

## **UUCSR Board of Trustees Meeting**

**August 19, 2021 6:30 pm** *(via Zoom)*

### **MINUTES**

#### **Voting Members Present:**

Natalie Brundred (President), Leslie Norinsky, (Vice President), Jane DeYoung (Treasurer), Cathie Wiese (Corporate Secretary), Joe Como, John Mason, Paula Hammett, Tamara Murrell, Scott Miller, Mike McGirr

#### **Non-Board Members Present:**

Rev. Julie Brock (Minister), Era Capone (DRE), Kate Taylor (Congregational Director), Susan Thollaug (Recording Secretary), Debbie Belansky, John Jaffray, Carol Daeley, Serge Zimberoff, Lucia Milburn.

#### **Meeting called to order: 6:38 PM**

**Chalice Lighting, Opening Words, Land Acknowledgment, and Covenant:** Rev. Julie, Tamara, and Natalie

**Welcoming new members and minister:** Leslie Norinsky, Tamara Murrell, Scott Miller, and Rev. Julie Brock were officially welcomed.

**Minutes for May and June 2021:** Approved as submitted.

#### **Open Mic, Part I:**

Jami Kerr asked the Board if it is possible to ask members who are not vaccinated to not come into the sanctuary on Sundays, but to use Zoom instead. She's lost volunteer greeters and ushers who don't feel safe because they know that some members have not been vaccinated. She will not schedule anyone to be an usher or greeter who has not been vaccinated. Susan Thollaug (HAT member) will be in touch with Jami and bring it to the next HAT meeting. HAT will then advise the Board on policy.

John Jaffray stated that The Operations Team is looking into HEPA filters, as an unvaccinated staff member should close the door and should have a HEPA filter running if they want to work unmasked.

**Minister's Report:** Rev. Julie Brock

For now, we need to take things more slowly — even though there's a feeling of urgency — because we have to set up systems of accountability.

Without systems of accountability, nobody has authority over anything, and nobody knows who should make decisions about what. As a result, people get reactive, territorial, and everything feels like a rush. Rev. Julie noted that she'd been here for 3 weeks and she can't keep up this pace.

What are lacking at UUCSR are clear systems and delegations of authority. Over the next year, we will be working on a lot of policies, and on clarifying the congregational structure.

Deciding where to place authority cuts down on the back and forth and uncertainty, and gives people agency and empowers them. Until we get these systems and delegations of authority written down, no one gets to make decisions besides the Board.

The President has way too much power. Decisions need to be made, and without a structure to make authorities clear, Natalie will step in. She won't let the decision *not* be made, so she makes it herself. This is a big part of why it's been so hard to recruit people to be President. It's almost a full-time job. It entails getting pulled into all kinds of activities and decisions.

There will be some resistance. We're all going to hit this at some point. Can we recognize it in ourselves? Can we open up to a different way of doing things...so we can create something to give us a very solid foundation? This means exploring what does work and what doesn't.

We actually have a lot of policies and procedures that we may not be paying attention to.

We have an opportunity to reflect on, and avoid perpetuating, systems of white supremacy culture. This is an opportunity to build in systems of accountability that mandate anti-oppression policies.

### **Congregational Director's Report** - Kate Taylor

Kate found a lot of chaos in computer and paper files, with at least three generations of systems that hadn't been consolidated. She's sorting through all of that to find the most recent policies and important documents. She's working with the Glaser Center Committee to streamline paperwork, and is setting up clear procedures for the Sunday collection, and is re-writing those procedures. She's trying to lay the groundwork for the Office Angels, so there are good processes to follow and they can feel confident about what they do. Kate is looking for ways to make our systems more efficient and effective, and tying that in with accountability & transparency.

The Ops Team has approved high-functioning HEPA filters for the office area. John Jaffray is looking at smaller enclosed areas. Everyone is observing universal masking.

Upgrades in the computer network are happening. This will result in better security for UUCSR's information, and offer better functionality for groups using Zoom or periscope at the Glaser Center for their meetings.

**Treasurer's Report:** Jane DeYoung

**VOTING ITEM:** Jane moved that the Board approve the current members of the Finance Committee (FinCom), which it is required to do per UUCSR Bylaws.

<i>Members:</i>	<i>Ex Officio Members:</i>
Mike McGirr	Jane DeYoung (Treasurer)
Michael Randolph	Kate Taylor (Congregational Director)
Kirsten Olney	Rev. Julie (Minister)
Joe Como	
Jan Ogren (new member)	

**Vote: The Board voted unanimously to approve the members of the Finance Committee.**

Status of Budget:

We finally have a permanent bookkeeper, Judy Ponto. Most of her time has been spent in training and closing out the books for the last fiscal year.

For last year's budget, we ended up "better than budget." However, there was a gap between expenses and income, due to both Glaser Center expenses and to not quite hitting our revenue targets. In the month of June, when we usually bring in about \$45k, we only brought in \$27k. That was the difference between having a break-even budget and not.

We don't have final numbers for July yet. July's income was \$30k, which was consistent with past Julys, but not in line with our annual goal of \$500k for this new fiscal year. We're short about \$4700 for July. We're holding our expenses down.

