

Unitarian Universalist Church of the Desert
Board of Directors Regular Meeting, February 18, 2020
Minutes

Attending:

Present: President Jane Zaun, 1st Vice President Vikki Porter, 2nd Vice President Barbara Storms, Treasurer Jerry L’Hommedieu, Secretary Rod Belshee, Director at Large Carol Lavoie, Director at Large Larry Rogers, Reverend Barbara Fast.

Absent: none

Congregational Members: Sheryl Eaton

1. Opening and Chalice Lighting: Jane called the meeting to order at 5:00 pm. Rev. Barbara led us in a reflection while Carol lit the Chalice.

2. Check-in:

3. Approval of the Minutes: The minutes for the January 21st regular Board Meeting were approved as written.

4. Time-keeper and Process-observer: Jerry L’Hommedieu

X. Board business conducted between January and February meetings

Solar Contract. The Board approved awarding the Solar Contract to American Commercial Development for \$51,789.43 by email on January 29, 2020.

Metal Sculptures. The Board approved a motion to accept the donation of a metal sculpture by Gene Kain during the January 18 Board Meeting. Subsequently the ad hoc team of Jerry, Carol and Rod recommended by email to modify the acceptance to include two pieces rather than one, and the Board approved that change by email on January 29, 2020.

5. Voices of the Congregation:

Lobby Revisioning, Sheryl Eaton

Sheryl has completed the functional improvements to the foyer, and the next changes involve aesthetics or other considerations. Options might include moving or removing some existing wall

hangings or art, or adding new items (such as space to honor volunteers or space for new art). Sheryl reported considerable communication work that she has done on several of these options, getting everyone on the Board up to the same understanding.

Carol, Jerry, Jane and Sheryl agreed to finalize the draft policy dealing with Aesthetic Furnishing, Decor and Art for the next Board meeting, and defer discussion of these topics until we have a policy and procedure.

Volunteer Recognition, Sheryl Eaton

We discussed ideas that other UU churches have adopted, such as a Tribute Wall, or a Thank You box. The Board liked ideas where the congregants nominate volunteers for recognition rather than the Board. Both a short-term recognition space and a more permanent plaque with names were discussed.

Carol, Barbara and Sheryl will prepare a Volunteer Recognition proposal for the next Board meeting.

6. Reports:

a. President Jane Zaun:

Jane submitted a written report describing her committee meeting attendance and the working hours of our Administrator.

At the meeting, Jane added a few more items

- Kevin Brandt would like to restart the Butterfly Project. Jane will work with him to schedule the project.
- A second fire ant inspection is scheduled February 27. The inspection a few months ago found none. There are an increasing number of sand mounds, which is consistent with fire ants but may instead just be some desert burrowing rodent.
 - *Note added February 20: the mounds appear to be due to Botta's Pocket Gopher, a burrowing herbivore native to this area.*
- Jane is out of town March 27-30. Jerry will be on call in her place.

b. 1st Vice President Vikki Porter:

Vikki submitted a written report regarding the Safety Committee and 2021-2025 Strategic Planning.

At the meeting, Vikki added that Glenn and Kevin will attend the February 29 Strategic Planning session as stakeholders, and that the April retreat will hopefully include the new nominees to fill vacating Board positions to get them involved with the 2021-2025 Strategic Planning.

c. 2nd Vice President Barbara Storms:

Barbara submitted a written report regarding the Stewardship Committee, Social BUtterflies, and the Membership Committee.

At the meeting, Barbara discussed

- The Stewardship is an Ad Hoc committee that expects to last at least one more year
- The Membership Committee needs to know who owns safety on Sunday, which Membership has been doing but is wearing thin. Vikki agreed that as part of the Intruder Protocol, the Safety Committee will own finding volunteers for watching the parking lot and foyer.

d. Treasurer Jerry L'Hommedieu:

Jerry submitted a written report regarding our financial position and notable financial events.

At the meeting, Jerry highlighted

- The first week of March is the target for a draft budget.
- Jane, Jerry and Rev. Barbara are doing a Music Visioning process to lead into the budgeting.
- The Rooftop Solar initial deposit has been paid
- We received \$485 in donations at the Variety Show; the funds are dedicated to the music department.

e. Director-at-Large Carol Lavoie:

Carol Lavoie submitted a written report regarding the Variety Show, the Adult Religious Education Committee, and several other activities.

