

UUSS BOARD OF TRUSTEES MEETING
February 22, 2018 7:00 - 9:30pm
MINUTES
DRAFT

Present: Kathy Bernard, Carl Crain, Denis Edgren, Gordon Gerwig, Annika Lawson, Roger Olson, Margaret Wilcox

Staff Present: Roger Jones, Lucy Bunch

Excused Absence: Victoria Owens, Carl Gardner, Sally White

Meeting convened at 7 p.m. by President Margaret Wilcox.

Guests: Janet Lopes, Stewardship Committee; Sybil Lawson.

Chalice Lighting and Centering: Denis

Consent Agenda: January minutes approved without comment.

Stewardship Committee, Janet Lopes

- Theme: Powering our Commitment to Love, Justice, and Healing. Pledge goal: \$550K (Current plus 5% = \$525K, New Members = \$12K, then round up).
- Kick-off Sunday, February 25th: Video, cake, and pledge table letters.
- Asked for other goals - need from the BOT.
- Pledge forms for the BOT were distributed.
- Janet thanked Gordon for remembering to include the average pledge.

Governance & Leadership Discussion: Carl Crain

- Carl discussed the RACI concept as presented at Board Development Day.

RACI is an acronym that stands for responsible, accountable, consulted and informed. A RACI chart is a matrix of all the activities or decision making authorities undertaken in an organization set against all the people or roles.

It is especially useful in clarifying roles and responsibilities in cross-functional/departmental projects and processes.

Treasurer's Report: Gordon Gerwig

- No monthly report as January 2018 financials were not received.
- Have received budget requests from APMT, Program Council, and staff salary recommendations from Denis.
- Will have a preliminary budget by the March 14th Finance Committee meeting.

Long Range Planning: Margaret Wilcox

- The Force for the Future team will meet this Sunday to revise the draft Strategic Plan goals and objectives, based on input from the listening sessions. Goal #3 (Live out our commitment to justice, equity and compassion) is being reviewed by several Beloved Conversations members. We expect to begin sharing the proposed Strategic Plan with the congregation in early March. At our May Congregational Meeting, the congregation will vote on the plan.

Review of Constitution and Bylaws: Denis and Roger.

An updated draft of the UUSS Constitution will be made available to BOT members.

Committee Substantive Issues:

- Program Council: Next year's budget submitted to the Finance Committee.
- APMT: Roger O.
 - Moved, seconded, and approved to spend \$29,000 to install the "first row" lights in the parking lot. Funds to come equally from the Building Fund and the Capital Outlay Fund.
 - AMPT has looked into renting our facility as a wedding venue.
- FRST

Kathy reports that Bobbi Kiell made essentially the same presentation to FRST that Janet gave to the Board.

- Stewardship: (provided earlier with Janet Lope's visit)

Minister Reports:

- Roger: All BOT members received via email.
- Lucy: All BOT members received via email

Board Business:

- UUSS Chalice Lighter Ambassador
- UUA Regional Assembly - 4/27 - 29, Portland, OR
 - Margaret, Kathy, and Lucy are going. Kathy will attend the Business Meeting.
 - Scholarships: There is \$150 available from the Board.
- Board members discussed the need for a Congregation Safety Policy. Roger distributed an overview of a UUA document, The Safe Congregations Handbook. Margaret and Denis agreed to work on drafting a policy for UUSS.
- Reminder of Dates:
 - i. Congregational Meetings -5/20/18, 10/21/18
 - ii. UUA Regional Assembly - 4/27-29/18, Portland, OR
 - iii. UUA General Assembly - 6/20-24/18, Kansas City, MO
- b. Next meetings
 - i. Executive Committee - 03/12 at 5:45
 - ii. Board Meeting - 03/23 at 7:00 pm

- iii. Opening/Closing - Sally White
- Soup Sundays: Apr 22 Carl Crain; May 20 Roger Olson. Board agreed to cancel March 18th date as Auction tickets will be sold that day

