

Minutes of UUFSD Board Meeting

December 15, 2021 7:00 pm - 8:30 pm

LOCATION Zoom

Present:

Liora Kian-Gutierrez, *President*

Brenda Post, *Vice-President*

Sarah Miller, *Treasurer*

Louise Lin Garrett, *Secretary*

Angie Knappenberger

Cathy Leach-Phillips

Also Present:

Rev. Jo Green, *Advisory non-voting member*

Guests:

Julia Darling, *Racial Justice Coordinator*

John Sherman, *Finance Committee Chair*

Wenda Alvarez, Susan Hahm, Cheryl Close, *Nominating Committee*

Absent:

Lighting of Chalice & Chalice Reading

Recitation of Board Covenant and Covenant of Right Relations

ANNOUNCEMENTS

Chris Lehman was approved as Interim Music Director to start January 1, 2022.

Chris Butler and Livia Walsh were appointed by the Board to fill the two vacancies. Their terms run until June 2022, and they are eligible to be elected to a three year term starting in July 2022.

APPROVAL OF REPORTS

November 17 and December 1, 2021 Board Meeting Minutes / Official Records were approved by Google poll prior to this meeting.

DECISION: All Agreed

NEW AGENDA ITEMS

8th Principle Update

Julia Darling reported that we are in collaboration with 3 other Fellowships in the area. They meet monthly and have been developing strategy with the 8th Principle since it passed. She stated that she needed some input from the Board and a message from the Board to the Congregation about the work and what the congregation is feeling about the Principle.

Brenda thinks we need to make more awareness about what other congregations are discussing. Other congregations spend about one minute to update their Fellowships on the Principle each Sunday. The Board needs more guidance on moving forward, looking at the policies, what they are, how, and what should change in policy making. Rev Jo thinks we need more congregational input and feedback from the other congregational churches including one minute reports and making things more visible about what others are doing.

ACTION: Julia will continue to collect information from the community

ACTION: Liora agreed to read “Widening the Circle” and see how it may guide our efforts. This will be an ongoing agenda item.

Minimum Pledge Discussion

John Sherman, Chair of the Finance Committee, presented the committee’s recommendation to increase the minimum pledge requirement to \$480/member for the 2022-2023 fiscal year. The current minimum pledge is \$120, which covers the cost of the fees to UUA. Per the treasurer, for this fiscal year, there are 21 members who pledged less than \$480. If all of them pledged \$480, pledged income would increase by about \$4k. Some members of the Board felt this was not a good time to put forward a minimum pledge because of employment, COVID, and restrictions. John reminded us that it isn’t just about money and that there are three things that members should consider contributing to the Fellowship: TIME, TREASURE, and TALENT. Discussion that the Membership Committee needs to communicate this to prospective and new members. Membership should be something of value to people.

DECISION: More discussion is needed.

Interim Music Coordinator

Christine Lehman was approved as the Interim Choir Director.

Discussed that a job description for the new staff position needs to be formulated before the Board Goal #2 dialog meetings begin in January. There are concerns about this new staff position. A music director is a very different job than a choir director and results in different responsibilities, hours, compensation, and interaction with the community. This is a very big decision and more input is needed from the musicians in the community. Cathy will work with the Music Committee on this issue and report back.

DECISION: All agreed to approve Chris Lehman as Interim Choir Director per proposed letter of agreement.

Joe Cantrell and Audio Visual Equipment Upgrade

Joe Cantrell proposed an equipment upgrade which was approved by the Board via Google Poll (see below). We have also learned that Joe’s job description and compensation are woefully out of date and it was proposed that we immediately bring Joe’s compensation to current standards. Please see appendices to this official record for supporting documentation.

DECISION: All Agreed to increase Joe’s salary from \$30 to \$50 per hour effective January 1, 2022.

Christmas Eve Service

The county is at a very high rate of infections. Decide to continue the protocol of wearing masks in and out of doors. Discussion of Christmas Eve service and location because of virus and weather temperature.

DECISION: Wait until closer to Christmas Eve, when we can better know the predicted weather and Covid status, to decide on location.

Congregational Meeting

Agreed that the mid year Congregational Meeting will be held January 30, 2022.

Announcements will be made in the newsletter and direct mail.

Meeting in Founders Hall if conditions permit.

BOARD MEETING ENDED 8:45 P.M.

