

Minutes, UUFLG Board of Trustees Meeting, Aug. 11, 2022

This meeting of the UUFLG Board of Trustees was called to order at 7:04 by video conference.

Present:

Mark Ditzler (president)	Lauri Feetham (member at large)
Karen Fitch (vice president, from hospital bed)	Donna Brewer
Lynn Golbetz (secretary)	Sarah Ditzler
Julie Matthews (treasurer)	

The board approved the minutes for the July 14, 2022, meeting.

Safe Congregation

Background:

As discussed in the minutes of the special board meeting held on August 4, the board had received reports by two individuals of multiple instances of harassment by a member. At that meeting, the board determined it was necessary to suspend the member from participation in UUFLG events until they could meet with the minister and develop a formal plan to address the issue. This meeting would have to take place after Rev. Fa Jun's return from sabbatical on September 10.

The member and their spouse declined to have this meeting and instead resigned from membership. Two other members also resigned. Mark emailed the community about the situation on August 7. Subsequently, he heard from others that the member in question has engaged in additional behavior that was even more egregious.

Update:

The board reaffirmed the necessity of its actions to date and discussed means of ensuring a safe and welcoming congregation going forward.

The board discussed the conversations that should be held with potential members before they commit to membership. It determined that the New Member Induction policy needs to be (1) updated and (2) followed more consistently. The present policy states:

Prior to signing the membership book, every prospective member is required to have a private conversation with the Minister, President of the Board, or Chair of the Membership Committee to talk about the benefits and responsibilities of membership, including involvement with the congregation and pledging.

The board determined that the policy should spell out more precisely what it means to discuss membership benefits and responsibilities. The conversation should enumerate both. A written packet should include bullet points from UUFLG policies, and the New Member Induction policy should require the minister, the board chair or their delegate, or the Membership chair to review the packet with the potential member. It was suggested that two conversations might be optimal, the first more general, with a request to review the packet, and the second going into more detail.

The conversations should cover three key areas:

1. General expectations for members
2. Any specific issues of which members should be aware (for example, any knowledge of questionable behavior by any existing member)
3. Any specific issues of which the Fellowship should be aware (for example, any reason to believe a potential member is liable to engage in behavior contrary to law or Fellowship policy or values; any situation involving diminished personal responsibility [e.g., a potential new member being under guardianship or similar care of another])

Karen volunteered to put together new-member packets. Lynn will send Karen the current policy and the questions above.

The board also noted a need to remind people that our policies exist and where to find them. In addition to notifying people when we update a policy, it was suggested that we mention one policy (or group of policies) a month from the pulpit, put it/them up on the bulletin board at that time, then publish it/them six months later in What's Happening. Lynn will create a list of policies and calendar a reminder of one policy (or group) for each fourth Sunday. This reminder could be given by any board member or service associate.

The board also discussed options to improve the sharing of information. For example, if anyone is uncomfortable with another member's behavior, they should know that sharing this with the board is both safe and encouraged. This will be mentioned when the Safe Congregation policy is mentioned from the pulpit. Opinions on the policies are also welcome. There will be an anonymous box in the foyer for suggestions and concerns. Sarah kindly agreed that RE could decorate such a box.

The board discussed whether it is necessary to take steps to avoid potential issues of harassment on our Facebook page. At present this does not seem to be an issue.

Recent events have highlighted a need for greater pastoral care at UUFLG. Mark will have a conversation with Rev. Fa Jun about what level of pastoral care he feels he can provide long term.

Transition of Responsibilities:

With the resignation of Rick and Laurie Roberts, several responsibilities will fall on others. Laurie has returned the building keys, which Donna will manage at present. Julie has assumed Rick's responsibilities for Finance. Karen has ordered a flag to replace the tapestry in the sanctuary. Lynn will ask Dave Coldren if he has contacts regarding the sound system in the sanctuary.

The board is concerned about overloading Donna. She promised to let us know when she needs help, either for individual jobs or to co-manage rentals.

Stewardship/Building and Grounds

The board will look for a new Stewardship chair. Meanwhile, Lynn will email Ron Kirkland to confirm he has a key and ask what consultation/assistance he needs at present.

Donna will talk to Albert about taking the garbage bins to the curb. It may be necessary to rehire a gardening service.

Bathroom maintenance has not been what it should be. As rentals pick up, more cleaning will be needed. This needs to be discussed with Albert.

COVID Task Force

The COVID Task Force recommends no changes at this time but is keeping a close watch on evolving trends. The board no longer feels the need to be updated weekly. It is up to the committee to determine how often to meet and report.

Finance

The board reviewed the financial materials circulated by Julie prior to the meeting. Julie reported receipt of an overdue notice for sales and use tax, which has not been filed since 2019. The numbers, both for the tax and for penalties, should be small. The UUA has sent us an invoice for \$5,227; our budget for this is \$0.

Membership

The welcome packet needs (regular) updating to focus on our individual fellowship, such as listing our officers and committees. Donna will work with Karen on this.

More greeters are needed.

Lauri and Sierra are working on the online volunteer signup system. More thought is needed on how to encourage its use once complete.

Caring

Ellen Ostly has joined this committee. It has commenced reaching out to members with known needs.

Sunday Services

The church laptop can have difficulty accessing Zoom. Service associates should bring backup laptops.

Arts & Aesthetics

There are now cheery, welcoming messages in the windows near the doors. Karen will post some on the doors themselves when she returns.

Social Action

Matthew is getting volunteers to work on the Interfaith booth at Silicon Valley Pride.

RE

The committee is working on compliance with state requirements on sexual harassment, background checks, and reporting. Colleen has volunteered to be the point person on this. She will be checking with Church & Casualty/Mineral (formerly ThinkHR) for potential materials.

The meeting was adjourned at 9:09. The next meeting is scheduled for Thursday, Sept. 8, at 7:00 p.m.

Respectfully submitted,
Lynn Golbetz (Secretary)

Action Items

Karen F: Research possibilities/process for creating memorial scholarship

Lauri: Finalize Google volunteering system

Check with Alison re getting online visitors' forms into database

Future Agenda Items

Proposed Stewardship projects

September: fundraising effort/capital campaign

Consider privacy/personal information policy

Investigate officially becoming 501(c)(3) (we are a California nonprofit)

Review membership policy again (low priority)

Someday/maybe list: outdoor announcement board