

# First Unitarian Society of Ithaca

Board of Trustees Meeting

July 10, 2018

---

President Angela Zhang called the regular monthly meeting of the Board of Trustees (BoT) to order at 6:08 pm, July 10, 2018, Tuesday.

## Trustees Present:

Marie Benedetti	Jennifer Streid-Mullen (Treas.)	Angela Zhang (president)
Oliver Habicht (Clerk)	Andy Turner	Matt Hare (partial)
Wendy Salomon	Kim Wilkinson	

Note: A quorum was present being a majority of the full Board (currently nine members).

## Trustees Absent:

Whitney Wiggins	
-----------------	--

## FUSIT Members & Guests:

Fred Balfour (Scribe)	Laura Free (Esteemed past president of this body)	Mark Pedersen (admin)
-----------------------	---	-----------------------

## Handouts: (Available through church administrator)

#	ITEM	Formal Title
1.	Admin's memo listing handouts	Date: July 10, 2018. From: Mark (Sr. Congregational Administrator) See Attachment at end of this document
2.	Minister Evaluation	FTC EVALUATION OF THE MINISTRY OF __ FUSIT & Rev, Margaret Weis

## **Agenda Item # 1: Opening Reading, Minutes Approval**

The minutes of the Board meeting conducted on June 12, 2018 were presented.

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

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

Date	Event	Comments
Aug 25-26	Board & Staff Retreat	Date still "to be determined". Email will be sent.
Aug. 3	All church picnic	

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

None this month.

### **Agenda Item # 4: Election of Board officers: President, Vice president, Clerk, & Treasurer (and welcome new board members)**

The following were proposed for offices. President: Angela Zhang; Vice president: Andy Turner; Clerk: Oliver Habicht; Treasurer: Jennifer Streid-Mullen.

Moved to elect the slate. Passed.

New trustees were hailed for dedication and courage for joining: Matt Hare and Kim Wilkinson.

### **Agenda Item # 6: Complete Minister Evaluation**

*(Note that this agenda item was moved earlier to allow visitor Laura Free to finish and leave.)*

#### Item 1:

The board reviewed Handout # 2. The following comments summarize the review:

- It was noted that the minister's monthly report generally fit the primary categories.
- Footnotes & comments illustrated where the board felt explanation and/or extra information was needed.
- It was noted that the format was being used for the first time and some things may not apply either in general or in the first year of use.
- Items left blank were "not observed".
- The format should be reviewed and adapted or adjusted as experience is gained.
- It was suggested that a revision result in two sheets: One for minister and one for ministry.

President Angela accepted:

- Andy Turner's offer to: A) Work with Rev. Margaret to modify sheet, and B) Work on sheet to "smooth out."
- Wendy Salomon's offer to write a short cover.

#### Item 2:

Laura Free also came prepared to discuss the "Board To-Do List" created a year ago for the 2017-18 year. Laura brought out the original flip chart listing. She noted that the items had been accomplished.

1. Develop a policy for handling "whole congregation issues" including policy(s) and procedures.
2. Re-assess/Debrief/Post-mortem on budget & endowment process.
3. Check-in with technology team on progress on the goals in that area.
4. Develop a board of trustees job description.
5. Create board evaluation form.
6. Create ministerial evaluation forms.

Board agreed that the list had been accomplished and Laura noted that the board should take pride in moving through a list of complex issues.

Item 3:

Laura proposed that an board "annual task list" be created showing a month-by-month list.

### **Agenda Item # 5: Review & Confirm Committees of the Board**

Mark to gather committee names in Board Member Board Book.

### **Agenda Item # 7: Financials Update**

Treasurer Jennifer noted that FY18 books are not yet available and the final fiscal year reports will be brought to BoT meeting when available.

Jennifer met with David Salomon and Margaret Weis to review outstanding pledges. Decided to set budget at \$315k to \$318k pledge revenue. This group will create specific plan to arrive at \$5k to \$6k budget cuts: \$1k DRE cuts and \$5-6k cuts in overall minister budget. Also, there will be a review of new ways to do stewardship.

Jennifer reported that Sarah Buckser has been hired as Membership & Outreach Coordinator.

Other discussion:

- How does FUSIT bring "leadership" into focus in the community.
- How does FUSIT bring congregational members into committees.

### **Agenda Item # 8: Board Leadership Training – New & Returning Members**

Discussion ranged across ideas and suggestions:

- How does FUSIT introduce to each member the concept of contributing "Time, Talent and Treasure".
- Generally agreed that BoT does not need Robert's Rules of Order training.
- Trustees commented:
  - That the online training courses were extensive.
  - The Financial training was useful.
  - Team reports at BoT meetings is useful.
  - Covenant and job descriptions need to be added to board book:

### **Agenda Item # 9: Board Retreat Planning**

Discussion included topics to be covered and general goals of the annual board retreat.

### **Agenda Item # 10: Strategic Planning discussion**

Angela noted that outside resources are being recruited to assist in strategic planning, three outside people would be effective. But strategic planning remains a board job.

**Agenda Item # 11: Board self-evaluation**

This topic will be taken up at the August board retreat.

Meeting adjourned at 8:03pm

## BoT Monthly Meeting Minutes – July 10, 2018

---

### Addendum # 1 to FUSIT Board of Trustees Meeting – July 10, 2018

Cover Memo: Meeting Package distributed to all attendees

---

DATE: July 10, 2018

TO: All Board Members, Treasurer and Staff

FROM: Mark (Sr. Congregational Administrator)

RE: Enclosures You should all have in your

packets:

Board Agenda 7 10 18 and attendance (ivory, one page, double-sided)

BoT Meeting Minutes from 6 12 18 (white, two pages, double-sided)

In total, your package should contain 4 sheets, including this one.

P&L as of 6/30/18 will be sent at a later date

Balance Sheet Standard as of 6/30/18 will be sent at a later date

**The past 2016-17 pledge amount** is \$273,925 with 198 pledging households and an average pledge of \$1317. (as of 2/9/17) (goal = \$276,000)

**The current 2017-18 pledge amount** is \$300,414 with 206 pledging households and an average pledge of \$1458. (as of 2/19/18) (goal = \$305,000)

**The future 2018-19 pledge amount** is \$309,820 with 186 pledging households and an average pledge of \$1573. (as of 7/10/18) (goal = \$325,000)

**Current number of members - 346/303**