

2024-03-10 UUFSD Board Meeting Minutes

Founders Hall

11:30 a.m.-1:53 p.m.

Present:

Andi Macleod, Vice President
Livia Walsh, Secretary
Sarah Miller, Treasurer
Julia Darling
Rich MacDonald
Pam Parker
Rev. Ellie, Minister, non-voting member

Absent: Mary Anne Trause, President

Guest Presenters: Irv Himelblau, Susan Hahm

Chalice lighting

Board Covenant

- I. Consent Agenda: **All Approved**
 - Board Meeting Minutes 2024-02-11 **Approved**
 - Proposal to appoint Chris Butler to Endowment Committee **Approved**
 - Board's Budget Proposal for FY24-25 **Approved**
- II. **Discussion Agenda:**
 1. **Program/Leadership Council presentation --** Irv Himelblau. (ref. Appendix)

Some history of the development and evolution of the Council was given. It was a concept created by the UUA in 1999 and implemented under the leadership of our former minister at that time, Rev Kathy Hurt. When Rev Hurt left UUFSD the new minister focused on the capital campaign at that time so the Council did not continue. The concept was addressed with Rev Megan, Rev Thomas and Rev Jo but was never implemented for many reasons.

Discussion:

It was suggested that the title be changed from "Program Council" to "Leadership Council."

Rev Ellie questioned the format of meetings. As there would be a large number of leaders in attendance it was suggested having clusters of committees/groups and one person representing each cluster at the meeting instead of every group represented. The representative would be consistent and would need to gather reports from each committee in the cluster group. The problem this suggestion might present is relevant to collaborative efforts and communication as the representative may not have the authority or sufficient knowledge to speak for one of the groups they represent (eg. offer the services of a committee/group). It was further suggested that we maintain flexibility and make some key decisions at the first meeting of the Leadership Council (Council) to be scheduled in May/June.

An important element should be to have the information shared in the Council documented via report to be posted on the website under "Governance" in order to remain transparent with the congregation. This would require someone to be the Council secretary.

Decision: The Board agreed that the Leadership Council may prove to be a benefit for the congregation. There was also agreement that the Communications Committee would take the lead to schedule the first meeting and notify leaders of the intent of the meeting and the proposed purpose of the Council. It was also decided that the Council will be an “experiment” and may change over time to modify the purpose and operational details.

Action: The Communications Committee to schedule the first meeting of the Leadership Council in May/June and notify leaders of the intent of the meeting and purpose of the Council.

2. Minister’s Report - Rev. Ellie: (ref. Appendix)

- Staff Updates: The Congregational Administrator, Ivey Merrill, has resigned effective April 1st. Denise Clark, our former Administrator, has agreed to train someone as needed. A search team has been convened consisting of Rev. Ellie, Sarah Miller, Angie Knappenberger, Lisa Shaffer. The team will be meeting on 3/13 to begin the hiring process. It was suggested, and agreed by all, that hiring a temp employee might be best in the interim.
- Update from Rev Ellie on progress toward goals and objectives for the RE program and how these will be implemented: The DREF’s job duties were briefly discussed. Concern was expressed around what the DREF is accomplishing and what her work schedule is.
 - Rev Ellie stated that she will require The DREF to complete a weekly time sheet. No further follow-up or discussion was held regarding the DREF creating a formal document consisting of goals and objectives as this has been discussed and requested previously. Rev Ellie to follow-up with this item.
- Pastoral Care: Rev Ellie feels that the pastoral care needs of the Fellowship are being met. Despite the fact that there are only two members on the committee, many others in the Fellowship offer care to members in need.

3. Director of Religious Education and Fellowship Report: Rose Littler-Riedel (ref Appendix)

4. Treasurer’s Report: No Updates (ref. Appendix)

5. Approval of P&P #520 Child and Youth Protection **Approved**

Discussion: Some points of clarification in the P&P were discussed. An RE volunteer parent must have attended a UU congregation for 6 months. It could be any UU congregation not exclusively UUFSD. The DREF and RE Chairperson are compiling a list of potential mandated reporters so that there will be at least two people present each Sunday who have taken the Mandated Reporter training. All child volunteers and staff will be required to complete the 2 -hour on-line training.

- In order to be compliant with the new Child and Youth Safety and Protection law we are required to have a Custodian of Record for background checks. Formerly it was Denise Clark. The question of Rev Ellie being that person was addressed.

