

First Unitarian Universalist Society of San Francisco
Board Meeting
May 18, 2010

Present:

Board Members:

Matt Fuller, Moderator
Claire Weber, Vice-Moderator
Thad Smith, Treasurer
Laura Gilmore, Secretary
Bill Wise
Ben Bear
Stephen Schwichow
Judith Stoddard

Excused:

Don Williams

Ministers/Staff:

Rev. Greg Stewart, Senior Minister
Rev. Jeremiah Kalendae, Beyond Sunday Minister

Members and Guests:

Liz Cormier, UU-UNO
Larry Danos, UU-UNO
Melvin Starks, UU-UNO
Alison Rittger
Liz Strand
Nancy Evans
Mary Castiglia
Leslie Bader

Call to Order. Meeting called to order by Moderator Matt Fuller at 7:02 pm.

Opening Words. Matt read opening words from Governance and Ministry.

Members' Opportunity to Address the Board.

Liz Cormier addressed the Board to suggest that listening devices be made available to guests at Board Meetings.

Alison Rittger expressed concerns about the Great Green Auction co-chairs Karen Susag and Sharon

Jones and wondered if they had been thanked for their service to the Society.

Feedback from Board Members.

Stephen shared positive feedback about a recent sermon by Greg.

Laura shared that she received positive feedback from committee chairs when she sent the meeting agenda out by e-mail earlier in the week.

Consent Agenda.

The minutes April 20, 2010 Board Meeting were accepted with minor spelling changes.

Governance Review.

Matt shared the same question he had shared at the April meeting: "How can we structure our agenda to make time for "big ideas?"" He asked anyone who had feedback on how to structure Board meetings to e-mail him.

Special Guests.

1. Larry Danos, UU-UNO

Larry Danos from Unitarian Universalist - United Nations Organization (UU-UNO) updated the Board on a 2 ½ day long UU-UNO spring seminar he and Liz Cormier attended in New York City. He passed out a handout summarizing the seminar, which centered around global climate change. At the seminar, they attended collaboration groups to discuss topics including technical aspects of climate change, and faith based reactions to climate change. Stephen asked if any young people from our church went to the event and whether any other people from the Pacific Central District were present for the meeting. Larry responded that there were not any other attendees from UUSF. Larry explained that UNO is largely eastern organization and UUSF is one of the few churches west of the Mississippi who participate. UU-UNO has had a few meetings on the west coast to encourage more congregations to participate. Matt thanked the members of UU-UNO for their presentation and suggested they also connect with Marc Theobald about the current plans for a Greening Committee and Millie Phillips about forming connections to the Denominational Affairs Committee.

2. Beyond Sunday Update.

Beyond Sunday Minister, Jeremiah Kalendae, provided the Board with an update from his Town Hall meeting about the Beyond Sunday program. He outlined five aspects that he will be focusing on in the Beyond Sunday Program:

- *Welcoming Membership and Ministry.* This aspect of the program will focus on how we welcome and integrate people into the church.
- *Neighborhood Ministries.* There are plans to divide the city into five "neighborhood" ministries that participate in local outreach and grassroots ministries. The purpose of these groups is to bring down the large church down from the "macro experience" to a smaller "affinity group." Each group will be headed by three lay ministry leaders.
- *Community Outreach/Social Justice.* Since we already have connections to social justice groups, Jeremiah will work to create clearer processes to access groups. This might include a program calendar or brochures about what is going on.
- *New Ministries.* The goal of developing new ministries is to "help people offer their gifts

and talents to the world.” Jeremiah's plan is to provide make it as easy as possible to start something new. He plans to put together a guide on how to volunteer and be a leader at the church. He explained that since he he began at the church, new activities such as a prayer shawl ministry and a food pantry are already beginning.

· *Spiritual Life and Learning.* This aspect will focus on our values and philosophies as a church. Jeremiah explained it as the "growth of the soul through the experience of the church."

Thad said that he thought the Beyond Sunday Town Hall had gone very well. He asked when the neighborhood groups would be rolled out. Jeremiah replied that these would begin in the fall, since chairs for each neighborhood group must be identified first. His hope is to use these neighborhood ministries to pull multiple existing groups together. For example, neighborhood groups will have ties to pastoral care. Judith asked how neighborhood ministries might fit with the current Small Group Ministries program. Jeremiah said he did not see much intersection between neighborhood ministries and Small Group Ministries when he visited the Fountain Street Church. He said that he will have to wait and see how the programs naturally fit together.

