

First Unitarian Society of Ithaca

Board of Trustees Meeting

November, 13, 2018

President Angela Zhang called the regular monthly meeting of the Board of Trustees (BoT) to order at 6:01 pm on Tuesday, November 13, 2018.

Trustees Present:

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

Trustees Absent:

Oliver Habicht (Clerk),

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

FUSIT Members & Guests:

Fred Balfour (Scribe)

Rev. Margaret Weis

Handouts:

A number of handouts were available to trustees with extra copies for guests.

Agenda Item # 1: Opening Reading and Minutes Approval

The chalice was lit and Marie Benedetti did a reading

MOTION: Approve the BoT October 10, 2018 meeting minutes shown in Google Docs as of the date and time of this meeting. **PASSED.**

Agenda Item # 2: Upcoming Dates

Date	Event	Comments
12/11	BoT meeting	Add agenda item to review details for Jan 4-6 RE Visioning Workshop.
12/12	All church night	
Jan 4-6	Visioning Workshop	RE visioning; Facilitator attending. May preach that weekend; Rev Weis will contact potential attendees over next six weeks.

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Agenda Item # 3: Unsung Heroes for September 2018

Camila Faraday and ALL volunteers	Annual auction, SUCCESSFUL
Zinda Family: Jack Zinda & Elisa Collins-Zinda	Sock collection project

Agenda Item # 4: Report from Endowment committee, and Board education regarding Endowment practice and issues.

Angela noted that no one had reminded/confirmed with the Endowment Committee of the BoT meeting. Will reschedule.

Agenda Item # 5: Review administrator position hiring process and personnel policy/staff manual, clarify Personnel committee's role in actually hiring process, and its relationship with the board and minister.

- Over 20 applications received; expected to fill the position early in 2019.
- Job defined as: 35 hours/week during school year; 2 days/week during summer.
- Rev. Weis noted that FUSIT Employee Handbook not up to date. Some examples:
 - Need clarity on whether job is 12 months with vacation or 10 months with reduced summer hours.
 - What is vacation and how is vacation approved?
 - Given that BoT is defining a temporary search committee, what is that committee's relationship to the Personnel Committee?
 - Job description must be clarified: Mark knew and did everything but incoming administrator must not be held to that standard. In this context, the congregation must be advised that new admin has specific job description which is "Not Everything".
- Rev. Weis has obtained the Rochester UU church's Employee Handbook and recommends using it during the hiring process.
- Proposed that Personnel Committee be asked to adapt Rochester's Employee Handbook to FUSIT's needs. BoT to consider at January Bot meeting.

Motion: The Board directs the Personnel Committee to review and update the Employee Handbook to provide clear and detailed policies and procedures within the context of Partnership Governance. **Passed.**

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Agenda Item # 6: Confirm search committee for administrator.

Motion: The Board appoints a Search Committee for a new Congregational Administrator, to be comprised of Rev. Margaret Weis, Jennifer Streid-Mullen and Mark Piechota. **Passed**

Agenda Item # 7: Strategic Planning: We set the goal, now what?

- Chair proposed that trustees think about strategic planning as containing some of the other BoT issues such as:
 - “Stewardship” and within Stewardship, the pledge campaign.
 - Including the Nominating Committee for advice and proposals for “leadership training”.
- Comment: The BoT and RE have RE visioning as a major activity for the next two months. Consider having the BoT focus first on RE visioning and then circle back to “strategic planning.”
- Don Barber is open to helping/leading strategic planning.
- BoT to appoint and charge an ad hoc team to draft a strategic plan.
- Team would get started in March and deliver a draft to the board in September 2019 ready for congregation.
- **ACTION:** Matt Hare to work with Angela Zhang to bring a draft charge and timeline to BoT for December review. Focus on “process” and charge the team with “progress.”
- The charge would build on BoT work already done on mission and strategic plan.
- After BoT approves charge in December, than president adds to February 2019 BoT agenda to get to work.

Agenda Item # 8: Financials Update

Treasurer Jennifer Streid-Mullen handed out copies of QuickBooks year-to-date P&L.

Treasurer reports that Line 62, “Repairs and Routine Maintenance” is high because some charges should be moved to “One-Time Projects” (Line 63). However, as noted in the past, FUSIT will still have a large annual line 62. For example, the elevator inspection and repair is always a large amount.

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Treasurer reports that regularly produced financial reports such as “individual member pledge status” are not out yet. Staff is experiencing delays due to not having Mark, church database software mix-ups, and accountant personal time needs. Expects to get caught up in near term but problem needs watching.

Treasurer reviewed with the BoT the Budget Process Timeline as shown in tab of Google Docs Agenda Sheet for November 13, 2018. Board must focus on its part by producing a Vision of Ministry by end of January 2019. BoT may need to consider two meetings during month of January. Treasurer notes that the Budget Process Timeline worked fine last year.

Agenda Item # 9: Identify budget team.

Will be done in December BoT meeting.

Agenda Item # 10: Follow up on our to-do lists: Ministry evaluation process, Stewardship leadership, etc.

Ministry evaluation. BoT work from last year provided a starting point. Work for 2018-19 will start from that point.

Policy for various emergencies in FUSIT facility. Recent news reports suggest that FUSIT should review policy and training for “live shooter” events. For example: How to exit sanctuary. However, policy should address any emergency situation and “live shooter” is one possibility. Others include: heart attack in sanctuary or elsewhere in building; fire alarm going off, etc.

Safe Congregation Issues. Rev Weis pointed out the Right Relations Team should work on a range of issues such as:

- Community members breaking covenant, or
- Adult-child relationships.

Suggests a set of policy statements/operational documents for all appropriate issues.

Stewardship Leadership. Suggested that a trustee regularly address the congregation from the pulpit on how things are going from BoT’s viewpoint, what the BoT is working on, etc. Trustees will become more visible to congregation. Matt Hare agreed to speak in November.

Meeting adjourned at 8:03pm

Minutes taken by Fred Balfour

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