
Unitarian Universalist Church of the Desert

Board of Directors Regular Meeting Minutes

July 18, 2023

Attending:

A meeting of the UUCOD Board of Directors was held on Tuesday, July 18, 2023.

Board Members attending in person: Bob Rancourt, President, Fran Hoag, 2nd Vice President, Jerry L’Hommedieu, Treasurer, Walter Gendell, Director at Large, Rev. Ian W. Riddell, Minister.

Board Members attending online: Julia Alberg-Burbank, 1st Vice President

Board Members not present: Claudia Simmons, Secretary, ill; Carol McDaniel, Director at Large, surgery.

Others Present online: LeGrand Velez, (Membership Chair); Marty Gronewald, (Directory Project); Rod Belshee (Sacred Grounds); John Ressler (Sacred Grounds).

Welcome and Call to Order

Bob called the regular Board Meeting to order at 5:02 PST.

Chalice Lighting

Rev. Riddell offered inspirational sentiments and lit the chalice.

Check-In

Bob welcomed everyone and he and the Board checked in.

Process Moderation

Process monitor was assigned to Fran Hoag

Consent Agenda

The Board approved a motion to approve the April 30, 2023, By-Laws Revision Meeting Minutes [Moved by Walter Gendell and seconded by Fran Hoag]

The Board approved a motion to approve the April 30, 2023, Annual Business Meeting Minutes [Moved by Walter Gendell and seconded by Fran Hoag]

The Board approved a motion to approve the June 13, 2023, Regular Meeting Minutes [Moved by Fran Hoag, seconded by Jerry L’Hommedieu]

The Board approved a motion to approve Ratification of Camp Scholarship Appropriation [Moved by Jerry L’Hommedieu, seconded by acclamation]

Voices of the Congregation

No Voices of the Congregation present

Old Business

- Bob reviewed and updated the Board Liaisons. Bob will send out/post revised list. Discussed:
 - Lifespan Spiritual Development added to 2nd Vice President
 - Questioned as to who liaison to Archivist would be
 - Communications Team missing. Stewardship will discuss
 - Safety Team added to Treasurer
 - Outreach not present
- Bob shared “Board Resources Folder” on Google with group:
<https://drive.google.com/drive/folders/1bfJVlsEPK-44UZNNwHN8y7h0H3ct1srw>
 - Jerry will upload current year budget to this folder for easy access.
- Jerry and Claudia will work on records.
- Fran initiated a discussion about the Board creating a communications head and therefore a committee.
 - The Communications Policy needs work. Policy grew from the Stewardship Committee; however, it is a Board responsibility.
 - Jerry explained that this area is all encompassing, including technology (website, Constant Contact, etc.). The Committee will need to lay the foundation for this work.
- Fundraising is a Board responsibility:
 - Finance Committee specifically stated they were not responsible for fundraising.
 - Individuals running events are accountable.
 - Auction is Board responsibility.
- Attitude of Gratitude
 - Walter will take this on. This month, the Board acted to have cards sent to:
 - Linda Bill, Dave – gratitude for Board service
 - Sheryl – gratitude for Social Butterflies for 5 years, send via email.
 - Mel – gratitude for going above and beyond for Facilities this past month.

Unfinished Business

- Review and Revisions of 2023-2025 Strategic Goals:
 - Board began conversation and decided that this would be best moved to the first Board Retreat.
 - All will review current draft and be prepared for the conversation.
- Review and Confirmation of 2023-2024 Board Calendar
 - Dates were changed for retreats.
 - A second retreat was added.
 - Pledge Drive kick off date set.
 - Stewardship to coordinate activity.

New Business

- President Bob Rancourt: Bob submitted a written report.
- 1st Vice President Julia Alberg-Burbank: Julia submitted a written report.

- Director-at-Large Walter Gendell: Walter submitted a written report.
- Secretary Claudia Simmons: Claudia submitted a written report.
- Treasurer Jerry L’Hommedieu: Jerry submitted a written report.
- Minister Reverend Ian W. Riddell: Rev. Riddell submitted a written report.