Reports

1. Senior Minister's Report.

Stephen commented that he enjoyed Greg's discussion of the current discussions in the religious education program about Faith Development curriculum. Greg said he feels it is important to get stakeholders involved in meeting. He stated that the program is working to get at the root of “what are we are about” as Unitarian Universalists in order to create depth of UU experience. Once that UU experience is in place, learners will be better situated to explore world religions. Thad mentioned that attendance in the Religious Education program is down. Greg said that about 30-35 kids are present on an average Sunday, but these numbers spike at certain times of year. What is it during those times of the year that get students engaged? For example, the Christmas pageant gets high involvement since children get opportunity to share with the larger congregation. Matt mentioned that there has been negative feedback about the switch to having two Sundays of class and two Sundays of chapel. This switch has not been successful since families are more likely to skip the chapel Sundays. Greg also shared that class attendance is inconsistent – one week only one child will be present, while the next week eight students might show up.

There was a brief discussion about how to recognize Rev. Fred Rabidoux's ministry in the church. Matt asked whether Fred had any thoughts about how he would like to see his connection to the church formalized. Greg was not certain, but it was agreed that this would be discussed further at the June Board Meeting.

2. Financials.

The Board reviewed the Financial statement. Matt explained that at this point in the year, we should be at approximately 83% of budget. He also shared that Ron Weber and Bookkeeper Grace Lam have taken close look at the finances for year and they believe that since both income and expenses are coming in lower than expected, we should end the year balanced.

Matt also shared that a candidate for the front desk position has been found through the SFJobsNow program. This candidate will begin training next week. Jay Roller, Jeremiah Kalendae, and Liz Strand

were all involved in interviewing the final candidates for the position.

Old Business.

1. (re)approval of Housing and Salary Split for Jeremiah

In April, the Board approved a designation of compensation for Rev. Jeremiah Kalendae as 40% "salary" and 60 % housing. This split was the reverse of what Jeremiah had requested.

The corrected approval of housing and salary split for Jeremiah Kalendae was read by Matt:

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 **60** % of Rev. Jeremiah Kalendae's compensation as "Salary" and **40**% 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 corrected split of housing and salary. Stephen **seconded**. The motion passed unanimously with no abstentions and the Moderator not voting.

2. Policy with Regard to Hiring Society Members.

The Board continued previous discussions about whether or not to prohibit Society members from being hired other than for contract or temporary positions. Stephen shared that he was not in favor of this potential policy.

Claire **moved** to table the discussion. Stephen **seconded** the motion.

Matt opened the item up for discussion and Nancy Evans shared some items that might influence the decision if the discussion is picked up again in the future. She stated that the auditors do not tend to like the hiring of independent contractors for childcare workers and other roles. She also shared that she would have been willing to resign her membership in order to take her position at the church. She mentioned that it seemed as though this discussion might be a response to her service at the church and stated that she believed that the issues raised had more to do with management and governance than with membership. Matt noted that this item was not on the agenda in response to her service. She also suggested that the Board think about what underlying problem not hiring members would solve. Stephen spoke up to question whether we should have a written policy saying we will not hire members. He reiterated his concerns that we do not want to discriminate for religious reasons and that he would rather see the interview process used to identify best candidate. He believes that there are particular problems that could come up when a member is hired, but that there should be an unwritten understanding of this rather than a blanket policy prohibiting any member from being hired.

The motion to table the discussion passed unanimously with no abstentions, Moderator not voting.

3. Board Self-Evaluation.

Judith and Stephen collaborated to create a brief self-evaluation for Board members. They modeled the questions in this evaluation on previous examples the Board has looked at and some evaluation forms that Stephen has used at work. Judith noted that while the questions can still be tweaked, since the Board has not annually conducted any self-evaluation, the implementation of any self-evaluation will be

a good start.

Matt commented the form prepared is a great distillation of the important questions and is very relevant. Claire liked that spaces were provided for where areas of concern and suggestions could be noted. Laura felt it was important not only capture feedback about how we achieve goals, but about how board members work together.

Judith asked that anyone with specific comments e-mail Stephen and Judith in the near future, so that the form could be filled out by all Board members prior to the June meeting. Matt asked how to best implement the self-evaluation. Stephen answered that he received some negative feedback after the town hall meeting and that most of it had come from former board members. He suggested that the self-evaluation would be a way to honestly communicate how we are doing and to present this evaluation to the congregation. Matt summed up the logistics: the form would be finalized, feedback would be given by Board members, a final version would be approved in June, but how would it be disseminated? Stephen commented that this evaluation should be the current Board's gift to new Board for them to decide what to do with.

