

**First Unitarian Universalist Society of San Francisco
Board of Trustees Regular Meeting
September 16, 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:

Vanessa Southern, Senior Minister
 Laura Ludwig, Director of Operations
 Meg McGuire, Ministerial Intern

Next Meeting: October 20
Deadline for inclusion of materials in Board Packet:
 October 16

| Agenda Item | Notes |
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| CALL TO ORDER AND OPENING | Called to order at 6:37 PM. Reverend Southern shared a reading. |
| FEEDBACK FROM BOARD MEMBERS. CONGREGATION OPPORTUNITY TO ADDRESS THE BOARD | Carrie introduced Meg McGuire and asked trustees to reflect on " Widening the Circle of Concern. " |
| AGENDA REVIEW | |
| CONSENT AGENDA | By consent, the Trustees approved the August 2020 minutes. |
| REPORTS: Journey to Wholeness | <p>Rochelle mentioned this GA Session. Journey to Wholeness work is essential to our faith. Racial Justice Working Group is advancing this work. Humanists, thanks to Dolores and David, arranged four sessions on racial justice. About 30 people attended the meeting. "Too White Zone Jeopardy" was presented during the service on September 13.</p> <p>We still see, and expect, manifestations of white fragility. If we understand demands for white comfort and the language of white supremacy, we will be able to make UUSF more inclusive.</p> <p>People of color are still being marginalized at UUSF, and not being recognized for their contributions.</p> <p>Vanessa discussed the August 25 Racial Justice Working Group meeting.</p> <p>Rochelle and Meg will be meeting to determine what we can be working on this year, e.g., police reform, and what we can achieve long term. Part of this is better equipping people with tools to achieve goals.</p> <p>Action Item: Attend the next meeting on Tuesday, September 22, at 7:00 PM.</p> |
| REPORTS: Finance | Laura reported that UUSF collected 98% of the pledges from FY20. Regarding FY21, some people are paying entire pledges early. Fully 21% of the \$600,000 has been collected. |

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| | <p>Plate collection is lower than anticipated.</p> <p>Shortfall in capital pledges. Only about 90% collected.</p> <p>Monte is still trying to figure out the temporarily restricted net assets under control. We're within about \$10,000 of a clear reconciliation.</p> <p>Overall, we're under budget on expenditures. The area of concern is rentals. Courtyard renovation committee will be working on this. We'd estimated \$100,000, but we've only gotten \$1,000 or so for parking this year.</p> |
| <p>REPORTS: Rental Report/Montessori</p> | <p>Montessori has not paid any rent this fiscal year, and owed about \$93,000 from FY20. The amount Montessori owes UUSF approximately \$150,000 at this point.</p> <p>Montessori is asking for a loan for what was missing in FY20 and a 50% rent abatement for FY21.</p> <p>Montessori's lease expires on June 30, 2021. Not willing to sign another lease until February. Tenant since 1976 (43 years).</p> <p>Vanessa recommends speaking with a commercial real estate specialist about what to do.</p> <p>Lori highlighted that the prospect of a loan would require the Board, with its fiduciary duty, to evaluate it very carefully. She recommends delegating this discussion to the Finance Committee.</p> <p>Vanessa asked for a report by next month. Lori will call a Finance Committee meeting soon.</p> |
| <p>REPORTS: Finance/Investment</p> | <p>Lori discussed the attractiveness of moving some or all of UUSF's assets into the UUA Common Endowment Fund. Lori attended a presentation by the Fund. Some caveats, it's less flexible for moving money into and out of the Fund.</p> <p>Lori will try to finalize this by the end of the year.</p> |
| <p>REPORTS: Minister's Report</p> | <p>Vanessa informed the group that there will be five sessions prior to the congregational meeting and vote.</p> <p>Rules from the City of San Francisco have been inconsistent. UUSF is consulting with attorneys and with Grace Cathedral to ensure UUSF is following all municipal ordinances.</p> |
| <p>REPORTS: Courtyard renovation</p> | <p>Judy reported on the courtyard. Proposing to replace all of the plants in the courtyard. Will soon be ready to remove the old plants and welcome some new ones. Keith Hollen is working on a budget.</p> <p>If people want plants, go get them in the next few weeks.</p> |

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| <p>OLD BUSINESS: Update on Board policy on Resolutions</p> | <p>ACTION: move this to Old Business for the October meeting.</p> |
| <p>OLD BUSINESS: Bylaws change</p> | <p>ACTION: move this to Old Business for the October meeting</p> |
| <p>NEW BUSINESS: Approve Vanessa's contract</p> | <p>Jonah reported that Kathleen Quenneville participated in creating this contract. According to Vanessa, it is predominantly boilerplate from UUA model agreement with some slight changes to termination clauses. Vanessa read parts of the cover memo that explained a contract. Three big changes: The bylaws govern termination. Board has authority to terminate if it finds a Minister is in violation of UUMA rules. UUA model agreement specifies mediation. We decided not to have an additional required arbitration clause. We kept the UUA specification on contract review every three years.</p> <p>MOTION & VOTE: Amy made the motion, Jonah seconds. Motion on Vanessa's contract is approved unanimously.</p> |
| <p>NEW BUSINESS: Committee formation for Center future</p> | <p>Carrie will reach out to the nominating committee to explore the future of the Center. Wide-ranging, strategic planning.</p> <p>ACTION: Board members consider UUSF members to nominate for this Committee.</p> |
| <p>NEW BUSINESS: Montessori lease renewal</p> | <p>Board agreed to have Finance Committee explore next steps regarding nonpayment of rent and upcoming lease renewal.</p> |
| <p>NEW BUSINESS: Zoom planning for Oct. 4 Congregational Meeting</p> | <p>Will meet with Reese, Rochelle, Judy, Carrie, Jonathan, Alex, and Scott offline. Reservations will be required, trustees will check for a quorum of members, absentee voting will be welcomed. We should anticipate having a spreadsheet to check people in.</p> <p>Meeting notice went out today.</p> <p>Action Item: organize meeting of staff and trustees who will run the meeting.</p> |
| <p>GOOD & WELFARE</p> | <p>Ray Hutchinson died recently. She was our bookkeeper from 1988 until 2000. Part of a very active and engaged staff.</p> <p>Don and David.</p> <p>Allison and Wendy</p> <p>Natalie Shuttleworth, partner got covid.</p> <p>Carrie, Gene, and Carrie's mom.</p> <p>Trudy Lionel is undergoing cancer treatment again.</p> <p>Action Item: Judy will send cards, but is looking for another Board member to take this on going forward.</p> <p>Action Item: Set up a revolving roster if we don't have a volunteer by October meeting.</p> |

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| CLOSING | Vanessa read a passage to close the meeting that mentioned the Tardigrade . |
| ADJOURNMENT | The meeting was adjourned at 8:40 PM . |