- Review and Discussion of Monthly Reports.
 - Secretary Claudia Simmons:
 - Question: do ongoing signatories [Rev. Ian, Jerry] need to re-sign?
 - Suggested that President be the Agent for Service of Process.
 - Sacred Grounds Proposal
 - Rod B. and John R. shared current proposal for Sacred Grounds projects to be done in the Fall.
 - Board discussed the presented proposal including budget implication.
 - Proposal Approved [Moved by Jerry, seconded by Fran Hoag]
 - Budgeted up to \$21,000, based on the reserve as it is today.
 - Membership Electronic Directory Proposal
 - LeGrand Velez and Marty Groneburg shared information about this proposal to use Electronic Directory.
 - The proposal is to conduct a trial version of the membership directory online over the next year, to be completed by the Annual Meeting in 2024.
 - Refer to attached proposal for details.
 - Congregation will be surveyed in some fashion at the end of the trial to help assess how it has worked out and whether to continue.
 - Print Directory will be produced as usual this year.
 - Questions about proposal:
 - Jerry questioned intellectual property. Marty feels we own the data.
 - Bob questioned reliability of the website housing the directory.
 - Jerry questioned assessment. Survey
 - Walter questioned how to help people who need online assistance.
 - Fran would like a larger conversation about a larger overhaul of the Church’s database – maybe proposing a switch away from Meminfo and does not want to see duplication of effort. LeGrand agrees on not wanting to duplicate effort.
 - Membership Electronic Directory Proposal approved [Moved by Fran, seconded by Jerry].
 - Treasurer proposed to move \$50,000 into a CD from UUCOD savings account.
 - Minimal interest being earned in savings; Bank CD rate is 4.77%
 - Length of CD is 11-13 months.
 - Proposal approved [Motion moved by Walter; seconded by Fran]
 - Safety
 - Rev. Ian and Jerry shared proposed Medical Emergency Procedure with Board and invited comments.
 - First part of larger roll-out of safety procedures
 - Will be sharing with appropriate leaders (worship, ushers, AV, etc.) and planning trainings and drills in the fall. Also included will be active-shooter training and fire and earthquake drills.
 - Date of Rev. Ian’s Installation service
 - Set for November 12, 2023, at 4pm

- Rev. Ian will create a committee to co-plan with him.
- Will ask for budget for event.
- Board Recognitions proposal
 - Tabled till later meeting.

Process Review

- Fran reported that
 - All got a chance to speak, all were listened to
 - We went a little overtime at the end, though we were ahead most of the meeting

Extinguishing Chalice and Adjournment of Regular Board Meeting

- Rev. Riddell extinguished the chalice with words of gratitude.
- Bob adjourned the regular Board meeting at 7:40 pm

Respectfully Submitted,



Claudia L. Simmons, Secretary

September 19, 2023

Attachments

Written Reports Addendum

**Addendum to Board of Directors Regular Meeting Minutes
Written Reports of Board Members and Committees**

Written Reports of Board Members and Minister:

1. President Bob Rancourt's Written Report
2. 1st Vice President Julia Alberg-Burbank's Written Report
3. 2nd Vice President Fran Hoag's Written Report
4. Secretary Claudia Simmons' Written Report
5. Minister Rev. Ian W. Riddell's Written Report
6. Treasurer Jerry L'Hommedieu's Written Report
7. Director at Large, Walter Gendell's Written Report

President's Report



MEETING DATE:	July 18, 2023
REPORTING PERIOD:	July 1 to 18, 2023
TYPE:	Monthly Board
AUTHOR:	Bob Rancourt

Inasmuch as this term of office began only two weeks ago, this month's report is brief. My assigned Board liaison constituencies are the Diversity, Inclusion, and Belonging Ministry (DIBM), Leadership Development Committee, and Personnel Advisory Committee. Additionally, I have been on "light duty" physical activities during this time to recuperate from surgery last month.

DIBM

There is no July meeting but likely an August meeting will convene.

Leadership Development Committee

Barb Storms just was elected at the Annual Business Meeting, and President *Ex Officio* Linda Savard begins a new term per By-Laws. Jane Betts-Stover remains.

Personnel Advisory Committee

Concurrent with commencement of this fiscal year, Rev. Riddell officially became the Settled Minister and he and the Board executed a Ministerial Agreement.

Additional Information

I was able to attend one UUA Pacific Western Region Southern California Presidents' Roundtable Meeting prior to commencement of my term, but these meetings have been discontinued for the remainder of the summer. Also, before commencement of my term, President *Ex Officio* Linda Savard and I met to brainstorm about and prepare for transition of the 2022 – 2023 Board of Directors to the 2023 – 2024 Board of Directors.

I prepared for and presided over the July 8 Orientation of the 2023 – 2024 Board of Directors. The event was productive, and the Board finished early.

To: UUCOD Board
From: Julia Alberg-Burbank, 1st VP RE: July
2023 Board Report

UUA GA: I attended on my own but was a voting delegate for UUCOD. I attended all business meetings and voted in each election. The changes in Article II will continue to be revised and discussed until GA 2024, at which time they will be voted on. I also attended the Ware lecture with Imani Perry and several workshops and worship services. Next year's UUA GA will be entirely virtual.

Denominational Affairs: Jane Zaun and Linda Savard also attended UUA GA, as voting delegates, along with Rev. Ian.

