

First Unitarian Universalist Society of San Francisco  
**Board Meeting**  
April 20, 2010

Joel Gilbertson-White, ministerial intern

**Present:**

*Board Members*

Matt Fuller, Moderator  
Claire Weber, Vice Moderator  
Thad Smith, Treasurer  
Bill Wise  
Judith Stoddard  
Don Williams  
Stephen Schwichow  
Laura Gilmore

*Excused*

Ben Bear

*Staff and Ministers*

Greg Stewart, Senior Minister

*Hinckley Board (for Joint Meeting)*

Linda Enger, Hinckley Board  
Galen Workman, Hinckley Board  
Shirley Gibson, Hinckley Board

*Guests*

Mason Ingram, SCW  
Margaret Pearce, SCW  
Christine Patch-Lindsey  
Karla Jones  
Sonnie Willis  
Joan Rost  
Liz Strand  
Donald Wilton  
Jeff Barrett

**Joint Meeting Call to Order.** Galen Workman called the joint meeting of the First Unitarian Universalist Society Board and the Hinckley Fund Board to order at 7:05 pm.

**Election of Hinckley Trustees.** Galen explained the history of the Hinckley fund and that vacancies on the Hinckley Fund Board of Trustees are always filled during a joint meeting of the Hinckley Board with the UUSF Board.

Linda Enger, as chair of the Hinckley Fund Nominating Committee introduced the nominees Kathleen Quenneville and Lucy Smith. Linda **moved** to approve the nominees for the Hinckley Board, Matt Fuller **seconded** the motion. No other individuals were nominated. The motion was passed unanimously with no absentions. The meeting was adjourned, there being no additional business to attend to.

**UUSF Board Meeting Call to Order.** The board meeting was called to order at 7:10pm by moderator Matt Fuller.

**Opening and Chalice Lighting.**

Don Williams opened the meeting with a reading from Ralph Waldo Emerson.

**Election of Secretary.** Board Secretary, Jane Park, recently moved out of state and is not able to complete her term on the Board. The Board elected Laura Gilmore to serve as secretary until the end of the church year.

### **Members Opportunity to Address the Board.**

Joan Rost addressed the Board about the Winter Shelter program. She had heard from Leslie Bader that the Board might discuss the program and so she conducted a survey of shelter volunteers to show that there is still significant interest in maintaining the program. Joan's survey e-mail was sent to the 68 shelter breakfast volunteers and she received 36 responses in 24 hours. Joan mentioned that the commitment to the winter shelter is deep, not just with organizers of the shelter. This past year, there were only two volunteer no-shows during the entire program. Joan has recruited seven volunteers who are willing to form and serve on a new winter shelter committee. This committee hopes to implement an ongoing system with a chair and a helper each year to promote leadership from within. They also want to look more holistic approach to our social justice efforts related to homelessness with the hope of making the shelter obsolete. She also read several poignant excerpts from volunteers who expressed what the shelter means to them.

Christine Patch-Lindsey spoke to the Board about concerns related to communications. She mentioned that she had not been able to find postings of Board Minutes from recent meetings on the website; the most recent minutes on the site were from December 2009. She would love to see what the agenda of the meeting would be so that people can come if there is something of interest on the agenda. She expressed distress about the current lack of administrator in church office and suggested that the church leaders might make a state of the union address to give congregation an update on the business of the church.

**Feedback from Board Members.** None

**Consent Agenda.** The minutes from the March 16, 2010 Board Meeting were approved with minimal corrections.

The minutes from the April 13, 2010 budget meeting were approved with one change.

### **Policy Review.**

Matt raised the question: "can we structure our agenda to make time for 'big ideas?'"

Matt pointed out that we can choose change the structure of the Board meeting agenda at any time. Matt asked that anyone who has suggestions about how to improve the format please e-mail him.

### **Special Guests**

1. SCW and Solar Task Force.

Margaret Pearce spoke on behalf of the Society for Community Work, explaining the organization's history of working with UUSF. She stated that for a long time the Board has come to SCW for money and SCW has funded the Society's requests. Now, SCW is asking the Board to spend *their* money because they would like to see the solar panels pursued. SCW took a vote at their most recent meeting and approved a potential \$100,000 loan to the Society at 6 % interest for the purpose of financing solar panels. She reminded the Board that the work of the Solar Task Force aligns with our 7<sup>th</sup> principle.

