



2020-2021

# Annual Report

Unitarian Universalist  
Church of Berkeley





## **About UUCB**

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.

## **Mission**

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.

## **Covenant of Right Relations**

We covenant to build a religious community guided by love and sustained by respectful relationships. Believing that building healthy relationships is a spiritual practice, we aim to listen appreciatively, speak with care, express gratitude, honor our differences, and assume good intentions. We endeavor to communicate directly, honestly, and compassionately, particularly when we are in conflict. When we hurt one another, we will try to forgive, make amends and reconnect in a spirit of love. In celebration of the common purpose that unites us, we will do our best to abide by this covenant.



## From the Board of Trustees

### *State of the Congregation*

Last year we were in the depths of uncertainty. Our ministers had just announced they were leaving to move close to family. A powerful and pervasive pandemic had seized control over our lives, with no known release date. We feared for the physical and mental health of ourselves, our families, and our friends and other church members in the face of COVID and the deplorable murders of black and brown people at the hands of police. We fretted about the financial health and vitality of our church, adopting a slimmed-down budget.

But we are UUCB. We are Unitarian Universalists. With the strong leadership of former Board Presidents Kerry Simpson and Kathryn Jay, we lit pathways for ourselves and one another. We found an amazingly talented interim minister –Rev. Michelle– to guide us through spiritual and logistical thickets. UUCB congregants volunteered, innovated, cared, contributed, and basically confronted the COVID-19 molecules with: “You are not going to crush our spirit, nor our community, nor our commitment to love, justice, compassion, and one another. We are UUCB.”

With our resilience, here are just some examples of what we accomplished last year:

- We moved all our worship, events, activities, meetings, and communications online. This deserves underscoring: With help from members with tech talent, we pivoted on a dime to have all our worship, events, activities, meetings, and communications online.
- We personally connected with every household, providing grocery assistance and pastoral care where needed.
- We dove into the UUA’s Widening the Circle of Concern anti-racism and anti-oppression work, created scholarships, and have started to implement our own task force’s recommendations for our congregation.
- We embraced an expanded number of members of UUCB, other congregations, and the general community chalice circles to process challenges and share experiences in supportive settings.
- At a time when other congregations are struggling to survive, we exceeded our pledge goal, obtained not one but two Payroll Protection Program loan grants, and strengthened our financial position and accounting.
- Working with Youth Spirit Artworks, we helped build 22 tiny homes for youth in need of housing.
- We signed thousands of voter encouragement cards, launched Honoring Indigenous Peoples’ initiatives, and marched, spoke, and pushed for racial justice after the horrific police officer murder of George Floyd and so many other black and brown people.
- Blending vocalists and instrumentalists from near and far, our worship services were filled with the sound of music to buoy our spirits and comfort us through loss.
- We improved the safety and beauty of our campus.
- The Board welcomed new Trustees Ariel Smith-Iyer, Bill Brown, and Randall Hudson and threw itself into strengthening teamwork – for which we are especially grateful.
- The Board updated its governance manual, notably reflecting the creation of the Program Council and the Executive Director position, established a Board Finance Committee, and appointed Jessica Rider as Interim Treasurer for three months.



## From the Board of Trustees

### *The Year Ahead*

We have some work to do. We need to create and adapt to change –reflecting new sensibilities from COVID times, evolution of thought about attracting and retaining church members and participants, and tech innovations and appetites for multi-platform and dynamic communication.

As UUCB we need to coalesce around who we are as a church community in search of our next minister. With tremendous gratitude to Rev. Michelle, we are blessed with her agreeing to a third year of interim ministry, enabling us to defer the launch of our ministerial search until late next spring. During this next year we will meet in various formats on topics related to who we are, our mission, the UUA’s proposed 8th Principle, widening our circle of concern, how we connect with other communities and welcome those not yet among us, and more.

To shape our forward movement, the Board of Trustees has adopted priority themes for next year:

- Renewing and Nourishing: Providing Spiritual Care and Growth
- Fighting for Justice: Active Accomplishments
- Managing: Stewardship and Sustainability
- Engaging with Change: Building Resilience and Hardiness
- Partnering: Ongoing and Vigorous Connections with the Larger Community

The Board also adopted some areas of emphasis:

- Revisiting our mission statement
- Determining congregational needs and providing workshops, trainings, and audits
- Re-envisioning/enhancing our virtual footprint
- Engaging the whole congregation in ideas/areas of change through small group discussions
- Infusing social justice work in the wide range of congregational activities
- Supporting staff
- Implementing/incorporating recommendations from the Widening the Circle of Concern Task Force
- Inspiring activities and involvement of youth and children

These are the accomplishments of all of us. We are a community of people who covenant with one another. Our UUCB covenant starts with “We covenant to build a religious community...” and later says “in celebration of the common purpose that unites us, we will do our best to abide by this covenant.”

What one person or group achieves, we all achieve. One person or group’s challenge is all of ours. The operational improvements we make support the program, outreach, and social change we can achieve. We are an interconnected web. We have a ripple effect on one another. We are in this together.



## From the Executive Director

### **The Year in Review**

We went into the fiscal year that started July 1, 2020 in the height of the pandemic, without a settled minister, and completely ignorant of what the future might hold. We shut down all operations onsite and moved over to working from home.

When Reverend Michelle joined us, we all breathed a sigh of relief. Michelle immediately jumped online and did everything virtually with an attitude of support and empowerment. We are thankful Michelle has such amazing technological skills!

### **Personnel**

We said goodbye to our dear Office Administrator of twenty years, Alisa Gould Sugden, at the end of June 2021. This retirement is a loss of both a dear friend and a lot of institutional memory. We also promoted our longtime Bookkeeper, Diana Steinbach, to Finance Administrator, increasing responsibilities and streamlining expectations for the Treasurer. The last half of the year was spent documenting Alisa's brain!

We also made some important changes to the personnel process. We implemented an improved process to perform background checks without in-person fingerprinting and re-checked all outdated staff and volunteer files. All staff completed the California Harassment Prevention training and received updated Letters of Agreement for their positions. We have instituted a weekly check-in at staff meetings for safety and security, and cover self-care recommendations monthly.

### **Creative Rentals, Difficult Choices**

The majority of our rental contracts, both short and long-term, canceled for the year. We got creative in our marketing, emphasizing our large parking lot and outdoor areas. We had two choirs and a new produce home-delivery nonprofit join us. Multiple people used the Sanctuary for recording music. We even rented parts of our parking lot to Trackers Earth to park their buses.

Trackers was also looking to expand their offerings and find a home for their overnight camps. They toured the Freestone property and agreed to only use the grounds and rent portable toilets for their outdoor education camps. Unfortunately, we had to close the camps mid-summer due to a permit issue with the County, but we are hopeful that the Freestone Committee will be able to find a solution.