At the meeting, Carol highlighted

- The stage lights were very good at the Variety Show
- The Variety Show brought in people who do not come to paid events
- The Board agreed by consensus that we should hold a Variety Show again next year
- The card tables are very worn. Carol made a motion for the Board to approve purchase of 15 card tables at \$40 each, and the motion was approved. Carol will dispose of the old ones and Rod will order new ones.

f. Director-at-Large Larry Rogers:

Larry reported concern that the air conditioning was not working correctly, sometimes pouring out heat and other times pouring out cold. In particular, this Sunday was horribly hot. He suggested that we need to get the factory representative and installer out to investigate and fix it. Other Board members mentioned that it seems there are hot and cold spots, and maybe we need deflectors on the vents.

Rod explained that the problem this weekend was the battery in the remote thermostat died so the a/c unit was uncontrolled. We had a schedule to replace the batteries every six months, but will change that to every four months to eliminate that problem. We are also looking to see if we can hardwire power to the remote thermostat instead of relying on batteries.

Problems at the other times have been due to thermostat programming. Events that occur on a regular basis are programmed into the thermostat weekly schedule. Events that occur once or infrequently need to be added to (and later removed from) the thermostat programming, which is intended to be done each week but sometimes is missed.

The deflectors might be a good idea to reduce the draft, so Rod will add that to the Facilities backlog.

g. Minister Reverend Barbara Fast:

Rev. Barbara submitted a written report regarding the Community Spirit, Worship schedule, Music, and several other items. After the meeting she updated her report to include the Sheridan concert.

In the meeting, Rev. Barbara gave the ministerial message that growth produces stressors, and encouraged us to pace ourselves.

7. Old Business:

a. Attitude of Gratitude. This has been an amazing month. The Board sent a card of gratitude (or just thanked Board Members at the meeting):

1. Karen Yanney and Dave Carter for more than a decade of service in the kitchen. Amazing!
 - Fran Hoag, Diane Carmony and Vikki Porter for working on the Sheridan concert
 - Peter Mathews and Carol LaVoie for the Variety Show
 - Gene Kain for the Metal Sculpture

b. Update on Pledge Drive Kick-Off, Jerry

Barbara requested that we be careful to not have any other events the same weekend as the Pledge Drive Kick-Off next year – it was a challenge switching between events.

Jerry reported that of 124 pledge packets delivered, 43 have responded. In addition 7 unsolicited pledges have been received. Of the target \$175K, we have \$89K pledged so far so Jerry is optimistic that we can hit the revenue target.

c. Facilities Update, Rod Belshee

Rod submitted a written report regarding our Handyperson Team, stage lighting and safety strip, the air conditioning, several items in need of repair, Rooftop Solar status, Sacred Grounds activities, a kit for escape through the office window safety glass, and input from the Facilities Committee for the FY2020-2021 budget and the 2021-2025 Strategic Plan.

In the meeting

- The Board approved a motion to pay \$426.63 to service the air conditioner
- The Board expressed a preference to replace the broken patio concrete table with another concrete table but due to the potential price requested that a specific proposal be brought for approval
- Rod demonstrated the Emergency Exit kits to escape from the offices through the safety glass in the case of fire or intruder emergencies.
- Rod discussed the potential of increasing the capability of the stage lighting, such as providing programmed scenes on an app. We would need users who are excited about using those capabilities, while so far only the Variety Show and Sheridan concert have fully used the lighting.

d. Board Manual - 2nd VP and Director at Large Roles, Jane Zaun

Updates to the 2nd VP and Director at Large roles are being finalized. Jane wants to complete update of the Board Manual before new Board members join in a few months. Carol, Larry, and Barbara will meet with Jane to complete the Manual.

e. Cesar Chavez Breakfast, Jane Zaun

UUCOD will have a presence at the Cesar Chavez breakfast, March 31 from 9:30-11:00. Congregants will be able to make a reservation (\$25) through UUCOD until mid-March. Andrea will provide communication.

