

---

# Unitarian Universalist Church of the Desert

## Board of Directors Regular Meeting Minutes

September 19, 2023

---

### Attending:

A meeting of the UUCOD Board of Directors was held on Tuesday, September 19, 2023.

**Board Members attending in person:** Bob Rancourt, President, Julia Alberg-Burbank, 1<sup>st</sup> Vice President, Fran Hoag, 2<sup>nd</sup> Vice President, Jerry L'Hommedieu, Treasurer, Claudia Simmons, Secretary, Rev. Ian W. Ridell, Minister.

**Board Members attending by Zoom online:** Carol McDaniel, Director at Large.

**Board Members not present:** Walter Gendell, Director at Large (Germany).

**Others Present attending by Zoom:** Julie Bell and Robert DuWors.

### Welcome and Call to Order

Bob called the regular Board Meeting to order at 5:15 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 Claudia Simmons

### Consent Agenda

- The Board approved a motion to approve the July 18, 2023, Meeting Minutes [Moved by Jerry L'Hommedieu and seconded by Fran Hoag]
- The Board approved a motion to approve the September 9, 2023, Retreat Minutes [Moved by Jerry L'Hommedieu and seconded by Fran Hoag]
- The Board approved a motion to approve the 2023-2024 Short Range Goals [Moved by Jerry L'Hommedieu and seconded by Claudia Simmons]. Claudia to have Short Range Goals posted on second bulletin board in Lobby and ask Pam Bibb to upload to Website.

### Voices of the Congregation

- Julie Bell and Robert DuWors were present. Rob reviewed the approach for creating, introducing and implementing a Planned Giving Program at UUCOD. For many congregants,

there will need to be an educational ramp up. Rob suggested a slow roll out with articles about planned giving/charitable bequests posted in the UUCOD Newsletter, an attorney to possibly speak to the congregation about incorporating charitable bequests into their estate planning, and he also suggested a Q and A session one Sunday after church.

- Jerry suggested that there be a Planned Giving box to check on the donations page of the UUCOD website, with the understanding that Planned Giving is not a fundraiser, rather a separate subject of estate planning. It's presence on the donation page would be for the purpose of making this option known.
- There was a motion to approve the UUCOD charitable bequest approach that would roll out to the community in the Spring of 2024. [Moved by Julia Alberg-Burbank, seconded by Carol McDaniel]. Unanimously approved. Rob DuWors and Julie Bell will make final document available to President Bob Rancourt.

## Old Business

- Review, Consideration, and Discussion of AB-506-Related Revisions to Child and Youth Safety Policy:
  - Rev. Ian went over the corrections that Treasurer Jerry L'Hommedieu made on the AB-506 Policy. Rev. Ian will make the necessary corrections and repost on the Google Shared Drive.
  - Background checks will include fingerprinting. All staff and volunteers involved with children will have fingerprinting done through Livescan.
- Review, Discussion, and Approval of Accompanist Compensation:
  - Rev. Ian put forth the proposal to increase the pay for all piano accompanists to \$150 a week for Sunday services. There had been a disparity in what each accompanist was being paid, and it was felt that the previous fee was not in keeping with the standard pay in the field. It was also felt that all accompanists should be paid the same fee.
  - Rev. Ian also proposed that UUCOD pick up the costs of additional sheet music that the accompanists have previously been paying for themselves.
  - There was a motion made to approve the changes to the accompanists' compensation, which would be effective as of October 1, 2023. [Moved by Jerry L'Hommedieu, seconded by Claudia Simmons]
- Attitude of Gratitude:
  - Bob Rancourt will take this on. This month the Board elected to send cards to:
  - Jerry L'Hommedieu, Randy Steele, Dave Carter, Jane Zaun and Mel Wilkinson for preparing the church prior to and shoveling out the sand after Tropical Storm Hillary.

## Unfinished Business

- Final Review, Consideration and Approval of Board and Fiscal Year 2024-2026 Strategic Goals:
  - Bob brought this up for discussion again as Walter Gendell had questions about prioritizing these items. Jerry felt that the committees should review the goals and bring their suggestions to the Church Council meeting. The Board will consider the committees' input and would appreciate prioritization suggestions.
  - Bob will send a message to all the committee chairpersons with a copy of the Strategic Goals.
  - Bob, Rev. Ian and Fran created an ad hoc committee to discuss identifying a Volunteer Coordinator.

- There was a motion to approve the Fiscal Year 2024-2026 Strategic Goals [Moved by Jerry L’Hommedieu, seconded by Fran Hoag]. Unanimously approved.
- Review and Discussion of Board Presence During Worship:
  - Rev. Ian asked if the Board members would consider participating in the pulpit to do the welcome words currently presented by the Worship Associates. This would be done on a rotation basis, one Sunday a month, and would give the congregants an opportunity to get to know the Board members, and perhaps Committee Chairpersons, a little better. There being no objection, Rev. Ian will prepare and send out a schedule for this program to begin in October 2023.
- Funding Consideration and Approval for 11/12/2023 Settled Minister Installation:
  - The budget for the November Settled Minister Installation and Celebration was discussed. Anticipating:
    - 120 attendees
    - Catered meal @ \$30/person ... congregants to bring desserts
    - Rentals of tables/chairs, table clothes, flowers
    - Decorations
    - Supplemental drinks
    - Printing costs
    - Travel costs for dignitaries coming from out-of-town.
  - Jerry recommended that the Board approve a \$5,000 budget for this milestone celebration. [Fran Hoag made a motion to approve the \$5,000 budget, seconded by Julia Alberg-Burbank]. Unanimously passed.