One of the hardest things of the year was, by far, not renewing the Pine Crest School lease. We extended their lease twice to the end of the school year, but the parents didn't know about it until we formally announced the lease was ending. The families were put in a very difficult situation, and we felt their pain and struggle. We researched options and tried to assist their staff and families in finding alternatives as best we could.



## From the Executive Director

After saying goodbye, we approached three local preschools and responded to multiple online inquiries to rent the Religious Education building. We ended up selecting The Good Earth School, our current tenant in the Nursery building, due to their generous offer and excellent reputation in the community and with staff.

### Notable Accomplishments

There are many things necessary to move to all-virtual services and offerings. We obtained multiple Zoom accounts and trained staff and congregants. Collaboration went online with expanded subscriptions for Dropbox and G-Suite. Copyright issues and intellectual property mandated additional fees and processes. We had to purchase and train staff on remote-work software, as well as implement new supervision processes. Email communications became critical for everything – weekly newsletters, monthly Beacon, surveys, important updates, and even the Congregational Meeting!

We cannot begin to thank the people that made our Sunday services possible throughout the pandemic. Our amazing Broadcast Team created the processes, trained each other, coordinated the contributors, and produced high-quality worship services week after week. It takes \*hours\* to edit, combine, add slides, overlay information, and synchronize the music, and that's if nothing goes wrong! Our eternal gratitude goes out to David Rosales, Dayana Claghorn, Greg Lemieux, Larry Nagel, Cordell Sloan, Katie Lipka, Paul Hudson.

The long list of facilities projects in the Buildings and Grounds section of this report doesn't begin to recognize upgrades made by our Facilities Manager, Antonio Toro. Antonio and Yao, our custodian for 24 years, were the only people consistently in the building during the pandemic. They addressed every problem that came up and worked on many deferred maintenance projects all year.

### Behind the Scenes

Keeping our organization going during the pandemic has provided both opportunities and additional challenges. We did a deep dive into our financial system during the Financial Review with an outside firm. Although not an audit, this impartial look at our financial processes validated what we've been doing and offered valuable feedback on possible improvements. We also uncovered some obligations that had not been performed in a while, cleaned up multiple paperwork issues, and solved a few mysteries! Additional finance reporting in that section of this report.



## From the Executive Director

We also reviewed our IT infrastructure, updated our IT services contract, and accessed multiple resources from our nonprofit tech support vendor. We updated systems and software and implemented automatic backups to cloud storage systems. We tested our Wi-Fi system and network capacity to ensure we could successfully livestream. We have even chosen a new, much faster and more intuitive, church management system. It's called Breeze, and will replace Fellowship One as our database and donation tracking software. Everyone will be able to access it, and it's so user-friendly!

### **Moving forward**

Some of what we have implemented will have long term positive effects. Staff will be able to work remotely more often and people will be able to attend meetings and services from home, reducing our carbon footprint on an ongoing basis. A solid understanding of our finances will improve planning and forecasting, ensuring UUCB remains sustainable for years to come. We have come a long way in addressing deferred maintenance projects and continue to make progress on others.

One of the things we're excited to work on this year is Widening the Circle of Concern. We are dedicated to doing what we can to de-center whiteness in our processes, purchasing decisions, language, and documentation. We will be reviewing our staff covenant and providing training to challenge our own filters, in addition to supporting the Widening the Circle Committee however we can.

Our work is important because UUCB's work is important. We are proud to be a part of an organization that is dedicated to make the world a better and more just environment for all. We are proud of everything our staff and volunteers have been able to accomplish throughout this time, and we remain optimistic that this next year will see us settling into the new normal, hopefully in person!



## Membership Committee

Our Membership Team, like the rest of the church, pivoted to virtual gatherings during the pandemic. We had held a Membership signing in December 2020 and the Welcoming ritual during the service on January 5, 2020. Our next Membership Informational meeting and signing scheduled for mid-March 2020 was cancelled due to safety concerns.

With the arrival of our new interim minister, Rev. Dr. Michelle Collins, we scheduled our first virtual Membership Information session, held successfully via Zoom on September 26, 2020. To obtain names of potential invitees, we invited Program Council reps and other active members to pass along names, we made announcements at virtual gatherings, and surveyed Chalice Circle facilitators. Six interested people attended and shared their stories with Rev. Michelle, Lonnie Moseley and Victoria Bowen.

We held a similar meeting, utilizing similar invitational methods, and the same format again on March 6, 2021. We held a second meeting one week later, March 13, to accommodate those who could not attend on March 6. A total of eight interested people attended the two March meetings with Rev. Michelle, Lonnie and Victoria.

After each meeting, we sent follow up emails inviting attendees to join. We arranged via office admin to hold a space in the Membership Book and enrolled them digitally in the meantime.

The following nine people have formally become members since January 2020:

*Sherry Bell, Candace Capogrossi, Tom Clyde, Paula DeFelice, Elaine Dockens,  
Kristen Jensen, Megan Kirshbaum, Jason Russell, and Monica Thyberg.*

In addition, we had a meeting on January 9, 2021 to which we invited all the new members who had joined recently. A total of six attended. The purpose of this meeting was to meet Rev. Michelle in person and to check in with them about how they are connecting in, in light of no in-person gatherings. This was a new format that Membership is recommending to be continued by our Ministerial Team. New members who participated found the additional connection time with a minister very meaningful.

One point of interest is the Bend Oregon Membership team at the UU church there searched the web for all the UU websites and contacted us saying UUCB's website was amazing. We held a zoom meeting with them on 2/20/2021. They appreciated learning of some of our practices.

This past year or so, we have strengthened our ties and mutual collaboration with Chalice Circle Leadership Team and with Pastoral Care.

We express sincere appreciation to Rev. Michelle for her support!





## Endowment Committee

The Endowment Committee (EC) has had an active and productive FY 2020-FY2021.

The Endowment, itself, had an overall net increase of \$609,374 across all 8 funds. Our Composite Net return, as of 31 May 2021, was 29.6%.

UUCB endowment increases were augmented by generous gifts from the Ann Lane (\$250,000) and contributions from those who made pledged gifts through the "Wake Now Our Vision" opportunity, offered to all UUs by the Unitarian Universalist Congregation at Shelter Rock, New York.

The Endowment Committee also strengthened its membership through the addition of Dick Sherman, Anita Mermel, and Jason Russell. Members of the Endowment Committee have further expanded their service contributions and understanding of church priorities through participation on the Program Council Committee, the Endowment Oversight Committee, the Lawrence Lecture Committee, and the Finance Committee. Members regularly attend monthly Board meetings.

