

FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN FRANCISCO
BOARD OF TRUSTEES REGULAR MEETING
6:30 PM, June 21, 2022
MINUTES
Held via Zoom

The following materials were distributed prior to the meeting:

[Meeting Minutes from May Meeting](#)

[Independent Audit of the Financial Statements of UUSF for the Year Ended June 30, 2021](#)

[Financial Statements & Independent Auditor's Report for the Year Ended June 30, 2021](#)

[Email exchange regarding proposal to use Board Discretionary Funds to support GA delegates](#)

[Board Request from the Facilities Advisory Committee](#)

[Joe Chapot Board Report June 2022](#)

[UUSF Worship Attendance June 2022](#)

Members present

Rochelle Fortier, Moderator

Jonah Berquist, Vice-Moderator

Liz Strand

Linda Enger

Lori Lai

Scott Benbow, Secretary

Members excused

Amy Kelly

Carrie Steere-Salazar

Gregg Biggs

Staff

Laura Ludwig, Director of Operations

Staff Absent

Vanessa Southern

Alyson

Guests

Matt

Lucy Smith

David Jones

Howard Oringer

Stephanie Gowin

CALL TO ORDER AND OPENING

A quorum being established, the Moderator called the meeting to order at 6:35 PM and lit a chalice. Opening Words were offered by Liz Strand and there was a brief check-in.

FEEDBACK FROM BOARD MEMBERS CONGREGATION OPPORTUNITY TO ADDRESS THE BOARD

AGENDA REVIEW

The agenda was reviewed and the Board agreed to rearrange the Agenda as needed by the Hinckley meeting and the Auditor's Report.

CONSENT AGENDA

The May minutes were approved with the following changes. Correct typo in Scott Benbow's name and correct spelling of Genie Borges's name.

REPORTS

Finance & Operations Report: Laura announced we were collecting more than anticipated in rentals; as of 5/31/22 UUSF collected \$105k and the total budget amount for FY22 was \$100k. In facilities, Dan Barnard is managing well. Just posted part-time sexton advertisement. Searching for a candidate who can work 10-20 hours per week. Laura can send PDF of job description if anyone has contacts who might want to apply. Operating net revenue indicates we may have a surplus this year. Will likely discuss by August meeting the Purposes of the Operating Reserve Topic, as it relates to Budget Process. Howard Oringer will likely attend August meeting to discuss Investment Committee work and the state of our investments in the UU Common Endowment Fund.

RECESS FOR JOINT MEETING WITH HINCKLEY BOARD

MOTION & VOTE: Scott moved and Jonah seconded the motion to be in recess temporarily while the Board of Trustees met with the members of the Hinkley Fund.

The Board of Trustees recessed temporarily to engage in a joint meeting with the Hinckley Board. A vacancy has become available on the Hinckley Board. The Hinckley Board nominates Carrie Steere-Salazar. The Board of Trustees, which has the option of submitting a nominee, did not do so.

MOTION & VOTE: After a short discussion, a motion was properly made and seconded to accept the nomination of Carrie Steere-Salazar to the Hinckley Board. She was elected unanimously.

MOTION & VOTE: Scott moved and Liz seconded the motion to resume the Board of Trustees meeting. Passed unanimously.

NEW BUSINESS

Proposal to use Board Discretionary Funds to reimburse delegates for delegate fees, sponsor the GA dinner, and help offset additional costs incurred by delegates.

MOTION & VOTE: Linda moved that we spend up to \$5,000 for delegate fees, sponsor dinner, and offset other costs incurred by delegates. Jonah seconded. Passed unanimously.

Request from Facilities Advisory Committee to reallocate \$8,000 from the Electrical and Lighting Upgrade project to make required repairs to the organ. Linda described the projects that need to be addressed, including a cypher in continuous b flat, which requires Reiko occasionally to climb a ladder for a temporary fix. Board discussed whether the reallocation is allowed. This money is under the general category of building improvement. Laura reported that such reallocation is permitted, as the final Capital Funds were from Board Discretionary (Building & Maintenance Fund.)

MOTION & VOTE: Linda moved and Scott seconded the motion to reallocate \$8,000 for the required repairs to the organ.

REPORTS

Auditor's Report: Douglas Cook presented. Goal is for financial statements to tell a reliable story. Douglas Cook expressed an unmodified and clean opinion on FY21. Notes to Financial Statement provides helpful context for the Report.

UUSF uses modified cash basis of accounting, which deviates from GAAP in some ways.

Mentioned his Letter to the Board. It is not part of the Audit, but it is nevertheless an important communication with those charged with governance. Described how he reclassified some journal entries for consistency.

Mentioned an accounts payable amount of \$35,000, which should have been in FY22 instead of FY21 (highlighting one of the differences between cash basis of accounting versus GAAP.

The Board formally accepted the Audit, which will be finalized by Douglas Cook.

UPCOMING DATES

September 16-17

GOOD AND WELFARE

No names for G&W this month.

CLOSING

Rochelle read a closing written by Vanessa Rush Southern.

ADJOURNMENT

The meeting was adjourned at 8:10 PM.

Next Meeting: Tuesday, July 19, 2022

Deadline for inclusion of materials in Board Packet: Friday, July 15, 2022

Please send to Liz Strand dflyent@gmail.com