8. New Business:

a. Finance Committee Recommendation

Jerry discussed the proposal from the Finance Committee to move some funds from savings to six month CDs. The proposal is:

UUCOD's Treasurer is hereby authorized to invest \$100,000 in Certificate(s) of Deposit at a federally insured financial institution on UUCOD's behalf for a term not to exceed 180 days from date of deposit. Execution of all documents will require, at a minimum, the Treasurer's and President's signatures. The Treasurer will discuss the disposition of these funds with the Board of Directors prior to the end of the investment term.

Larry moved to accept Jerry's proposal, and the Board approved.

b. UUA General Assembly Delegates

We are allowed three delegates to the General Assembly. Long time members Ken Highan and Bill Ehrlich, who live in Delaware, have agreed to represent UUCOD as delegates. Jerry and Rob will also attend, with Jerry as a delegate and Rob as an alternate. The Board approved a motion to pay the registration fee for two delegates.

c. By-Law Changes: Membership & 2nd VP

Barbara presented the following proposed text to change the Bylaws for the Membership Committee. Vikki moved to accept the change and the Board approved the motion.

Membership Committee. The Membership Committee shall be responsible for welcoming visitors and potential new members. It shall conduct new member orientation programs. This committee shall maintain records of Members, and develop and distribute an annual directory of the church membership. It shall keep records of attendance at Sunday Services and provide the information needed to file annual reports with the UUA. This committee will assist in identifying Members who are in need and provide that information to the minister or appropriate committee.

Barbara presented the Stewardship Committee's recommendation for a By-Law description change for the 2nd Vice President. Jerry moved to accept the changes and the Board approved the motion. Jane will forward both By-Laws changes to Walter for consideration by the congregation at the annual meeting.

The 2nd vice president (2nd Vice President) shall fulfill the duties of the 1st Vice President in such instances when the 1st Vice President is absent or unable to perform the duties of the 1st Vice President. As Such the 2nd Vice President is the Presiding Officer of the Board and at Congregational Meetings when the President and 1st Vice President are absent. The 2nd Vice President shall coordinate efforts to strengthen the quality of belonging and connection

within and between members of our community including chairing the Stewardship Committee, and working with other committees to support their efforts to engage members and friends more fully in our church community. The 2nd Vice President shall have such other powers and duties as provided by action of the Board.

Barbara presented the Stewardship Committee's recommendation for a change for a Board Manual Revision for 2nd Vice President, which will get reviewed as part of the Board Manual update before new members join.

d. Lobby Revision and Honoring Volunteers

See discussion earlier, under Voices of the Congregation

e. Hospitality Committee

After more than a decade of service, Karen Yanney and Dave Carter have passed on the reins. Margaret Manson and Sandy Slaten are preparing a new model to perhaps include more occasional volunteers, and have met with Karen already and will discuss it with Dave next.

9. Board Visioning:

a. Conversations with the Board: "Growth Opportunities and Membership" 2/23

Barbara will lead, with Carol as back-up. Barbara requested and received general suggestions from the Board for the session. Generally, the Board found Jane's style in session #1 of posing thoughtful questions to the attendees and listening for ideas and perspectives to be very effective. Ideas included how UUCOD can meet attendees needs, and the desire for growth.

Rev. Barbara suggested we explore how to keep connections during the summer with distant members. The Board had a short discussion regarding potential of live streaming, and the need for geeky volunteers to run it.

10. Adjourned

Jane adjourned the meeting at 7:10

Respectfully Submitted,

Rod Belshee

Date Approved _____, 2020

Addendum to Board of Directors Meeting
Written Reports of Board Members and Committee Chairs

Attachments

Written Reports of Board Members and Minister

- a) President Jane Zaun's written report
- b) 1st Vice President Vikki Porter's written report
- c) 2nd Vice President Barbara Storm's written report
- d) Treasurer Jerry L'Hommedieu's written report
- e) Member-at-Large Carol Lavoie's written report
- f) Minister Reverend Barbara Fast's written report

Written Reports of Committee Chairs

- g) Facilities Committee Chair Rod Belshee's written report

a. President Jane Zaun's written report:

Since our last Board meeting, I've met with the Stewardship Committee. And I, along with Larry, attended the Worship Committee meeting to share the Board's invitation to the Feb. 29th Church Council where more emphasis will be on sharing their voices for Strategic Planning.

