

**First Unitarian Universalist Society of San Francisco
Board of Trustees Regular Meeting
December 15, 2020, via Zoom**

MINUTES

Trustees Present:

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

Staff Members Present:

Alyson Jacks, Associate Minister
Laura Ludwig, Director of Operations
Meg McGuire, Ministerial Intern

Next Meeting: Tuesday, January 19

Deadline for inclusion of materials in Board Packet:
Friday, January 15. Send to
scottbenbow@gmail.com

Agenda Item	Notes
CALL TO ORDER AND OPENING	A quorum having been met, the Moderator called to order at 6:35 PM .
FEEDBACK FROM BOARD MEMBERS. CONGREGATION OPPORTUNITY TO ADDRESS THE BOARD	The Moderator led this discussion.
AGENDA REVIEW	No changes were made to the Agenda.
CONSENT AGENDA	Minutes accepted under consent.
OLD BUSINESS: Building Improvement Task Force Update	Linda Enger's report
OLD BUSINESS: Courtyard Improvement Update	Contractor has given us a 10% nonprofit discount for a budget amount of \$25,000. Later, we will probably need an additional \$15,000 for shade. Hinkley & SCW might help with funding. Vanessa mentioned that the Hinkley application is earlier than SCW. Expects approval early in the year. May be able to get the work started in January. SCW grant would provide an additional \$10,000, but Judy pointed out it has not made a commitment. Liz mentioned concern over making payroll before releasing SCW money. Vanessa responded that, despite an enormous shortfall in FY21, we will be able to make payroll because of our endowment. Vanessa highlighted that the Courtyard work is not necessary, but it also may increasingly be one of the few safe spaces we have after the vaccine is widely available. The courtyard could get more use in the future. Judy believes it may be an income producer.
OLD BUSINESS: Real estate update	Reece provided an update on a real estate matter.
OLD BUSINESS: Charge to 1187 Group	Motion to approve the Charge to 1187 Group and to appoint members. Jonah moved and Scott seconded the motion. Passed unanimously.

<p>OLD BUSINESS: SCW Policy Review</p>	<p>Scott reviewed the SCW policies and procedures and determined the policies are consistent with UUSF Bylaws. UUSF Board of Trustees maintains fiduciary duties. Missions of both entities are consistent. For 148 years, SCW operated without nonprofit status. Under the new arrangement, SCW is a participating organization under UUSF. Laura pointed out that SCW was long acting as a participating organization.</p> <p>Laura reported on the memorandum of understanding between SCW and UUSF. SCW submits a program budget to Laura and it then becomes part of the UUSF budget. UUSF board approves the budget and then the entire Congregation votes on it.</p> <p>Liz shared information about the history of SCW, and the fact that the Policies & Procedures document replaces the bylaws for SCW.</p> <p>ACTION: Scott will send an email message to Carrie, Laura, Liz, and Kathleen. Liz will submit information to the newsletter about the history of SCW.</p>
<p>REPORTS: Journey To Wholeness</p>	<p>Rochelle mentioned that the group is working on another performance. It will be a Zoom meeting this time that raises awareness around micro-aggressions. Human Rights Working Group will be focusing on 8th Principle during MKL Jr. weekend.</p> <p>Rev. Takahashi from Walnut Creek UU will be speaking.</p> <p>Alyson shared a video link to a talk at UUA GA, "Building a community of communities," by Paula Cole Jones.</p>
<p>REPORTS: Ministers' Reports</p>	<p>Vanessa provided an update on the well-planned videography that will be deployed in the Christmas Eve service. Two more classes on White Fragility, which is giving us a common language and understanding. Listened to Isabel Wilkerson (author of Caste); may try to bring her to UUSF after the pandemic.</p> <p>Pastoral care has been a challenge. Zoom weddings allowed in California now and Vanessa led one for her best friend's sister.</p> <p>Meg described outreach efforts that will include deliveries of treats and flowers.</p> <p>ACTION: Vanessa asked Board members to share names of people who might want to receive a visit.</p> <p>Alyson submitted a written report. She described the Hanukkah Chapel event by Zoom. RE classes are done for 2020, but will begin again in January.</p> <p>Reece thanked Meg for preparing the packets that were delivered to families.</p>
<p>REPORTS: Treasurer's Report</p>	<p>Lori reported progress in getting the books in order and marching toward the audit. Monte and Laura are getting closer to finishing 2019. Loss of income on rental and events is causing a gap we need to make up. We have enough cash to get us</p>

