

UUCSR Board of Trustees Meeting

November 18, 2021 6:30 pm *(via Zoom)*

MINUTES

Voting Members Present: Natalie Brundred (President), Leslie Norinsky (Vice President), Cathie Wiese (Corporate Secretary), Joe Como, John Mason, Paula Hammett, Tamara Murrell, Scott Miller, Mike McGirr

Non-Board Members Present:

Rev. Julie Brock (Minister), Linda Balabanian (Interim Treasurer), Susan Thollaug (Recording Secretary), John Jaffray, Kristen Olney, Kitty Wells

Meeting called to order: 6:38 PM

Chalice Lighting, Opening Words, Land Acknowledgment, and Covenant

Minutes: The October 2021 minutes were approved as submitted.

Agenda review: The agenda was accepted as written.

Consent Agenda:

- Official approval of Linda Balabanian as Treasurer and Jane DeYoung as Co-Treasurer
- Approval of Jane DeYoung on the Finance Committee
- Approval of temporary benefits policy for new hires
- Approval of HR Committee chair to sign insurance contracts
- Minister's report (except for hiring process)
- RE report
- Treasurer's report
- Glaser Center report
- Nighttime Security Report

VOTE: The Consent Agenda was approved unanimously.

Open Mic:

- Kirsten Olney asked where to find the Board minutes on the UUCSR website. The website hasn't been tended for a while, and that it will be addressed under Board Goal 3.
- To bid Peter Wilson goodbye, there will be a cake and party after the November 28th service. Cathie will prepare a card from the Board.
- John Jaffray notified the Board that there has been a problem with the burglar alarm for a couple of weeks. Once it's handled, we'll have a burglar alarm that can be set remotely, and allow communication with the monitoring company.
- Rev. Julie is consulting with the Ops Team about what the Sexton job description should include.
- Mike McGirr, Finance Committee Chair, noted that it's not clear how an unanticipated cost should be approved. We don't have a list of designated people to contact when issues arise. We need clarity about who's responsible, and we need to communicate that.

Board Goal Reports

Board Goal 1: Create an effective governance structure.

- a. Ensure clear lines of decision-making and authority.
- b. Enact accountability systems.
- c. Review the Bylaws to identify areas to be addressed.

Goal 1 Team: John, Joe, Tamara, Natalie.

The team has created a spreadsheet of different aspects of all committees, groups, and teams in the Congregation. Natalie will provide the policies and procedures she has to the group and to the new administrator. Tamara is researching other congregations' websites. Once data collection is complete, the team will develop recommendations for clear lines of decision-making, authority, and accountability. In addition, they will do the groundwork, but won't tackle updating the Bylaws until next year.

Board Goal 2: Support congregational efforts to heal and re-covenant.

Goal 2 Team: All Board Members.

The healing circles are finished. About 100 people signed up and Rev. Julie estimated that over 90 attended. On the whole, they have been really helpful. In February, COSM will start work on a Congregational "re-covenanting" process.

There will be a Community Conversation this Sunday. The focus will be on learning what you need so the focus of the Congregation can move to the future of UUCSR. If there are detailed questions, John Mason is willing to sit with individuals to answer them.

Board Goal 3: Evaluate and improve our systems of communication.

Goal 3 Team: Paula H, Tamara M, Mike M.

The team chose to initially focus on the three areas below.

- 1) *Newsletter & announcements.* UUCSR has changed over to a weekly newsletter that includes announcements. The format is evolving. Once a month we might want to put together our traditional monthly newsletter, but otherwise, we'll keep it short, sweet, and informative for the Congregation.

The Realm and Constant Contact databases are now linked, so they won't have to be updated separately. Early next year, the membership rolls will be updated.

- 2) *Calendar and events.* The team expects that we'll need to do a broader evaluation of the online calendar once a new administrator is on board. However, right now we can communicate with the Congregation to let them know that there *is* a master calendar, who's in charge of it, where to find it, why it's important for groups to get on it, and how they can do that. We need to post a daily or weekly calendar somewhere near the front door of the Glaser Center so people can easily find their meeting or event.

- 3) *Website.* There are ongoing and numerous complaints about our website. The UUA has an easy and flexible WordPress template that we could use in the interim, until we undertake a larger effort and "re-brand". Using the UUA's template would allow us to focus on content.

It's especially important that we post more images of the kids, a picture and introduction for our minister, and make it easier for parents, visitors, and long-time members to get information they need from the website. It doesn't need to be a repository for all UUCSR documents.

The Goal 3 team won't recommend closing the Focus List until something else can replace its function. They are researching what's available.

Mike McGirr reported that UUCSR has received a \$1000 grant from the Pacific Western Region for "outreach technology," which could be used to support live-streaming, the website, or other outreach.

