

Unitarian Universalist Church of the Desert  
Board of Directors Regular Meeting, Oct 20, 2020  
Minutes

**Attending:**

BOD Attending by Zoom Meeting: President Jane Zaun, 1<sup>st</sup> Vice President Carol Lavoie, 2nd Vice President Linda Savard, Treasurer Jerry L'Hommedieu, Secretary Rod Belshee, and Director-at-Large Mack Rogers, Director-at-Large Bob Rancourt, and Reverend Barbara Fast.

BOD Absent:

Congregational Members by Zoom Meeting:

Carolyn Etheridge, Rob DuWors, Glenn Yamaguchi, Diana Leslie, Steve Kerr

**Meeting minutes:**

1. Opening and Chalice Lighting:

Jane called the regular Board Meeting to order at 5:00 pm PDT by Zoom Meeting, led a reading from the UUA Leadership Council, and lit the Chalice while Rev B read Reading #697 by Wendell Berry.

*The love and the work of friends and lovers belong to the task and are its health.*

*Rest and rejoicing belong to the task and are its grace.*

*Let tomorrow come tomorrow.*

*Not by your will is the house carried through the night. Wendell Berry, #697*

2. Check-in:

3. Approval of the Minutes: The Board approved a motion to accept the minutes as written for the September 15, 2020 regular meeting of the Board.

4. Time-keeper and Process-observer: Linda Savard

5. Voices of the Congregation:

Members did not voice any non-agenda items to discuss in this section.

## 6. Reports:

### a. President Jane Zaun:

Jane submitted a written report. In the meeting, there were no questions.

### b. 1<sup>st</sup> Vice President Carol Lavioe:

Carol submitted a written report. In the meeting she added that RSVPs for the auctions are slow coming in and asked for Board members to encourage responses. The potential Variety Show will be discussed in a meeting tomorrow.

### c. 2<sup>nd</sup> Vice President Linda Savard:

Linda submitted a written report. In the meeting, Board Members expressed gratitude for the Care Team signing up to call all members a few weeks after the Directory is completed.

### d. Treasurer Jerry L'Hommedieu:

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

Rev. Barbara asked about the Share The Plate contributions, and Jerry answered that he does not really have final numbers until the following Saturday but currently would guess near \$1,100.

Jerry shared a Budget Update dated Oct 20, 2020. The working budget continues to change as we move through the year and will be reviewed with the Congregation next week. Other than rental income, revenues are strong, and expenses are lower than estimated. The initial working budget projected a deficit of \$20K, but now Jerry projects a deficit of less than \$10K. Jerry showed expenses that we want to increase over time (including full-time minister, Music Director, Diversity and Inclusion, ...) and emphasized that the budget is fluid.

### e. Director-at-Large Mack Rogers:

Mack submitted a written report. In the meeting, he added a report on the UUCOD Social Justice efforts regarding the upcoming election. He also recapped elements of the report, including the Share the Plate, the auction, and the Men's Breakfast.

### f. Director-at-Large Bob Rancourt:

Bob submitted a written report. Bob added a quick discussion of the choir and thanks for Jonathan as defacto Music Director.

g. Minister Reverend Barbara Fast:

Reverend Barbara submitted a written report. Jane expressed how amazing the Worship services has been.

Reverend Barbara asked Board members to help spread the word that the November 1 service will be on Zoom (not Facebook Live) and everyone will have an opportunity to share in the names of deceased. The intent is to have more of a family feel for our remembrance service.

h. Assistant Minister Reverend Ian Riddell: (attends quarterly: Nov, Feb, May, Aug)

Jane shared a report from Rev Ian.

He has continued to meet with individual congregants and couples by phone and Zoom to get to know them and the congregation better. He has met with the Care Team three times; they are developing a Covenant for the Care Team. He is preparing with the Care team for the Nov 22 Worship service and is working with the all-congregational calling. Rev Ian has also worked with the Worship Production Team on worship planning, copyright, and process. He attended the UUMA Pacific Southwest Chapter professional days, is beginning the Beloved Conversations class, reading "Widening the Circle" and is meeting with Reverend Barbara and Reverend Don, as well as occasional preaching at UUCOD and other churches.

i. Facilities Report to the Board, Rod Belshee:

Rod reported the rooftop solar is performing as predicted with significantly decreased costs against the FY budget. It is projected Nov -Jun will net a small credit overall.