## New Business

- President Bob Rancourt: Bob submitted a written report.
- 1<sup>st</sup> 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 Report:
  - Bob Rancourt: No additional comments
  - Julia Alberg-Burbank: Made a correction. The Regional Assembly is going to be in Colorado.
  - Claudia Simmons: No additional comments
  - Jerry L’Hammedieu: Posted audit information on the shared drive. Jerry wanted to let the Board know that he is training Julia Bell on all financial information, and at some point, she will have access to view bank accounts, QuickBooks as well as be able to do payables and pull reports. Jerry is attempting to make sure that there is cross training for jobs within the Finance Committee. Jerry also gave a brief update as to where things stand with Sacred Grounds. A description of same is attached to these minutes.
  - Rev. Ian suggested the Board use the book “Transforming Conflict” as its learning tool of this Board year. Board assignment by the October Board meeting is to read the Introduction and First Chapter of this book.

- Carol McDaniel will upload her monthly report to the shared drive.
- Fran Hoag reported that she has been busy with Communications and is pleased that the Finance Committee will have a “donate” button on the UUCOD Website. Fran has also done some work for the Sacred Grounds by creating signs and QR codes. There was discussion about how QR codes could be used in by the church. Fran also wanted to make sure that the Board use the new Webmail exclusively for church business.
- Review, Discussion, and Approval of Proposed Safety Committee Procedures and Incident Report Form:
  - Medical Emergency Form, approved.
  - Active Shooter Procedures, approved.
  - Incident Report Form, approved.
  - Rev. Ian would like to add procedures for online harassment, earthquake and fire to the Safety Committee’s conversations.
- Review and Discussion of Proposed Board Recognitions:
  - President Bob Rancourt would like to continue the tradition of recognizing past UUCOD Presidents. There was discussion as to who would do this, when would it be done, and is there a budget for this. The costs would be minimal.
  - Bob also would like to institute a Lifetime Achievement Award for the member who has been involved with UUCOD the longest. It was felt that this function should be turned over to the Legacy group that is part of the Worship Committee.

#### Process Review

- Claudia reported that the Board Meeting ran 10 minutes over the schedule time.
- 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

Date Approved: October 17, 2023

#### **Attachments**

Sacred Grounds Report to the Board  
 Charitable Bequest document  
 Active Shooter Procedure  
 Medical Emergency Procedure  
 Incident Report Form  
 Monthly Board Reports

## **Sacred Grounds Report to the Board September 2023**

So much has happened since the last report (July)! In a word we are done planning and we are building!

### **Desert Canyon Habitat**

A huge challenge was finding lots and lots of boulders at an affordable price. We found a construction site in Banning where we got five dump truck loads of boulders for just the cost of the delivery. Our original proposal focused on purchasing a small number of large statement boulders and lots of scrounging from BLM land for smaller rocks. Instead we have 25 tons of wonderful boulders, we hired a bobcat operator to place them, and we are \$1,600 under budget!

The basic bones of the garden are now in place. We have some irrigation to repair over the next week and a bit of tidying up but are in great shape.

The plant materials have been ordered through the California Native Plant Society; we will separately source ones they cannot deliver. The plant materials start arriving October 21 and we will have work parties scheduled for placement and planting. Some of the plant materials ordered through the California Native Plant Society will be purchased at a discount to retail rather than wholesale, with a small increase compared to budget.

We have decided to add Spanish to the signage, so that will increase their size a little bit. We still expect the Desert Canyon Habitat to come in on budget.

Completion of the Habitat garden might be in November-December. We will apply for certification as a Sacred Ground with the National Wildlife Foundation.

A formal opening event of the garden might occur in January, with invitations to supporters including UCR California Naturalists and the California Native Plant Society. Potentially the church could leverage this event for publicity and outreach. At this time, it does not appear that the event ties into any planned worship, lifespan, or other church events.

### **Celebration Garden**

We now have a bid for the concrete work and it is right on target (\$6,000 Patio, \$7,000 Celebration Garden).

Our initial plan was to complete the stamping ourselves, but we are now having two professionals test John's stamps and bid on doing the work so that we ensure high quality. Getting that nailed down is a large focus. We are aiming for construction between October 1 and October 19, and tentatively have set for the first week of October, but this could change depending on the stamping professionals availability.

Staining the Celebration Garden walkway will occur three to four weeks after the stamping, and sealing a few days later.

We have started discussions with Rev Ian on properly celebrating/blessing this garden, perhaps on December 3, coinciding with his worship service on Love.

### **Patio Expansion and Repair**

The patio expansion and repair will occur at the same time as the Celebration Garden. Facilities has already moved the commemorative pavers and sacred stones, and removed the vegetation. The two boulders will be moved by the contractor, so the area is all prep'd and ready.

### **Communication**

We have engaged in extensive communication, including the newsletters, the Community Facebook page, our 57 email subscribers, and more. We included Video Tours of the progress in the past two newsletters to keep the entire community engaged, which is crucial.

