

UUSS BOARD OF TRUSTEES MEETING

Thursday, August 22, 2019, 7:00 p.m.

Approved Minutes

1. Welcome: Sally White
 - a. Established quorum
 - b. Members in attendance: Kathy Bernard, Denis Edgren, David Harlow, Roger Olson, Victoria Owens, Sandra Navarro, Marilyn Reynolds, Sally White
 - c. Ministers in attendance: Rev. Lucy Bunch, Rev. Dr. Roger Jones
2. Chalice Lighting and Centering: Kathy Bernard
3. Consent Agenda
 - a. July minutes were approved as written.
 - b. Change of policy title from “Sexually Safer Congregation” to “Preventing Sexual Abuse”
This was moved to Board Business, then was held over to the September meeting.
4. Treasurer’s Report: Victoria Owens
 - a. Victoria Owens distributed the UUSS Treasurer’s report (July 2019).
 - b. Finance Committee’s recommendation regarding year-end surplus
Denis Edgren moved (Kathy Bernard seconded) that \$74,500 from the reserve fund be distributed to Five Star Bank and to the Endowment Trust, as principal payment. 85% will be distributed to Five Star Bank, and 15% to Endowment Trust. This motion was passed unanimously.
5. Committee Substantive Issues
 - a. Program Council: Joseph Turner, Liaison
Rev. Roger Jones reported (in Joseph Turner’s absence) that the Program Council is reviewing and revising the “Pathways” pamphlet. The Program Council’s retreat will be held on August 31.
 - b. APMC (Administration and Property Management Committee): Roger Olson, Liaison
Roger Olson reported on the patio cover project: Sacramento County’s permit process has moved forward with sign-off by fire officials.
Roger Olson reported that the safety vulnerability assessment report was received by UUSS (both read out and written report) last week. The next step is internal report review, that is, suggesting priorities and recommendations for implementation, to reduce risk. Members of the Safety Task Force and the APMC will work together on this.
The “Safety in the Sanctuary” training will be held on Saturday, September 7, 9:00 a.m. – 4:00 p.m. at UUSS.
 - c. Stewardship Committee: David Harlow, Liaison
David Harlow has agreed to continue to serve as the liaison to the Stewardship Committee. He identified four past chairpersons who could be contacted about serving as chair/co-chair this year. He will consult with co-chairs regarding how to support committee structure and function.
 - d. Other Liaison Roles
Kathy Bernard, Fundraising Strategy Team (FRST); Victoria Owens, Finance Committee; Denis Edgren, Trustee on Endowment Trust; Marilyn Reynolds, Nominating Committee.

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6. Minister Reports
 - a. Rev. Roger Jones distributed a report, "Rev. Roger's Report to the USS Board and Program Council, August 22, 2019."
 - b. Rev. Lucy Bunch distributed a report, "Rev. Lucy's Report to the Board/Program Council, August 2019."
 - c. Roles of Ministers for 2019-2020 Church Year
A handout was provided, "Ministerial Responsibilities for USS Functions for the 2019-20 Church Year."
 - d. The ministers reported on the vandalism (August 17) of the "Black Lives Matter Here" banner. The Ministerial Message for August 22, 2019 reported this via email. It was also reported in Sunday's (August 18) service. Another banner will replace the defaced one.
7. Board Business: Sally White
 - a. Employees Handbook Update: Denis Edgren
Denis Edgren posted the draft revised handbook in the Board of Trustees' Board Box (on-line documents). Denis and Rev. Lucy will identify key suggested changes (for review and discussion) in an upcoming Board meeting.
 - b. Review of Proposed Guidelines Prepared by USS Ministers and Administrative and Facilities Coordinator, Regarding the Use of USS Campus by Unhoused Persons.
This will be discussed at a future Board meeting.
 - c. Expansion of Role of Nominating Committee
Marilyn Reynolds will serve as the liaison to the Nominating Committee. The committee may wish to review its charter, with the possibility of encompassing a USS leadership development function.
 - d. Strategic Plan
Sally White will meet with Michael Miller (Chair of the Program Council) on August 24. Sally distributed worksheets, "Sample RACI Chart," for preliminary analysis of Strategic Plan Goal 2.3. Ensuing discussion included: action plans as guidelines, strategic plan as "vision plan" and strategic plan as a "work in progress." A baseline of USS activities would be helpful in answering, "Where are we now?"
8. The next meetings are:
 - a. Executive Board Meeting (teleconference), Monday, September 9, 5:15 p.m. (new time)
 - b. Board Meeting, Thursday, September 26, 7:00 p.m.
9. Closing: Kathy Bernard
10. Meeting Adjourned at 9:20 p.m.

Prepared by Sandra Navarro, USS Board of Trustees, Secretary