



FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN FRANCISCO
BOARD OF TRUSTEES REGULAR MEETING
By Zoom
6:30pm, December 20, 2022
MINUTES

BOARD MEMBERS PRESENT:

Rochelle Fortier Nwadibia, Moderator
Jonah Berquist, Vice Moderator
Lori Lai, Treasurer
Liz Strand, Secretary
Amy Kelly
Megan Lehmer
Linda Enger
Lucy Smith
Scott Benbow

STAFF PRESENT:

Laura Ludwig
Vanessa Southern
Laura Shennum

CALL TO ORDER: 6:34pm

OPENING WORDS AND CHALICE LIGHTING: Vanessa Southern

CHECK IN: Each person stated which committees and activities they are currently part of.

Scott Benbow: Journey to Wholeness, Strategic Plan (Governance), Process Observation (tonight.)

Jonah Berquist: Strategic Plan Tracking, Vice Moderator, Council of Committee Chairs (Co-convenor)

Amy Kelly: Internship Committee, Music Committee

Linda Enger: Facilities Advisory Committee, (Flooding, Building—Long and Short Term Planning, HVAC, Stained Glass, Organ)

Liz Strand: Board Secretary, Pastoral Care, SCW Chair

Lucy Smith: Stewardship, Tracking Beloved Conversations

Lori Lai: Board Treasurer, Human Rights Working Group (Women's Rights), Investment and Finance Committees, Covid Advisory Committee

Vanessa Southern: Senior Minister, Worship, Fundraising, External Relations

Laura Shennum: Minister of Community Life, Family Ministry and Adult Education, Pastoral Care

Laura Ludwig: Director of Operations, Administration, Finance, HR, Facilities

Megan Lehmer: Social Justice (Food Pantry)

Rochelle Fortier Nwadibia: Moderator of the Board of Trustees

REFRAME/RETOOLING:

Vanessa reported on her and Rochelle's mid-course check-in with Aisha Hauser of the UUA about how they are working together as a pair and how the congregation treats our leaders, especially our leaders of color. It was suggested that as a way to show respect for our leaders and avoid unconscious bias, we preface a concern or issue we have by remembering the goal of being supportive of our leaders, especially leaders of color. Rochelle added we need to be mindful of and remind ourselves we are striving for Beloved Community.

FEEDBACK FROM BOARD MEMBERS AND CONGREGATION: None was forthcoming.

AGENDA REVIEW

Two New Tools for Best Practices:

1. Role of Process Observer: Laura Shennum introduced the concept of a Process Observer that came from the Midwest Leadership School which we will initiate in tonight's meeting. See Process Observer Checklist in Consent Agenda. Scott agreed to be the first process observer for this meeting.
2. Changes to Consent Agenda: Scott referred to the document titled The Consent Agenda from Core Strategies for Nonprofits. Board members are responsible for reading all the material in the CA before the meeting. He stated that we will move the items that were usually in the box at the top of the agenda down to the Consent Agenda (CA) section so that through consent we can acknowledge their receipt or approve of what is in the reports. If a report contains a suggestion for a motion, it should be pulled out of the CA. Items that stay in the CA should be complete and noncontroversial. If an item is pulled out of the CA, the moderator decides where it is to be placed for discussion and calls for a vote to approve the items remaining in the CA. Scott asked for a motion to approve the newly expanded CA to be used in this way. He said it will be a way to streamline the meetings and get through a lot of items quickly that we don't need to talk about in the

moment– like ministers’ or staff reports. Amy so moved and Jonah seconded. Discussion ensued. Motion carried.

CONSENT AGENDA:

[THE CONSENT AGENDA](#) (Core Strategies for Nonprofits)

[Process Observer Checklist](#) (Midwest Leadership School)

[2022-11-15 Board Meeting Minutes](#)

[Proposed Motion to Move to Archives](#)

[Director of Operations Report](#)

[Laura Shennum’s Report](#)

[Vanessa Southern’s Report](#)

[Joe Chapot Board Report December 2022](#)

[Attendance Report](#)

[Strategic Plan Tracking](#)

November Minutes: No changes or additions being proposed, the November minutes were approved by consent.

PROPOSED MOTION TO MOVE ARCHIVES

Scott moved and Lucy seconded the motion:

Be it Resolved: that the Rev. Dr. John Buehrens, as our congregation’s current historian and archivist, is authorized to negotiate a proposed transferal of custody of our most vulnerable and irreplaceable documents, especially the Record Books covering the first century of the congregation’s existence, to the San Francisco Public Library on the condition that they maintain professional archival curation and storage of said materials. Any negotiated agreements transferring such archival records must be approved by the UUSF Board of Trustees.

Scott moved and Lucy seconded the motion. Motion carried.

REPORTS:

Director of Operations: See Laura L’s report in CA. She highlighted the need for the Board to take action to carry over Hinckley funds into the new year since Hinckley operates on a calendar year basis.

Motion by Linda: The board designates any funds given to us by Hinckley identified as board designated funds to be carried over until they can be used for the purpose intended. Scott seconded. Motion carried.

Vanessa asked the Board to affirm the executive team of the staff’s decision to give Dan Barnard a \$1500 bonus this year in gratitude and recognition of his hard work in maintaining our facility in the face of lots of setbacks in staffing and the flooding. Linda moved and Amy seconded. Motion carried.

Vanessa reported that the date for applications for our internship was extended. A budget for the Intern is included in her report.

OLD BUSINESS

Strategic Plan Update:

Jonah referred to the Strategic Plan document which was created at the Board Retreat in September of 2022. See Strategic Plan Tracking document in CA. Upon review of the document it was decided that we need to go back over the materials from the retreat to ensure that the tracking document reflects them in a more specific way. The staff reports and ministers' reports above in the CA reflect updates on areas in the strategic plan. It was agreed that Jonah would update the tracking document for next month's meeting.

Beloved Conversations:

Tabled until January meeting.

GOOD AND WELFARE:

Anish Johnson has temporarily moved to southern California.

PROCESS OBSERVATION:

Scott reported that members contributed without dominating and actively listened to each other and supported each other. He noticed that there were times that people interrupted each other but that it was done in order to add helpful content at a point where it was welcome. The timekeeper (Jonah) kept us on task. He also noted clear facilitation from Rochelle and other people who were leading their section. And he noted that people treated each other with respect and kindness.

CLOSING:

Vanessa offered closing words from Sofia Lyon Fahs.

ADJOURNMENT:

Jonah moved and Scott seconded to adjourn at 8:25.