

The Fourth Universalist Society in the City of New York
Reverend Doctor Jonipher Kwong, Interim Senior Minister
Spencer Salzberg, President
Loretta Howard, Vice President
Carol McLoughlin, Treasurer
Jesse Margolis, Clerk



Board of Trustees Meeting Agenda – Wednesday March 13, 2024 @ 7:00 p.m.

2023 – 2024 Objectives:

- **Align our values in Fourth U's budget**
- **Celebrate and support our congregants, clergy and staff.**
- **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 ([February 14, 2024](#))** **7:20 p.m.**

- IV. **Board Reports** **7:25 p.m.**
 - A. [President's Report](#)
 - B. [Executive Director's Report](#)
 - C. [Treasurer's Report](#)
 - D. [Minister's Report](#)

- V. **New Business** **7:45 p.m.**
 - A. **Board Appointment**
 - B. **UUA Transitions Office Presentation**
 - C. **Interim Minister Search Committee**
 - D. **Staff Resignations and Replacement**
 - E. **Safe Congregation Policy**

- VI. **Old Business** **8:30 p.m.**
 - A. **2024/ 2025 Board Slate**
 - B. **Emergency Response Team (to be tabled until April 2024)**

C. Start Up Agenda for April 20, 2024

- | | |
|---|------------------|
| VII. Comments, Announcements, and Other Business | 8:50 p.m. |
| A. Board Meeting – Wednesday April 10, 2024 – 7:00 p.m. (EST) | |
| B. Start Up Session – Saturday April 20, 2024 – 10:00 a.m. (EST) | |
| C. Board Meeting - Wednesday March 8, 2024 - 7:00 p.m. (EST) | |
| VIII. Acknowledgements and Appreciations | 8:55 p.m. |
| IX. Executive Session | 9:00 p.m. |
| X. Closing Words and Adjournment | 9:15 p.m. |

President's Report
Spencer Salzberg
March 2024

Hello Team,

Interim Ministerial Search Committee

As I announced last Sunday March 3rd, 4th U now has an Interim Minister Search Committee. We received even more nominations and self-nominations than we could appoint to the Search Committee. Trustees, members of the Interim Minister Search Committee and I have been communicating with each other and with the UUA about expectations, schedules, and deliverables. The Board of Trustees and our members came together quickly, productively and positively to set this up and to hit the ground running.

POC Affinity Committee

A member expressed interest in restarting the Person of Color (POC) Affinity Committee. We've only spoken briefly and emailed, but I would like to speak with him about expectations, plans and activities, as well as the history of the POC Affinity Committee. I was one of the co-chairs for a while, but was unable to stay connected once I was elected to the Board of Trustees.

Teamwork

I am humbled, proud, and joyous at how quickly, diligently and thoughtfully our volunteer Board of Trustees and the Volunteer Transition Team and so many members have come together with little notice, to coordinate, to communicate and to work for our congregation and our future.

Interweave Book Club

I will remain chair of the Interweave Book Club for another year, until March 2025. March 2025 will be the last month I facilitate the book club. I will alert the other members and inquire whether anyone wants to organize the meetings after March 2025.

Affiliate Ministers

I am saddened and disheartened to hear of Reverend Leonisa's decision and Reverend Jill's decision. They have been so good, kind, patient, supportive, spiritual to me and our congregation. I will miss them tremendously. I recall that Reverend Leonisa used to facilitate (and even perform) Soulful Sunset Sundays. I recall that Reverend Jill helped us found and establish the book club. They will be missed.

Executive Director's Report

Building -

It is with great delight (and a little disbelief) that I can say Fourth Universalist has received a letter from the IRS stating the full legal name of the organization: Fourth Universalist Society in the City of New York. We had been informed by a few IRS representatives that this was not possible, the name was too long and there were not enough available fields. After multiple calls and letters I reached someone who said it would be possible if the IRS divided the full name into the first name and last name fields, rather than saying it all had to go in the first name field. A small point, but I had been suggesting that all along to IRS representatives and was told it was not possible. To say this has been a lesson in patience and persistence would be an understatement.

