



Board of Trustees  
**Minutes**  
November 18, 2020  
Online Meeting

**Board Members Present:** K Redford, President; Teresa Jordan, Secretary; Rachel Lasiewicz, Treasurer; John Redemske, Member-At-Large; Rev. Katie Kandarian-Morris, Minister

**Vistor(s):** Nancy Burpee, Sheryl Guy, Elizabeth Long, Tim Miller, Sara Sautter

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**4:04 Meeting Called to Order** by K Redford (KR). KR welcomed recently appointed Vice-President Terri Reheman (TR). Opening words were read by John Redemske (JR). Chalice was lit by Rev. Katie (KMM). Teresa Jordan (TJ) read the Board Covenant. Process Observation Form was reviewed, and KKM reminded Board members of our responsibility and authority to call to the Board's attention if there is deviation.

**4:08 Check-In** was completed by all present.

**4:11 Consent Agenda** included October 2020 Board Meeting Minutes; Membership Report; and Faith Formation Report. Items were accepted by consent.

**4:12 Public Comment** None.

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### **Business Agenda**

**4:13 Minister's Report** KKM highlighted the following points from her written report:

- Office is using a Google chart to schedule building access during the pandemic.
- Even though lockbox code was changed, some congregational members are entering Bowman Hall and Sanctuary without scheduling, which suggests a number of people may have copies of the key.
- Due to COVID concerns, Christmas Eve Processional will be stay-in-cars and wave.

**4:20 Treasurer's Report** Rachel Lasiewicz (RL) highlighted these points:

- FY2020 Year-End Report was sent to Board members today. Thanks to Finance Committee.
  - **Finance Committee is applying** for and should receive forgiveness on federal Payroll Protection Program (PPP).
  - Pledges are down. Finance Chair has collected from one lapsed pledge unit and is expecting payment from another, so November's pledges should be on budget.
  - Water bill is still running high. **Treasurer and Finance Committee will watch this.**
  - Committees are over budget due to a one-time Board Retreat expense.
  - Vallicito property needs to be listed for sale. **KR will meet to sign listing agent contract.** Discussion on how to use proceeds of sale: TJ reminded the Board that the donors' expressed intention was that it be used as seed money for a building capital campaign.
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**4:30 BREAK** None

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**4:31 Copyright Policy - JR moved to accept draft policy as written:**

#### **B-10 INTELLECTUAL PROPERTY**

The Board of Trustees agrees with the [UUA counsel](#) statement:

*Copyright raises legal and moral questions for all of us to wrestle with.  
The people who create the words and music we use in our worship have  
a right to be fairly compensated for their use. Following the copyright*

*rules is a matter of respecting and honoring the inherent worth and dignity of the people whose creativity we benefit from, and in some cases of doing our part to ensure that they can keep a roof over their heads and food on their table.*

In accordance, the Church will adhere to all copyright regulations by making good faith efforts to interpret, understand, and follow those requirements as they apply to our worship services and campus activities. **Staff will develop and maintain written procedures** to guide those good faith efforts in copyright compliance.

#### **B-10.1 (E) UUFD Copyright Compliance Procedure Manual**

SPACE RESERVED FOR MANUAL INSERTION HERE

***Motion Seconded. Motion carried.***

#### **4:34 Healthy Congregation Background.**

The Healthy Congregation Committee Charter approved by the Board on September 24, 2019, was included in the weekend pre-read materials. On November 16, KR forwarded additional materials including a November 12 email from Elizabeth Long, a proposal for Healthy Congregation Committee, and a Board-developed list of potential committee members. Long provided additional background and answered questions, which revealed:

- UUA, not Pacific Western Region (PWR), is handling oversight of Healthy Congregations.
- Board personnel changes and pandemic interfered with establishing the committee.
- Specific procedures to resolve conflicts need to be determined.
- Work of the committee may involve developing a congregational behavioral covenant and providing trainings.
- Board needs to review list and consider who else to invite to serve on the committee.
- Even though the charter calls for the Board to populate the committee, one Board member questioned if that should be the job of the Chair instead of the Board.

Next step: Board will reach out to our UUA Pacific Western Region (PWR) contact for guidance. **TR volunteered to follow-up with our PWR Congregational Contact Sara Gibb Millspaugh.**

#### **4:58 RL left meeting.**

#### **5:01 Mission Statement Background**

Pre-read documents provided background on writing mission statements and summarized some of the work the Board undertook during the fall of 2018 and winter of 2019 including Board Deep Chair discussion(s), Leadership Council's phrasings draft, and a whole congregation worship service activity. Other priorities stopped the Board's mission writing work before it was concluded. President Tom Miller provided context and answered questions about work the Board has already done. Discussion raised questions about:

- Difference among UU Principles, vision, mission, and covenant. UU Principles would inform any vision statement. Mission statement is aspirational. KMM shared Oakland UU examples.
- Sequence of writing mission and vision statements. Perhaps congregational conversations about mission will raise up ideas for vision statement, too. **JR will research examples of vision statements to share with the Board.**
- **KR will forward the mission statement input collected from Leadership Council and the word cloud developed from the worship service activity.**
- How to include input from new members? Does COVID change the mission statement?
- Use post-worship time for appreciative inquiry activities with the congregation to name mission ideas.

**Board will keep mission statement item on its agenda and consider next steps.**

### **5:32 Faith Formation Exercise**

Interim Faith Formation Director Sara Sautter led the Board through an exercise to hold up the importance of systems in promoting healthy congregational growth. Periodic review and evaluation of systems is essential to maintain clarity for decision making within the congregation and the Board. The Board recognized the need for better communication and education about the UUFD Governance/Ministry Model and how decisions are made. **Hiring an outside consultant could help and identify the top three areas where RACI charts are needed.**

### **6:05 Process Observation**

Board spent a long time on Healthy Congregations. Maybe we need to move BREAK time later into the Business section of the agenda. Delays and guests' input add complexity to the meetings, which is difficult to deal with on Zoom.

### **6:07 Next Meeting Assignments**

Opening Words KMM; Covenant JR; Observation TR; Closing Words KMM

**6:08 Closing words** were read and chalice was extinguished by KKM.

### **6:10 Adjourned**

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#### **Next Board Meetings**

Board Meeting – Wednesday, December 16, 4:00-5:30pm

Deep Chair – Tuesday, December 22, 4:00-5:00pm

#### **2021 Board Meetings**

**Pending approval from RL**, Board Meetings will be 4:00-5:30pm on the 4th Tuesday of each month, except in January and May when meetings will be 4:00-5:30pm on the 3rd Tuesday. Deep Chair Sessions will be at 4:00-5:00pm on the 3rd Tuesday of each month, except in January and May when sessions will be 4:00-5:00pm on the 2nd Tuesday.

Note: ***Formal motions appear in bold, italic font. Items requiring follow-up appear in red font.***

Respectfully submitted by Teresa Jordan, Board of Trustees Secretary

Date approved by the Board of Trustees: December 16, 2020