In addition to the regular duties of Endowment oversight, the EC embarked on several special studies: Jason Russell did a thorough job of investigating the nature of UUCEF investments in Socially Conscious funds and gave the Endowment Committee an education regarding what these funds are and how UUCEF compares with some other leading investment institutions. Jason's interaction with financial officers at the UUCEF raised important questions both for them and for UUCB with regards to investments in socially conscious funds

The EC also conducted an internal True-up of five years of Endowment accounting, focusing in

particular on the last three years. This resulted in rooting out anomalies, understanding their origins, and injecting confidence in how our monies are being cared for, with important recommendations to the Finance Committee, Board, and ED regarding ways of strengthening UUCB's financial infra-structure. We are a volunteer organization. This means the protocols and written record are essential to making sure our financial infrastructure remains robust, is well-documented in the event any key individual either leaves or dies while still "in office", our signatory powers are up-to-date, and that we are auditable at all times. As just one partner in the financial "group" at UUCB that keeps tabs on our resources, our goal is to communicate clearly, regularly, and work as a committee of the Board to insure transparency and ongoing integrity of the gifts and bequests received on behalf of UUCB.

Last, Lenore Ralston and Linda Laskowski agreed to form a sub-committee of the newly formed Finance Committee to research and resolve outstanding account issues of more than ten years standing. By acting on the recommendation that emerged from the True-up Report, the goal of this sub-committee is, specifically, to resolve impasses with regards to Armstrong Gardens Fund, the Nancy Kelly bequest, gift from the Lawrence Lecture Committee, and the implementation of UUCEF transfers that were in arrears.

From the Endowment Committee:  
Anita Mermel, Ira Nelken, Lenore Ralston (Chair),  
Jason Russell, Dick Sherman, Susan Singh,  
Linda Laskowski (consultant)



# Stewardship Committee

## 2021-2022 Stewardship Committee

### Patrick Cullinane & Michael Armstrong, Co-Chairs

In this challenging time of COVID, we have rediscovered how invaluable our spiritual community is in caring for ourselves, each other, our church home and the larger community. So much has changed and so much remains to be nurtured and prepared for a new day.

We are a welcoming and vibrant congregation. We have the resilience to walk together into an unknown future and continue our commitment to create loving community, inspire spiritual growth, and encourage lives of integrity, and service. We know to do so requires our talents, time, and treasure more than ever.

#### **Pledge Challenge and Outcome**

The committee was charged by staff to raise at least \$345,000. At the conclusion of the campaign, we had commitments of financial support of \$446,218, \$101,218, or 29% over our campaign goal.

Major reasons for this success were the continuing value congregants have for UUCB and the dedication, care and commitment of the members of the Stewardship Committee. They were Lynne Cahoon, Don Klose, Lenore Ralston, Deborah Schmidt, Helen Toy, Grace Ulp, David Roberts, Board Liaison, and Patrick Cullinane and Michael Armstrong, Stewardship Campaign Co-Chairs. These individuals met twice a month for four months, Jan. to April. They willingly and with quality of effort represented the committee's efforts in presentations to church groups, personally talking with church members about their pledge and writing personal thank you notes for pledge commitments whatever the amount.

**Campaign Theme:** Care, Compassion, and Community were the key words to focus the campaign. In the time of the pandemic, we felt the importance of these hallmarks of UUCB life were vital to upended lives, health challenges and financial stresses and captured the values members would want to financially support going forward.

**Early Pledge Event:** The early pledge event on Feb. 20, 2021 was well received and produced a solid financial launch for the campaign of \$92,160. This event is an important first step in our annual Stewardship campaign. The event helps us launch the campaign and gives the campaign an early boost in pledge support for others to follow.

**Ministerial, Administrative and Board Support:** The clear, public, and involved support of the Rev. Michelle, Tess Snook O'Riva, and the board with liaison Dave Roberts gave the committee the presence and connections to conduct a thoughtful, coordinated campaign. Rev. Michelle connected the campaign to the Worship Associates so we could ensure the inclusion of campaign information in Sunday services during the campaign.

**Pledging Procedures:** Different from previous campaigns, the main avenue for pledging was online. Most congregants found it easy to use. Since most pledge commitments were submitted online, there was less need for additional volunteers to contact or canvass members about their pledge. Follow up on outstanding pledges were able to be managed by committee members.



## Stewardship Committee

**A Hybrid Campaign:** The pandemic required the committee to take a hybrid approach to the campaign. In normal years, there is considerable in person contact. There would be presentations from the chancel, a table in the Atrium, a luncheon to launch the campaign and a celebration in the atrium at the conclusion with cake and refreshments. Although we still communicated by mail and email with congregants, none of the traditional in person activities were possible. The committee had to shift to more virtual efforts. With the development by our technology group of our online capacities, the committee developed an online campaign. Assisted by Rev. Michelle and the Worship Associates, campaign video vignettes were offered for Sunday services during the campaign. Careful thought was given to the selection of spoke persons to ensure that vignettes reflected key areas of church life, e.g., music, RE, social justice, and pastoral care. This approach proved very effective, was well received and it is recommended as a template for future campaigns.

**Looking forward:** We are hoping that next year's campaign will be able to do more in-person but keep the successes of the virtual campaign. As the pandemic winds down (we hope), volunteers may have more bandwidth to start the campaign earlier to take advantage of UUA-offered trainings. We will also have a new church management system soon, so we expect that the tracking and reporting of pledges will be much easier. The design and relationships built during this campaign will provide a foundation for whatever the future holds for UUCB.

We know that some of us faced serious financial challenges with loss of jobs and diminished income. Others more fortunate who were still working or had reliable fixed incomes made a deep commitment to help UUCB navigate these troubling financial waters, including the church's loss of rental income and Covid-related decline in financial contributions.

Our personal valuing for UUCB and our thoughtful generosity will determine our ability to support and sustain our canopy of compassion in the next fiscal year. Community means strength. We are never alone. We believe that together, we will continue to be able to say yes to life, yes to truth and yes to love.



## Pastoral Associates

Pastoral Associates are lay members of UUCB's pastoral care team, working closely with Interim Minister Rev. Michelle Collins and other UUCB ordained ministers in reaching out to members and friends in times of illness, accident, transition, change and also celebration, to provide support and remind them they are part of a community which values and cares for them. We believe we reflect UU principles 1 (the inherent worth and dignity of every person), 2 (justice, equity and compassion in human relations), and 7 (respect for the interdependent web of all existence of which we are a part) in action and our mission "to create loving community."

We are necessarily "a quiet committee," honoring the privacy desires and confidentiality of those we serve. Although seldom "in the news," we are proud to help sustain and connect UUCB members and remind them we value them as important members of our church family. One way we do this is with Lynne Cahoon's Super Cards. When we could meet in person, Lynne created about 250 Super Cards a year on large sheets of butcher paper she colorfully decorated on which congregants could sign best wishes for the birthdays of those 80 and better, and members and friends experiencing occasions of challenge, sadness and also joy. Found near the main entrance for signing on Sunday mornings, their presence also alerted signers to birthdays or other circumstances they would want to personally acknowledge with their own calls, visits, or notes and were a visible sign that UUCB is a community caring for our own. Honoring confidentiality, we do ask permission before posting Super Cards for any situation other than an Elder's birthday.

