

**Unitarian Universalist Church of Berkeley  
Board of Trustees Meeting Agenda  
Wednesday, April 6, 2022**

Via Zoom: <https://zoom.us/j/91070175965?pwd=d2FUcWZCQjYzVEF2MFZabWJQQRrUT09>

**6:00 PM EXECUTIVE SESSION**

**7:00 1. CALL TO ORDER & OPENING RITUALS**

Chalice reading & lighting - Lenore  
Board Covenant reading  
Land Acknowledgement Statement

**7:10 2. CONSENT AGENDA – Items may be approved in one motion unless a Board member requests an item be removed for question or placement under discussion/action**

- a. Approve agenda
- b. Approve Board Meeting minutes of March 2, 2022
- c. Accept monthly Treasurer's report
- d. Approve Finance Committee recommendations on committee description in the Governance Manual

**7:20 4. MINISTER'S REPORT**

**7:30 5. LISTENING**

- a. Announcements – Board Members, Minister, Executive Director
- b. Report from Board listening presence
- c. Congregants who wish to speak to the Board on agenda items or other matters

**7:40 6. INFORMATION/ACTION ITEM**

- a. FY2022-23 Endowment Payout Recommendations from the Endowment Committee

**7:45 7. DISCUSSION/ACTION ITEMS**

- a. 2022-23 Priorities: Discuss draft areas of Board emphasis and related priorities, for adoption on May 4
- b. 2022-23 Budget: Executive Director presentation of draft 2022-23 budget, for Board discussion and direction; Board action at May 4 meeting for May 22 congregational meeting

**8:40 BREAK**

**8:45 7. DISCUSSION/ACTION ITEMS, continued**

- c. Update and recommendations from the Board Subcommittee shepherding the establishment of the Ministerial Search Committee (Helen, Pier, David)

**9:10 8. BOARD COMMITTEE/TASK FORCE/LIAISON REPORTS**

**9:20 9. OUTGOING COMMENTS**

**9:30 10. ADJOURNMENT**

April Listening Presence: David

## **Aspirational Covenant of the UUCB Board of Trustees**

Approved September 2019, updated May 2020

We as the UUCB Board of Trustees agree:

- To stay committed to connection even when we disagree;
- To recognize the fullness of our power, and the many responsibilities that power entails;
- To listen actively to each other and the congregation, and to seek out opportunities to do so;
- To be caring, respectful, present and open-minded;
- To work together to make the changes the congregation needs, as we keep the best interests of the congregation above our own and to live into our mission;
- To support and trust each other in our work;
- To remember the goal of our work is to build a thriving, loving congregation;
- To be unafraid in the face of hard decisions, to be unafraid of making mistakes, knowing that we will learn from them if we do, and to be unafraid of challenging sacred cows; and
- To come to decisions we all feel we can support while recognizing diverse views.

### **Land Acknowledgement Statement**

As we begin, we want to acknowledge that this church occupies land in Huchiun, the unceded territory of the Chochenyo-speaking Ohlone people. We understand that we continue to benefit from the seizure and occupation of this land. We acknowledge and embrace our responsibility to take restorative action. We affirm that this is deeply felt and commit our congregation to be in right relationship with Indigenous communities, aligning in solidarity, supporting Indigenous projects, and caring properly for the land.

### **Mission Statement of the Unitarian Universalist Church of Berkeley**

The mission of the Unitarian Universalist Church of Berkeley is to create loving community, inspire spiritual growth, and encourage lives of integrity, joy and service.

### **Vision Statement of the Unitarian Universalist Church of Berkeley**

The Unitarian Universalist Church of Berkeley is a welcoming and vibrant congregation. We joyously support spiritual development guided by individual faith, reason, and conscience. We are committed to serving one another, the church community, the community at large, and the global community. We foster a spirit of generosity and trust that encourages care for our church home and affirms diversity and relationships consistent with Unitarian Universalist principles.

### **End Statements (Approved May 2, 2018)**

**UUCB is a vibrant multicultural, anti-racist, anti-oppressive congregation:**

#### **Reaching Out**

- We embody and share Unitarian Universalism.
- Our communities experience UUCB as an active and dynamic partner in pursuing societal and environmental justice.
- People rely on UUCB in times of need.

#### **Reaching In**

- We invite people of goodwill to make a spiritual home with us.
- We celebrate the diversity of our congregation in the fullness of who we are.
- We reach out to one another across differences to connect in shared purpose.
- We have fun!

#### **Building Up**

- We are generous with our time, talent and treasure.
- We steward our financial resources responsibly.
- We are comfortable, open and transparent in discussing both personal and congregational financial matters.

**Unitarian Universalist Church of Berkeley Board of Trustees Meeting  
Wednesday March 2, 2022**

**Meeting Conducted via Zoom Video Conference**

**Minutes – Draft**

**ATTENDEES**

Voting members: Michael Armstrong, Bill Brown, Randall Hudson, Elaine Miller, Beth Pollard, David Roberts, Cordell Sloan, Pier Sun Ho, Helen Tinsley-Jones

Absent: None

Ex officio members: Rev. Michelle Collins, Tess O’Riva (Executive Director), Selene Fabiano (Secretary), Lenore Ralston (Treasurer)

Visitors: Victoria Bowen, Barbara & Patrick Cullinane, Karen Elliott, Jean Gleason, Lynn Hammond, Don Klose, David Lingenfelter, Larry Nagel, Luana Polhman, Marta Tobey

A quorum being present, the meeting was called to order by Beth Pollard, president, at 7:01p.m. Beth started by noting that we are meeting as a representative democracy in contrast to the authoritarianism on display in Russia. Beth Pollard welcomed new board members, Michael Armstrong and Pier Sun Ho, and new secretary, Selene Fabiano. Beth also thanked Lenore Ralston for continuing as treasurer. Cordell Sloan did the chalice lighting and reading, we checked in, Helen Tinsley-Jones read the Board covenant, and Randall Hudson read the land acknowledgement.

Beth stepped out until Listening Time, Helen presided in the meantime.

**CONSENT AGENDA**

**A motion for the following (M Elaine /S Pier Ho Sun) passed unanimously:**

- Approve agenda
- Approve Board Meeting minutes of February 2, 2022 and February 13, 2022
- Recommend congregational approval of minutes of February 13, 2022 congregational meeting
- Accept monthly Treasurer’s report

## **INFORMATION ITEM**

Randall asked to pull the Executive Director's Report from the Consent Agenda in order to ask several questions.

### **Minister's Report:** Rev Michelle

The Opening Task Force recommended beginning in-person, hybrid, multi-platform service on Sunday March 20, 2022. Pre-registration will be done through Breeze. Vaccination and registration checks will be done. Lanyards will be used so people can communicate their wishes related to social distancing. The service will be limited to 25% capacity (100 people). Rev. Michelle wants some spaces to be reserved each week for visitors as she does not want any visitors to be turned away.

The plan is for the 1<sup>st</sup> 2 weeks to be service only plus childcare & RE. The 3<sup>rd</sup> week there will be one additional hybrid program, as a pilot.

DRE job is listed in several places.

Pledge Drive is kicking off 3/6/22. Rev Collins is planning a creative way to raise money. Watch for what she does in the "Time for All Ages" this Sunday.

Rev. Michelle and Board members thanked the OTF committee.

### **Executive Director's Report**

The Executive Director's Report was pulled from the Consent Agenda so the board could ask Tess questions about new member current trends vs. historical, confirming the sanctuary can be heated, learning about the Music Room and Chrysalis Room as reserved for UUCB use only so as not in competition with rentals, and the Human Rights Watch's use of UUCB for free to film an interview.

Board members thanked Tess and her crew for all the work they have done in the past 2 years, including maintaining connections with the community (e.g. Girl Scouts).