Restricted Funds:

Saturday Breakfast Account is over \$13k. Minister's Discretionary Fund is over \$16k. Capital Improvement Fund is at \$100k, funded by an anonymous member. That fund and the money the Congregation voted for from the Endowment Fund will pay for renovations to the coffee service area and back stairway exit, and the painting of the sanctuary. We're leaving the Endowment Fund money there so it will earn something until we begin work.

#### FinCom:

FinCom reviews financial statements; makes sure we're acting within our budget; collaborates on developing the budget; restates the budget, if that's necessary; combs over the very big spreadsheets that come out of the accounting program, and makes sure they understand what's going on.

#### **Open Mic, Part II:**

Kristen Olney stated that, per the UUCSR Bylaws, there is supposed to be a Human Resources (HR) committee. She recommends that the Board analyze re-constituting one and define its role.

Also per the Bylaws, we are supposed to count our actual members. We haven't done that for a few years. We should use Realm to help determine who is no longer a member. Kristen asked the Board to reinstitute the regular counting of our members.

She also noted that the Board meeting agenda and meeting link are not easy to find. It's important that the Congregation knows what's going to be discussed and voted on.

#### **Reopening the building, In-Person Services, Health Policy:** Susan Thollaug, Health Advisory Team (HAT)

HAT had decided to stay the course on health procedures for Sunday services, i.e. masking being required for everyone, including those on the chancel. They do not recommend suspending in-person services at this time. They want to continue to monitor the situation and make a week-by-week determination for Sunday services, and are depending on Era to guide UUCSR about Covid policies for the children.

The consensus was that the decision-making has to be weekly, rather than have certain benchmarks.

Joe C would like to attend the HAT meetings going forward.

**VOTING ITEM:** Rev. Julie, Era, and Kate have the authority, based on the recommendations and advice from the Health Advisory Team, to make decisions on access to the building and services.

**Vote: The motion passed unanimously.**

**Glaser Center Committee:** Joe Como and John Jaffray

The Glaser Center (GC) Committee would like to make a change in its Charter, to give Kate, the rental coordinator (RC), the authority to negotiate and sign rental contracts for use of space in the Glaser Center. Our Bylaws say that the Board has to do all of that.

**VOTING ITEM:** A motion was made to accept the following changes to the Glaser Center Committee charter: Remove the "*Financial Stewardship Team*". Change to "*Supervising the RC in negotiating and signing of contracts with Glaser Center users, which the Board of Trustees has delegated to the RC, as provided in Section 3 of the Bylaws of the Unitarian Universalist Congregation, Santa Rosa.*"

**Vote: Passed with 9 voting in favor and 1 abstaining.**

#### Building Security:

Historically, we've had a policy of supporting self-help groups (e.g. AA. We don't really "rent" those rooms but ask for a donation. Going forward we'll probably need to have more control over comings and goings, and keys. Security of the building has always been a problem. Of particular concern is the lack of control over keys to the building.

John Jaffray had recruited volunteers in the past to come and sit in the foyer, usually between 5:00-7:30 pm, with the idea that there would be some control over who entered the building. There was really no way for the groups themselves to monitor for unauthorized people entering the building. Volunteers who were closing up were hit and miss at locking all of the exterior doors and turning out the lights. John feels that there should be staff there and the groups should be charged enough to cover having a staff person. If we're going to have staff, we'll have to charge money. In addition, there are UUCSR groups that use the building at night (e.g., the Choir and the Board), and we need to include them as well in thinking through security.

Several ideas were brought up: Kate could work 12-8 on Tuesdays and Thursdays. We could hire a part-time evening sexton. Each group would pay \$25/week (\$100/month), which would probably pay for an evening close-up sexton.

**Board Decision:** The Board charged the GC Committee and the Ops Team with developing recommendations for the Board re: evening security, and how to pay for it.

Rev. Julie encouraged that we look at how policies interact with white supremacy culture and security. She'd also encourage looking at whether we want to spend money on ways to keep people out or ways to bring more people in, like more music.

**Status of Live-Streaming Services** - Rev. Julie

We don't have good enough equipment to get to good quality live-streaming, but we do have funding to get it. We may need to make changes to the sanctuary to allow for people to be running cameras, Zoom, and sound.

We also need more volunteers to run everything. There will be an announcement from the pulpit and a Constant Contact message.

Michael Bingham has agreed to be the informal chairperson of the Tech Team. They'll meet every week until the major issues are sorted out.

They will set up a dedicated Zoom link for Sunday services going forward.

**Final questions and review of action items**

We need to carry over uncompleted items on the agenda. Keep items on the agenda until they are finished.

The gift policy needs to be finalized.

**Closing words: Rev. Julie**

**Adjourned:** 9:02

**Open session, continuation:** Rev. Julie's housing allowance is \$4550/month. This is an accounting matter that doesn't change her overall compensation. The Board is legally required to approve the amount in an open session.

**Voting Item:** The minister's housing allowance will be \$4550/month.

**Vote:** Passed unanimously.

***Next board meeting: Thursday, September 16, 2021 6:30 pm***

*Minutes respectfully submitted by Susan Thollaug, Recording Secretary*