We have carefully communicated with Rev Ian, Pam, and Mel (Facilities) as construction occurred, and we continue to work carefully with the church calendar scheduling next steps.

### **Fundraising**

A request for donations went out Sep 12 to the 57 Sacred Grounds email subscribers (plus a few who commented on the Community Facebook page, and an FYI to the Board). We received feedback not to look like a separate group and to instead reach out to the entire congregation. We also received feedback regarding the timing overlapping when the auction was requesting donors. We will reach out to the rest of the congregation after the auction donation deadline has passed.

### **Steering Committee**

It is a true blessing to work with the wonderful, talented, dedicated, open-minded people on the Steering Committee!

**UUCOD Charitable Bequests  
Proposed Approach**

Background

A local fundraising consultant was engaged by the United Church of the Desert (UUCOD) in 2019 to help focus its philanthropic activities. Given the demographics of our congregation, the consultant emphasized the importance of our focusing on **Charitable Bequests**. Charitable Bequests are gifts that are made as part of a will or trust or by naming the UUCOD as beneficiary on the title of accounts or assets. Some facts and figures about charitable bequests are attached to this document.

Proposed Scope

One or two people would communicate to all UUCOD Members and Friends that we are working to increase awareness about the opportunity to provide the UUCOD with a charitable bequest. The content of communications supporting this task (website announcement, letter, and follow-up letters) will be submitted to the UUCOD Board of Directors (BOD) for input and approval. The timing of implementing this task will be determined by the BOD.

	<b>Existing Members &amp; Friends</b>	<b>New Members &amp; Friends</b>
<b>Initial Contact</b>	-Announcement in the newsletter to make congregants aware of the program. -Send a letter via email. -Follow up telephone call.	-A letter will be sent to new members 12 months after they have formally joined the UUCOD and Friends 12 months after recurring donations commence. -Follow up telephone call.
<b>Follow Up Contact</b>	Annually there will be an item in the newsletter and a follow up letter will be sent out.	Annually there will be an item in the newsletter and a follow up letter will be sent out.

Information and Education

A subject matter expert will be identified, and an educational forum will be scheduled for any Members or Friends interested in learning more about charitable bequests. In addition, multiple informal discussions about charitable bequests will be offered during the initial launch period.

Miscellaneous

- Any Members or Friends who elect to name the UUCOD in their estate plan will be asked, not required, to provide a photocopy of the page(s) outlining their bequest.
- Information regarding those individuals who make a bequest to the UUCOD will be kept on an encrypted document and shared only between the person(s) coordinating charitable bequests and the Treasurer.
- Donor recognition and intent will be discussed with the donor, documented, and executed as agreed upon.

## ATTACHMENT

### The Long-Term Power of Charitable Bequests<sup>1</sup>

- *The opportunity for your organization is massive. 43.9% of nonprofits still don't focus any fundraising/gift nurturing on gifts in wills or estate gifts. And yet more than 85% of all planned gifts are made via a will or a trust, meaning charitable bequests.*
- *Depending on your source, the average size of a charitable bequest is between \$37,000 (How to Love Your Donors to Death, Stephen Pidgeon, 2015) and \$78,360 (2020). That is as much as 1,000X what a donor might make while living. And nearly two out of every 10 wills include more than one bequest.*
- *If you think a charitable bequest will decrease annual gifts, think again. After making an estate gift, a donor's annual gifts increase by more than 75%, on average, in following years.*
- *Don't stop for coronavirus. In August 2020, will-making website FreeWill saw a 295.21% increase in charitable bequests made over the same month in 2019.*
- *As of 2017, giving by bequest accounted for 9% of all charitable donations, or \$35.7 billion, an increase of \$12.3 billion over 2012.*
- *Get busy now. Russell James, professor at Texas Tech University, estimates that without nonprofits working to encourage planned gifts, as much as 90% of donor mortality (the big generational wealth transfer everyone's waiting for) will "simply result in lost current giving."*
- *Don't stop. A 20-year study shows that donor life events dictate when a bequest will be added, and you need to be top of mind. For nearly seven out of 10 donors in the study, adding a charitable bequest happened within the final five years before passing.*

---

<sup>1</sup> Compiled by Lisa Sargent, president of fundraising consultancy Lisa Sargent Communications, for the Chronicle of Philanthropy webinar, "How to Boost Your Planned Giving Program," on October 22, 2020





## **Active Shooter Procedures**

An “active shooter” is an individual actively engaged in killing or attempting to kill people in a confined area. Active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter incidents are unpredictable and evolve quickly. The immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared to deal with this type of event.

### **How to Respond in an Active Shooter Incident**

Quickly determine the most reasonable way to protect your own life. Follow the general recommendations of “Run; Hide; Fight.” Barring imminent harm to themselves, church leaders should assume a leadership role in directing the actions of others.

1. If the active shooter is outside the building:
  - Lock all exterior doors to prevent entry.
  - Call 911 immediately. Be prepared to provide the physical address of the church.
  - Turn off the lights and close all blinds, if possible.
  - Congregate in an area not visible to the active shooter, silence phones, and remain as quiet as possible.
  