## **LISTENING**

### **Announcements:**

- A. Rev. Michelle will be offering two workshops in support of the congregation's Freestone discernment and decision making process:** 1. The Healthy Congregations workshop is offered on both March 10<sup>th</sup> and March 12<sup>th</sup>, 9AM-4PM; and 2. The Conflict Transformation in Congregations workshop is offered on both March 31<sup>st</sup> and April 2<sup>nd</sup>.
- B. Our Whole Lives (OWL).** Recent OWL program was successful. 11 students attended. Thanks were given to the volunteers (Alice, Carla, Maria, in addition to Michael A.).

- C. **2 upcoming youth events** will be held on March 12<sup>th</sup> & March 19<sup>th</sup>. Thanks were extended to Ladié Malek, Melissa Rosales and Sarah Ward.

**Report from Board listening presence:** Elaine reported there was only 1 conversation this month. This conversation was with a congregant who asked if the congregation would have a say in what kind of minister we have. She explained that there would be a ministerial search committee and that congregants can contact that committee to give feedback.

**Congregants who wish to speak to the Board:**

1. Barbara & Patrick Cullinane reported that volunteers are needed to help with in-person services and that the announcement of the return to in-person services on 3/20/22 will include a request for volunteers. Patrick expressed his wish that members of the Board of Trustees will volunteer.
2. Karen Elliott expressed concern that the 25% capacity limit for in-person services is too restrictive and might prevent who want to attend from being able to attend. Patrick Cullinane responded that the OTF would take that feedback into consideration.

**DISCUSSION/ACTION ITEMS:**

**1. Decisions on search for next minister (for start date 8/1/23):**

Beth reviewed the presentation by Melissa James regarding the UUA process. UUA process for a settled minister would need to start around this time in order to stick with the timeline. Beth prepared a decision outline (part of agenda packet) and noted that the 1<sup>st</sup> decision is whether the board wants to search for a settled minister or a different type of minister (interim, contract, or development). Beth ask all board members to share their thoughts re what kind of ministerial presence they want after Rev Michelle leaves in July 2023.

Issues raised in the discussion:

1. Things have changed so much in the past 3 years so it's hard to project into the future as to what church will look like/what our needs will be in the future. We are just returning to in-person church and don't know yet how many people will come back. As a result, we aren't ready to make a decision of this magnitude and need to buy time.
2. There is a longing for a settled minister and the stability that comes with that, but not sure that it's realistic to find a minister who would stay with the congregation long-term, given current trends.
3. The UUA process for a settled minister is expensive (approximately \$15,000), restrictive, and not that transparent. There was concern about spending so much money for the search without any guarantee of finding a minister, especially given that there are more churches looking for ministers than there are ministers. Currently, there are 30 UU churches without a minister.
4. There are several factors for why there is a shortage of ministers: 1) Retirement; 2 "The Great resignation" - many ministers deciding to leave ministry;

5. There was also concern about spending so much money on the search for a settled minister knowing that we might need to go through the same process again in a few years.
6. We need think about what it means to be a congregation going into the future, and can't use the past as a model. And the process for choosing a minister may be changing.
7. Some members felt we know what we need in a minister (strong leadership, someone who will serve us, commitment to social justice, leadership in activism) and are ready for a settled minister. Others felt we need to do more work to determine our direction and be clear about our mission.
8. We want a leader to blend our traditions with new things (e.g. technology), live our mission, grow our membership.
9. We would benefit from a wider consideration of alternatives than the UUA settled ministry search process (e.g. opening it up to other spiritual leaders)
10. It's important to remember that we are a strong, vibrant congregation and have a lot to offer to a minister. We have a great ED and have strong leadership within the church.
11. We need a task force/team of reflective people to think through the decision about what kind of minister (contract, settled, etc) and what search process to use (UUA process for settled minister search or something else) because the Board has a lot of other responsibilities and doesn't have the bandwidth to take this on.
12. The search committee needs to engage more people in conversations about what is desired in the next minister.

David made the following motion:

That the board would create a search committee that would (a) conduct and engage the congregation in conversations about the type of minister they want and the best search process, (b) make recommendations to the board. That the board would use these recommendations to direct the search committee in its work and the committee would conduct a search.

Helen amended the motion to say that the board would expedite its process to create this search committee. David agreed with the amendment.

Helen seconded the motion.

The motion passed unanimously.

Beth asked for 3 volunteers from the board to shepherd the process of establishing the search committee (i.e. informing and coordinating congregational outreach, and gathering and tallying of nominees suggested by congregation. Using this tally, the Board would finalize a list of potential members on which the congregation would vote; the Board would then finalize the committee membership). Board members and others would be recruited to assist as needed.

Someone to handle the technology access; Pier volunteered to do this.

1. Someone to handle the narrative to the congregation re what we want the search committee to do; Helen volunteered for this role.

2. A project manager to one oversee this process and make sure it all happens. Dave volunteered to be the “project manager”.

There was a discussion about eligibility criteria for being on the search committee and whether spouses of board members were eligible. Points of discussion included:

1. It’s very important for the congregation to trust the search committee.
2. Having spouses of board members on the search committee may be **perceived** as the board’s having too much influence on the search process, even if in reality that wasn’t the case.

Randall motioned not to have spouses be eligible for the search committee. Helen seconded. 4 voted in favor. Bill opposed. No one abstained.

Michael suggested we consider people from the WTCOC committee for the search committee

2. **Board Process/Roles: Board evaluation process, with recommendation report from Past Presidents; Subcommittee; Liaisons; Listening Presence; Beacon; Opening Rituals; Other**

The Board is supposed to do an annual self-evaluation. Beth asked for board volunteers to work on the board evaluation process, drawing on the recommendations requested from past presidents, and then bring some recommendations back to the Board. Beth enlisted Michael and he agreed. Cordell is interested but is currently swamped. Bill agreed to be part of this group “softly”

Beth will work on roles and responsibilities off-line, maybe with a Google document.

## **BOARD COMMITTEE/TASK FORCE/LIAISON REPORTS**

**Stewardship:** Early pledge event was held on 2/26. The data for early pledges is good. Patrick has done a terrific job. The next stewardship mtg on 3/7 will provide some information that can be shared with the congregation.

**Finance:** Treasurer and finance committee are doing a really good job and engaging in good discussions. With the audit over, Tess will get back to more normal reporting. There are some questions re what the schedule for audits, reviews, and self-reviews will be. Dave would like someone else to step up and take on the role of liaison to the Finance committee.

## **OUTGOING COMMENTS**

Board members gave a big thanks to Stewardship and Finance, the Opening Task Force, the Tech folks who make the services happen, as well as to the church members who attend Board meetings.

## **ADJOURNMENT**

Respectfully submitted,

Selene Fabiano, Secretary

**UPCOMING EVENTS AND BOARD RESPONSIBILITIES**

March Listening Presence: Bill

Next Board Meeting: April 6, 7PM



Unitarian Universalist Church of Berkeley  
 April 2022 Treasurer's Report for UUCB's Board of Trustees

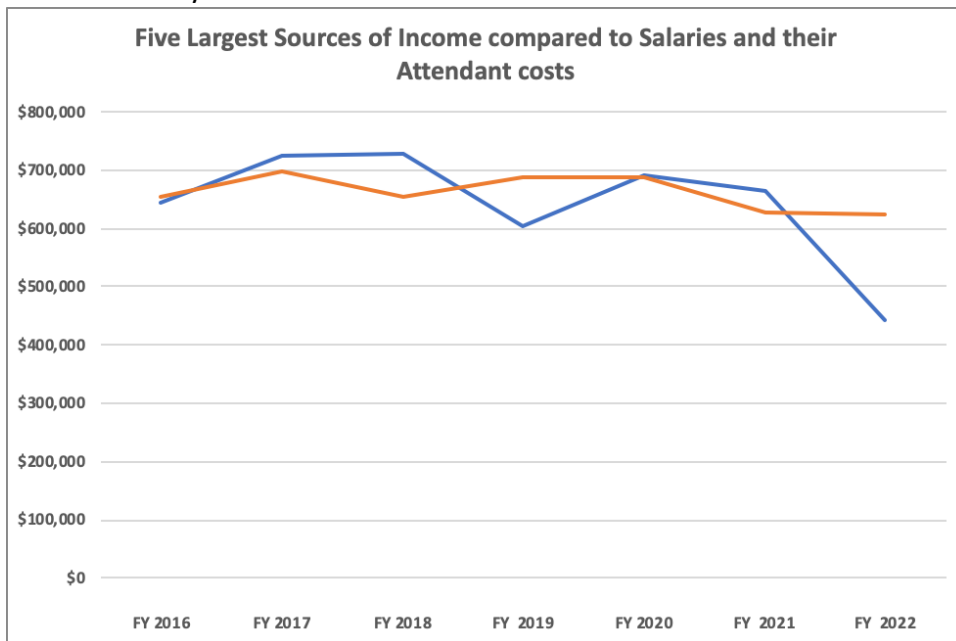
April 6, 2022

This has been a very hard report to write. I have had trouble finding the right level of specificity. Then I thought ... "you" are just you, and "I" am just me! So, I will just talk my way through it!

