

## UUFSD Board Meeting Agenda May 13, 2020

Board Meeting began at 1:32 PM via ZOOM online platform

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

**Absent:** none

**Guests:** Mary Anne Trause, Christine Lehman, Al Braun

Chalice Lighting and Opening Words-- Linda

Check in

Reading of Board Covenant-- ALL

### **I. Board Review of Meeting Minutes**

**ACTION-** Unanimous Board vote to approve April 15, 2020 Board Minutes with no corrections.

### **II. Committee, Staff & Treasury Reports**

#### **1. Dream Builders-**

Status of Conditional Use Permit still not known. Chris Faller may reach out to Lisa Shaffer to find additional information.

#### **2. Stewardship –**

A. \$312,000 has been pledged thus far, with about 15 members left to pledge.

B. Text to Give- Still working on figuring out the back end of Vanco. About \$80 was collected. This Sunday is Generosity Sunday, so we need to determine the amount. We are also still using the GIVE button on the website.

C. Online Auction- Alana and Rich are leading this effort, and it will be launched tentatively on Friday.

#### **3. Nominating Committee**

A. NomCom would like to change the by-laws so that they have more than 4-months to find the slate.

- B. NomCom would like a meeting with the Board regarding the degree of independence they have from the Board. Concern about how much should be shared with the Board about possible nominees.
- C. Jill has offered to draft a policy NomCom operations. Information from previous NomCom members were shared with Board and Minister. UUA suggests that one Board Member sit on NomCom.
- D. Dale did confirm with Wenda that he will be President of the Board for the next year. No further information was provided.
- E. **Recommendation that was supported-** Remove the specific month for the NomCom election date from the BYLAWS and move the specific information to the Policy. Additionally, add that one NomCom member will be appointed by the Board who is a current member of the Board.

**ACTION-** Jill will draft a policy for NomCom that is consistent with the supported recommendations, above, and bring it back to the Board in June for review. Revised Bylaws will be brought forward for a vote at the Congregational Meeting. She will ask current NomCom members if they want to draft a new slate of members for June or extend their term for an extra period of time.

**F. Music**

- a. Many emails received about the music program, and many different opinions. Most significantly, how soon should a new music director be hired in a time when choirs are not able to meet.
- b. Recommendation is to wait for this discussion in Old Business.

**G. Finance** (See report for detailed revenue, including grants, and expenditures)

- a. Current pledging provides a more optimistic view of finances for UUFSD.
- b. Kudos to Pledge Drive people who worked hard to reach so many people by phone.
- c. Chris Butler has prepared a preliminary draft for updating bylaws and policies and procedures for various funds.
- d. We also need to update policies for using restricted funds.
- e. P and L- It looks like we will balance this year, and so perhaps we need to move reserve funds back.

**ACTION-** Sarah and Jill will discuss Reserve Funds.

**ACTION-** Sarah will draft updated policies, to be reviewed by the Finance Committee, and then it will come to the Board. This will be done in a few months.

### **III. Old Business**

1. Staff was notified of change in insurance benefits effective 8/1/20.
  - A. Well-received by staff.
2. Personnel was notified of change in coverage for employees.
3. FEMA grant update (name change documents were sent to IRS) Still have not received confirmation of change.
  - A. Waiting for name correction.
4. Vote to approve amended DRE job description.

**ACTION:** Board voted to approve the final draft prepared by Rev. Thomas for the Director of Religious Education job description. Approved unanimously.
5. Vote to approve reducing Music Director job position to 15 hours instead of 20.
  - A. Jill reviewed what Chris sent, which included a section about the operations during a pandemic.
  - B. Discussion about reverting back to 15/hour per week for Music Director. Updated job description has reduced duties so that it is appropriate for 15 hours per hour.

**ACTION:** Board agreed that the new job description has been revised such that 15 hours per week are appropriate.
6. Vote to approve Music Director job description.

**ACTION:** Board voted to approve the final draft prepared by Jill Ballard for the Music Director job description. Approved unanimously. Final edit to be done by Jill.

**ACTION:** Linda needs to send final Job descriptions to [ARCHIVE@UUFSD.com](mailto:ARCHIVE@UUFSD.com) and to Personnel Committee (Dana).
7. SSC excess funds of \$4,000 have been sent to UUFSD. The remains of \$484.2 to close out SSC account will also be sent to UUFSD.
8. Update on RE's willingness to abide by a \$40/per child/per year Registration Fee?
  - A. Duane and RE agreed with the amount. However, there is no requirement in any policy to pay that amount, and currently, the average is about \$12 per child.
  - B. Dale recommended that we wait to see how this is working until further decisions are made.
  - C. If we are going to charge a fee, then we need to explicit about what that fee would cover, such as RE Staff and supplies.

