

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



Board of Trustees Meeting Agenda
Wednesday, April 10, 2024

2024 - 2025 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 ([March 13, 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. DLRE Search
 - B. Robert's Rules of Order
 - C. General Assembly Delegates
- VI. Old Business 8:10 p.m.
- A. Interim Minister Search Committee
 - B. 2024/25 Board Slate
 - C. Transition Team
 - D. Safe Congregation Policy
 - E. Emergency Response Team
 - F. Start Up Agenda for April 20, 2024
- VII. Comments, Announcements, and Other Business 8:40 p.m.

- A. Session with UUA Representative – Saturday April 20, 2024 – 10:00 a.m. (EST)
 - B. Budget Meeting May 5, 2024 - 12:30 p.m. (EST)
 - C. Board Meeting - Wednesday May 8, 2024 - 7:00 p.m. (EST)
 - D. Congregational Meeting and Board Elections - Sunday June 2, 2024
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- VIII. Acknowledgements and Appreciations 8:45 p.m.
 - IX. Executive Session 8:50 p.m.
 - X. Closing Words and Adjournment 9:15 p.m.

President's Report

President's Report

Spencer Salzberg

April 2024

Hello Team,

Here's my report for April 2024.

Teamwork

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

Sunday Easter Service

Kudos and gratitude all around to everyone who worked to put together such a spectacular Sunday worship service on March 31st. It was an uplifting, spiritual event that lifted our spirits.

Interim Search Committee

A lot of work and time went into putting together a profile package submittal. The Committee is doing a terrific job.

Board Transfer Meeting

I will circulate potential meeting dates for the annual Board of Trustees handoff. This is an annual tradition where the Board of Trustees meets, departing Trustees and new Trustees. It's an opportunity for new Trustees to ask questions and for departing Trustees to share information, advice or observations.

End of Church Year

It's April and the end of the church year is approaching. We have a budget meeting and a congregational meeting in the next two months. We have to prepare for Board elections and a transition of leadership. I believe our congregation is in good hands with our Board of Trustees and staff caring for, leading and protecting 4th U. Sunday June 30th will be the end of my final term as President. It's bittersweet. I remember President Lois Coleman's and President Jon Arancio's graciousness and support when they invited me to serve on the Board during their terms and now I'm getting ready to step out of the office. On June 30th, I'd like to offer one final statement from the pulpit as President so I can praise and thank the congregation, and so I can welcome and support our next President, Vice President and newest Trustees..

Executive Director's Report

Ramp Update - The installation of the ramp at the south Central Park West door has suffered a setback. The Kenilworth building has erected scaffolding and a sidewalk shed that extends over the area where the ramp will be installed. Fourth Universalist was not given any advance notice that this project was starting. I arrived for work on Tuesday March 19th and a crew was setting up the scaffolding. The Kenilworth needs to make repairs per Local Law 11. It is mandated work and they don't have an option about the timing of the work, they need to get the repairs finished to avoid fines from Dept of Buildings.

I have been in contact with Suzanne Hognlund, who is the President of the Kenilworth Board, and Alex Pearson, who works for their management company. I also contacted Fourth Universalist's architects, Tom Fenniman and his associate Samuel Harris. Samuel, Alex, and I had a meeting on Tuesday 4/2/2024 that included the construction foreman from Nova. Nova is the construction firm performing the work.

The Kenilworth has significant repair work to complete on its upper exterior facade. Some of the work could possibly affect the south flat roof of Fourth Universalist. At our meeting Samuel detailed to Pawel, Nova foreman, and Alex Pearson the level of protection needed to be in place to protect Fourth Universalist's building from any potential damage. Nova and the management company agreed to put the protection in place per Samuel's specifications.

Fourth Universalist also asked that a motion detector and alarm system be placed on the scaffolding since there is a security risk with scaffolding being erected overlapping Fourth Universalist's building. Nova and the management company agreed to the security measures and will install them ASAP.

