

**First Unitarian Universalist Society of San Francisco**  
**Regular Board Meeting**  
**January 19, 2010**

***Present***

*Board Members*

Matt Fuller, Moderator  
Claire Weber, Vice Moderator  
Jane Park, Secretary  
Ben Bear  
Laura Gilmore  
Stephen Schwichow  
Judith Stoddard  
Don Williams  
Bill Wise

*Staff*

Joel Gilbertson-White, ministerial intern

*Member Guests*

Karla Jones

*Excused*

Thad Smith, Treasurer

**Call to order.** The meeting was called to order by Moderator Matt Fuller at 7:00 pm.

**Opening & Chalice Lighting.** Stephen read from Teddy Roosevelt “*It is not the critics who count...*”

**Feedback from Board Members.** There was no feedback from Board members.

**Agenda review.** There were no changes to the agenda.

**Consent agenda.** The minutes of the December 15, 2009 meeting were corrected to include the Board’s approval of the charge for the young adult group.

**Policy Review**

Matt distributed “Managing Polarities,” which names eight areas of church life to be kept in balance. Churches sometimes approach these areas as “either/or” and when churches find themselves too far along the spectrum in an area, people may go the opposite extreme. The challenge for leaders is to find the right balance.

- Tradition AND Innovation
- Spiritual Health AND Institutional Health
- Management AND Leadership
- Strong Clergy Leadership AND Strong Lay Leadership
- Inreach AND Outreach
- Nurture AND Transformation
- Making Disciples – Easy Process AND Challenging Process
- Call AND Duty

Matt invited members to read the document and let him know if they have thoughts and/or feedback.

## **Reports**

### 1. Executive Director's report.

The Board reviewed Nancy's written report. No major questions or concerns were voiced. The Board was pleased that Nancy obtained a refund on the elevator maintenance fee. The Board briefly discussed the marketing task force. The group is still looking for someone with web experience. Matt asked for Board members' ideas for people with web skills and stated there would be a solicitation in the Flame. Board members asked for guidance on how they could help with yelping. As noted in Nancy's report, it is important not to jeopardize our non-profit status as we seek to increase rental income.

#### a. Financial

The Board briefly reviewed the preliminary 6-month financial reports. Salaries are coming in at a relatively low 45%, because the Beyond Sunday Coordinator has not been hired. Matt believes the totals include retroactive staff raises, but will verify for the next Board meeting.

#### b. Sunday Attendance

The Board generally liked the graphic presentation of attendance, and requested a few formatting improvements.

## **Old Business**

### 1. California Pacific Medical Center (CPMC) update

Bill discussed the most recent report, sent by email to the Board on 1/18/10 (The email will be attached to the packet in the archives). The Board discussed CPMC's request to address the congregation. Several Board members expressed concern that CPMC makes reassuring, but ultimately non-committal statements, in our areas such as parking and noise. The conversation focused on the following:

- How best to obtain firm commitments from CPMC and whether a congregational presentation could be used a vehicle for such commitments or whether the meeting would give them a platform for more non-committal statements; How such a meeting might affect relationships that we are forming with nurses unions and neighborhood associations. There was general agreement with Matt's suggestion that CPMC meet with the Board, before holding any congregational meeting.
- Whether, in our efforts to mitigate the hospital's impact, we should also aim to avoid a "domino effect," wherein other buildings will have tall towers that exceed regulations.
- The importance of parking for the church. Laura expressed concern at parking being described as a "life or death" issue, noting that the church is located in a urban area in a corridor slated for increased public transit; Ben suggested some survey to assess the importance of available parking to members' church engagement and attendance. Matt stated that efforts to protect our interests with CPMC might be separate from the larger, long-term issue of our reliance on parking. Joel suggested we consider organizing carpooling; other large urban churches have success in this area.

As CPMC liaison, Bill said he would ask the Committee how the Board can help the CPMC committee with its challenge in getting commitments from CPMC. Ben and Bill expressed appreciation for Nancy's "cordial and firm" interactions with CPMC.

## 2. Sabbatical Committee: Charge and Members

Matt updated the Board on developments on Greg's sabbatical and sabbatical committee. Greg will take sabbatical next spring; the dates are not finalized. Matt said he would report back to the Board about the implications for study leave, since Greg would not need study leave to prepare for spring services. The Board generally expressed a preference for uninterrupted time away, rather than back and forth (e.g., it would be confusing to have Greg be on study leave in January, back in February and on sabbatical from March through June).

The Sabbatical committee will have responsibility for: communication with the congregation prior to the sabbatical; planning worship, guest speakers, and related budget; and recommendations for covering what Greg does outside of Sunday. The Board will need to address budget implications in the next few months. The committee will likely be a Select Committee of 5-7 people. Greg would like suggestions for members. Matt will send an email requesting suggestions; he encouraged board members to "think beyond usual suspects." Matt will put an article in the Newsletter to explain the sabbatical, emphasizing the timeline and how sabbaticals in subsequent years would be longer, as stipulated in Greg's contract.

## 3. January 31, 2010 congregational meeting

Matt reminded Board members of the meeting to vote on Michael Walker's ordination. He asked all Board members to be present to help with signing members in, keeping people in room, and counting a quorum.