4. Town Hall (Personnel Committee) debrief

Notes from the Personnel Committee Town Hall taken by Claire and Laura were presented to the Board. Thad suggested a few changes to Claire's notes.

Stephen commented that he had gone into the Town Hall meeting "with great trepidation," but that meeting was a meeting to be proud of. All participants displayed civil behavior and the discussion got to the heart of the issues at hand. Claire remembered that early in the meeting, Stephen had asked participants to raise their hands if they had ever been on the UUSF board and almost all had been. For that reason, the participants very quickly brought up a key underlying question: what is governance? Several participants had noted that this Board needs to do work around our education and expectations of policy governance.

The Board then discussed appropriate next steps. Nancy Evans shared that she had a vested interest in the church creating a Personnel Committee. She said that this had been one of the items she had originally asked for in her changes to her severance and release agreement, so it was very important to her [her final ratified agreement is available in the church office for review, it is not confidential at her request and does not include creation of a Personnel Committee]. A Personnel Committee, she believes, is important for a church with a large staff. She said that it is important that the Personnel Committee members understand personnel issues, check in with staff one-to-one, and be trustworthy. The Committee could have a simple mission. She also noted that she had ideas of some qualified members of the church who might be a fit for a Personnel Committee.

Stephen proposed that the next steps are for the new Board to move on creating a Personnel Committee and for the new Board to explore our use of policy governance, possibly by having one person trained who reports to the Board or by having a speaker come in.

Claire noted that general concern had been expressed at the Town Hall about policies. She suggested that we might choose to have a Personnel working group rather than permanent Personnel Committee.

Stephen replied that we need to have a resource on Personnel Issues to keep us in line with current law, provide job descriptions, conduct performance evaluations, keep files, and systems in place. He shared the example of ensuring legal questions in interviews to show that some group would need to manage the personnel issues within an interview process. This could be an ad hoc committee.

Thad responded that at the meeting, people seemed to have wanted the group to be a Personnel Committee, but that it did not necessarily need to be a committee of the Board. He suggested that the Personnel Committee could put together recommendations for board to vote on, such as approving content for an employee handbook. Judith did not think that the Personnel Committee should be a subcommittee of the Board. She suggested that the Committee should be selected to include members with specific areas of expertise. She also asked if a temporary committee might be needed to figure it out what would work best.

Ben suggested that the structure of the Personnel Committee be left for the next Board, since there are still many unknowns. Claire suggested giving a temporary group a charge and tasks to come back to the Board with. She also noted that the group should be a Select Committee.

Matt also noted that by the next meeting, the Director of Finance and Administration will be working and that he should be included in the discussions. He suggested that the structure of the Personnel Committee be brought up in greater detail at the Board Retreat in August. Stephen concurred, but said that the congregation should be informed that the Board would be taking up the issue in the near future. Laura also asked whether Carrie Steere-Salazar was willing to continue to serve as a staff liaison while the board continues to discuss this possible governance change.

5. Motion to table recommended bylaw change re: audit

Matt introduced a motion to table a previously recommended bylaw change with regards to the annual audit. The bylaw change would amend the circumstances under which an audit is needed to allow for a financial review in normal years and call for an audit when staff change. This proposal needs some language needs wording updates, such as changing “Executive Director” to “Director of Finance and Administration.” Matt requested that the Board to table the motion since it had not been brought up at the informational meeting. Matt also pointed out that this year there would be an audit (not a financial review) this year under the current bylaws or under the proposed changes.

Stephen **moved** to table the amendment. Judith **seconded**. The motion passed unanimously with no abstentions and the Moderator not voting.

Committee Updates and Reports

1. Leadership

Matt explained that given all the discussion about potential Personnel Committee and policy governance raised at the Town Hall meeting, it seemed that the issues around governance were deeper than anticipated and required further consideration. He stated that the Council of Committee Chairs meeting scheduled for the beginning of May had been postponed. The Leadership group will meet one more time to wrap up and take down notes for future use.

2. Culture of Generosity

There was no update from the Culture of Generosity group. The group will be holding one last meeting to evaluate their progress over the course of the year.

3. Finance.

The Annual Budget Drive is well underway and so far \$268,000 has been pledged. 177 pledging units have pledged. 190 pledging units have not yet submitted pledges. The Annual Budget Drive Chairs are hard at work to get all of these pledges, but at some point Board members will be asked to make phone calls. The Finance Committee also requested feedback on e-pledging from anyone who pledged this way.