The current estimate for the completion of the repair work is twelve months. This timeframe depends on whether the Landmarks Planning Commission insists that the Kenilworth replace like for like for the stone repairs or allows substitutions. If LPC insists on like for like the time frame may go longer since availability of the type of stone originally used in the construction of the Kenilworth's facade is in short supply right now. We did ask that if at all possible the repair work that requires the scaffolding over the area of the ramp installation be completed first so that that section of scaffolding can be removed.

The Kenilworth's management company will be sending an Access Agreement to Fourth Universalist to be signed. This gives them permission to access Fourth Universalist's south flat roof if necessary for the repair work. When the agreement arrives I will have it reviewed by Fourth U's attorney and Tom Fenniman.

Fourth U has a good relationship with the Kenilworth, and the residents raised significant funds for our roof replacement. We want to be good neighbors but at the same time make sure the building is protected from any potential harm and the correct documents and insurance are in place. The timing of this project is unfortunate since we are so close to getting our final permit for the ramp installation.

Other - In the past few weeks, I have been providing support to the Interim Search Committee, staff recruitment, Stewardship campaign for FY 24/25, working on the draft FY 24/25 budget. As part of the FY 24/25 work I have been going through every budget line relating to Building and Office to see where any savings can be made.

Treasurer's Report

Budget Report - Revenue and Expenses 31-Mar-24

		Monthly	Year to Date (YTD)	Budgeted	Variance	%Realized
Income						
Unrestricted Contributions						
4020	Pledges	4,686.00	\$ 106,214.00	\$ 160,000	\$ 53,786	66%
4030	Sunday Plate	3,194.00	\$ 26,050.00	\$ 25,000	\$ (1,050)	104%
4040	Hospitality	32.00	\$ 337.00	\$ 300	\$ (37)	112%
4050	Event Rentals	631.00	\$ 64,516.00	\$ 150,000	\$ 85,484	43%
4060	Parish Hall Tenant Income	59,774.00	\$ 536,648.00	\$ 717,284	\$ 180,636	75%
4200	Misc income / donations	-	\$ 6,730.00	\$ -	\$ (6,730)	0%
4000	Other	-	\$ 12,220.00	\$ -	\$ (12,220)	0%
4300	Restricted Income	315.00	\$ 8,230.00	\$ -	\$ (8,230)	0%
4301	Fourth Universalist Events	-	\$ 1,018.00	\$ -	\$ (1,018)	0%
4302	Capital Campaign	-	\$ -	\$ -	\$ -	0%
Total Unrestricted Contributions		68,632.00	\$ 761,963.00	\$ 1,052,584	\$ 291,639	72%
	Restricted Income (not included in this month's r	-	\$ -	\$ -	\$ -	0%
0	Invstmnt Income (Incl Unrlzd Gains&Loss)	-	\$ -	\$ -	\$ -	0%
TOTAL INCOME		68,632.00	\$ 761,963.00	\$ 1,052,584	\$ 291,639	72%
Expenses:						
6000	Senior Minister Payroll Expense	11,102.00	\$ 87,204.00	\$ 148,284	\$ 61,080	59%
6100	Staff Payroll & Related Expenses	32,543.00	\$ 332,182.00	\$ 427,873	\$ 95,691	78%
6200	Ministerial	350.00	\$ 4,475.00	\$ 6,000	\$ 1,525	75%
6300	Governance (long range strategy & consult)	4,454.00	\$ 14,286.00	\$ 30,568	\$ 16,282	47%
6600	Music, RE & Worship Arts	4,429.00	\$ 34,701.00	\$ 56,815	\$ 22,114	61%
6700	Committees	-	\$ 10,639.00	\$ 15,400	\$ 4,761	69%
6800	Building / Insurance / Contractors	26,170.00	\$ 171,239.00	\$ 415,008	\$ 243,769	41%
6900	Office & General Expenses	7,821.73	\$ 87,295.00	\$ 87,322	\$ 27	100%
7000	Hospitality	266.00	\$ 5,468.00	\$ 5,000	\$ (468)	109%
7100	Other	2,801.00	\$ 36,723.00	\$ 37,760	\$ 1,037	97%
8000	Restricted Expenses	-	\$ -	\$ -	\$ -	0%
9999	Uncategorized Transactions	-	\$ -	\$ -	\$ -	0%
Total Expenses		89,936.73	\$ 784,212.00	\$ 1,230,030	\$ 445,818	64%
Revenue less expenses		(21,304.73)	\$ (22,249.00)			
Assets						
Bank Accounts						
	Chase Ckg 0017	\$ 62,426.00				
	Chase Restricted Funds 1572	\$ (6,461.15)				
	Chase Set-Asides - 6803	\$ 184,833.00				*Includes \$100,000 for the ramp
	Chase EFT 2272	\$ 8,030.00				
	Chase Ckg MDF - 0472	\$ 3,920.79				
	Chase Payroll - 9288	\$ (635.12)				
	TD Bank Checking - 4514	\$ 8,782.91				
Total Bank Accounts		260,896.43				
4500 Investment Accounts						
4540	Schwab Fund B Endowment 8100	520,176.00				*Includes Emergency Fund is tenant fails to pay rent
4530	Schwab Fund A Rainy Day 8408	332,514.00				
Total Investment Account		852,690.00				
Total Assets		1,113,586.43				

