

Approved: October 20, 2009

**MINUTES OF CHURCH BOARD September 15, 2009**  
**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN DIEGO**

**OFFICERS:**

Susan Weaver, President	P	Everett Howe, Vice President	P		
Jan Garbosky, Past President	P	Iris Masotti, Treasurer	A		

**TRUSTEES:**

Rose Van Oss, Secretary	P	Connie di Girolamo	P	Newt Ferris	P	Eric Karpinski	P
Scott GrantSmith	P	Kevin Mann Kapa	A	Mark Helders	A	Sean Bohac	P

**EX-OFFICIO:**

Arvid Straube, Minister	P	Karen Walter, Director of Operations	P
Kathleen Owens, Associate Minister	P	Elka Cartmell Ladd	P

Present (p) Absent (a)

**CALL TO ORDER, INSPIRATIONAL THOUGHT AND CHECK-IN**

Susan Weaver called the meeting to order at 6:07 p.m. Everett Howe read the opening words. The Opening Song *This Little Light of Mine* was sung.

All those present checked in.

**OPEN MICROPHONE**

Dorothy Pearlman expressed gratitude for all those who support the Children's Religious Education Program by volunteering to teach. She encouraged all Board members to spend time in the classroom at least once in the coming year and suggested we contact Chris Christenson for which classroom to visit.

**DIVERSITY ACTION GROUP**

Scott Grant Smith for Diversity Action Group presented a question for the Board to discuss at the end of the meeting: *Did the reports from officers and the staff reflect a commitment to anti-racism and anti-oppression?*

The meeting agenda was unanimously approved.

**LIVING OUR MISSION/SHARING SUCCESSES**

Eric Karpinski read the Church's Mission Statement.

Rev. Arvid Straube shared a story. On the last Sunday in August, one of the church participants was a neighbor from the canyon around the Church. He had been listening to our call to service for years, as he drank his coffee and read his Sunday paper. He decided to visit and was surprised to find his spiritual home in his own neighborhood. He has signed up for a Spiritual Friendship Group. Rev. Straube said this is a reminder of how important we are as a presence in the community.

**CONSENT AGENDA:** *m/s/p*

**Addendum # 1**

Approval of the Minutes of August 18, 2009, the Membership Activity Report, and Governance Policies as follows:

- Notice of Special Board Meetings
- Consent to Special Board Meetings
- Meetings Continuing after Some Attendees Leave

- Meeting by Conference Call
- 

## **DISCUSSION / ACTION ITEMS/REPORTS**

### **South Bay Report**

Mar Cardenas, South Bay Ministry Team Leader, spoke about the outreach events to other organizations and the evaluation of the needs of South Bay. She is currently consolidating and evaluating the potential service projects and improving communication within South Bay and the First UU Church as a whole. She has translated sermons into Spanish and developed a Facebook page for future sermons and events. She would like support for her efforts in reaching out in the South Bay to increase diversity. Rev. Straube suggested the Board members attend South Bay services. It would be helpful if groups could come and help set up prior to the service. Service is at 10:00 AM and the coffee hour is 11:00 to 11:30 AM. Jan suggested Mar create a job list so we can train for what needs done. We may contact Mar for more information on what would be helpful. Jan also said she hoped the Nominating Committee would be nominating someone from South Bay for Board membership. Arvid said the county UU cluster will be involved in a service project in October, though the project has not yet been chosen.

### **Sabbatical Discussion**

#### **Addendum # 2**

Rev. Arvid Straube summarized his 2010-2011 sabbatical proposal as submitted in the Board packet. The first half of the sabbatical, from September 15-December 1, 2010, will involve immersion in Spanish language and culture. The second half, from January 15-April 1, 2011, will be for writing projects based on sermon series he has delivered, *Gandhi's Seven Social Sins* and *The Theologies Within Unitarian Universalism*. He may also take some coaching for "Multi Culturalism" with Vision Inc. Rev. Kathleen Owens will participate in selection of the intern for next year and monies from the Helen Meyers Forum will be available for pulpit guests. After Board discussion, the Board voted as follows:

- *m/s/p* Approval of the 2010-2011 sabbatical proposal as described in Arvid's written report to the Board and attached as Addendum #2.

