUSIT wants to accomplish; and then budgeting for those goals. The alternative is to identify anticipated expenses and simply budget to “meeting needs.”

Mission-based budgeting will be further considered at next month’s regular BoT meeting.

Agenda Item # 12: Board Leadership Tasks allocation and EXCO Positions.

The trustees discussed leadership transition and filling officer slots for FY18-19.

- Jennifer agreed to continue as treasurer and trustee.
- The president slot is open and discussions will continue.
- Trustees discussed developing a short and convincing answer to the question: “What does the Board do?”
- The trustees will work with the nominating committee over the next five months.
- Trustees discussed recruiting Board members representing different cohorts of our community: a parent with young children; an elder; a single person, etc.

Consensus was reached that:

- FUSIT would benefit from having a “brochure” describing the purpose, rewards, and demands of Board membership.
- The BoT would benefit from each trustee developing an “elevator speech” describing the purpose of the Board.

Meeting Adjourned at 7:59 pm

Open Action Items

Person	Action
All	Develop personal elevator speech describing the value and rewards of Board membership

FUSIT BoT Meeting Summary - January 9, 2018

Agenda Item	Board Action or Outcome
Unsung Heros	<ol style="list-style-type: none">1. Tom Roberts: Assisting in installing the "hearing loop" in the sanctuary.2. Linda Loomis & Flo Smith: Organizing and managing the FUSIT Christmas Day dinner.
Mission-based Budgeting	Board is developing a plan for next month's strategic planning BoT meeting.
Board vacancy filled.	Board voted to appoint Andy Turner to complete Rick Hendrick's term.
Staffing Changes	Rev. Margaret presented her decision to create a new position of "Engagement and Outreach Coordinator" by combining the RE Assistant and Membership Coordinator positions.
Public Witness Policy	Created a temporary committee aiming to develop the policy for approval in June '18 time frame.
July 1 Leadership transition.	Board began planning the fiscal year leadership transition.