2. If the active shooter is inside the building and there is an accessible escape path, attempt to evacuate the building.
  - Evacuate using one or more of the three exterior doors. Evacuate regardless of whether others agree to follow.
  - Leave your belongings behind. Take your cell phone if you can grab it quickly. Put it in your pocket.
  - Attempt to prevent individuals from entering an area where the active shooter may be.
  - Help others escape, if possible, especially children or individuals with mobility or cognitive challenges.
  - Do not attempt to move wounded people.
  - As you exit the building, and until you are in a safe place, keep your hands visible – arms outstretched – to ensure law enforcement knows you are unarmed.

- Follow the instructions of any police officers.
  - In the absence of law enforcement, run to a safe, populated location. The Rancho Mirage Dog Park should be the first assembly point. If this area seems unsafe, proceed to Joann's Fabrics east of the dog park.
  - Call 911 when you are safe.
  - Do not leave the site until advised by law enforcement to do so.
3. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
- Be out of the active shooter's view.
  - Provide protection if shots are fired in your direction (i.e., the Minister's or Administrator's office; one of the locking storage rooms; restrooms; or the storage room next to the AV booth.
  - If available, lock the door and blockade the door with heavy furniture to deter entry and injury from bullets.
  - Hide behind or under heavy items such as desks, filing cabinets, etc.
  - Remain quiet and silence cell phones.
4. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
- Acting as aggressively as possible against them including group yelling or storming the active shooter.
  - Throwing hard or heavy items at the active shooter or using weapons to injure them. Fire extinguishers can blind the active shooter, and items like staplers, chairs, pots, and pans, etc., can injure the active shooter.
5. If possible and willing, event coordinators (i.e., Worship Leaders, Membership & Safety committee team members, committee chairs, etc.) should assume a leadership role in directing individuals' actions during the event.

## **Streaming Services**

- Upon becoming aware of the incident, the A/V team should either stop the feed to stream live services or, if possible, change the stream to show a slide telling viewers there is an emergency. Viewers should not come to the church.

## **How to Respond to Law Enforcement**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four.

- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, or handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands and may push individuals to the ground for their safety.

How to react when law enforcement arrives:

- Remain calm and follow officers' instructions.
- Put down any item in your hands (i.e., bags, jackets).
- Immediately raise your hands and spread your fingers.
- Keep your hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming, or yelling.
- Do not ask officers for help or directions when evacuating. Proceed to the Rancho Mirage Dog Park unless directed by law enforcement to assemble elsewhere.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of the shooter/s.
- Number and type of weapons held by the shooter/s.
- Number of potential victims at the location.

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe, designated assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave or attempt to enter the building until law enforcement authorities have instructed you to do so.

At the assembly point, someone, generally the most senior church leadership present, should assume a leadership role and begin instructing evacuees as to necessary next steps in accordance with evacuation procedures. That individual, or another assigned person, should serve as the point of contact with the police department's incident command team.

### **Ways to Prepare for and Prevent an Active Shooter Situation**

- Monitor activity in the church parking lot and grounds during services, large gatherings, and at night.

- Keep all external doors locked unless congregants or visitors are arriving for meetings or when activities warrant ongoing access to the building.
- When alone in the building, if unknown individuals arrive at the church asking to be let in, ask the nature of their business before allowing entry.
- Inquire about the contents of large or oddly shaped bags or other containers being carried by individuals into the church if they appear suspicious.
- All congregants, especially church/event leadership, should carry their cell phone on their person while attending church events.
- Conduct active shooter training exercises on a routine basis and ensure new employees are provided instructions regarding procedures during orientation.
- Include law enforcement and first responders during training exercises.
- Be aware of indications of workplace violence, threats, and/or disgruntled employees, employee's spouses, or congregants and take actions accordingly.
- Implement an escalation process to report signs of potentially violent behavior to the Minister or a board member.
- Encourage law enforcement and community watch volunteers to routinely monitor church grounds.
- Encourage law enforcement, emergency responders, SWAT teams, and bomb squads to train for an active shooter scenario at your location.
- Conduct effective employee screening and background checks.

### **Managing Consequences of an Active Shooter Situation**

After the active shooter has been incapacitated and is no longer a threat and the police have issued an "all clear" order, church leadership should engage in post-event assessments and activities, including:

- Accounting for all individuals at a designated assembly point to determine who, if anyone, is missing or potentially injured.
- Notifying families of individuals affected by the event, including notification of transportation of the injured to hospitals and casualties.
- Assessing the psychological state of congregants and employees to determine the need for health care intervention or individual or group discussions.
- Activation of the Care Team to provide support to congregants as needed.
- Contact the UU Trauma Response Team and regional staff for assistance, support, and resources for dealing with the aftermath of the event.
- Leadership and/or impacted individuals should complete an Incident Report that describes their experience during the event and provide it to the Board President or Minister.
- Analysis of the event and development of a report highlighting the successes, effectiveness, and shortcomings of our Active Shooter procedures and revision of the procedures incorporating lessons learned.
- For events involving smaller groups such as committee meetings or rental events, the Board President or Minister should be informed of the event as soon as practical and an Incident Report should be completed.

Note: The contents of this procedure are largely derived from a document entitled “Active Shooter: How to Respond” that was issued by the U.S. Department of Homeland Security in 2008.



## Medical Emergencies

Medical emergencies are defined as potentially life-threatening injuries or physical symptoms that are beyond one's ability to treat with available first aid supplies. There is a basic first aid kit located in the Church kitchen island drawer that may be used for minor cuts or other injuries.

