

**FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN FRANCISCO  
BOARD OF TRUSTEES REGULAR MEETING  
HELD REMOTELY BY ZOOM OR TELEPHONE  
6:30 PM, JULY 21, 2020**

**MINUTES**

**TRUSTEES PRESENT:**

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

**STAFF PRESENT:**

Vanessa Southern, Senior Minister  
Laura Ludwig, Director of

**ELECTION OF BOARD OFFICERS:** 2019-20 Secretary Judy Payne called the meeting to order at 6:35 PM.

A slate of officers indicated interest in positions prior to the meeting (Carrie for another term as Moderator, Rochelle for another term as Vice Moderator, Lori for another term as Treasurer, and Scott for his first term as Secretary). Carrie asked if any other board members would like to be considered, but no one expressed an interest in running at this time.

**MOTION & VOTE:** Amy nominated and Reece seconded the slate of officers. Trustees voted unanimously in favor of the slate of nominees.

**CALL TO ORDER AND OPENING:** In honor of John Lewis, who passed away in the week prior to the meeting, Vanessa read two of his quotes.

The Board welcomed Jonah and Liz as new Trustees.  
Vice Moderator Rochelle indicated she is creating a PDF of orientation information for new Trustees.

**ACTION ITEM:** Trustees are invited to submit items for the packet to Rochelle. Carrie suggests adding policies to the packet.

Once she compiles the packet, Rochelle will send the PDF to everyone on the Board.

**CHECK IN AND FEEDBACK FROM THOSE PRESENT:** Members present briefly checked in. Focus on reactions to the articles/Instagram sent out last week regarding BLM.

**AGENDA REVIEW:** Carrie informed the group that the Search Committee will be joining the meeting at 8 PM. Trustees will add Communications Policy under old business later in the meeting.

**CONSENT AGENDA:** The minutes of the May Board of Trustees Regular Meeting were approved.

## **REPORTS**

**Journey to Wholeness:** Adopted at board summer 2019 to focus on work we are committed on doing to dismantle white supremacy. Beloved community and wholeness are UUSF aspirations. Training leadership (Board) is first component. Work will continue despite the pandemic. This work will help people of color at UUSF to feel more comfortable without the micro-aggressions that are so uncomfortable. Rochelle emphasized these are learning opportunities, and not intended to shame anyone. Goal is to highlight what has happened in the past and avoid language and actions pejorative to any ethnic group.

**ACTION ITEM:** Participate in the Journey to Wholeness meetings if possible.

**Finance:** Laura reported on FY 2019-2020, which ended on June 30, 2020. Close of books is still underway. A key member of staff is on medical leave; this has slowed the process. We've engaged Monte Myers at Shining Star Consulting to assist UUSF with sorting through the funds included in the Society's temporary restricted net assets. Once this is sorted out, UUSF will undergo another audit; required because operations person left UUSF last summer. Carrie recommended Treasurer and Director of Operations contact Linda Enger for direction on the funds.

Cost of contract will have some impact on the budget. Monte used to be on a "time and materials" contract. Will convert to another form of contract for ongoing work. Monte will get UUSF's finances ready for an audit. This is "extra project" work. Monte committed to finish work by September 30. Anticipate \$10K bump in the amount of the project. Extra amount UUSF spends now may result in cost savings in the future with a shortened financial audit process.

Laura recommends we sign the contract. Close the books by the 25<sup>th</sup> of each month. Lori will ask the board for approval for Laura to sign the contract with Monte.

Total amount of contract I \$1500/month. Laura and Lori will give Vanessa an update.

**MOTION & VOTE :** Motion to approve for this budget line item from \$18,000 to up to \$28,000 for Shining Star Consulting. Judy moved. Scott seconded. Unanimous approval.

## **Personnel Update**

Commitment to pay staff during closures

## **OLD BUSINESS:**

Ministerial Search Committee Progress Report

Board appreciates the work of the Search Committee members: Kathleen Quenneville, Galen Workman, Judy Payne, Shirley Gibson and Stephanie Gowin.

Galen led public portion of the Search Committee report; Kathleen led Executive Session portion.

Search Committee appreciates the clear directions from the Board. Very confident that people in the Society agree Vanessa is the right person to lead us.

Kathleen mentioned an exercise they went through with Vanessa, Used UUA model contract to discuss governance. The UUA model forces conversation on certain issues.

Carrie asked Vanessa whether she was fulfilled by the process. Yes, it's still ongoing. Sr. Minister has more power and authority. Limits and expectations are out there too. Vanessa encourages collaboration not despotism. Before September, Vanessa hopes that there are forums for anyone to raise any concerns.

Carrie asked Search Committee to keep working together, and they agreed to do so.

Zoom forums of approximately 15 participants could be set up. Kathleen's uncomfortable with a "candidating week". Suggests we welcome people to contact Vanessa.

Judy asked Vanessa whether she could reach out to gauge the feelings of those who might have additional questions. Stephanie suggests something akin to "office hours." Jonah suggests putting an invitation out there to see how many people would like to participate.

Carrie suggests Search Committee write an article for the Flame about the "office hours" or Vanessa's set-aside time to discuss.

**EXECUTIVE SESSION: The Board went into Executive session, after which the following took place:**

**MOTION & VOTE:** Does the Board accept the recommendation of the search committee to call Vanessa as Senior Minister? Amy made a motion and Jonah seconded.

Trustees voted unanimously to call Vanessa as Senior Minister.

Looking at October 4 for Congregational meeting. Carrie will work with Search Committee on how to celebrate this.

Flame article on why we call ministers. Galen thinks people might have ideas on how to make Vanessa more successful when she starts.

**Mission/Vision Process Next Steps:** Carrie wants us to keep this in the forefront this year. Subcommittee of board that will look at this and decide what needs to be done. Committee needs to be formed for Center usage. Look at the mission and vision documents.

We need one more Board member to join this committee.

**Church/Center Reopening Status:**

Status changes daily, generally midway through restroom and roofing renovations. Active construction is underway. Anyone who enters has to wear a mask, agree to have no symptoms, and not enter if unwell. Trying to have 2 sextons on duty who overlap but work separately.

New facilities manager Dan Bernard is there almost 5 days per week.

UUSF is going to have a sign-in sheet. One construction worker tested positive for Covid-19. Last in church on July 2. Sick on July 4.

Construction is scheduled to end mid-September. There is quite a bit of dust right now, so visitors aren't welcome now.

**Communications:**

Scott, Carrie, and Vanessa will discuss.

**NEW BUSINESS**

Reece Hart drafted policy on resolutions. Dolores's work on the Black Lives Matter resolution led her to feel like there was a lack of clear direction in the UUSF Bylaws for moving forward with resolutions. Reece's document might help us frame resolutions in the future.

**ACTION ITEM:** send thoughts to Reece or edit the document. Prepare to discuss at August meeting.

**Bylaws Change to allow signing of membership book remotely**

Board should determine how to have people join the Society and "sign the membership book" without actually entering the church. Secretary could enter name in book. Docu-sign is one possibility.

**GOOD AND WELFARE**

Alex Darr for hosting Coffee Hour, GA delegates

Eric Shackelford for showing up every Sunday to film the services for Zoom.

Search Committee, five people on Search Committee. Four other members plus Judy.

Bill Wise is in nursing home. He was in a rehab after hospital.

Shulee's mom died. Was living in Boston.

Donald Wilton needs a card. (he comes in on Monday morning to count out of the plate collection).

**ACTION ITEM:** Scott will assign.

**CLOSING,** Rev. Southern read a closing statement.

**ADJOURNMENT,** the Moderator adjourned the meeting at 9:35 PM.