## 4. Intern update and Working Team

Matt updated the Board on communications with the Intern committee, following the Board's December decision to suspend the program for one year. After an initial difficult meeting with the committee, Matt later had several healthy conversations with committee members. Matt had alerted the committee chair directly about the agenda item and his December newsletter column alerted the congregation that a intern program decision was on the Board's agenda. Moving forward, Matt will distribute the Board agenda to committee chairs via email. Noting that some Board members had difficult conversations with committee members, Matt reiterated that we are here to support each other in dealing with difficult aspects of board service. The Board expressed its overall appreciation for Matt's handling of the conflict and believes the results show that the congregation is becoming more healthy in being in conflict.

On a related note, Matt noted that the trust of Dick Castile, a generous endower of the intern fund, includes about \$60,000 for the church's intern fund.

The Board needs to take action to engage congregation in conversation about the program. The intern committee can meet with Board members at its meeting the first Monday of the month. Matt and Laura will go, as liaisons, to the February 1 meeting; Judith will also attend.

## **Committee Update & Reports**

### 1. The Lay Leadership Development team

Matt reported that at the next leadership meeting, (also known as the CCC), on January 30, the team will roll out draft of program council. The team is still putting finishing touches on draft and will distribute it to entire board before the meeting. Ben clarified that the intent of

the program council is to delegate decisions to leaders more closely involved and take decisions that lie with Board to new group. Matt asked that Board members contact their committees to announce the meeting and touch base.

## 2. Culture of Generosity team

The team didn't meet; will meet in January. It will focus on the Annual Budget Drive; the issue of minimum pledge has been tabled for now.

## 3. Finance Committee

The Committee meets on the first Monday of month and includes Thad, Don, Matt Fuller, Matt Anderson and Ron Weber. Matt reported that the committee met with Nancy to discuss the budget process. He described the Board's involvement in the process as falling on a spectrum: the Board does not have the time or skills to prepare a detailed budget, but should not hand the process off entirely to staff, especially as the Policy Governance document names the budget as one of two major Board products. The Finance Committee anticipates a fairly flat budget, after last year's big push; there will be a need to manage expenses, especially salaries.

## **New Business**

### 1. Adult Religious Education: Updated Name

The Adult Religious Education (ARE) Committee would like to change its name to Adult Faith Exploration. Matt will ask for new charge

Don **moved** approval of the new name; Stephen seconded the motion.

The motion was **approved** by a unanimous vote of 8 to 0 with no opposing votes, no abstentions and the moderator not voting.

Matt introduced new business items 2 and 3, by noting that the Policy Governance document requires a Board self evaluation and an evaluation of the Senior Executive; however the document provides little guidance on that process.

### 2. Board Self-Evaluation Process

Jane provided a historical perspective, noting that these items were in the original Policy Governance document; the leaders of the 2004-5 revision believed it was valuable to keep in, but did not elaborate on the process. Claire suggested the Board look for a tool that provides evaluation criteria, that could be used on an on-going basis. There was general consensus that an evaluation would have at least two components: assess progress on goals/outcomes and assess our decision-making process. Ben suggested we also reflect on the health of the congregation. Some parts of the evaluation may be more appropriate in a retreat setting, rather than in a regular meeting. Judith suggested our task for this year may simply be to develop the process. The Board currently has the following goals, the last three are delegated to the Senior Executive:

- Strong lay leadership
- Culture of Generosity

- Widely Known Worship
- Great Adult Religious Education Programs
- Staffing for a Growing Ministry

This conversation will be continued at future meetings.

### 3. Board evaluation of Senior Executive Process

There was general agreement that the Board should use a similar two-part evaluation that focuses on specific goals, and how Greg is doing. It was also suggested that the evaluation include a self-assessment from Greg. There was general consensus that the Board's evaluation should be separate from any evaluation from the Ministerial Relations Committee, but that we should be careful not to duplicate the MRC's work. The MRC seeks Board input for its evaluation. Jane suggested that evaluation activities might also address our governance, such as the Senior Executive model adopted in June 2008.

### 4. Set deadline for receipt of draft budget & schedule budget board meeting (Apr 13)

The Board agreed on the following timelines for consideration of the church budget for fiscal year 2010-11: a draft budget should be completed by staff by April 6, when it will be previewed at a Finance Committee meeting; the special budget meeting will be April 13 and the regular board meeting will be April 20.

Stephen **moved** approval of the deadline; JS seconded the motion.

The motion was **approved** by a unanimous vote of 8 to 0 with no opposing votes, no abstentions and the moderator not voting.

### **Upcoming Events**

Jan 24 - Building Town Hall

Jan 30 - CCC Meeting in the morning

Jan. 30: Broadway sing-along—Ben is organizing the Board's song

Jan 31 - Congregational Meeting (Michael Walker Ordination)

Feb 21 - Access Committee "Celebration Sunday" event

Mar 7 - Congregational Meeting (delegate elections)

Mar 7 & 14 - Silent Auction

Feb TBD - get together with past board members, possibly after church.

February - 1/2 day board retreat? What days work for you??

April 17 - Interfaith dance (us + 3 other groups that use our building)

April 18 - Annual Budget Drive Sunday

### **Appreciation**

Many thanks for the Christmas Eve service: Mark and Reiko for the music; kids (Matt will send a card to Betty); to Rev. Fitch.

Special thanks to Joel for the creative service while walking

### **Good and welfare**

Carolyn Jayne had a serious fall. She is at home now and needs considerable support.

**Closing.** Stephen read from Brother William Nesbitt, a Texan poet “A friend or two ...”

**Adjournment**

Matt adjourned the meeting at 9:08.

Respectfully submitted,  
Jane Park, Secretary, Board of Trustees