Pastoral Associates also write over 175 notes a year to those who've expressed joys or concerns in the Sunday memory book read during in person services or otherwise come to our attention. Post church closing, this information comes to us posted in online chat during services, spoken of publicly during post service coffee hour or conveyed to us by family or caring friends.

We have expressed sympathy to 26 congregants or the families of congregants who have suffered personal losses since the pandemic began in March 2020. We currently follow 15 persons with acute or chronic conditions of concern and remain aware of more than 70 persons "of recent concern," with known illness, surgery and /or hospitalizations the last few years.

We especially recognize our congregants 80 and better who have sustained UUCB for all of us by sharing their time, talent and treasure through the years. Each Pastoral Associate regularly calls our list of 10 Elders.

Before Covid and afterwards, when it is again safe, we also visit members and their families experiencing transition, illness, or bereavement. Pastoral Associates are trained by our ministerial staff, with an emphasis on being a listening presence.

We advertise the availability of pastoral care by Pastoral Associates or our ordained ministerial team in weekly and monthly UUCB publications and appreciate personal referrals.



## **Pastoral Associates (continued)**

*Reflect UU Principles 1, 2, and 7*

*Wrote over **175 notes** to those who've expressed joys or concerns*

*Expressed sympathy to **26 congregants***

*Follow **15 persons** with acute or chronic conditions*

*Aware of **more than 70 persons** of recent concern*

*Recognize our congregants **80 and better***

When we are able to meet in person, we sponsor the annual Doctors of Durability recognition and luncheon. This year we honored those with milestone birthdays since our last in person luncheon in 2019 with certificates of appreciation and gift certificates to Fat Apple's restaurant, in lieu of our usual flowers and in person luncheon.

During the pandemic, we followed our personal groups of elders more closely. Early in the pandemic, we also called lists of congregants assigned us by the Revs. Schmidt as did members of the Board. In late 2020 we worked closely with the Opening Task Force to link volunteers willing to reach out with those expressing stress during the pandemic.

Working with membership co-chairs Lonnie Moseley and Victoria Bowen and leaders of UUCB's numerous committees, groups and activities, we identified participation patterns of members, so we could especially reach out to those who were less involved. This participation identification has also proved effective in helping mobilize support by a person's church network when they have special needs.

In the coming year we look forward to continuing our above efforts, expanding our group to those who are called to our work, and expanding our reach by involving more church members in making referrals to us and in occasional "helping hands" roles.



## **Adult Religious Exploration**

### *Personal Theology*

*"Attendance at these [virtual] sessions ranged from 29-66, with a usual attendance of approximately 40. It was discovered that the electronic format allowed attendance from as far away as the Los Angeles area, Colorado, and Switzerland."*

The advent of the Covid-19 pandemic caused the cancellation of the Personal Theology sessions scheduled from March 15 through the end of May 2020. During the summer, membership on the Personal Theology committee decreased for health reasons, to two members, Anne Wardell, and Lonnie Moseley. Beginning in September 2020, sessions were restarted using the Zoom format. After some initial difficulties, attendees and speakers became more comfortable with Zoom presentations. We were able to successfully provide 17 of 18 planned programs with one cancellation due to health issues of the scheduled speaker. Also, several speakers were members of our church. These speakers provided powerful programs that allowed attendees to get to know them on a deeper level and elicited warm remarks of gratitude and appreciation.

Attendance at these sessions ranged from 29-66, with a usual attendance of approximately 40. It was discovered that the electronic format allowed attendance from as far away as the Los Angeles area, Colorado, and Switzerland. The range of speakers and topics has been wide, and positive feedback has been received, including suggestions for future speakers.

At the present time, 4 speakers are confirmed for the fall semester, with the understanding that details regarding Zoom/live attendance are yet to be finalized. The speakers scheduled are Rev. Dr. Matthew Fox, Dr. Steven Herrmann, Rev. Dr. Jay Atkinson, and Sue Ellen Parkinson. Two speakers have requested the opportunity to sell books in lieu of honorariums.

It is anticipated the Personal Theology program will continue with twice monthly presentations for the foreseeable future. As always, the committee could use more members.

In Gratitude,  
Anne Wardell



## Adult Religious Exploration

### *Lawrence Lecture Series*

*"As it happened, the virtual nature of the event fit in very well with the purpose of the Lawrence Lecture Series. "*

The Lawrence Lecture Series, established in 1977, aims to provide a public forum for inquiry into the nature and relevancy of religion (institutionally, philosophically, or as an ethical force) in a world of accelerating technological and social change, and conflicting social values. Additionally, this event is designed to attract favorable public attention to a liberal religious presence in the community.

Although the Lawrence Lecture had always been held on church grounds, last year COVID-19 forced the switch to a virtual format. While this presented a few challenges, we were fortunate to have Reverend Jacqueline J. Lewis, Ph.D., as our 2021 Lawrence Lecturer via Zoom. She is the Senior Minister at Middle Collegiate Church, a 1,300-member congregation in New York City.

As it happened, the virtual nature of the event fit in very well with the purpose of the Lawrence Lecture Series. While Rev. Lewis' talk, "Where Do We Go From Here: What I've Found in the Fire and Hot-Mess Times" reflected her outlook on life as well as her activism and artistry, technology allowed UUCB to carry on during a time of great change. And, despite the challenges of hosting this event virtually for the first time, we were pleased with the attendance, and especially with Reverend Lewis.



## Adult Religious Exploration

*Humanist Connections Discussion Group*

*"Example recent topics have been:*

*Interpersonal Ethical Issues, Why are we going to Mars?, Cryptocurrency and the Environment, Preparing for Climate Change, The Pandemic's Effects on Children, Digital Art, and Are Humanists Winning the Reality Wars?"*

The Humanist Connections group has been meeting on Zoom throughout the duration of the COVID pandemic period. We continue to discuss ethical, social, political, religious, artistic, and scientific matters each week. One week a month we discuss short topics and select the long (full-session) topics for the succeeding month. People propose possible topics, to be presented by the person proposing the topic. After coming up with six to eight topics, we then vote for the ones we like, and the winners are scheduled for each of the weeks in the following month.

On the other meeting dates of the month, whether three or four Sundays, we discuss the long topics chosen the preceding month. One or two people present each topic, taking 10 to 15 minutes, then the remainder of each session is devoted to discussion among the group. Marcia Bates has been the moderator and communications person throughout this period, with Ray Westergard taking responsibility for the meeting on the next month's topic selection. Other group managers are Susan Singh, Lee Lawrence, and Kris Homme.