Any individual who is willing may aid someone experiencing a medical emergency. Assistance would include, but not be limited to, performing CPR, or providing first aid for choking, bleeding, poisoning, and burns. Ideally, someone with medical training would be the best choice to provide assistance, but that will not often be an option. **In the Event of a Medical Emergency**

1. Identify an individual who is willing to coordinate the medical emergency response. This person may be someone other than the individual providing first aid. If there is no immediate volunteer, the Minister, a board member, or committee chair should assume this role, if present.
2. Stay calm and determine the type and severity of injury or medical problem.
3. If the injured person is unconscious and cannot be revived:
  - Check to determine if the individual is breathing. If not, begin CPR, if possible.
  - Check to see if the individual's windpipe is blocked or they are choking.
  - Call, or ask someone else to call, 9-1-1 immediately.
  - Scan the person's body for bleeding or obvious injuries.
  - Look for a Medic Alert bracelet or necklace on the person requiring assistance.
4. If the individual is conscious:
  - Clarify the nature and severity of the injury or symptoms. Determine what hurts; where it hurts; and how much it hurts.
  - Ask the individual basic questions (e.g., year, President's name, etc.) if you suspect there is any cognitive impairment.
  - Inquire if the person wants you to call 9-1-1. Include the person's spouse, significant other or other known relative in this discussion, if available.

### **Calling 9-1-1**

- If the injury is of an imminent, life-threatening nature, initiate a call to 9-1-1 emergency services. You may leave the injured party to make the call if necessary. Be prepared to provide UUCOD's physical address: 72-425 Via Vail, Rancho Mirage, CA.
- Give the operator as much information as possible (i.e., type of emergency, what help is needed, exact address, telephone number, information from Medic Alert bracelet or necklace, and the injured party's information, etc.). Do not hang up until you are told to do so by the 9-1-1 operator.
- If the injured party declines emergency treatment, the injury or symptoms have abated, and the individual is not cognitively impaired, they cannot be forced to be treated.

5. Stop the bleeding. Apply compresses to the wound with pressure to minimize the bleeding. Use bandages and gauze from the first aid kit or, if the bleeding is serious, paper towels from the kitchen or bathroom or cloth towels located in the kitchen drawers.
6. Make the individual as comfortable as possible.
  - Position the individual in a comfortable position, either seated, lying on chairs, or lying on the floor, unless you suspect mobility problems, broken or fractured bones, back problems, or a concussion in which case you should not move the individual.
  - Unless they are needed, ask bystanders to leave the area to ensure the injured party's privacy.
  - Stay with the individual or assign someone to stay with the individual to comfort them.
7. Assist Emergency Personnel.
  - Request observers refrain from leaving the church until paramedics are on-site to avoid congestion and confusion in the parking lot.
  - When paramedics arrive on the scene, ask someone to meet them in the parking lot and escort them to the injured individual.
  - Once paramedics are on the scene, allow them to take control of the situation.
  - If the injured party is transported to a hospital, ask the paramedics to which hospital the individual will be taken.
8. Contact Emergency Contacts.
  - If the injured individual is conscious, ask if they would like you to contact someone on their behalf. If so, write down the information they provide. Wait until the paramedics have stabilized the patient or initiated transport to a hospital, then attempt to contact the emergency contact via telephone, text, or email.
  - If the individual is not conscious, check the Church Directory to determine if the individual has a spouse or partner and then immediately contact that individual

and advise them of the situation and where the injured party has been taken. Do not provide any diagnosis to the emergency contact; simply advise what happened and where the injured party has been taken.

- If unable to reach an emergency contact, contact the Minister to secure additional information from the individual's emergency contact form, if available.
9. Some individuals may refuse treatment or decline to be taken to the hospital. Encourage the individual to go to the hospital if you feel it is in their best interest. If the individual continues to refuse further treatment, request that you arrange for someone to pick them up or have someone from Church take them home. Strongly recommend that they do not drive themselves home unless you are confident the individual can safely do so.
  10. If the Board President, the Minister or one of the Vice Presidents are not at the Church during the medical emergency, contact one of them as soon as possible after the individual has left the building, informing them of the details surrounding the medical emergency.
  11. Once the medical emergency is being managed or resolved, the event coordinator must determine if the meeting or service can proceed or should be cancelled. In either event, meet with any non-emergency related participants and inform them the medical emergency has been addressed. **Do not** provide any specific information related to the injured individual's condition other than the issue has been resolved.

Prior to adjourning the meeting, make a list of names of all individuals in attendance including those who assisted with the medical emergency. Survey individuals to determine if they need assistance or support and note their names. Inform all attendees there will be a communication issued shortly that provides further information.

Meet separately with individuals who participated in the emergency response to ensure their well-being and identify any need for additional support.

## **Post Event Requirements**

Depending on the incident, the Minister and Board President will determine the appropriate type of response following the event. This may include, but not be limited to, email communications, group meetings, or one-on-one discussions.

An Incident Report file should be prepared for all significant accidents or injuries incurred on church property and securely retained for a minimum of seven years. The Board President, Minister or their assignee is responsible for creating a file for the incident that includes an Incident Report, written summaries from participants or observers, and any additional documents, correspondence, or photos that are pertinent to the emergency.



