



FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN FRANCISCO
BOARD OF TRUSTEES REGULAR MEETING
By zoom
6:30PM, November 15, 2022
MINUTES

Documents and Reports to read before the meeting:

[Minutes from October Board Meeting](#)

[Annotated DRAFT Board Covenant](#)

[2022-09-17 Retreat Priorities and Ownership](#)

[Joe Chapot Nov 2022 Board Report](#)

[Attendance Report](#)

[Director of Operations Report and Operating Reserves Policy Proposal](#)

[Financial Reports for 9/30/22](#)

[Minister of Congregational Life Nov 22](#)

[Senior Minister's report](#)

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

BOARD MEMBERS ABSENT:

Scott Benbow

STAFF PRESENT:

Laura Ludwig

Vanessa Rush Southern

Laura Shennum

CALL TO ORDER

Rochelle called the meeting to order at 6:32pm.

OPENING WORDS AND CHALICE LIGHTING:

Vanessa read a poem by Maya Angelou and lit the chalice.

BOARD MEMBER CHECK-IN:

All checked in.

BUILDING WHOLENESS: Vanessa introduced Three Words that can be used in meetings or discussions to support growing together: WOAAH, OOPS and OUCH. One that has been used by the staff already that came from the youth movement:

WOAH, can be used to say, "I'm sorry I didn't understand what you meant," or it can be used to say, "Woah, what is going on in the room right now?" "Stop, time out," etc. Rev Laura added that sometimes it is an internal check if someone gets triggered by something. It can also be used to name what is coming up in the room, like acknowledging the elephant in the room.

OOPS is the ability to name something that you have done that you want to apologize for, like, OOPS, I just used WE implying that we were all heterosexual when that is not the case and I don't want to imply that it is.

OUCH is "something happened and it hurts." Anyone can say it and we stop our conversation and say to the person saying OUCH, "do you want to say more?" They can say more or they can say they need time to gather their thoughts, or someone else can help out if they understand where the "OUCH" may be coming from. It is a tool to be able to address harm in the moment or even afterward when someone realizes that the hurt needs to be named in order for them to move on with the matters at hand. It raises awareness that some harm has been done and can be dealt with then, or can be dealt with later, if the person cannot name it at the moment, so that repair can be done.

FEEDBACK FROM BOARD MEMBERS AND CONGREGATION: None was forthcoming.

AGENDA REVIEW:

Jonah mentioned that we planned to put a Brunch with the Board in this year's auction. Linda got the item onto the Auction and she will contact Gino Fortunato about the results.

CONSENT AGENDA:

No changes or additions were proposed. October Minutes were approved by consent.

REPORTS:

Dir Laura reported that we hired another sexton at 75% FTE named DeAndre Smith. We still have Mike Crandell who is very part time hours which works out well for the facilities team. Thomas Brown may not be coming back until Nov 23rd. Leland Jones remains out on extended medical leave. He is still at City View on Pine St and is continuing to get better. Membership Coordinator is still paused while the personnel committee reviews its hiring practices. Core staff

will be asked to come into the office on Tuesdays as well as Wednesdays beginning later in November to foster in-person communication.

Adding two "holidays" between Christmas and New Years: A MOTION was made by Linda Enger and seconded by Lucy Smith and approved unanimously to approve staff's request to give employees two additional days off between Christmas and New Years for this fiscal year, the timing of which to be negotiated among the staff. Rochelle will write a brief note to the staff from the Board regarding the additional two days of time off. It will be conveyed at the Staff meeting next week.

Center rentals as of Oct 31st are only 18% below the FY23 Budget and we have received \$41k of \$51k projected.

Montessori Lease update: the Lease Review Team of K. Quenneville, L Lai, D Barnard, L Shennum, and L Ludwig were joined by V Southern for a training on lease administration best practices by JoAnn Woodsum who prepared that last lease with MHOC.

Finance: Our October Auction was a success. It raised \$46k after expenses. \$22k was raised for the Fund-a-Need solely to fund hiring the upcoming intern.

Discussion about the Operating Reserves budget question was tabled until later in the meeting when Lori Lai is able to phone in from her remote location.

Ministers' reports:

Vanessa reported that her sabbatical allowed her to take a trip with her husband and spend quiet time at home and "feel knit back together in important ways." Staff morale: She returned from her time off to check in with folks and do some team building activities. It was noted that 4 staff members were hired just before or during the pandemic and only knew UUSF in reactive, emergency mode. The Exec Team decided to add working back in the building on Tuesdays as well as Wednesdays to rebuild staff connections as we rebuild church. Executive Team (ET): L Shennum, L Ludwig, and V Southern are looking at how an ET would work instead of the Senior Minister taking on the role of a CEO. The three are beginning to work with intention to define and outline what and how we think an ET of staff at UUSF would function. They will give the Board updates. We have 70 people registered for Paula Cole Jones. Jonah will help on tech support. Rochelle noted that we have really launched into the 8th Principle work this year with a lot of opportunities for people to plug in and get a sense of what this work means. Thanks to Jayanti Chapot and Vanessa for scheduling Paula Cole Jones.