Next Board Meeting: January 12, 2022, via zoom

Notes taken by Louise Lin Garrett

Minutes prepared by Louise Lin Garrett

BOARD ACTIONS COMPLETED VIA GOOGLE POLL

Proposal to Upgrade A/V Equipment

Ensuring our ability to provide quality worship services, both in-person and through Zoom simultaneously, is one of the Board priorities for this fiscal year. Accordingly, Joe Cantrell, our A/V engineer, has submitted his recommendations in terms of equipment we need to purchase to be successful in this goal. As expected, the additional equipment mostly involves our live streaming capabilities. His proposal, with rationale, and a detailed list of equipment and cost per item, are appended to this document. Rev Jo has already approved this proposal. Total equipment cost would be approximately \$3,121.00 and Sarah Miller, our Treasurer, has indicated that there are sufficient funds in our reserves to cover these purchases. It is proposed that we approve the purchase of this equipment immediately.

DECISION: All Agreed

APPENDED TO THIS OFFICIAL RECORD

- Committee Reports
- Rev Jo's Report for November 2021
- AV Job Description - September 2018 from archive
- Proposed update to AV Job Description - December 2021
- AV Proposal - December 2021 from Joe Cantrell
- AV Equipment List - December 2021 from Joe Cantrell

COMMITTEE REPORTS

Buildings and Grounds (Louise)

Ed Mlakar, Chair of the B&G Committee, reports that the Administration and Kitchen Buildings will be tented for termites from Tuesday, January 4 through Thursday, January 6, 2022. Corkys will arrange to have SDGE turn the gas service to the campus off during the tenting and then back on after the tents are removed. The cost of fumigation will be \$2,040.

The B&G activities accomplished Bryan Furbee, Chris Faller, and Ed Mlakar in November 30, 2021 were:

- Installed a kick-plate on the kitchen door to cover up the warped portion
- Fixed the door lock on the Amphitheater kiosk door
- Removed the damaged wood from the Amphitheater kiosk
- Added (and painted) a few boards to the Amphitheater kiosk

Communications (Liora)

All systems are doing well. The January quarterly Magazine will be published the first week of January, and is looking like a really nice edition. There is quite a nice spread on several events that happened between October and January.

Design Review (Cathy)

Nothing to report this month

Dream Builders (Louise)

Nothing to report this month

Finance (Sarah)

Nothing to report this month

Kitchen (Louise)

Trent Ulm is only able to help in the kitchen until 12:15, he has a full time employment he has to work. Several new members have expressed interest in the Kitchen. I intend to contact them when I return to San Diego to find times and dates they can volunteer.

Leadership Development (Brenda)

Nothing to report

Membership (Liora)

We welcomed three new members this past month and expect to possibly have 6-8 new members in February.

Music (Brenda)

The music committee is working on plans for Music Sunday 12/19, and Xmas Eve service, requiring extra work to ensure enough light to be safe while allowing for a special feeling at the end of the service.

Marshall completed an inventory of the music library. The Google drive that Marshall created and the Music Committee is using will be transferred to have the owner as Didge. Marshall will reach out to Didge to transfer. Chris Lehman is in the process of considering our invitation to be the interim Music Director with the following agreements:

- 15 hours per week, mostly using existing job description except for the following
- Choir will be prepared to sing 1 Sunday/month (as is the current practice)
- May ramp up to 2/month late spring based on choir interest/participation/COVID status, etc
- Choir is permitted to rehearse indoors, fully vaccinated and masked
- Interim does not attend staff meetings
- Interim does not supervise staff
- Rev Jo will now be supervising Joe

Nominating Committee (Angie)

Will be presenting recommendations at Dec 15 meeting to fill the 2 Board vacancies

Planned Giving/Endowment Grants (Angie)

Nothing new to report

Pastoral Care (Rev Jo/Alison) - see individual reports

Policies and Procedures (Cathy)

Nothing new to report

Religious Education (Angie)

Katherine Buffington is chair. RE Committee consists of the RE teachers with the exception of Courtney Huber, who is an RE parent; Not meeting regularly. There seems to be no current outreach by the Committee to families that have not yet re-engaged. Committee has been advised that, beginning Jan 1, all children 5 and older will need to be vaccinated. Alison is counting on the vaccination checkers at the Greeters table to ensure that all children have been checked, but I feel RE teachers might want a list of all children in their class category whose vaccination status has been verified.