Thad explained that the Finance Committee will host one more meeting this year to ensure that everything is coming in on budget and to make recommendations on any necessary changes. He also noted that by the June Board meeting, a new Treasurer will have been elected by the Board.

Thad also noted that the congregational budget voting meeting is occurring on Sunday May 23rd. No amendments to the budget were received by deadline. He described the proposed budget as balanced and frugal. Matt noted that Betty Skwarek had sent out an e-mail to Religious Education stakeholders saying that the cuts to the RE program had been greatly reduced in this year's budget, but her e-mail did not take into account budgets versus actuals and in reality, the program would only be receiving a 4% cut, or 1 ½% less than 08-09 year. Matt is assisting Betty with how to best make those cuts, but the decision is hers. There was a brief discussion of how to get Religious Education families to join the church and pledge. Laura noted that the Membership Committee has been working to address groups that build strong internal networks but not always interface with the church at large such as the Religious Education program, the Choir, and the Young Adults. She explained that this had been a topic of discussion with the Membership Committee, Greg, and Betty during the Membership Committee retreat this spring.

4. Intern Committee.

Laura said that neither she nor Judith had any updates about the status of the Intern Committee. She thought that there might be a follow up meeting between members of the Board and the Intern Committee sometime in July.

5. Governance Review Group.

The Governance Review Group did not have anything further to report, since their update had been the Town Hall debrief. Stephen asked about the proposed changes in term lengths and Matt agreed that this would be discussed more in the fall.

6. CPMC Task Force.

Bill shared update on CPMC via e-mail. Matt is going to get copy of building protection plan from Bill and scan it for easy distribution. Most members of the Board agreed that a remaining concern is the impact of the new facility on Sunday parking. Claire suggested that we should work with CPMC to obtain some parking arrangements for Sunday morning. Ben mentioned the city-wide movement to meter parking in the neighborhood as a related issue that could impact the church. Laura explained that the theory behind metered parking was actually to keep a certain number of parking spots open at all times, which might make short term parking easier. She also reminded everyone that additional changes and upgrades to the

transit in the area were also occurring at the same time.

New Business

1. Anne Dillon Nominees. The Board discussed possible candidates for the Anne Dillon award and made a decision to give the award.

2. Approval of new Chair for Rheiner Committee

Stephen **moved** to approve Dolores Perez Priem as Chair of the Rheiner Award Committee. Ben **seconded** motion. The motion passed unanimous with no opposition or abstentions and the Moderator not voting.

3. Adult Faith Exploration.

Stephen **moved** approve Chris Garrett as the new Chair of the Adult Faith Exploration Committee. Bill **seconded** the motion. The motion passed unanimous with no abstentions and the Moderator not voting.

3. Annual report.

Claire is in the process of organizing the Annual Report and is obtaining information from each of the committees. All materials are due to Claire by May 25th. Stephen and Thad both offered to assist Claire with follow up calls to any committees that do not submit their materials on time. Stephen asked if the idea of putting out a paperless report had been considered. Matt said that the plan this year was to print an abridged version with certain reports for the Annual Meeting and to make the full report available online and in the office. Stephen also asked where the Annual Report resided on the website and stated that it should be presented front and center as a "state of the congregation" report. Matt thought this was a good idea and shared that there is a committee currently meeting to redo the website.

4. Committees and Chairs.

Laura explained that she had begun sharing the agenda and Board meeting packet with committee chairs via e-mail. Matt had pulled a list of all committee chairs from PowerChurch, but this list did not match what was on record from minutes, nor did it match the guide to committee chairs that had been put together earlier in the year. Laura requested assistance with tracking down the current chairs of each committee to get a correct list.

Upcoming dates.

- May 23 – Congregational Voting Budget meeting
- June 6 -- Annual Meeting and meeting to elect new Board Officers
- June 12—All Church Celebration

Appreciation.

Stephen thanked everyone who participated in Michael Walker's ordination.

Since there will still be a paid staffer at the front desk, thank you notes should be written to all of the front desk volunteers.

Good and welfare:

- Amy Kelly, Maric Munn and family, for the death of Marbeth Munn

- Don Williams, whose sister is ill
- Kate Carlson, who had surgery and is recovering.
- Margo Campbell-Gross, who is battling cancer
- Stan Hartzell, who had surgery

Closing Words. Matt read closing words from Governance and Ministry.

Adjournment. The meeting was adjourned at 9:43 pm.