

Minutes of UUFSD Board Meeting

June 15, 2022 7:00 pm - 8:07 pm

LOCATION Zoom

Present:

Liora Kian-Gutierrez, *President*

Brenda Post, *Vice-President*

Livia Walsh, *Secretary*

Angie Knappenberger

Cathy Leach-Phillips

Louise Lin Garrett

Chris Butler

Absent: Sarah Miller, *Treasurer and Advisory non-voting member*

Chalice Lighting and Reading

AGENDA

Topic. Approval of Board Meeting Minutes of 5/18/2022, 5/27/2022 and June 1, 2022

DECISION: All approved the above minutes.

ACTION : Angie will complete and distribute these minutes

Topic: Staff Supervision and Feedback

Discussion: The Board had previously decided to have Board members meet with staff to assess their need for support and gain perspective on identified issues and solutions as well as what is working well.

DECISION: The designated Board members will present to the Board in July a summary of their interviews with staff.

ACTION: Livia, Cathy and Angie will complete their meetings with all current staff by June 30th with the exception of Cathy's meeting with Joe in July as he is on vacation. After which they will meet and create a document summarizing the interviews.

Topic: Policy and Procedure to clarify Sunday service offering distributions to committees or programs.

DECISION: The Finance committee and Treasurer to determine which committees and programs will require additional funds to operate that may not be covered from the general budget.

ACTION: The Finance Committee and Treasurer will develop the Policy and Procedure to present at the June 26th, 2022 Congregational Meeting.

Topic: Vaccination checks on Sundays

Discussion: Board members are asked to share the responsibility of checking vaccinations on Sunday mornings. The duration of need to check vaccinations was also discussed as well as the procedure.

DECISION: Each Board member to take one-two months to check vaccinations. Livia to check in July and Liora to check in August. No decision was made as to how long we will need to be checking vaccinations.

ACTION: Angie to put the list of Sunday service attendees in the Board's Google Drive in a folder titled "Vaccinations" which is to be updated weekly by the person checking vaccinations.

UPDATE: An Excel list of those vaccinations titled "Member Vaccinations" and a document titled "Board Member Vaccination Checker" is now in the Covid & Safe ReOpening Folder

Topic: Congregational Contract Minister Search Update to the Board

Discussion: The Contract Minister Search Team has identified, via consensus, a Minister to be the part time (50%) Contract Minister for UUFSD. Members of the Board will need to meet to determine the details of the contract.

DECISION: the position will be offered to the candidate with details of the contract to be determined by the candidate and UUFSD once the candidate has accepted the position. The Minister will likely start in September and begin preaching in October.

ACTION: Angie to schedule a zoom session with the candidate, which will also include Brenda, on Friday, June 17th to offer the position. Angie will research other Contract Minister contracts to guide in the development of UUFSD's official contract with the Minister.

UPDATE: At the request of the candidate the proposed contract was changed to a two thirds versus 50% part time position. A quorum of the Board met on 6/19/2022 and approved the request.

ACTION: Angie and Brenda to develop the new contract with the goal to have the contract signed so that the announcement can be made to the congregation on 6/26/2022.

Topic: Hiring a Pastoral Care Minister

Discussion: Given the potential hiring of a contract Congregational Minister should we pursue the hiring of a contract Pastoral Care Minister as previously decided.

DECISION: All agreed to move forward with hiring the Pastoral Care Minister on a contractual basis.

ACTION: The contract developed by the Board will be sent to Personnel with modifications. After the contract is approved it will then be forwarded to Rev Katy Swanson who has agreed to offer urgent/emergency only Pastoral Care for UUFSD until such time the new Minister deems this service unnecessary. Livia to follow-up and also share this information to the current Pastoral Care Committee.

UPDATE: Given the hiring of a new congregational Minister to begin September 6, 2022 a quorum of the Board that met on 6/19/2022 decided to forgo the hiring of a contract Pastoral Care Minister.

ACTION: Livia to notify Rev Swanson of the decision. Livia, who is an ordained chaplain, agreed to cover urgent Pastoral Care needs for the UUFSO.

