

UUCSR Board of Trustees Meeting

September 16, 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), Susan Thollaug (Recording Secretary), Veronica Jordan and Gretchen Vap (Health Advisory Team)

Meeting called to order: 6:36 PM

Chalice Lighting, Opening Words, Land Acknowledgment, and Covenant: Paula Hammett, Leslie Norinsky, and Natalie Brundred

Meeting Minutes for August 2021: Not yet completed.

Agenda review:

The agenda was accepted as written.

The Board's antiracist work was set aside while the Board focused on personnel issues late last spring. When asked if the Board would like to resume, it was suggested an evaluation be done first. Last year, the Board worked with the UUA's book Widening The Circle of Concern. The Board agreed to take it up at next month's meeting, starting with an evaluation of the antiracist efforts of the Board so far.

Open Mic:

Natalie noted that the UUA is offering a free leadership program online in October, November, and December. Natalie will advise the Nominating Committee, and a notice will go in the October Newsletter.

Minister's Report — Rev. Julie Brock

It was noted that the existing sub-group dealing with communications could include the under-utilization of Realm in their work.

Congregational Director's Report

The new protocol for counting money seems to be working well. Bookkeeper Judy Ponts would like to sign on for permanent employment with UUCSR.

Joe noted that there is a policy for weddings, memorial services, etc., in the Glaser Center documents. He'll send them to Rev. Julie.

Director of Religious Education Report — Era Capone

RE's main focuses are safety and connection. RE is mostly focusing on the social-emotional development of our kids, getting them to be comfortable with one another and to get off the computer screen. Connections are happening within the RE group and with Marin, Petaluma, and Napa.

Jen Freese will be the volunteer leader for the youth group. Only vaccinated adults are allowed to be with the kids.

Treasurer's Report — Jane DeYoung

Gift Acceptance Policy

The Board decided to have all comments on the proposed Gift Acceptance Policy sent to Mike McGirr, FinCom chair, by September 23, and ask FinCom to return its final version for the Board's October packet.

Board members agreed that it will be necessary to set up a more efficient process for developing and reviewing all policy documents.

Employee Retention Credit:

FinCom has reviewed this and recommends we apply for Employee Retention Credits, due to "A full or partial suspension of the operation of our business because of governmental orders limiting...group meetings due to Covid-19." Kirsten Olney has volunteered to fill out the paperwork. She has already filed applications for three other non-profits.

Voting Item: Kirsten Olney be asked to apply for Employee Retention Credits for UUCSR.

Vote: Passed unanimously.

Transfer of Emergency Fund earnings

FinCom will likely move earnings from the Emergency Fund to the Operations Fund later this calendar year, which is authorized in the FinCom Handbook. No earnings have been moved out of the fund for a few years and there's currently about \$10k available. These funds will be unrestricted. Jane suggested that the Board at some point consider changing the Emergency Fund to a "Contingency Fund," with more flexibility.

UUCSR'S 3 INVESTMENT FUNDS

| FUND | DESCRIPTION | USE & RESPONSIBILITY | NOTES | APPROX BALANCE SEPT 2021 |
|------------------------|---|---|--|--------------------------|
| Emergency Fund | Established for very narrowly defined emergencies. The pandemic didn't qualify. This fund has never been used for an emergency. | Tightly restricted Finance Committee | The fund was established with about \$74k. Earnings from this fund can be transferred out as unrestricted funds to the Operations Fund, at the discretion of the Finance Committee, per FinCom's charter. The initial investment amount cannot be used except in a dire emergency that meets the criteria specified when the fund was established. | \$85K |
| Operations Fund | A "clearing house" for gifts of stock and transfers of income from Emergency Fund investments. | Unrestricted Finance Committee | The money in this account is liquid and available to be transferred to UUCSR's main checking account when needed. The money in the Operations Fund earns a bit of income. | \$50K |
| Endowment Fund | Receives gifts from congregants, especially legacy bequests. | Restricted Endowment Committee | Every fiscal year, the Endowment Fund is allowed a 5% distribution (transfer of money out of the fund), provided the annual return on investment exceeds 5% at the end of the previous calendar year. The distribution can be used only for purposes pre-approved by the Congregation. | Approx \$335k |

Minister is Head of All Staff Policy – Voting Item - Natalie, Rev. Julie
 UUCSR does not currently have a policy stating that the Minister is head of all staff, which is fairly standard throughout UUA congregations. Rev. Julie's contract does contain language that designates her as the head of staff.

A human resources committee, an organizational chart, and other personnel policies are also needed to check and balance the authority of the Minister.

Vote: The motion to approve the following policy was passed unanimously.

Minister is Head of All Staff Policy

The Minister is Head-of-Staff and therefore supervises staff. The Minister works with the Chair of the Human Resources Committee to ensure appropriate staffing practices are followed, including clear job descriptions, timely enrollment of eligible staff in offered benefit plans, annual compensation reviews, staff evaluations, and a dispute resolution process. The Minister, in consultation with the Board and in accordance with the budget and policies of UUCSR, has authority to hire, discharge, change the compensation or job description of Congregational staff, or implement other major personnel related changes.

Approval of Executive Committee Charter - Voting Item — Natalie

The Executive Committee (ExCom) would be a small group that can more easily meet to address what comes up between Board meetings, especially time sensitive and emerging issues. The group will work by consensus. ExCom is NOT empowered to make binding decisions. Its purpose is to support the work of the Board.

The highest levels of leadership of the Congregation can prepare an issue before it comes to the Board, and can triage, deciding what issues are not ready yet, and which need an immediate response. ExCom will be able to send items to another committee or individual when appropriate, pre-screen proposals from congregants, and address some staff issues.

