

**First Unitarian Universalist Society of San Francisco
Regular Board Meeting
September 21, 2010**

Present:

Board Members:

Jim Barnett, Treasurer
Matt Fuller, Moderator
Lizzy Gruner
Howard Oringer
Millie Phillips
Stephen Schwichow
Judith Stoddard,
Claire Weber, Vice-Moderator

Excused:

Laura Gilmore, Secretary

Ministers:

Jeremiah Kalendae, Beyond Sunday Minister
Greg Stewart, Senior Minister
Fred Rabidoux, Pastoral Care Minister

Member and friend guests:

Afraid, the tall clown
Leslie Bader
Nancy Buffum
Karla Jones
Denis Paul
Margaret Pearce
Dolores Perez Priem
John Sage
Donald Wilton

Call to Order & Opening

Moderator Matt Fuller called the meeting to order at 7:05 p.m. Jim read opening words from *A Guide to Reflective Practice* by Judy Brown

Agenda Review

There were no changes to the agenda.

Members' Opportunity to Address the Board

John Sage emphasized the importance of the family faith program and said it is very important to hire a part-time director as soon as possible. He said there is a great deal of enthusiasm and support for the family faith program.

Leslie Bader asked about installation of the sexton's plaque. Matt said it is a work in progress.

Denis Paul said that, during the budget considerations, we need to keep in mind the importance of the ministry. Ultimately, the Society is a place of ministry with three community ministers.

Fred Rabidoux said budget problems and budget cuts are part of the cyclical life of this church and the repetition of this pattern needs to be recognized. We have a big focus on community resources at the center of our institution which brings us people and work that is not classically Unitarian Universalist. We are a church that also has a center and we should recognize that unique situation. He asked whether we are operating in a way that is most effective. We may need to look at how we structure ourselves organizationally with only one entity that oversees both church and center. The cyclical problem of insufficient pledges should cause us to review whether the current organization of church and center is serving us well in this new era. We can address the current shortfall by cutting positions or salaries, but this will not prevent recurrence of this problem every few years. He noted that Alex Post wanted to separate the church and the center into two separate non-profits. So after we address the immediate financial problem, we must look at a long-term solution. We may need to become two, independent self-supporting entities.

Afraid, the tall clown, said we should not sell the building.

Feedback from Board Members. Several board members mentioned that they had received positive feedback about the recent "testimonials" from well-known members asking for increased pledges to help with the shortfall. Judith was appreciative of the tone of the letter to members asking for increased pledges.

Consent Agenda

1. Approval of August 17, 2010 meeting minutes. Howard moved and Jim seconded that the minutes of the August 17, 2010, meeting be approved as written. The vote was 7 in favor, 0 opposed, 0 abstaining and the moderator not voting.
2. Schwab signatories. Jim explained we have 10 Schwab accounts and we need to get current signatures authorized as the old ones (from years ago) are still on file. Jim noted this will probably be changed again soon when the church administrator is hired. Jim moved and Judith seconded that the board authorize agents for Schwab account as Claire Weber, Jim Barnett and Michael LaOrange. The vote was 7 in favor, 0 opposed, 0 abstaining and the moderator not voting.

Reports

1. Senior Minister's report. Greg distributed his written report and board members reviewed it.

2. Attendance Reports. The board reviewed the attendance reports included in the packet.

3. "Board Listens" - inaugural effort. Millie reported that several people talked to the board members during the first "Board Listens" program. Millie and Claire listened to members until about 1:30. Members raised a variety of issues, including library management and funding, the possibility of members housing volunteers and some financial issues. There was also a recommendation that a volunteer wish list be created. This list would help committees list what they need done and members could review the list to see what they want to do. The board discussed how to follow up on issues raised that require further action. It was agreed that comments relating to particular areas should be passed along to the appropriate board liaison.

Some members couldn't find the "Board Listens" table and complained that the program was thus ineffective. Claire will make a large, bright poster to help members find the next Board Listens.

4. Financials. The board reviewed the balance sheet and Matt noted that we will get a comparison quarterly balance sheet next month. The budget-to-actuals report may not be entirely relevant because we anticipate changing the budget but it is still useful information.

Old Business

1. Membership Committee Chair. At the last board meeting, we discussed whether the vacancy in the membership committee chair might fall under the hospitality program of the Beyond Sunday program. Currently there is no committee chair and about two people on the committee. At last Sunday's fair, one person signed up for the committee but there is no committee to follow up with this volunteer.

