

**UUFSD Board Meeting Agenda
June 17, 2020**

Board Meeting began at 1:37 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: Al Braun

Chalice Lighting and Opening Words

Check in

Reading of Board Covenant-- ALL

I. Board Review of Meeting Minutes

ACTION- Unanimous vote to approve May 13, 2020 Board Minutes with corrections and May 20, 2020 Board Budget Minutes with corrections.

II. Committee, Staff & Treasury Reports

A. Audio Visual Report

To upgrade our system, we need to purchase a piece of equipment that will help to make the online OBS system be more user friendly and make the AV experience better. Joe will purchase the software and UUFSD will purchase the hardware, which is about \$967.27 equipment. This will come from the Worship Service Budget, which currently has more than \$2,000. It was advised not to use the Reserves, which is to replace existing equipment.

ACTION- Motion to purchase Mini-Mac that will include the hardware for AV improvements, purchase price is \$967.27, will be owned by UUFSD and will be kept at Joe's home during the Covid period. Rich is following up on this.

B. Staff Reports

- a. ADMINISTRATION- Number of attendees generally drop off in the Summer. There was a drop by about 14% on Sunday, June 14, 2020 from previous four weeks.
- b. MUSIC- Highlighted that we need a backup for Joe. This was addressed in the previous Audio-Visual Report, and a back-up has already been established.

- c. RELIGIOUS ED- Alison would like a response to the information she provided about the extra work she is doing.
- C. Finance (See report for detailed revenue, including grants, and expenditures)
- a. New format for Treasurer's Summary includes a monthly breakout for the specific allocations of donations.
 - b. \$75,000 in grants, and the extension from 8-weeks from 24-weeks for using the funding is very helpful.
 - c. Recommendation to pay off the balance for this current year UUA dues. This will be revisited at the next Board Meeting.
 - d. Vanguard has received the paperwork to establish the separate funds for Capital Campaign. Once done, this will be a more robust way to track these funds.
 - e. Treasurer is concerned about the lack of written rules for spending many of the funds. Strong recommendation to codify many of the rules of spending funds. There should be a clear Capital Campaign Policy and Procedure. The equivalent is true for the Endowment Fund.

ACTION- Recommendation to establish a Policies and Procedures Committee, and once done, they may work with Treasurer to codify many of the financial policies and procedures for P&P.

III. Old Business

1. Music Director JD final edit done & sent to archive? Jill/Linda
Completed June 17, 2020
2. DRE JD final edit done & sent to archive? Jill/Linda
Completed June 17, 2020
3. FEMA grant update (name change documents were sent to IRS)
 - a. Still have not received confirmation of change.
ACTION: Dale will check into it.
4. Policy Review- The following policies have been finalized and are now online: 450-Design Review; Policy 755- Communications; Policy 440- Finance
5. Spirit Grant received on 6/9/20 in the amount of \$17,900.
6. CARES/PPP loan received on 5/19/20 in the amount of \$47,067. This is in addition to the \$10,000 received earlier. We need to get clear on our ability to use and be forgiven for the total of \$57,000.
7. Discussion about how to proceed with Music Program after August.
 - a. Goal is to hire someone in September 2020.
 - b. Recommendation for Personnel Committee to decide when to advertise for the position and to check with Reverend Jo when to interview Music Director candidates.
ACTION- Rev. Thomas will discuss this with Christine Lehman. Dale had a follow-up call with Christine and it was agreed that she would take as much time off as she was able during one week in August to allow for overlap with

the new Music Director. The goal is for the new music director to start September 1.

- c. The Board voted at the May Board Meeting to approve name change for NomCom and recommended that NomCom hold one of its committee spots for a Board Member. On 6/9/20 email vote was held, and the Board unanimously agreed to amend the wording of the By-Laws regarding NomCom.
- d. The By-Laws that had been approved by the Board and a Policy and Procedures draft were sent to NomCom. The written response from NomCom was received 5-days after the deadline. At a recent meeting between two Board members and NomCom, they recommended that the Board Liaison attend their meetings. NomCom did not agree to the draft of the Policies and Procedures and also requested that the By-Law change be delayed until January 2021.
- e. **BOARD DISCUSSION- Agree to delay the By-Law change to January 2021. Consider whether a Board Member could be part of NomCom as an ex-officio member. Jill will resend the draft Policy to NomCom. ACTION- Reverse the previous vote and pull back the decision of the By-Law change until January 2021. Unanimous vote to approve.**

IV. New Business

1. On 6/8/20 an email vote was held. Six of the seven Board members voted and said 'Yes' to allow Kathy Faller to use the UUFSD parking lot for a tiny house build pending approval from B&G. It is currently parked on the premises.
2. Discussion and Vote on Policy 175 (Use of Restricted/Designated Funds)
Delaying this for a rewrite, as noted in Finance Section.
3. **ACTION: Proposal to give Joe a 2.8% raise, which is consistent with the increase given to Katie. Unanimous vote to approve.**
ACTION: Rev Thomas will ask Joe to begin writing a new Job Description since his duties have changed significantly.
4. Rabbi asked for use of Amphitheater for High Holy Days. It is Friday, September 18th and the 19th.
ACTION- Board needs specific dates before a decision can be made. Dale had a follow-up conversation with the Rabbi and they are no longer requesting to rent the UUFSD Amphitheater.
5. Information and recommendations when considering outdoor services. Meeting on May 3, with Rev. Sarah Millspaugh, Rev Thomas Perchlik, Dale and Alana provided the following:
 - Sarah is not aware of ANY UU fellowship/church that has an outdoor venue.
 - She did say that some fellowships are considering creating an outdoor space in order to have live services.
 - She recommended using State of California and City/County of San Diego Guidelines.

- Also suggested that if we do try to have outdoor services, we should consider having an agreement with congregants who enter the space.
- Finally, it would be important to estimate capacity.

Here are the references she provided:

A video that has some guidance for congregations meeting outdoors:

<https://www.facebook.com/RevAnnaFlowers/videos/271108830941938/>

Sarah's notes from the video:

- Likelihood that someone is infected (see community stats)
- Proximity
- Duration
- Infectivity (transmission through air is more of a problem than through physical surfaces, though both have to be addressed). Having ventilation seems to be helpful when combined with other measures.
- Indoors increases proximity (shared air).
- Very little data for outdoor spread right now
- Recommendations for outdoor services on property:
 - safest in our own cars
 - social distancing outdoors—w/masks (needs to be monitored)
 - still does not recommend singing or responsive reading
 - don't pass the mic
 - young children—don't include unless they are capable of staying distance
 - instrumental concerts only
- Bathrooms
 - Clean hourly/half-hourly depending on volume of use
 - everyone wash hands
 - use sanitizer after bathroom use
- Elders
 - masks impede sound, causing difficulty in hearing
 - use a strong microphone

Sarah suggested we form a **Covid-19 Task Force**. The team can consist of Members and Staff who are involved in different aspects of congregational life. Here is the full text of the UUA Guidance on meeting. The second part of the document has a host of questions. <https://www.uua.org/safe/pandemics/gathering-guidance>

V. **Important Dates**

6/28	Congregation Meeting
6/29	Farewell Luncheon (12:00-2:00)
7/08	Goodbye with Rev Thomas (3:00-4:00 PM)

Adjourn 4:14 PM