Bottomline?? We have "enough" and we are headed in a positive financial direction!

How do I know this? As my father used to say, "What is your "nut" for the month? For the year? Do you have enough coming in to balance out how much is going out?"

The answer is yes.



Estimated

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Emp salaries + emp costs	\$643,960	\$725,463	\$729,734	\$604,052	\$691,361	\$664,014	\$443,428
Five largest sources of income	\$653,907	\$696,577	\$654,684	\$686,866	\$688,154	\$629,132	\$623,443

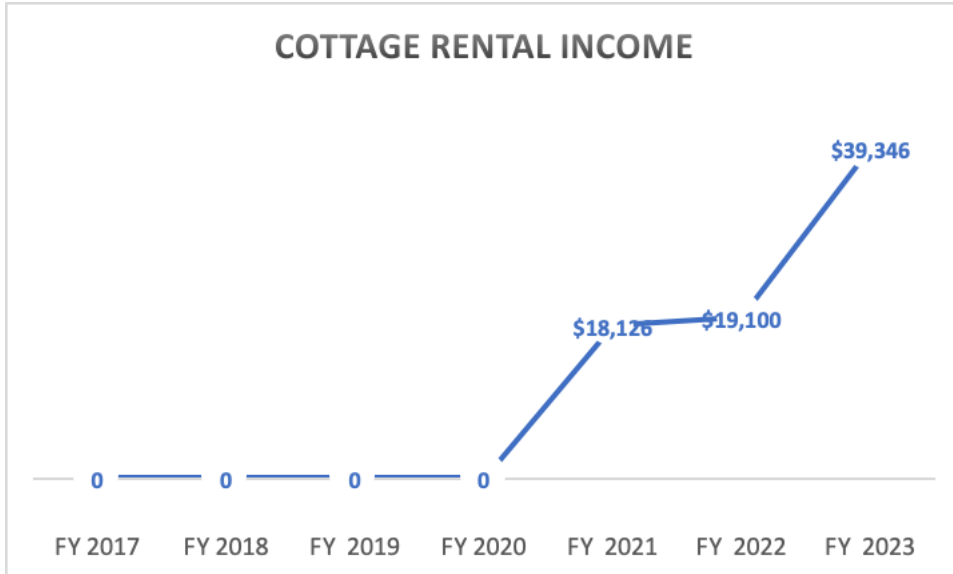
Salaries are our largest expense. I compared what we pay for our essential personnel to what we take in from our five largest sources of Revenue:

- Pledge Income
- Campus Rental-All Schools
- Community Use-Space Rental
- Cottage Rental
- Endowment Transfer

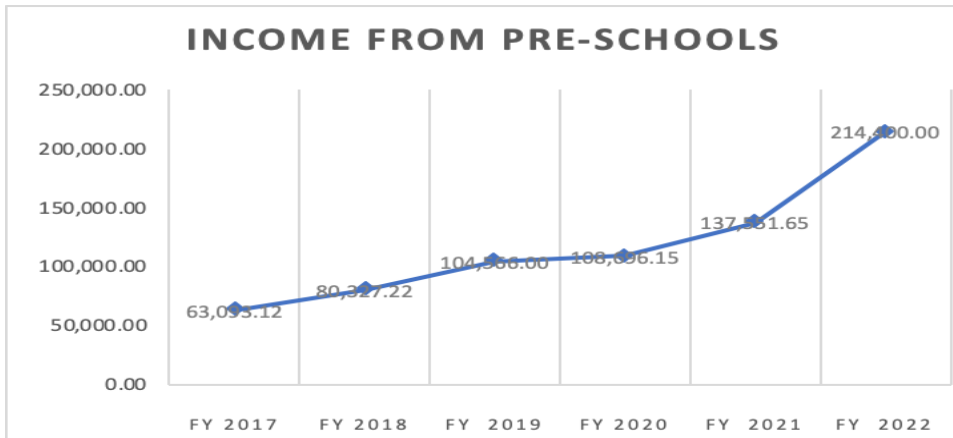
This chart is clear - not only are we meeting our main expense - salaries - but also, we are going in the right direction.

Increases in Rental revenue are one big reason for this. Our cottage and the schools will be fully up-to-speed next year and both greatly contributed to this fiscal year.

Our cottage may be counted as a brand-new resource, only recently fully coming online!



Our pre-school is now rented at market value with an annual 3% increase baked in.



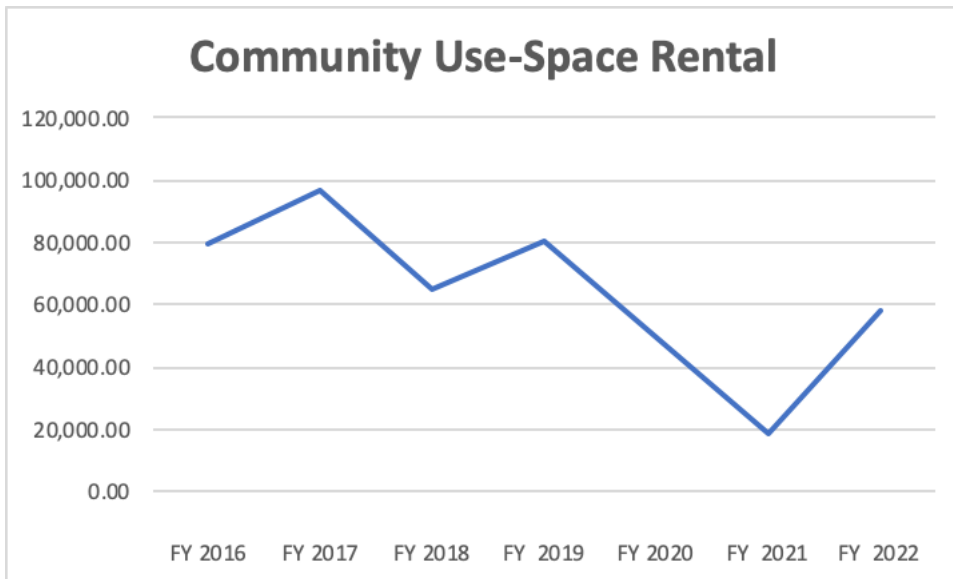
Both of these rentals are steady and predictable; and both will continue to sustain a good part of our expenses.

Our community space rentals also have started to recover:

We now have:

- Quilters.
- Trackers.
- Kensington Symphony.
- Contra Costa Chorale.
- Tongan Church.
- Kensington Fire Fighters.

