

First Unitarian Universalist Society of San Francisco
Regular Board Meeting
December 15, 2009

Present

Board Members

Matt Fuller, Moderator

Claire Weber, Vice Moderator

Thad Smith, Treasurer

Jane Park, Secretary

Ben Bear

Laura Gilmore

Stephen Schwichow

Judith Stoddard

Board Members

Don Williams

Bill Wise

Staff

Rev. Greg Stewart, Senior Minister

Member Guests

Amy Moses

Anna Sylvester, Family Faith Exploration Committee

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

Opening. Laura read from Mary Oliver's *Thirst*, "Messenger..."

Agenda review.

The Board agreed to move the agenda item "new business #3" to allow Anna to leave early.

Consent agenda. The minutes of the November 17, 2009 meeting were accepted with minor revisions.

New business item #3: Approval of committee name/charge

Anna spoke to the committee's reflections that led to name change from Religious Education to Family Faith Exploration and the new charge. "Family Faith" is the short name.

UUSF Family Faith Exploration Committee Charge:

We seek to build a community for exploration, discovery, and purpose in which children and teenagers, with family and faith support, can use their tools and resources to determine who they are and what they believe. We seek to nurture a faith exploration program that children and teenagers insist on attending regularly. The members of the committee intend to accomplish this charge through the following activities:

- *Advocacy for our program.*
- *Ensure that Family Faith Exploration programs are offered on a consistent basis (e.g., OWL, Rites of Passage, Coming of Age).*
- *Provide oversight of Family Faith Exploration programs with the goal of each classroom being of high quality*

- *Ambassadorship of our program.*
- *Act as Front-of-Church-Door greeters.*
- *Serve on other society committees.*
- *Use the Family Faith Exploration bulletin board to promote awareness of opportunities.*
- *Provide Family Faith Exploration announcements in worship.*
- *Support Director and staff and program.*
- *Attend monthly meetings to learn about Family Faith Exploration Committee.*
- *Assist with Family Faith Exploration activities as needed.*
- *Serve as liaison between the Family Faith Exploration Committee and program classrooms.*
- *Service to the Family Faith Exploration Committee.*
- *Assist in delegation of Family Faith Exploration events.*
- *Seek opportunities to raise funds for Family Faith Exploration Program.*

The Board expressed enthusiastic support for the committee’s new name and charge.

Stephen **moved** approval of the new name and charge; Judith seconded the motion.

The motion was **approved** by a unanimous vote of 9 to 0 with no opposing votes, no abstentions and the moderator not voting.

Policy Review

1. The Board viewed a short excerpt from the 2009 UU University. Rev. Janne Isaacs Eller, minister at the large Unity Church in St. Paul, described eight indicators of effective governance:

- | | |
|-----------------------|---------------------------|
| • trust | • commitment |
| • articulation | • holistic view |
| • creative engagement | • partnership |
| • investment | • orientation to outcomes |

The Board briefly discussed the video. The Board was positive overall about its progress and efforts in these eight areas. Board members’ comments focused on trust, clarity about our values, our welcoming culture and interfaith collaboration.

Reports

1. Senior Minister’s report.

The Board reviewed Greg’s monthly report for November. Board members reiterated their appreciation of the new format of the minister’s report. Greg noted that all four communities who worship in our building (us, Lutherans, Sunday Afternoon Fellowship, and Buddhists) will hold an interfaith banquet and dance in April. There was some discussion of strengthening front desk coverage. In the long-term, Greg would like this to be a staff position. Greg is assessing the situation and working with Nancy. Concerns include improper

routing of calls that takes up staff time. Skills critical to front desk coverage include responding to people in crisis and respecting confidences. Greg will be around during his study leave in January, working with Carrie on job descriptions and preparing services and sermons through June. In response to the report comment that more young adults are in crisis and needing pastoral care, Laura noted that Fred and Greg could engage young adult leaders for help and support, as appropriate.

Greg updated the Board on the Beyond Sunday Coordinator. The new position will probably be 25-30 hours per week for some time. He clarified that “hiring to call” is *not* part of this job search; although that does not preclude calling a ministers later in the process. Greg emphasized that the church needs to be really ready to call second minister.

