

Sierra Foothills Unitarian Universalists
Board of Trustees
July 18, 2020

DRAFT Meeting Minutes

Those in attendance: Maureen Bauman (President), Marsha von Dessoneck (Vice President), Geoff Smith (Financial Officer), Rick Marshall (Secretary), Suzanne Borth, John Bohland, Rick Ross, AJ van Tine (ex-officio)

AJ van Tine provided a reading for the lighting of the chalice. All those present introduced themselves and shared their UU journey.

1. Covenancing

All present reviewed the documents which had been distributed ahead of the meeting, “Best Advice & Practices for Healthy Congregational Boards” and “How to Think Like a Board Member.” Following discussion, the Board reached consensus on the points to include in a Board Covenant and Practice Agreements for 2020-2021 (Attachment 1).

Rick M moved, Marsha seconded, to approve the Covenant and Practice Agreements as discussed. Passed unanimously.

RICK M WILL FINALIZE THE COVENANT AND PRACTICE AGREEMENTS DOCUMENT AND UPLOAD TO THE GOOGLE FOLDER.

2. Pandemic Recovery Task Force – recommendation for Board action

The Pandemic Recovery Task Force had submitted a recommended policy “Guidance for Reopening Activities” specific to individual persons’ access to the church building. It was noted in discussion that we need to let the membership know that during the current conditions, the building is secure and okay – this can be included in the messaging when we disseminate the policy following Board action.

The Board discussed whether to modify the Task Force recommendation and include a requirement that people “check in” with the Administrator when they are planning to access the building. Following discussion, the policy was approved with modifications (Attachment 2).

Rick M moved, Suzanne seconded, to approve the Guidance for Reopening Activities/Individual persons’ access to the church building, as modified. Passed 6-0-1, with Geoff abstaining.

RICK M WILL COORDINATE WITH THE TASK FORCE TO WORK ON DISSEMINATING THE APPROVED POLICY.

3. Goal Setting for 2020-2021

The Board reviewed several documents which had been distributed ahead of the meeting, as background to initiate the goal-setting process:

- Needs Assessment – notes about Board discussions
- Report from New Ministry Start-Up Workshop
- Report from 2020 Stewardship Campaign Visioning Sessions

The Board also discussed the following additional current/recent activities at the local and UUA level which might inform the goal-setting for the coming year:

- The Way Forward – SFUU congregational survey (in progress)
- UUA Commission on Institutional Change – final report “Widening the Circle of Concern” which deals with the process of dismantling a culture of white supremacy in the UUA and our congregations (approved by 2020 General Assembly)
- UUA Commission on Appraisal – congregational covenanting
- SFUU Peace Resolution

Discussion points on setting 2020-2021 goals:

- We should hold back from long-term planning for now, but keep it in mind to resume when appropriate
- The Institutional Change report has ways for the Board and staff to engage with it over the coming year; some of its recommendations apply at the congregational level, some not
- The Way Forward survey evaluation will generate messages to be relayed to the various committees for their follow-up
- The Peace Resolution was approved in past years, modified over time; needs cleanup to be more user-friendly, involving a congregational review/approval process
- The Commission on Appraisal report is coming at the end of the year – maybe hold off on this subject for now
- Small-group ministries were a strong response from the congregation – Adult RE is working on this already and will keep the Board informed of its progress generally on “revamping” its programming
- Should we hold off working on the Peace Resolution till we can be together in person? Some work can happen in the meantime, during the coming year
- Working on diversity, in alignment with the UUA processes – how can we accomplish this, given Auburn’s demographics? We should focus on how to do our ministry well, and that will attract a diverse group to us – this should come out of the “Widening the Circle of Concern” study process
- Strategic planning should come back next year, or sooner if possible
- Goals should be SMART (specific, measurable, attainable, relevant and time-based)

Following discussion, the Board developed and approved a set of goals for 2020-2021 (Attachment 3).

Suzanne moved, Rick M seconded, to approve the goals as developed in discussion. Passed unanimously.

RICK M WILL FINALIZE THE BOARD GOALS DOCUMENT AND UPLOAD TO THE GOOGLE FOLDER.

The Board also reviewed and discussed the “SFUU Board of Trustees Calendar” which had been distributed ahead of the meeting. No action taken.