Example recent topics have been: Interpersonal Ethical Issues, Why are we going to Mars?, Cryptocurrency and the Environment, Preparing for Climate Change, The Pandemic's Effects on Children, Digital Art, and Are Humanists Winning the Reality Wars?

Most commonly, we have 10 to 15 people attending each meeting.

Submitted by Marcia Bates





## Music Committee

*Bryan Baker, Music Director*

*Marin Fischer, Music  
Committee Chair*

In March of 2020 choir stopped meeting in person. By April of 2020, all group meetings, small and large, moved to Zoom, including children's and adults' choir rehearsals.

In order to continue to offer the blessings and richness of love and spiritual growth of participating in music, the Music Department continued to schedule performances for church services and concerts, such as our annual offering of Bryan Baker & Friends, on Facebook and YouTube. The annual Messiah concert, open to the public (for an optional donation), even offered online access to the score, so Zoom attendees could participate in singing the glorious music, and the choir recorded the beautiful music for the Winter Solstice service and the annual Holiday Candle service as well.

In mid-January of 2021, Bryan Baker, our Music Director, began his scheduled sabbatical during which the amazing music team carried things forward. Katya Kolesnikova curated the music for Sunday services, Susan Mashiyama and the section leaders guided choir rehearsals, and Katie Lipka continued her excellent work directing the Youth & Children's Choir. In addition members of the choir continued to record hymns and virtual choir videos, and some also helped mix the sound. Katya, Meghan, and Katie made many beautiful and uplifting videos for service.

*"In order to continue to offer the blessings and richness of love and spiritual growth of participating in music, the Music Department continued to schedule performances for church services and concerts [virtually]"*

Bryan has continued to record the choir, small groups, and soloists for inclusion in the Sunday services in order for people of all ages and backgrounds to find a spiritual and loving home in this supportive and affirming community, which is what, as we have been told, has attracted new members to our choir (three this summer) and to the congregation.

With an optimistic outlook, we have scheduled fundraising events for the upcoming year, beginning with Bryan Baker & Friends in September, Katya Kolesnikova in concert in October, and the "sing-along" Messiah in December, events which have historically brought many old and new friends to UUCB and inspired some to come back and even join our congregation.



## Family Ministry

*Our ministry with the children, youth, and their families was challenged this year and yet, with the strength of our family community, we served families in need, where they were, as they were.*

### 2020-2021 Highlights

A pilot online Dungeons and Dragons summer program ran two parallel groups serving a total of 8 kids, including at least 2 who were new to Unitarian Universalism.

Halloween was kept alive and well with a parking lot trick or treat, costume pictures and a contest.

Easter baskets were distributed to all 40 active member families regardless of whether they were attending service or not - thus keeping them tied to our community. In addition, an Easter egg hunt was created on the website that attracted over 20 kids and adults.

A weekly newsletter with upcoming events and at home worship activities was sent to all families on the family distribution list.

Online RE continued serving those kids that wanted to engage in synchronous activities on Sundays, including several volunteers.

MUUGs/High School held online game nights serving about 3-6 kids at a time.

### Special programs

#### Our Whole Lives

One volunteer was able to take advantage of a highly select pilot training for the 7-9/10-12 OWL training online in April/May. We now have one more volunteer able to lead this program.

### Youth Reunion

Through the impetus of one of our youth volunteers, about 15 youth came together for a lively reunion, including middle schoolers, high schoolers, and former UUCB youth members.

### Worship Kits

Realizing that many families needed a way to practice their spirituality at home and on their own time, worship kits were made that included a small candle/chalice, some chalice readings, and a family worship activity, all around a monthly or seasonal theme. Families with small children and families of singles and couples all picked up these worship kits, helping us to broaden the definition of Family Ministry.

With an optimistic outlook, we have scheduled fundraising events for the upcoming year, beginning with Bryan Baker & Friends in September, Katya Kolesnikova in concert in October, and the "sing-along" Messiah in December, events which have historically brought many old and new friends to UUCB and inspired some to come back and even join our congregation.

### Making it Possible

While our volunteer numbers were down this year, the volunteers that were active in family ministry were dedicated to finding new and different ways through the challenge of COVID. About 10 volunteers were vital in making Family Ministry survive this challenging year.



## Chalice Circles - Small Group Ministry

*A spiritual practice that creates a sacred space where we can tell the stories of our lives, be heard, and listen deeply to those of our companions.*

This past year was not normal. We were in the middle of a Global Pandemic, and people were desperately in need of connection. Although our Chalice Circles usually take a hiatus over the Summer, we decided to extend our circles through the Summer months. We had 80 participants in the program.

From July 2020- August 2020 five chalice circles continued meeting on a regular basis. We also formulated five extra six week long chalice circles to accommodate all of the people who wanted to be part of a chalice circle. All of us on the leadership team agreed that we were able to meet the needs of many people that Summer! We sent out a Google poll at the end of Summer, and most of the participants expressed a desire to continue on with Chalice Circles in the Fall.

At the end of August, we held a facilitator appreciation celebration on Zoom, to let the facilitators know what a big difference they had made. New Chalice Circles started in October of 2020.

These Circles were more flexible and some of them ran for four weeks, some were for 8 weeks, and some were the standard sixteen week all year variety. We felt that giving people more flexibility made it so that more people were able to partake.

In October 2020 we launched five chalice circles that ran all year long. There were 51 people involved in the full year chalice circles. We had three 8 week circles in which 21 people participated and we had two 4 week chalice circles that served 14 congregants.

In December, we were concerned about the holidays affecting UUCB members, and so we offered drop in sessions that people could attend if they felt moved to do so. We did not have many people show up, but still felt that it was a valuable service.

Beginning in February of 2021, we continued with our full year chalice circles and also provided three 8 week circles which 26 people attended and two more 4 week circles -

and had 13 participants. All told, there were 125 spots filled in our chalice circles from June 2020- June 2021. Some of the people were repeats. But we had space and availability for everyone. We sent out a survey to all of the people who took part in chalice circles during that time. The results were heartening. 78% of the participants said they would likely join another chalice circle in the future and 90% said they would recommend chalice circles to a friend. We finished the year with another facilitator appreciation celebration.

### Notable Achievements

- Of the 9 people who joined the church over the past year, 5 were involved with chalice circles first.
- Had 2 themed chalice circles about Love and Loss.
- Organized to write and mail several hundred postcards to voters before the 2020 Presidential Election.
- Collected five carloads of food and over \$2,000 in donations for our Good Neighbor, the Berkeley Food Pantry.
- Helped another UU church start a Chalice Circle program.



## Social Justice Council

Despite the pandemic, and the world being locked down, the Social Justice Council was able to accomplish a great deal this year!