Rev Laura Shennum's report: There was a family ministry committee retreat this past Saturday. They spent the morning on needed work of committee care as there was some burnout in that area and caring for families who are holding a lot. In the afternoon, they identified 3 goals: reestablishing our programming for children and youth; creating a sense of connection and belonging for our existing families and doing some outreach to the larger SF community. They also brainstormed ideas for using the recent Hinckley grant. They have an offer out for a religious education coordinator. We are having good numbers in our classrooms this year. A new UU class met on Sunday with Rev Laura, VRS and Dir. Laura and eight potential new members. Rochelle asked about New Member recognition during the service. VRS reported that we will have new members recognized during the service on Dec 4th. Rochelle asked about the

current book signing ceremony. Rev Laura and Rev Vanessa are looking at having a small ceremony before the new member recognition part in the service to sign our official membership book. A page of the book will be sent to be signed by people who are joining remotely. A copy of the page will then probably be included in the book.

OLD BUSINESS:

Right Relations Team Training update: Liz reported that the 2nd session was held today and there will be another on Nov 29, 2022 and then we will have December off and start again on January 17. The complete schedule is: Sessions on Nov 1, 15 and 29, 2022. Jan 17 and 31, 2023. And Feb 14, 2023 is the final session. Both Liz and Dir Laura reported that the material is very challenging and interesting. Dir Laura wishes that there was a written version of the video material so she can absorb the material more thoroughly. Rochelle will reach out to Renee Ruchotzke by email to get an idea of the scope of the training. Rochelle thanked Liz and Laura and the others (Mari Magaloni Ramos and Athena Papadakos) for taking the time to participate in this training.

Amy reported on funding for the Intern: The Auction gave us $\frac{2}{3}$ or $\frac{3}{4}$ of the funds we need for the Intern next year. Amy spoke to Marie Kazan Komarak about the funds from the sale of the wreaths that she has made over the years, designated for the Internship Committee – \$12k. Marie definitely wants the money to go to funding the Intern. Amy said that with the wreath funds and the Auction funds, we will be close to having what we need except for the housing costs. Vanessa and Amy will meet before the next board meeting in December and review the situation and report back to the board on December 20, 2022. Rochelle asked Dir Laura if the Fund-A-Need money raised at the Auction can be restricted for use for the Intern only. Dir Laura said yes, it can be restricted for that use since the donations were given knowing that they were to go to funding an Intern, and only that.

Operating Reserves:

Dir Laura said a major issue is that UUSF does not have an Operating Reserves (OR) policy. The bylaws only make mention of bequests going 100% to the OR if we're below the 50% level. She did some research and found that ORs can either be a rainy day account or some non-profits will use it like a savings account and do a measured conservative draw annually. So it is a spectrum of services. Laura said that Kathleen Quenneville has argued for two budget cycles that OR are only to be a rainy day fund. So the Finance Committee has agreed that the Board should put forth an OR policy. Draft policy:

- 1) The Operating Reserves target amount is six months of the then current annual budget and it may take a number of years to reach that level. The Operating Reserves is not only a rainy day fund, and a conservative draw is permitted each year to fund UUSF Operations. This draw is equivalent to the percentage allowed by other eligible investment funds, based upon a 12 quarter trailing average.

- 2) After the Year End Close, the amount drawn in the prior closed fiscal year will be transferred back to Operating Reserves, if UUSF had a Net Operating Surplus and there is sufficient cash-on-hand in the bank to cover two months of operating expenses.

The Board decided not to vote on the above Resolutions. After a lengthy discussion, the Board agreed to the following:

- 1) The Bylaws are under review pursuant to the Strategic plan. Rochelle has designated Scott Benbow to review all Board policies and Bylaws. After this review and amendment, we can proceed with developing our Operating Reserves policy and practices.

- 2) Dir Laura was advised to continue with the current practices.

Rochelle said we will table the discussion and await the revision of the Bylaws which Scott Benbow is working on.

NEW BUSINESS

Fun with music. The assembled folk jammed to “i’m Coming Up” by Diana Ross.

UPCOMING DATES:

Paula Cole Jones Workshop, November 18th and 19th.

GOOD AND WELFARE:

Trustee Megan Lehmer had eye surgery. Liz will send a card.

CLOSING WORDS AND ADJOURNMENT:

Vanessa read a poem by John Crestwell, Jr.

Meeting adjourned at 8:45.

Next Meeting: December 20, 2022

Deadline for inclusion of materials in Board Packet: December 16, 2022

Please send to Liz Strand at
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