Action: Rev Ellie will explore the possibility of becoming the Custodian of Record and report her results as soon as possible.

6. Committee Reports and Updates (ref. Appendix)

- RE Committee: Susan Hahm Chairperson: (ref Appendix)

By next Board meeting the revisions to the Child and Youth Safety and Protection P&P will be finalized. The DREF and RE chair have been involved in “bonding” with the kids-getting their ideas for what they would like to have in their programs. A training and orientation for teachers is planned this Spring. The relationship between the DREF and the RE committee is evolving. The DREF will be starting to implement the “Grab and Go” lesson plans in the classrooms beginning Sunday March 17, 2024

- Buildings and Grounds Committee: Ed Mlaker, Chairperson (ref Appendix)

7. Re-establishing Board Liaisons to Committees:

Discussion: As the Board is soon to complete the Visioning process which will offer guidance in terms of structures and operations within the Fellowship it was determined that it would be best to wait until the process is completed before making a decision about Board Liaisons. It was also noted that the Board approved launching the Leadership Council in May or June which may take the place of the function of the Board Liaisons. At this time it was suggested, and all agreed, that a form be created for committees and task forces via the Breeze system that will automatically be sent to committees and task forces to complete that will focus and simplify the reporting process.

ACTION: Rich and Sarah will create the reporting form to be sent monthly to all committees and task forces. They will send the draft to the Board for discussion at the next Board meeting.

- ## 8. Sustaining committees when leads leave: Not discussed

- ## 9. Consideration of Membership ad-hoc working group as Task Force: Not Discussed

Extinguish Chalice - Close meeting

Next Board Meeting 2024-04-14

Upcoming Important Dates:

- April 1st, 2:00 Executive Session at Livia Walsh’s home
- April 6-7, time tbd, Visioning sessions with consultant

Appendix:

- Leadership Council
- RE Report
- Buildings and Grounds Report
- Minister’s Report
- DREF Report
- Administrators Report

March 2024 Committee Reports

Safe Congregations Task Force (Andi MacLeod): Last year, the Safe Congregations Task Force (SCTF) was formed in absence of a DRE to help our Fellowship comply with AB506, a recently enacted CA law that aims to protect and prevent abuse between staff and volunteers with youth and children in settings like ours through policies, specific background checks and mandated trainings. We are nearing the end of our work now: our final draft of the Child and Youth P&P is ready to present to the Board for your consideration (as well as a version that shows the edits in red), the mandated background check (LIVESCAN) has been added to the other background checks in the Fellowship's hiring process, and we have advised Rev Ellie (minister) and Rose Littler-Riedel (our new DREF) of the CA-mandated trainings to take. Further necessary updates will then be considered and checked by a lawyer before presenting an updated P&P to the Board in April, but the SCTF considers it important to approve an interim P&P to satisfy CA law and our insurance company.

Article II Task Force (Mark Tuller):

- Debate scheduled for May 5--pro and con arguments from Rich MacDonald and Mark Tuller; logistics of debate TBD
- Congregational poll begins immediately after debate; duration and methods TBD
- Delegates or delegate slates to GA will be morally bound to follow Cong's decision
- Publicity will accompany all this
- Article II Task Force will organize all this, probably with some pro forma Board ratification (the idea is that the Article II project is a lay project, not Board governance or ministerial initiative)

Nominations Committee (Alisa Guralnick): We have had a good response to initial outreach, and we have been active in reaching out to several members that we think are good potential candidates. Four have already completed our Interest Survey form and we are expecting one more member to do this as well. We intend to start conducting in-person interviews during the month of March. We feel we are in good shape at this stage of the process. Members of the NomComm will continue to periodically sit in on parts of Board meetings so that we can keep our pulse on how this Board works together. We fully expect to meet our obligation to nominate two board members, well in advance of the June Congregational Meeting.

RE Committee Report (Susan Hahm):

The RE Committee now holds regular monthly Zoom meetings on the first Wednesday of each month at 8:00 pm.

Children/Family programming outside of Sunday mornings continues with the monthly game nights, where a core group of families with elementary aged children consistently participate. Parents express that this program is easy to attend, free and builds bonds between the children in the RE program.

We also look forward to supporting the All Fellowship Beach Party, typically held in August as a part of the church auction event.