If you were involved in or witness to an emergency action, you may be asked to complete a written summary of the event and return it to the Board President or their assignee. Provide as much detail as possible.



## Incident Report Form

Use this form to report accidents, injuries, medical situations, or other emergencies. If possible, the report should be completed within 24 hours of the event. Submit the completed form(s) to the Board President or Minister.

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT			
Full Name			
Home Address			
<input type="radio"/> Congregant	<input type="radio"/> Employee	<input type="radio"/> Visitor	<input type="radio"/> Vendor
Phone Nos.	Home	Cell	Work

INFORMATION ABOUT THE INCIDENT			
Date of Incident Time	Police	Notified	<input type="radio"/> <input type="radio"/>
Yes	No		
Location of Incident			
Description of Incident (what happened; how it happened; factors leading to the event, etc.). Be as specific as possible. Attach additional sheets if necessary.			
Were there any witnesses to the incident? <input type="radio"/> Yes <input type="radio"/> No			
If yes, attach separate sheet with names, addresses, and phone numbers.			
Was anyone injured? If so, describe the injury (laceration, sprain, etc.), the part of the body injured, and any other information known about the resulting injury(ies).			
Was medical treatment provided? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Refused If yes, provide information as to where treatment was provided.			

REPORTER INFORMATION	
Individual Submitting Report (print name)	Signature



## President's Report



MEETING DATE:	<b>September 19, 2023</b>
REPORTING PERIOD:	<b>July 19 to September 17, 2023</b>
TYPE:	<b>Monthly Board</b>
AUTHOR:	<b>Bob Rancourt</b>

My assigned Board liaison constituencies are the Diversity, Inclusion, and Belonging Ministry (DIBM), Leadership Development Committee, and Personnel Advisory Committee. Additionally, I prepare agenda for and preside over Board meetings, and, as time permits, I volunteer as a greeter and usher for the Membership Committee.

### **DIBM**

DIBM met twice during this time. Rev. Riddell introduced new and returning members at the August meeting and discussed the ministry's mission, goals, and status. At the September meeting, members agreed to study neurodivergence and Rev. Riddell has directed us to educational UUA videos and an informative "Neurodivergence 101 Handout." Members will discuss their findings and studies at the next meeting on October 3.

### **Leadership Development Committee**

No meeting convened during this time.

### **Personnel Advisory Committee**

No meeting convened during this time, but members communicated regularly and completed revisions to the Child and Youth Safety Policy based upon recent legislation, which is on the agenda at this meeting. Employees already have complied with the new legal and policy requirements. The Committee's next project is drafting a ministerial evaluation form and process for the new Settled Minister.

### **Additional Information**

During this time, I wrote two President's Column articles that appeared in the August and September newsletters. I met with two past presidents for advice and feedback in transitioning to President. I prepared the agenda for and presided over the September 9 Board Retreat, at which the Board prepared its "Board and Fiscal Year 2023 – 2024 Short Range Goals" and "Board and Fiscal Year 2024 – 2026 Strategic Goals," which are on the agenda at this meeting. I met with the Executive Committee of Script2Stage2Screen and provided feedback on legal compliance matters.

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

**Church Council:** An email was sent to committee chairs announcing the Church Council for October 21, 2023. Additionally, a draft agenda was emailed as was a form to support the reporting out of the committee at the meeting. Through the use of the form, we are hoping to capture a comprehensive volunteer list for UUCOD.

**Board Retreat:** I participated in the board retreat and was able to come with several committees' goals, allowing the work of Board goals to support that of committees.

**Worship:** I served as WA on September 10th.

**Denominational Affairs:** There was a short blurb in the newsletter to notify the congregation about the Pacific Western Regional Assembly April 19-20, 2024. More information to follow.

Respectfully submitted,

Julia Alberg-Burbank

**Unitarian Universalist Church of the Desert**  
**2<sup>nd</sup> Vice President Report**  
**September 19, 2023**

**Stewardship:** I met with the committee on September 7. I am reporting here on activities that are not all in the sphere of Stewardship's responsibilities and are not captured in other reports.

The planning for the Auction is well underway and all volunteer positions are filled.

Jerry reported on the Membership/Stewardship Ad Hoc Outreach Within Committee's work. They are developing a database which can track engagement in church activities. Having the data can help in the work of building a culture and practice of welcoming.

Linda is working on another aspect of welcoming. She is submitting re certification documents to recognize UUCOD as a LGBTQ Welcoming Congregation.

**Board Retreat:** I attended the retreat on September 9 and enjoyed the work with other Board members in finalizing the Strategic Goals.

**Membership Committee:** I attended the first part of the meeting on September 12. I am working with LeGrande on some webpages to document the steps in becoming a member. This is in support of the New Member Orientation in October.

**Communications:**

I am working on web content for the Treasurer and the Finance Committee. It will include an enhanced ability to donate online and provide details on new Charitable Giving options.

I created Constant Contact registration materials for the Lifespan class series "Conversations and Covenant".

After resetting Webmail passwords, I sent instructions to all Board members on how to access WebMail to check and compose email on the UUCOD server so that we can fully use it for church business.

I am in the process of posting recent Board and Church documents on the website.

I continue to support the Administrator on larger communications tasks as requested.

