

**First Unitarian Universalist Society of San Francisco
Board of Trustees Regular Meeting
November 16, 2021, via Zoom**

MINUTES

Trustees Present:

Rochelle Fortier-Nwadibia, Moderator
Jonah Berquist, Vice Moderator
Lori Lai, Treasurer
Liz Strand
Gregg Biggs
Linda Enger
Scott Benbow, Secretary
Carrie Steere-Salazar

Staff Members Present:

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

Next Meeting: Tuesday, December 21, 2021

Deadline for inclusion of materials in Board Packet:
Saturday, December 18. Send to
scottbenbow@gmail.com

Trustees Absent:

Amy Kelly

Guests Present:

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	<p>Board members answered these two questions: What should be the Board's priorities for 2022? On what topics would you like additional training?" (E.g., fiduciary obligations of trustees, issues facing medium to large membership organizations, gaining a better understanding of UUSF's bylaws.)</p> <p>Amy (sent the following prior to the meeting:</p> <ol style="list-style-type: none"> 1. Transition in Alyson's replacement goes smoothly, RE group comfortable with choice, and a new ministry team with Vanessa is formed successfully and happily. 2. Membership Focus on reopening safely, and when more open, on current membership re-settling, and new membership growth: <ol style="list-style-type: none"> A. Helping current membership with moving from Zoom meetings/services to in-person, filling committee needs, etc. B. How to reach out to new people—neighbors, friends, co-workers etc., and encourage them to come C. Develop strategy as in Board training in Oakland last year for welcoming and integrating newcomers. Coming, and signing membership book are just the first of many steps!! D. Members not in the area—coming via Livestream/Zoom—how to/should we try to/keep them? 3. Re planning for the future, may need to revisit mission/vision statements and goals, as church life, as in work/home life, will have changed in ways we still don't know, and we'll want to "build back better" as is said elsewhere! 4. Support/reward our excellent staff, who've worked extra hard during Covid!

	<p>Gregg: Congregational growth, both in person and finding ways to deepen involvement of those who can participate only virtually due to disability or distance.</p> <p>My area of learning is to better understand operations of medium to large congregations (not organizations which I understand well with 35 years experience in non-profits but no experience in congregational governance or operations).</p> <p>Liz: 8th Principle and having trainings and workshops pursuant to that. Also, Mission Vision and Developmental grid and having the retreat.</p> <p>Linda: Finish Mission Vision and get people back to church. Training would include challenges of a church that's growing. We should also look at bylaws and board policies.</p> <p>Jonah: Mission Vision process. Bylaws should be better understood. Training guide would be helpful for new members.</p> <p>Alyson: Leadership development, with an eye towards the board development. And there is a need for overall leadership development, and ongoing support. How will the Mission/Vision process help with these things?</p> <p>Laura: Aligning mission and vision, distill them into the 1187 Group. It would be good to consider a 30-year plan for the Center. Training could include making a better framework through a collaborative process. Growing membership is also a priority.</p> <p>Lori: Rebuilding and restarting in late-pandemic times. Rebuilding community has gone relatively well, but there will be challenges.</p> <p>Vanessa: Sees a new stage in dealing with the late-pandemic situation. Suggests prioritizing and refreshing the Strategic Plan given the current reality. Training by racial equity group; perhaps training the trainers so we all have the same vocabulary at UUSF.</p>
AGENDA REVIEW	No changes were made to the Agenda
CONSENT AGENDA	October Minutes were approved by consent with additional details about Merle Easton's consideration for supporting the repointing project financially.
REPORTS: Finance & Operations	<p>Regarding the facilities, the repointing project is entering its next phase. Merle Easton has been very involved with the project. Phase 2 is \$57,400 of a \$120k overall project. Merle sent a check for \$60K to cover phase 2 costs.</p> <p>Phase 2 will likely begin the week after Thanksgiving.</p> <p>Gregg asked whether we have a way for the Board to recognize Merle's generous donation? Linda recommends a letter go to her and a plaque, unless she wishes to remain anonymous.</p> <p>On the HR front, Kaiser Permanente open enrollment is underway. Good news; the cost dropped this year by about 1.5%. Dental insurance from UUA increased slightly. New sexton, Remigio Flood, was hired. Thomas is leaving on 12/22. Farewell party on 12/12.</p> <p>For this year, we are on track for event revenue (at \$25K).</p> <p>Laura requested forgiveness of PPP loan.</p>