2. Executive Director’s report.

The Board reviewed Nancy’s written report. No major questions or concerns were voiced.

a. budget.

Matt noted that budget-to-actuals are now more recent. Judith asked for an update on efforts to assemble a volunteer team with marketing expertise to help the church meet its rental goals. Matt reported that a team has been gathered: it includes Galen Workman, Miko Mosher and Carla Conway; they met with Nancy once and will meet again in early January.

b. Sunday Attendance

RE counting is improving, and the church is doing better at counting all people in the building on Sunday, in addition to those in pews. The church’s sermon podcast page is very popular: there are 22,000 hits per week (i.e., the sum of hits only, plus of sermon only and whole service). This puts UUSF in the top five UU churches in terms of people listening; we were a featured podcast on UUA’s website.

c. Building Usage

There was little comment. Jane found it hard to read and volunteered to review and offer suggestions before January. She will need this information for the Building Town Hall.

3. Moderator’s report

No moderator’s report.

Old Business

1. California Pacific Medical Center (CPMC) update

Bill noted that several church members attended a meeting of health commission. Bill summarized his 12/15/09 email sent to the Board, reprinted here:

At the most recent health commission meeting, Dr. Mitch Katz, head of the SF Health Department, spoke in favor of the 550 bed Cathedral Hill Hospital as planned by CPMC. He commented that a hospital of this size enables there to be a concentration of specialists that results in better patient outcomes. This rebuts the proposal by the

Cathedral Hill Neighborhood Association and the St Lukes proponents that two hospitals of about 280 beds each be built: one on Cathedral Hill, and one on the St. Lukes site. As far as the Cathedral Hill location, Dr. Katz points out that most of the land in the city is already developed, and a large enough parcel of land not readily available.

He noted that Mitch Katz is a very powerful voice to have in support of the proposed hospital bed. He expects construction to start in late 2010 or early 2011.

2. Ordination – Michael Walker

Matt reported that Jeremy Nickel's ordination plans are on hold for time being. Michael is still very interested in being ordained. He had a successful visit before the denomination's Ministerial Fellowship Committee in December. He hopes to be ordained soon, in March, for reasons related to the ministerial search cycle. Matt distributed an ordination plan prepared by Michael, with a budget of about \$3,000. Michael hopes to raise \$1,300 through lunches, with balance provided by member and family donations. He has organized a committee including Stephen and Jim Barnett and has been in contact with Greg. Matt stated that January 31 would be a good day to hold a meeting, given other events on the church calendar and bylaws notice requirements. This needs to be a "sit-down, wait-for-a-quorum" meeting.

Stephen **moved** that the Board call a congregational meeting on January 31 for purpose of ordaining Michael Walker, with notice that the Board supports Michael's ordination and recommends a congregational vote in favor of ordination. Bill seconded the motion.

The motion was **approved** by a unanimous vote of 9 to 0 with no opposing votes, no abstentions and the moderator not voting.

3. Discussion regarding intern for next year

The Board continued its discussion from the November meeting. It was reiterated that the is time to provide direction on this issue, because an intern offer will have been made by time the Board considers the budget. Comments addressed include the following issues: Greg's ability to fully mentor an intern in a year when half the year would be in preparation of the sabbatical in the second half of the year; the congregation's lack of understanding of the program (*not* lack of support) evidenced during the discussion of the intern motion at the annual meeting; and the opportunity to take a year to make space for larger discussion of intern program. There was general agreement that the board is not "cutting off program forever," but rather the language in the motion (below) about leave suggests this is a decision for a year. Matt noted that he has been in contact with Intern Committee Chair Amy Kelly about the Board's consideration of this issue. As part of the discussion, the following motion was drafted:

*Whereas, an intern requires a significant investment of the senior minister's time, and, the minister will take a 4-month sabbatical leave during the 2010-2011 church year,
Whereas, there is currently a congregational motion regarding the intern program that has been tabled, and
Whereas an intentional period of reflection and discussion can help the congregation discern the best way to sustain an intern program that benefits interns and the congregation
Therefore be it resolved that
the Board directs the Intern Committee not to recruit an Intern for the church year 2010-11.*

Stephen **moved** approval of the resolution; Don seconded the motion.