Closing: Denis

Senior Minister's Report -- Board of Trustees Meeting – February 22, 2018

Staff and Committee/Activity Group Support

Since the January meeting I have met or conferred with: Stewardship Committee, Religious Services Committee, Board of Trustees, the Board's Executive Ctte and its President, Program Council and its Chair, Force for the Future Strategic Planning Team, Fund Raising Strategy Team, the 150th Anniversary Gifts chairperson (Tina Stidman), the 150th Anniversary Celebrations task force, weekly with the Assistant Minister (plus meetings with her and the Music Director), RE Coordinator, and our Minister Emeritus (on strategic planning and other topics). To stay in touch in a pastoral way and to celebrate our many opportunities to "come together..." I do a Ministerial Message a few weeks each month using Constant Contact. OUTREACH: *I am on two boards, the finance committee, and the annual donations campaign for the YMCA. *After church Feb. 25 I'll be interviewed by a few religion students from Christian Brothers High School.

Child, Youth, and Adult Religious Education Programs and Spiritual Deepening

Adult Enrichment Committee members staff a full Connections Table after church on Sundays and have many fliers of upcoming workshops and courses; some current ones are very full, others are smaller. My classmate Rev. David Scheuneman will be here Saturday, March 10, to lead a Soul Work meditation and discernment workshop; his third yearly visit.

This month I led a discussion with 15 people of *Centering: Navigating Race, Power and Authority in UU Ministry*, a UUA Common Read. They engaged deeply with it.

Lucy and I are Lucy and I are chaplains in support of our volunteer facilitators for the Beloved Conversations anti-racism course, with about 16 participants from UUSS and Davis. Thanks to Lucy to recruiting our facilitators and participants and arranging the schedule.

I co-lead one of the semi-monthly Spiritual Deepening Circles with Nancy Oprsal.

Thanks to Lucy and the Worship Associates and Miranda Massa's support, our All Ages services have been well attended by families with kids. Parents of junior and senior high youth meet two Sunday mornings a month before church to discuss joys and challenges of life; they are growing in number and liveliness.

Miranda and I have looked at a large list of youth who would be eligible for the Coming of Age program for next year; it takes place 10 times during the year, sometimes with me as a co-leader, sometimes in support of leaders. *I've talked with Davis church about co-sponsoring Chalice Camp for a week this July; we have not offered this UU day camp for five years.

UUSS will be the host for the Religious Educators' Pot of Gold conference Sept. 29.

Stewardship, Fundraising and Fun-Raising

I've worked with our amazing stewardship team on materials and procedures for this year's pledge drive. I hope you enjoy the video message from Susan Frederick-Gray at this meeting. It will be shown on kickoff Sunday. Testimonials include newer members and a child.

Many new and longtime members and non-UU friends of members enjoyed the "Love Is All You Need" dance, with music by No Divas; the band includes UUSS members Karen Gunderson and Nancy Flagg. Thanks to them and to Meg Burnett and her team of volunteers. I had a good time and was able to make pastoral connections with several people. We netted \$378.

The Anniversary Gifts appeal is dormant until after the Jubilee Auction; we have raised about \$110,000 of the \$200,000 goal. Thanks to Tina Stidman for leading this appeal. You can see after your meeting that the new LED parking lot lights are now up and operating.

I look forward to the auction and dinner on April 14.

Budgetary Priorities

The team-work, productivity and grace of our staff members is at an all-time high in my 10 years here—and the morale seems much better than my study of the archives would indicate for UUSS in the 1980s and 90s. Hence, after conferring with Rev. Lucy about her direct reports, I am sending your Executive Committee a proposal for wage adjustments for hourly staff members and will be talking further about moving Lucy's compensation closer to the midpoint of the Assistant Minister range on the UUA Guidelines, and hence closer to the minimum for the Associate Minister salary range. Denis and Gordon have the recent UUA wage and salary guidelines.