	<p>As of end of October, 45% of pledges have arrived (and we're only 1/2 of the way through the year).</p>
<p>REPORTS: Treasurer's Report</p>	<p>Lori offered kudos to Suzie on the rentals.</p> <p>Preliminary close for FY21 is imminent. UUSF is in a strong financial position. More cash investments and lower debts. PPP loan represents the most significant debt, but it will likely be forgiven.</p> <p>We've signed the audit engagement letter. Audit will likely occur early in 2022.</p>
<p>REPORTS: Ministers' Reports Alyson's report Vanessa's report</p>	<p>Alyson reported that we recently welcomed three new members to UUSF.</p> <p>Rochelle asked Alyson about attendance. We count the number of people in the sanctuary and the number on livestream. For the latter, we multiply it by 1.3, figuring that 2 people are watching the livestream in 1/2 of the households.</p> <p>Rochelle asked that staff report these numbers for the Board so it can keep track of growth.</p> <p>Vanessa said the search committee is still underway. Hoping to hire a pastoral care coordinator before January 1. Difficult because this is a remote hire. Offer will last until June 30. This person will work with the pastoral care team, work as chaplain to serve the BIPOC community.</p> <p>This will be a remote hire. Because the person lives in Florida, Laura will get a tax ID for Florida and check labor laws.</p> <p>Jonah pointed out that rules governing hiring are included in the Bylaws, Article IV, Section D.</p> <p>Vanessa will share the contract with the Board.</p> <p>MOTION & VOTE: Carrie moved and Scott seconded the motion to authorize staff to hire pastoral care coordinator on a contract basis until June 30, 2022. Passed unanimously.</p> <p>Vanessa asks the Board to consider giving staff members (at least 30 hours per week) two additional "holidays" at the end of the year. Also, \$100 gift cards for FT Staff & regular employees (this Reiko, Mark, and Judy, who work less than 75% FTE and do not get holiday or vacation pay benefits.)</p> <p>MOTION & VOTE: Jonah moved and Carrie seconded the motion to give 75%+ FT staff members two additional paid holidays at the end of the year. Passed unanimously.</p>
<p>OLD BUSINESS: Board Retreat Mission Vision Statement</p>	<p>Rochelle reported that Diane is in the process of condensing the materials.</p>

	<p>ACTION STEP: Carrie and Linda volunteered to work with Diane in condensing the materials on Mission, Vision, Strategic Plan, etc.</p> <p>At the same time, we can move forward with the Mission Vision process. Rochelle asked whether we should revisit. Linda suggested revisiting the strategic plan, but not the Mission and Vision. Lori, Jonah, and Liz supported this.</p> <p>Rochelle suggested printing and distributing. Rochelle asked when do we use the Mission statement and when do we use the Vision statement. The Vision (aspirational) is the future situation if we are living our mission.</p> <p>Rollout has started. Rochelle asks how we share it internally and externally. Newsletter, website, business cards. Rochelle suggests using these slides in new-member orientation.</p> <p>Lori saw interesting techniques for rolling out messaging. Lori suggested having members report on what the Mission and Vision mean to them. Also, behaviors that advance both.</p>
<p>OLD BUSINESS: Church reopening updates & metrics</p>	<p>Task force is looking at the indicators, which are heading in the wrong direction. Georgia Tech Risk Assessment suggests it's risky now to be in a group of 100 people. Risk is now "substantial" rather than "moderate," as it was one month ago.</p> <p>All children in Sunday School have received their first vaccination. Boosters are now underway.</p> <p>Shirley Gibson memorial. May be an external event, but it's not yet decided. Might not happen at church because it would likely violate UUSF's covid policies.</p> <p>For Big Music Sunday, we're trying to figure out how to make it safe.</p> <p>A vocalist will be unmasked this Sunday during the 2.5 minutes she's singing.</p> <p>Group will soon discuss Christmas plans.</p>
<p>OLD BUSINESS: Search Committee for new minister</p>	<p>Vanessa is working with the advisory team. Kathleen Quenneville will be on the team. Others are considering.</p>
<p>GOOD AND WELFARE</p>	<p>David and Don, Don is in a nursing home.</p> <p>Sarah Turrin, baby's name is Reece.</p> <p>Thank you to the staff for their good work and let them know about their upcoming days off.</p> <p>Thank you to Merle Easton.</p>
<p>CLOSING</p>	<p>Vanessa read a closing</p>
<p>ADJOURNMENT</p>	<p>The meeting was adjourned at 8:20 PM.</p>