7. Old Business:

a. Attitude of Gratitude, Mack

- Gloria Kapp, for conducting the ballot proposal discussions
- Jonathan Fast for leadership with the choir and defacto Music Director
- Denise Janssen Eager, for leading Social Justice efforts for election
- Katy Faas for powerful singing and leadership attitude
- Diana Leslie, for leadership of the Chalice Circles

- Sarah Gonzales, for leadership of our BIOPOC group
- Jack Fitzsimmons, for the magnificent framing of the UUCOD Covenant
- Carol McDaniel, for her introduction to STP Galilee Center
- Sheryl Eaton, for a huge Scrip purchase at Home Depot on a double day

b. Update on UUCOD Copyright Policy, Rob DuWors

Rob reviewed his document with Q&A responding to questions from the September Board meeting. Rob went through each item, and then the remaining action items: incorporate changes from the meeting, minor editing cleanup, separate Policy and Procedure, and create draft Releases.

c. Approve S2S2S Memorandum of Understanding, Jane

Jane read through the document in detail. This agreement has been underway for a year and adds transparency to administration and financial management. It clarifies scheduling challenges, giving flexibility to change S2S2S rehearsal schedule if necessary, for Church needs, except during Tech Rehearsal week. The agreement has approval from S2S2S Executive Committee. A motion to approve the MOU was passed unanimously by the Board.

8. New Business

a. Vehicle Donation to Church,

The Board approved a motion for Jerry to proceed with a vehicle donation to the church from an out-of-town congregant. Jerry is handling the logistics.

b. Proposal from AV Planning Team, Rob DuWors, and Rod Belshee

We held a detailed review for the Board of the proposal for Live Streaming our Services from the Sanctuary, and for adding large Screens in the Sanctuary. At that review, the single largest issue was staffing – would we be able to support this with volunteers? We also discussed a communication and approval process.

After the meeting, Rod engaged a Worship Tech consultant (Stephan Ballast) to review the proposal, with special attention to the need for Staffing, and the value of a local AV Integrator. Based on the steps we are taking to simplify operations, the consultant felt our risk of needing a paid Technical Director was low, and in any event no risk that we need more paid staff than a Technical Director. The Board discussion focused on concern about exposure to needing paid staff.

Discussion focused on need for congregational input before approval by the Board. The proposal is to hold a Congregational informational meeting Nov 8, to provide input to the November Board meeting at which the proposal could be referred to a Special Congregational meeting for a vote.

Discussion included the optics of spending \$40K during at time of tight budgets. Communication needs to include that the donations are restricted. While there are many other high priority needs (as Jerry described in his report above), these funds have been earmarked by the donors for the AV and are not available for other purposes. Rob DuWors is exploring the possibility of a UUA Spirit Grant to fund a significant amount (hopefully 50%) of the cost.

Reverend Barbara encouraged the Board to consider how this works within the strategic plan, diversity and belonging, keep congregation together, meet needs of remote congregants.

Board members expressed the importance of Congregational input. We can emphasize that we do not expect to need a paid Technical Director, but we want to be open and transparent and will describe that risk. The Board agreed to indicate to the congregations the Board's preference to proceed with the middle option and get congregational input.

The Board agreed by consensus to hold the Congregational info session on Sunday, Nov 8 at 11:00 am PDT, immediately after the Sunday service. Since that is the time of the next Finance Committee meeting, Jerry will suggest they hold a special single-agenda item to discuss the AV proposal ahead of the congregational info session.

### c. Report from the "Re-Opening" Task Force, Glenn Yamaguchi, Diana Leslie, and Steve Kerr

Glenn reviewed a first pass proposal for re-opening. Glenn sourced the state, county, and the Center for Disease Control for guidelines and protocols. He also reviewed the protocols and policies in place for several other faith communities, including the Unitarian Universalist church in Reston, Virginia.

The draft proposal calls out suggestions for current non-church outdoor events as people drop by, and Phase 1 as the beginning of church-sanctioned events outdoors. Opening the building for Worship Services is not addressed in this first draft.

Carol briefly highlighted the steps she is taking for the Silent Auction, which are comprehensive and can be incorporated into the proposal as a template for sequential entry of the building in single family groups.