Minister's Report

As we ushered in springtime, our Sunday services also looked back at what it means to live in the twilight of one's life with the first ever ElderSpirits Sunday. Many thanks to those who helped plan this beautiful service and those who served on the panel, sharing their wisdom and rich life experiences with us on March 17th. I hope this won't be the last! The Worship Arts Team also put together a beautiful and intimate Spring Equinox service that celebrated the rebirth of life. Finally, those of you who attended the Easter/Transgender Day of Visibility service were in for a treat! There was a band that featured transgender musicians and we heard three powerful stories related to the trans experience and the Easter themes of Death, Grave, and Resurrection. I'm happy to say there's been a resurrection of sorts with the formal launch of the Worship Team as I indicated in last month's report. Finally, I did a pulpit swap with All Souls NYC. Pamela Patton from that congregation will join us in April.

This past month was also when we formally announced staff and clergy departures, culminating in the third Listening Session held after the Sunday service on March 10th. A few members came up to me and Ember afterwards volunteering their services. I was able to put together a DLRE Search Task Force very quickly, refining the job description by talking to our current DRE, Ember Kelley. The job posting is now up on the official UUA site, as well as LREDA, social media, and several seminaries. If you know anyone who is interested in the position, please encourage them to apply by going to 4thudlre.weebly.com to check out our packet. We are hoping to get enough applicants to begin the interview process by the beginning of May and having someone up and running by June. The RE Assistant and Membership and Hospitality Manager positions will be Acting (to offer greater flexibility for the next Interim Minister to tweak the position) and will have a truncated search process so we can put someone in place sooner rather than later. More information to come!

March is also budgeting season. I've met with Sheila and the rest of the staff to talk about our forecast and outlook, especially as they affect staffing and programming. I attended several Finance Committee meetings and am amazed by the wealth of information and depth of dedication this group has in making sure Fourth U remains good stewards of the congregation's finances. Let's hope the pledge drive will result in a higher pledge commitment next year.

Lastly, the Transition Team continues to meet on a regular basis. Initially, there were goal-setting sessions planned, but after talking to UUA Staff, we decided to hold off on those and focus the remainder of my time here on a healthy leave-taking process. We also talked about what was going to be the second part of the start-up and decided to focus on "What's True Now." This will still be facilitated by UUA Staff. The goal-setting sessions and another start-up workshop will take place in the Fall once the new Interim Minister gets here.