Topic: Presentation of Certificates of Appreciation to the Pastoral Care Committee

Discussion: It was previously decided that the certificates would be awarded as the committee has been consistently providing care for the congregation and deserved to be acknowledged. There was conflict about this as other people, other than those involved in social justice, have not been duly acknowledged for their service. The presentations were to take place at the congregational meeting on 6/26/22. All agreed that the Fellowship needs to do a better job acknowledging those who offer their services.

DECISION: The certificates of appreciation for the Pastoral Care committee will be presented by Livia, who is the committee's Board liaison, during the worship service on 6/26/2022 rather than at the congregational meeting.

ACTION: Livia to prepare the certificates and make sure the recipients are notified to ensure that they will attend the service to receive them.

Topic: Voting by Ballot or Hand Vote at Congregational Meeting

Discussion: For many years the congregation has voted with the raising of hands unless there was a floor nomination in which case the vote was via ballot. Some have expressed that ballots supported privacy as in any other form of voting.

DECISION: Voting for slate of Board candidates, President and VP slate, and approval of the 2022-2023 budget will be done by paper ballot and then the ballots will be collected and counted. Approval of the grant awards from UUFSO's Legacy funds will be done by a raising of hands. This will allow sufficient time to count and announce the results from the paper ballot voting by the end of the meeting.

ACTION: Liora to discuss with the chair of Nominations committee the details of the ballot and decide who of them will create it.

Topic: Logistics for the Congregational Meeting on June 26, 2022

Discussion: The board discussed the various elements that needed to be in place for the meeting and Board members were assigned specific tasks:

ACTION:

- Liora to do the following: Create the Meeting Agenda; Contact Wenda to confirm her presentation; conduct the Congregational Meeting;
- Sarah to present the budget and provide clarification as needed.
- Angie to do the following: Contact Mark Tuller regarding his presentation; Send email blast notifying the congregation about the meeting and include information about the Legacy funds, list of Board candidates and officers, the link to the budget with a reminder for members to bring their own copy of the budget as no copies will be made available at the meeting.

- Livia to do the following: count the members to determine if there is a quorum which is equal to 35 members; inform AV of the need for 2 side microphones; provide the pencils for voting and announce at the worship service the reminder for the meeting; assist in collecting and counting the ballots.
- Louise to do the following: Send reminder to Chris Faller to confirm his brief presentation; assist in collecting and counting the ballots
- Chris to assist in collecting and counting the ballots.

UNFINISHED BUSINESS:

Topic: Completion and distribution of fy 2020-2021 Board meeting Minutes

ACTION: Liora to complete and distribute 2020-2021 Board Meeting Minutes

BOARD ACTIONS COMPLETED VIA GOOGLE POLL

1) Proposal to Update P&P 151 Infectious Disease Protocols

Based on the changes in the way transmission risk per the Covid Act Now is now determined and the need to simplify our decision making regarding location of Sunday services when we face rain or inclement weather, a revision of this P&P was proposed.

DECISION: AGREED

UPDATE: The revision has been sent to Nancy Hebert for formatting and posting on June 17, 2022.

2) Proposal to Approve ExtendStorage of the CDL Cottage

In April 2022 Kathy Faller asked if Casas de Luz could store their Cottage prototype at our Fellowship for approximately a month. The cottage prototype is still at UUFSD and Kathy is asking if we can keep it through July. It takes up 2 parking spaces.

DECISION: AGREED

3) Proposal to Allow Hands of Peace permission to advertise their event at UUFSD

Hands of Peace is having its signature leadership and dialogue program in Carlsbad, July 6-25. The program that brings together 40 Israeli, Palestinian and American youth for dialogue and leadership development. They are hosted by local host families. Lisa Shaffer and some others from UUFSD have hosted youth in the past. There is a need for host families for 5 youth. Melanie Stanek, Hands of Peace Site Director at mstanek@handsofpeace.org.

