## Executive Director Monthly Report to Board of Trustees April 2021

End (Limitation)	Topic	Action/Discussion/Information
Sustainability (Preserving and enhancing UUCB's fiscal and physical assets)	Finance & Budgeting	<ul> <li>Fiscal Year 19-20 Financial Review by Healy &amp; Associates still pending.</li> <li>First Draft categorical budget to be presented to the Board Wednesday. Priorities to be covered include:         <ul> <li>Social Justice &amp; Widening the Circle</li> <li>Increased Member Engagement</li> <li>Infrastructure Investment/Technology</li> <li>Community Connections – Live and Virtual</li> <li>Fair Share Contributions and Remunerations</li> <li>Organizational Structure Redesign</li> </ul> </li> </ul>
	Facilities/Buildings and Grounds	<ul> <li>Mulch piles are not disappearing quickly. Landscape Taskforce is planning on a work party as soon as they get the go-ahead from the Opening Task Force.</li> <li>Replacing Sanctuary Windows: Request for Bids have been sent out. Project is being managed by Tom Tripp. Tom and Antonio have found additional ventilation already existing in the Sanctuary that none of us knew about. This should make it easier to ensure proper ventilation. Hassler has been called to review the state of those exhaust fans.</li> <li>Atrium bathrooms are being modified to be single use, unisex bathrooms with external vacant/occupied door locks, alternative door pulls (foot/arm), and a functional exhaust fan. This will help ensure social distancing in this small space where it is otherwise not possible. Bathroom remodeling options being considered to increase capacity without compromising safety while improving visual appeal.</li> <li>Shades have been hung to facilitate naptime in the Childcare building.</li> <li>Antonio is addressing our rodent problem and making repairs across campus.</li> </ul>
Community (People are loved, valued, & connected)	Admin & Operations	<ul> <li>Interim project: Full personnel review. Rev. Michelle is working on compensation review while I research benefits. We will be moving to a different structure for our health plan, but I expect it to be cost neutral.</li> <li>EAT discussions: Committees can write letters and directly respond to the public on all things within their purview if they identify themselves as a subset of UUCB, not the church.</li> </ul>

	Also, committees can only use UUCB letterhead if approved by the Board (immediate needs can be sent to Beth for email, per bylaws).
	<ul> <li>Pine Crest School has been given a Notice of Nonrenewal. They have not met their financial obligations to UUCB even after we gave them huge Covid discounts and forgave months of rent. We have agreed to extend their lease through the end of July if they start paying off their debt, otherwise they will need to vacate by the end of June. We have opened discussions with another school interested in that space but are not in contract.</li> </ul>
	<ul> <li>Policy Governance decisions awaiting Board: UU External Relations Rep (UUA, Regional, PWR), IT Security, Coffee Hour Ownership, Homeless/Houseless resources</li> </ul>
Events & Calendar	<ul> <li>Next Bay Area UU Zoom Meetups is Tuesday, April 20<sup>th</sup> at 4 pm focused on sharing what each congregation is doing in their Social Justice work. Everyone encouraged to participate in everyone else's events.</li> </ul>
	Rental requests increasing. Outdoor events are being booked now.
	<ul> <li>Contra Costa Chorale, long time renter, will begin holding rehearsals in the main parking lot on Saturdays starting next week. They will not need an Event Host.</li> </ul>
Safety & Security	<ul> <li>Opening Taskforce (OTF) is hosting a Town Hall for group leaders on the 17th. We are in Phase 2 and working on protocols for outdoor meetings once the bathroom modifications are done.</li> </ul>
	<ul> <li>All staff and lay leaders that previously had codes and/or keys to the doors have received a Trusted User agreement explaining our expectations. Most of them have been signed.</li> </ul>
	Safety is a weekly standing agenda item at our UUCB Staff meetings. No concerns raised at last meeting.