I met with the Endowment Committee Chairs to understand the process of receiving funds.

Discussions between S2S2S representatives and UUCOD continue regarding creating an agreement that clarifies our relationship.

Administrator Schedule:

Basic Work Hours

Winter Quarter---1/6/20—3/20/20 (current)

Tues 12:15pm—4:00pm; Thurs 12:00pm—4:00pm; Friday 10:00am—3:00pm

Spring Quarter—3/30/20—6/13/20

Work Hours: TBD

Special Dates:

Friday April 17th – Work Hours TBD; to be adjusted for a family celebration.

Administrator Vacation Dates:

Saturday April 25 through Saturday May 2.

She will return to work on Tuesday May 5th.

In Committee that you attend during March, please advise them to send Andrea any articles for the May Monthly Newsletter EARLY IN APRIL!!

b. 1st Vice President Vikki Porter's written report:

SAFETY COMMITTEE. Meeting Jan. 22, the team agreed to:

- Begin sharing protocols for major emergencies (Medical, Fire, Earthquake and Intruder/Shooter) with the congregation through both Constant Contact and newsletters, focusing on one topic each quarter.
- In addition, the team is planning for drills with Board members as prime responders plus new recruits.
- The team also believes it is important to gather information on individual congregant's "who to contact" in emergencies.

STRATEGIC PLANNING. Meeting Feb. 4 with Rev. Barbara Fast, Jane Zaun, and Barbara Storms to plan for Feb 29 Church Council and April Board Retreat:

- Focus of CC meeting will be on visioning for UUCOD in 5 years. Vikki Porter will facilitate the meeting. Board members are invited as observers.
- Participants will include two members from each standing committee and a few added stakeholders.
- Information and documents created during the CC will be used to help create next step process for the development of the 2021-2025 Strategic Plan.
- Other outreach and research info will be considered to obtain more information from the congregation.
- The April Retreat would benefit from having current board members and nominated individuals participate.
- An email was sent to all committee chairs asking them to brainstorm a vision for their impact in 5 years to share at the CC.

c. 2nd Vice President Barbara Storms' written report:

Stewardship Committee efforts this month focused on:

- Setting goals for Stewardship efforts for the next 1-3 years, including
 - Continue to focus on instilling a larger view of stewardship
 - Work with other committees to
 - offer more ongoing efforts in adult RE
 - develop clearer processes and strategies for internal communications
 - build leadership capacity in the church
- Recommendations to Board
 - Approve a change to the 2nd VP description in the By-laws
 - Continue the Stewardship ad hoc committee for at least one more year

Social BUUterflies

- Community events seem not to be drawing large numbers and more discussion is needed about future events; however, the Chili Cook-off Feb 2 did involve over 75 people and many saw it as largely social.

The January **Membership Committee** meeting focused on:

- impact the committee has in the short and longer run (prep for the Council Meeting). We noted that membership runs on several strands
 - Weekly—Coordinates Greeters, Ushers, Visitor table, updating Membership information in MemInfo
 - Oct-Nov/ Feb-March—New member classes (including updating materials)
 - April-September—Directory updates and printing
- Discussed ways to revitalize the Greeter role and ranks
- Recommendations to the Board
 - Approve a change to Membership Committee description in the By-laws
 - Ask that the Board and or Safety committee discuss safety on Sundays; Membership members have been taking turns in the lobby to help late-comers, check on the parking lot and just keep an eye on who is coming and going on the property. We need a larger group sharing this effort.

d. Treasurer Jerry L’Hommedieu’s written report:

As of January 31st, the church had \$227,006.75 in its bank accounts. Reserve and restricted funds totaled \$47,080.97, leaving a balance of \$179,925.80 in unrestricted funds. Total cash decreased roughly \$9,000 due to two significant expenditures: payment for the Women’s Retreat and Suzanne Sheridan from funds being held in reserve.

Some notable financial events include:

- Annual statements, W-2s, and 1099’s were issued to congregants, employees, and contractors respectively in January.
- The Suzanne Sheridan concert was a financial success with total of \$2,464 in admission fees and 98 attendees. After expenses, the Music Program received approximately \$900 from the

proceeds.

