



**FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN
FRANCISCO BOARD OF TRUSTEES REGULAR MEETING**

**By Zoom
6:30PM, March 21, 2023
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, Director of Operations
Rev Vanessa Southern, Senior Minister

CALL TO ORDER: Rochelle called the meeting to order at 6:34 pm.

OPENING WORDS AND CHALICE LIGHTING: Rev Vanessa read from Mia Birdsong's book.

PROCESS OBSERVER: Amy Kelly

CHECK-IN: All in attendance checked in.

FEEDBACK FROM BOARD MEMBERS: Amy noted that she thought the meeting with Aisha Hauser was wonderful. Amy learned things and wanted to thank whoever set it

up. Vanessa said it was Rev Laura who set up the weekend visit by Aisha to consult with the Board and other groups within the church.

CONSENT AGENDA: Amy moved and Linda seconded to accept the Consent Agenda. Discussion: Jonah reminded the group that Vanessa said there were two errors in her report that she wanted to correct. One was the date of Meg McGuire's ordination is April 16th, not August 16th. And that the White Allies group is meeting in person on March 30th at the church, not by zoom. Motion carried.

REPORTS:

FINANCE AND OPERATIONS REPORT:

Dir Laura referred to her report in the Consent Agenda.

Staffing: She highlighted the following: we have full staffing of sextons. Sextons will be included in staff meetings at times and will be included in team building activities with other staff. The new RE Coordinator Alicia Cover is now taking on more projects and hours for Family RE. Dir Laura referred people to an announcement in the Flame for a description of Joe Chapot's transitioning off the staff. She noted that the Board of Trustees is named in and bound by the non-disparagement section of the separation agreement. She also noted that our retirement plan switched away from TIAA CREF as record keeper to a new firm called Empower which the UUA has been planning for for over one year. Dir Laura said she has used the new system and it seems fine and she expects a relatively smooth transition.

Facilities: Repairs to Macondray by Blackline have been completed. There is still some water intrusion down the wall of the Chapel. We do not have a night time security company – she asked if anyone had a suggestion of one they know, please email Dan Barnard.

Budget: Please email Dir Laura with questions about the budget. The budget will be voted on at the board meeting in April. This is the time to review the draft budget prior to the April meeting when it will be voted on.

Dir Laura stated that out of an abundance of caution, it was decided to set up a new banking relationship and to move some money out of First Republic Bank in case there is a serious issue with them. She recommended establishing a new account that can be used for payroll and the society's most important vendor bills. She asked for a motion. Rochelle proposed a motion to authorize Dir Laura to open a new bank account to deposit funds removed from First Republic Bank to cover payroll and expenses for now and possibly other matters. Lucy said "so moved." Scott seconded. Discussion: Linda mentioned we should expect to have another motion when the account is ready to be opened. This is a preliminary step. Call for the question: Motion carried.

TREASURER'S REPORT:

Lori referred to her report in the Consent Agenda. She highlighted point #3. She consulted with Rochelle and they agreed that it is a good idea to minimize any liabilities due to release via a publicly accessible website – our UUSF.org website – of any sensitive internal financial and other financial information. It is probably prudent to remove the links to any reports and not have any live links. She also suggested that the minutes be spare and succinct. She also suggested that we should discuss the idea of taking the financial information link off our website. Discussion ensued. A poll using Fist to Five was taken to post the minutes on the UUSF.org website without any links to any reports. The board voted Yes to do so.

Lori also reported that we grew very modestly. Not even to inflation. So we have to be very prudent with our resources this year.

SENIOR MINISTER'S REPORT:

Vanessa referred the board to her written report in the consent agenda.

COMMUNITY LIFE MINISTER'S REPORT:

Rochelle noted that Rev Laura was not present at the meeting and referred the board to her written report in the consent agenda.

OLD BUSINESS:

Strategic Plan updates: Jonah went through the Strategic Plan document section by section. Reports by those responsible for their section are as follows:

Spiritual Tending: Amy reported that she got stats from Jonathan Silk indicating numbers of people watching our live stream content on our YouTube channel around the world. She will continue to work with Jonathan to establish a baseline of data. Amy stated she will be working with Rev Laura on planning an intergenerational event per Priority #2. Possibly in the summer. On Priority #4, *Ask what questions members need help answering about the work of the church and provide forum/classes/published responses*, Amy noted that the upcoming congregational meetings organized by Rev Laura on John Buehrens' book on the history of our church, will suss out questions members have about the work of the church. Rochelle offered that the White Allies group meetings are a part of Spiritual Tending. Vanessa asked about the origins of Priority #4—was it to enable members to tell friends and neighbors about the work of the church or do people need words for their own religious journey. Tabled until next month.

Governance: Scott pointed to three areas he is looking at for discussion by the board at a future meeting: Expulsion of Member or Friend, Operation Reserve policy, and handling sensitive information on the website.

Community and Culture: Rochelle noted that the document that Lucy provided last month called Checklist for Inclusive Writing from Sensitive Language for Editors (presented by Editcetera and shared with permission) has been very significant as tools for use by the congregation. She asked to have this document shared with the Council of Committee Chairs and the Journey to Wholeness Select Committee for wider distribution. Jonah was tasked to do that. Vanessa noted that in light of the 8th Principle work, we decided to put the hiring of a membership coordinator on hold until we reviewed our hiring practices. She and the personnel committee are working with a group called Edgility to study our current hiring practices and create new ones as needed. This effort is being funded by Hinckley. Rochelle noted that this effort belongs under Governance Priority #2 "Human Resources Recruitment." and stems from a meeting she had with the Personnel Committee about hiring practices. Lori suggested that the Sensitive Language document be shared with guest speakers and Rochelle agreed it should be shared with anyone holding the microphone.

Center: Linda referred to Dir Laura's mention in her report that discussion of the Montessori Lease will be on the agenda for the April board meeting. The Center committee is working on getting good numbers and good descriptions of what needs to be done around the Center.

WEAV: In Rev Laura's absence, Rochelle asked all the trustees to respond to Rev Laura's email about attending the upcoming WEAV training. Rev Laura suggested that the first and last sessions be in person and the other sessions be on Zoom to make it easier for people to attend.

NEW BUSINESS:

Calendars: Rochelle suggested that we have a calendar attached to the agendas on an ongoing basis, with all the important dates for the Board to stay aware of throughout the year, even though those dates are also reflected in each month's agenda. Vanessa suggested a template calendar that would be populated in July with dates for the year.

Pictorial Directory: Rochelle suggested we create a new directory with pictures of members and staff since we have not had one since October of 2015. Linda suggested that it might be a popular volunteer activity since it has a clear beginning and end for some members to take on. Rochelle suggested we put an announcement in the Flame asking for volunteers to take on the project and to approach people as well. Amy suggested that Jonathan Silk could be an advisor for the project. It was tabled to the next meeting to designate a point person.

Good and Welfare: Cards were designated to be sent to members who are moving out of state and one whose dog died. Rochelle reported that she had attended an event honoring Megan's late husband, Les Gottesman, at the Beat Museum. She was privileged to be there. She recommended visiting the exhibit at the museum which will be up for 6 months.

Process Observation: Amy gave her report.

Closing reading: Vanessa read from Mia Birdsong's book.

Adjournment: Amy moved and Jonah seconded for adjournment. Motion carried. Meeting adjourned at 8:30pm.