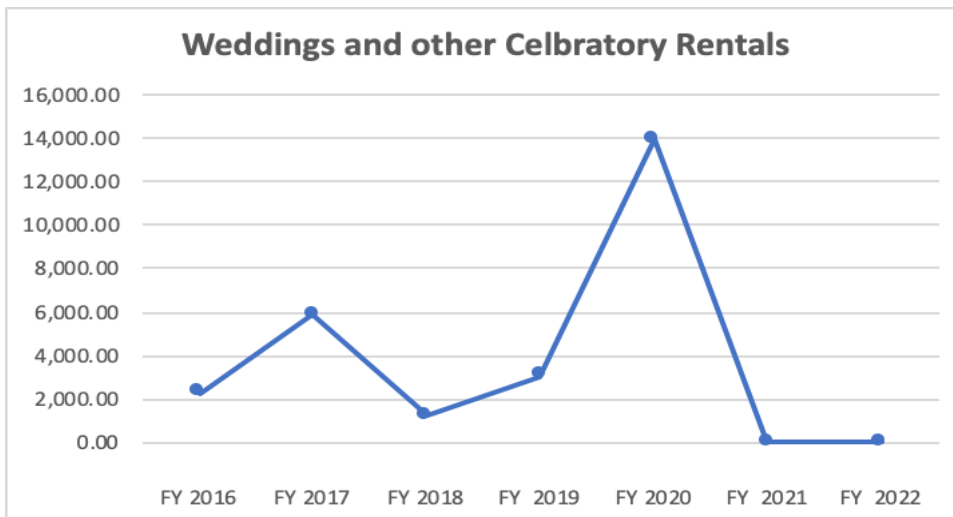
Further, now that the church is fully open, we can expect this revenue to pick up!



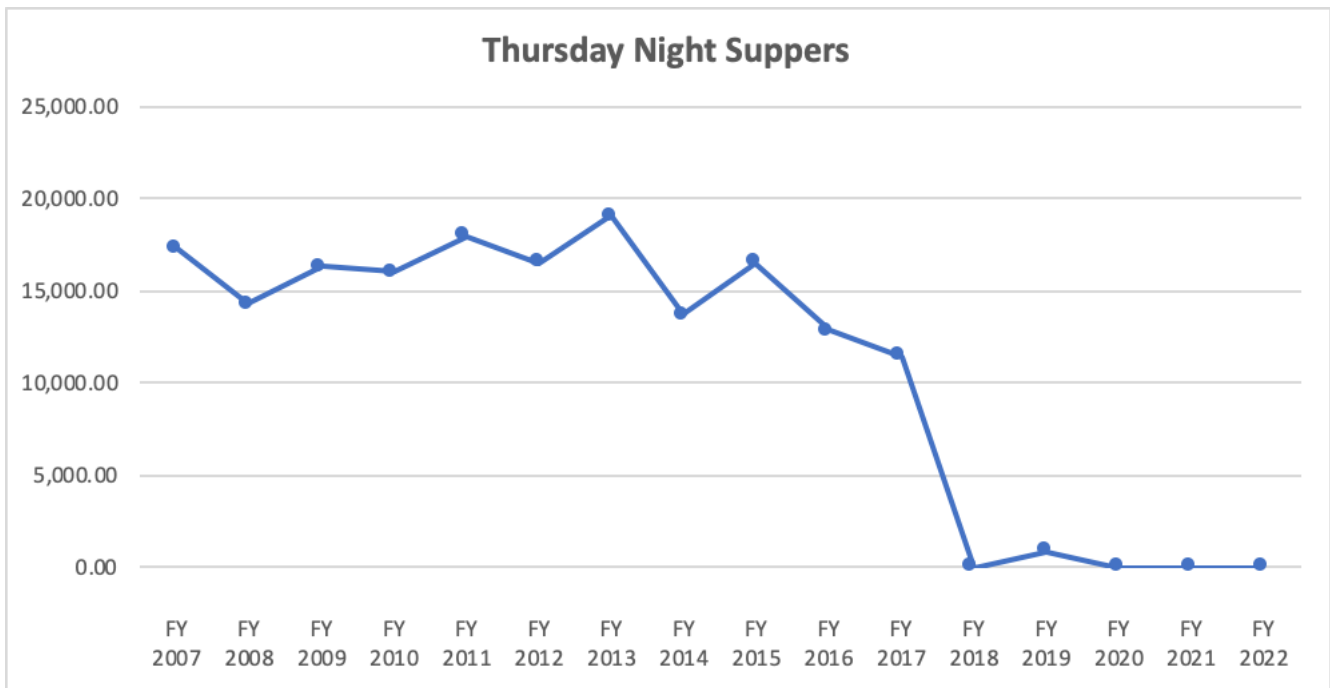
Our other sources of income which are not as predictable include:

- Other short-term rentals.
- Annual payout from our Endowments.
- Pledges.

We have room to expand when it comes to other short-term rentals. With our campus having been closed for two years, the only way is up!

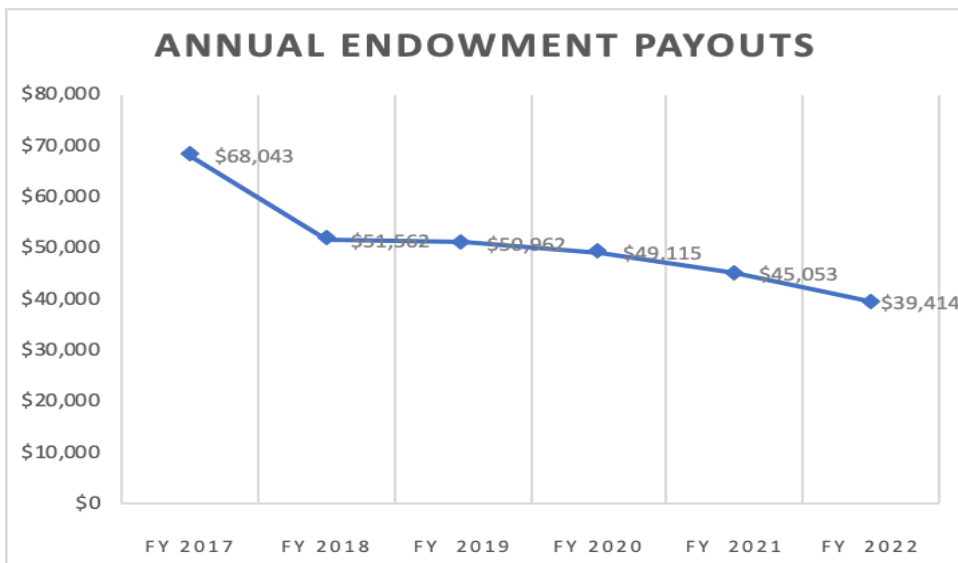


We might also consider reviving our Thursday night dinners! These were not run as a profit-making resource, but they did bring in a certain amount of cash and they also fostered yet another way to nurture UU community and provide opportunities for those new to church to meet and talk with members in a relaxed, genial atmosphere!



Our annual endowment payouts, which used to average somewhere in the \$60,000-\$70,000 range, have gone down as a result of our drawing on the earnings to complete several critical campus repairs and improvements. Over the past four years we have invested close to 1 million dollars in our campus for deferred maintenance, enhancements, and capital improvements.

Of that, \$985,952 Came from our Board-designated Endowment and the rest came from the generosity of various Congregants! The Congregation approved from the Board-designated Endowment - \$758,000 in January of 2018 - we had additional large gifts from Congregants which paid for the beautiful ADL ramp up to our chancel, assisted with payments for our rotten purloin tails, and the like. We also - by policy - funneled all of the Endowment Payout money into the Ladd Griffith fund to further assist in catching up with care for our campus. We plan to do a specific analysis just of money spent on campus repair and improvements.



Note: the \$150,000 for cash flow Congregationally approved in May 2019, helped to replenish our TRNAs.

This is not the end of the story. In May I hope to go deeper into our fiscal health and detail some underlying assumptions which are sources for optimism.

What I have given should help you in understanding the budget discussion for FY 2022-2023.

The main points to remember:

We are all right! We are no longer in a hole, our TRNAs are funded, we have several pockets of saved one-time money to use to get two new hires up and going. (details will be in the Treasurer's Annual Report).

Our main concerns are to make sure our 2021-2022 pledge money comes in and that we continue to improve the integrity of our data. I will also share the pockets of one-time money - e.g. salary savings, savings on utilities, and some one-gifts - all items that resulted from UUCB being closed for two years. We can grow our community and we can increase our community activity while we adjust to a new year of community in-person!