DECISION: AGREED

4) Proposal to Approve Kitchen Science Event

Lousie Garrett proposes to invite RE and Sandy Hill parents to a second Saturday of the month "Cook, Make and Take Science" event in the kitchen from 9:30-11:30 am. All children must be accompanied by a parent to participate and waivers signed if any pictures are taken or injuries

occur. No child will be allowed to hold a knife. The RE Committee has now stated that its support for this proposal.

DECISION: AGREED

5) Proposal to Approve Updated P&P 110 Officer Responsibilities

The description of the duties of the Corporate Secretary have been updated to more accurately describe the responsibilities of our Corporate Secretary.

DECISION: AGREED

FUTURE AGENDA ITEMS:

- **Revise Mission Statement**
- **Revise Covenant of Right Relations**
- **8th Principle**
- **Training for all teachers and assistants regarding CA child abuse prevention laws**
- **“Active Shooter” training for all Staff, Board and Committee Chairs**
- **Collaborative Board retreat conducted by Melissa James/Sarah Millspaugh sometime in August/September**

BOARD MEETING ENDED at 8:08 P.M.

Next Board Meeting: TBD

Minutes prepared by Livia Walsh, Board Secretary

APPENDED TO THIS OFFICIAL RECORD

- **Revised P&P 151 - Infectious Disease Protocols**
- **Revised P&P 110 - Officer Responsibilities**

UUFSD Policy and Procedure Document

Policy ID: 151

Title: Infectious Disease Protocols

Date Approved: June 15, 2022 by the Board of Directors

Purpose

To provide guidance on how to operate UUFSD during an infectious disease outbreak, pandemic or health crisis (COVID-19 or other), to ensure the safety of all members of the congregation and staff while continuing to live our purpose and be in alignment with our UU values.

In 2020, COVID-19 rocked our world. In-person services and gatherings ceased. Public health officials have said that we must be prepared to be flexible and ready to shift from in-person to virtual if conditions change. This policy is designed to be prepared to meet this expectation, reminding us to be flexible and resilient while living our UU values.

This policy specifically addresses the Covid-19 pandemic, but is intended to be adaptable to any infectious disease crisis that might arise.

Policy

Decisions about operating during an infectious disease pandemic are grounded in our deep values and are core to who we are as a faith tradition:

- Our abiding care and concern for the most vulnerable, inside and outside our congregation.
- Accessibility and inclusion for all of our members and friends to participate in our congregation, regardless of health status, health vulnerability, or ability.
- Recognition that we are part of an interdependent web and, as such, our risk-taking and our protective actions affect far more than just ourselves. Our congregational decisions can impact other congregations and the wider community.
- Ethical treatment and expectations for our leaders and staff, minimizing the risks to their own health and well-being.
- Our affirmation that good science, coupled with our UU values, must be the basis upon which we make decisions about in-person gathering.
- Commitment to our mission, community, and theology more than ever, mindful of the spiritual demands of this transition.
- Our deep hope that we as a country, and as a world, will not return to “normal” when the pandemic is over. We seek to live into “a new normal” of more justice, more love, more equity, safety, more sustainability, and more peace.

UUFSD will follow UUA guidance, CDC guidelines, Federal, State, County and local laws and regulations and make necessary adjustments to this policy and/or the procedures based on changing guidance.

The Board of Directors will be responsible for determining which procedures shall be implemented at any time given the changing nature of a pandemic or health crisis. Input will be sought from staff and leadership/committee chairs on changes to procedures that impact operations.

Procedures

Decisions about how we operate during a pandemic will be made by the Board of Directors based on current information available and applicable guidance and laws. When required, UUFSD will cease in-person operations and conduct weekly services, religious education, committee meetings and other meetings/events virtually. Every effort will be made to keep a high level of engagement for virtual services, including virtual “coffee hour” chats following the service. When in-person services resume, virtual service offerings will continue to be an important option to serve our congregation and be as inclusive as possible.

Communicating Operational Changes

When a change will be made to how we operate, the Board of Directors will send a notice to the entire congregation. Notices to cease in-person operations require very little or, in the case of a law going into effect, no notice. Notices to re-start in-person gatherings after a closure require at least two weeks’ notice to the staff and congregation. The intent of this two-week period is to allow all involved in weekly services enough time to pivot from remote to in-person offerings.