SCW voted to put aside \$3,000 last year for use by the Solar Task Force, and this money has not yet been needed. This \$3,000 could be used to engage consultants to determine whether the project would trigger life and safety upgrades to the Society's systems. This work needs to be completed before the Board would approve the \$100,000 loan.

*Move that the Board asks the Solar Task Force to engage appropriate engage appropriate experts to determine whether the installation of solar panels would trigger required code upgrades to our life and safety systems. We authorize spending approximately \$3,000 for this work from a previous SCW grant.*

Claire **moved**. Don **seconded** the motion. The motion passed unanimously with no abstentions, moderator not voting.

Judith began discussions by commenting that she was thrilled by SCW's offer. Claire commented that the Solar Task Force had put together a “sterling report.” Margaret stated that this Solar Task Force is the “perfect task force” with the right mix of skills to make the project work. Mason Ingram commented the development of solar panels at UUSF is a golden opportunity that SCW would be thrilled to support.

David Jones, who was not present, had asked whether the Board would enable a fundraising campaign for the remainder of the value of the panels and installation –about \$40,000-50,000. This canvas would not happen until at least May.

Mason noted that at \$1,000 a panel, panels could easily be sold and dedicated as a fundraiser. Stephen commented that such a targeted fundraiser is a fun thing to do. Don agreed and provided the example of the bells, which people had supported similarly.

Thad asked how much the Society would need to pay each month towards the loan. Margaret did not know the exact number off the top of her head, but guessed that it would be around \$500 a month or \$6,000 a year over a 25 year period. Margaret reiterated that at only 6%, this is a much lower interest rate than the Society would get with any other financing.

Thad commented that the Society is headed into a tough budget year because of the recession. He suggested that rather than loaning money to UUSF, SCW could use their endowment for panels, like the Berkeley church did when they installed solar panels. He also expressed concerns with beginning a major fundraiser at this time. Thad expressed

concerns that the solar panels would only provide less than 50% of the energy to this building.

Mason suggested breaking the resolution into two parts: the first being the approval of the \$3,000 for the life and safety upgrades and the second being the approval of the loan.

The Board agreed to continue the discussion of the loan next month. Matt agreed to contact David Jones to share that the Board is interested in moving forward with life safety study.

## **Reports.**

### 1. Senior Minister's Report.

Don commented finds the Senior Minister's report to be very helpful and well organized. He said that the report gives appropriate credit to the whole team.

Greg spoke about the popularity of the podcast. He receives several e-mails each week from listeners around the country who have been moved by the services we share on the internet. He shared one such e-mail from a contact in rural Pennsylvania.

Thad followed the discussion of technology by asking when the newsletter will begin electronic distribution. Greg explained that the transition is being held up by software difficulties and that Jonathan Silk is working hard to get it ready for an online debut in July or August. While the newsletter will be transitioning to electronic distribution, members may still request a hard copy.

### 2. Financials

Matt thanked Ron Weber for his work to get these reports done since Grace has been ill. Claire noted that the numbers suggest that we will come in balanced at the end of the year, even though we did not have all of the income we sometimes have. Matt agreed and noted that both income and expense we are tracking at about 66%.

## **Old Business.**

### 1. Winter Shelter

Following on Joan Rost's show of enthusiasm for the Winter Shelter, the Board approved the creation of a new Winter Shelter Committee consisting of members John Sage, Denis Paul, Ian Slattery, Stan Hartzell, Nancy Buffum, Richard Gross, and Joan Rost. John Sage and Joan Rost have agreed to serve as co-chairs.

Judith **moved** to approve the creation of the new Winter Shelter Committee. Claire **seconded** the motion. The motion passed unanimously with no abstentions, moderator not voting.

### 2. Bylaw change re: Board of Trustee Term Lengths

Based on a previous discussions about changing board term lengths, Matt researched the length of terms at other local churches. There is one other congregation in the Pacific Central District that uses two year terms. Most local churches have three year terms, and one has even longer terms. Laura asked if any of the churches provided feedback about whether they found their term lengths satisfactory. No congregation expressed any complaints about any term lengths.