This information is important because NYC DOT has insisted that they will not issue the ramp permit unless the name of the organization on the Articles of Incorporation and the IRS Determination letter match. That requirement has now been met. Our architects Thomas Fenniman and Samuel Harris are contacting two expediting services that are known to have success with NYC DOT. I have contacted Gale Brewer's office outlining the painfully long process it has been to get a permit for an architecturally designed, ADA compliant ramp, asking for her assistance. I have contacted the in-house counsel for the Landmarks Planning Commission asking for his assistance with NYC DOT. Landmarks Planning Commission approved the ramp design over three years ago. I have reached out to our contacts with Landmarks Conservancy for their assistance as well. Tom, Samuel and I are collectively reaching out to anyone who can apply pressure to NYC DOT to issue the ramp permit. We have jumped through every paperwork hoop they have put in front of us. Bureaucracy gone wild doesn't even begin to describe it. If an organization as intractable as the IRS will finally produce a needed document, certainly the NYC DOT can do the same.

There is still the question of \$70,000.00 that NYC DOT has said Fourth Universalist will need to put in an escrow account in perpetuity in the highly unlikely event that the city needs to remove the ramp at some point in the future. Tom feels that we can appeal this and provide a much smaller amount. We also need to determine the best way to install an automatic door opening system on the south CPW doors to work with the ramp. This will also include the installation of a new intercom system and exterior door bell. This would also be the time to discuss if exterior cameras are desired and possible to install. (installing exterior cameras will require another LPC permit). I will start investigating the possibilities of exterior cameras to be able to present options. Tom is seeking out specialists for this part of the project. Those doors are extremely heavy, the exterior walls are thick, both of which present their own set of challenges.

Events -

We have been working with Purslane on marketing our space as a rental venue. The space has been shown over the last few weeks which is a positive step to obtaining bookings. I've been in conversation with the person who sells event space for the NY Historical Society to see where we can help each other. They appear interested in building a mutually beneficial relationship.

We are continuing to build our marketing materials and strategy. I am in the process of reaching out to members who have helped with promotion and developing materials in the past, to see if there is interest/capacity for a marketing support team for events.