Respectfully Submitted,

Lenore Ralston, Treasurer

Attachments:

[April Treasurer's Report \\_ Final\\_4\\_4\\_2022.docx](#)

[FINAL\\_Financial Report\\_4\\_4\\_22.xlsx \(formally called Endowment Report\)](#)

## FINANCIAL REPORT - Selected Monetary Assets, UUCB: April, 2022

### UUCB ENDOWMENTS: Types of Restrictions

Endowment values are as of Feb. 28, 2022

<b>Pool of Donations Board Designated; Distributions</b>		
<b>1 Board-directed</b>		
<a href="#">610888-GENERAL ENDOWMENT FUND</a>	\$	857,736.62
<b>Original Donations Restricted; Distributions Board-</b>		
<b>2 directed</b>		
<a href="#">610028-UU CHURCH OF BERKELEY</a>	\$	89,717.58
<a href="#">610945-THE KAY DAVIS MEMORIAL FUND</a>	\$	145,360.63
<b>Original Donations Restricted; Distributions Donor-</b>		
<b>3 directed</b>		
<a href="#">610887-LAWRENCE LECTURE FUND</a>	\$	71,281.65
<a href="#">610902-Morgan Theological Educ Fund</a>	\$	32,556.45
<a href="#">610903-Spatz Religious Education Fund</a>	\$	63,319.79
<a href="#">611146-UUCB Building Maintenance</a>	\$	54,388.78
<a href="#">611361-Armstrong Garden Endowment</a>	\$	15,519.47
<b>Original donation restricted; distributions Board-</b>		
<b>4 directed (available Sept 2023)</b>		
<a href="#">611312-Ann Lane Memorial Fund</a>	\$	285,620.73
<b>TOTAL ENDOWMENT(s)</b>	<b>\$</b>	<b>1,615,501.70</b>

Pass-thru accounts for Congregants who use stock transfers to pay for pledges or to use for other gifts to UUCB.

Ameritrade:	\$75,676 Value as of 2/28/22
E-Trade:	\$52,851 value as of 12/31/21. Data reported Quarterly.

### Operating Funds

Mechanics Checking	\$517,575.00	<b>Balance</b>
	\$400,729.19	<b>Cope Fund (minister's housing)</b>
	\$116,845.81	<b>Amount in checking available for operating</b>
.....		
Savings are where TRNAs are held.		
Mechanics Savings/MRA	\$287,631.00	As of 4/4/22
<b>Total in Mechanics Bank</b>	<b>\$805,206.00</b>	<b>Total Mechanics bank</b>

### 5 BOARD DESIGNATED ENDOWMENT

As of 2/28/2022

\$857,737	Total General Endowment
\$555,770	Corpus
\$55,577	10% of Corpus
\$611,347	Corpus plus 10%
<b>\$246,389</b>	<b>Amount available</b>

6 Numbers related to Endowment Oversight Committee's use of Congregationally approved draw from Endowment Earnings for use for itemized deferred-maintenance projects approved in January 2018.

\$758,000	approved by the Congregation
\$525,000	withdrawn to date
\$233,000	left to withdraw for deferred Maint.
<b>\$13,389</b>	<b>Left for other UUCB use</b>

The funds below are Trusts overseen by UUCB. The annual earnings are designated according to Trust details.

7 Vanguard Fund - Boeke	\$45,703.42	
Calkins Trust #1	\$208,905.00	
Calkins Trust #2	\$150,817.00	
<b>Total</b>	<b>\$359,722.00</b>	as of 4/4/2022
8 Cope Fund (currently in Mechanics checking.)	\$400,729.19	Minister's Housing

Prepared by: L. Ralston, Treasurer, together with the Endowment Committee, 3/25/2022

## **SCOPE AND DETAIL OF FINANCE COMMITTEE RESPONSIBILITIES**

The role of the Finance Committee is to bridge an important administrative middle ground and provide better communication and another layer of oversight among the Board, Treasurer, and Executive Director. The FC will be the stand-in for the Congregation, a back-stop and partner to the Treasurer and Executive Director and will assist as needed in turning data into useful "information" (a primary job of both the Treasurer and the Executive Director).

The overall purpose of the Finance Committee is to assist the Board in its oversight of the congregation's finances. The committee's work may include:

- Ensuring that routine financial reports, such as the monthly Treasurer's report, are clear and useful.
- Helping to educate Board members to have an adequate understanding of the congregation's financial status.
- Taking responsibility for thoroughly understanding the annual budget and acting as a stand-in for the Board, so the Board does not have to go over the budget line-by-line.
- Providing support to the ED, Treasurer, and staff when asked for financial information by the Board.
- Providing support on an as-needed basis to staff, Treasurer, and stakeholders to prepare the annual draft budget for the May Congregational Meeting.
- Developing and reviewing church financial policies, as well as procedures to implement those policies. Documenting all policies and working with the Board Secretary to have new policies or eliminated policies appropriately reflected in the UUCB Governance Manual and/or By-laws.
- Creating a checklist of items to review as part of year-end closing of the books.

The composition of the Committee as defined in the draft Governance Manual follows:

*The Finance Committee shall include the Treasurer (ex officio), the Executive Director (ex officio, not voting), Chair of the Endowment Committee (ex officio), two board members, and at least two other church members with financial expertise approved by the Board of Trustees. Each member shall be appointed to a three-year term, which may be renewed for a total of six years. In the absence of qualified members, a current member may exceed the six-year limitation until the Finance Committee is able to both find and train replacement members who can then function effectively.*

### **Current Governance Manual Provisions re: Finance Committee**

#### *1.10.1 Finance Committee*

The overall purpose of the Finance Committee is to assist the Board in its oversight of the congregation's finances. The committee's work may include:

- Ensuring that routine financial reports are clear and helpful.
- Working with staff to respond to requests for financial information from the Board.
- Working with staff and stakeholders to prepare a draft budget annually.
- Developing and reviewing church financial policies, as well as procedures to implement those policies.

- Coordinating annual financial reviews and full audits every five years.
- Ensuring that Board members have an adequate understanding of the congregation's financial status.

The Finance Committee shall include the Treasurer, the Executive Director (ex officio, not voting), two board members, and at least two other church members with financial expertise approved by the Board of Trustees. Each member shall be appointed to a three-year term, which may be renewed for a total of six years. In the absence of qualified members, a current member may exceed the six-year limitation until the Finance Committee is able to both find and train replacement members who can then function effectively.

Frequency of Meetings: In non-audit years, the FC will meet Quarterly unless otherwise directed by the Board or in case of fiscal emergency.

Submitted: Lenore Ralston, Treasurer, on behalf of the Finance Committee, 3/25/2022



Date: March 29, 2022

To: UUCB Board of Trustees

From: Anita Mermel and Dick Sherman, co-chairs of the Endowment Committee

Re: FY2022-23 Endowment Payout Recommendations for the Consent Agenda

At this time, the Endowment Committee\* recommends that the annual Endowment draw for Fiscal Year 2022-23 remain at 4% for this year for purpose of budgeting. The Endowment Committee will reconvene in May to consider whether the prevailing market conditions merit an additional draw of 1% as permitted in the ByLaws.

The attached spreadsheet provides background as to how the recommended payouts are calculated, applying 4% and 5% payout options to a 13-quarter rolling average fair market value for each involved fund.

