

**UUCSR Board of Trustees Meeting**  
**September 17, 2020**  
**6:30 pm - Executive Session**  
**7:00 pm - Public Meeting**  
*(via Zoom)*

**MINUTES**

**Voting Members Present:** Natalie Brundred (President), Mike McGirr (Vice President), Cathie Wiese (Corporate Secretary), Jane DeYoung (Treasurer), Joe Como, Paula Hammett, John Mason, Paul Brockmann, Andy Levine, Sean Freese.

**Voting Members Not Present:** Larisa Ashley.

**Non-Board Members Present:** Rev. Chris Bell (Minister), Kenyatta Jackson (Administrative Manager), Susan Thollaug (Recording Secretary).  
Congregants: Linda Stabler, Gretchen Vap, Tamara Murrell, Debby Belansky, Kirsten Olney, Pam Tennant, John and Mary Louise Jaffray, Catherine McBride.

**Public meeting called to order:** 7:00 PM

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

**Welcome Kenyatta Jackson, UUCSR's new Administrative Manager**

**Agenda review and approval of Minutes:** Approved as submitted.

**Open Mic:**

John Jaffray congratulated Joe for finding the water shut-off in the Founders Room. This is key to creating a useable shower in that bathroom.

**Treasurer's Report:** Jane DeYoung

Budgeted vs. Actual for the first two months of the fiscal year:

Income: UUCSR's pledge income was higher than budgeted by about \$26k. Total income was about \$28.5k higher than budgeted. There was an unusual bump up in pledge income in July. Some people may have prepaid this year's pledge or caught up on last year's pledge. For September, income is below budget.

Expenses: Personnel expenditures are running close to budget. The rest of expenses are a little below budget.

Our net position through August is about \$30.7k ahead of budget.

Paycheck Protection Program: Jane expected to submit final paperwork on September 18 to the Exchange Bank for the federal PPP loan received earlier this year. Because UUCSR fulfilled the terms of the loan, it will become a grant, and no repayment is required.

**Minister's Report:** Rev. Chris Bell

Kenyatta is being trained by Dawn. Dawn can also come back later, once Kenyatta settles in.

Michael Bingham continues to provide production and technical support for our live services. He also turns the live Zoom services into videos for YouTube.

We are laying the foundation for joint live services for UUCSR and the Marin, Petaluma, and Napa UU's. The choir will produce videos for use for both Marin and UUCSR going forward. Soul Matters is another area where we could pair up with Petaluma and Marin, which are also using the Soul Matters program.

**Realm Implementation:** Paula Hammett

Invitations to log into Realm and set up a profile went to about 350 people. Information about changes in online giving went out to 105 people. At this point, 42 of 107 people haven't moved over to Realm. The Launch Team will make phone calls and help people through the process. Two weeks ago Era sent out invitations to the parents' group. Paula is coordinating with John on involving the Neighborhood Groups in the Realm roll-out.

There are now links on the Congregation's home page for both the main Realm logon and for giving. Kenyatta is learning the system and will become the primary administrator of Realm.

**Re-Opening the Building:** Gretchen Vap, Chair, Task Force

The task force is developing guidance to keep everyone who enters the Glaser Center safe during the pandemic. They are gathering information from the CDC, WHO, and Sonoma County guidelines/orders. The team advises that use of the building be limited until we have a vaccine.

The team will work in collaboration with other committees and staff, including the Administrator, DRE, the Ops Team, and Sexton. They will identify what's appropriate and needed for the building to be used during fire or other emergencies, and create a checklist for using the building. The usual measures will apply (masks, hand washing, distancing, sanitizing, etc.)

plus customized guidance for the building. Era has already done a lot of great work and planning in RE.

**Review and Assign Next Actions to Board Goals:**

The Board will review these goals every month, and dig into one or two. This month's focus is Stewardship.

We could look at Stewardship as an overarching function of "pledge management" that includes both legacy pledges and sustaining pledges. There are more than 100 people in the Legacy Circle.

Susan Dickey may be interested in supporting a small working group to redesign UUCSR's approach to stewardship. This group should look at the whole structure of stewardship and endowment, study Erin and Robert Howseman's report and recommendations, and make recommendations that would include a strategy, the design of pledge drives, how often, to whom, etc.

We need to stimulate more active engagement and volunteering. We need stronger committees, more active engagement. The context in which we'd be trying to get people involved is so different now. People do miss being involved. This is a good time to court volunteers. Lots of people want things to do. We might find an unexpected new interest in volunteering that will renew our committees.

We need to look at the whole new member process, including educating new people members about what's expected, how our finances work, and how they can identify skills and interests and request to be members of groups. Also, people's stewardship will evolve over time as their membership evolves, and end-of-life will be another type of stewardship.

People interested in serving on the working group so far include: Rev. Chris, Natalie, John, Mike, Paul (depending on Realm commitments), Jane (as a resource), Susan Dickey (and possibly others she recommends), and Mary Louise Jaffray (starting in November).

On another goal, it would be helpful to get feedback from Kenyatta on our hiring and on-boarding processes.

**Taking action on racial justice, diversity, equity, and inclusion:** Paul and Mike

The Board discussed the following questions: How do we discuss this goal in a way that moves us forward and keeps us grounded in our role as a Board at each meeting? What do you as a Board member think this 15-

minute segment should be and how should we do this? We can't do anything very deep or complex in this amount of time.

Some ideas were: We could reflect on a video or article. The focus could be politics, internal work, church policies/procedures. Have something to digest offline and bring reflections into the Board meeting. We could ask a small group to look at our Bylaws from the perspective of how they reinforce racial barriers, to feed into the upcoming Bylaw revision?

**Town Hall Agenda:** Natalie

The meeting is planned to be 1.5 hours. The Board approved the agenda for the Town Hall as presented.

**Update on carpet replacement:** Kirsten Olney, Chair, Operations (Ops) Team

The Ops Team has worked on the carpet replacement project for almost a year. This project is part of the Building Systems Replacement list, and will be paid from money that's set aside into that fund, not our current budget.

Ops chose carpet tiles to allow for easier replacement of damaged areas. They narrowed the choices based on appearance, density, fiber characteristics, ADA compliance, green friendliness, and off-gassing. The Aesthetics Committee was asked to provide feedback on the five finalist samples. They were unanimous in their selection. Ops thinks the final cost will be in the range of \$30-35k. They will inform the congregation via a newsletter article.

The Board unanimously voted to approve a "not to exceed" amount of \$35k. If the total cost exceeds that amount, the Ops team will contact Jane, who will inform the Board.

**Closing words:** Rev. Chris

**Meeting adjourned:** 9:37 PM

*Next Board Meeting: Thursday, October 15, 2020 at 6:30 pm via Zoom*

*Town Hall Meeting: Sunday, October 18, 2020 at 1:00 pm via Zoom*

Respectfully submitted by Susan Thollaug, Recording Secretary