In-Person Gatherings during COVID-19 Pandemic

During a time of risk for transmission of disease when there is no law or regulation preventing large gatherings, in-person gatherings may be held with some or all the following conditions in place: the

1. All attendees 5 years or older who come on-site must show proof of full vaccination for COVID-19 each time upon arrival to UUFSD.
 - a. For COVID-19, this includes two doses of the Pfizer or Moderna vaccine or one dose of the Johnson & Johnson vaccine.
 - b. Proof can include a picture of the State of California’s Digital COVID-19 vaccine record website QR code (click [here](#)), a picture of a vaccination card, and/or an actual vaccination card
2. All paid staff and volunteers must show proof of vaccination. For staff, a record of vaccination and test results will be kept in personnel files. For volunteers, the staff liaison or Committee Chairperson will keep a record of proof of vaccination.
3. Masks may be required for everyone over 2 years of age for all indoor and/or outdoor events. Masks must be made of paper or cloth and cover your nose and mouth and fit snugly on your face. Everyone should bring their own mask.
 - a. The minister and other speakers at the podium may remove their mask while speaking at the podium.
4. Maintain social distancing of at least 6 feet between members of different households.
5. Food or beverage may be suspended during times of high risk. Specific guidance will be given as conditions change. You may bring your own beverage on-site at any time.
6. Singing:
 - a. Indoor singing may be suspended completely during a pandemic.
 - b. Choir may or may not be permitted to rehearse or perform in person during a pandemic. Recorded music from our choir, band, or other individuals is a wonderful and safe alternative to in-person singing.
 - c. When outdoor singing is permitted, all singers may be required to wear well-fitted masks and stay at least 6 feet apart (10 – 12 feet is a safer distance during COVID).
7. Religious Education Classes will be held outdoors. Masks may be required under some conditions. Children must be registered prior to attending an RE program. Snacks may or may not be allowed, and will follow the guidance for food and beverage overall.

8. Pre-registering for attendance at in-person indoor services may be an option to pursue if/when attendance exceeds capacity.
9. Small Group Gatherings
 - a. When large gatherings are not permitted, it may be possible for small groups to continue to be on-site using the above protocols. The Board of Directors will communicate the maximum number of people who can be on-site during a time when large gatherings are prohibited
 - b. When large gatherings are permitted, small groups can meet on site using the above protocols. It is preferable for small groups to also meet outdoors, but indoor meetings may be permissible if social distancing requirements can be upheld.

Services / Large Gatherings

1. Given the nature of a pandemic, we are uniquely equipped to be able to hold services outdoors where it is considerably safer for all. The intent is for services to be outdoors as much as possible during a pandemic. In the case of rain or inclement weather that prevents the service from being held outdoors, the response will be dependent upon the transmission risk level at the time for San Diego County per the COVID Act Now data.
 - a. If the transmission risk level is LOW, the service will be moved to Founders' Hall. Doors and windows are to be left open as much as possible.
 - b. If the transmission risk level is MEDIUM or HIGH, only the staff and service participants will be onsite and conduct the service from Founders Hall. For everyone else, the service will be virtual for that day. In this case, the congregation will be notified by email and/or text by a Board member/minister or Administrator at least one hour before the start of service. This will include the zoom link.

UUFSD Policy and Procedure Document**Policy ID: 110****Title: Officers' Responsibilities**

Date Approved: July 12, 2010 by the Board of Directors

Revised and Approved June 15, 2022 by the Board of Directors

Purpose

To specify the duties of the officers of the Fellowship.

Policy

UUFSD operates according to the Fellowship Bylaws. Article VII, states the following:

SECTION 1: OFFICERS

The Officers of the Fellowship shall be a President, who shall also serve as Chair of the Board, and a Vice President, who shall be members of the Board; and a Corporate Secretary and a Treasurer, who may or may not be members of the Board.