### **Monitoring**

#### **Addendum # 3**

Susan Weaver distributed a draft schedule for Ministry Team and monitoring reports for this year. She suggested the next step will be to regularly schedule Board self-evaluation and limitations review as an agenda item. Our Governance Policies contemplate that Board monitors its own performance, by periodic review of limitations to ensure they are relevant and useful. The monitoring reports from staff will be included in the Board packets for review and discussion as other reports now are.

### **JTW and Diversity Action Group**

Susan Weaver read an excerpt from Tony Brumfield's contribution to *The Arc of the Universe is Long*, to highlight the importance of JTW as a Special Committee of the Board. The Board discussed ways to keep the leadership of JTW active without burnout. Arvid reminded us that those who have led JTW have had both passion and training for it. Some of the ideas offered include:

- Board members lead JTW (Kevin Kapa has JTW/diversity training),
- Develop "Pathway to Leadership" to include training in JTW, stewardship, etc.
- Include JTW training in the summer Board Orientation,
- Develop members who could train others ("JUUST Change" could train initially)

### **Lead Minister's Oral Report**

Rev. Arvid Straube said the Spiritual Friendship Groups are organizing, with some specializing in an age range. The generosity strategy will be important this year. The Board should provide an example of generosity to the congregation and will be asked to pledge as Fair Share givers. We are working on a three-year budget that will inform people of our budget needs for service of the Bard Hall debt. We now have two bilingual staff members and diversity is increasing in our congregation, both the visible and invisible. Mark Morrison- Reed will visit here to give a sermon and workshop next spring on the African American experience in Unitarian Universalism.

### **Director of Operations' Oral Report**

As the Board and congregation have approved the Bard Hall construction project for a maximum amount of \$4.3 million, the Electrical Services Upgrade contract with Swinerton Builders for approximately \$383,000 has been signed, and work under the contract is proceeding on schedule and without change orders. A progress payment of \$147,000 has been requested. Due to contract limitations policy, Karen reported the contract to the Board for approval. After Board discussion of contract limitations, the Board took the following action:

- *m/s/p* The Electrical Services Upgrade contract with Swinerton Builders was approved.

Karen described a contract for approximately \$407,000 with the architect, Platt/Whitelaw, for creation of the construction drawings and assistance in obtaining the building permit, and for additional construction support services.

After discussion the Board took the following action:

- *m/s/p* The contract with Platt/Whitelaw not be signed until reviewed by an attorney with knowledge of standard architect contracts and any comments and suggested changes considered.

The Board then discussed legal review of the Electrical Services Upgrade contract and took the following action:

- *m/s/p* (With 1 NO vote, 1 abstention) When the Platt/Whitelaw contract is reviewed, the Electrical Services Upgrade contract will also be reviewed by an attorney with knowledge of such contracts.

**The following reports were included in the Board packet and offered for discussion:**

**Director of Community Life's Report**

**Addendum #4**

**Director of Religious Education and Family Ministry**

**Addendum #5**

**Campus Project Oversight Team**

**Addendum #6**

### **PROCESS CHECK AND CHECK OUT**

The Diversity question was discussed and we reflected our commitment to anti-racism by our support in the South Bay with the work of Mar Cardenas, fair share giving, strengthening JTW, and bringing in Mark Morrison- Reed for the workshop and sermon.

### **ANNOUNCEMENTS AND ADJOURNMENT**

Karen announced that there would be plywood over some windows in Bard Hall to protect the glass and the north door to the meeting hall would be blocked on Sunday, September 20.

The meeting adjourned at 9:18 p.m.

Respectfully submitted,  
Rose Van Oss, Secretary

**Group 1 - Policies Approved August 18, 2009,**  
**(for Ratification via September 15, 2009, Consent Agenda):**  
**August 19, 2009**

**NOTE:** BLACK = Constitution language; PURPLE = Approved policy

**ARTICLE V. BOARD OF TRUSTEES**

**Section 4. Board Meetings.**

- a.) Special Meetings: Special meetings of the Board of Trustees may be called by the President, Vice President, Lead Minister or two (2) Trustees.

**POLICIES APPROVED AUGUST 18, 2009:**

- Notice of Special Board Meetings. Notice of the time and place of special meetings shall be given to each Board member by any two of the following:
  - (a) personal delivery of notice;
  - (b) first-class mail, postage prepaid;
  - (c) telephone, including a voice messaging system or technology designed to record and communicate messages;
  - (d) facsimile;
  - (e) electronic mail; or
  - (f) other electronic means.All such notices shall be given or sent to the Board member's address, e-mail address or telephone number as shown on the roster of the Board of Trustees. Notices given by personal delivery, telephone, or electronic transmission shall be delivered, telephoned, or sent, respectively, at least 48 hours before the time set for the meeting. Notices sent by first-class mail shall be deposited in the mail at least four (4) business days before the time set for the meeting. The notice need not specify the purpose of the meeting.
  