Denominational Outreach

The Pacific Central District's board offered \$500 grants to congregations toward expenses related to attending Regional Assembly in Portland in April. I asked for it and we'll receive it. The Board Development Day was a great use of our time and a great way to show off UUSS to other UU churches. Thanks for the support and attendance. The materials will be useful for us.

The Rev. Dr. Susan Ritchie comes from Ohio for the 150th Anniversary lecture and sermon on Sunday, March 4; lunch provided by the Greeters and Coffee Crew, thanks to Judy Lane.

I will revise and resubmit our request for a Chalice Lighter Grant from the Pacific Central District for our patio cover structure; the PCD Board selected another recipient in the fall round.

On Sunday, April 15, the Rev. Dr. Gretchen Woods will be here to speak about the concept and practice of covenant in our tradition. She has worked with Doug Kraft and me to develop a covenant between settled minister and emeritus minister and will be available on that Sunday to explain this special status and relationship to the congregation.

We will host a Unitarian Communion at 5:00 p.m. Sunday, April 22, with this year's visiting minister from Transylvania, Rev. Emese Bodor; she preached here October 1.

I teach a Monday morning class on church administration at Starr King School for the Ministry, our UU seminary in Berkeley, through April 30, with 14 students; often we have guest presenters—either area ministers or staff from the UUA via the internet. I've invited the intern from the Davis church this year (a Boston University seminary graduate) to sit in as she can.

I am also a clergy liaison from the local UU Ministers Association chapter to UU ministry students at Pacific School of Religion, where I got my D. Min. last May.

The newly called minister of the UU Fellowship in Reno has asked me to be her official mentor while she goes through three years of "preliminary fellowship" with the UUA.

Continuing Education

I missed the last Board meeting while near Tampa for the Institute for Excellence in Ministry of the UU Ministers Association; my weeklong workshop was on worship planning.

For 18 years I have been in a yearly study group of 12 UU ministers, with two-night retreats to present and discuss papers every March; I'll be there March 6-8.

I am registered for the UUA's Western Regional Assembly, in Portland, OR, April 27-29; there is a professionals' day April 27.

Yours in service,

Roger Jones, February 22, 2018

Assistant Minister's Report for Board of Trustees Meeting of February 2018

Administration

Rental business is picking up, and Krystal is working hard to keep everything together. We are a very busy congregation and, on some nights, (particularly Tuesday) every room in the church is busy.

The staff worked together to submit very complicated tax information to continue our property tax exemption. Special shout out to Michele for making it all happen and working with the county to understand their instructions. Because of her feedback they will likely change their forms and improve the process for next year.

The Administration and Property Management Team is doing great work under the leadership of Glory Wicklund and support from Board rep Roger Olson. They are taking the lead of the patio cover project. Glory sent out a summary of the team's accomplishments and it was impressive and encouraging.

Congregational and Committee Support

Membership – Our Facebook page for members and pledging friends has launched and we have 101 members so far. Posts are picking up steam. I am hopeful this will be a good place for connection. Judy Lane and I met to review the activities of the greeter team

Social Justice: I am in conversation with Paul Kivel about coming to the congregation for a racism 101 workshop on in April. Please ask me about it! He is speaking at Sac State on Wednesday February 28th. Join me to carpool at 6 PM in the parking lot. I am also going to offer a book reading group on Waking UP White by Debby Irving.

Worship and Music

I need to correct the attendance data that I shared last month. Jerry Houseman, who tracks attendance and visitor numbers, corrected his numbers for year over year attendance. He originally said we were up 37% from 2016 to 2017 – corrected number is 9%

We have our first wedding this weekend. Mike Miller and Nicole Carter are getting married Saturday evening. They met at UUSS.

Thanks for everything that you do in support of our mission.

Rev Lucy Bunch, Assistant Minister, UUSS