Stephen explained some of the reasons for this proposal to lengthen terms from two to three years. He stated that the average time people stay on a board with two year terms is four years or two terms. He expressed concern that UUSF risks loss institutional memory if too many board members chose to leave in one year. Next year, for example, the board will have four new members out of nine. This can be “almost suicide” due to learning curve. If the board switched to three year terms, it would limit the turnover to 1/3 each year under ordinary circumstances. Stephen also noted that people often comment that they feel that “never have a choice” in board members, and with less slots to fill we might be able to run more candidates each year.

Claire supported the idea of three year terms, but did not link it to the choice to run a slate for election. Greg also spoke in favor of the change, since staff like to have continuity. Stephen at noted that in the past, this church has had three year board terms. Jeff Barrett added that many boards stagger terms or even have members with different term lengths to ensure that continuity is maintained.

If the Board passes this motion, it will need to go before the congregation, since it would require a bylaw change. The Board would want to host townhall meetings before. Don pointed out that we should delay any townhall until the fall, so that we do not confuse the issue with the upcoming elections of new board members. Matt and Stephen will work to draft a proposal to change term limits from two years to three years and bring it back to the board.

### 3. Approval of 2010-2011 Budget.

Matt addressed a question from Laura about what programs were and were not funded in the proposed budget. He stated that generally, requests from committees and staff were funded. The proposed budget involves some changes to Greg’s professional budget and to the proposed DFA position in order to account for a full-time front desk position. Claire commented that this is a tough budget year and thanks the Finance Committee for their work. She said that the budget anticipates the recession and the Society's changes in rental income, and still promotes good programs and congregational growth.

Thad **moved** to recommend budget for congregational approval. Stephen **seconded** the motion. The motion passed unanimously with no absentions, moderator not voting.

The congregational voting meeting for the budget is scheduled for May 23<sup>rd</sup>, so that it will not conflict with Bay to Breakers. The informational budget meeting is scheduled for May 2<sup>nd</sup>.

## **Committee Updates and Reports.**

### 1. Leadership Committee

Matt shared that the Leadership group is preparing for the next Council of Committee Chairs Meeting on May 8<sup>th</sup>. The most recent version of the Program Council proposal will be discussed at this meeting.

### 2. Culture of Generosity

No new news to share.

### 3. Finance.

Thad shared that the Finance Committee has been crafting a gift policy. He also noted that the gentleman who conducted the Society's previous audit at Lautze & Lautze has gone into his own business and may be able to provide a better rate for our annual audit this year.

Thad also pointed out that the Silent Auction did not get as much support as was hoped for and did not make \$10,000. He suggested that it might help to change the second Sunday of the Auction to Easter Sunday to encourage participation. Claire proposed hosting an Easter brunch for the Silent Auction, but this would require pushing back Tenderloin Tessie to 3 pm. Stephen questioned whether this would be feasible and what role the Society plays in Tenderloin Tessie. The Board agreed to discuss this further next month.

Greg suggested that the Board should ask the Silent Auction co-chairs what worked and what did not work this year to make improvements for next year. Matt agreed to call both Karen Susag and Sharon Jones to thank them for their work and to get their feedback and suggestions for next year.

### 4. Intern Committee Group.

Laura shared that a follow up meeting with the Intern Committee was rescheduled to a later date.

### 5. Governance Review Group.

Stephen, Claire, and Matt will be running a town hall discussing the possibility of reinstating a Personnel Committee this Sunday after service. Thad commented that serving on a Personnel Committee could be a tough job and should likely be a select committee.

Carrie Steere-Salazaar has agreed to serve as a temporary unpaid staff liaison between staff and board officers. This position will be there as a resource for staff members until

the Board decides if it wants to institute a personnel committee or make other governance changes.

## **New Business.**

### 1. Approval of Housing and Salary Split for Jeremiah Kalendae.

*Whereas, The Reverend Jeremiah Kalendae is the Beyond Sunday Coordinator/Minister at First Unitarian Universalist Society of San Francisco, and;*

*Whereas the IRS allows compensation for ministers to be designated between the categories of “Salary” and “Housing,”*

*Therefore, be it resolved:*

*The Board designates 40% of Rev Jeremiah Kalendae’s compensation as “Salary” and 60% as “Housing.”*

*This designation of compensation shall renew automatically on an annual basis without further action required from the Board until such time as Reverend Jeremiah Kalendae shall no longer be in the service of the First Unitarian Universalist Society of San Francisco.*

Claire **moved** to approve the designation of salary. Don **seconded** the motion. The motion passed unanimously with no abstentions, and the moderator not voting.