Reverend Barbara led a discussion of video shoots in the sanctuary for the Sunday service, involving 3-4 people from multiple households. The Board did not agree to allow multi-household video shoots since there is no protocol in place, there were also concerns expressed regarding

liability and precedent, the specific proposal included singing, and ironically today the County reverted to the highest level of alert for Covid-19.

While the focus on the proposal is the HOW not the WHEN, Glenn mentioned the experience of the congregation in Ridgeway as it shifted from outdoors to indoors. Even though the area has little Covid-19, and the building has good cross ventilation and fans, the attendance is just 15% and they expect that when the weather is too cold for open doors that they will live stream only.

d. Conversations with the Board, October 25, Jane

The focus will be the Strategic Goals. We will use PowerPoint with basic Strategic Goals, then one slide per goal (or a few slides for a couple of bullet points), and different Board members will talk to each goal for a few minutes per goal.

Congregational Care – Carol, Mack, Bob  
Conflict – Jane  
Leadership Development – Linda  
Professional ministry – Jerry  
Diversity and Inclusion – Jane

e. Board Members Visioning: Strategic Goals

<deferred>

9. Extinguish Chalice and Adjournment

Jane adjourned the meeting at 7:08pm.

Respectfully Submitted,

\_\_\_\_\_  
Rod Belshee

\_\_\_\_\_, 2020  
Date Approved

## 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) 1<sup>st</sup> Vice President Carol Lavoie's written report
- c) 2<sup>nd</sup> Vice President Linda Savard's written report
- d) Treasurer Jerry L'Hommedieu's written report
- e) Director at Large Bob Rancourt's written report
- f) Director at Large Mack Roger's written report
- g) Minister Reverend Barbara Fast written report
- h) Minister Reverend Ian W. Riddell's written report

#### Written reports of Committee Chairs

- a) Facilities Committees

#### a. President Jane Zaun's written report:

- Continued participating weekly in the ongoing Covid19 Task Force.
- Joined Board Members in our all Day Board Retreat on Sat. Sept 19 where we finalized our 2020-2023 Strategic Goals.
- Joined Board Members and Committee Chairs in the Church Council where new Strategic Goals were presented to Committee Chairs.
- Arranged for Board members to attend 3-two hour sessions in October and November with the Pacific Western Region Board Development Program along with other UU Church Boards in our PWR.
- Met with subset of Board working towards establishing a group to explore improving communication development guidelines.
- Assisting Rev. Barbara and a concerned group of congregants to find someone to help organize and administrate a Zoom Children's Story Time.
- Supervised our Administrator Weekly in developing and distributing the Newsletters and other communication.
- Participating in Diversity 101 Series with Lauren Nile.

## b. 1<sup>st</sup> Vice President Carol Lavoie's written report:

### Auction Notes

- Donations-32 live and 43 silent items
- Registration began 10/16. 12 responses as of 10/18/20
- Working on recruiting / assigning volunteers for silent and live auction.
- Volunteers needed to deliver 'auction packets', man drop off and pick up stations for auction items
- Barbara Storms has been handling auction listings / Jack Fitzsimmons handling graphics
- Planning a practice run for the zoom live auction. Hoping to recruit volunteer bidders (helpful for us in planning and helpful in helping with bidding practice)
- Contacted committee chairs to ask for help in promoting auction
- Worship Associates will be encouraging all to attend

### Lifespan Spiritual Growth

- Looking to expand our committee of 3-more complicated than first thought. Scheduling, sign-ups, tech issues, etc.
- Attendance for fall classes: History of UUCOD-33, Diversity 101-22, Build Your Own Theology-12, Poetry with Peter-6, Coffee & Conversation (averages 9) and Meditation with RB (averages 7)
- Starting work on winter/spring session (Jan-May)

### Variety Show

- Up in the air. Discussions on-going to see if feasible. Again, more complicated than first appeared. Working on possibly dividing responsibilities – Tech Team / 'Artistic' & Scheduling Team.

## c. 2<sup>nd</sup> Vice President Linda Savard' written report:

### Stewardship Committee - Oct. 6, 2020

#### Highlights:

- Social Activities are continuing
- Virtual Art Show was held and will be done again
- Goals were reviewed and revised
- Sunday Together discussed, hosting needs addressed

- Continue to work on communicating with the congregation through the newsletter, committee connections and recording congregant shares for Sunday Service
- Discussed the committee taking on organizing people to help with the development of communication procedures.