A lot of information in Realm is out-of-date from when there are changes in committee leadership or membership. The new administrator will need to let everyone know that information needs updating and how to do it.

Board Goal 4: Support the Mission and Vision of UUCSR by reinvigorating our programs and justice work.

Goal 4 Team: Leslie and Cathie.

The team will form a working group to find out what UUCSR's groups and programs dedicated to social justice are doing and planning. A lot of our social justice work is ongoing.

Team 4 wants to ask the Congregation "what have you missed?" The team is putting the "Fun Task Force" idea on hold until after we've gotten through the immediate healing process.

The Sustaining Pledge Team (SPT) has been discussing *What is stewardship?*, and wants to broaden our definition to "taking care of something," "being a steward of something." The SPT is planning to invite 15-20 top leaders of major groups and committees to a "leadership summit" to brainstorm around making stewardship the theme for next year, as we re-covenant and build a future for our community. Part of this will be around pledging, including a "re-commitment campaign" in the spring.

Board Goal 5: Wherever possible, utilize the resources of the UUA in accomplishing these goals.

Goal 5 Team: All Board Members

Natalie reminded people to go to Leader Lab on the UUA website to find lots of online resources. Most are free, but UUCSR can pay for a class if necessary. Also, Board members are encouraged to sign up for group classes if interested and recruit others.

Town Hall - Dates and Planning Group - Natalie

We will hold the Town Hall meeting on Sunday, December 12, from 12:15 - 2:15, after the regularly scheduled service. This is not a time for a Board-to-membership presentation; it's for membership-to-membership and membership-to-Board conversation. This is also our first real opportunity to talk about where we're heading. Scott Miller and Cathie Wiese will assist Natalie with planning the meeting.

Next year's Congregational Meeting dates have been set: January 30, 2022, and June 5, 2022.

Update on status of Open Staff Positions

Music Director position - Rev. Julie

Hiring a Music Director is one of the best returns on investment available to a congregation. At present, Roger Corman, Sally Jones, and Rev. Julie are pulling together all of the music. It's a herculean effort, and not sustainable. What's needed is someone to take on the entire music ministry, including directing the choir.

A half-time Music Director would cost \$30k/year. Hiring a Music Director in the middle of this year won't be a problem in terms of the current budget because the Choir Director position has been unfilled. However, there will be implications for next year's budget.

Treasurer Linda Balabanian advised that the Board evaluate this decision in the context of the Congregation's overall fiscal situation. Hiring a Music Director could mean cutting other expenditures in the 2022/2023 budget.

Points that were raised: Music is of central importance in our services. The Music Coordinators are burned out. New people are visiting the Congregation and we need to have high quality music to engage them. An important way to see hiring a Music Director is that the expected return on investment would cover the cost.

Motion: That the Board change the Choir Director position to a Music Director position, with the understanding that additional funds will need to be raised to support it.

Vote: unanimous approval.

Motion: That the Board approve opening the Music Director position.

Vote: unanimous approval.

Approval of the Hiring Process/Procedure

Rev. Julie, as Head of Staff, asked the Board for clarification about when in the hiring process the Board needs to weigh in, or be informed.

UUCSR hiring procedures have to be in conformance with the Bylaws, and include that the Board itself is allowed to hire staff. All agreed that consultation between the Minister and Board regarding the need to hire staff is a basic expectation.

Three important positions have to be hired now: Administrator, Music Director and Sexton. Rev. Julie requested the Board's approval to move

ahead. The Board had already authorized Rev. Julie, working with the HR committee, to hire an Administrator and a Music Director.

Motion: That the Board authorize the Minister to hire a Sexton.

Vote: The vote carried, with 8 in favor and 1 abstention.

The Board further agreed that, for a given position, the Minister has the authority to hire the top candidate without the review of the Board. Joe Como, Rev. Julie, and Leslie Norinsky (HR Committee Chair) were charged with revising the draft hiring process to send back to the Board for approval.

Anti-Racism Focus in Board Meetings

We want to lift up the voices that struggle to be heard. Leslie has developed three questions to ask of Board decisions, whether in the Consent Agenda or when a motion is made, during the discussion period.

- a. Who is this benefitting and who is being left behind?
- b. What are the unintended consequences of this decision?
- c. What are the unintended consequences for any marginalized groups of people?

Board Member Turnover Next Year

Four Board members will complete their terms in June: Cathie Wiese, Joe Como, Paula Hammett, and Natalie Brundred. It has proven useful in the past for Board members to suggest potential candidates to the Nominating Committee for their follow-up, and that was done again this year.

Closing Words

Meeting Adjourned: 9:36 PM

Executive Session

Town Hall: Sunday December 12, 2021, 12:15 PM, in person & via Zoom

Next Board Meeting: Thursday, December 16, 2021, 6:30 PM, via Zoom

Respectfully submitted by Susan Thollaug, Recording Secretary