- Consent to Special Board Meeting. If a Board member does not receive such notice, the meeting shall not be invalid for lack of notice if s/he:
  - a.) Either before or after the meeting, signs a written consent to the holding of the meeting, or
  - b.) Signs an approval of the minutes of the meeting.All such consents or approvals shall be filed with the Church's records or made a part of the minutes of the meeting. A Board member who attends a meeting and desires to protest a lack of notice to him/her must do so before or at the beginning of a meeting.

## ARTICLE V. BOARD OF TRUSTEES

### **Section 4. Board Meetings.**

f.) Majority Vote: An act or decision done or made by a majority of the Board members present at a meeting at which a quorum is present is an act of the Board, unless otherwise specified in this Constitution or a greater number of Board members is specifically required in Board policies.

#### **POLICIES APPROVED AUGUST 18, 2009:**

- Provision for Meetings Beginning with Quorum and Continuing After Some Attendees Leave: A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of some Board members. To approve any action taken or decisions made, the required majority vote of that initial quorum is necessary.
  
- Provision for Holding Meetings by Telephone Conference or Other Electronic Transmission: Any Board meeting may be held by conference telephone, video screen communication, or other communications equipment. Participation in a meeting under this section shall constitute presence in person at the meeting if both of the following apply as described in Cal. Corp. Code Sec. 9211(a)(6):
  - (a) Each member participating in the meeting can communicate concurrently with all other members.
  - (b) Each member is provided the means of participating in all matters before the Board, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the Board.

SABBATICAL PROPOSAL  
Arvid Straube, Lead Minister

My Letter Of Agreement provides for one month of sabbatical for each year served after the first year. This congregation is very familiar with sabbaticals for ministers and other staff. The intent is for the minister to get away from the day to day duties of ministry for reflection, study, enrichment and continuing education. Unlike the congregation's past experience with minister sabbaticals your ministers will not be leaving at the same time. I propose to take 5 months of sabbatical in the 2010-11 church year. My Letter Of Agreement calls for Board approval one year prior to the beginning of the sabbatical.

**When?** With so much exciting stuff going on around here I just don't want to be away for 5 consecutive months. I propose to be away from September 15-December 1, 2010 and again from January 15-April 1, 2011.

**What will I do?** For the first half of the sabbatical I will be in Mexico, studying Spanish in language school and traveling. Since Mexican culture is a growing influence in San Diego, I feel this experience will help me be a better minister to an increasingly diverse congregation in an increasingly diverse city and nation.

For the second half of the sabbatical I have two writing projects based on sermon series I have delivered which I would like to turn into books, The Theologies Within Unitarian Universalism and Gandhi's Seven Social Sins. They will probably be self published, maybe on line, but if the UUA likes them, great. If not they will be made available to First Church members and others who are interested. This will occur at a secret, undisclosed location (except for a few people who need to know.)

**How will the ministry of the church continue while I am gone?** Kathleen Owens will be acting Lead Minister while I am gone. She will be assisted by an intern minister whom she will supervise. We always have a good choice of perspective interns and we can make a selection based on our needs for this sabbatical year. Kathleen will wish to engage the services of another minister on a part time basis to help with pastoral care. The preaching will be handled by Kathleen, the intern and we plan to make good use of the Helen Meyers Forum for special out of town pulpit guests. The part time pastoral help will be paid for from the Sabbatical Fund which now stands at over \$34,000.