Treasurer's Report



Budget Report - Revenue and Expenses

		29-Feb-24		Budgeted	Variance	%Realized
		Monthly	Year to Date (YTD)			
Income						
Unrestricted Contributions						
4020	Pledges	3,720.00	\$ 100,473.00	\$ 160,000	\$ 59,527	63%
4030	Sunday Plate	1,896.00	\$ 22,855.00	\$ 25,000	\$ 2,145	91%
4040	Hospitality	34.00	\$ 305.00	\$ 300	\$ (5)	102%
4050	Event Rentals	657.00	\$ 63,885.00	\$ 150,000	\$ 86,115	43%
4060	Parish Hall Tenant Income	59,774.00	\$ 476,874.00	\$ 717,284	\$ 240,410	66%
4200	Misc income / donations	25.00	\$ 6,665.00	\$ -	\$ (6,665)	0%
4000	Other	12,220.00	\$ 12,220.00	\$ -	\$ (12,220)	0%
4300	Restricted Income	184.00	\$ 7,915.00	\$ -	\$ (7,915)	0%
4301	Fourth Universalist Events		\$ 1,018.00	\$ -	\$ (1,018)	0%
4302	Capital Campaign		\$ -	\$ -	\$ -	0%
	Total Unrestricted Contributions	78,510.00	\$ 692,210.00	\$ 1,052,584	\$ 361,392	66%
	Restricted Income (not included in this month's r	-	\$ -	\$ -	\$ -	0%
0	Invstmnt Income (Incl Unrlzd Gains&Loss)		\$ -	\$ -	\$ -	0%
TOTAL INCOME		78,510.00	\$ 692,210.00	\$ 1,052,584	\$ 361,392	66%
Expenses:						
6000	Senior Minister Payroll Expense	10,139.00	\$ 75,101.00	\$ 148,284	\$ 73,183	51%
6100	Staff Payroll & Related Expenses	35,201.00	\$ 299,639.00	\$ 427,873	\$ 128,234	70%
6200	Ministerial	525.00	\$ 4,125.00	\$ 6,000	\$ 1,875	69%
6300	Governance (long range strategy & consult)	-	\$ 9,832.00	\$ 30,568	\$ 20,736	32%
6600	Music, RE & Worship Arts	1,441.00	\$ 30,272.00	\$ 56,815	\$ 26,543	53%
6700	Committees	5,626.00	\$ 10,089.00	\$ 15,400	\$ 5,311	66%
6800	Building / Insurance / Contractors	52,892.00	\$ 145,069.00	\$ 415,008	\$ 269,939	35%
6900	Office & General Expenses	8,012.00	\$ 79,473.00	\$ 87,322	\$ 7,849	91%
7000	Hospitality	1,065.00	\$ 5,722.00	\$ 5,000	\$ (722)	114%
7100	Other	2,657.00	\$ 33,922.00	\$ 37,760	\$ 3,838	90%
8000	Restricted Expenses		\$ -	\$ -	\$ -	0%
9999	Uncategorized Transactions		\$ -	\$ -	\$ -	0%
Total Expenses		117,558.00	\$ 693,244.00	\$ 1,230,030	\$ 536,786	56%
Revenue less expenses		(39,048.00)	\$ (1,034.00)			
Assets						
Bank Accounts						
	Chase Ckg 0017	\$ 42,387.00				
	Chase Restricted Funds 1572	\$ (6,461.00)				
	Chase Set-Asides - 6803	\$ 184,830.00			*Includes \$100,000 for the ramp	
	Chase EFT 2272	\$ 4,134.00				
	Chase Ckg MDF - 0472	\$ 4,286.00				
	Chase Payroll - 9288	\$ (3,410.00)				
	TD Bank Checking - 4514	\$ 14,519.00				
	Total Bank Accounts	240,285.00				
4500 Investment Accounts						
4540	Schwab Fund B Endowment 8100	508,238.00			*Includes Emergency Fund is tenant fails to pay rent	
4530	Schwab Fund A Rainy Day 8408	375,716.00				
4510	JP Morgan 5588	0.00				
	Total Investment Account	883,954.00				
Total Assets		1,124,239.00				

Minister's Report

February was certainly an eventful month! After informing the congregation about my decision not to renew my Interim Agreement for a second year, The Transition Team, Board, and I held two Listening Sessions after the service which were well attended both in-person and on Zoom. We listened to the reactions from the congregation as well as gave more information on what led to this decision. I hope there will be a greater awareness moving forward about what it means to engage in shared ministry and the difference between an Interim Minister and a Settled Minister, especially the importance of having clear Interim Goals with broad buy-in.

I also had an opportunity to reflect on the past six months and put my thoughts into writing as part of the Interim Ministry Appraisal process. One of the benefits of having an outsider like myself come in is our ability to "hold a mirror" to Fourth U's face, since it's a bit difficult to analyze the culture if one is steeped in it. There are both opportunities and challenges ahead and it is my hope that there will be more involvement and engagement with the healing process to engender more trust in leadership and one another, thus creating a safe (and fun) space for members and friends to explore their spirituality while dismantling systems of oppression both within and without.

One piece of good news I wanted to share is the successful merger of the Worship Arts Team and the Worship Associates Team to form the Worship Team. I wanted to express much gratitude to Nancy Robillard for her leadership over the years and also appreciate her desire to cultivate new leadership over a year and a half ago. I have approached Mateo Frisk to be the chair of the new Worship Team (with a new charge and clear job descriptions and tasks) and I'm happy to say he has accepted this responsibility. I have also scheduled Guest Preachers for July and August so the new Interim Minister can come in and plan September onward.

Programming-wise, we continue to explore Rabbi Danya Ruttenberg's *On Repentance and Repair*. The discussion group was launched with enthusiasm by those who participated. The last sermon series ended on March 10th. Robert Buonaspina's sermon on interdependence was also well received on March 3rd.