

**FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN FRANCISCO
BOARD OF TRUSTEES REGULAR MEETING
JANUARY 21, 2020
DRAFT MINUTES**

TRUSTEES PRESENT:

Carrie Steere- Salazar, Moderator
Rochelle Fortier-Nwadibia, Vice Moderator
Lori Lai, Treasurer
Judy Payne, Secretary
Scott Benbow
Reese Hart
Amy Kelly
Christopher Rodriguez
Eric Shackelford

GUESTS:

Rev. John Buehrens
Nancy Buffum
Linda Enger

STAFF:

Rev. Vanessa Southern, Sr. Minister
Sharon Weld, Intern, Pastoral Care
Laura Ludwig, Operations Director

CALL TO ORDER AND OPENING: Moderator Steere-Salazar lit the chalice and called the meeting to order at 6:30 PM. Rev. Southern opened with a reading. Board members and guests each gave a brief check-in.

FEEDBACK: Positive comments were heard regarding recent worship services.

CONSENT AGENDA: Approval of the minutes of the December meeting, recorded by Scott Benbow, will be postponed until the February meeting.

NEW BUSINESS:

1. **ANNUAL OPERATING FUND DRIVE:** Nancy Buffum and Joe Dellert will chair, Rev. John Buehrens, Stephanie Gowan, and Lori Lai committee members. Using the template prepared by Kelli Murray and Laurence Pulgram for last year's successful campaign, this year's theme will be pie. Everyone gets a slice and contributes ingredients. The kick off luncheon will be March 15. Community dinners will feature pie deliveries. Announcements begin Feb. 2, Feb 4 letters will go out to the congregation with a letter stuffing gathering at 6:30.

2. **BUILDING MAINTENANCE AND IMPROVEMENT TASKFORCE:** Chair Linda Enger requested the reallocation of funds within the BMIT budget to allow for higher costs of bathroom additions and renovations. Amy Kelly moved, Rochelle Fortier-Nwadibia seconded the motion.

UNANIMOUSLY APPROVED

Honey Bucket portable toilets and sink will be provided during construction, scheduled to begin in March and take approximately 4 months. Toilets will be located outside the Starr King Way accessible entrance.

3. UUA ANNUAL CERTIFICATION: Joe Chapot is preparing the document. Numbers for members of color will be approximated. Next year, members will be surveyed for more accurate counts.

4. 2020 BUDGET PROCESS TIMELINE: First priority: Goal for Annual Operating Budget to be prepared by Vanessa, Laura with Lori Lai and Carrie Steere-Salazar. Next year. The Finance Committee will prepare the budget.

5. Board needs for next year to be passed to the Nominating Committee will be considered in February.

REPORTS

1. FINANCE: Lori Lai, Treasurer, reported that the Finance Committee is working on preparing 2018-19 numbers for audit. 2017-18 is complete and correct. The next meeting is scheduled for early February with consultant Monte Meyers. The Investment Committee is meeting February 10 to continue working toward moving UUSF investments into the UUA Fund.
2. ADMINISTRATION: Laura Ludwig reported that Sexton interviews are proceeding with Scott Miller and Wes Schultze. The Facilities Manager position will be posted on Glass Door in time to fill the position by July 1. The Personnel Committee is needed to be active now to revise the Employee Handbook and update HR folders. Erica Murray is chair with Galen Workman on the committee.
3. MINISTERIAL INTERN: Sharon Weld reports that she is enjoying the connection between Faithful Fools and UUSF. In her capacity as Acting Pastoral Care Minister, she is meeting with the Caregivers Group, Lay Chaplains and Community Lunch.

OLD BUSINESS:

1. SENIOR MINISTER CALL PROCESS: Amy Kelly moved, Reese Hart seconded the motion to accept the recommendations of the Committee On Ministry for the process of calling the Senior Minister, with the substitution of Judy Payne for Carrie Steere-Salazar on the Search Committee.
UNANIMOUSLY APPROVED
2. BOARD RETREAT: Scheduled for March 20/21 at the home of Judy Payne facilitated by Diane Johnson, meeting jointly with The Mission/Vision Taskforce.

GOOD AND WELFARE:

Sympathy to Hanna Clements Hart on the death of her mother
Sympathy to Michelle Garside on the death of her husband
Best wishes for recovery after surgery to Marigold Birch
Thank you Wes Schulze for having the office carpet replaced