Right Relations (Brenda)

Nothing to report. Will have a meeting in the New Year. Brenda talked to Christie re: exit interview format and how she will know who has left the congregation. More work will be done on this - stay tuned.

Social Justice Action (Angie)

Board is asked to approve Irv Imelblau and Livia Walsh as acting co-chairs through June 2022. RJTF plans to do Generosity Sunday February 6, 2022 and is researching local organizations

Stewardship (Sarah)

Rich Macdonald, Chair of the Stewardship Committee, reports that the Art fair took in \$2200 for UUFSD, which is \$200 over the target. This is due to Betsy Gilpin generously donating \$600 of

proceeds from the sale of her arts and crafts at the Encinitas Art Guild the week after the UUFSD Art Fair. Betsy Gilpin has also agreed to take on organizing the auction, which was formerly run by Jill Ballard. The Auction will be held on January 23 on campus right after the Sunday Service.

Worship (Angie)

Going well with planning of services and reaching out to our own members to provide the sermon on the Sundays Rev Jo is off. Cathy Leach-Phillips has done a wonderful job of planning the logistics of the Xmas Eve service to be held in the amphitheater at 4:30 pm. Current plan if it rains is to move in Founders' Hall and assume that not that many people will come.

Minister Report (Rev. Jo)

Report for November 2021

The church year is getting busier as we enter the time of year where celebrations are more numerous. I hope everyone had a wonderful Thanksgiving, safe yet festive with friends and family.

I attended 29 various meetings this month with a couple of webinars thrown in. I met with various committees, my spiritual director, my mentor, and a clergy consultant. It was a very fruitful month and I watched much get accomplished. I was grateful to be able to participate in the festivities of Eli Snider's Ordination, the dinner the evening before and the ceremony itself and then we shared the Sunday service the next day. It was exciting to see this congregation host its first ordination ever!

I had four pastoral care calls and visits this month. I have been visiting Poppy on an almost weekly basis and am so grateful to get to know her more deeply. Our pastoral care team did not meet this month, but were in constant contact on email in attending to those congregants who needed pastoral care. I made 18 phone calls this month to wish members a happy anniversary instead of sending cards as I did last year. I made a full circle of the list of members last year and sent each of them a card to thank them for their dedication to this Fellowship. So this year I am making phone calls. Most of the time I leave a voicemail as I rarely reach anyone, but I want them to know they are appreciated. I am grateful I could attend the Celebration of Life of our Transitions leader in the UUA, Rev David Pettee who died last September of a long illness. He helped me and so many others for over 25 years to usher through the Ministerial Fellowship system and many of us are heartbroken. To have the service on Zoom was so advantageous for all of us around the country. He will be so missed.

Our Worship Associates committee have been meeting regularly and staying abreast of all the changes. We received notice that our Music Director will be leaving us and we will need to go into search for another to replace him. We are saddened to hear this news, but are thrilled for him at this new opportunity and what it affords him. We held a Transgender Day of Remembrance service on November 20th that was very meaningful and attracted a few members held in Founder's Hall. This event also will complete one of our requirements to renew our Welcoming Congregation status. I attended the 8th Principle webinar that Paula Cole Jones runs each month and it was so moving. I also attended the Indigenous Peoples class led by Alison and Mary Anne.

I was thrilled to be able to visit with a colleague from the East Coast who came to San Diego to do a Celebration of Life for a friend. She was the Lead Minister when I was her Affiliate Minister when I was a Chaplain. We hadn't seen each other in 4 years and it was lovely to reconnect!

The end of 2021 is fast approaching. I am so grateful we continue to hold services in person and I can have the opportunity to get to know more congregants on a one-on-one basis.

Thank you for this community.

Happy Holidays!

Gratefully,

Rev Jo

Audio Visual Technician Statement of Work from September 2018

Job Summary: Run audio and visual equipment for Sunday morning services and various events, including holidays and special events.

Supervises: Volunteer A/V technicians and secondary sound technicians.

