

**First Unitarian Universalist Society of San Francisco  
Board of Trustees Regular Meeting, via Zoom  
August 16, 2022  
MINUTES**

**Trustees Present:**

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

**Trustees Absent:**

Amy Kelly

**Staff Members Present:**

Laura Ludwig, Director of Operations  
Vanessa Southern, Senior Minister

**Next Meeting:** Tuesday, September 20, 2022

**Deadline for inclusion of materials in Board Packet:** Friday, September 16, 2022

**Please send to Liz Strand [dflyent@gmail.com](mailto:dflyent@gmail.com)**

Please read these prior to each meeting:

[Joe Chapot Report](#)

[Widening the Circle of Concern](#)

[Questions for Discussion](#)

[Conflict of Interest Form](#)

[7/19/22 Board Minutes](#)

<b>Agenda Item</b>	<b>Notes</b>
CALL TO ORDER	A quorum having been met, the Moderator called the meeting to order at 6:35pm. Rochelle lit a candle.
OPENING	Vanessa opened with a reading by Susan Moncur Seale

<p>FEEDBACK FROM BOARD MEMBERS, CONGREGATION OPPORTUNITY TO ADDRESS THE BOARD</p>	
<p>AGENDA REVIEW</p>	<p>Rochelle asked all trustees to let her know by email if they are not able to attend the board meeting. Rochelle and Vanessa spoke about the how we as a board will utilize the Widening the Circle of Concern material this year. Vanessa will be meeting with Sam Hamner soon and will share the resulting plan with board members by email. Rochelle suggested that new board members look at on-line version.</p> <p>Vanessa said that she will purchase copies of the WCC book for anyone who wants it. Lori mentioned that the Investment Ctte and the Finance Ctte are going to have Sam Hamner conduct his DEI training based on the WCC material for them and she invited trustees to let her know right away if they are interested in attending on 9/25/22 from 9:00--10:50am.</p>
<p>CONSENT AGENDA</p>	<p>Draft Minutes from <a href="#">7/19/22 Board meeting</a> were approved by consent.</p>
<p>REPORTS: Finance &amp; Operations</p>	<p>Financials: We don't have the fiscal year closed yet. Shining Star is still working on the closing entries. They've had a shuffling of the workforce again. We're working with Ruth Cheng who really knows how we are working. The close is a little delayed. Laura has asked her to commit to the first week of September. Laura has done a soft close and said we ended the year well with revenue over expenses in terms of our net operating revenue, not the bottom line which takes into account investment loss. So the bottom line would be a loss. Next, in terms of our pledges for FY23, we've had some more pledges come in and we are now at \$782,000 pledge commitment and remember our target for this year was \$750,000. There always could be some people who do not fulfill their pledge but she is not too concerned since we are \$32,000 over our target, because we'll see how our fulfillment is. Laura, Linda and Vanessa discussed whether we can use funds that are above our budget forecast,</p>

	<p>to add items to the budget, that same way we trim budgeted items when we have a shortfall. It was agreed that we could look at that.</p> <p>Facilities: We received a \$5000 grant from the Victorian Alliance to do some repairs on our stained glass—what does it take to have some good maintenance for the rest of the stained glass. Also we will have some organ repairs that will start on Monday August 22nd. It will cost around \$8000.</p> <p>Staffing: Last week Leland Jones did not report to work and it was found that he had suffered a massive stroke while shopping at Trader Joe’s. He ended up in ICU at CPMC. Fred Rabidoux, Vanessa and Laura have visited him. Our staff have been helping his family handle getting his rent and other bills paid, getting Power of Attorney in place, etc. He seems to be improving slowly. Vanessa added that we were planning to celebrate Leland’s 20 year anniversary of working for UUSF on our big opening worship service on September 11, 2022. That will have to be postponed. Laura worked on getting Lee’s hours covered as Dan Barnard was on vacation. Scott Miller came in to close the building when needed. People have been flexible and stepped up to get us through this next period. Thomas Brown has offered to come back earlier to fill in the gap. We will post a fulltime job posting with benefits.</p>
<p>REPORTS: Treasurer’s Report</p>	<p>Lori: We are trying to close those books for the last fiscal year. We will have more information for you when Shining Star finishes their report. She will sign up to hear the CEF quarterly report on September 13, 2022. Howard Oringer from the Investment committee will give a presentation to the Board next time and we have some ongoing issues to get on the agenda to talk about the Montessori School agreement that has 2 years left. We need to discuss it in a future meeting. We need to talk about the reserve fund in the future also.</p>
<p>REPORTS: Ministers Report and Joe Chapot’s Report</p>	<p>No written report this month as Vanessa just returned from a month’s vacation. She is busy getting the year started. Laura Shennum starts on</p>

	<p>September 11, 2022. She is trying to make sure the preaching schedule is set for October and January when she will be on her divided sabbatical. Also looking at the Racial Equity program trying to see what trainings are out there as part of Laura Shennum's contract.</p> <p>Joe Chapot's report—see hyperlink in box at top of minutes.</p>
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OLD BUSINESS

Beloved Conversations: Board members should have received an email with information on how to register. The fee for 8 Board members has been paid by Laura for all but Liz who was excused because she has taken the course twice already.

**Conflict of Interest Form** – Rochelle will create a PDF of the document and send it to Laura Ludwig. She has capability through Adobe to get an e-signature for each board member and when completed, will be returned to her. Once Liz gets them all from Laura, she will file them in the folder on Google Drive.

**Retreat Planning:**

Discussion ensued about how to proceed with discussions of the 5 topics in the Strategic Plan at the upcoming retreat, namely:

- Spiritual Tending
- Governance
- Community and Culture
- Social Justice
- Center Improvements and Future Uses

Each Trustee was asked to choose two sections and let Vnessa know in preparation for the Board retreat.

NEW BUSINESS	<b>Lori:</b> There is a reproductive freedom retreat that I'm hoping at least one or two Board members can attend. This is for the Women's rights groups initiative to have the congregation become a reproductive freedom congregation. The date is Oct 1st at UUSF. It is an all day retreat. It will go from 8:30am to 5:00pm. Please let her know if you would like to attend. Rochelle said she will not be in town but encourages others to participate. Lori will share by email information about the grassroots level work.
UPCOMING DATES	Register for Beloved Conversations by 8/26/22 Board Retreat Sept 16-17 Next Board meeting 9/20/22 Auction 10/16/22 (Board Brunch to be planned)
GOOD AND WELFARE	Leland Jones
CLOSING	Vanessa read a poem by Susan Moncur Seale Don't Despair
ADJOURNMENT	MSP Linda and Liz