

**FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN FRANCISCO  
BOARD OF TRUSTEES REGULAR MEETING  
HELD REMOTELY BY ZOOM  
APRIL 21, 2020**

**MINUTES**

**TRUSTEES PRESENT:**

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

**STAFF:**

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

**CALL TO ORDER AND OPENING:** Moderator Carrie Steere-Salazar lit the chalice and called the meeting to order at 6:30 PM. Rev. Southern read a poem by Robert Levett Smith: At the Fundamentalist Church.

**SPECIAL ANNOUNCEMENT:** Director of Operations Laura Ludwig announced that UUSF has received a paycheck protection loan in the amount of \$166,600 from CARES. If 75% is spent on payroll expenses, the loan becomes a grant. Thank you Laura for taking the initiative to apply for this loan/grant! Amy Kelly moved, Rochelle Fortier-Nwadibia seconded the motion to approve the resolution accepting the Payroll Protection Plan Loan.  
**MOTION PASSED UNANIMOUSLY**

**CHECK IN AND FEEDBACK FROM THOSE PRESENT:** Members present briefly checked in. Comments and thanks for the continuing good quality of the Podcast Worship Services.

**CONSENT AGENDA:** The Minutes of the March Regular Meeting and the March 10 Emergency Meeting were unanimously approved.

**NEW BUSINESS:**

**COVID-19 Implications for UUSF:** All staff continue to work remotely with the exception of the Worship Team on Sunday mornings. This team includes ministers, musicians, camera, office support and sexton. The Board approved Eric Shackelford's request to explore the benefits of adding a second camera. RE classes, both youth and adult, are proceeding by ZOOM.

**2020-21 CONGREGATIONAL BUDGET PROCESS:** the Board has begun planning for Budget and Annual Meetings to be held by ZOOM. Staff is hoping to present a balanced budget to the congregation in May.

**ANNUAL REPORT:** committee reports are due by the end of May for publication in June. Rochelle and Judy will help Carrie gather and edit submissions.

**REPORTS:**

**FINANCE OVERVIEW:** Director of Operations Ludwig submitted current budget figures. We are on track with expenses and revenue. A meeting is scheduled with advisor Monte Meyers to discuss future need for his services. He has been helping prepare our books for audit and review.

**BUILDING AND STAFF UPDATE:** We are continuing under COVID-19 mandated closure and weighing possibilities for coming gradual reopening. Thankfully, we are able to continue paying our staff. Most are working from home and staff meetings are regularly held remotely.

**MEMBERSHIP:** Rev. Jacks led discussion on possible membership drive and new member orientations being held on line.

**OLD BUSINESS:**

**JOURNEY TOWARD WHOLENESS:** The Spring conference was cancelled. The March 8 worship service skit and Minister's Book Club continue the work.

**ANNUAL OPERATING FUND CAMPAIGN:** \$560,000 has been raised toward our \$600,000 goal. The campaign will conclude May 10. The Stewardship Committee is contacting members who have not yet pledged.

**CONGREGATIONAL MEETING APRIL 26:** Reece Hart is leading the planning for holding our first congregational meeting by ZOOM. On the agenda are approval of the Search Committee and process for calling our Senior Minister, and approval of the Mission/Vision Statements.

**DEVELOPMENTAL MINISTRY MATRIX:** Review of this document will be on the agenda for the Fall Board of Trustees Retreat.

**GOOD AND WELFARE:**

An ongoing effort is being made to reach all members by telephone to check in on their status.

Melvin Starks is convalescing from illness.

**CLOSING AND ADJOURNMENT:** Rev. Southern read: To Love Life, by Ellen Bass. Moderator Steere-Salazar adjourned the meeting at 9 PM