9. Update on findings about the value of SW Cluster Dues that we pay. **Rich** (Chris B to research)

A. On hold until Rich is given more information from Chris B.

B. Treasurer asked for clarification about what Cluster Dues pay for.

**ACTION:** Board agreed to not pay \$500 to Cluster this year and not to budget \$500 for Cluster next year.

10. Email Vote by Board on 4/21/20 to amend Sandy Hill Lease (extending existing rate for an additional year) was unanimously approved. Amended lease was drafted and signed by both parties.

11. Proposal to continue to pay certain staff through end of June 2020. Discussion and decision needed. Discussion and decision re Music Director position.

A. It may be prudent to continue to pay staff through the end of June, which is the end of their contract year. We will let them know that in Mid-June, then we will reevaluate again.

B. Katie will definitely be retained to provide music, and discussions will be underway to consider whether there is a need to slightly reduce her hours.

C. Since the pandemic started, Joe has been working 10 hours per week. He will be retained to provide the essential AV and IT.

D. Currently- \$375 per week

i. Sunday service set up crew (caretakers)- three of them being paid approximately \$25 per week each x3- **ending June 30th**

ii. RE teachers- \$45 per person x4- **ending May 31st**

iii. Childcare-\$ 60 per person x2- **ending June 30<sup>th</sup>**

E. Chris Lehman will be paid through June 30<sup>th</sup>, and further dialogue will take place after the Budget Meeting on May 20<sup>th</sup> about how to proceed.

**ACTION:** Board agreed that RE staff will not be paid after May 31st, and Childcare staff and Site Set-Up crew will not be paid after June 30<sup>th</sup>

**ACTION:** Board agreed that it will reevaluate the status of Katie and Joe in mid-June

**ACTION:** After the Budget Meeting, the Board will evaluate proposals for the music program and make a decision about the scope of work for the new Music Director.

12. On January 31, 2020, the board voted, unanimously, by email to raise the minimum pledge to \$10/month *per person* (\$120/year *per person*) in the household, not per “pledge unit”.

**ACTION:** This should be noted in the Newsletter after all of the pledges are received. Rev Thomas suggested that an average pledge should also be noted in the newsletter.

13. SBA PPP loan update.
  - A. We have received \$10,000 thus far.

### **New Business**

1. Directive on who gets name tags & directory listings. **Alana**
  - A. Anyone who wants a nametag may have one and may be in the directory if they are a long-time friend. A vetting process will need to be established by Minister and appropriate staff.

**ACTION:** Rev. Thomas will discuss this with appropriate staff.
2. Discuss & Vote to approve two (2) Policies amended by the Communications Committee
  - i. Design Review Committee- Policy 450 (adding an individual to who can respond)

**ACTION-** Board unanimously approved the draft of Policy 450, which needs to be put into Final Form
  - ii. Communication Committee- Policy 755 (no posting on glass doors)

**ACTION-** Board unanimously approved the draft of Policy 755, which needs to be put into Final Form.
3. Proposed amendment to Policy 440 “Finance Committee” to provide consistency with what is written in our By-Laws, Article III, Section 2. Include that the FC is responsible for annually calculating and proposing minimum member contribution. Must be approved by the board.

**ACTION-** Board approved the draft, with one abstention, of Policy 440, which needs to be put into Final Form.
4. Appointment of Kay Byrnes as our Pandemic Liaison to the Government. Position requires a regular monitoring of Solana Beach City and CA State Government recommendations for the reopening of places of worship. Position will also create updates for our congregants to appear in our Newsletter.
5. Recommended that per Article III, Section 4, we consider Carol Mason as a Member Emeritus. Rev Thomas would extend that option to her and see if she would want that. Member Emeritus is extended to members with a long-standing history of service to the

fellowship. All rights & privileges would continue except voting privilege. The Member Emeritus not subject to minimum pledge.

6. **New topic-** Need to evaluate how to get wifi to the Amphitheater so that we can ZOOM from there. May be opportunity to use “Sign-Up Genius” for scheduling a seat for service. According to Jon Luft, we could have about 33 people with ample social distance in amphitheater.

### **Important dates**

5/20	Board Budget Meeting
6/10	Pre-Board Meeting
6/17	Board Meeting
6/28	Congregation Meeting (Budget & Board Members)

**Adjourned at 3:53 PM**