SECTION 2: ELECTION OF PRESIDENT AND VICE PRESIDENT

At the Annual Meeting, after the Board of Directors is elected, the President and Vice President of the Fellowship shall be elected by the Voting Members from among the members of the Board. No member shall be elected or eligible for election who has not given his/her consent. The President and Vice President shall each be elected for one year. The President of the Fellowship may not serve for more than two consecutive years.

SECTION 3: VACANCIES

If the office of President becomes vacant, the Vice President shall serve as President until the next regular Congregational Meeting, at which time the Voting Members shall elect a President from among the members of the Board, who shall serve until the next Annual Meeting.

If the President is absent or unable to carry out the duties of the office, the Vice President shall serve as President.

If the office of Vice President becomes vacant, the Board of Directors shall elect a Vice President, after consultation with the Nominations Committee. This person shall serve until the next Annual Meeting.

SECTION 4: ELECTION OF CORPORATE SECRETARY AND TREASURER

At its first Board Meeting following **July 1st**, the Board shall elect the Corporate Secretary and the Treasurer, each of whom may be re-elected. The term of office shall be one year.

Procedure

Responsibilities of the **Corporate President** are as follows:

- Convene and conduct meetings of the Board of Directors.
- Ensure that sufficient notice of the Board meetings is given to the Congregation, as specified in Article VI, Section 7 of the Fellowship Bylaws.
- Convene and conduct Congregational meetings. Ensure that sufficient notice of the Congregational meetings is given to the Congregation, as specified in Article V, Section 3 of the Fellowship Bylaws.
- Sign contracts on behalf of the Fellowship.
- Represent the Board and Congregation when needed
- Meet with the Minister monthly.

Responsibilities of the **Corporate Vice President** are as follows:

- Assume the responsibilities of President when requested by the President or if the President is unable to carry out the responsibilities specified in this document.

Responsibilities of the **Corporate Secretary** are as follows:

- Verify that a quorum is present for Board meetings and Congregational meetings.
- Request committee and staff monthly reports from Board liaisons the week prior to monthly meetings and assure that all reports are in "Committee and Staff Reports" file on the Board Google Drive three days prior to the monthly Board meeting.
- Record the minutes of all meetings of the Board of Directors (**see template**) and annual Congregational meetings. If unable to attend a particular meeting, arrange for someone to take the minutes and advise the Board President accordingly.
 - a. List names and titles of all attendees in the Board meeting minutes.
 - b. Extract and communicate key information from lengthy conversations and keep confidentiality of members within the minutes.
- Distribute the Board Minutes to the full Board of Directors for review within 48 hours of the meetings, but no later than 7 days after the meeting. These Minutes shall include:
 - a. A summary of any decisions made via google poll
 - b. A list of all Appendices to be added to the Official Record which would include Committee, Staff, & Treasury reports, New or revised and approved Policies and Procedures, Other relevant and approved documents

- Once the Board has approved the minutes, including appendices, the document is created as a PDF titled “**Board Meeting Minutes, year/month/day Official Record**” and distributed accordingly:
 - In the Board Folder for that **Board Meeting Minutes year/month/day**
 - UUFSD Webmaster to include on the UUFSD website (webmaster@uufsd.org)
 - UUFSD Archive folder on Board Google Drive (archive@uufsd.org)
 - A copy put in the Board folder titled “Approved Final Board Meeting pdfs”

- Executive Sessions notes are confidential and often contain sensitive information so that they are not to be included in the Board Meeting Minutes. These are placed in a separate folder on the Board’s Google Drive under **Executive Sessions** and not distributed elsewhere.

- The Secretary is to be the Board’s liaison to the Policies and Procedures Committee

- The Secretary assures that all Policies and Procedures are updated or revised as needed in a timely manner.

The responsibilities of the **Treasurer** are as follows:

- As chief financial officer, the treasurer safeguards the congregation’s funds, ensures all receipts and disbursements are properly accounted for, and gives financial reports and guidance to Fellowship officers and leaders. (Refer to Treasurer’s Responsibilities policy 115 for specific duties.)