I continue to work on website maintenance to ensure that the site runs smoothly and rapidly.

**Womens' Night Out:** This FUN event is a highlight of my month in building community on an informal basis.

Respectfully submitted by Fran Hoag

## UUCOD Treasurer's Report

August 2023

As of August 31<sup>st</sup>, UUCOD held deposits of \$280,836.92 which includes \$162,645.19 invested with UUA in its UUCOD Investment Fund. Of the total amount, \$224,203.98 is held in either dedicated or restricted funds. This leaves \$56,632.94 in available unrestricted funds.

In August, the UUCOD Investment Fund increased \$3,971 in value and the MacLean Endowment increased \$3,586 in value. Thus far, UUCOD has received \$81,029 in pledge payments against a budgeted amount of \$182,000.

There were a few exceptional expenses in August. The Sacred Grounds Team began its new habitat project and spent \$2,600 during the month. UUCOD also experienced several major water line leaks which nearly tripled the August expense from July's billing. Finally, we reissued Share the Plate receipts to Toleration Education Center from reserves because the original check was never cashed, and the funds were held in reserve.

Plans continue to be developed for Rev. Ian's installation celebration in November and projected expenses are being identified. We should have a final tally in October. While unbudgeted, we anticipate pulling funds from reserves to commemorate this major accomplishment in our community.

The treasurer has developed a donation landing site for UUCOD's website which will be socialized with the Finance Committee and board in September. The treasurer has also circulated a new procedure related to the processing of annual statements which is being reviewed by the Finance Committee. The treasurer plans to recommend the board approve the development of a planned giving program as part of UUCOD's updated 3-year Strategic Goals. Julia Bell continues her training in UUCOD's financial processes.

Jerry L'Hommedieu  
September 6, 2023

Monthly Report – September 19, 2023  
UUCOD Secretary Claudia Simmons

---

1. Due to my absence at July's Board Meeting, I received Rev. Riddell's draft minutes from that meeting and converted them into final product which needs to be reviewed and approved at September's Board Meeting.
2. On September 9, 2023, I participated in the Board Retreat meeting, created minutes of the meeting which needs to be reviewed and approved at September's Board Meeting
3. As part of my Board liaison responsibilities, I will be meeting with Rev. Ian, Treasurer Jerry L'Hommedieu and President Bob Rancourt on September 21, to flesh out the scope of work necessary to maintain fiscal and fiduciary archives.



## Board Member at Large Report September 2023

### Hospitality

- My liaison position with hospitality began on July 1, 2023.
- A question arose whether to have a coffee hour during the summer given the lower attendance. The request came before the Board, and it was decided to continue the coffee hour but make it much simpler. It was felt that for those who do attend in person it was important to have some social time with fellow members and new visitors.

### Human Resources

- Met with Rev. Ian initially earlier in the summer to begin the work of creating a Ministerial Evaluation Form (assessment).
- Due to my travel plans through mid-October this project will be kick started with top priority on my end when I return.
- Still anticipating, Ian and I will be able to present a draft assessment to the Board at the December Board meeting.

### By-Laws

- No activity in September.
- Based on discussions at the Board retreat, there may be areas within the by-laws that will need updating and or added (e.g., establishment of a Communications Committee). As these discussions progress will continue to review the by-laws for potential revisions.

### AB-506

- As indicated in my last report, I took on the responsibility to review and revise our current Child Protection Policy. It required a complete rewrite given the number of mandated changes brought about by AB-506. A draft revised policy was sent to Rev. Ian and Bob Rancourt for their review. Based on their feedback and recommended changes (thank you Bob and Rev. Ian), Bob will be presenting the draft policy to the Board in September.
- In addition, Rev. Ian mailed the application forms to get UUCOD set up to be able to do LiveScan background checks. He and Pam have also completed the Mandated Reporter training (I am sure Rev. Ian will provide more details in his board report).

### Attitude of Gratitude

- I was asked and I enthusiastically agreed to take on the role of administering the Attitude with Gratitude Board program.
- I sent thank you cards to Linda, Bill, and Dave for their service on the Board and to Mel for going above and beyond for Facilities in June. I also emailed a thank you to Sheryl for the work she has done for the Social Butterflies program for the past 5 years.
- There was no activity in August.

**Submitted by:  
Walter Gendell  
Board Member at Large  
September 13, 2023**

## Director at Large Report

AV: We had a working skeleton crew this summer. There is a need for more volunteers. Right now, we are planning for a memorial, the auction, and Rev. Ian's installation.

### FACILITIES:

- Hilary hit and we lost some tree branches. Our gardener removed them. Sand also covered parts of our sidewalks. Jerry and Randy helped to fix that.
- The front door's locks have been repaired again. Facilities ask you not lock or unlock the doors unless you've been shown how to do this properly. Mel demonstrated.
- Sue is ordering more kitchen/bath supplies which will be sent to Mel.
- Facilities had their first meeting at the beginning of Sept.
- Volunteers needed.

### SOCIAL JUSTICE

- Gloria K will co-chair this year with Denise.
- Their first meeting is next week. Their Summer work (Food on First, Socks on Second, Share Plate on Third & Formula on Fourth) continued.
- At the moment they are working with DOS, setting up our entrance to the Pride Parade and selling UUCOD T-shirts.
- They are not planning any get-out-the-vote work this year but are looking into immigration. How we can help and/or join other groups.
- Volunteers needed.

