

The Fourth Universalist Society in the City of New York

Spencer Salzberg, President
Loretta Howard, Vice President
Jesse Margolis, Clerk
Carol McLoughlin, Treasurer



Board of Trustees Meeting Agenda – Wednesday July 12, 2023 @ 7:00 p.m.

2022 – 2023 Objectives:

- Align our values in Fourth U's budget
- Celebrate and support our congregants, clergy and staff.
- Serve the community beyond the congregation.
- Establish goals consistent with the Eighth Principle

I. Ingathering 7:00 p.m.

- A. Reflection / Chalice Lighting
- B. Unison Reading of Mission Statement

Our mission is to build an inclusive, welcoming community that connects us to our spiritual centers and to one another, works to end systems of racism and other oppressions, and is grounded in reason, service, and love.

II. Check-In 7:10 p.m.

III. Approval of Minutes (June 13, 2023) 7:20 p.m.

IV. Board Reports 7:25 p.m.

- A. President's Report
- B. Executive Director's Report
- C. Treasurer's Report

V. New Business 7:40 p.m.

- A. Parsonage
- B. General Assembly Report
- C. Signed Agreement
- D. Interim Minister Announcement
- E. Transitional Minister Handbook
- F. On-Boarding and Orientation

- VI. Old Business 8:20 p.m.
- A. Transitional / Interim Minister Search
 - B. Schwab Account Signatories
 - C. Schwab Deferred Compensation Investment Account
 - D. Settled Permanent Minister Search
 - E. 2024/2025 Board Slate
- VII. Comments, Announcements, and Other Business 8:45 p.m.
- A. First Worship Service of 2023-2024 Year – September 10, 2023
 - B. Board of Trustees Meeting – Wednesday September 13, 2023
- VIII. Acknowledgements and Appreciations 8:50 p.m.
- IX. Adjournment 8:55 p.m.

The Fourth Universalist Society in the City of New York

Rev. Schuyler Vogel, Senior Minister
Spencer Salzberg, Board President
Loretta Howard, Vice President



Board of Trustees Meeting – Tuesday, June 13, 2023

Board Members Present: Spencer Salzberg, Carol McLoughlin, Jesse Margolis, Rachael Unite, Juliet Brown

Staff Present: Sheila Powers, Executive Director, Rev. Schuyler Vogel, Rev. Leonisa Ardizzone, Rev. Jill Bowden

Others Present: Jon Arancio, Katherine Noordsij, Carla Corcoran, James Saslow

Quorum: with quorum present, the meeting was called to order at 7:03pm

2022 – 2023 Objectives:

- Align our values in Fourth Universalist’s budget
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Agenda:

- I. Ingathering
 - A. Reflection / Chalice Lighting
 - B. Unison Reading of Mission Statement: *Our mission is to build an inclusive, welcoming community that connects us to our spiritual centers and to one another, works to end systems of racism and other oppressions, and is grounded in reason, service, and love.*
- II. Check-In
- III. Approval of Minutes (May 9, 2023)
 - Rachael made a motion to approve prior meeting minutes
 - Juliet seconded the motion
 - The Board voted 5-0 to approve the prior meeting minutes
- IV. Board reports
 - A. President’s Report
 - Submitted under a separate cover.
 - B. Sabbatical Minister’s Report
 - Submitted under a separate cover.
 - C. Executive Director’s Report
 - Submitted under a separate cover.
 - D. Treasurer’s Report

- Submitted under a separate cover.