The motion was **approved** with seven votes in favor (Claire, Jane, Ben, Thad, Stephen, Don & Bill), no opposing votes, 2 abstentions (Judith and Laura), and the moderator not voting.

4. Discussion of current "policy" of nominating a number of people to a number of slots
Matt summarized the Board's discussion at its November meeting regarding a "slate" of board candidate and democratic process. Laura also raised the issue of a how having a competitive election would work with treasurer recruitment (i.e., what if "the treasurer" isn't elected.) During a brief discussion, it emerged that Board members had different understandings about whether or not the Nominating Committee adopted a slate approach due to difficulties finding candidates. Consensus emerged that a good next step would be an informal discussion with the committee, rather than a formal motion. Don agreed to spearhead organizing the conversation, which would initially occur outside of a Board meeting.

Committee Update & Reports

1. The Lay Leadership Development team

Laura reported that the team focused on drafting a charge for Program Council at its last meeting. Matt will bring a draft to bring to January board meeting. The draft will be discussed at the leadership/CCC meeting on January 30. We hope to have the council in place by the end of the church year. An ongoing question is the relationship between the Beyond Sunday Coordinator and the Program Council. Furthermore, the Secretary has no idea why her notes in this section include mention of mud wrestling on Saturday, May 8.

2. Culture of Generosity team's meeting.

Judith report that the team focused on the upcoming budget process at its last meeting.

3. Finance Committee

The Committee meets on the first Monday of month and includes Thad, Don, Matt Fuller, Matt Anderson and Ron Weber. At its last meeting, the group agreed to propose a bylaw change to Board, recommending annual Financial Reviews until there is an unusual event (e.g., change in personnel). In response to a fraud prevention recommendation from Lautze & Lautze, the committee will check a set of deposits at each meeting. The Committee also discussed the five-year plan, adopted in 2004 for fiscal years 2005-6 through 2009-10; the

Board is supposed to report on this every year. As the plan is irrelevant now, the Committee thinks we owe congregation one more report, but will use the presentation as an opportunity to educate the congregation. The Board can make another plan next year if it chooses. Thad noted that the church still draws on its unrestricted reserves, but at much lower levels than in 2004. We can show the congregation that we have shored up the reserves and that increased reserves yield a larger pay out, especially when interest rates go up. It was noted the Board cannot announce that we have achieved six months of operating reserves until we clarify accounting practices related to unrealized losses. Matt Anderson will finish the gift acceptance policy. In January, the Committee will look at the budget process in an effort to be more engaged and in February, the committee will examine the second quarter review. The Board reiterated its appreciation for Thad's exceptional service as treasurer.

Thad asked about the agenda item of feedback from the congregation, traditionally placed at the beginning of the meeting. The Board agreed to consider feedback at this time. A few items arose: First, there was a tremendously positive response to Greg's sermon on the *Valley of the Shadow*. Second, the Board discussed feedback on holiday market. The congregation enjoyed the event and some involved in organizing previous years' holiday fairs expressed appreciation that this year's event did not involve long difficult preparations the day before. It was also noted there was misunderstanding and miscommunication between staff and a member who ran a table about the member's roles and responsibilities. Matt noted that the church tried something new and we will make mistakes from which we can learn. There was a brief discussion of how to handle this event next year and a suggestion that the program council might address this issue. It was agreed that the Board does not "have the bandwidth" to manage staff in these events. Finally, the board noted that the young adults event was fun. People mixed well. We might do this with other groups.

New Business

1. Safety and Security: Update

Riley McLaughlin has resigned as chair. Jane and Ben will follow up.

2. Sabbatical Committee: Charge and Members

Matt stated that this will be on the Board agenda in the January – February time frame. He is thinking of a group of 3-5 people. He will distribute relevant materials from other churches. The group will be tasked with Sunday services, similar to the period after John Robinson left. Greg will be on sabbatical early in 2011, possible March - June.

3. Approval of Update committees name/charge

The Board approved the UUSF Family Faith Exploration Committee name change and charge at the beginning of the meeting.