Jeremiah said there were 25 people at his hospitality meeting which shows there is interest in the mission of the committee. But since people don't want to volunteer for "the membership committee," we may need to think about membership work differently. His goal is to build an integrated hospitality committee.

There are immediate logistical needs, such as putting together new member packets with current information. We need to know what to do now to prevent anyone from falling through the cracks. Greg suggested we need to invite and target people who are good at this and who "get" outreach. Jeremiah said we need four or five enthusiastic people perhaps new members.

Action: Board Liaisons Claire and Laura (or one of them) will meet with Jeremiah to create a plan to address immediate issues. They will report to the board next month.

2. Hiring Update. The director of Family Faith is the more difficult position to fill of the two that are currently vacant. There is one applicant so far. For the church administrator position, two applicants have been interviewed in person

and one by phone. There are two strong candidates for the position. Interviewing and hiring should move ahead when there is more clarity about the positions (half-time, full-time, etc.)

3. Solar project SCW loan -- new terms. Margaret Pearce clarified the terms of the loan that SCW is offering to fund the Society's solar panels project. She explained that SCW wants to maintain its current income so it doesn't lose money by making the loan. SCW is offering the loan at 5% interest assessed on the declining balance. Financial charts of Net Savings were distributed and they show that the church will pay less for the new solar loan and electricity than it currently pays for electricity alone. These savings will increase if PG&E raises its rates in future years, which we all expect. Stephen moved and Millie seconded that the board accept the offer from SCW to loan the Society \$97,281 for the solar panel project. The terms of the loan are a 30-year loan with 5% interest assessed on the declining balance, The vote was 7 in favor, 0 opposed, 0 abstaining and the moderator not voting. Matt pointed out that the Society has received approval for the state rebate and the city rebate should be approved soon.

Committee Updates & Reports

1. CPMC. Greg reported on the CPMC meeting at the church of the neighborhood association. There was an excellent turnout and our members and CPMC committee were very active. At the meeting, some members asked our CPMC committee to totally oppose the CPMC project and our committee explained why it recommends approval of Option 3A instead of opposition to the entire project. Option 3A would ensure continuation of a viable hospital at St. Luke's and reduce the scale of the new proposed facility in our neighborhood. It is also the environmentally superior option. The next big push is a meeting on September 23. Greg noted that CPMC is supporting four candidates for the city board of supervisors.

New Committee Approval (Green Committee). By agreement, the board heard an item out of order at this time, the first item under New Business: New Committee Approval (Green Committee). The packet included the proposed mission statement, committee members and chair of the green committee. Stephen moved and Millie seconded that the board approve the charge and chair of the green committee. The vote was 7 in favor, 0 opposed, 0 abstentions and moderator not voting. This committee will be in the "Service to the larger community" cluster that has Stephen and Howard as liaisons. Next up for this committee will be Green Sanctuary issues.

Judith commented that some groups misunderstand the function of the board liaison. Some forum people felt she, as liaison, should regularly attend the forum, which she can never do because of choir. Matt will communicate with the Forum group to clarify the liaison function. Stephen commented that the primary purpose of the board liaisons is to be available to a committee or group to be

sure the group's message is heard by the board. The liaison is the group's voice on the board.

2. Family Faith planning report & update from the Parent Discussion Group/*ad hoc* program planners. Nancy Buffum said that the Parent Discussion Group has heard that board was considering cutting or eliminating the director of faith exploration position. She opposes that idea and hopes that the enthusiasm of the opening Sunday has demonstrated that the families of the church want an RE program and are committed to working on it. There is lots of growing energy in the area which should not be cut. The DRE job is now an invitation to work with an empowered group of people who have themselves done a lot of work. They are doing very well, but they need staff support as soon as possible. A lot of tasks cannot be done adequately by volunteers so the parents look forward to having the process move forward so that the success can continue. Matt noted that the board had never considered eliminating the director of family faith exploration position although it appears likely that it will be a half-time position, at least at the beginning.

Nancy also explained that one important issue for family faith exploration is accountability. What if there is a problem in a classroom, with teacher or student—who decides and who takes action? Also, to whom does the current youth leader report? Can funding for this position be released without someone to report to? Information and communication dissemination is important for the program. Lizzy and Carlowe Connolly are great at communication.

Greg has volunteered to do teacher training and that is greatly appreciated. A couple of recent successful events were Graffiti Day and the Coffee House. Graffiti day and the coffee house were good. The group does not want the board to think they don't need support just because they are doing okay right now.