V. New business

A. Rescheduling Board Meetings to Wednesdays

B. Schwab Investment Accounts

- Spencer made a motion to accept the resolution on account signatories as submitted by Schwab
- Rachael seconded the motion
- The motion was approved 5-0 by the Board of Trustees

C. Schwab Deferred Compensation Investment Account

- Spencer made a motion to open the Senior Minister's deferred compensation account as presented by Schwab
- Juliatt seconded the motion
- The motion was approved 5-0 by the Board of Trustees

D. October 2023 Board of Trustees Retreat

- Rev. Schuyler recommended waiting until the interim minister is selected to schedule the retreat

E. Annual Congregational Meeting and Election Feedback

F. Transitional / Interim Minister Search

- The Board discussed a process for interviewing candidates for the interim minister position

G. Settled Permanent Minister Search

- The Board will discuss the process for conducting a search for the settled minister once the interim minister is selected

VI. Old Business

A. Welcome to New Trustees

B. By Laws

C. 2024/2025 Board Slate

VII. Comments, Announcements, and Other Business

A. Reverend Schuyler's Final Worship Service – Sunday June 18, 2023

B. New Trustees Take Office – Saturday July 1, 2023

C. Board Meeting – Wednesday, July 12th, 2023

D. Board Meeting – Wednesday, September 13th, 2023

VIII. Acknowledgements and Appreciations

IX. Adjournment

- With no other business, the meeting was adjourned at 8:55pm



**FOURTH
UNIVERSALIST
SOCIETY**

President's Report

Spencer Salzberg

July 12, 2023

Happy Summer, Trustees and Sheila,

I recognize that the Board of Trustees usually doesn't convene during the summer, but I believe that Reverend Schuyler's resignation and our search for an interim minister were significant enough to merit a July meeting.

Interim Minister Search

I want to commend our team for coordinating an expeditious and thorough preparation for the interview process. This effort truly demonstrated brilliant, cooperative and communicative teamwork. On behalf of the congregation, thank you.

On Boarding the Interim Minister

Introducing our interim minister to our 4th U community, routines, worship and protocols, will require another team effort. I can assist with the introduction to preparation for our monthly Board of Trustees meetings. As leaders, let's introduce the interim minister to our members and our ways so there can be an efficient and comprehensive onboarding process. We can circulate a dedicated e-mail to announce the selection, then I or another Trustee can speak about the selection process during a Sunday worship service.

General Assembly

During the July Board meeting, we will hear from Erin White about her experience at General Assembly, what she learned, how she used her position as delegate, and the sessions she attended. Erin has reminded our congregation of how important, spiritual, community building, and encouraging attending General Assembly has been. Perhaps we should consider a presentation to the congregation about her experience?

Maybe next year, one of our Trustees might like to attend General Assembly. I've wanted to attend General Assembly for a few years but other responsibilities prevented me from volunteering. I'm thinking that I may volunteer to represent 4th U when I'm no longer serving as President.

Connect / Welcome / Inspire

Seated / Senior Minister Search

I would suggest that a month or two after our interim minister joins us, we should start the dialogue with UUA about finding a seated senior minister.

2024/2025 Board Slate

We have a cohesive, communicative, diligent team of volunteers serving on our congregation's Board. I hope that Trustees will stay on through the 2024/2025 church year.

I anticipate that this church year will be my last as President of the Board, I do want to serve one final year as a Trustee-at-Large, after that. I will take a year off from Committee work and consider joining Nominating.

4thU.org e-mails

I'm not certain what happened with the 4thU e-mail addresses this past week. My e-mail address seemed to have been functioning through Wednesday July 6th. I am still able to access the inbox and see previous communication. However, when people try to e-mail the President@4thU.org address or other 4thU.org addresses, they receive a response indicating there is no such address. Considering the previous fake e-mails members of our congregation have received, I think perhaps we should consider setting up a new e-mail address domain or system for 4th U. Perhaps we need a dedicated e-mail address for the clerk and treasurer too?

Homecoming Sunday – September 10th

Perhaps the Trustees can plan to attend our Homecoming service on Sunday September 10th. I think it would be symbolic and significant for the Trustees to transfer the pulpit and officially welcome our interim minister. We can plan to speak and welcome the Reverend before he takes the pulpit and delivers his first sermon.

Summer Schedule

I look forward to attending Sunday worship services in person and via ZOOM over the summer. We will have a nice variety of summer worship leaders, some familiar faces and some new speakers.