Respectfully submitted, Julia

Alberg-Burbank

Unitarian Universalist Church of the Desert
2nd Vice President Report
July 18, 2023

Lifespan Spiritual Growth met on June 20 to start discussing possible course for the 2023-24 year. With new membership involved it was important to clarify the teams mission and purpose:

Lifespan Spiritual Growth coordinates and collaborates with all other UUCOD committees and groups to develop and schedule classes and training to support our growth in implementing our UU values and principals.

A number of different opportunities were discussed and are being further developed by the course leader and the LSG team. The team is developing a survey to solicit new ideas for courses and to gather member feedback on those that are proposed.

Membership Committee: As the Board Liaison to the Membership Committee, I attended their committee meeting on July 11.

Team members are deep into gathering and editing information for the next Members and Friends Directory. This is a big, all consuming job for such a small team. They are confident though, that the editing can be completed by 7/15/23 and a printed version can be available for distribution at the Annual Auction.

A Membership sub-committee has been exploring other options to make the directory publication process less time consuming and stressful. Marty Gronewald gave a presentation on “Instant Church Directory”, an online software application which would require less volunteer time in creating a directory. At the July 18 Board Meeting, Marty will give a short presentation on the software and LeGrand Velez (Membership Committee Chair) will present this proposal for the Board’s approval:

“The Membership Committee is recommending that the Board entertain a Proposal to begin a two month trial of the Instant Church Directory Program with the help of the Anonymous Donor. Simultaneously, the work will go forward on the plan for a possible Printed Directory but no Action will be taken until a decision is made about the trial.”

If the Board agrees to go forward with the trial, committee members are willing to work with Marty on the uploading of information in our current files. At the end of the trial, the Team will present an assessment to the Board, and the Congregation will be included before a decision is finalized.

The committee decided to stop attendance tracking at the Sunday Worship Services. From their committee notes:

“...the small Membership group is just spread too thin. With serving as Greeters and Ushers and responsibility for the Directory and the membership database, it has become too labor intensive to track attendance. The decision was made for the rest of the Summer, to drop the full attendance tracking and focus on welcoming Newcomers and providing them badges, handing out the Orders of Service, and serving as Ushers.”

Stewardship is in the process of determining the focus for the next year and building the calendar. The meeting was attempted, but stopped due to technical difficulties. The meeting will resume on July 20.

Respectfully submitted by Fran Hoag

Monthly Report
UUCOD Secretary Claudia Simmons

1. On July 8, 2023, I participated in the Board orientation meeting.
2. As my Board liaison responsibility, I will be working with the Treasurer to help organize records and files for easy reference and retention.
3. The week of July 10, 2023, I updated the Statement of Information with the CA Secretary of State to reflect current Board members. Sent new form to Bob Rancourt and Jerry L'Hommedieu. Contacted the Branch Manager of Pacific Premier Bank to start the process of changing UUCOD's various account signatories. I have received "New Account Worksheet/Personal Accounts" form for all new signatories to complete for the bank, and have thus far sent said forms to Bob, Julia and Jerry.
4. Sent agenda for 7-18-23 Board Meeting to Admin Pam to copy and place on bulletin board.

Minister's Report to the UUCOD Board

July 18, 2023

The Rev. Ian W. Riddell

My friends,

What a great joy it was to gather with you for our retreat a few weekends ago. I'm excited about the year ahead.

And, I'm also hoping that we can all take some time over the heat of the summer for rest, relaxation, and renewal. I know it feels like there is so much to do—and there is—but we do not serve ourselves or our congregation well if we do not take intentional time for rest.

The heat invites us to slow down, stay cool, and take some time for quieter, calmer activities. Perhaps more reflection time. Perhaps a time of travel. Perhaps just more time to spend with loved ones indoors.

I hope you'll find some ways to be renewed over the coming months.

I look forward to our year together ahead.

In peace and love
Ian

Summary Outline of the work I've been involved with for the past month. This is not an exhaustive list, but is meant to give you a general idea of what I've been up to as your minister.

A. Counseling and Pastoral Care

- The Care Team took the month of July off from our regular meeting this month. We will resume our meetings in August.
- We continue to check in and share our contacts with congregants and offer each other guidance and support in our support of congregants' needs.
- The Care Team will begin working with me to plan for a renewed approach to our work in the fall.
- I continue to meet with congregants in need of connection and conversation by phone and Zoom and in person.

UUCOD Treasurer's Report

June 2023

As of June 30th, UUCOD held deposits of \$273,138.79 which includes \$153,003.54 invested with UUA in its UUCOD Investment Fund. Of the total amount, \$274,227.60 is held in either dedicated or restricted funds. This leaves a negative \$1,088.81 in available unrestricted funds at year end. As of July 1, \$45,613.89 in FY 23-24 pledge payments will transfer from reserves to revenue providing \$44,525.58 in available unrestricted funds.

