

FUUSN Board of Trustees
Tuesday, March 28, 2023
Virtual Zoom Meeting, 7:00 PM

<p>Staff: Parisa Parsa, Interim Minister Devin Shmueli, DRE Board: Demie Stathoplos, Chair Barbara Schmitt, Vice-Chair Stephanie Kendall Hattie Kerwin Derrick Chris Krebs RoseAnn Murray Judy Friedman: Clerk</p>	<p>Visitors: Karen Bottar, Treasurer Chair, Finance Committee Brian Gill, Co-chair, Finance Committee Jud Leonard, Ops Council Susan Bartlett, Ops Council</p>
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INVOCATION/ CHALICE LIGHTING/READING OF BOARD COVENANT: 7:01 PM

PROCEDURAL:

- Vote to approve BoT meeting minutes for February 2023. Chris made a motion to approve; motion was seconded by Barbara.
- Vote to approve applications for membership in FUUSN. Julia Dun Rappeport, Liz Roderick, Fred Smith. (Liz Penny and Clark Roderick are children—Devin will send note to them).
- The Board also thanks the organizers of community breakfast, budget drive team for pledge drive kickoff, and Kit Ryan & Barbara Schmitt for creating tapestry quilt.
- Reminder that the annual meeting is June 11, second Sunday in June.
- Demie asked BoT to sign up for Sunday Board Greetings. <https://bit.ly/SundayRoles>

UPDATE ON STAFF AND CONGREGATIONAL ACTIVITIES

- Parisa Parsa update:
 - Pledge drive and parties are going well.
 - She has been working with the personnel policy committee on a manual—some personnel policies need to be worked on.
 - She is preparing a proposal for a part time communication coordinator staff position
 - Update website—just core pages, don't need to replicate other parts of website that are ok. We can add or deactivate pages in the future if not relevant.
 - Over the summer she will be working on new calendar; also google workspace so data can be easily stored and new minister will know where to look for data.

- o Parisa did a personnel evaluation with Anne. Evaluations for Devin and Fran will be done later.
- o Parisa has enjoyed the pledge parties—intimate ways to hear people’s views about FUUSN. Congratulations to the pledge team!
- Devin Shmueli update:
 - o The COA retreat in March was fun. Participants enjoyed asking Parisa questions.
 - o Devin is also working with the pledge drive team—processes and systems.
 - o \$100 pledged from children. Children are taking more responsibility, e.g., lighting chalice on their own; sharing musical talents.
 - o COA kids are preparing for the service in May. Final credos will be deep and moving.
 - o Membership is going well—Connie & Devin are thinking about the future of membership—work well together. Four new members this month.
- Update on Ops Council meeting—Roseann:
 - o Ongoing info about the website changes, pledge parties.
 - o Communication and coordination of membership.
 - o Freezer broke down, about to be fixed.
 - o Masking policy: some people feel we should be rolling back the policy; we are trying to strike a balance.
 - o Laurel is considering hiring a soil engineer in preparation for construction of outdoor entrance to basement, but this is expensive.
 - o Solar panels—100% of FUUSN’s energy is green energy, so solar wouldn’t be necessary. Solar panels are not a priority at this time due to the vulnerability of our rubber roof to damage and leaks, and our need for funding for the basement entrance and parking lot.
 - o Investing in FUUSN building and parking lot is very important because rentals are significant revenue generators for FUUSN.

STRATEGIC: NEXT STEPS ON SETTLED MINISTER SEARCH COMMITTEE

- Chris and Stephanie have collected suggestions from congregation re people recommended to be on the Ministerial Search Committee. Nominating committee is also soliciting recommendations for FUUSN positions—this is being coordinated to avoid conflicts in timing.
- 35-37 people have completed the form to recommend people for Search Committee. 99 different people have been nominated, some nominated more than once, but majority were nominated only once. Board members were nominated but can’t be considered, so 94 is total number of different people nominated.
- Chris said they are proposing an email for those to be considered for the Search committee. Around 15 people would be optimal for consideration.
- Chris & Stephanie need help. Demie volunteered to join them.
- Parisa: Could people who are nominated submit reasons why they would like to be on the committee? Chris & Stephanie like idea of talking with prospective Search Committee members re: why they want to be on the committee; this is also a time to discuss amount of time involved, etc.

- Demie: Board can do winnowing process—it's ultimately the Board's decision who should be on the committee.
- Stephanie & Chris: 30 people showed up on zoom and in-person meetings—many thoughtful responses and questions.
- Board needs to ultimately decide the 7 people to be on the Ministerial Search Committee. What does decision process and format look like? Conversations need to be confidential. Demie said the process should include subgroup that works things out in advance. Executive session of voting board members discuss the candidates' qualifications, then come back with final slate to be voted on by Board members. The Chair can call special meeting to move the process along.
- Comments:
 - important to have variety of viewpoints to choose from. The form asked people to consider qualities like good communicator, collaborative, etc. People want diversity—age, length of time in congregation, cultural diversity.
 - Exec session should be used for any discussion of particular individuals. Should get the number of people in advance so if there aren't enough people, the board has time to brainstorm more names.
 - Important for congregation to feel this process is inclusive.
- Stephanie will devise questions for talking to prospective Search Committee candidates.
- Demie will get date when the subcommittee meets again for second round of conversations. By 2nd or 3rd week in April they should have more info.