**Based on these calculations, we recommend the following payouts for FY 2022-23:**

Board Designated Endowment (General Endowment Fund):	<b>\$35,705</b>
Kay Davis Permanent Endowment:	<b>\$ 5,588</b>
Pooled Donors Permanent Endowment (UU Church of Berkeley):	<b>\$ 2,825</b>
Building Maintenance Permanent Endowment:	<b><u>\$ 2,171</u></b>
Total, per current policy, 100% to Ladd Griffith Fund:	<b>\$46,289</b>

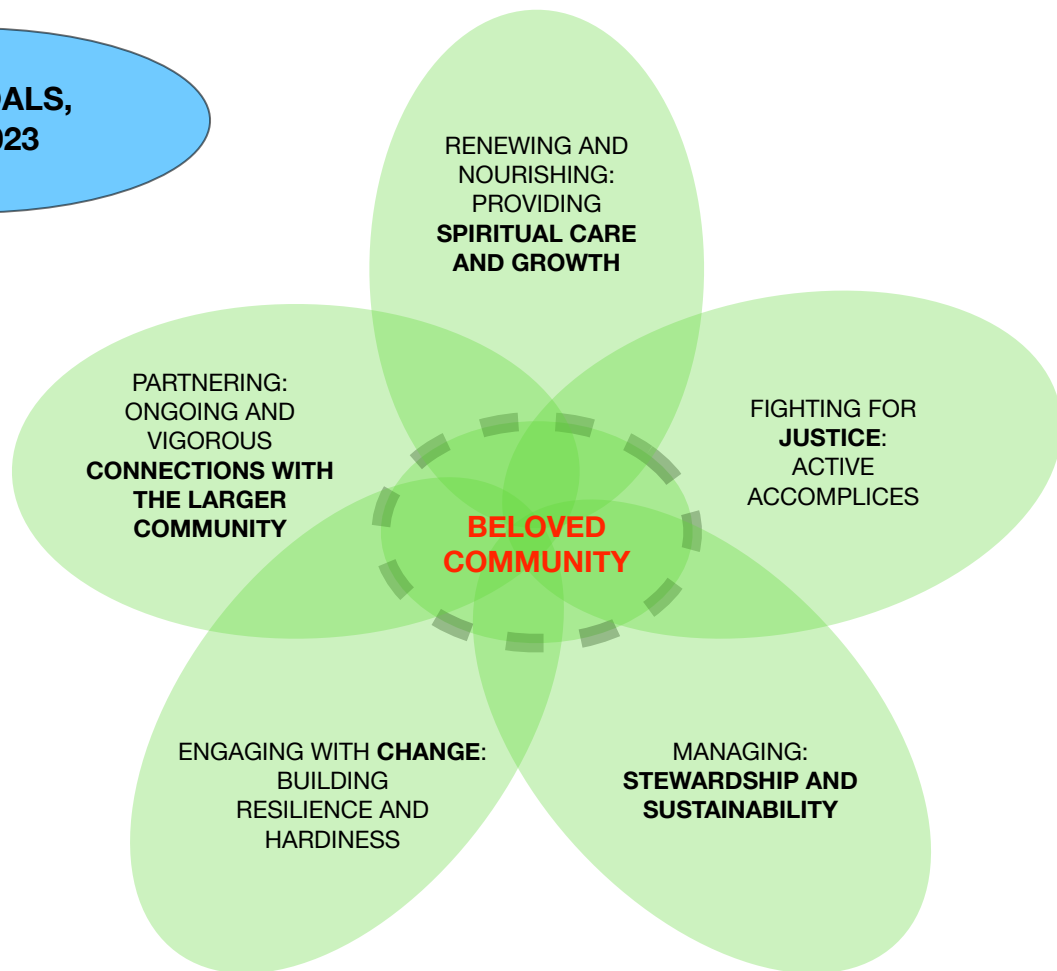
\*The EC currently consists of Anita Mermel, Ira Nelken, Jason Russell, Dick Sherman

### FY2022-23 Endowment Funds Payout Calculations

13 Quarters for 2022-23 Distribution	Sum of 610888, 610945, 610028, LUFT.	610888-Board Designated Endowment	Board Designated Endowment's LUFT Loan (retired 2019)	610888-Board Designated Endowment + Luft Loan	610888-Board Designated Endowment + Luft Loan 13Q avg	610945-The Kay Davis Memorial Permanent Endowment	610945-Kay Davis 13Q avg	610028-Pooled Donors Permanent Endowment	610028-Pooled Donors 13Q avg.	Total Quarterly Investments subject to payout	13 quarter average	4% payout option	5% payout option				
1	4thQtr-18	\$1,121,763	\$921,471	\$41,126	\$962,597	\$116,610		\$42,556		\$1,121,763	\$1,390,881	\$55,635	\$69,544	80% Ladd Griff and 20% General Fund.			
2	1stQtr-19	\$1,223,826	\$1,008,501	\$41,126	\$1,049,627	\$127,624		\$46,575		\$1,223,826				80%	20%		
3	2ndQtr-19	\$1,068,587	\$887,926	\$0	\$887,926	\$132,223		\$48,438		\$1,068,587				\$44,508	\$11,127		
4	3rdQtr-19	\$1,058,868	\$877,780	\$0	\$877,780	\$130,712		\$50,376		\$1,058,868				LUFT loan retired May 2019 Cong. Mtg.			
5	4thQtr-19	\$1,016,516	\$825,409	\$0	\$825,409	\$138,716		\$52,391		\$1,016,516	\$1,300,465	\$52,019	\$65,023	Per Policy 100% to Ladd Griffith			
6	1stQtr-20	\$866,768	\$705,040	\$0	\$705,040	\$118,487		\$43,241		\$866,768							
7	2ndQtr-20	\$989,088	\$781,949	\$0	\$781,949	\$129,532		\$77,607		\$989,088							
8	3rdQtr-20	\$1,044,643	\$825,869	\$0	\$825,869	\$136,808		\$81,966		\$1,044,643							
9	4thQtr-20	\$1,176,588	\$930,182	\$0	\$930,182	\$154,088		\$92,319		\$1,176,588	\$1,174,539	\$46,982	\$58,727	Per Policy 100% to Ladd Griffith			
10	1stQtr-21	\$1,199,850	\$946,991	\$0	\$946,991	\$158,872		\$93,987		\$1,199,850							
11	2ndQtr-21	\$1,255,759	\$992,773	\$0	\$992,773	\$164,456		\$98,531		\$1,255,759							
12	3rdQtr-21	\$1,147,672	\$900,793	\$0	\$900,793	\$152,657		\$94,221		\$1,147,672							
13	4thQtr-21	\$1,168,466	\$917,115	\$0	\$917,115	\$155,423	\$139,708	\$95,928	\$70,626	\$1,168,466	\$1,102,953	\$44,118	\$55,148	Per Policy 100% to Ladd Griffith			
<b>OPTION 1: 4% payout by account</b>					\$35,704.77		\$5,588.33	\$2,825.03	\$44,118	\$44,118	Total 3 Endow Fnd 4% Payouts 2022-23						
									\$2,171	\$2,171	4% from Building Maint.Endowment.						
									\$46,289	\$46,289	Total Endowment Payouts 2022-23						
											VS.						
<b>OPTION 2: 5% payout by account</b>					\$44,630.96		\$6,985.42	\$3,531.29	\$55,148	\$55,148	Total 3 Endow Fnd 5% Payouts 2022-23						
									\$2,714	\$2,714	5% from Building Maint.Endowment.						
									\$57,862	\$57,862	Total Endowment Payouts 2022-23						
Note: The annual endowment funds payout is calculated using a 13-quarter rolling average of the values of each fund at the end of each quarter of the consecutive 13 quarters prior to the fiscal year for which the distribution will be made. Thus, the 13th quarter ends Dec 31 of the year preceding the fiscal year receiving the distribution. Ex: 4th qtr of 2021 is the 13th quarter for the FY2022-23 distribution. The December values should be available online from the UUCEF by following February.																	
														Approved 3/22/22 Endowment Committee			

		<b>611146- UUCB Building Maintenance Endowment</b>	<b>13 quarter average</b>	<b>4% payout option</b>	<b>5% Payout option</b>
1	4Q18	\$46,546	<b>\$36,152</b>	\$1,446.09	\$1,807.61
2	1Q19	\$43,500			
3	2Q19	\$48,928			
4	3Q19	\$48,761			
5	4Q19	\$51,747	<b>\$42,240</b>	\$1,689.59	\$2,111.99
6	1Q20	\$44,201			
7	2Q20	\$78,321			
8	3Q20	\$51,035			
9	4Q20	\$57,481	<b>\$50,367</b>	\$2,014.69	\$2,518.37
10	1Q21	\$58,520			
11	2Q21	\$61,349			
12	3Q21	\$57,119			
13	4Q21	\$58,154	<b>\$54,282</b>	<b>\$2,171.27</b>	<b>\$2,714.08</b>
	3/22/22 (amm+ldr)				