### **Membership**

The committee is almost finished with the directory. One volunteer from membership has agreed to help with Sunday Together Hosting.

### **Care Team**

Under the leadership of Rev. Ian and Bryna B. the care team met twice during the last month. We've developed a covenant, we are working on a Sunday Service for November, we will be calling all friends and members in the directory to see how all are doing.

### **Additional**

- Attended weekly Covid-19 response team meetings.
- Helped plan and attended Church Council Meeting.
- Hosted Sunday Together.
- Meet with interim communication procedure team several times.
- Attending Diversity 101.
- Member of a "Widening the Circle of Concern" study group.
- Participating in Beloved Conversations through Meadville Lombard Theological School.

### **d. Treasurer Jerry L'Hommedieu written report: (as of July 9)**

As of September 30<sup>th</sup>, the church held cash assets of \$226,188.48 in its bank accounts. Reserve and restricted funds totaled \$160,149.67, leaving a balance of \$66,038.81 in unrestricted funds. UUCOD received an unrestricted \$8,000 grant from the Inland Empire Community Foundation (IECF), funded by the US CARES program. In September, we collected \$601 for Well in the Desert through our Share the Plate collections.

Exempting the \$8,000 in IECF funds, expenditures exceeded revenues by approximately \$3,200 for the month. Various adjustments in the working budget result in an annual projected deficit of roughly \$10,000 although that is expected to increase with anticipated new budget requests.

Roger Beaman and I spoke with the accountant working on securing funds from the John McCloud Charitable Trust who indicated a settlement with the IRS is pending. He suggested we could receive funds prior to year-end. The MacLean Endowment Fund ended the month with a value of \$82,492; its highest balance ever.

### e. Director at Large Bob Rancourt's written report:

- Church remains closed to the public due to the Coronavirus Pandemic
- Virtual services continue
  - This Director participated in two virtual services this month, one that will air next month
- This Director attends the "Diversity 101" Lifespan Spiritual Growth Program, which he finds enlightening, educational, and helpful, and is highly recommended, especially for white members and friends
- Committees continue to meet and act
  - This Director attended Church Council, which met this month
  - This Director attended seven meetings to date this month and is scheduled to attend two more later this month
- This Director directly participates in the Streaming Services and Copyright Committee, the UUCOD Choir, and the Worship Committee
  - Updates provided within

### ***Report***

This Director was on vacation during the last Board meeting so did not attend; however, this Director returned this month and resumed regular attendance and participation in the various committees and groups, including Church Council. This Director attends the "Diversity 101" Lifespan Spiritual Growth Program, which consists of six two-hour lessons each Saturday morning. This Director finds the classes enlightening, educational, and helpful; the program is highly recommended, especially for white members and friends. This Director serves as a member of the Streaming Services and Copyright Committee, the UUCOD Choir, and the Worship Committee.

### **Streaming Services and Copyright Committee**

- Board Presentation, September 15

The Committee is working on a draft online worship services and copyrighted materials use policy that was presented at the Board's last meeting. The Board submitted question and comments, and the Committee is responding with updated information and materials during the Old Business portion of this meeting. In a somewhat related subject matter, the Board considered AV planning at an October 12 meeting that is being considered during the New Business portion of this meeting.

### **UUCOD Choir**

- Meeting, October 14
- Meeting, October 28

The Choir is meeting but is on hiatus. As previously discussed, the Choir submitted its current virtual version of *Spirit of Life* via Zoom, and it also submitted a virtual version of *Spirit of Life* sung in the Spanish language, both of which are now airing each service.

The Choir just submitted another virtual hymn to the Worship Committee to be aired at an upcoming service. Jonathan Fast is working tirelessly to keep the Choir together and making music during the church's closure. This Director asked that an "attitude of gratitude" card be sent to Jonathan.

### **Worship Committee**

- Meeting, Monday, October 5
- Meeting, Wednesday, October 7
- Meeting, Wednesday, October 9
- Meeting, Monday, October 12
- Meeting, Wednesday, October 14
- Meeting, Tuesday, October 27, 2020

The Worship Committee regularly communicates via e-mail. All fall virtual services have been assigned and scheduled. Worship Leaders are assigned through March next year, and Worship Associates, concerning whom we would like to have more volunteers, are scheduled through December. We welcomed Sarah Gonzales, who has already produced her first service and has another one in the pipeline. This Director asked that an "attitude of gratitude" card be sent to Sarah. This Director serves as Worship Associate for the October 18, 2020, virtual service, participating in above production meetings.