- \$528 was received from eBay sales in January and \$395 was received from the remainder of the Women's Retreat Funds.
- Year-over-year, the MacLean Endowment Circle fund increased in value by \$9,887.63.
- A new account – 2311 Sacred Grounds Reserve – was added this month to identify \$600.00 in funds received and designated for the garden.
- Planned Parenthood received \$510 through January's Share the Plate.
- Starting in FY 20-21, S2S2S revenues and expenses will be reflected in UUCOD's annual budget and financial statements.

f. Member-at-Large Carol Lavoie written report:

Variety Show

Worked on Variety Show with Peter Mathews

- Raised \$485 for music program
- 84 people attended
- 13 acts / 18 performers
- Positive feedback

Sent personal invitations to people MIA

Attendees included several 'friends' who have not been to a service recently

Several people offered to help / perform next year

Is there a next year?

Prepared a 'How To' notebook for Variety Show

Adult Religious Education Committee

Attended inaugural meeting of the Adult Religious Ed. Committee with Rob Duwors, Rev. B and Peter Mathews. "How to Get People Involved"

Sold member Ebay item. Donation to church: \$65

Attended Stewardship meeting

Continued organizing an instructional binder for church events

Helped with Chili Cook Off set up

f. Minister Reverend Barbara Fast's written report:

Community Spirit:

The "spirit of Life" is in the house! The 12 folks at the new members meeting expressed that.

Attendance is up for Sundays and it does not seem to drop off when I am not in the pulpit. That is

wonderful! That also means there is more to do when we open our doors on a Sunday and the congregational ‘system’ may be experiencing the stresses of this activity!

The greeters and kitchen teams are being reconstituted. So few have done so much for so long, it is time to share the ministries and reach out. What is wonderful is that so many are saying “yes”. The spirit of ‘shared ministry’ is a reaching out and a reaching back.

<Added February 22> So much is happening here at UUCOD that I neglected to offer thanks for the beautiful January 24th evening of song by Suzanne Sheridan that raised money for our Music Program. She loved being here with us, the lights worked perfectly, the sound was great, the publicity brought in folks who had never been here before, the stage was beautiful and the hospitality teamwork was welcoming and professional! There are so many people to thank! Thank you Fran, Vikki, Carol and Diane, Rod for your leadership and thank you everyone who said yes and made it a great night.

I want to thank all of you for your leadership “holding the space” for folks to be creatively engaged here. I want especially to acknowledge Pres. Jane for all she watches over and for bringing her inclusive leadership ministry to UUCOD.

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WORSHIP

January 19	Rev Barbara	Love and Justice Pt 1 Kurt & Michelle Fiore
January 26	Rev Barbara	Love & Justice Pt 2 w/Suzanne Sheridan
February 2	Rev Barbara	Pledge Campaign Kick off with Choir
February 9	Rev Dr. Don Stouder	Writing With Light
February 16	Rev Barbara	Forgiveness Part 1, with Choir
February 23	Rev Barbara	Forgiveness Part 2
March 1	Rev Carolyn Price	
March 8	Rev Barbara	What if the Holey Pokey Is What It’s All About
March 15	Rev Barbara	The Way We Really Are: Family life
March 22	Rev Barbara	Sacred Grounds with Choir
March 29	Rabbi Jules	

We have had a few new faces join the Worship Associates. I love the “Why I Serve”/ ‘Why I do what I do” / Why I Pledge” moments in Worship.

Music:

The choir sounded beautiful Sunday. It was a service that felt “of a whole” to me. Jeffrey composed the music that went with the poem Marvelous Error by Antonio Machado. Raul’s singing ‘Going Home” was stunning. Everything complemented the theme of worship. Jeffrey is painstaking in keeping track of the budget. Thus we will not have some of the section leaders back until May 3. There is a choir Open House Wednesday.

LIFESPAN SPIRITUAL GROWTH Team (Carol Lavoie, Peter Mathews, Rob Duwors) is in place and taking a overview of all that is going on at UUCOD to see what we might want to include that is not being offered now.

I am hosting the monthly Super Senior Lunch Bunch. I will offer a UU history through the reading in the Hymnal on a Sunday in March.

Children’s Religious Education: Creating a Development plan is next.