**Addendum #3**

FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN DIEGO  
Board of Trustees

**2009-10 MONITORING SCHEDULE  
DRAFT - September 15, 2009**

<b><u>MEETING</u></b>	<b><u>LIMITATIONS REVIEW</u></b>	<b><u>MINISTRY TEAM REVIEW</u></b>
<b>July</b>	NA	NA
<b>August</b>	NA	NA
<b>September</b>	NA	NA
<b>October</b>	<b>Financial Condition &amp; Activities (II. E.) Contracts &amp; Grants (II. H.)</b>	NA
<b>November</b>	<b>Treatment of Congregants (II. A) Treatment of Staff (II. B.)</b>	<b>Social Justice</b>
<b>December</b>	<b>Compensation &amp; Benefits (II. C.) Asset Protection (II. F.)</b>	<b>Community Life</b>
<b>January</b>	<b>Financial Condition &amp; Activities (II. E.) Contracts &amp; Grants (II. H.)</b>	<b>Denominational Affairs</b>
<b>February</b>	<b>Asset Protection (II. F.) Use of Assets (II. G.)</b>	<b>Generosity</b>
<b>March</b>	<b>Communication &amp; Board Support (II. I) Strategic Plan</b>	<b>Lifespan Religious Growth &amp; Learning</b>
<b>April</b>	<b>Financial Condition &amp; Activities (II. E.) Contracts &amp; Grants (II. H.)</b>	<b>Caring</b>
<b>May</b>	<b>Emergency Lead Minister Succession (II. J.) Financial Planning &amp; Budgeting (II. D.)</b>	<b>Worship &amp; Program</b>
<b>June</b>	<b>Lead Minister/Staff Outcomes</b>	NA

**First Unitarian Universalist Church of San Diego**  
 Director of Community Life Report for  
 September, 2009 Board of Trustees Meeting  
 S. Southfox, Director of Community Life

**Looking at August, 2009**

**VISITORS**

**24 Documented Visitors Aug-09: Hillcrest Campus (see below)**

**How they identified themselves and how they found us** (not everyone filled in this part of the form, some chose more than one designation)

<b>Visitors - Who</b>		<b>Visitors - How</b>	
First Time	17	Family or Friend	1
New in Community	3	Internet	3
Returning after absence	3	Church member	2
Visiting UU	0	Other/Play Reading	3
No Designation/Other	3	No Designation	16
Age 18 - 24	1		
Age 25 - 35	6		
Age 36-60	8		
Age 61+	4		

**6 Documented Visitors Aug-09: South Bay Campus (see below)**

**How they identified themselves and how they found us** (not everyone filled in this part of the form, some chose more than one designation.)

<b>Visitors - Who</b>		<b>Visitors - How</b>	
New to UUism	3	Internet	3
Been to a UU Church before	4	Family or Friend	2
Recently moved to area	3	Church member	0
No Designation/Other	0	Mailer	0
Age 18 - 24	0	Hillcrest campus	0
Age 25 - 35	2	Newspaper article	0
Age 36-60	2	Neighbor	0
Age 61+	1	No Designation	1

## WORSHIP ATTENDANCE

<b>2,073</b>	<b>Total Weekend Worship Attendance Aug-09</b>
<b>168</b>	<b>Attended Worship Aug-09: Hillcrest Campus Saturday</b>
<b>1,703</b>	<b>Attended Worship Aug-09: Hillcrest Campus Sunday (including RE)</b>
<b>202</b>	<b>Attended Worship Aug-09: South Bay Campus (including RE)</b>

Day	Date	HC 9:30	HC 11:30	HC 5:00	HC RE	SO Bay	SB RE	Other	Total
Saturday	1-Aug-09			27					27
Sunday	2-Aug-09	137	149		40	47	9		382
Saturday	8-Aug-09			26					26
Sunday	9-Aug-09	201	158		39	39	9		446
Saturday	15-Aug-09			37					37
Sunday	16-Aug-09	102	225		47	25	8		407
Saturday	22-Aug-09			45					45
Sunday	23-Aug-09	170	155		64	25	8		422
Saturday	29-Aug-09			33					33
Sunday	30-Aug-09	160	200*		56	29	3		248
	<b>Totals</b>	<b>770</b>	<b>687</b>	<b>168</b>	<b>246</b>	<b>165</b>	<b>37</b>		<b>2073</b>

\* there was no count done, this is an average

\*\* there were not counts reported, this is an estimate

Worship Attendance		
Mo / Year	Including RE	Average
August 2009	2073 ( 5 weekends)	415
August 2008	2186 ( 5 Sundays)	437
August 2007	1829 (4 Sundays)	457
August 2006	1640 ( 4 Sundays)	410
August 2005	1832 ( 4 Sundays)	458

**There were 3 people who became members in August, 2009. (There are currently 5 people "in process" of becoming new members)**

