



FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN FRANCISCO
 BOARD OF TRUSTEES REGULAR MEETING
 6:30PM, October 18, 2022
MNUTES

TRUSTEES PRESENT:

Rochelle Fortier Nwadibia, Moderator
 Jonah Berquist, Vice Moderator
 Lori Lai, Treasurer
 Liz Strand, Secretary
 Linda Enger
 Scott Benbow
 Lucy Smith
 Megan Lehmer
 Amy Kelly

STAFF MEMBERS PRESENT:

Laura Ludwig, Director of Operations
 Laura Shennum, Minister of Community Life
 Vanessa Rush Southern is on sabbatical

Next Meeting: Tuesday, November 15, 2022
Deadline for inclusion of materials in Board Packet: Friday, November 11, 2022
Please send to Liz Strand at dflyent@gmail.com

Documents and Reports to read prior to meeting:

[Joe Chapot Board Report October 2022](#)
[UUSF Worship Attendance 2022](#)
[Director of Operations Report](#)
[Minister of Congregational Life \(MCL\) Report](#)
[Treasurer's Report](#)
[2022-09-20 Minutes](#)

AGENDA ITEM	NOTES
CALL TO ORDER AND OPENING WORDS	A quorum having been reached, Rochelle called the meeting to order at 6:34pm. Rev Laura read a poem by Leslie Takahashi called Marginal Wisdom.

CHECK-IN	Jonah conducted a check-in based on the Widening the Circle of Concern on the subject of Centering.
AGENDA REVIEW	We read the draft of a board covenant together that we created at the September board retreat. Linda mentioned that due to the time lag on zoom the Exec team will take that up and recommend a better method.
CONSENT AGENDA	September meeting minutes were approved by consent.
REPORTS Treasurer	See Lori's Treasurer report above. Lori mentioned the August financials. It is early in the church year. We have some unrealized losses in our net revenue due to stock market losses. Details on internship funding in report. We have about \$36k to fund the salary but if we do not find free or heavily subsidized housing, we may have to incur expenses that are not budgeted. It is estimated to be about \$2500 per month on the open market. Lori asked Amy to contact the Internship committee to see if they can line up anyone to offer inexpensive housing. Amy agreed to contact them and to let them know that November is the deadline for budget requests. Amy reached out to Marie Kazan-Komarek about funds from the wreath sales but Marie hasn't responded. Amy will follow up.
Operations	See Laura's Director of Operations report above. We have a new sexton, Mike Crandell. We're still looking for a full time sexton. We've paused the hiring of a membership coordinator. We will be looking at our hiring practices to make sure they are inclusive and equitable. Montessori- we have the same subcommittee for the lease review minus Reece Hart. It will be Lori, Kathleen Quenneville, Dan Barnard and maybe Vanessa. They will meet with the attorney in early November.
Ministers' Reports	See Rev Laura's (MCL) report above. She highlighted that Family RE is still trying to build their lead teacher staff roles and that she and Vanessa have engaged Aisha Hauser as a coach in racial equity and white supremacy issues. They will meet with her once a month to make sure that our lens was widened beyond our own identity. Rev Laura will meet with her one on one to specifically talk about religious education and how to support our BIPOC group and bring resources to them. Next month Rev Laura will start adding to her report how her activities are in support of the Strategic Plan. See Joe's two reports above.

Joe Chapot's report	
OLD BUSINESS	<p>Rochelle introduced the topic of what the function and purpose of the Operating Reserves (OR) is so that we all understand it. See Laura L's Operations report above. Kathleen Quenneville has brought up in two budget cycles her contention that we should not be drawing from the ORs as they are solely a rainy day fund and that it is supported in the bylaws. Laura L reported that she reviewed the current bylaws that were adopted in March of 2019 and she found only one reference to the ORs in reference to bequests. It states that if the ORs are less than 50% of the current budget, any unrestricted bequests are to go 100% to the ORs instead of the board designating it to go to other funds. She also reviewed two other relatively recent versions of the bylaws that are on the Drive and she could not find where Kathleen got her idea about the ORs. The bylaws as they are currently written do not say that the ORs are only a rainy day fund. And for our budgets, we have been drawing from the ORs each year a conservative amount at a certain percentage like 5.5% as with the other eligible funds.</p> <p>Rochelle asked Laura to explain what she thinks the function of the ORs is.</p> <p>Laura L said she believes that a portion of the ORs IS a rainy day fund, such as if we were ever in dire straits and could not make payroll, we could use the ORs instead of getting a line of credit from a bank to make payroll, we could draw from the ORs. A portion of the ORs is liquid.</p> <p>Lori commented that they have checked budgets back to 2016 and there is a prudent draw every year from the ORs. So it is kind of a dual role: it is our rainy day fund and also because it is unrestricted we have a prudent draw from it each year for our on-going mission. This fund is in a conservative type of investment and has not gone down.</p> <p>They propose to continue what we have done in the past. They hope to get it up to 50% of the annual budget within 4 or 5 years especially with the generous donation of \$75,000 in Trudy Lionel's name.</p> <p>Linda E asked how we determine the 50% of our operating budget because we brought the SCW activities into our financials. It does not make sense to her why we would include the SCW funds as a portion of it. She is wondering what six months of ORs equates to.</p> <p>Laura L said SCW's budget is plus or minus \$160,000. It doesn't change the 50% mark by very much.</p> <p>Lori mentioned that the auditors recently recommended that UUSF and SCW be looked at as one entity.</p>

<p>Strategic Plan</p>	<p>Rochelle suggested we table the rest of this discussion to next month when Vanessa will be back. Lori offered to meet with anyone who wants a more thorough understanding of this issue before a vote at a later meeting.</p> <p>Megan L gave a brief report on Social Justice as part of her assignment for the Strategic Plan. She found that there was no one in place currently overseeing the Social Justice programs. She talked to Judith Ottoson of the Nominating Committee to see if it would be appropriate for them to take a look at that. She also spoke with Jayanti Chapot who is chair of the Journey to Wholeness committee and Megan and Jayanti have set up a line of communication.</p> <p>Lori L mentioned that Kat Liu was the last head of the Social Justice group.</p> <p>Rochelle noted that the Social Justice group was formed in 2015 with Richard Lowell Davis as the chair. Then John Young and then Kat Liu were chairs in turn. She suggested we look at whether or not we need a new structure and how we can magnify the voices of various parts of the program. She noted that there are some groups that are still functioning like the Wednesday morning vigils and the SCW efforts. Some groups are still doing the work. The Women's Group has also been formed since. Megan noted that the food pantry is still operating. Rochelle suggested a Social Justice corner in the Flame. Megan will follow up with Jonathan Silk on that.</p>
<p>UPCOMING DATES</p>	<p>Paula Cole Jones workshop Nov 18 and 19th. Please register in the Flame.</p>
<p>GOOD AND WELFARE</p>	<p>Robin Dutton Cookston's father died. Gwen Buehrens took a fall. Leland Jones was released from Kaiser to the rehab facility City View. Liz will send cards.</p>
<p>CLOSING ADJOURNMENT</p>	<p>Reading by Rev Laura by Leslie Takahashi called On The Brink. Adjournment moved by Amy and seconded by Liz. Meeting adjourned at 8:45.</p>