Interdependently Yours,
Rev. Jonipher

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



Minutes for the Board of Trustees Meeting – Wednesday, March 13, 2024

Board Members Present: Spencer Salzberg, Carol McLoughlin, Jesse Margolis, Loretta Howard, Liz Wolfe, Rachael Unite, James Saslow

Staff Present: Rev. Jonipher Kwong, Interim Senior Minister; Sheila Powers, Executive Director

Others Present: Erin White, Liza Dey, Brian Kramer, Katherine Noordsij, Melanie Lee, William Artis, Kirwin Seger, Anjum Choudhury, Carolyn MacLaury, Deborah Roth, Monica Diaz McMillan, Liza Kent (joined 7:44pm), Brett Essler (joined 7:46pm), Jillian Ashley (joined 7:46pm)

Quorum: With quorum present, the meeting was called to order at 7:05pm.

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- 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

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 ([February 14, 2024](#))

- Spencer made a motion to adopt the meeting minutes at 7:15pm
- Loretta seconded the motion
- The Board voted 7-0 to approve the motion

IV. [Board Reports](#)

- A. President's Report. Submitted under a separate cover.
- B. Executive Director's Report. Submitted under a separate cover.
- C. Treasurer's Report. Submitted under a separate cover.
- D. Minister's Report. Submitted under a separate cover.

V. New Business

- A. Board Appointment

- a. Monica Diaz McMillian introduced herself and spoke about her history at Fourth Universalist
 - b. Spencer made a motion to appoint Monica Diaz McMillan to the Board of Trustees
 - c. Rachael second the motion
 - d. The Board voted 7-0 to approve the motion
 - B. UUA Transitions Office Presentation
 - a. Christine Purcell presented on the UUA Transitions Office and the work she can support Fourth U with during the ministerial transition
 - b. Members of the Board and the Interim Minister Search Committee asked questions and Christine answered them
 - C. Interim Minister Search Committee
 - a. Brian Kramer provided an overview of the Interim Minister Search Committee
 - b. The Interim Minister Search Committee members are Brian Kramer, Brett Esler, Emily Mathieu, Liza Kent, and Jillian Ashley
 - D. Staff Resignations and Replacements
 - a. Rev. Jonipher is moving ahead with creating a DRE search committee
 - b. In the coming weeks, there will be discuss about the options for filling Soyals position
 - E. Safe Congregation Policy
 - a. Carol spoke about the draft Safe Congregations policy that is nearly complete
 - b. Sheila and Ember will work to submit an updated draft policy by the 5/8 Board Meeting.
 - c. After board review and any recommendations are incorporated, the finalized policy will be voted on at the 6/12 board meeting.
- VI. Old Business
- A. 2024/25 Board Slate
 - a. Loretta and Rachael both plan to step off the Board
 - b. Carol plans to run for President
 - c. Jim plans to run for Vice President
 - d. Jesse plans to run for Treasurer
 - B. Emergency Response Team
 - a. Tabled until the next Board meeting
 - C. Start Up Agenda for April 20, 2024
 - a. Rev. Jonipher suggested that the Transition Team take the lead on conversations with Rev. Alia, and the Board join as schedules permit
 - b. The name of this meeting will need to be changed from “Start Up” as that is no longer relevant
- VII. Comments, Announcements, and Other Business
- A. Follow up meeting with Christine Purcell from the UUA – Tuesday, March 19, 2024
 - B. Board Meeting – Wednesday April 10, 2024 – 7:00 p.m. (EST)
 - C. Session with UUA Representative – Saturday April 20, 2024 – 10:00 a.m. (EST)
- VIII. Acknowledgements and Appreciations
- Spencer read acknowledgements and appreciations

IX. (Executive Session)

- Spencer made a motion to enter Executive Session at 8:49pm
- Loretta seconded the motion
- The Board voted 8-0 to enter Executive Session
- Spencer made a motion to exit Executive Session at 9:25pm
- Rachael seconded the motion
- The Board voted 8-0 to exit Executive Session

X. Closing Words and Adjournment

- With no other business, the meeting was adjourned at 9:26pm