

**First Unitarian Universalist Society of San Francisco
Board of Trustees Regular Meeting
October 19, 2021, via Zoom**

MINUTES

Trustees Present:

Rochelle Fortier-Nwadibia, Moderator
Jonah Berquist, Vice Moderator
Lori Lai, Treasurer
Liz Strand
Gregg Biggs
Linda Enger
Amy Kelly

Staff Members Present:

Alyson Jacks, Associate Minister
Laura Ludwig, Director of Operations
Vanessa Southern, Senior Minister

Trustees Absent:

Scott Benbow
Carrie Steere-Salazar

Guests Present:

Marc Theobald, Finance Committee
David Jones, Finance Committee
Douglas Cook, Cook & Co.
Kathleen Queneville
Diane Allen
Mari Magaloni
Cal Ball
Jayanti Chapot

Next Meeting: Tuesday, November 16

Deadline for inclusion of materials in Board Packet:
Saturday, November 13. Send to
scottbenbow@gmail.com

Agenda Item	Notes
CALL TO ORDER AND OPENING	A quorum having been met, the Moderator called the meeting to order at 6:35 PM.
FEEDBACK FROM BOARD MEMBERS. CONGREGATION OPPORTUNITY TO ADDRESS THE BOARD	Board members checked in by discussing the <u>Congregation Size Chart</u>
AGENDA REVIEW	No changes were made to the Agenda
CONSENT AGENDA	Rochelle offered one change to the Minutes to reflect that Linda Enger was present, not absent from, the meeting. <u>Final version of the September 2021 Minutes.</u>
REPORTS: <u>Finance and Operations</u>	<p>Laura reported: Shining Star will complete closing FY21 by November 10. Finance Committee will review. Laura would like the Board to close the books at its November meeting.</p> <p>Donations in FY23, we're already at 40% collected. Stewardship Committee would like the Board to consider a target of \$750K (it was \$900K in FY21).</p> <p>Sarah Ellerman has volunteered to be the Auction chair. Still looking for a chair for the Stewardship Committee & AOF.</p>

	<p>Rentals, in FY22, are at \$25K (only \$18K for all of FY21). Winter Shelter is under consideration. 59 participants in MLK and TSK. UUSF will be careful to delineate who is responsible for what.</p> <p>Phase 1 of the repointing project is done and we will be on to Phase 2. Laura is in discussions with Merle Easton, who may be willing to fund part of Phase 2.</p> <p>We're hiring a new full-time sexton. Thomas will be retiring on December 22.</p> <p>Lori reported we've hired Douglas Cook for the audit.</p>
<p>REPORTS: Cook & Co's <u>Draft Letter to the Board</u> and <u>Draft of FY20 Review</u></p>	<p>Douglas Cook described the Draft Letter to the Board and the Draft FY20 Review.</p> <p>Vanessa asked whether expenses for staff time related to fundraising was reflected. Douglas Cook said it was not but that he can revise the Review to reflect the fact that UUSF is now keeping track of this time.</p> <p>Douglas pointed out that Laura and Shining Star did an excellent job of cleaning up the statements and the General Ledger.</p> <p>Rochelle asked when the final Review and Letter would be available. Douglas is ready when we are. Once he receives the dollar amount for staff time in fundraising from Laura, he can complete.</p>
<p>REPORTS: Ministers' Reports</p>	<p>There were no questions about the Ministers' Reports</p>
<p>OLD BUSINESS: Board Retreat</p>	<p>Diane Allen and Kathleen Quenneville joined the meeting. Kathleen described the process that led to <u>Developmental Ministry goals</u>.</p> <p>Diane's task force reviewed the mission and vision. Hired Diane Johnson to facilitate the process. Town Halls and Cafe's helped to clarify the mission and vision statements. Vote was held at a Town Hall.</p> <p>Diane mentioned that the plan may need further consideration in light of UUSF's support for UUA's adoption of the 8th Principle in 2022 or 2023.</p> <p>Participants discussed the Board Retreat. Expressed concern about the absence of a facilitator. <i>[Update: Facilitator could not be scheduled. Retreat was postponed.]</i></p>
<p>OLD BUSINESS: Church reopening updates & metrics</p>	<p>Lori mentioned the Georgia Tech Risk Evaluator UUSF is using to assess the risk of in-person services and events at the church. It will be part of the task force's weekly review and the Board will be apprised at its meetings. Currently in the "moderate" range with a goal to get to the "low" range.</p>
<p>NEW BUSINESS: Search Committee for new minister</p>	<p>Vanessa described the process. Job description will be released in November. Lori recommended Kat Liu for the search committee. Sr. Minister hires and the Board approves the contract.</p>
<p>GOOD AND WELFARE</p>	<p>Linda will be in charge of correspondence Betsy and Jack Darr lost their son-in-law</p>

	Carrie's mother is quite ill
CLOSING	Vanessa read a closing
ADJOURNMENT	The meeting was adjourned at 8:35 PM.