



FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN FRANCISCO
BOARD OF TRUSTEES REGULAR MEETING
6:30 PM, July 18, 2023
Minutes

Board Members Present: Sam King, Jonah Berquist, Lucy Smith, Liz Strand, and Lori Lai

Board Members Absent: Galen Workman, Megan Lehmer, Linda Enger

Staff Members Present: Laura Shennum, Laura Ludwig

Guests Present: Kathleen Quenneville and Dan Barnard

Call to Order: 6:35pm with quorum

Opening Words: Rev Laura read from the book *Undrowned: Black Feminist Lessons from Marine Mammals*.

Process Observer: Rev Laura volunteered

Check-In:

FEEDBACK FROM BOARD MEMBERS AND CONGREGATION OPPORTUNITY TO ADDRESS BOARD: Discussion ensued about announcing via the Flame and possible pulpit announcements about the opportunity for members to attend board meetings. Liz will send an email to the ministers concerning this.

Consent Agenda: The following items that will require action from the Board were pulled out of items in the Consent Agenda for later discussion and motions: Motion re: Montessori House of Children lease, motion re: Deed of Gift to SF Public Library, motion re: Seanan Fong / UUSF Affiliation, motion re: Hinckley grant continuation.

It was moved by Sam and seconded by Lucy to accept the Consent Agenda minus the stated action items. All members voted in favor of the motion.

REPORTS:

Congregational Life Minister's report: Rev Laura noted her written report and highlighted the following: The Right Relationship team met with the ministers and let them know where they are in the process and how their work needs to be supported. One of those things being to possibly engage in creating a congregational covenant different from the one we recite during worship. She and Vanessa will bring in someone to help with that process. Also she and Vanessa stepped away to meet over a 36 hour period to do some planning for the year including four Extravaganzas of Joy for the year, and conversations around Vanessa's sabbatical planning. This summer some of Rev Laura's priorities are updating our curriculum to reflect our 8th Principle work, and recruiting some teachers to implement OWL— hopefully for all ages.

Sam noted that one of the things he wants to do on the board is to work on membership. He is willing to take on some of the work involving hiring the new Young Adult / Membership Coordinator.

Operations Report: Dir Laura noted her report in the Consent Agenda. She highlighted the following: The sexton roster is pretty solid except for some fluctuations in the schedule so that Dan Barnard does not have to fill in shifts himself. Hiring the Young Adult / Membership coordinator is going to be key in terms of growth. The personnel committee is coming up with a way to do our first ever Senior Executive Performance Review for Vanessa. It may be brought to the Board in September. We are about 8% off with Rentals still. A little better than it has been. Suzy is doing everything she can to increase rentals. A rock was thrown through four of the small panes in the Rose Quartz Sanctuary window toward the back on the Geary St side. Financials are the same as last month as we're still waiting for them.

Treasurer's Report: Lori referred to her report in the Consent Agenda. She highlighted that she is waiting for the numbers for the close of the Fiscal Year. The Finance Committee met and one of the big tasks for the year is to come up with a three year finance plan per the Strategic Plan.

OLD BUSINESS:

Executive Session: There was a closed session to discuss the Montessori House of Children lease with Kathleen Quenneville and Dan Barnard who are on the negotiating team with Dir Laura, Lori and our counsel. Afterward there was a motion to authorize parameters for the negotiating team's authority in negotiating a renewal of the Montessori House of Children lease, which parameters will remain confidential until after the negotiations have concluded. Lucy moved and Sam seconded the motion. Motion was passed by unanimous vote of all trustees present. Thank yous ensued.

SF Library Deed of Gift: In December of 2022, the board authorized John Buehrens to negotiate the terms for UUSF to gift some of our archival materials to the SF Public Library for them to be kept stored safely away from our premises especially since we had flooding in the storage area a couple of times this past winter. Jonah moved that the board approve the Deed of Gift as negotiated by John Buehrens to transfer certain of our archival records to the SF

Public Library. Liz seconded the motion. Motion was passed unanimously by all trustees present.

Beloved Conversations: Liz mentioned that the Fall session on Zoom of Beloved Conversations is open from August 1 through August 31 for registration. The first lesson drops on Sept 19th and the program ends on Dec 5th. Jonah encourages any board member who has not yet taken it to do so. The program offers some scholarships and Dir Laura said we have funds to defray costs if needed. Liz also asked if the board wants us to do more “advertising” among the congregation as well, since people may not know that the program exists. We may be able to offer some funding for that also through a special plate collection, or something. Liz will work with the ministers and Dir Laura to follow up. Rev Laura will check into the possibility that there may be a discount for congregations that send multiple people.

Seanan Fong Affiliation with UUSF: The covenant describing Seanan’s ministry and affiliation with UUSF is in the Consent Agenda. Sam moved to have the Board accept the covenant. Lori seconded it. The motion carried unanimously.

New Business:

Hinckley Funds: Dir Laura stated that the board needs to designate certain funds that were granted by Hinckley in order for them to be carried over on our accounting books as Board-designated (BD) funds. The board needs to vote to approve the following:

Hinckley Sabbatical BD: \$13,900, DEI Consultant BD: \$900, RE Vision BD: \$2,050.

Liz moved to have the funds carried over as board-designated funds. Lucy seconded. Motion carried with a unanimous vote of all trustees.

Special Meeting for Trustee Election in September: Jonah stated that the bylaws require us to hold a special annual meeting for electing a new trustee if the timing does not work to have it at the usual June annual meeting. Therefore we need to hold a special meeting for this purpose which will probably be held in September. The Nominating Committee is working on getting a candidate.

Annual Conflict Of Interest Form: All trustees are asked to sign and date the Annual Conflict of Interest form and get it to Liz by email or snail mail.

Board Members making announcements on Sundays: This has not been done since before the pandemic. We want to start doing it again. Item tabled until Vanessa will be present at the August board meeting.

Vanessa’s sabbatical Dec 18th through March 18th: Rev Laura said that Vanessa wants to know what the board might want to see happen in worship during her absence, such as guest speakers. Lucy asked if there are things the ministers want the board to do as well. Rev Laura

mentioned work on a congregational covenant and bringing in more BIPOC ministers or speakers. Dir Laura stated that she will be contacting the Council of Committee Chairs leaders by email in November to get their budget requests early this year so she can create a draft budget for Vanessa to see before she leaves on her sabbatical.

Good and Welfare: Cards will be sent for people with health issues, a family with a new baby, and someone leaving the congregation.

Process Observation: Rev Laura reported that everything went well. Everything was covered in a very full agenda. Great conversations. Great questions. Atmosphere was comfortable, relaxed, productive and social. We did a great job. No one went on too long. Jonah managed time well even with a full agenda.

Closing Reading: Rev Laura mentioned that trustees are welcome to give the opening and closing words also. She read another passage from *Undrowned*.

Adjournment: Meeting was adjourned at 8:51pm by a motion by Lori and Sam. Passed unanimously.