### There were four sponsored projects:

1. The **Defending Our Democracy** project focused on the 2020 election. Many, many members of our congregation were involved, and they wrote over 4000 postcards to support voting rights. This project was led by Norie Clarke.
2. The **Youth Spirit Artworks** project had an especially exciting year. After years of planning, lobbying and construction, the Tiny House Empowerment Village had its grand opening. Members of our congregation took part in building the houses and furniture, and in raising money for the project. This project was led by Jim Acock and Jane Eisenstark.
3. The **Restoring our Earth for All** project facilitated several summer forum sessions about the environment. They also pulled together information from UU climate justice groups to share with the UUCB community. In 2021, they formed a team to participate in the Drawdown Eco Challenge. This project continues to update our members on important environmental developments that UUCB members can take part in. This program was run by Shiela Tarbet.
4. The **Confronting Racism and Oppression Project** comprised of many groups working side by side to fight racism.
  - The **People of Color Caucus (POCC)** - which met five times this year and helped support one another during difficult times, sharing personal cultural histories and moments of resilience. It was led by Helen Tinsley -Jones, Camille Parker, and Lonnie Moseley.
  - **Whites Opposing White Supremacy (WOWS)** which met monthly over the year and tackled a number of topics such as micro aggressions, and unpacking privilege. They are growing as antiracists. This group was led by Julia Rogers and Jane Eisenstark. The POCC and WOWS met twice over the past year in an effort to develop personal and joint antiracism projects and activities.
  - The **Literature, Film and Drama Contingent (LFDC)** which had a very full year of reading books, holding discussions, watching movies, listening to speakers, holding fishbowl discussions, putting on a play and tackling the topic of racism from many different points of view. This group was led by Camille Parker.
  - The **Anti Racism Task Force** (led by Sheldon Jones) works to confront systemic racism and oppression and it has several subgroups:
    - The **Honoring Indigenous People group (HIP)** has developed UUCB's land acknowledgment, presented to the congregation through the LFDC and Personal Theology program, created a blog and advocated for financial support the Sogorea Te' Land Trust. This program was run by Helen Tinsley- Jones.
    - The **Diverse Literature to At Need Schools** program made it possible for UUCB members to purchase almost 300 books for local title one elementary schools. All of the books were purchased from the local Multicultural Book store. This program was carried out by Helen Toy and Judy Sam.



## Social Justice Council

- **Honor the Graves of Enslaved People - Periwinkle Project** - this program installed a stone and plaque surrounded by periwinkles on UUCB's terrace to recognize the lives of enslaved people whose graves may have gone unmarked but for the periwinkles placed there by their loved ones. This project was led by Camille Parker and Sheldon Jones.
- **Acting Locally, Police Community Relations in Albany** - this program engaged with an existing effort by the Albany City Council to review how police interact with people of color in particular in order to promote the deconstruction of racialized policing and support Albany's residents of color. This project was led by Julie Winkelstein.

The Social Justice Council also supported **affiliated programs** this year.

- The **Good Neighbor Program** sponsored 12 local non profits and collected a total of \$17,822.50. Although we were not able to have the organizations come and speak at the pulpit, short speeches were recorded to play at the 1st service of the month - and to also send out via the discuss group. Natalie Campbell led this program.
- **Developing Indigenous Resources (DIR)** was hard at work in the slums of India this year, but because of COVID, many of its programs had to be shut down. Nonetheless, DIR rose to the challenge and continued to make sure that all children in the area received their regular vaccinations, and also did its best to ensure that locals received vaccinations against COVID. This program was founded by Frederick Shaw.
- The **Accompaniment Team** was working hard this year! In the midst of the COVID shutdown, our Sanctuary Church family had quite a few setbacks and almost lost their apartment, but members of UUCB contributed to pay the rent to help them out. The family was also able to secure Pandemic Unemployment Insurance. Other people on the team have helped out with the young daughters who needed help with online school and computers. The team is led by Anita Mermel.
- **Congrats to Grads** was held in July 2020 and congregational donations were made to five graduating seniors. This effort was driven by Lonnie Moseley.

### **UUCB Social Justice Council spoke at the GA!**

The SJC finished off the year with a bang when we presented at the 2021 General Assembly (held online this year) on June 24th. The talk was entitled "Periwinkles and More" and gave an overview of our Social Justice Council, and what we do to combat racism. Twelve members of the SJC spoke and shared their experiences with the wider UU community. Topics discussed were: Our Social Justice Council, the Good Neighbor program, Tiny Houses, LFDC, POCC, WOWS, HIP, Widening the Circle of Concern and the Periwinkle project.

To read more detailed accounts of many of the Social Justice Council's programs, please see the attached reports.



## Partner Church Committee

Most activities of the Transylvanian Partner Church Committee have been on hiatus during the past year due to the COVID-19 pandemic. We did remit \$1,500 to our partner church in Homoródújfalú. \$1,200 was designated for the students from the village attending high school or university. The remaining \$300 went toward Christmas gifts to village children and to defray some of the minister's internet connection costs. During the summer of 2021 we made our first Zoom call to Transylvania. On this and a subsequent call, Reverend Gyerő Attila was the only person from the village on the call. We hope to include others once the 2021 harvest season is concluded.

*We [remitted] \$1,500 to our partner church in Homoródújfalú. \$1,200 was designated for the students from the village attending high school or university. The remaining \$300 went toward Christmas gifts to village children and to defray some of the minister's internet connection costs.*

Planned travel to Transylvania in 2020 and 2021 did not happen. We are still planning for our 2022 pilgrimage as part of a choir tour from the UU Society of San Francisco and led by its choir director Mark Sumner. UUCB members are invited to join the tour. You do not have to sing in order to come with us!

Our associations with other organizations changed during the past year as well. The Balázs Scholar Program could not bring a Unitarian minister from Transylvania for the 2020-2021 academic year. How the move by Starr King School for the Ministry to Mills College will impact the program when it resumes remains to be seen.

Anne Greenwood continues to serve on the board of the UUA's Partner Church Council as its vice-chair. That body has been re-envisioning its future through collaboration with International Council of Unitarian Universalists.

### **Contact information:**

Stephanie Ann Blythe, chair  
steph62850@yahoo.com

Anne Greenwood, co-chair  
annegt1@sbcglobal.net



## Buildings & Grounds

The Buildings and Grounds Committee and Facilities staff made use of the empty building during the pandemic to make progress on many needed deferred maintenance projects, as well as address new concerns. This is a partial list of our progress through June of 2021.