I'll be away visiting family in Florida from July 27th through August 1st, but I will have access to e-mail and I will have my phone if anyone wants to reach me. Additionally, I will be travelling during an extended Labor Day weekend, but I will be back at 4th U on Sunday September 10th.

I hope you have a safe and fun, healthy and happy summer. I hope you take some time for yourselves, you've done a lot for this congregation. I am looking forward to working with each of you again in September. Thank you for your service.

Executive Director's Report July 2023 – Sheila Powers

Building: Electricians and General Contractor are in the process of completing their respective punch lists and removing their equipment from the building. We are scheduling a deep clean for some time in the next two weeks. This will include stripping, waxing and sealing the floors in the sanctuary, narthex and chapel. The exterior lights about the CPW doors need to be approved by Landmarks Planning Commission. Our architect, Tom Fenniman, is working on that application. Before he left Rev. Schuyler, Tom and I had been in conversation about replacing the plywood sign about the central large plate glass window. I would like to go over this with the board and see if it is project we should continue at this time.

Rob Buonaspina, Music Director, has informed me that he has discussed the organ console with organ specialists from Peragallo and determined that it is not salvageable. It would cost more to repair it than it would to replace it. The console is not original to either the organ or the building. It was most likely installed in the 60s or 70s. It has no resale value. Apparently it would not be worth the cost of transporting it to a new location. Rob has confirmed that at whatever point in the future the organ is repaired a new console will need to be purchased. Rob and I would like to ask the board that we be given permission to have the console removed. Storage space is always at a premium in the building and the console takes up a considerable amount of music storage space. I have asked the contractors currently wrapping up their work in the sanctuary for a quote to demo and remove the organ console. The quote is usually less when contractors are already onsite, since they don't have to mobilize for a new job.

Parsonage The parsonage at 392 Central Park West Apt 8R, is currently vacant. During this time, I am scheduling to have the two bedrooms painted, minor grout work done in the two bathrooms and various other minor repairs. As we would expect, Rev. Schuyler and his family left the condo in excellent condition. I've spoken with Rev. Jonipher and confirmed that he prefers a neutral color for the bedrooms. The work will be completed before Rev. Jonipher moves into the parsonage.

Event Business: The new 160 Central Park West event website is almost ready to go live. Once the electricians and contractors have left the building and the cleaning is complete we will be ready to open the building to showings for potential rentals. We still need to purchase furnishings for the north corner space which will be the 'brides room' or 'green room'. We also need to purchase floor covering for the second floor mezzanine. We are in the process of developing a marketing plan for the space. Purslane, our event partner, has hired a staff person to specifically sell our space.

Finances: I am in the process of getting ready to send out the FY 23/24 Stewardship emails. They are going out slightly later this year because I want to be able to include the news about Rev. Jonipher starting on Sept 1st. I think that will help alleviate any uncertainty some members may have about the transition to an interim minister. Just in case it influences what people are

thinking about for their FY 23/24 pledge. Spencer is making the announcement on Sunday 7/16. The emails will go out early the next week. That is within plenty of time to get them out in July.

I am working with Soyal Smalls, Dir of Membership and Hospitality, to send out any communication to members who have not made or paid on a pledge within the last 2 financial years.

The bookkeeper and I are in the process of winding up FY 22/23 and getting FY 23/24 off to an organized record keeping start.

As per the last board meeting, the paperwork to open the Housing Equity account for Rev. Schuyler and update the account signers on the existing Fourth Universalist investment accounts has been sent to our investment advisor, Peter Bunisky. Peter will work with Schwab to get the account open and the signers updated.

Interim Minister I have been in contact with Rev. Jonipher. We have discussed some parsonage logistics. He also asked to be connected to the Worship Arts committee as soon as Spencer makes the public announcement. I've also connected Rev. Jonipher with Loretta Howard, Vice President, to discuss the Art Sunday service.