### **f. Director at Large Mack Roger's written report:**

**Attitude of Gratitude:** Note cards sent (from entire board)

Gloria Kapp, For all the work she did on the ballot propositions after church last Sunday.

### **g. Minister Reverend Barbara Fast's written report:**

#### **The Great Charity and the Greater Justice**

**Big Gratitude to the Social Justice Team** who are leading the UUCOD effort UU The Vote and for their leadership to widen our Circle and have UUCOD members nominate and vote on the Share The Plate (STP) choices.

**WORSHIP: Stewardship- Sustaining Connection- Widening the Circle**

I am bringing a Diversity Inclusion and Belonging lens to worship planning so that we can recognize opportunities to amplify and diversify voices and content of the worship services.

Thanks goes to the Worship Leaders who have growing responsibility and to the Tech Team who will be using a ZOOM format for worship in November, in addition to the Facebook Live Streaming. Sue Caspari is coming on the team to keep CCS music licensing quarterly reporting accurate. There is an issue about Licensing because we are not streaming from our own platform.

Attended the AV meeting and others.

CHOIR: The choir on furlough is continuing and the numbers appear to be growing. We will continue to add our choir singing with visuals as we are able. Rev Ian has joined the Choir!

I am working with Joni on forecasting the worship budget needs and adding our Strategic Goal to our planning.

The Christmas Offertory is to be divided between the UUA Disaster Fund and The UUCOD Music Fund.

### **October Worship**

October 4 Fear and Love- Rev Ian

October 11 UUA The Vote

October 18 What's Fair- Econ Injustice- Rev B, Galilee STP

October 25- Pride- Rabbi Jules (Rev Ian Singing)

### **November Worship**

Nov 1 - Honoring Our Ancestors: Zoom worship. Rev B, Friends & All

Nov 8 - We'll Build A Land- Platform TBD. Rev B. & Choir

Nov 15 - Thrive - Rev B

Nov 22- CARE – Rev Ian

Nov 29 - Rev Tet Gallardo, Philippines' UUA District President.

**Strategic Goals:** Attended the Board of Directors & Church Council Retreats: UUCOD Strategic Goals updated. Diversity and Inclusion Goal added.

**COM meetings:** Chair Rob DuWors, focusing our COM ministry Re: Strategic Goals.

### **Sustaining Connection, Widening the Circle**

I am attending the UUA/ Meadville Lombard Program, Beloved Conversations as is Rev Ian and a number of UUCOD folk.

Inviting attendance on the DIB Ministry team.

Worship

**Lifespan Spiritual Growth:**

Facilitated the Chalice Circle Facilitator meeting with Diana. The Chalice Circles are adding two new CC groups, facilitated by Ray Deveaux and Diana Leslie, who is also CC administrator and program composer. The Lifespan Group has organized a great array of opportunities for folks here. Building Your Own Theology has begun with 13 members. Continuing weekly Meditation. Next meeting will determine Winter Programming.

**Pastoral** – Calls as needed.

**UUMA PSWD** – I met with the PSW UUMA virtually.

I will be taking the week of Thanksgiving off. Re Ian will provide pastoral coverage.

g. Minister Reverend Ian W Riddell’s written report:

*submitted quarterly: November, February, May, and August.*

**Written Reports of Committee Chairs:**

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

**Facilities Committee meetings**

The Facilities Committee did not meet in October.

We will meet in November to take up the request of aligning Committee goals with the UUCOD Strategic Goals.

**Rooftop Solar and Electrical Budget**

The first full day of operation was Friday, October 9. The system is performing as predicted.

We may have \$2,000 upside potential in the FY electricity budget (due to reduced cooling).

We spent \$1,303 for electricity Jul-Oct, against a FY budget of \$3,000

We project that Nov-Jun will net a small credit overall.

**Building and Grounds Use**

Glenn Yamaguchi, Diana Leslie and Steve Kerr will present a proposal for the first steps.

**Sunday Service Streaming**

We have a draft proposal for continuing streaming after we resume live services, and to add screens in the sanctuary. We reviewed that in detail with the Board and Vikki on October 12. This is a topic on the meeting agenda.