Principal Duties and Responsibilities:

- Mix and edit voices, music, and recorded sound for live events and pre-recorded events.
- Troubleshoot technical issues that arise.
- Create monitor mixes for onstage musicians, as well as a mix for the hearing impaired.
- Is familiarized with both analog and digital soundboards, learns the specific setup at UUFSD.
- Videotape/record weekly sermons for reproduction on church website, podcasts, etc.
- Coordinate with volunteers who manage UUFSD online presence to digitize and post materials.
- Create and operate slideshow presentation with the Order of Service (Hymns, responses, etc.) for all services held in Founders' Hall.
- Train volunteers and staff who can assist and/or operate A/V equipment in all venues.
- Purchase, test, and/or return (if necessary) new equipment as approved by the Music Director, using Sound and Music budget.
- Maintain A/V equipment, keep organized and free of dust.

Schedule:

September–May: 4.5–5.5 hours per week on Sundays, other times as needed for events with extra compensation.

June–August: 2.5–3.5 hours per week on Sundays, other times as needed for events with extra compensation.

Billing Rate: \$30/hour

Audio Engineer Position - December 2021

Provided by Angie Knappenberger

Joe Cantrell – A/V Specialist

1) Job Description Revision Required

The position for which Joe was initially hired has changed dramatically. The original job description is attached and was primarily to run audio and visual equipment for Sunday morning services and various events. His current role has now expanded far beyond the original specification of live audio production. As we have gone to hybrid online and in-person services, Joe's responsibilities have changed dramatically. Accordingly, this job description needs to be updated and include the management of live streaming equipment and services.

Rev Jo is aware of this and has said she will work with Joe to update the job description

2) Pay Increase Proposal

Although Joe's responsibilities have increased significantly, his pay remains at \$30/hour. We are grossly underpaying him. Joe has shared that the sound person at Temple Emanu-El earns \$50/hour and the sound engineer at First UU is paid \$65/hour. Please note these rates are for sound technicians only as the technicians do not have to manage the live-streaming portion of the services.

I recommend that the Board approves an increase for Joe Cantrell to a minimum of \$50/hour beginning January 1, 2022. Even at this, we are still underpaying Joe, and I would hope that we could increase his hourly wage to a fairer rate for the 2022-2023 fiscal year.

For the 2021-2022 fiscal year, we have budgeted Joe at 10 hours/week so an increase to \$50/hour would mean an additional \$5,200 ($\$20/\text{hour} \times 10\text{hr}/\text{week} \times 26\text{ weeks}$) than we have initially budgeted. We do have money in our reserves due to the Covid grants, and I feel using \$5,200 to bring Joe more in line with what we should be paying for his expertise is a priority.

3) Additional Support

Joe has also asked that there be a few dedicated livestreaming volunteers trained so that one is available to help every Sunday. Joe is currently trying to have the setup crew fulfill this need, but feels the situation is far from ideal.

To: UUFSD Board
From: Joe Cantrell

UUFSD AV PROPOSAL December 2021

Current situation and suggested improvements:

Amphitheater - Live Streaming

Our live streaming setup in the amphitheater is robust and stable. We have worked out a setup system that is reliable and can be set up in an acceptable amount of time. That said, there is much area for improvement

At present, we are using the newer Canon XA40 video camera for one all of the close up shots, and cutting to my own older Canon DSLR camera when we need to change the camera angle, or focus on a different person. This works adequately, but the older camera is much lower resolution than the XA40, and has no zoom function. Because of this, my camera is left on a wide shot of the amphitheater. The difference is noticeable, and the wide shot is blurry in comparison.

A better system would replace my camera with another Canon XA40. This would provide the same high-quality imagery throughout the service, and would also allow zooming in or out for more exacting cuts. For example - presently, if we have a close up of Rev. Jo is speaking at the podium, and then we want to cut to a shot that frames her lighting the chalice, we need to cut to the full wide shot, reposition the good camera, and then cut back. With another XA40, we could immediately focus the second camera to frame the shot and cut right to it.

COST: \$1,757 (Canon XA40 camcorder, case, and tripod)

Amphitheater - Audio

When I purchased the replacement wireless mics for the amphitheater, I duplicated the previous setup exactly - 2 handhelds and one lavalier mic, with the lav occupying the same channel as one of the handhelds. This works OK, but since the lav and 2nd handheld mic share a receiver, they cannot be used at the same time. This means that when someone wants to use the lav, we lose one of the two mics we typically set up for Sunday. Since Rev. Jo prefers using the lav for moments when she is not at the podium, it would be a good idea to add another channel for the lav, so we can maintain 2 handhelds and the lav at the same time.

