

UUCSR Board of Trustees Meeting Agenda

May 28, 2020 7:00 pm (*via Zoom*)

MINUTES

Voting Members Present: Natalie Brundred (President), Cathie Wiese (Corporate Secretary), Michael Randolph (Treasurer), Larisa Ashley, Joe Como, Paula Hammett, John Mason, Mike McGirr, Karen Simmons.

Voting Members Not Present: Sean Freese (Vice President).

Incoming Board Members Present : Paul Brockman, Jane DeYoung.

Non-Board Members Present: Rev. Chris Bell (Senior Minister), Rev. Dara Olandt (Assistant Minister), Dawn Silveira (Administrative Manager), Susan Thollaug (Recording Secretary). Congregants: Linda Stabler, Helga Lemke, Tamara Murrell, Elizabeth Wheless, Debby Belansky, Terry Graham

Meeting called to order: 7:10 pm

Chalice Lighting, Covenant, Opening Words: Rev. Chris and Natalie.

Agenda review:

- Add: monitoring the quorum during the CM, especially in connection with official votes.
- Add: Review of recent revisions to the 2020/21 budget.

Open Mic

Dawn: Employees must self-check their temperature before coming to work and have a confidential check by Dawn of temperature on arrival. They also must fill out confidential questions on an app. This conforms with the Sonoma County Health Director's guidance.

Congregational Meeting Planning

Quorum counting/monitoring

Dawn and Sean will co-monitor the number of people in the meeting. We must have a quorum to begin the meeting, and we'll need to know that there was a quorum for each vote. We will be able to determine whether enough members were present at the time of each vote to make it valid.

Format/Co-hosts

The format is a Zoom meeting. A small number of our members do not have access to Zoom but will be able to call in by phone.

Co-hosts will be: Natalie, Rev. Chris, Dawn, Sean, Michael and Joe. Rev. Chris will manage the "chat" He will call on individuals to speak and s/he will be "unmuted."

Voting/recording votes

Voting will happen via Zoom for most attendees. There will be provisions for people calling in to vote, as well as for cases where more than one person is using a Zoom screen. Sean and Dawn will coordinate/facilitate the voting process. Instructions will go out to the Congregation before the meeting.

Technical Notes/Support

Paula suggested reaching out to the Congregation with tips about using Zoom, and recommended a guide called "Zoom for Dummies" that can be added to the email with information about the meeting. Dawn has a list of people who can provide Zoom support during the meeting.

The meeting should open 30 minutes ahead of time so people can log in and ask questions. The meeting will have a "waiting room" rather than being closed so that people can get back in or can join late.

Recording the meeting

We can use the recording feature in the Zoom application so the Recording Secretary can prepare the meeting minutes.

Agenda

The essential elements of the agenda are:

- Status of the Congregation
- Proposed exception to the Bylaws
- Next year's budget
- Next year's Endowment Fund distribution
- New Nominating Committee members
- Ratification of Advocates for Social Justice Chair

Status reports are traditionally given by Rev. Chris, Natalie, Dawn, and Jen. To buy time, Rev. Chris, Natalie, and Dawn will distribute their reports ahead of time by email and offer quick summaries at the meeting. Slides won't be used in the usual way. Taking quick breaks, with a suggestion that folks stand up and stretch will help them get through the meeting. An invitation to participate in UU General Assembly could be included in the meeting.

Appreciations

Michael Bingham, Sadie Sonntag, Ellen Skagerberg, and John Ray will be appreciated for their extraordinary contributions to the Congregation.

Meeting in Person Again

New guidelines for gatherings were issued by Gov. Newsom this week, but we'll adhere to the Sonoma County Health Director's guidance. The statement adopted by the Board last week about in-person meetings still stands.

We plan to define a strategy for having small groups of members meet at the Glaser Center, but a protocol for checking people in, doing clean-up, etc., needs to be clear. A guiding principle will be inclusivity.

An idea for a group event we could do online: a service auction. Dee Ray will be contacted for her input. Services like a backyard picnic or bird watching, (while observing safety guidelines) could be offered.

Many ideas about where to go next have come from leadership. We need to turn to our members and ask: What's working for you? What are your creative ideas to keep us thriving? John Mason has sent a series of such questions to the Neighborhood Group leaders and hopes that this kind of query can be ongoing or periodic. It will be important to reach people in "non-functioning" Neighborhood Groups. Perhaps these questions could be sent directly to the Congregation.

Recent Changes in the Proposed 2020/21 Budget: Michael Randolph
A few changes were made this week in consultation with staff, Human Resources, and the Finance Committee.

- Out of the projected \$35k in surplus from the 2019/20 budget, about \$21k will be used in the 2020/21 budget for employee-related expenses. \$14k will be held as a reserve contingency fund.
- Part time RE employees will receive \$17/hour.
- Expenses for most committees were reduced.

Final Questions, Review of Action Items, and Closing Words

Meeting Adjourned: 9:24 pm

Next Board Meeting: Sunday, June 18, 2020 6:30 pm - via Zoom

Respectfully submitted by Susan Thollaug, Recording Secretary