The year ended with net revenue of \$25,802. Of that amount, \$8,500 was allocated to a new reserve fund – 2312 Minister's Sabbatical Reserve – and \$10,000 was moved to 2310 Building Maintenance Contingency Fund. The building fund currently has \$55,000 in reserves.

Total revenue for the year was \$269,388 against an initial budget of \$303,097. All revenue categories achieved less than the budgeted amounts with Miscellaneous Operational Revenue coming in at nearly \$26,000 below our target.

Total expenses were \$243,585 against a budget of \$293,875. Most Facilities expense items exceeded budget largely due to unexpected repairs and unbudgeted tree trimming and removal but roughly \$20,000 of funds allocated for Sacred Grounds projects were not spent. The Board also approved not renewing our earthquake insurance which, with increased rates, would have cost \$8,000. Most other expense items came in under budget.

For the year, the UUCOD Investment account earned \$3,003 on an initial investment of \$150,000; a 2% return. Last summer, the account lost approximately 8% of its value so the annual gain in fund value is impressive and much more than the .1% return we would have received if the funds were left in our savings account.

The fund value of the MacLean Endowment Circle Fund increased by \$10,021 over the fiscal year; a 7.8% increase. The fund value is currently \$138,149.

Jerry L'Hommedieu
July 6, 2023

Board Member at Large Report

July 2023

Board Orientation Program

- Attended the Board Orientation held on July 8th

Hospitality

- My liaison position with hospitality began on July 1, 2023.
- I spoke with Sandy Sladen and Margaret Manson who will be taking time off during the summer to travel. They have prepared a spread sheet that includes who will be staffing the Hospitality area each Sunday through the end of September. Everything is in order for Hospitality to run smoothly during their absence.

Human Resources

- Met with Rev. Ian on July 3rd to begin the work of creating a Ministerial Evaluation Form (assessment). We talked at length as to what that might look like, what it would include as part of his evaluation and how it may be structured. We also talked about the frequency of his review and who would be involved in that process.
- We also reviewed a couple of examples of an evaluation form, some more extensive than others, but agreed it should be thorough without it being overly burdensome.
- Areas of review being considered would include:
 - Essential Functions (e.g. prepare and lead excellent and powerful worship; be an effective steward of the congregation's resources; identify, recruit, train and support lay leadership for both administrative and program functions.)
 - Core Competencies such as spiritual leadership, teamwork, visioning and problem-solving.
 - Specific Goals for the upcoming year.
- These are just preliminary thoughts and ideas to be flushed out over the next couple of months with a final recommendation to be presented to the Board in the fall.

By-Laws

- No activity in June.

AB-506

- Met with Rev. Ian and Bob Rancourt to discuss how we will be proceeding to ensure that we are complying with AB-506. This will include appropriate background checks for all our employees by January 2024.
- Rev. Ian also committed to have him and Pam go through the required mandated reporter training utilizing the state program.

- I took on the responsibility to review and revise our current Child Protection Policy. It requires a complete rewrite given the number of mandated changes brought about by AB-506. A draft revised policy has been sent to Rev. Ian and Bob Rancourt for their review. Our goal is to have a recommended revised policy to the Board in October.

Submitted by:

Walter Gendell

Board Member at Large

July 18, 2023

Unitarian Universalist Church of the Desert
Board Meeting ~ July 18, 2023
Online Directory Trial Proposal

Membership Committee Chair: LeGrand Velez

Topic: 2024 Members and Friends Directory and Online Version Proposal

At the July 11 Membership Committee Meeting, the following motion was approved:

The UUCOD Membership Committee requests that the Board of Directors approve a two-month trial period to develop an sample online version of the 2024 Members and Friends Directory, including self-submitted photographs of all members. The online edition would be developed using Instant Church Directory Program software.

Regardless of the Board's decision about the Instant Church Directory trial, the 2024 Members and Friends Directory hardcopies would be produced in the traditional format in time for distribution at the Church Auction in November 2023.

If the trial is successful, and the Board decides to implement the online UUCOD Instant Church Directory in the future, the initial \$99 annual fee would be underwritten by an anonymous donor. This would be an annual cost saving of ~\$300 and a number of hours of labor for the Membership Committee members. Before an online version of the UUCOD Membership Directory could be implemented, the Membership Committee would make a presentation about the proposed Online Directory to the congregation for their input. The need for congregational approval would be left up to the Board. Individual members would have to approve which, if any, of their contact information could be included in the online Instant Church Directory.

A preliminary implementation is now live. You are invited to login and look around. To view the directory, create a login at members.instantchurchdirectory.com. You must use the email address listed in the directory. Once you click on the link in the verification email returned to you, you will have member (not editor) access.

Additional information is available on the website, including:

- Download a one-page Fact Sheet or view webpage.
- Download a one-page Security Fact Sheet or view webpage.
- Download a PDF of a full PowerPoint presentation.
- Instant Church Directory software demos.