Jan 2024 (No meeting)

Feb 7, 2024

Agenda Items Discussed

1. Children's RE planning by grade
2. Website review
3. Playground equipment maintenance
4. Volunteer Screening and Training (AB506 Update)
5. Brainstorming session for institutional knowledge included:
 - Intergenerational worship opportunities.
 - Outreach opportunities
 - Welcoming/Onboarding new families
 - Potential youth programming (OWL, Events) partnering with not only other cluster UU churches, but other local like-minded congregations.

March 6, 2024

Agenda Items Discussed

1. Children's RE planning by grade (Details can be found in DREF March board report.)
2. Setting Priorities and Timelines
3. Safe Community Planning Update
4. Proposed Budget Review
5. Marketing and Outreach

Endowment Committee (Mark Tuller):

- Our Committee needs new members, with energy, maybe experience; Board help in identifying possible members with interest & ability would be greatly appreciated.
- Endowment grant cycle is underway; Board ideas welcome
- The Music Program Fund has special procedures for grants. Bottom line: Board in the budget process should budget at least \$33K to the whole of music activities, and it will automatically get a \$500 grant.
- Two grant applications received so far and we'll make recommendation to Board in May for Congregational approval at the June Congregational meeting

Building and Grounds (Ed Mlaker):

B&G volunteers have performed the following in the last couple of months:

- Completed the replacement of the deck boards on all of the bridges (completed by Jim Hagan, Chris Faller, Michael Scott and Terry Parsons)
- Betsy is there almost every week hauling plant debris to the green dumpster
- Fixed the gates in the YRUU patio
- Andi replaced the faulty microwave oven in the kitchen
- Ed replaced faulty path lights
- Chris dug a ditch for the conduit run between the shed and the Admin building.
- Ed cut down the tall sticks that were on the Amphitheater hill
- Jim Hagan spent a morning organizing the shed
- Jon Luft installed the new water fountain with a decorative cement pad

Finance Committee (Kathryn Sturch):

- The Treasurer opened a savings account with US Bank for \$50,000 earning 4.5% interest and will move funds between the checking and savings accounts at US Bank as needed.
- Rental Fees Changes: Current fee schedule only charges \$100 for set up personnel. Committee agreed to add an additional fee at \$25/hour for set up in excess of four hours. (Need to update fee schedule and raise this fee rate annually). Also agreed to add the statement that, "Setup schedule must be submitted at least two weeks in advance of an event."

○ Need to clarify fees for kitchen use. Refrigerator is always included. What about the rest of the kitchen? (Nancy and Kathryn to discuss and update)

● I have yet to respond to this question from Rich MacDonald: "This year the auction will include a gala for which we will not have an estimate of the cost before March. Can we cover the cost of the gala either by selling tickets, or from the proceeds of the auction itself, without actually budgeting the expenses? Instead we simply budget the net result of the fundraiser, after the costs have been taken out."

● Audio budget request resulted in this response from Joe, "There are two potential large projects that may need discussion and/or approval." Kathryn talked to Joe, but these requests need further discussion by the Board. Below is quoted from Joe:

"In my conversations with the Architect, There is some uncertainty about what to do re: the PA in the amphitheater. My understanding was that they were going to remove the existing system and include conduit, etc for us to install a new one. Dave also said that they can re-install the old one, but we would have to request them to do this. This may pose some potential problems, as the speakers are a bespoke weatherized design from a local company that no longer exists. Removing old speakers like this can sometimes cause problems (foam crumbling, weatherproofing failing, etc.)

Additionally, the current stage box is hand-made by a former congregant and may not survive removal and re-installation. I can reach out to Dave and confirm these issues and potentially come up with some contingencies / budgets for both scenarios (re-installing the existing system or

replacing it).

Finally, I (Joe) have had requests for a permanent alteration to reduce the amount of visible cabling on the south wall of FH (audio snake, etc.) There are potentially a number of ways to achieve this, and I can work with Ed Mlacker and Chris Faller to find a workable solution and budget but I wanted to know if this is something that is generally embraced as a necessary direction, or if I should hold off on efforts to come up with a budget until I got approval from whatever committee might be responsible."

