

First Unitarian Society of Ithaca

Board of Trustees Meeting

September 11, 2018

President Angela Zhang called the regular monthly meeting of the Board of Trustees (BoT) to order at 6:07 pm on Tuesday, September 11, 2018.

Trustees Present:

Angela Zhang, Jennifer Streid-Mullen, Marie Benedetti, Matt Hare, Kim Wilkinson, Whitney Wiggins, Wendy Salomon (via Zoom).

Trustees Absent:

Oliver Habicht, Andy Turner

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

FUSIT Members & Guests:

Mark Pedersen, Sr. Congregational Administrator

Rev. Margaret Weis

Nancy Miller, Co-Chair FUSIT Recycle Sale

Handouts:

No hard copy handouts were available due to a printer problem. Electronic copies of documents were displayed and gratitude was expressed for wifi connectivity.

Agenda Item # 1: Opening Reading and Minutes Approval

Margaret lit the chalice and did a reading

MOTION: Approve the BoT July 10, 2018 meeting minutes as updated. **PASSED.**

Agenda Item # 2: Upcoming Dates

Date	Event	Comments
9/12	All Church night	Please try to attend
9/23	Sundae Sunday	Volunteers needed

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Agenda Item # 3: Unsung Heroes for summer 2018

Helen Ann Yunis, Gretchen Ryan, and the Unirondack Planning Committee	Stepping up to assist with planning and executing a great Unirondack weekend
Valerie Graves	Initiating and coordinating Nature Church
Carol Nickerson, Don Barber	Planning and coordinating Summer Services
Sue Roenke and Nancy Miller	Coordinating a very successful Recycling Sale

Agenda Item # 4: Ministerial Agreement Draft Review

Rev. Margaret presented a request from the UUA Office of Church Staff Finances to Boards of Trustees to review and comment on the draft of a new UUA Ministerial Agreement.

The Board reviewed the draft agreement and suggested that Rev. Margaret forward it to Rick Hendricks (past BoT member), Pat Evans (Settled Minister Search Committee), and Fred Balfour for review and comment because they acted as the FUSIT negotiating committee most recently and could speak to what worked well and what didn't work well. Rev. Margaret agreed.

Agenda Item # 5: Review and sign the Board Covenant

The Board reviewed the draft Board Covenant created at its August 2018 retreat and made minor revisions.

MOTION: Approve the Board Covenant as revised. **PASSED.**

Board Chair, Angel Zhang agreed to update the final document and make a copy for signature at the next regularly scheduled BoT meeting.

Agenda Item # 6: Review Board Annual Work Calendar

Board Chair, Angela Zhang presented the Board Calendar of recurring regular events

September:

Review and update Board Policy Book

Board Committee Review of Personnel Committee

Ministry Team Highlights for Technology

October:

Board Evaluation task -- Breakfast with the Board

Board Committee Review of Nominating Committee

Ministry Team Highlights for Religious Exploration

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Discussion of upcoming calendar events. Rev. Margaret communicated desire to hire a RE Asst in the near future. She would like the Employee Handbook reviewed and updated prior to hiring. The Employee Handbook and Supervisor's Manual has not been reviewed in many years. at least 10 years. Federal and state employment law has changed in recent years. The Board should ask Personnel Committee (of the Board) to investigate best practices and update the handbook.

Agenda Item # 7: Review and Confirm Committees of the Board

2018-2019 Committees of the Board membership:

Finance Committee: Jennifer Streid-Mullen (Chair), Don Barber, Rich Dolge, Scott Grover, Nathan Fawcett, John Levine, Bob Nickerson, Jim Skaley

Endowment Committee: Rich Dolge (Chair), Pat Jordan (Treasurer), Scott Grover, John Levine, Jim Skaley

Personnel Committee: Jesse Koennecke (Chair) Sue Maloy, Carolyn Russell, Debbie Jordan, Margaret Weis (ex officio) and Mark Pedersen (ex officio)

Nominating Committee: Arthur Woll (Chair), Michelene Contiguglia, Fred Balfour

BoT Executive Committee: Angela Zhang (President), Andy Turner (Vice President), Jennifer Streid-Mullen (Treasurer), Oliver Habicht (Clerk)

Governance Committee: TBD after further review of roles and function. Whitney Wiggins agreed to distribute the relevant section(s) of Governance and Ministry that were used as reference in our transition to Partnership Governance.

Strategic Planning Committee - TBD

MOTION: Approve the membership of Committees of the Board as presented. **PASSED.**

Discussion on how to best work and communicate with board committees. Angela and Whitney will draft an invitation to Committee Chairs (or their representative) to attend BoT meeting to discuss and plan communication and coordination. Wendy Salomon agreed to share with the Board the communication template she developed during her work on the Opportunities Initiative. Board members agreed to deeply consider whether to return to having Board liaisons to committees.