ExCom can also be a sounding board for the President, to bounce ideas and possible solutions off of.

Vote: The motion to create an Executive Committee and approve their charter passed: 9 in favor, 1 abstention.

Executive Committee of Board of Trustees, UUCSR

The Executive Committee of the Board conducts the current and ordinary business of the congregation between meetings of the Board of Trustees or in urgent and crisis circumstances.

Congregations often have unexpected issues that arise between board meetings that need immediate attention. The Executive Committee facilitates decision making between board meetings or in situations where the entire board has delegated tasks to the Executive Committee. The Executive Committee may also vet strategic plans, discuss new strategies, and address difficult decisions which await resolution. Members of the Board or Congregation may be invited to provide information needed to facilitate decisions.

The Executive Committee serves as a sounding board for the Board President, and assists in setting Board priorities and agendas as needed. Decisions made by the Executive Committee will be reported to the Board at the next Board meeting. The Executive Committee may not make any decisions that could properly wait for a Board resolution.

The Executive Committee may NOT amend Bylaws, elect or remove board members, hire or fire staff, approve or change the budget, or make major structural decisions (such as adding or eliminating programs).

Membership includes the Board President, Vice President, Treasurer, Congregational Administrator (ex officio) and Minister (ex officio). Decisions will be made by consensus of the whole committee.

Health Matters Policies - Gretchen Vap, Veronica Jordan, and Susan Thollaug, representing the Health Advisory Team (HAT)
HAT proposed a mandatory vaccination policy covering staff, congregants, and visitors to the Glaser Center.

How test results will be stored and how confidentiality will be protected have to be worked out in the office.

The Board requests that HAT recommend that we require our employees to wear N95 or KN95 masks.

For staff, UUCSR will pay for tests and give time off to get a test.

HAT feels that having people register online, in advance, including guests, before entering the building would be a huge and heavy lift for an organization of our size. The HAT policy states that vaccination is a requirement to enter the building, and people can be asked to show proof of vaccination. We will have signs up saying that we require vaccination to enter and that we reserve the right to ask for proof of vaccination or a negative test within 72 hours.

Some groups of people will be specifically asked if they've been vaccinated, including everyone who will be on the chancel, people who work with RE, and the greeters and ushers. We need to think through how to make the implementation equitable across the board.

Planning for implementation of this policy can be delegated to ExCom.

Rev. Julie has already spoken with every staff member about this policy and all are ready to comply by showing proof of vaccination or twice-weekly testing results.

HAT members will participate in the upcoming Sunday service to let people know about the vaccine requirement. The policy itself will be sent out via Constant Contact after that.

Vaccination Policy

Whereas, we are in a global public health emergency due to COVID-19, and

Whereas, we want all our congregants, employees, and visitors to be safe, and

Whereas, we believe in the interconnected web of being and that what we do as individuals affects our entire community, and

Whereas, in addition to worship services, we host a number of community meetings, events, and services, therefore,

UUCSR requires a COVID-19 vaccination for persons 12 years of age and older before entering the interior spaces at 545 and 547

Mendocino Avenue. Persons complying with this provision must be able to show evidence of a COVID-19 vaccination upon request.

In lieu of proof of COVID-19 vaccination, said persons must have had a negative COVID-19 test in the 72 hours prior to building entry, and must be able to show evidence of the negative COVID-19 test upon request.

In addition to the above, employees must provide proof of vaccination prior to their first day of work or by September 24, 2021. In lieu of COVID-19 vaccination, employees must submit evidence of twice weekly COVID-19 testing to their supervisor.

Vote: The Vaccination Policy was approved unanimously.

Rev. Julie reported that a policy passed by the Board at its August 2021 meeting is not workable or necessary, given that the Minister has authority to make decisions about access to the building and services. That policy stated: "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."

A motion was made to rescind the August 2021 Health Matters policy.

Vote: The motion passed unanimously.

Need for and recruitment of a Human Resources Committee — Natalie and Leslie

Leslie has taken on being temporary head of a new committee. Leslie, Rev. Julie, and ExCom have been looking for appropriate people to serve on the committee.

The HR Committee will update the Personnel Handbook and be responsible for looking at benefits packages, create flow charts for hiring, and have some oversight. The group will start by updating the Personnel Handbook, last updated in 2014. The UUA will provide support to the team, who will learn as they go.

Erin Howseman and Lucia Milburn have agreed to join.

Vote: The slate was approved unanimously.

Finish any incomplete Retreat work — Natalie

The Board has created five goals, but needs to align them and plan implementation so the work can begin. They opted to finish the Board Goals at the next regular Board meeting.

A New Process for Developing Policies

It was suggested that the Board charge ExCom with receiving proposed policies at least two weeks before a given Board meeting. ExCom will then distribute the policies to the Board and do prep work to help streamline the Board's discussion.

Vote: The Board concurred with the suggestion, with one abstention.

Pros and Grows

Have a "consent agenda" for Board meetings, to expedite decision-making. Then oral reports can be eliminated. Everyone will need to commit to reading the written ones before the meeting.

Unresolved Issues to Carry Over to Next Month's Meeting

1. Antiracism discussions at monthly Board meetings
2. FinCom's final Gift Policy for approval
3. HAT charter & members
4. Finish fleshing out goals

Closing Words - Rev. Julie

Meeting Adjourned: 9:39 PM

Executive Session

Next Board meeting: Thursday, October 21, 2021 6:30 pm

Minutes respectfully submitted by Susan Thollaug, Recording Secretary