**UUCB GOALS,  
2022-2023**



**AREAS OF EMPHASIS**

- ◆ revisit our mission and vision statements to incorporate the goals of social justice
- ◆ re-envision/enhance our virtual footprint
- ◆ infuse the widening the circle principles of anti-racism, anti-oppression and the elimination of white supremacy into the wide range of congregational activities
- ◆ determine the future of the Freestone property
- ◆ support staff
- ◆ inspire, support and learn from youth, children and families
- ◆ discern our ministerial needs and conduct a successful ministerial search
- ◆ sustain and promote the health of the congregation in difficult times through transparency, skillful conflict transformation and the inclusion of all voices

Unitarian Universalist Church of Berkeley  
Fiscal Year 2022-23  
Proposed Operations Budget v.2

		FY 2021-22 Budget	FY 2022-23 Proposed Budget	Comments
<b>Revenue</b>				
	Pledge Income	\$425,000	<b>\$450,000</b>	Still pending Stewardship Final numbers (current \$495K), estimate of \$500,000 - 10%
	Plate collections	\$9,000	\$12,000	
	Special Collections - All	\$18,000	\$25,000	Not for UUCB (Good Neighbor, Congrats to Grads, Widening the Circle, Food drive, etc.)
	Other unpledged contributions	\$0	\$10,000	Pursuing other ways to donate, GoFundMe, Zelle, YourCause, Benevity, PayPal, etc.
	Member Events	\$2,500	\$5,000	Expected increase in facility use by members. Members get 50% discount now.
	Endowment Transfer	\$8,627	\$0	Elimination of UUA Staff Pension Fund. Regular Annual Withdrawal now on Capital Budget.
	Prior Year Pledge Payments	\$0	\$5,000	
	All Program Income	\$3,040	\$3,000	Does not include restricted monies
	Cottage Rental	\$37,200	\$37,758	
	Fundraising - All	\$3,500	\$3,500	Includes Book Table, Jewelry Table, Holiday Faire, Amazon Smile, etc. Need Fundraising Team.
	Music Events	\$10,000	\$10,000	Confirmed with Bryan
	Community Use-Space Rental	\$100,000	\$115,000	Rates increased, expected surge in rentals
	School Buildings (Good Earth)	\$300,000	\$312,000	Includes all items from leases of RE and Childcare buildings
	Other Revenue	\$107,000	\$5,000	No expected grants this fiscal year
	Interest Income-general	\$250	\$500	Money market funds earn interest, interest rates increasing
	Income from Trusts	\$1,200	\$1,854	Paid to administer Calkins Trust
<b>Total Revenue</b>		\$1,041,449	\$995,612	
<b>Expenses</b>				
	Salary, Wages, & Housing	\$527,210	<b>\$626,539</b>	Includes filling 3 vacant positions (Facilities Assitant, Director of Family Ministry & Rental Coordinator)
	Payroll Taxes	\$32,615	\$46,145	
	Employee Benefits-Health	\$35,724	\$38,500	Under review
	Employee Benefits-Life/Disabil	\$3,400	\$1,500	Only pay for Minister's
	Employee Benefits-Retirement	\$46,236	\$42,000	3 new employees - Not eligible
	Insurance (Property & Casualty)	\$27,600	\$29,500	Paying separately for Sonoma retreat now
	Worker's Comp Insurance	\$9,000	\$9,500	
	Accounting Services	\$35,000	\$14,000	
	Search Committee	\$0	\$15,000	New
	Consultants/Contractors	\$2,500	\$13,500	IT Consultant, Sound Engineer
	Guest Speakers/Musicians	\$5,000	\$5,000	

Unitarian Universalist Church of Berkeley  
 Fiscal Year 2022-23  
 Proposed Operations Budget v.2

	FY 2021-22 Budget	FY 2022-23 Proposed Budget	Comments
Supplies	\$15,000	\$15,000	Includes Ministry & Music
Office Expenses/Administration	\$16,720	\$19,500	Payroll processing, postage, copier lease, etc.
Phones & Computers	\$15,000	\$8,000	Network & upgrades
Advertising and PR	\$3,500	\$5,000	Kensington Outlook, Here Comes the Guide, East Bay Times, Facebook boosts
Communications & Web Site	\$5,000	\$5,200	Broadcast/Zoom expenses
Property Taxes	\$15,000	\$18,500	Lawson Road 70% reimbursed by Preschool rental, but now paying separately for Sonoma County
Professional development	\$15,000	\$15,000	GA for lead staff, trainings for new/continuing staff
Bank Fees	\$3,100	\$3,300	
Other Expense	\$6,000	\$6,000	Includes Board & ED contingencies of \$1,000 each
UUA Annual Program Dues	\$36,000	\$38,000	Fair share
Building & grounds supplies	\$15,500	\$14,500	
Building & grounds maintenance	\$25,000	\$26,500	
Kitchen Supplies/Hospitality	\$6,000	\$8,000	Hoping to party like it's 2019
Utilities	\$34,600	\$38,500	Includes solar rebate decrease (PG&E now caps rebate per period)
Fire Monitoring System	\$11,500	\$12,500	
All Programs/Small Grp Ministries	\$16,000	\$20,400	General Fund only, includes Hospitality
Fundraising/Event expense	\$5,000	\$2,500	Event Hosts included in salary line
<b>Donations to Nonprofits - All</b>	\$18,000	\$25,000	
<b>Total Expenses</b>	\$1,009,925	\$1,122,584	
<b>Excess or (Deficiency) of Revenue Over Expenses</b>	<b>\$31,524</b>	<b>\$ (126,972.00)</b>	Recommendations: Decrease supply expences by purchasing in FY21-22

**Additional Projects/Requests**

Disaster/Resilience Planning		\$12,500	Tesla wall/back-up to solar
Social Media/SEO optimization		\$5,000	
Organ and Piano Maintenance		\$10,000	Significant cleaning and maintenance for organ & Yamaha after construction work & work deferred for years
New folding chairs		\$8,000	

\$35,500

**22-23 Program & Small Group Ministries  
General Fund-Supported Only**

<b>Code</b>	<b>Program Name</b>	<b>Budget</b>	<b>Income</b>	<b>Comments</b>
U230	Partner Church	1,250	-	Combined with Partner Church, does not include TRNA
U250	Village Education Fund	-	-	
U530	Altar Flowers/Aesthetics	250	-	
U560	Program Council Expense/All-church events	500	-	
U565	Hospitality	8,000	-	Based on in-person worship
U570	Membership	1,000	-	
U575	Chalice Circles	1,200	-	Facilitator training, etc.
U580	Safe Congregation (Reopening Taskforce)	500	-	Training & resources re: Covid
U600	Volunteer Recognition	1,500	-	
U610	Endowment Committee	2,000	-	Maybeck luncheon, etc.
U620	Social Justice Council	2,000	-	Does not include N. Kelly monies or TRNA
U625	Personal Theology	1,200	500	
U626	Summer Forum	250	-	
U627	GRIP (aka Souper Center)	2,800	2,800	
U581	Pastoral Associates	500	-	
U582	Worship Associates	500	-	
U850	Humanists	250	-	
U573	Widening the Circle Education Fund	3,000	3,000	
	<b>Total Programs</b>	<b>26,700</b>	<b>6,300</b>	<b>20,400</b>

Email Blast for 3/30/22

**\*\*\* STARTS WEDNESDAY, 3/30/22 \*\*\***

## **ELECTRONIC POLLING FOR MINISTERIAL SEARCH COMMITTEE CANDIDATES**

As you might have seen in recent editions of The Beacon and The Week Ahead, UUCB is launching the formation of the Ministerial Search Committee (MSC). The MSC is tasked with recommending a minister to the congregation in Spring 2023, given that Rev. Michelle's tenure with UUCB concludes on July, 31, 2023.