Agenda Item # 8: Complete Ministry Evaluation

The Board reviewed 1)cover letter for the recently completed evaluation of the ministry created by Wendy Salomon and 2)evaluation of ministry process improvement suggestions document created by Andy Turner.

BoT confirmed its agreement that the document used to do this year's evaluation of the ministry needed changes to make it easier to use and understand as well as better reflect the differences between "the minister" and "the ministry". Rev. Margaret advised that she has been researching additional/other options for use in the evaluation process. The BoT membership communicated that it takes the

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Partnership Governance responsibility to evaluate the ministry seriously and wants to work with the minister to define best practices.

Rev. Margaret advised that the current evaluation of the ministry process is also an evaluation of Staff and it's important to do that evaluation earlier in the year. Kim Wilkinson agreed to be part of an ad hoc committee to work with Rev. Margaret to define an improved ministry evaluation process. Angela Zhang agreed to ask Andy Turner if he could continue his work on this subject alongside Rev. Margaret and Kim.

Agenda Item # 9: Board Self-evaluation

Board President, Angela Zhang reminded members that Oliver Habicht sent an email notification (on 9/8/2018) to all 017-2018 Board members to complete their portion of the Board Self-Evaluation. Please do your part as soon as possible.

Agenda Item # 12: Board policy review: safe persons policy and other safety policies (moved earlier in agenda due to guest schedule)

Discussion of recent issues related to challenging behavior of non-members at FUSIT Recycle Sale, existing policies related to safety and safe persons.

Rev. Margaret recommended that a Right Relations team be created to mediate conflicts in covenant relationships.

The former Committee on the Ministry was appointed by the Board and the minister (½ of its members were appointed by the Board and ½ were appointed by the Minister). Rev. Margaret will check with other congregations using a Right Relations model to see how they decided on who was on the team and how the team functioned. A Right Relations Team/Group would receive would receive training from the region

A Right Relations Team would focus on:

Enforcing the Safe Persons Policy

Mediating conflicts/covenant relationships

Defining policy to manage/dealing with behavior at FUSIT events

Possibly participate in best practices for healthy congregations

Reviewing current Safety Planning/Safe Congregation procedures(?)

Agenda Item # 10: Update Financials – Jennifer Streid-Mullen

2017-2018 Budget

Final numbers for last fiscal year are not yet available. The preliminary balance shows us ahead by \$2500 (not in the hole), including Endowment's \$17,000 contribution. However, we have an agreement that we won't take more money from the Endowment Fund than is needed. Once the final numbers are known, Finance Committee will advise how much money will be returned to Endowment.

2018-2019

Shifts in budget line items for this year are happening due to Ann Stephenson (DRE) resignation.

The salary for the DRE will be lower due to reduced hours, no pension and or health insurance.

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Expenses are reduced by \$21,000.

The budget is based on \$325,000 in pledges, but we've not met this goal yet.

First \$10,000 of the DRE expense reduction will be used to offset the revenue shortfall. Revised goal of \$315,000 in pledges is attainable.

All budget freezes due to the reduced DRE expenses.

New appliances requested by Buildings and Grounds will be purchased.

Requesting a new RE Asst position for 5 hours/week for Sunday morning (\$2,850).

Propose an RE Consultant for workshop with RE Team and congregation in the afternoon (by December). Costs related to RE Consultant/work -- in the pulpit cost \$2000 plus \$1000 for workshop costs. Some cushion would be available for additional consulting time. Rev. Margaret doesn't yet know the timeline for hiring the RE Asst.

Also budgeting 4 folks for OWL training (\$2,000) and some Coming of Age expenses (\$1,850) and additional leadership development (\$1,300).

Board endorsed spending shifts, with no vote needed.

Expenses for the first 2 months of this fiscal year are not in yet. Recycling Sale did better than budgeted, but no final numbers available.

Assistance needed with plate count; please sign up as soon as possible.

Agenda Item # 11: Strategic Planning

Angela advised that Arthur Woll and Don Barber are interested in participating in the Strategic Planning process. Angela, Arthur, and Don will meet soon to define the next steps for planning. Discussion about the relative importance of Strategic Planning. It's important to be able to communicate why strategic planning should be done now.

Board Members should create their own "elevator" speech on why we need to commit to doing strategic planning at this time.

Agenda #12: Board Self-Evaluation

Discussion postponed due to lack of time. Board members should review board self-evaluation email sent previously by Oliver Habicht and complete their review.

Agenda Item # 13: Confirm Board goals/objectives for the coming year

Discussion postponed.

*** Meeting adjourned at 8:12