COST: \$384 (B1x4R Wireless receiver, 4 space road case)

Founders Hall - Live Streaming

Currently, we have the same functionality as the amphitheater in Founders Hall (FH). However, there are additional needs in FH that are not present in the amphitheater. Since there are video

screens in FH, there is an expectation that there be lyric slides displayed and/or video content if programmed. Because the streaming computer is configured to receive audio video inputs, which then go out to a single stream, it cannot be used to display local content. To display video content properly to the local and live stream audiences, a media playback computer is required

Previously I have used my own computer for this, but since it is over 10 years old and cannot adequately handle video display when embedded in presentation software like powerpoint. The acquisition of a media playback computer would solve this problem. This computer does not need to have the same high-performance capabilities of the streaming computer as long as it can comfortably playback video files and have an HDMI output.

The media playback needs of FH have also proved problematic in terms of the secondary camera as well. The older Canon I am using for the wide alternate shot can only output via USB, not HDMI. This prevents it from being able to work with the HDMI video switcher that we have purchased to go between the media computer and the cameras in FH. This has caused severe delays and setbacks in previous FH live streaming. The use of the previously mentioned XA40 would eliminate this problem and allow for everything to be directed through the video switcher.

COST: \$560 (ThinkPad laptop, 50' Ethernet cable)

Audio - General

We are currently using the original cardboard boxes to store the small PA speakers we use as stage monitors. These boxes are following apart, bulky. and don't adequately protect the speakers from damage. Getting cases for the speakers will keep them protected.

Additionally, we use a stereo pair of condenser mics to amplify the choir. An XY bar will allow these to be positioned on a single mic stand.

COST: \$385 (Cases for QscK12 speakers, QscK13 speakers, XY bar)

TOTAL COST: \$3,121.00 (includes \$35 for Gorilla tape in addition to above)

Item	Number	Cost	Subtotal
Canon XA40 Camcorder	1	\$ 1,500.00	\$1,500.00
Case for camcorder	1	\$ 120.00	\$120.00
Tripod	1	\$ 137.00	\$137.00
Think Pad (or similar) Laptop	1	\$ 550.00	\$550.00
50' Ethernet cable	1	\$ 10.00	\$10.00
Blx4R Wireless receiver	1	\$ 209.00	\$209.00
4 space road case	1	\$ 175.00	\$175.00
XY bar	1	\$ 21.00	\$21.00
Gorilla tape	1	\$ 35.00	\$35.00
Cases for Qsc K 12	2	\$ 89.00	\$178.00
Cases for Qsc K 13	2	\$ 93.00	\$186.00
			\$3,121.00

Reason**URL**

Hi Def 2nd Camera

<https://www.bhphotovideo.com/c/product/1470022-RE>

Protects camera

<https://www.bhphotovideo.com/c/product/1581076-RE>

Fluid head tripod for 2nd camera

<https://www.amazon.com/Professional-DV1000-Alumir>

Media playback / slides for Founders Hall

<https://www.lenovo.com/us/en/p/laptops/thinkpad/think>

Connection to internet in FH

<https://www.amazon.com/DAYEDZ-Ethernet-Compute>

Separate receiver for Lav mic

<https://www.sweetwater.com/store/detail/BLX4R-H9--s>

To accommodate additional amphitheater mic

<https://www.sweetwater.com/store/detail/GPro4--gator>

Holds choir mics w/ one stand

<https://www.amazon.com/K-M-23550-500-55-Microphc>

expense

<https://www.amazon.com/Gorilla-6025001-3-White-3-F>

Keeps speakers from getting damaged

<https://www.sweetwater.com/store/detail/CP12Tote--q>

Keeps speakers from getting damaged

<https://www.sweetwater.com/store/detail/K10Tote--qsc>

[G/canon_3666c002_xa40_professional_uhd_4k.html](#)

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[ium-Hydraulic-Mid-Level/dp/B07DCPLBXR/ref=sr_1_5](#)

[padl/thinkpad-l13-gen-2/20vjs1fh00](#)

[r-Internet-Connectors/dp/B08F7NPXXC/ref=asc_df_B08F7NPXXC/](#)

[shure-blx4r-wireless-receiver-h9-band](#)

[-g-pro-4u-19-pro-series-rack-case](#)

[one-Bar/dp/B001G43G96/ref=sr_1_8](#)

[Pack-Piece/dp/B01M32X51D/ref=sr_1_10](#)

[sc-cp12-tote](#)

[>-k10-tote](#)