● Budget timeline:

○ Feb1: Committee budget request letter sent by Kathryn (done)

○ Early March: Pledge Drive (started)

○ March 10: Committee request deadline and admin/operations expenses, see Google Sheet for committee budget requests

○ March 12: FinComm Meeting, discuss preliminary draft budget

○ Early April: End Pledge Drive

○ April 7: Visioning meeting with Consultant

- April 9: FinComm Meeting
- April 14: Board Meeting
- April 20 - Auction (in-person)
- April 21: Board Budget Meeting
- May 12: Board Meeting (K out of town)
- June 2: Budget Q&A after the service (K out of town)
- June 9: Cong Mtg- Budget approval & Board Forum (K out of town)

Membership (Betsy Gilpin): We had 7 new members in January, and may have 2-5 more in April. A bunch of us met to brainstorm ideas to nurture visitors, but we will prioritize and plan at a future meeting.

Minister's Report

Rev. Ellie Kilpatrick (she/her)

3/8/2024

Big Picture: We're currently in the midst of the pledge drive, and we're preparing to begin the capital campaign. We're also well underway (and energized!) around visioning, and the article ii task force is putting together their final event in May for the congregation. We have A LOT of big picture things currently taking place. This may ultimately be overwhelming to some of our members. My encouragement is to be ok with individuals gravitating towards one or two of these big picture "asks." Excitement and energy for one will garner more energy for the others. If some of these end up feeling like they're beginning slowly, I invite all of us not to respond with anxiety. It doesn't mean we aren't ready for it - it just means people are processing.

Worship and Rites of Passage:

The last couple months of worship have gone very well. Rose and I continue to work wonderfully together in worship. Joe has installed the new av equipment in founders hall, so we now have the flexibility to have worship outside followed by a major event indoors. Last week, we did our first visioning meets worship experience, and I was extremely happy with how engaged everyone was in the process.

Pastoral Care and Presence:

The pastoral care committee is meeting regularly. Sadly, all the people we have asked personally to join the committee have turned us down. I visited with several people this month, and meal trains have been running smoothly. We meet on Monday and will go back to the drawing board on how to encourage more volunteers to participate.

Spiritual Development for Self and Others:

This is an area where there is a lot to update on. Rose, Andi, Angie, Susan, and I all met and put in place a preliminary document (policy and procedure) to be in compliance with AB506. We have plans to have it solidified by April (the more permanent process). One thing that this will include is two mandatory reporters at every worship service/RE. Most Sundays, that will be Rose and myself. As was seen in Rose's board report, a new class structure will begin March 17th, and the biggest issue she has been encountering is volunteers to support the plan. Rose and I are clear that the primary objectives of the position are to a) be in compliance with AB506, and b) to establish an infrastructure that can be sustainable and easily passed off in the future.

One side note I want to make is that it's become evident to me that the wounds around RE are still very much alive and well. When we had Susan running RE, I think members felt a degree of safety that went out the window when a "new hire" came in. I take accountability for compounding the issue, and not properly advising Rose to be very transparent and communicative about what she was doing and her processes. I have apologized to her for that failure, and now I would like to apologize to the board as well. Rose is now aware that, given the history of her position, frequent and clear communication will be necessary. I still believe that Rose's approach of first prioritizing cultivating relationships was the appropriate one. I think if we had framed it in a way that showed it was intentional, (relationship building, then infrastructure building), I think it would have been received a lot better because the board would have known what the process was. This was the process that I took last year as well (get to know folks, engage infrastructure after a relationship was well underway). It takes a couple of months to get to know the existing infrastructure, AND I should have articulated "here's the gameplan and time table." I will do that going forward.

Social Justice in the Public Square:

I try to stay active with preaching on social justice initiatives.

Administration:

Our administrative process was rocked by the news that Ivey will be leaving. Sarah and I are in conversation about developing a game plan both for the search and for the possible time that we may not have someone formally in the position.

Serves the Larger Unitarian Universalist Faith:

The article II task force continues to do wonderful work. The congregation is also doing great work trying to raise awareness (and funds) for camp DeBeneville. The board will need to start thinking about the process to nominate delegates, and what level of commitment we would like to ask from them as to honoring how the congregation votes on article ii.

Leads the Faith into the Future:

We had a wonderful visioning service, and I felt that the whole congregation was really invested in it. We are in an exciting time for the congregation. However, there will be a substantial amount of anxiety when Ivey's departure is announced, and it will be tempting to take short cuts in the hiring process in order to onboard someone quickly. I urge us to stay well boundaried and differentiated. If the administrative processes do not work perfectly for a month or two, it will still be worth making a hire that we're truly happy about.