

**FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN FRANCISCO
BOARD OF TRUSTEES REGULAR MEETING
HELD REMOTELY BY ZOOM
MARCH 17, 2020**

DRAFT MINUTES

TRUSTEES PRESENT:

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

ABSENT:

Amy Kelly

STAFF:

Vanessa Southern, Senior Minister
Alyson Jacks, Associate Minister
Laura Ludwig, Director of Operations

CALL TO ORDER AND OPENING: Moderator Carrie Steere-Salazar called the meeting to order at 6:30 PM. Rev. Southern read a poem by Rev. Lynn Unger, Pandemic.

CHECK IN AND FEEDBACK FROM THOSE PRESENT: The live stream of the Sunday Service went well with over 300 tuning in. The choir and bells were stunning. We have learned that we are permitted to proceed with a live stream from the sanctuary with clergy, musicians and camera operators present only.

CONSENT AGENDA: The minutes of the Board of Trustees Emergency Meeting held by Zoom on March 10, 2020, were approved as submitted.

NEW BUSINESS:

COVID-19 PLANNING: All staff are working remotely. All meetings and rentals have been cancelled. Mail is being held by the Post Office and deliveries forwarded to Scott Miller. The building is closed. Employees are willing to do what is needed during this period. Staff meetings will be held remotely by Zoom. Reece Hart moved, Scott Benbow seconded the following motion: All staff, including hourly, exempt and professional employees, musicians and RE teachers, will continue to receive their full paychecks during the COVID-19 shelter in place order through June 24 pay period at the end of this fiscal year. We expect that they will continue to fulfill their duties as best possible.

MOTION PASSED UNANIMOUSLY

The Moderator will send a letter to staff to explain our commitment to them and to reaffirm our belief in the value and solidity of our community. A letter will also go out to the congregation informing them of this Board action.

FINANCIAL IMPLICATIONS: Due to unexpected rental income, we expect to meet our goal so that the budget will not be negatively impacted. Offering plate donations may be made on-line during live-stream worship service.

REPORTS:

FINANCE OVERVIEW: Monte Meyers will take part in a meeting with L Ludwig and L Lai regarding the status of our audit preparation. Our budget template is being restructured to match Quickbooks format.

The merger of SCW funds with UUSF investments is being discussed with SCW Treasurer David Jones and President Kathleen Moran.

Investments: Our portfolio is conservatively invested but implications of current stock market drop remain to be seen.

FACILITIES REPORT: The bathroom project which was to begin March 23 has been delayed until the building is reopened. There is a 120 day timeline for completion.

ANNUAL OPERATING FUND DRIVE: We are now half-way to our goal of \$625,000. We will ask Stephanie Gowan and the Stewardship Committee to prepare instructions for the congregation on how to donate on line. A plan is developing to phone members and friends to encourage them to pledge. Income from 2019-20 pledge year is 80% to date with more than 3 months remaining in the year.

OLD BUSINESS:

BOARD RETREAT scheduled for March 20,21 has been postponed until we are able to meet in person. The agenda includes review of the Developmental Ministry Matrix and meeting with the Mission/Vision Task Force facilitated by consultant Diane Johnson.

CONGREGATIONAL MEETING scheduled for March 22 has been postponed until April 19. The meeting may be absentee, held virtually by video. Moderator and Reece Hart will develop a format.

GOOD AND WELFARE:

Scott Benbow will send get well wishes from the Board to Paula Moulton, Steven Gowan and Carlowe Connelly. All are urged to make calls to friends and members as we all crave meaningful contact during this period of forced isolation.

CLOSING AND ADJOURNMENT: Rev. Southern read a story written by Chloe (her dog) about the experience of sheltering at home with the whole family. Moderator Steere-Salazar adjourned the meeting at 8:45.