

UNITARIAN UNIVERSALIST FELLOWSHIP OF SAN DIEGUITO
BOARD RETREAT MINUTES
AUGUST 30, 2019

Meeting called to order at 9:30 AM.

Present: J Ballard, K Byrnes, VP D Gottdank, D.Kiddy, R Macdonald, S Miller, Rev T Perchlik, L Pratt, Pres. A Schuller

1. Announcements:

- a. Newly hired membership coordinator has resigned; exit interview will be requested
- b. Rich is working with Alice as Asst Webmaster.
- c. Sarah & Thomas will be added to UUFSD Board email list

2. Board Covenant: the following draft was agreed. Board members to review, and vote on final wording at Sept Board meeting.

- Promote a respectful, compassionate and grateful environment where we join together to nurture the well-being of UUFSD;
- Be mindful of the effect of our words and actions on each other and all members of the congregation;
- Listen fully to each other and the congregation;
- Share the responsibilities of the Board duties equitably;
- Be reasonable in setting goals and objectives;
- Be honest and direct;
- Assume good intentions;
- Be open to new ideas;
- Maintain the privacy of our conversations and support Board decisions outside of our meetings;
- Allow time for playfulness and joyfully take on our challenges together;
- Leave physical space and relationships better than we find them; and
- Come prepared for our meetings and be accountable.

3. Board Member Responsibilities: Reviewed and revised prior document dated 2011.

- Works with the other Board Members, the Minister, Treasurer, Director of Religious Education, Congregational Administer, and other congregational leadership to create a beloved community guided by love and sustained by respectful relationships;
- Recognizes that all powers of the Board are subordinate to the will of the congregation and the Bylaws of the Fellowship;
- Takes a leadership role in the Fellowship by action and example to promote, monitor and achieve the Fellowship's short- and long-term objectives and goals;
- Participates with the other Board members in the oversight and approve of expenditures of annual operating budget funds and other special funds and for the protection of investments, endowments, and Fellowship property;
- Participates in the establishment and continuing review of Fellowship policies and operating procedures;
- Serves as a liaison to at least one committee and provides committee reports to the Board;
- Takes a turn being at the welcome table on Sundays

- Takes a turn bringing opening words for monthly Board meetings

Time-commitment which is estimated to be as follows:

- Board Meetings: 2.5 hours each month
- Board Retreat: 8 hours once per year
- Committee Liaison: 1-2 hours each month
- Congregational Meetings: 1 hour twice per year
- Welcome Table: 1 hour twice per year

- 4. Content vs Process Exercise:** lessons learned- others may see things entirely different than you do, take time to ask clarifying questions, be kind, gentle and direct
- 5. Calendaring:** Dates chosen for Congregational Meetings- 1/19/20 and 6/28/20; D4\$- 11/3 (alternate date 10/27); Auction 5/3/20. All need to be checked with Cong. Admin.
- 6. Stewardship:** Board agrees to Rich's proposal to rename to Stewardship Steering Committee. Jill will chair, Rich & Duane will be members. Several other members will be solicited from the congregation. Committee will find others to run fundraising events, and ensure other stewardship roles are met. Online auction program (\$89 annual fee gifted by R Macdonald; we will need to pay additional \$61 if we raise over >\$15K) and continuous pledging should lower workload significantly. Related conversations: Sarah plans to send out quarterly pledge statements. Alana has requested we push for members to setup pledge payment via bank bill pay, and have regular tutorials on how to do this. We need to say thank you- January pledge statements for taxes would be a good opportunity for this. We could consider a holiday wish list to solicit for specific items that need funding.
- 7. Nominations Committee:** Board decision that NomCom is not to pursue volunteer survey & database. Instead Alana and Linda will work on creating this, to be available to all UUFSD entities who could use it. Question raised whether Membership Coordinator could play a role- need to check Spirit Level Grant agreement. For now, Board will take responsibility for filling vacant committee chair positions when the committees aren't able to, and possibly enlist volunteer coordination committee in future.
- 8. Committees & Board Liaisons:** assignments attached
- 9. 2019-20 Board Priorities:** after brainstorming and vote on priorities- top 3 are:
 - Update and amend policies & procedures
 - Clarify board's role in management of congregation; promote smoothly run organization.
 - Increase opportunities for Fun & Fellowship events

Meeting adjourned 4:15 PM

Respectfully submitted by Jill Ballard, Board Secretary

UUFSD BOARD COMMITTEE LIAISONS 2019-20

Committee or Function	Board Liaison	Chair or Leader	Comments
Buildings and Grounds	Dale Gottdank	Ken Schultz	
Capital Campaign/Dream Builders	Dale Gottdank	Chris Faller	
Design Review	Dale Gottdank	Irv Himelblau/Bob Quick	
Environmental Justice /Sustainability	Linda Giannelli Pratt	Laura Colban	
Finance Committee	Rich Macdonald	Chris Butler	
Kitchen	Duane Kiddy	Louise Garrett	
Nominating / Leadership Development	Jill Ballard	Marta Giri/Wenda Alvarez/Tom Packard/Christie Turner	
Personnel	Alana Schuller	Dana Frieauf	
Membership	Rev. Thomas	Betsy Gilpin	
Religious Education	Duane Kiddy	Katie Berry	
Social Justice and Action	Kay Byrnes	Robin Sales	
Casas de Luz		Kathy Faller	
Stewardship Steering	Jill Ballard	Jill Ballard	
Worship	Rev. Thomas	TBD	