

**FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN FRANCISCO
BOARD OF TRUSTEES REGULAR MEETING
FEBRUARY 18, 2020**

DRAFT MINUTES

TRUSTEES PRESENT:

Carrie Steere-Salazar, Moderator
Rochelle Fortier-Nwadibia, Vice Moderator
Lori Lai, Treasurer
Judy Payne, Secretary
Scott Benbow
Reece Hart
Amy Kelly
Eric Shackelford
Christopher Rodriguez

VISITORS:

Nancy Buffum, AOF Chair
Diane Allen,
Linda Enger, Mission/Vision Task Force

STAFF:

Alyson Jacks, Associate Minister
Sharon Weld, Intern Minister
Laura Ludwig, Director of Operations

EXCUSED:

Vanessa Rush Southern, Senior Minister

CALL TO ORDER AND OPENING: Moderator Carrie Steere-Salazar lit the chalice and called the meeting to order at 6:30 PM. Rev. Jacks read A Calm, Clear Place by Jezebel Anat from the anthology Falling Into The Sky. Board members and guests each gave a brief check-in.

FEEDBACK FROM BOARD MEMBERS: It was expressed that Board Members should attend as many all-church events as possible, such as the Auction held in February. Thank you to all who helped make the event a success.

CONSENT AGENDA: The minutes of the regular Board meetings in December and January were approved as corrected.

NEW BUSINESS:

1. Annual Operating Fund Drive. Chair Nancy Buffum reported on activities so far: March 5 reception for top donors, March 15 congregational lunch and Canvass Kick-off. Letters will be in the mail to all members and friends next week. Joe Dellert and John Buehrens are co-chairs.
2. Reiner Award 2020: David Jones reported that the award will be presented April 19 in the worship service. He requested that the budget for the committee be increased to cover expenses which total \$1,200: gift chalice, luncheon, framed photo and guest book. Judy Payne moved, Amy Kelly seconded the motion to move \$500 from the Board Discretionary Fund to the Rheiner Award Committee. **MOTION UNANIMOUSLY APPROVED**
3. Mission/Vision Task Force Final Report: Chair Diane Allen and Linda Enger presented the final draft of the Mission and Vision Statements to be presented to the congregation for

approval on March 22. Amy Kelly moved, Lori Lai seconded the motion to accept the statements as submitted with one correction - substituting "that" for "which".

MOTION UNANIMOUSLY APPROVED

The Board thanked the Task Force for its work. The Strategic Plan was submitted in writing for study in preparation for discussion at the Board Retreat.

MOTION UNANIMOUSLY APPROVED

4. Annual Operating Fund Drive Goal. After considering last year's canvass results, projected income and expenses, it was decided to accept the recommendation of the Stewardship Committee and set the Canvass Goal at \$600,000 with \$625,000 as a stretch goal to get ahead. Lori Lai moved, Christopher Rodriguez seconded the motion to set the Canvass Goal at \$600,000 with \$625,000 as a reach to get ahead.

MOTION UNANIMOUSLY APPROVED

5. BOARD RESOLUTION

The following resolution was proposed and approved by the Board:

Resolved:

WHEREAS the required level for a second signature on a check or bill approval had been \$2,000, the Board is in support of increasing the dual approval requirement to the level of \$5,000.

WHEREAS the capitalization (of fixed assets) level had been \$1,000, the Board is in support of increasing the level to \$5,000.

Moved by Amy Kelly, seconded by Rochelle Fortier-Nwadibia.

MOTION UNANIMOUSLY APPROVED

REPORTS:

FINANCE:

1. Investment Committee is studying the proposal to move UUSF investments to the UUA Common Fund which produces higher income and is in line with our investment philosophy.
2. Financial Report: Treasurer Lori Lai reported that the 2018/19 books will be closed in March and our Year To Date report will be available in April. With the guidance of Monte Meyers from Shining Star Consultants, our books will be ready for audit.
3. Treasurer's Report: Lori Lai is working with Kathleen Moran, President and David Jones, Treasurer of SCW to integrate their investments into the church finances while preserving the SCW mission.

ADMINISTRATION:

1. Operations Manager Laura Ludwig reported that our HR practices are outdated so we are engaging our payroll manager's ADP HR Pro service to update our Employee Handbook and otherwise improve our personnel issues so that all employees are treated evenly based on their positions.
2. The Restroom Project will begin in March and continue until June. Temporary facilities are being installed in the courtyard.