- Volunteering: Committing time and energy to an important but not necessarily exciting committee shows extreme dedication to our spiritual home. Selfless Chair Award goes to...Jane Lundin!
- Audio/Visual advancements: A rear projector for slides during services and presentations was installed. There is no longer a need to run an extension cord to the front pew and have someone sit there to run the laptop and projector. It can all be done from the A/V station in the back. The A/V Award goes to... Michael DeWitt!
- Tree Removal: The 5-year, epic process for removing dozens of dead and dying trees on campus finally came to a close. All trees permitted to be removed were cut down and turned into mulch to be spread around the campus. The Perseverance Award goes to... Larry Nagel!
- Purlin (Rafter) Tails: Thanks to a generous donation, over two dozen rafters that extend beyond the roof line of our building were fixed. After suffering 60 years of exposure to the elements, each one had extensive rot removed by hand, filled with wood and/or epoxy, covered with sheet metal, and painted to match the others. Scaffolding was rented to ensure the safety of the workers.
- The Landscaping Group reconvened to work on options to reduce fire hazards (removing juniper bushes), replace unhealthy plants on campus and make progress on a master landscaping plan to address the beauty of our campus considering the California drought. The Weed Whacking Award goes to...Don Klose! Work party hero...Lynne Cahoon!
- The Freestone property had a lot of work done to reduce fire hazards, improve trails, and ready the property for its first long-term rental as an outdoor-only summer camp.
- Our liability insurance company audited our campus and made recommendations for increased safety, including additional fire extinguishers and anti-slip pads, which were all implemented.
- A newer concern, cleaning up after fire season, resulted in an annual plan to hand-clean all 408 solar panels of air particulates.
- Improvements for preschool tenants: Latticework added to stairs in Religious Education building for safety, blackout shades installed for nap time, and the Music Room was completely remodeled to become an additional temporary classroom.
- Office moves: Director of Family Ministry moved to the back office of the administrative wing, necessitating some remodeling for additional storage. Their former office was remodeled into the Facilities office. The former Facilities closet was transformed into the A/V Storage Closet.
- After many years of being outdated, the plaques in the Sanctuary were taken down and updated to reflect current minister and volunteer hero names.
- Removal of outdated materials and supplies has resulted in no less than 4 giant piles removed by professionals. Things have been reorganized and storage improved throughout campus.
- The broken cork tiles and cracked concrete in the Sanctuary floor and on the Chancel have been repaired and replaced.



## Buildings & Grounds

- New, safer scaffolding was purchased and the live trees in the Atrium have been trimmed. Solar powered irrigation and new soil was installed for those trees.
- Multiple systems and equipment experienced major failures, including both the refrigerator and freezer in the kitchen, resulting in a complete loss of all perishable stored food. They have been repaired.
- After many years of struggle, the fire alarm system is finally functioning properly . The constant communication errors have been bypassed by rerouting phone lines.
- HVAC/ventilation: Thanks to a deep forensic analysis of current systems, we discovered that there was full ductwork for multiple exhaust fans that had been abandoned decades ago. This made replacing the fans and improving ventilation much easier. We now (as of September) surpass CDC recommendations, even for singing indoors! Project Management Hero Award...Tom Tripp!
- The electrical system and outdoor light timers were evaluated and mapped, confirming what breakers go to which rooms/systems. Many ballasts have been replaced and we continue to move towards all LED lighting.
- Cottage: The cottage was completely remodeled, and new tenants moved in. The landscaping has also been revamped with drought-tolerant plants and an irrigation system.

Future projects include more improvements to the heating and ventilation systems throughout the buildings, analysis of electrical system enhancements, and other deferred maintenance. Our goal is to ensure that our spiritual home continues to be well maintained and cared for.

Committee members include Jane Lundin (Chair), Larry Nagel, Tom Tripp, Michael DeWitt, Joe Jackson, Ann Harlow, Tess Snook O'Riva, Abbot Foote, Randall Hudson, Lynne Cahoon, and Don Klose.





## Appendix

*Endowment Committee 2020-2021 Annual Report May 23, 2021*

### **1) TITLE OF YOUR GROUP**

Endowment Committee

### **2) MEMBERS' NAMES**

Lenore Ralston (Chair), Anita Mermel, Ira Nelken, Jason Russell, Dick Sherman, Susan Singh, Grace Ulp (Emerita) consulting, Larry Nagel, Treasurer ex officio (left Committee 3/2021), Linda Laskowski, consulting, Anne Greenwood, consulting, Tess O'Riva, Executive Director, consulting.

### **3) STATEMENT OF CHARGE**

The UUCB Endowment Committee (EC) is responsible for ensuring the implementation of the Endowment Policy dated January of 2014 and subsequent changes in May of 2017 and thereafter. The EC reports to and gets its authority from the Unitarian Church of Berkeley (UUCB) Board of Trustees (BOT). The current Treasurer serves ex officio, as would whomsoever the Board appoints. The Endowment Committee meets monthly to discharge the following duties: 1) monitor the UUCEF, ( a separate org from UUA, it is known as UU Common Endowment Fund) investments (where most UUCB Endowments are invested) and review UUCEF strategies for endowment investment; 2) track new gifts/bequests (including sending acknowledgements) and ensuring appropriate steps are taken per the wishes of the donor where known; 3) encourage endowment growth (by adding additional gifts); 4) honor those who have given both time and treasure; 5) propose and implement endowment policies; 6) produce summary reports annually as well as on an as- needed basis; 7) support Board initiatives (e.g. the Endowment Project Oversight Committee, on which Lenore Ralston and Jason Russell currently serve); and 8) conduct a review comparing recommended draws with what has in fact been drawn from: Board-Designated (Quasi) Endowment (known as General Endowment among the UUCEF funds), Kay Davis Memorial Fund, UU Church of Berkeley, and the UUCB Building Maintenance endowment (review done this year by Lenore Ralston); 9) calculate and arrange for disbursements from the endowment to the appropriate place for use by the Board consistent with applicable policies.

### **4) DESCRIPTION OF UUCB'S ENDOWMENT AND OTHER INVESTMENT ACCOUNTS WITHIN THE PURVIEW OF THE ENDOWMENT COMMITTEE**

#### **Introduction and General Overview of UUCB Endowments**

In discussions about UUCB's endowment(s), the term "endowment" has often been used very loosely to refer generally to a variety of different gifts that have been made to the church that come within the purview of the endowment committee. There is a distinction, however, which should be made between "true" endowments and so-called "quasi" endowments, also called "board-designated" endowments. There also are several other assets belonging to UUCB that historically have come within the purview of the Endowment Committee for a variety of reasons. For example, the Lawrence Lecture Fund which is under the authority of the Lawrence Lecture Committee.

UUCB currently has four "true" endowments. These are called the Kay Davis Memorial Fund, UU Church of Berkeley, UUCB Building Maintenance, and the Ann Lane Memorial Fund. It has one "quasi"-endowment called the General Endowment Fund. The Morgan and Spatz funds are dedicated to support of a UUCB Intern; and the Lawrence Lecture Fund is an investment managed by UUCEF but under the authority of the Lawrence Lecture Committee.



