

**First Unitarian Universalist Society of San Francisco
Board of Trustees Regular Meeting
April 20, 2021, via Zoom**

MINUTES

Trustees Present:

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

Staff Members Present:

Vanessa Rush Southern, Sr Minister
Alyson Jacks, Associate Minister
Laura Ludwig, Director of Operations
Meg McGuire, Ministerial Intern

Next Meeting: Tuesday, May 18

Deadline for inclusion of materials in Board Packet:
Friday, May 14. Send to scottbenbow@gmail.com

Trustee Absent:

Rochelle Fortier-Nwadibia

Agenda Item	Notes
CALL TO ORDER AND OPENING	A quorum having been met, the Moderator called the meeting to order at 6:37 PM. Vanessa provided a reading.
FEEDBACK FROM BOARD MEMBERS. CONGREGATION OPPORTUNITY TO ADDRESS THE BOARD	The Moderator led this discussion.
AGENDA REVIEW	<p>The following changes were made to the Agenda:</p> <p>Change to CONSENT AGENDA: audit proposal</p> <p>Changes to NEW BUSINESS: Reduction in Vanessa’s housing allowance commensurate with the reduction in rent she negotiated with her landlord; and vote for recipient of the Anne Dillon Award (postponed until May meeting)</p>
CONSENT AGENDA	<p>Minutes from the March 2021 BOT Meeting were accepted under consent.</p> <p>Employee Manual had not been updated since January 2018. See Laura Ludwig’s HR Report. New policy brings more clarity to Long-term Disability, Life Insurance, Vacation Time, and Sick Time policies.</p> <p>Board consented to the request by Treasurer Lai and Director of Operations Ludwig to engage Douglas Cook (Cook & Company) to conduct an audit of UUSF’s finances for FY2021 after a review of FY2020. An audit of FY2021 will satisfy the requirement in the Bylaws. Finance Committee approved of this change.</p> <p>Motion & Vote: Amy moved and Jonah seconded the motion to approve the Consent Agenda with additional items. Consent Agenda approved unanimously.</p>

<p>OPERATIONS & FINANCIAL REPORTS</p>	<p>87% of pledges collected with three months to go.</p> <p>PPP loan number 2 for \$168,000 was approved. It can be converted to a forgivable loan after 8 or 24 weeks, so it should not be difficult to spend enough to get 100% forgiven.</p> <p>School renter has paid its past-due amount. We are not anticipating a draw on the operating reserve.</p> <p>Regarding expenses, we are under budget on payroll.</p>
<p>NEW BUSINESS: FY21-22 Budget Proposal</p>	<p>Laura presented. FY2022 goal is \$900,000. We estimate \$841,000 by the end of the pledge drive. Because we've incorporated SCW into UUSF's budget, so we have a consolidated budget for the first time.</p> <p>COLA increase of 2% plus an equity increase for the sextons results in approximately 5% increase on personnel costs.</p> <p>We have not hired an assistant minister, but Meg has alleviated the stress this year. With Alyson retiring and Meg finishing her internship, we put in money for a half-time assistant minister.</p> <p>UUA dues have been increased to \$27,000 in our next budget.</p> <p>Motion & Vote: Judy moved and Amy seconded the motion to approve the draft of the 2021-2022 Budget as proposed. Passed unanimously.</p>
<p>NEW BUSINESS: Change in housing allowance for Vanessa</p>	<p>Vanessa negotiated with her landlord for a lower rent and needs to have her housing allowance reduced.</p> <p>Motion & Vote: Liz moved and Amy seconded the motion to adjust down to \$7,500 month her housing allowance. Passed unanimously.</p>
<p>NEW BUSINESS: Anne Dillon Award</p>	<p>Board will consider this in May meeting. Carrie will circulate a list of former recipients and those we can consider this year.</p>
<p>OLD BUSINESS: Selection of GA delegates</p>	<p>We can pick seven members to represent us at GA.</p> <p>Carrie will ensure that anyone chosen as a delegate is a member of UUSF. She will circulate names to the Board early in the week after the meeting.</p>
<p>NEW BUSINESS: Plan for reopening the Church and Center</p>	<p>There will be a soft opening and ample time to practice. UUSF's rooms are not very well ventilated. Some of our key Sunday morning staff are still unvaccinated (but they want to be vaccinated), so we want to keep them protected.</p> <p>Soft opening may include small events in the courtyard (fewer than 45 people at a time).</p> <p>Vanessa agreed with Carrie that we might be back to some in-person events and worship by September.</p>
<p>REPORT: Ministers' Reports</p>	<p>See Jacks, McGuire, Southern reports.</p>

	<p>Vanessa's report highlighted the need for a BIPOC as the assistant minister if possible. Might consider someone from outside of Bay Area for some remote and some local care.</p> <p>Alyson mentioned May 2 is last day of Sunday School.</p>
REPORT: Treasurer's Report/Finance and Investments	Lori presented. We'll have more to report on the UUCEF after the June close. Howard will likely present on investments in July or August.
REPORT: Journey to Wholeness & Debrief on 8th Principle Town Hall	<p>Carrie stated the presentation was strong, and it met some push back on how it is worded. There were 56 people on the call.</p> <p>Liz described her experiences at the meeting and her concern that it was very difficult to manage.</p> <p>Next Journey to Wholeness Task Force meeting is Tuesday, April 27, at 7:00 PM.</p>
GOOD & WELFARE	<p>Melvin Sparks get well soon Robert Smith get well soon Rochelle Fortier get well soon Sue Anthony's brother died Gayle & Keith for the canvas Christina Hamner's mother passed away.</p> <p>Thank you to 8th Principle Communications Team for leading the Town Hall.</p> <p><u>ACTION:</u> Carrie will assign the card writing to a Board member.</p>
CLOSING	Vanessa read a closing.
ADJOURNMENT	The meeting was adjourned at 9:11 PM .