The Board considered the following materials from the Young Adult Group, distributed at the Board meeting:

Young Adult Group

(a Unitarian Universalist Young Adult Network group)

Committee Charge

The San Francisco Unitarian Universalist Young Adult Group is a group of 18-35 year olds with common interest in Unitarian Universalism. The charge of the UUSF Young Adult Group is to empower young adults, grow and diversify the membership of UUSF, and provide connections between young adults and the wider church community. The group will also provide a space for young people with common spiritual interests to create community together.

The Young Adult Group has set three priorities for nurturing young adults through 1) social events, 2) social justice/service, and 3) worship. To foster social engagement, the Young Adult Group meets regularly for lunch after service, and may also hold additional social engagements for young adults and the wider community. The worship program organizes regular small group and circle worships and larger group events. The social justice program connects the Young Adult Group to service opportunities such as the winter shelter and Marriage Equality volunteering.

The program of the Young Adult Group is diverse and open to the transformation its members provide, and it is a welcoming group open to the input and involvement of new members. Any young adult, regardless of church membership status, may participate and vote in Young Adult Group processes.

Structure and Leadership

The Young Adult Group is run by a Leadership group of up to six annually elected co-leaders, rather than by an elected chair. Two co-chairs are chosen as contacts to be listed on the books each year.

Meetings

Business meetings run by the co-leader group and, open to any young adult, generally occur regularly throughout the year. Additional meetings and activities including: regular social justice activities, worship circles, social events, and occasional fundraisers will occur as needed.

Members

<i>Heather DeLong</i>	<i>Amy Moses</i>
<i>Laura Gilmore</i>	<i>Brendan O’Brine</i>
<i>Lizzy Gruner</i>	<i>Otto O’Connor</i>
<i>Nathan Heigert</i>	<i>Cullen Rude</i>
<i>Rachel Johnson</i>	<i>Ian Slattery</i>
<i>Courtney Lindl</i>	<i>Burke Wise</i>

Charge Approved by the Young Adult Group: December 6, 2009

During a brief discussion, the Board expressed its enthusiasm and support for the Young Adult Group and its contribution to the church community.

Stephen **moved** approval of the charge; Ben seconded the motion.

The motion was **approved** by a unanimous vote of 9 to 0 with no opposing votes, no abstentions and the moderator not voting.

4. Discussion of upcoming budget process; time frame, input on issues

The Board briefly discussed budgeting process, which the Finance Committee will be addressing in depth. The budget is very complex; under current procedure, by the time the Board receives a draft, it is late in year and we're tired, so the Board has relatively little input. Our Policy Governance document states clearly that the Senior Executive brings the budget to the Board.

Board members voiced several requests for improvement in the budget process, including having a budget that:

- speaks to board promises, priority and goals (e.g., increased presence and stronger R.E.);
- allows us to communicate to the congregation how the budget affects our unrestricted
- shows where changes can be made

The Board also discussed the possibility of moving the Annual Budget Drive earlier, so that we could have solid revenue figures, instead of "best guesses." The Board agreed we could make follow up calls regarding pledges not received, a task now delegated to staff. The ABD committee is considering a "house party blitz" in mid to late February. We need to coordinate the February schedule.

Tabled, No Current Action Item (but not to be forgotten)

1. Intern Resolution (Stephen, Matt)

Upcoming Events

Upcoming events are listed in the agenda. Additional dates include:

Memorial service for Audrey Parvin, January 10 at 1:30.

January 24 is Don's Birthday (as well as the Building Town Hall

January 30, is the CCC/leadership meeting

January 31 is the congregational meeting to vote on Michael Walker's ordination.

There will be a social get-together with former board members sometime in February

½-day board retreat some Saturday morning in February

March 7 is the delegate voting meeting

March 14 is celebration Sunday

Appreciation

Millie Phillips for help with holiday market.

Jonathan for pictures at big music Sunday – CD available

Matt appreciates board!

Thanks to Matt and Brian for their efforts for the staff holiday gifts.

Good and welfare.

Audrey's memorial service

Greg on Study leave in January

Closing. Laura read from Mary Oliver "Praying..."

Adjournment

Matt adjourned the meeting at 9:29.

Respectfully submitted,

Jane Park, Secretary, Board of Trustees