

UUCSR Board of Trustees Meeting

December 17, 2020 6:30 pm *(via Zoom)*

MINUTES

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

Non-Board Members Present: Rev. Chris Bell (Minister), Kenyatta Jackson (Administrative Manager), Susan Thollaug (Recording Secretary), Tamara Murrell

Meeting called to order: 6:37 PM

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

Agenda review: No changes.

Minutes: November minutes were approved with one correction.

Open Mic:

Jane DeYoung stated that UUCSR needs a policy regarding gifts offered to the Congregation, both monetary and physical. If substantial funding is offered for a purpose designated by the donor, we should have a way of considering whether it will work well in the whole scheme of things, including upkeep, etc. We also need a process for handling donations of items that people often drop off at the Glaser Center. Board members volunteered to check into other congregations and/or the UUA's policies. Jane will follow up.

Treasurer's Report - Jane DeYoung

As of November 30, we continue to operate in the black and cover our budgeted commitments. That's possible because of carryover funds from last year, extra contributions earlier this year, and lower-than-budgeted expenses.

However, pledge income has been falling significantly short of budgeted levels over the last four months. If the gap between income and expenses grows, it may be necessary to make adjustments to the (already lean) 2020/21 budget. The Finance Committee is watching this closely. The Board

asked Jane to reach out to the Congregation to encourage end-of-year giving to UUCSR, which, historically, has been strong.

At this point, we expect to be able to pay our full dues assessment to the UUA in 2021. A Schwab IRA has been set up by UUCSR, which will enable members to donate easily a portion of their own IRA funds to the Congregation, if they choose.

Minister's Report: Rev. Chris Bell

The Religious Education programs of UUCSR, Marin, Petaluma, and Napa are sharing and learning together wonderfully, and Rev. Chris expects that to outlast the pandemic.

Holiday presents were delivered to everyone in the Congregation.

Administrative Manager's Report: Kenyatta Jackson

Carpet will be installed early January. The Operations Team and Administrator have planned for a Covid-safe installation in coordination with the installer.

Laura Blum has moved into the office off the workroom as part of our Covid precautions. Peter Wilson has been painting and doing maintenance jobs in the building. Pam Tennant and Bruce Hope have nearly finished grinding out the tree stump in front of the building on Mendocino.

Realm update: Paula Hammett

Kenyatta is much more familiar with Realm now, and the Launch Team is becoming an advisory group. The group is discussing how to attract those members to Realm who haven't yet signed up. People will likely be more interested when there's more content in Realm. The group will also explore how to contribute to the "rebirth of the Congregation" when we go back to being meeting in person.

Building use update and quarantine policy: Paul Brockmann

In mid-November, the Health Advisory Committee recommended suspending the use of the courtyard for small group gatherings, starting just before Thanksgiving and going at least through the holidays. Notices were sent to the congregation. Kenyatta reported that she'd frequently observed people in the building without masks.

The fob entry system will be turned off during working hours Monday - Thursday, when our staff is usually in the building. Anyone wishing to enter during those times must call Kenyatta in advance. Friday, Saturday, and Sunday, the key fob system will work as usual.

CAL-OSHA has recently issued stricter Covid prevention mandates for workplaces. To comply, UUCSR will limit access to the building to our own staff, plus workers and volunteers doing essential work. The Board considers the Saturday Breakfast to be an essential function of the Congregation, and emphasizes that all crew members must comply with UUCSR's Covid policies. The Board agreed that protecting our staff and congregants from a Covid outbreak and avoiding any fines or citations are crucial for UUCSR as an organization.

Racial justice discussion and funds approval: Paul Brockmann and Cathie Wiese

The Board continues to give high priority to having substantive discussions about diversity, equity, and inclusion. At the December meeting, the Board turned its attention to Widening the Circle of Concern, a major document from the UUA addressing the need for greater diversity in Unitarian Universalism.

Cathie and Paul recommended that the Board do a small-group discussion at successive Board meetings (via Zoom breakout rooms), based on the "Take-Aways" sections in the Widening document. This will support the Board in doing the "heart work" that should drive the organizational changes required to bring about greater diversity in our Congregation.

The Board approved the use of \$500 of leadership development funds for racial justice trainings in 2021 for the Worship Associates and Music Coordinators.

Next steps for prayer flag project?

After the holidays, Cathie and Andy will prepare recommendations for the proposed Prayer Flag Project, including how it will work and a timeline. They will consult with Kenyatta to make sure that the project is done in a way that's consistent with health requirements; that may require delaying the project. Cathie and Andy will report back at the January Board meeting.

Review and approve agenda for Congregational Meeting

The Board approved a proposed agenda for the Congregational Meeting (CM).

The Board agreed that holding a diversity discussion at the end of the CM, after having a worship service and the CM, would be too much for one day. We suggested that the Diversity Project look at having meetings monthly or quarterly, in the same time slot as the CM, focused on diversity topics that could address a range of issues.

The Nominating Committee is taking into account the Board's commitment to promoting diversity in office holders.

Review and assign next actions to Board goals:

1. *Roll out Realm* - Helping committee chairs use Realm will be a key focus of the Realm advisory group in the New Year.
2. *Strengthen our administration and communications* - Dee Ray has agreed to be the chair of the Membership Committee. Rev. Chris will meet with Dee and Michelle for an orienting conversation. A review of UUCSR's committee structure will begin in January.
3. *Take action on racial justice, diversity, equity and inclusion* - This is underway and a lot of learning is happening.
4. *Create the most appropriate method of stewardship* - The new committees are up and running.
5. *Support & strengthen our online community* - We need to keep this front and center because the way the younger generation does communications is different. Making 1:1 connections *in person* also really make a difference, as the gift distribution has shown.
6. *Create guidelines to re-opening* - This is underway through the Health Advisory team and Era's work with RE.

Action steps: Clarifications of roles and responsibilities

The Board has committed to clarifying roles and responsibilities among the Administrative Manager and committee heads. Kenyatta, Rev. Chris, and Natalie will meet to start this conversation.

As we approach re-opening and meeting in person again, each committee will be invited to engage in envisioning the future of UUCSR.

Pros and Grows

Final questions and review of action items.

Closing words: Rev. Chris

Meeting adjourned: 9:10 pm

Next board meeting: Thursday, January 21, 2021 6:30 pm

Respectfully submitted by Susan Thollaug, Recording Secretary