

FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN FRANCISCO
BOARD OF TRUSTEES EMERGENCY MEETING
MARCH 10, 2020

DRAFT MINUTES

TRUSTEES PRESENT:

Carrie Steere-Salazar, Moderator

Lori Lai, Treasurer

Judy Payne, Secretary

Amy Kelly

By Zoom remote:

Rochelle Fortier-Nwadibia, Vice Moderator

Scott Benbow

Reece Hart

Eric Shackelford

VISITORS (by Zoom)

Diane Allen

Mari Magaloni

Michael Bossier

David Jones

Ken Keep:

Jim Valent

Jeane Orgis

Linda Messner

STAFF:

Vanessa Southern, Senior Minister

Alyson Jacks, Associate Minister (by Zoom)

Sharon Weld, Ministerial Intern

Laura Ludwig, Director of Operations

CALL TO ORDER AND OPENING: Moderator Carrie Steere-Salazar lit the chalice and called the meeting to order at 6:30 PM. Rev. Southern gave a reading by Llsa Doege.

WELCOME: Moderator Steere-Salazar welcomed remote visitors and explained the use of Zoom and the meeting format.

PURPOSE OF SPECIAL MEETING: This meeting was called to respond to recommendations made at the Sunday meeting of the COVID-19 Preparedness Task Force where lay leaders, public health experts and ministers gathered to discuss how best to proceed as a congregation. Thank you to Lori Lai for convening the meeting. Board members received a summary of the Sunday meeting and a draft of the proposed letter to the congregation by Rev. Southern. Two major considerations: to slow the spread of the virus and to consider our many members who are in high risk groups: over sixty and/or with other health issues.

PROPOSED CHANGES IN PRACTICES DURING COVID-19 PERIOD:

1. Triggers for closing Sanctuary on Sundays: An active case of COVID-19 in the congregation, and closing of San Francisco Public Schools.
2. Cancellation of non-essential gatherings of more than 50 people. Already cancelled or rescheduled: Broadway Dinner, Spaghetti Dinner, Comedy Fundraiser. (See church website for current info.)
3. Committee Meetings: Sanitize meeting spaces before and after meeting, postpone or hold meetings remotely by Zoom.
4. Food and drink practices: Food must be commercially prepared, individually wrapped and served by gloved, sanitized person.

DISCUSSION AND VOTE:

MOTION: Reece Hart moved, Scott Benbow seconded the motion to approve the letter drafted by Rev. Southern and give her executive power to make decisions regarding UUSF response to COVID-19 virus epidemic in consultation with Board officers and public health experts. This empowers Rev. Southern to close the church and center to all groups, including outside rentals.

MOTION UNANIMOUSLY APPROVED

STAFF ISSUES: At the Board's Regular Meeting March 17 issues regarding staff and financial implications will be raised and clarified. Remote access for staff is being set up in the event they must work from home.

COMMUNICATION PLANS:

1. Operations Director Laura Ludwig is preparing a fact sheet:
 - a. How to access Live Stream of Sunday Service
 - b. Protocol for meetings
 - c. Links to SF Department of Public Health
 - d. How to download Zoom App.
 - e. Link on UUSF website for contacting staff
2. Desk Volunteers will be asked to phone less-able church members to check in. Desk area will be kept clean.

CLOSING: Rev. Southern shared a reading. Moderator Steer-Salazar thanked all those present and adjourned the meeting at 8PM.