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

End (Limitation)	Topic	Action/Discussion/Information
Sustainability (Preserving and enhancing UUCB's fiscal and physical assets)	Finance & Budgeting	Lenore Ralston has agreed to be Interim Treasurer. Major priorities are streamlining ongoing expectations and cleanup of financial system and coding.
		The majority of "orphan accounts" have been accessed and accounted for, thanks to the hard work and diligence of Lenore Ralston and Linda Laskowski.
		Rentals & leases – Long-term rentals/leases in contract negotiations now: Kensington Symphony Orchestra, Contra Costa Chorale, East Bay Heritage Quilters
		Short-term rentals: Increase in memorials scheduled for the fall, weddings next Spring.  Trackers Earth is renting multiple parking spots in lower parking lot for buses through Fall.
		• Multiple rentals for the Jewish High Holy Days (Rosh Hashanah begins Sept 6 <sup>th</sup> and Yom Kippur begins Sept 15 <sup>th</sup> ) had to cancel rentals because of Covid concerns. However, excellent relationship were formed and we could be partnering in the future.
	Facilities/Buildings and Grounds	<ul> <li>Quote received from Healy &amp; Associates to do a full financial audit for fiscal year 2020-2021.</li> <li>Will discuss at next Finance Committee meeting.</li> </ul>
		8/28 work party went very well, with the majority of juniper stumps removed and the islands in the main parking lot covered with mulch. Much weeding was performed and the entryway bench was treated with citrus oil. Thank you to Lynne Cahoon, Dean Flint, Don Klose, Jim Acock, Marta Tobey, Phil Maynard, and the O'Riva Clan for working so hard!
		<ul> <li>HVAC completed interventions:         <ul> <li>2 exhaust fans installed, serving both the Atrium bathrooms and the Sanctuary with 100% outside air. They are on timers and run from 7 am to 7 pm.</li> <li>External vent installed for Fireside Room. People using the room can turn on the heater or "fan only" and get 100% outside air.</li> <li>6 room-sized air purifiers (with HEPA filters) ordered – to be installed in every staff office.</li> </ul> </li> <li>HVAC yet to be done:</li> </ul>
		<ul> <li>Damper for Social Hall furnace to be opened to get 100% outside air (next week)</li> <li>Programmable controls to be installed for fans and furnaces</li> </ul>
		o Carbon filter to be added to Sanctuary Furnace to filter out smoke/air contaminants

		<ul> <li>New stall partitions to be installed September 13<sup>th</sup>. Atrium bathrooms are offline 8/31/21 – 9/14/21.</li> <li>Fireside Room cushions and blinds have been chosen. Manufacture and installation to happen in the next few weeks.</li> <li>Multi-platform services and meetings, as well as livestreaming throughout the UUCB campus, are making progress. Professional system installer, Tom Kansora has been contracted to install 3 cameras and all related software and peripherals. New high-end PC will be delivered September 8<sup>th</sup>, with testing to begin in earnest soon thereafter.</li> </ul>
	Admin & Operations	<ul> <li>Breeze implementation continues to go well. Anne Greenwood has tested the pledging and contribution areas thoroughly. Lonnie Moseley has trained Program Council participants. Multiple new fields have been added, which congregants will be able to self-populate: Get to Know Me, Pronouns, Gender Identity, spiritual Practices, etc. Congregants will be invited to log in and update these fields, as well as provide input for fields/values they believe are missing. Congregation roll-out tentatively scheduled for October.</li> <li>Breeze online giving has been set up. Individual contributors will be set up in the system and</li> </ul>
		<ul> <li>contacted to migrate billing information from inFellowship.</li> <li>Fellowship 1 will be cancelled September 30<sup>th</sup> if Breeze Team is confident in new system (\$200 a month savings).</li> </ul>
Community (People are loved, valued, & connected)		Caitlyn Vincent has taken over rentals management and is currently evaluating options for a new voicemail system and renegotiating our copier lease.
valued, & confidence		<ul> <li>Charis Domador has designed an online inquiry form for potential rentals that will give them up-front pricing and reduce casual inquiries. She is also scheduling a professional photographer to do a virtual walk-through and drone video to post on our website as well. These videos await completion of the Fireside Room.</li> </ul>
		<ul> <li>Charis has begun formatting the Annual Report. Upon review, a few additional articles have been requested. First draft scheduled for September 15<sup>th</sup>, with final dissemination September 30<sup>th</sup>, in time for the October Board meeting.</li> </ul>
		<ul> <li>Yao's last day is September 30<sup>th</sup> and there is a Super Card in the Atrium for all to sign.</li> <li>Celebrations are still being discussed. Job description for replacing Yao with a full-time custodian/gardener/event host is being revised. (For obvious reasons.)</li> </ul>

Faith in Action (Social & Environmental Justice)  Sustainability (Preserving and enhancing UUCB's fiscal and physical assets)	Events & Calendar	<ul> <li>Working with Program Council to identify which groups are interested in meeting in person. Everyone is staying virtual for the time being.</li> <li>Bryan Baker &amp; Friends will host a multi-platform fundraiser on September 25<sup>th</sup>. Limited inperson seating available, and tickets for the Livestream will also be sold for virtual attendees. UUCB staff will be assisting in implementation of this new process and in marketing this event.</li> <li>Everyone is invited to the Drive-Through Farewell for Rev. Cat on September 5<sup>th</sup> from 12:30 to 2 pm. Decorate your cars and show her how much she will be missed! Additional recognition being organized by the Family Ministry Committee. Please email Suzette for more information.</li> </ul>
Community (People are loved, valued, & connected)	Safety & Security	<ul> <li>Opening Taskforce (OTF) and staff have recommended delaying in-person worship due to Delta variant. Will be revisited once multi-platform services are an option.</li> <li>Compliance, cleaning, and fuel reduction at Freestone Retreat completed and the report submitted to our insurance company. We are now in compliance with their wildfire preparedness recommendations thanks to Don Klose, Michael DeWitt, Bob Moore, Alan Davis, David Wemmer, Lucinda Young, Horst Banser, Ann Harlow, and Hilary Lorraine.</li> <li>Everyone can go to purpleair.com and enter our address or look for The Good Earth School's sensor for up-to-the-minute air quality information. N95 masks for staff to address air particulates and biohazards was discussed. Michelle circulated a link for N99 masks. Safety is a weekly standing agenda item at our UUCB Staff meetings.</li> </ul>
	Community Outreach & Support	<ul> <li>Reached out to community with the help of Alice Lemieux and Ann Harlow to give away preschool furniture from former tenant.</li> <li>Donated Riso copy machine previously in back office (2<sup>nd</sup> copier) to CoBiz Richmond. (<a href="https://cobizrichmond.com">https://cobizrichmond.com</a>) Will be building relationship with this nonprofit, supporting underrepresented populations with entrepreneurship.</li> </ul>