Nancy had some very specific questions that cannot be decided at a board meeting. Matt noted that the board has never intended to eliminate the DRE position and has never supported a totally volunteer-led program. Nancy asked about the half-time position: is it interim, acting or permanent because the qualifications are different. The job was posted as acting, which is the most flexible category. Specific questions that cannot be handled at a board meeting will be resolved at a meeting of board liaisons and representatives of family faith group. This will allow decisions to be made without waiting for a formal board meeting.

Nancy expressed concern that a hiring process that involves a fair representation of group and stake holders may drag out the hiring so that there is no paid person for as much as 3 to 6 months. Some volunteers are okay with first hiring a short-term person in order to get someone on board. Following extensive discussion of the on-call list, it was determined that a search team will be created to hire an interim. The search team will be 4 or 5 people from the on-call list.

Judith will contact the on call list to create a search team. She will get it back to Greg and get interviews and screening going.

3. Treasurer's Report. Jim reported that our current audit firm, Lautze & Lautze, would charge \$25,000 for a full audit. Former board treasurer Thad Smith had recommended another company of accountants—Donna Cohen-- that work with non-profits and will do our audit for about \$15,000. That team has been on site and seems appropriate for our needs. Jim will check the firm's references. Motion by Jim, seconded by Stephen, to engage Donna Cohen as auditor. The vote was 7 in favor, 0 opposed, 0 abstentions, moderator not voting.

New Business

1. New Committee Approval (Green Committee). This agenda item was handled earlier under Committee Updates & Reports.

2. Report of increased pledge income, current budget income. Jim reported that recent requests for increased pledges or donations have raised about \$15,000 in from about 40 people. Lizzy asked if people can pledge anonymously and Matt said yes, they can go through a board member or go directly to the bookkeeper.

3. Finance committee recommendations for proposed revision of current year's budget (may include executive session).

Stephen moved and Lizzy seconded that the board go into executive session to discuss budget changes, particularly personnel matters, with Greg Stewart, Fred Rabidoux and Jeremiah Kalendae invited to remain for the executive session. The motion passed with 7 votes in favor, 0 opposed, 0 abstentions and the moderator not voting. The board went into executive session.

4. Approval of revised budget. Lizzy moved and Matt seconded that the board come out of executive session. The motion passed with 7 votes in favor, 0 opposed, 0 abstentions and the moderator not voting.

Claire moved and Matt seconded that the board recommend to the congregation a revised budget for the 2010-2011 fiscal year that does the following:
Reduces personnel expenses by \$74,570, reduces PCD and UUA dues payment by \$27,840, reduces contract musician expenses by \$2,720, reduces program professional expenses by \$2,000 and BOT expenses by \$1,800.
Recognizes an additional \$15,070 in pledge revenue and withdraws an additional \$30,000 in transfers from unrestricted savings.
Recognizes an additional estimated \$3,000 in audit expenses.
The motion passed with 8 votes in favor, 0 opposed, and 0 abstentions.

Millie moved and Howard seconded that the board call a congregational voting meeting for the sole purpose of adopting a revised budget for fiscal year 2010-

11. The meeting will be October 31, 2010, at 12:30 p.m. in the Thomas Starr King room. Amendments to the proposed budget will be accepted according to the by-laws provided that each amendment is received by the secretary of the board no later than 12 o'clock noon on Sunday, October 24, 2010. The motion passed with 8 votes in favor, 0 opposed, and 0 abstentions.

Upcoming Events

- Sept. 23 - Bd. of Supervisors re: CPMC--Need attendance!
- Sept. 24 - Interfaith Dance
- Sept. 26 - Father Vitale event
- POSTPONED - Oct 2 Breaking Bread social event
- Oct 3 - Blessing of Animals/Legacy Sunday
- Oct. 10 – Town Hall re proposed budget
- Oct. 17 – Town Hall re proposed budget
- Oct. 31 – Congregational meeting to vote on budget.
- Beyond Sunday neighborhood events - Board members are encouraged to attend

Tabled, but not forgotten

1. Evaluation of Senior Minister (retreat)
2. Bylaw Amendment Regarding Term Length
3. Governance Revisions (in process: subgroup is Jim, Millie, Howard)
4. Bylaw change re: audit vs. financial review
5. Intern committee report/recommendations - Oct. meeting

Good & Welfare

The board offered prayer and healing thoughts to Georgianna Scott, Elmer Owens and Greg Stewart for their health concerns.
The board extended sympathy to Virgilia Dakin on the death of her husband.

Closing Words & Adjournment.

Jim read closing words from Charles Darwin.

Matt adjourned the meeting at 11:40 p.m.

Submitted,
Claire Weber, Vice-Moderator