

**UJSS BOARD OF TRUSTEES MEETING**  
Thursday, February 27, 2025, 6:30 p.m., via Zoom and in person  
**Minutes**



Present in person: Lisa Dahlquist, Lucy Bunch, Andy Cramer, Susan Davis-James, Roger Jones, Janet Lopes

Present on Zoom: Leanna Pierson, Sally Wilkins, Victoria Owens, Anara Guard, Dawn Huebner,  
Guest present in person: Pat Skeels

6:30 Andy read the opening and lit the chalice.  
January minutes were approved with corrections.

### **Board Business**

#### 1. Safety Committee and Disruptive Persons Policy

Pat Skeels attended the meeting to discuss concerns about safety, with a focus on guidance for what to do when there is a disruptive or dangerous person, and a focus on her role as a greeter.

Members and the ministers discussed who needs to define these guidelines and how they would be rolled out. Some of the items discussed include:

- There has been a breakdown in communication between the board and the safety committee. There is a small group meeting scheduled for Sunday to restart communications. That is a first step, and clarification or new definition of roles can follow.
- There will be training for greeters on actions for disruptive persons. Lucy noted that there were training sessions for greeters, including training with Sheriff's deputies, prior to the pandemic.
- There needs to be a second policy, or another section of the disruptive persons policy, that addresses imminent threat of violence. The first step in those scenarios obviously involves calling 911, as well as getting congregants away from the violent individual(s).
- Lucy clarified that the current Disruptive Persons Policy was created by a previous Safety Committee.

Pat also brought up that Robin Howlett wrote a report on safety that she understood to have been sent to the board. [In follow-up after the meeting it was determined that the report was sent to APMC and not the board].

Susan relayed that the Safety Committee Chair feels their charge is unknown and believes appointments to the committee should require a high level of security, similar to the level of security for RE.

#### 2. Update on GA Delegation

At this point, Randy and Jennifer Webb are going to GA and willing to serve.

Sally has added an announcement to the Bluesheet and has asked previous delegates to talk it up to others who might be interested in attending. Sally will be following up with some folks who have attended the small informational meeting. The deadline for the early sign-up fee that the board will pay for delegates who request it is March 31<sup>st</sup>.

### 3. Endowment loan status

Victoria reported that the Endowment Committee decided to write a new promissory note to extend the loan terms. The new note will have similar terms as the previous one. The Endowment Committee decided against a full loan forgiveness for two reasons: 1) the records weren't sufficient to confirm the corpus of the endowment (and the amount forgiven can't exceed the original endowment amount), and 2) extending the loan keeps the funds available for other uses, it doesn't drain the endowment. The committee would consider loan forgiveness if the church needed to apply for a different loan and having this one would jeopardize getting the additional loan. Endowment will have the new promissory note for the board president to sign before the end of June.

### 4. Workshop on Sat 4/26 about Congregational Conflict

The workshop is postponed. It was going to be led by Teresa Cooley who was attending the installation of the Davis congregation's minister, but the installation has been postponed into the Fall.

### 5. Compensation Task Force

Andy reported that the task force will consist of Andy, Lucy, Victoria, and Marion Randall, who has HR Background. The meeting is scheduled for Tuesday. The plan is to have a recommendation to bring back to the March BOT meeting.

### 6. Strategic Plan Update

Andy reported that we have received the inputs from JET and PC. His next steps are to put together the notes, update the document and present a clean copy to BOT at the March meeting.

The revised plan will be presented for approval by the congregation at the May congregational meeting.

### 7:30 Administrative Report – Rev. Lucy Bunch

- We are evicting one of the homeless residents on the campus because of ongoing issues with her stay.

- The staff, primarily Debrah, has been working on the property tax renewal form. It requires information on rentals and includes a property review.

7:40 Treasurer's Report– Victoria Owens

Written Report. Victoria noted that the budget is ahead of where it normally is at this time of the year: incomes higher than normal and expenses lower than normal.

7:50 Ministers' Reports – Rev. Roger Jones, Rev. Lucy Bunch

- The ministers have been approached by a seminarian from Meadville Lombard Theological School who wants to be an intern at our congregation. The internship would be for 2 years, at ½ time, starting in the Fall. Dawn asked what the process is for engaging with an intern. Lucy said that in the past there have been searches for an intern, with a committee interviewing potential candidates and ministers vetting them. She noted that this situation is different in that there is no search. The ministers would like the board to approve moving forward with arrangements for this internship. Funds to contract an intern have already been discussed as a priority for the Stewardship drive. **Andy moved for the board to support the ministers contracting with the intern. Sally seconded. Motion passed.**

8:00 Committee Substantive Issues, if needed

- a. Program Council, Janet Lopes: PC returned strategic plan inputs. They're working on the issue of accessibility to persons with disabilities for coffee and soup Sundays. Janet noted that accessibility for those activities is the first item they're tackling, and they may broaden the issue to accommodation for other activities.
- b. APMC (Administration and Property Management), Leanna Pierson: They have been discussing the Solar phone app and have decided to just look at reports that Debra gets, instead of selecting people to monitor information on their phones. They have a firm bid for a warming oven, induction stove, warming pans, and refrigerator. Some electrical modifications are required and they're looking into that. If Fund-a-Need doesn't have enough funds, they will tap the Endowment Fund. They received a bid for \$10K for the kitchen pass-through. They want other bids but they're having trouble getting responses from contractors.
- c. FRST (Fundraising Strategy), Dawn Huebner: FRST reviewed the status of the Capital Campaign and various fundraising efforts. A Task Force is forming to move the Memorial Wall project forward. FRST will be tabling for the next few Sundays to recruit new committee members.

- d. Nominating Committee, Sally Wilkins: Nom Com met on Tuesday. There are four people willing to run for three PC slots. There is still nobody running for BOT secretary and VP. They will send the final slate to the board by April 15<sup>th</sup>. Anara noted that if there's a slot opening between elections (as is the case with the VP position), the board gets to pick the candidate. Various members noted that they hope there will be a dialogue between nominating committee and the board to fill that slot.
- e. Social Justice Coordinating Council, Andy Cramer: SJCC is very active right now, including Lobby Day with SacACT and Pink Haven. Meg Burnett and Roger will meet next week before SJCC meets in March so they can discuss what being a Sanctuary congregation means (liability, legal implications, PR implications, facility implications - private space vs. public place designations). Lucy also noted that SJCC is working on infrastructure with the purpose of coordinating and enabling social program groups to be more engaged.
- f. Safety Committee, Susan Davis-James: discussed during Board Business.
- g. UUA and PWR, Sally Wilkins and Roger Jones: The new Pacific Western Region's first annual business meeting will be Thursday, May 26, 7:00 to 8:00 pm. UUSS has 8 delegate slots. Roger seeks members willing to attend. There is no charge.

Board Update for Leadership Message published in March: Andy  
Closing: Andy

8:30 Meeting Adjournment