

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

MINUTES

Trustees Present:

Carrie Steere-Salazar, Moderator
Rochelle Fortier-Nwadibia, Vice Moderator
Lori Lai, Treasurer
Scott Benbow, Secretary
Judy Payne
Reece Hart
Amy Kelly
Liz Strand
Jonah Berquist

Guests Present:

Kathleen Quenneville
Joe Chapot
Gayle Reynolds
Keith Hollon

Staff Members Present:

Alyson Jacks, Associate Minister
Laura Ludwig, Director of Operations
Meg McGuire, Ministerial Intern

Next Meeting: Tuesday, April 20

Deadline for inclusion of materials in Board Packet:
Friday, April 16. Send to scottbenbow@gmail.com

Agenda Item	Notes
CALL TO ORDER AND OPENING	A quorum having been met, the Moderator called the meeting to order at 6:37 PM . Vanessa provided a reading.
FEEDBACK FROM BOARD MEMBERS. CONGREGATION OPPORTUNITY TO ADDRESS THE BOARD	The Moderator led this discussion.
AGENDA REVIEW	No changes were made to the Agenda.
CONSENT AGENDA	Minutes from the February 2021 Meeting minutes were accepted under consent.
OLD BUSINESS: Executive Session	Topics were discussed in Executive Session. A vote was taken on a motion. The motion passed unanimously.
OLD BUSINESS: Board Handbook	Carrie led a discussion about what might constitute a helpful handbook for Board Members. Bylaws, policies, and procedures would be a helpful introduction for new members of the Board.
NEW BUSINESS: AOF asks Board for assistance	<p>Gayle and Keith updated Board on the Annual Operating Fund. Pledge total as of today is \$509,807. Donors have pledged approximately 50% more than they did last year.</p> <p>Twenty-two members who typically pledge above \$2,000 have not yet pledged. Gayle would like help from the Board to make these calls.</p> <p>ACTION: Board members should pick a few to call. Scott will post Excel spreadsheet created by Keith. If board members don't choose a few names, Gayle & Keith will assign individuals to call.</p>

	<p>ACTION: Ask donors to send a selfie to aof@uusf.org after they have made a pledge.</p>
<p>NEW BUSINESS: Grant Application for Young Adults</p>	<p>Joe Chapot discussed an approximately \$14,000 grant application for Young Adult programs. If we get the full amount, we'll be compensating Joe Chapot for the work under the grant, internet services, Zoom costs. Any other individuals would be hired as contractors by Joe.</p> <p>Laura is confident UUSF can handle the responsibilities of a fiscal sponsor for this grant if it is awarded.</p> <p>MOTION & VOTE: Jonah made the motion and Amy seconded the motion to have UUSF as the fiscal sponsor of the grant if awarded. Passed unanimously.</p>
<p>NEW BUSINESS: David Jones to Finance Committee</p>	<p>MOTION & VOTE: Lori moved and Liz seconded the motion to name David Jones to the Finance Committee. Approved unanimously.</p>
<p>NEW BUSINESS: Selection of GA delegates</p>	<p>Mari Magaloni and Cal Ball are interested. \$200 per person for GA this year. UUSF may be able to use some board discretionary funds for scholarships. Money may come from celebrations fund. Board discretionary funds might total \$1,000.</p> <p>We don't know yet how many members we can send to GA.</p> <p>Reece suggested UUSF paying registration for anyone who wants to attend as a delegate.</p> <p>SCW might be able to sponsor a scholarship or two. No travel or hotel expenses this year.</p> <p>Amy has already registered. Liz is considering it. Rochelle will think about it.</p> <p>ACTION: Board members identify others at UUSF to be delegates to GA. Rochelle will invite members of UUSF who are in the BIPOC group.</p>
<p>NEW BUSINESS: 2021-22 High Level draft budget</p>	<p>Laura introduced the draft budget. Goal is a break-even budget.</p> <p>This is the first year SCW and UUSF finances are combined in one budget. It assumes \$900,000 in pledges this year. It also assumes approximately 50% less in rental income in FY22.</p> <p>FY22 Budget and SCW consolidated budget is \$1,772,911.</p> <p>Compensation is increasing approximately 2%.</p> <p>Sunday plate money that is given to other groups is considered grant money beginning in FY22.</p>

	<p>Increase in operating expenses, part of which is attributable to grants that SCW gives.</p> <p>ACTION: Bring questions about the budget to the April meeting.</p>
<p>REPORT: Journey to Wholeness</p>	<p>Rochelle Fortier-Nwadibia referenced the 8th Principle Board Charge in its final form.</p> <p>8th Principle task force is meeting and advancing the goal of approving the 8th Principle. Some leaders are holding coffee hours. Will advertise it in the future.</p> <p>Journey to Wholeness work is multiplying. Racial Justice Working Group, 8th Principle Task Force, and Joe Chapot's anti-racism meet-ups.</p> <p>Rochelle brought back the Board Charge. The congregations mentioned in the Charge last month.</p> <p>MOTION & VOTE: Amy moved and Jonah seconded motion to accept the new version of the 8th Principle Board Charge. Passed unanimously.</p>
<p>REPORT: Finance and Operations</p>	<p>Laura Ludwig referenced the 21-03 Operations Report and the FY22 Budget roll-up</p> <p>Net operating loss of \$79,000, but PPP loan (#2) should be forthcoming.</p> <p>Payroll is most significant item on which we are under budget. Never hired 3rd sexton. Under budget on hospitality.</p> <p>Monte is still preparing for the audit.</p> <p>As of the end of February, UUSF has collected 78% of pledges for FY21.</p> <p>It is unlikely we will have to draw from operating reserves.</p>
<p>REPORT: Treasurer's Report/Finance and Investments</p>	<p>Lori Lai reported on UUCEF. May Treat Morrison will now be added to the UUCEF.</p> <p>Operating Reserves are in equities, bonds and with a lesser amount in cash.</p> <p>ACTION: Lori, Carrie, and Howard will discuss whether to bring a description of our investments to the Board, focusing on how our Operating Reserves are invested.</p>
<p>REPORT: Ministers</p>	<p>See written reports from Southern & Jacks.</p> <p>Vanessa highlighted the post-Covid reopening plan as one of many issues that deserve, but do not get, enough attention at this point.</p>

	<p><u>ACTION:</u> Carrie and Vanessa will discuss some of these concerns with the Committee on Ministry.</p> <p>Hinkley fund made the grant Judy requested for the courtyard. Screens will be used in the sanctuary as part of the reopening.</p> <p>Alyson is in the process of getting a retirement coach.</p>
GOOD & WELFARE	<p><u>ACTION:</u> Carrie will assign the card writing to a Board member.</p>
CLOSING	<p>Alyson read a closing.</p>
ADJOURNMENT	<p>The meeting was adjourned at 9:28 PM .</p>