Pastoral: Bob Woolfson died Jan. 30th and we celebrated his life on Feb 14th. Rev Tom Owen-Towle offered the eulogy and it was a blessing to have him as well as the family share memories of Bob. So many helped set up and clean up!

Care Team: Rev Don is planning to have a session on March 28 for Pastoral Visitors. The Caring Circle Administrative team needs to publicize their new structure.

Committee on Ministry: Has been unable to meet due to scheduling issues.

JUSTICE - Sacred Grounds- Thank you to Fran Hoag!! And Rod Bleshee and Diana Leslie, and all!

Valentines Day Cabaret – Thank you Peter and Carol!

TIME OFF: I am off February 26 -March 7 & March 23-30.

g. Facilities Committee Chair Rod Belshee’s written report:

Handyperson Team. The team completed a number of projects including painting the stage, putting reflective tape on the ADA wheel stop curbs, several more sections of rope wrap on the handrails,

Recruits. The Stewardship Team passed on the names of two people who might join the Sunday Straightening-up team and help on Sundays, and two who might join the handy person or grounds teams. We have reached out to all of them.

Stage Lighting. Jim Scott now has the stage lighting running from an iPad, which enables more sophisticated operation such as scenes. *Should we acquire a tablet to dedicate to this?*

Broken Pedestal on Patio Table. The table is unsafe and could collapse so benches have been decommissioned and a sign put on the table. We are looking at replacements. *Any input from the Board on style or budget?*

Air Conditioning. Desert Air serviced our a/c units and found condenser fan motor bearings and belts that need replacing. Both are out of the one year warranty period and the bid is \$853.25. However, Desert Air has offered to split the cost with us, leaving us a **\$426.63 expense.**

Sanctuary Chairs. The single biggest major Capital Repair item in a few years is the replacement of the sanctuary chairs. Barbara Kelch and Marty Shadle are exploring proposals to make slip covers that extend the life perhaps another ten years. They attempted slip covers using the rolls of extra fabric, but found the **fabric backing had deteriorated** too badly, so they are exploring other options. They also added cushioning bumpers behind the arm chairs on the stage, to eliminate damage to the fabric when the chairs are pushed against the concrete block wall.

Stage Safety Strip. Jeffrey requested a safety rail on the stage to reduce the chance of a chair leg slipping off. We completed and painted the safety rail before the February 16 service with the choir.

Safety Glass. To ensure that occupants can escape through the office windows in an emergency, we prepared a little red pouch (Fran sewed them) for each office with gloves, a safety glass punch and instructions.

Rooftop Solar. We awarded the solar contract to American Commercial Development for \$51,871 and made the 15% deposit payment. Daniel Miglia reports that he has started the permit submission package and has the materials on reserve. He will work with Jim Brown on the scheduling.

Sacred Grounds.

- Jack Fitzsimmons is leading communications for the Initiative.
- **Gene Kain's metal sculpture** was installed February 10, 2020. Thanks to Gene, Glenn, Steve, Rod and Jim for muscle.

- Diana Leslie is leading a **Weed Pull and Grounds Cleanup** for the entire congregation on February 22, 9-11am. Crew leaders were trained Feb 1 and Feb 6, during which we **removed the invasive** Saharan mustard and fountain grass.
- A **Walk-the-Grounds** session (2:30-3:45) followed by a **Grounds Blueprints Study** (3:45-4:30) is scheduled for February 18, just before the Board meeting.
- An **Inventory of Native Species** has started and will be led by Steve Kerr in February or March.
- The **Sacred Grounds Initiative Reserve Fund** is set up and has received two donations, totaling \$600.

2020-2021 Budget Planning. Rod reviewed the Facilities budget request in detail with Glenn. The requests are similar to the current year, other than that electricity expenses shift from electrical bills to solar loan repayment. After several years of catch-up on major Capital Repairs, this next year we will be able to put some money into the Reserve fund.

2021-2024 Strategic Planning Process. The Facilities Committee, in response Vikki's question on how the work of our committee will be recognized in five years, came up with the following statement:

Our grounds and facility are a welcoming, attractive place that brings people in. Upon entering the grounds, people feel the palpable spiritual tug of nature and the sacred interdependent web of existence in a healing and thriving sanctuary for the desert animals, plants and people.