4. Board/Committee Liaisons

The Board reviewed the list of committees and determined Board liaisons for each as follows:

Committee	Committee chairperson	Board liaison
Adult RE	Jan Lowry	Suzanne Borth
Buildings and Grounds	Bob Niblack	Marsha von Dessoneck
Caring Committee	Kara Rivera	John Bohland
Children/Youth RE	Bill Boyce	Rick Ross
Communications	Joan Lacktis	Maureen Bauman
Denominational Affairs	N/A	Suzanne Borth
Finance	Geoff Smith (as BOT Finance Officer)	Geoff Smith
Membership	Mary Piette	Rick Marshall
Social Justice	George Lowry	Rick Ross
Stewardship/Fundraising	Stevie Rea	Marsha von Dessoneck
Worship	Meg Dorsey	Geoff Smith

It was noted that the Nominating Committee consists of Karen Morse*, Jenny Tucker Ferris*, Janet Russell and Stevie Rea. (*indicates 2nd year of 2-year term)

5. Other business

a. **Pacific Central District meeting** – Our delegates from General Assembly (Maureen, Suzanne, Marsha) will represent this congregation at the PCD meeting.

Rick M moved, Rick R seconded, to approve Maureen, Suzanne and Marsha as SFUU delegates for the PCD meeting. Passed unanimously.

b. **Board meeting schedule** – 3rd Wednesdays, 6:00 p.m.

RICK M WILL UPDATE THE SFUU CENTRAL CALENDAR.

c. **Board file folder on Google** – Suzanne has created a folder for use by the 2020-2021 Board of Trustees.

SUZANNE AND RICK M WILL COORDINATE ON THE USE AND ORGANIZATION OF THE BOARD'S GOOGLE FOLDER. RICK M WILL CONTACT SUZANNE TO ARRANGE FOR TRAINING ON THE GOOGLE DRIVE TOOLS.

The Board reviewed Right Relations for this meeting, and extinguished the chalice.

Attachment 1.

**Sierra Foothills Unitarian Universalists
Board of Trustees**

Board Covenant and Practice Agreements for 2020-2021

Covenant

- Be willing to speak your truth, and to listen to others
- Move up/move back
- Practice direct address and use right relations
- Assume good intentions
- Have fun!
- Respect one another's time.
- Disagree in private, Speak with one voice publicly
- Serve the mission of SFUU
- Make choices that strengthen relationship, trust and covenant
- Ask for help when needed
- When in doubt or conflict, slow down, get curious. Move at the speed of trust.
- Model engaged membership- pay attention to who is not engaged

Practice agreements

- Email is for information, not conversation
- Begin and end all meetings on time.
- Coming prepared, having read materials
- Stay on topic, put tangents on bike rack.
- What do we do when we feel we are out of covenant?
 - Each member is responsible to say when they feel we are out of covenant
 - If someone is out of covenant with another board member then they are out of covenant with the whole board.
- When we observe as a board- members not abiding by the covenant- how do we address it?
 - Bring it up in the moment ideally, or during right relations check out
 - Using "I" statements... "I'm uncomfortable"
 - "Ouch/Oops" quick settlement of conflict
 - Basically... direct address and bravery

Attachment 2.

**Sierra Foothills Unitarian Universalists
Pandemic Recovery Task Force**

Guidance for Reopening Activities

As approved by Board of Trustees, July 18, 2020

Type of Activity	When Permitted	Requirements
Individual persons' access to church building	Currently permitted	<ol style="list-style-type: none"> 1. Don't come to the church unless necessary. If necessary, please reach out to the Church Administrator (Vicky Jungers) by email, text or phone. Do not come to the church if you have a fever or any symptoms consistent with COVID-19. Contact your primary care provider about getting tested. 2. Wear face covering at all times while inside building. Face covering not required for work on exterior of building. 3. Maintain physical distancing between persons (6 feet or more in all directions), whether inside or outside the building. 4. Sanitize all touched surfaces in interior shared space prior to departure. Sanitizing wipes are provided in building foyer. Contact Admin/Minister if wipes need to be restocked.

Attachment 3.

**Sierra Foothills Unitarian Universalists
Board of Trustees**

Board Goals for 2020-2021

1. Support congregational efforts to remain connected throughout pandemic year
 - a. Support “The Way Forward” processes (e.g., small group ministries, etc.)
 - b. Make time at each Board meeting for status update and support

2. Strengthen institutional growth and connection to broader UU activities
 - a. Commission on Institutional Change final report: “Widening the Circle of Concern” which deals with the process of dismantling a culture of white supremacy in the UUA and our congregations – engage content of one section at each Board meeting and develop local actions as determined
 - b. SFUU “Peace Resolution” – convene Task Force to begin work on update of document and prepare for congregational process in future
 - c. Continue to monitor needs of congregation to facilitate future long-range planning process when appropriate