STRATEGIC: NEW COMMUNICATIONS COORDINATOR, FY 24 BUDGET

- Demie: Brian, Susan, Karen were invited to discuss proposed communications coordinator position. Board makes recommendations to the Finance committee, which puts the budget together.
- 2 questions: do we want to prioritize position? Would this involve a deficit budget at annual meeting? Donations are down because people have moved away, stopped pledging and expenses have risen. This fiscal year, the Finance Committee is projecting a deficit of \$20-25,000 range.
- Parisa: proposal would normally come through Ops, but because the position starts June 1, we want to vote before budget is approved at annual meeting.
- Comments:
 - We do not want to frame this as a position that will pay for itself.
 - Parisa: The current Personnel budget is \$493,000. The resignation of the Membership Director, and lack of hiring an ADRE or replacing the Youth Coordinator leaves room to consider a new communication coordinator position in the upcoming fiscal year.
 - Position can provide support for lay leaders and draw in more people. Could help volunteers plan their events and prevent burnout.
 - In order to integrate newcomers, we need social media outreach; current admin capacities are strapped. FUUSN has lots of volunteers, but not sustainable.
 - We gave 3% increases for FUUSN staff last year, and FUUSN is considering 4% increase to staff this year to help meet the cost of living increases that have been at 5% and 8% the last two years.
 - We're not adding staff positions, just changing roles.
 - Hiring a family music director is not a priority now.

- o New proposed position plus a raise for staff leaves us at about the same personnel budget as was approved last year.
- Devin: young people 22-35 are into tik tok—need to reach out to this age group. New position will help grow our congregation.
- Karen: if position causes a deficit, we can afford a deficit for 2 years.
- Brian: working on putting together all budget requests for FY24. No major increases elsewhere, though he has ongoing concern re uncertainty of budget drive.
- Demie asked if Board needs to take any action to hire for this position or should Ops do it? Board should approve it because we need to hire someone quickly.
- Demie proposed hiring a communications director, Chris seconded the motion. All were in favor. This position will have an impact on new minister, as well as making Fran's job easier—they will work closely together. Goal is to start June 1 and no later than mid-July.

STRATEGIC: VALUES & HISTORY PROJECT

- Roseann & Hattie: they found a way to document comments through a timeline. Reached out to people we haven't heard from. Roseann & Hattie are meeting with Christine & Laurel re: ministerial picture committee. This topic will not be up for decision at the annual meeting.

STRATEGIC: FUUSN BASEMENT, RENOVATION, & PARKING PROJECT

- Our Building costs a lot to maintain, so we need to generate income by renting it out. Both the expanded parking lot and second entrance to the basement space will improve the rentability.
- A second entry to the basement allows basement to be a rentable space. Bathrooms also planned. Laurel hoped we could fund it via existing capital funds. A soil study will help us determine if the engineering plans are accurate, and could help reduce the cost of the basement entrance construction.
- \$1million is our estimated cost for the entire project - expanded parking lot, basement entrance, and additional basement bathrooms. We will not do a capital campaign during ministerial search.
- Some in the congregation would like to raise money for the organ repair which will also be a \$1million project.
- Brian Hicks, Legacy Circle Campaign co-chair, said it might be feasible to have Legacy Circle members loan money to FUUSN. Barbara and Brian will assemble an ad hoc committee to evaluate options.

STRATEGIC: UPDATE ON SOCIAL ACTION COMMITTEE RE-ENVISIONING MEETING

- Demie: 20 social action members and sub committee chairs came to a meeting on 3/19 to re-envision social action. No one has stepped up to take over leadership of the committee, even though Peter Smith and Judy Friedman would like to step back. SA committee wasn't as transparent about how it distributed funds to outside organizations during the pandemic. Eileen Kurkosky, Peter Smith, Devin Shmueli, Connie Stubbs will work on next steps to re-envision FUUSN's engagement with social justice issues.

OTHER:

- Demie: BoT members are asked to draft a paragraph on any project they have worked on this fiscal year for the annual report.

- Board discussed by-law amendments & term limits, but this issue didn't engage a large part of the congregation. The decision was made not to add this to the annual meeting agenda. Barbara Bates, Dwight Golann, & Gordon Moriarty agreed to postponing this item.
- Demie: how do we announce the Ministerial Search Committee ongoing activities to the congregation? It could be added to a Sunday service. Could be announced at annual meeting.
- Food at annual meeting: plant-based food vs bbq. The Board is happy for the plant-based food committee go ahead with preparing food since they have volunteered. The Ops Council will make final decision.
- Demie: 2 Board positions up for nomination. Board needs to elect a chair and vice chair. Demie won't be chair next year, but will support new chair—should be someone who has been on Board for a year. She appreciates the work everyone is doing.
- Future discussion topics: communication guiding principles & policies; how is it determined who speaks on behalf of FUUSN?

Respectfully submitted,

Judy Friedman 4/6/23