Doug Underwood	<a href="mailto:footlock22@hotmail.com">footlock22@hotmail.com</a>
Fayanna Moore	<a href="mailto:vroomchick20@gmail.com">vroomchick20@gmail.com</a>
Meredith Matson	<a href="mailto:meredith.matson@gmail.com">meredith.matson@gmail.com</a>

*Note: These are all young adults. All new members receive a card signed by the entire staff. I hope the board of trustees area able to email these folks to welcome them.*

### **August 2009 Community Life Activities**

- Worked 2 of 4 Sundays, (took a vacation!)
- Met with member to re-activate membership
- Met with program staff to determine best way to create greater number of small groups on campus
- Hosted a staff presented Dining for Dollars Event, approx. 50 attended.
- Facilitated Becoming a Member Orientation, 5 attended
- Relayed visitor interest to appropriate Ministry Teams for follow up
- Continued supporting Affinity Group programs & Community Life Groups.

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**Director of Religious Education and Family Ministry  
Report to the Board – September, 2009**

The summer has been both a time of relaxation and a time of high energy.

I took the major portion of July off on vacation. While I was away, Chris Christenson oversaw the children's program and ensured that the program was covered and well supported. The Youth program was supervised by Käthe Larick and included visits to the youth groups at our cluster congregations. Chris also worked to recruit new members to Adult Education committee and instituted a new policy of continually updating the Adult Education Offerings so that we will no longer have semester catalogues. New classes will be included in the program as they are approved, and placed on the web site and in the newsletter as they appear. A less formal printed catalog will be available on the patio for those who need it, and will be updated monthly.

Much of the summer has gone into planning for two major programs.

The first is the Children's Our Whole Lives program. In August we were able to bring two trainers to San Diego and trained 14 of our members to facilitate the Kindergarten/First Grade and the Fifth/Six Grade levels of the program. The Fifth/Six Grade program is to be offered this fall. The Parent Orientation is scheduled for Sunday, September 13. The classes will be offered on Sunday afternoons at 2 PM through the middle of November. A parent room will be staffed by trained facilitators to assist in leading discussions and answering questions about the program.

The second program is the Coming of Age Program. Recruitment of incoming seventh graders as well as a few eighth graders who were unable to attend has been occurring. Mike Dorfi will assist me in leading the Youth portion of the program and Scott GrantSmith and Betsy Stevens will be facilitating the Parent component. For the youth this is an important transition out of the children's program and helps to bond them to the youth program of the church. For the parents, the program provides an opportunity to address issues around their child's growing independence and the new style of parenting required for an adolescent. We consider the parent component as important as the youth portion.

I am sure most of you noticed the Children's Religious Education recruitment inserts in the Order of Service over the summer. Prior to attempting this, the committee was having a very difficult time in finding volunteers to staff this major ministry of the church. Once the inserts started recruitment picked up with as many as seven volunteers a week. The Committee now has at least the minimum needed to begin all of our classes and some of the classes are completely full. New circumstances require new methods and I applaud the Committee for thinking outside the box of the way it has always been done.

Between now and the next Board meeting I will be attending the Large Church Staff Meeting in Boston (October 9). I plan on taking the rest of that week as vacation, but will be here both Sundays.

*Liz Jones*

**Director of Religious Education and Family Ministry**  
**Report to the Board – September, 2009**

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*Liz Jones*

Campus Project Oversight Team  
Board Report  
September 11, 2009

Phase I of the Bard Hall Reconstruction Project, the electrical upgrade, is going quite well. The construction is on schedule and is expected to be completed by the middle of October. At that time, the driveway will be returned to its previous configuration.

The formal Site Plan Review for Phase II of the project is also progressing as anticipated. The City has verbally approved our solution to anticipated parking impacts, though it is possible that more analysis or mitigation will be required. The Site Plan packet was deemed complete with one exception. The City has instituted a new requirement for an ownership and property history report because the facility is more than 45 years old. Betty Boone wrote the report and it was submitted for the City's review. Even with this extra requirement, this phase of the project is on schedule.

The Campus Project Oversight Team is now focusing on its communications role. To this end, CPOT member Connie DiGirolamo has prepared a banner that is now hanging on the Meeting House that shows the entire project schedule. The graphic is flexible enough to allow for anticipated changes in schedules as things actually get accomplished. It also includes a "We are Here" arrow to indicate where we are in the process. An additional banner that shows financial information will follow shortly. This banner will graphically display the amount of money pledged and the amount that has already been paid.

Kath Hillery