Carol McDaniel  
9-19-23

## **Minister's Report to the UUCOD Board**

September 19, 2023

The Rev. Ian W. Riddell

*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 resumed our monthly meetings in August and September.
- 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 is working on a document outlining our responsibilities, boundaries, and the scope of the care we offer congregants and friends..
- I continue to meet with congregants in need of connection and conversation by phone and Zoom and in person.

### **B. Administration, Governance, and Staff**

- I participated in the Board Retreat on September 9.
- I meet weekly with Pam Bibb to check in on work expectations and how things are going.
- I met with the choir in early August to discuss our needs for a choir director and accompanist. A sub-group of the choir has been working with me on the advertising and hiring process for the Choir Director position. We have posted the job describing in a variety of places and are already receiving applications. We'll begin looking at these applications together in the coming weeks and begin interviewing candidates soon.
- Because of travel and illness, the Committee on Ministry did not meet in August. We will resume our meetings in September.
- I continue to meet monthly with President Bob Rancourt and First Vice President July Alberg-Burbank to plan the agenda for the monthly Board meeting and coordinate on other issues.
- I work monthly with Sue Caspari to update our reporting of copyrighted music use through our Christian Copyright Solutions account.
- I submitted our application for LiveScan background checks with the California government. We were conditionally approved. I have submitted my own fingerprints in order to serve as the congregations Controller of Records. Once my fingerprints have been accepted we will be fully ready to begin LiveScan background checks from here forward.
- The Safety Team met to craft our Medical Emergency and Active Shooter procedures which we are sharing with the Board this evening for comment..

### **C. Membership and Committees**

- I met with the DIB Ministry team.
- I hosted an open meeting on Zoom to gauge the congregation's interest and potential commitment to helping refugees and people seeking asylum in our area. A small group attended and I will work with the Social Justice committee to incorporate this information into their work this coming year.
- I am working with the team planning our presence in the 2024 Pride Parade.
- I met with the leaders of our upcoming Auction to walk through plans, procedures, and expectations.

#### **D. Lifespan Faith-Development**

- I met with the Lifespan Committee in August.
- I meet monthly with the Chalice Circle Facilitators.

#### **E. Worship**

- We have service leaders planned through Christmas!
- Our streaming sound has continued consistently well these months. We continue to recruit volunteers to share the work and service. Several volunteers will be working with Rod to train on the audio system to broaden our base of volunteers for that crucial role.
- I continue to lead the weekly Production meetings, though others take the lead when I am out of town or away. In our production meetings, we continue the practice of reflecting on the service the day before and noting any issues we need to address.
- I led or participated in worship several times:
  - July 23 — A Peculiar Notion: Gender, Masculinity, and Ted Lasso with Ginger Hemingway as Worship Associate
  - August 20— Crafting Time, Crafting Worth with Steven Toporoff as Worship Associate. We moved this service to Zoom because of the impending hurricane!
  - September 10 — Conversation as a Tool of Beloved Community with Julia Alberg-Burbank as Worship Associate
  - September 17 — Talking About What Unites us with Ginger Hemingway as Worship Associate. This service kicked off our year-long exploration of the values shared in the potential new Article II language.
- We welcomed several of our own congregants and guest speakers to the pulpit these past month: Steven Toporoff, Harriet Rosetto, Sharon Siegel, Antia Rufus, Lisa Middleton, and Megan Beaman Jacinto

#### **F. Denominational Activities**

- I attended and participated in the UUMA Pacific Southwest Chapter fall retreat in Rancho Palos Verdes September 17 to 19..
- I regularly consult with local and regional colleagues on issues affecting our congregations.

- I continue meeting monthly as a mentor to a person in the ministerial formation process for feedback, support, and context setting as they move through the credentialing process. I have taken on the role of mentor to another new minister as he enters Preliminary Fellowship. Both of these mentoring roles together will take about 2.5 hours a month of my time.
- I participated in the ordination of a colleague who I had served as a mentor at the Tapestry UU Congregation in the LA area.

### **G. Prophetic Outreach, Interfaith Activities, and Local Collaboration**

- I have been part of the Desert Interfaith Council and was Zoom host for monthly meetings. The DIC will be going on hiatus this fall as the group determines the future path of the organization.
- I attended a pair of workshops entitled “Combatting Fascisms Within and Without” sponsored by the UUA
- I attended a local law-enforcement panel on safety for the Jewish High Holy Days at the invitation of Rabbi Jules King.
- I had lunch with the new lead Chaplain at Eisenhower Health to get to know him and to build some relationship with their program.

### **H. Personal and Professional Growth**

- I am grateful for a week of vacation in late August.
- I continue meeting monthly with a coach for ongoing support, learning, and accountability as I minister to the congregation in our diversity transition work. My coach is Rev. Julica Hermann de la Fuente
- I meet monthly with a small group of colleagues in our region in reflection, sharing, and collegial support and learning.
- I also meet weekly with my therapist and continue weekly Spanish lessons.

in peace and deep love



#### **My weekly schedule is as follows:**

Currently, my day off is Friday. Thursday continues to be my writing/reading day, which I try to keep free of meetings.

#### **Upcoming Travel Schedule:**

- Study Leave: October 16-22