An initial task of the Committee will be to explore with the congregation whether to search for a settled minister called by the congregation, a contract minister hired by the Board, and any related considerations. The Board of Trustees will act on this recommendation to guide the focus of the committee's search.

Please note that **the creation of the MSC is a congregation-wide event**. A total of seven members will be chosen from nominations by the congregation, through a combination of congregational voting and Board appointments. Spouses of Board members are not eligible to serve, the Board has determined.

**Beginning on Wednesday, 3/30, UUCB members can indicate their choices of candidates by completing the electronic poll which will be sent out to all members' email addresses and included in other UUCB communication formats, e.g., The Week Ahead.** Additional outreach by phone will be provided after 4/6 to make sure all members are contacted. **All polling concludes on 4/13.**

The poll is composed of eight questions to stimulate your thinking about who you think would be an excellent candidate(s) to serve on the Committee. **Please consider each question carefully.** At the bottom of the poll, you'll be asked to list your choices of candidates. While all choices are confidential, the poll will ask you to enter your email address at the top of the form to assure an accurate vote count.

While not required reading, you may find it helpful and interesting to check out UUA's "Settlement Handbook." Here's the [link](#).

If you have questions or comments, please contact Board Members Helen Tinsley-Jones, [htinsleyjones@yahoo.com](mailto:htinsleyjones@yahoo.com), Pier Sun Ho, [ms\\_sunho@hotmail.com](mailto:ms_sunho@hotmail.com), or David Roberts, [davidbobs1@gmail.com](mailto:davidbobs1@gmail.com).

**THANK YOU AND STAY TUNED!**



PROPOSED FLOW OF FORMATION OF MINISTERIAL SEARCH COMMITTEE (MSC)  
Prepared by Board Subcommittee members, Pier, Dave and Helen, in collaboration with  
Beth

PLEASE NOTE: Text in black is taken directly from UUA's  
[Settlement Handbook](#), pp. 36-8.  
Magenta text is the Board-designed timeline.

4/6: The Board gets update and process timeline from the subcommittee, and makes decisions re: calling process/guidelines when reaching out to members who've not yet responded to electronic poll.

Announcement of poll for candidates is made, and members are encouraged to reach out to church members and groups to spread the word.



4/7: Board and Nominating Committee begin making calls to congregants who've not yet responded to electronic poll. Helen has already sent email to Nominating Committee, requesting their assistance in making calls.



4/10: Rev. Michelle announces poll @ service. Dave makes announcement @ coffee hour.



4/13: Electronic poll and phone calls are completed. Pier compiles names in form, ranking candidates by vote count.



4/14: Pier reports the 20 most frequently-nominated candidates to the Board. Subcommittee sends the Board guidelines when calling candidates to confirm their interest and availability (see 4/16).



**4/16: At the 9 am Zoom exec Board meeting, Board confirms guidelines for calls, which include info re: MSC duties and expected commitments. Calling begins.** Board members call this short list to see if these people are interested in running and if they agree to give up any other leadership position they hold if chosen for the search committee. They should also check on their availability and commitment in the fall and winter (survey/cottage meetings through pre-candidating) of the search cycle. All search committee members should be available for all pre-candidating weekends. These weekends may happen either in person or virtually.



**4/17: A "Stay Tuned" announcement is made @ service, informing members that final electronic voting to elect members of the MSC will to be held starting on 4/26 and closing on 5/2 @ 5 pm. Helen will consult with Rev. Michelle.**



**4/21: Last day for Board to complete calls to candidates.**



**4/22 or 4/23: At an exec meeting on Zoom and/or via email, Board will review the final list, rebalancing as necessary to achieve appropriate representation and diversity.**

- ...the board may chose how many members may be elected; the board may choose how many members to elect and how many to appoint from the remaining names on the ballot. The appointments are important. This part of the process improves the odds of diversity on the search committee instead of a search committee composed of just the seven beloved elders of the congregation. The broader the demographic the better, especially with regard to age, gender, race/ethnicity, and sexual orientation..
- **The Board requests candidates' bios/very brief statements and pics.** It is helpful to have everyone on the ballot fill out an information sheet or prepare a short biographical statement that includes information about why they are interested in serving on the search committee.
- **Helen**
  - ◆ **coordinates with Charis for publication of bio info, e.g., as email blast, on Discuss List, to Program Council.**

- ◆ requests that bio info and announcement of upcoming final poll be in the 4/29 Week Ahead and sent out in the above formats, as well as be temporarily placed in the website feature spot usually occupied by WTCC (per graciously the WTCC's gracious approval).



4/24: At service, announcement is made that final election voting to elect members of the MSC will to be held, starting on 4/26 and closing on 5/2 @ 5 pm. Helen will have consulted with Rev. Michelle.



4/26: An electronic poll is sent out per Pier's consultation with Charis; members not reachable by email receive poll via means to be determined.

- Neither self-nomination nor nomination from the floor are considered. Board has determined that partners/spouses of Board members are not eligible for nomination.
- Each congregant may vote for up to seven search committee members. If someone who is appointed to the search committee later drops out, the Board may appoint a replacement.



4/29: Reminders to vote sent out (Helen collaborates with Charis).



5/1: At service, announcement is made that final electronic voting to elect members of the MSC closes on 5/2 @ 5 pm. Helen will have consulted with Rev. Michelle.



5/2: Balloting closes @ 5 pm.

- Pier prepares and then sends election results to Board (by 5/3). Up to seven search committee members may be elected; the board may choose how many members to elect and how many to appoint from the remaining names on the ballot.
- Election results will be held in confidence until a formal announcement is made, which means, ...never telling anyone - including the selected search committee members themselves - who was elected and who was appointed.



**5/4: At exec meeting, the Board reflects/deliberates on the results of the congregational poll and makes the final selection. On date to be determined, Board notifies those members elected/appointed to the MSC.**



**5/8: Board formally announces names of MSC members to congregation.** ...the search committee should be introduced with some fanfare. There might be a commissioning moment during the service when the committee members are given a charge and they vow publicly to serve and take the charge seriously. **Pier and Dave send list of names for inclusion in Week Ahead (due 5/11) and Beacon (due 5/15).**



## SUGGESTED GUIDELINES FOR PHONE CALLS TO MEMBERS WHO'VE NOT YET RESPONDED TO NOMINATION POLL

Suggested format/questions to ask:

To ascertain that the member has received the electronic poll and knows its goal.  
Possible questions/information:

- Did you receive the electronic poll for nominating members to the Ministerial Search Committee (MSC)?
- Would you like assistance with this nominating process?
- All nominations are confidential.
- The goal of the poll is to engage the whole congregation and gather nominations for candidates to the MSC. The initial task of the MSC is to explore with the congregation whether to search for a settled minister called by the congregation, a contract minister hired by the Board, and any related considerations. The Board of Trustees will act on this recommendation to guide the focus of the committee's search.

Gathering nominations:

- Have you had a chance to review the questions?

- Do you already have some nominations in mind?
- Would you like me to go over each of the questions with you (questions are at the end of this doc)?
- Here are some of the items to guide your nominations—MSC members should reflect and be trusted by the congregation and know (or can learn) UUCB's history. Who would be in touch with the changing nature of the congregation as well as the events and movements happening in our larger community? MSC members should express UUCB's strong commitment to the Widening the Circle goals of racial justice, equity and anti-oppression. Who has the characteristics of curiosity, creativity and problem-solving in moving the church through complex and uncertain situations?

=====

#### General Considerations

- this phone call is only to gather nominations.
- members can make as many nominations as they wish.
- a second electronic-only poll will be sent out to the congregation and is live starting 4/26 and closing on 5/2, 5 pm.
- should the member require assistance with the second poll, please note that.