### 2. Sponsorship Request from Joel Gilbertson-White.

The Board reviewed a request for sponsorship from ministerial intern Joel Gilbertson-White. Sponsorship by a congregation is an important endorsement as part of the Ministerial Fellowship Process. This Board has sponsored several church members in the past.

Stephen **moved** to sponsor Joel Gilbertson-White. Don **seconded** the motion. The motion passed unanimously, with the moderator not voting.

### 3. Policy with Regard to Hiring Society Members

The Board discussed a motion to not hire members of the Society, other than contract positions or on a one off basis, such as a wedding coordinator.

Stephen spoke against the motion, stating that the Society should not punish or reward people based on membership and that we risk discrimination. In interview process, can find out if someone is consistent with policies of this congregation, but at the end of the interview, the best candidate should be hired. He suggested that instead of setting policy prohibiting the hiring of members, we might outline special understandings that need to

be in place if a member were to be hired. Stephen stated that while hiring a member could open up the possibility of issues, but this does not mean that it should be set in policy. Could make it known that there are special problems with hiring a member of the congregation, but not saying don't bother to apply. Members should not be given any preference either.

Don spoke in support of the proposal, noting that managing a member is a uniquely difficult management challenge, because of the rights and involvement of a member. Thad also spoke in support of the motion thinks it is appropriate given the congregational history.

Claire noted that this issue had not come up in any of her previous churches. She recalled that in her previous churches, the employees were not church members but that this may not have been by policy.

Thad compared the motion to policies in some companies that prohibit the hiring of family. Stephen noted that it is more common to prohibit people from supervising family, and membership does not necessarily translate. He stated that there is no such thing as two equally qualified candidates, since some characteristics will always distinguish one from another and that the church should always hire the better candidate. As a church, we might be able to get away with having a policy prohibiting members in place, but we should not because of potential legal concerns.

Greg explained the process and restrictions on hiring ministers. Usually, a distinction is drawn between internal and external candidates.

Bill expressed concern that a motion prohibiting members from applying for jobs might run the risk of running afoul with civil rights laws. Matt countered that he did not believe we would run the risk, but expressed a willingness to conduct further research.

Karla Jones noted that membership just requires signing the book. Could still act as a member of the church and not be an official member. Christine Patch-Lindsey pointed out the unique nature of the church/center dichotomy. She suggested that an insider might be able to navigate that divide more easily.

Laura mentioned that it would also be necessary to clarify whether this policy would prohibit an employee from later becoming a member of the Society.

Jeff Barrett suggested that the Society might want to focus the policy on objectivity, independence, and conflict of interest. He suggested that the policy could be focused on specific positions where objectivity and conflicts of interest could cause problems. Liz Strand stated that the proposal is too broad about which positions are covered. She shared that she had to quit her job at the church in order to serve on the search committee, even though her job probably would not have been a conflict of interest.

#### 4. Executive Session

*Stephen moved to have the Board enter Executive Session with Greg, Joel, and Jeff Barrett present to discuss personnel issues. Claire seconded the motion. Passed unanimously, moderator not voting. The Board went in to Executive Session at 9:03 pm.*

*The Board came out of Executive Session at 9:21 pm.*

### **Upcoming Events**

April 23 – Board dinner (great green auction item)  
April 25 – Town Hall re: Personnel Committee/Governance  
May 2 – Congregational Informational Budget Meeting  
May 8—Council of Committee Chairs Meeting  
May 8 –Michael Walker’s ordination  
May 9 – Board Breakfast (Great Green Auction item)  
May 23 – Congregational Voting Budget Meeting  
June 6 – Annual Meeting  
June 12 – All church Celebration!

### **Good and welfare.**

Greg reported that Marbeth Munn is doing better and that they had lunch.

Bernice had a reaction to medication from her fall a few weeks back. Greg went to see her and watched a parade with her.

Carol Parvin will turn 90 years old in July this year.

Congratulations to the two new Hinckley Board members

### **Appreciation**

Auction co-chairs – Sharon Jones and Karen Susag

Joan Rost

Margaret Pearce for SCW project

Ron Weber for financials

**Closing.** Don read closing words from Ralph Waldo Emerson.

**Adjournment.** Matt adjourned the meeting at 9:35 pm.