	<p>through December 31. PPP loan will move from a loan to a grant. On paper, we're in a strong position in terms of our investments. Moving assets to common endowment fund.</p>
<p>REPORTS: Finance Report</p>	<p>We maintain a strong financial position because, when the PPP loan is forgiven, we are close to breaking even. Investments have had appreciation of about \$500,000. Issue is cash in the bank account.</p> <p>Structural integrity issues around the building. Contractor will continue to work on steeple and repointing.</p> <p>HR compliance with sexual harassment training for employees. Will look into whether the Board should undergo similar training.</p> <p>Personnel Committee is revising the Employee Handbook.</p> <p>AOF for FY21, as of November 30, we had collected 43% which was right on track. We are on track to be at 50%.</p> <p>Carrie asked whether Board is required to take sexual harassment training. Laura will research to see if the Board is required to do so.</p> <p>Insurance company has asked for a lot of requirements of the Board to prevent predation of children. Alyson and Laura will present at a future meeting.</p>
<p>REPORTS: COCC</p>	<p>Rochelle will be leading the meeting of the Council of Committee Chairs on Sunday, January 10. Focus will be 8th principle, Journey to Wholeness, Annual Operating Fund.</p> <p>Lori suggests asking Committee Chairs to read the 8th Principle before the meeting.</p> <p>ACTION: Contact Rochelle if you have additional items for the agenda of this meeting.</p>
<p>NEW BUSINESS: virtual signature option</p>	<p>UUSF Bylaw Article II (Membership), Section B(1)(b)(6) describes the requirement that Membership in the Society requires a person to "Sign the Membership Book in the presence of a member of the Board of Trustees."</p> <p>The Covid-19 pandemic shelter-in-place and physical-distance requirements have made traditional Membership Book signings impossible. Moreover, televised church services are attracting viewers from outside the Bay Area.</p> <p>In order that the Society can continue to grow its membership with local and nonlocal Members, the Board of Trustees understands the above-referenced Section to permit new Members to sign a page of the Membership Book, or a copy of a page, and return it physically or electronically to the Church. A Zoom or Facetime call with at least one Board member witnessing the new Member signing the page shall constitute allowable "presence" under the Section.</p> <p>Once the public-health emergency has passed, more traditional means of signing the Membership Book will be resumed, and those who joined by this new method will have an opportunity to sign the physical Membership Book.</p>

	<p>Carrie has reached out to archivist John Buehrens to determine how this will actually occur.</p> <p>MOTION & VOTE: Motion to allow 3 days of paid vacation to staff who are less than full time that would be their christmas bonus. Unanimously passed.</p>
Board Retreat	<p>We will need to do this virtually this year. We could meet with Mission Vision task force, or we could have the chair report to the Board. Goal would be to align Mission Vision, 8th Principle, and Journey to Wholeness.</p> <p>Amy and Vanessa will review and decide whether to recommend we hold a retreat and what group (Board with or without Mission Vision)</p>
AOF/budgeting	<p>Vanessa and Laura will propose at the January meeting a schedule for the Budget meeting. Lori's meetings at the end of FY20 were well attended on Zoom.</p>
GOOD & WELFARE	<p>Letter writer this month will be Reece. Carrie will come up with a calendar for the future.</p> <p><i>Send notes of appreciation for the work to create excellent productions for Sunday services:</i> Jonathan Eric Shackelford (hasn't missed filming since the church closed) Shulee Ong</p>
CLOSING	<p>Meg read a closing.</p>
ADJOURNMENT	<p>The meeting was adjourned at 9:15 PM .</p>