

**First Unitarian Universalist Society of San Francisco  
Board of Trustees Regular Meeting  
August 17, 2021, via Zoom**

**MINUTES**

**Trustees Present:**

Linda Enger  
Jonah Berquist, Vice Moderator  
Lori Lai, Treasurer  
Gregg Biggs  
Scott Benbow, Secretary  
Amy Kelly  
Liz Strand

**Staff Members Present:**

Alyson Jacks, Associate Minister  
Laura Ludwig, Director of Operations

**Trustees Absent:**

Rochelle Fortier-Nwadibia, Moderator  
Carrie Steere-Salazar

**Next Meeting:** Tuesday, September 21

**Deadline** for inclusion of materials in Board Packet:  
Friday, September 17. Send to  
[scottbenbow@gmail.com](mailto:scottbenbow@gmail.com)

<b>Agenda Item</b>	<b>Notes</b>
CALL TO ORDER AND OPENING	A quorum having been met, the Moderator called the meeting to order at 6:33 PM. Alyson read an opening.
FEEDBACK FROM BOARD MEMBERS. CONGREGATION OPPORTUNITY TO ADDRESS THE BOARD	Board members checked in.
AGENDA REVIEW	Add an Executive Session to discuss revision to budget for upcoming events. Rochelle asked us to consider adding the building construction bathroom remodel update. Linda suggests we don't need to handle this issue at this meeting because it is still in process.
EXECUTIVE SESSION	Lori presented on a matter that the Board considered.
CONSENT AGENDA	<a href="#">Minutes of the July Board Meeting</a> meeting were accepted under consent.
OLD BUSINESS: Reopening the church/options	Lori presented current situation. Reopening will not have food and attendees will be required to wear masks. Reservation system that requires proof of vaccination is under consideration. Unvaccinated adults and children may be able to attend after speaking with a minister. Likely will limit capacity to 100 people. Overflow in other rooms will be considered. Households will not have to social distance. Still determining who will enforce mask and social distancing rules. Will provide surgical masks to registered attendees who forget to bring them. Outdoor RE for younger kids. Still figuring out how/whether singers will be able to perform. Gregg mentioned a conversation with Mark Sumner about the music. Mark will likely attend the next meeting of the group that is leading the reopening assessment. We will follow Mayor Breed's rules on public venues.

	<p>Jonah pointed out that this is the last meeting before the scheduled reopening date. Is there anything the Board should be deciding on at this meeting? Linda asked Lori to have the Committee send an email message to the Board on decisions the Committee makes.</p> <p><b>ACTION:</b> Lori will bring Linda’s recommendation to the Committee and will communicate decisions with the Board.</p> <p>Amy suggests that the Committee also communicate on whether reopening means every Sunday after the formal reopening.</p> <p>Committee will communicate early, often, and with consistency.</p> <p>Alyson asked the Committee to remember to consider the needs of the staff, especially if they have to step in because, e.g., a greeter is hesitant to participate and a staff member is expected to replace the greeter.</p>
<p>OLD BUSINESS: Board Retreat scheduling</p>	<p>Scott asked people to protect the weekends of November 6-7 &amp; 13-14 for a possible retreat.</p>
<p>NEW BUSINESS: Building construction bathroom remodel update.</p>	<p>Linda described the request for additional payment from the builder. It was not a demand letter. Currently under negotiation between the builder and the architect. We may end up paying them a bit more, although the delays were not our fault. We included in the budget an amount for possible overages. The project is complete. The City approved of all construction. We’re waiting for word from the architect on what the next step should be.</p>
<p>REPORTS: Finance and Operations: Close of fiscal year 2020-21, update on pledges/expenses</p>	<p>Expenses were under budget, so the year is looking pretty good. Laura and Lori will meet with Monte about the audit. Review of FY20 went smoothly. Need to finalize the deal with Cook, but we will need to find another audit in the near future (best practices dictate this).</p> <p>Monte would like to modify the contract soon, which will be an agenda item in the call Laura and Lori will have with him. Outcome will be reported at the next Board meeting.</p> <p>On pledges in FY21, we got more than 100%. For FY22, as of July 31, we had already collected 20% of the pledges.</p> <p>Rent checks from Montessori, in the correct amount, are arriving by the 5th of each month.</p> <p>Shining Star is an outsourced accounting firm that is helping us with our books.</p> <p>Cook is an audit firm that has audited UUSF’s financials in the past and will audit one more time.</p>
<p>REPORTS: Treasurer’s Report</p>	<p>Finance Committee questions some of the fees being charged for the building project.</p> <p>Investment Committee, Howard Orringer will be presenting at our September meeting.</p>
<p>REPORTS: Ministers’ Reports</p>	<p>Alyson said Lori’s reopening report covered her Ministers’ Reports.</p>

	<p>For RE, three outdoor areas will be available for Sunday School classes. For adults, most will be virtual format. Because Alyson will retire in June 2022, she is working on a transition plan.</p>
<p>REPORTS: Journey to Wholeness 8th Principle discussion and Widening the Circle of Concern</p>	<p>Group discussed "<a href="#">Final Thoughts</a>" chapter of Widening the Circle of Concern.</p> <p>July meeting, select committee, will get more details after the most recent meeting.</p> <p>Board members were in agreement that turning this into a select committee is a positive step.</p> <p>Prioritization, hospitality, and empathy were takeaways from the Final Thoughts chapter. Leaning in to this is important. Can't be quantified by spending alone.</p> <p><b>The next meeting of the Journey to Wholeness/Racial Justice Working Group will be Tuesday, August 24, from 7 to 8:30pm.</b></p>
<p>UPCOMING DATES</p>	<p>September 12, Church year reopening September 19, Council of Committee Chairs October 3, Vanessa installation/party</p>
<p>GOOD AND WELFARE</p>	<p>Jonah will send cards this month.</p> <p>Melissa Fafarman's husband Dave passed away Ruth Cowan in the hospital Jamie Doherty had surgery, recovering now Carrie had surgery Susie's uncle passed away Trudy Lionel</p> <p>Gregg asked whether board members send messages to new members.</p>
<p>CLOSING</p>	<p>Alyson read a closing</p>
<p>ADJOURNMENT</p>	<p>The meeting was adjourned at 8:38 PM .</p>