## Appendix

### STATUS OF UUCB ENDOWMENT AND OTHER FUNDS INVESTED FOR US BY UUCEF\*

Market Value as of March 31, 2021

Accounts	Market Value	View
<b>TRUE ENDOWMENTS</b>		
<u><a href="#">610028-UU CHURCH OF BERKELEY</a></u>	\$ 93,986.96	<a href="#">Reports</a>
<u><a href="#">610945- KAY DAVIS MEMORIAL FUND</a></u>	\$ 156,872.21	<a href="#">Reports</a>
<u><a href="#">611146-UUCB Building Maintenance</a></u>	\$ 58,519.78	<a href="#">Reports</a>
<u><a href="#">611312-Ann Lane Memorial Fund</a></u>	\$ 288,526.39	<a href="#">Reports</a>
<u><a href="#">610902-Morgan Theological Educ Fund</a></u>	\$ 35,382.31	<a href="#">Reports</a>
<u><a href="#">610903-Spatz Religious Education Fund</a></u>	\$ 69,002.26	<a href="#">Reports</a>
<b>QUASI-ENDOWMENTS</b>		
<u><a href="#">610888-GENERAL ENDOWMENT FUND</a></u>	\$ 946,990.68	<a href="#">Reports</a>
<b>OTHER ASSETS</b>		
<u><a href="#">610887-LAWRENCE LECTURE FUND</a></u>	\$ 77,968.59	<a href="#">Reports</a>
<u><a href="#">610029-1ST UNIT CH BERKELEY CA</a></u>	\$ 8,653.12	<a href="#">Reports</a>
<b>Total Value:</b>	<b>\$ 1,735,902.30</b>	

NOTE: The above are the UUCB accountnumbers and names maintained by UUCEF

Withdrawals from the quasi-endowment fund for deferred maintenance and replenishment.

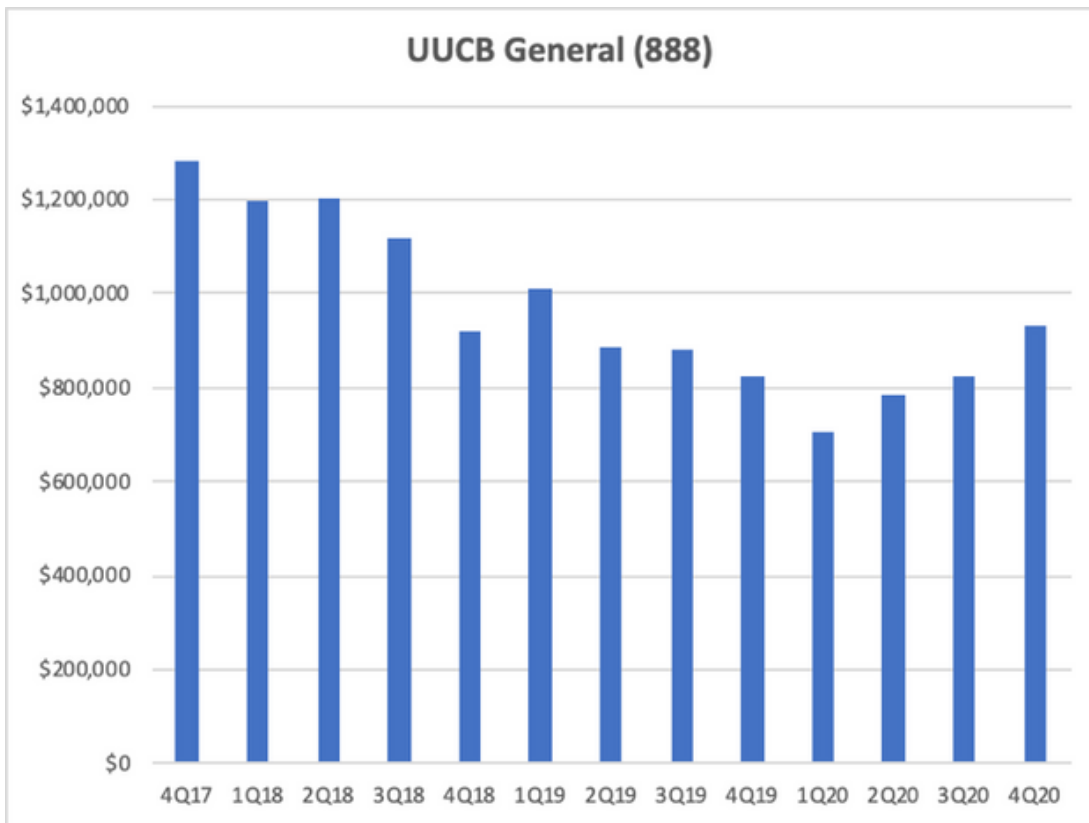
Thanks to strong market returns over the past few years, UUCB has been able to use a significant amount of the growth from the General (Board-designated) Quasi-Endowment towards Congregationally-approved deferred-maintenance projects while, at the same time, this endowment has shown steady signs of "replenishment" from those withdrawals. A total of \$908,000 was authorized to be withdrawn from the quasi endowment (\$758,000 in January 2018 and \$150,000 in October, 2019). The Board, decided to make withdrawals on an as-needed basis. This has allowed the money earmarked for campus-improvements to remain in UUCEF interest-bearing accounts.

Accordingly, over the course of 3+ years, a total of \$525,000 has been withdrawn from the General (Board-designated) Quasi-Endowment for extraordinary campus expenses--\$475,000 towards specific projects approved at the January congregational meeting in 2018 and another \$50,000 in September 2019 used for immediate emergencies (broken gas-line, new furnace, etc.). Note that while \$525,000 has been withdrawn, as of December 2020, the Board-Designated (Quasi) Endowment itself was down only \$351,935 (67%). Thus, UUCB effectively leveraged Board-Designated (Quasi) Endowment earnings to accomplish the deferred and urgent maintenance at the same time the fund recovered ~33%.



## Appendix

### Use of Donor-Designated (Quasi) Endowment Growth for Capital Improvements and Deferred Maintenance, 2017-2020



NOTE: The above are the UUCB account numbers and names maintained by UUCEF

The above graph shows where the Board-designated (quasi) Endowment started in December (4Q) 2017, and where the dips (reflecting the taking out of funds for campus repairs - 4Q18 and 4Q19) occur with steady increases occurring in 2020.



# Appendix

## Summary of GIFTS/Bequests – 2020-2021

The following gifts and bequests, per policy and donor request, were credited as follows:

### 2020-2021

- Wake Now Our Vision bequest from John Tucker’s estate; distributed among the quasi-endowment, the building fund and general operating funds.
- Ann Lane (\$250,000). The Anne Lane Memorial fund was established as a true endowment and invested with the UUCEF for three years to accumulate growth before initiating annual distributions. The Board has reserved a decision (eff. September 2023) as to what purpose the annual distributions from this account should then start to be distributed.

### Misc. Gifts: From the Lawrence Lecture Investment Fund to UUCB:

- FY2019-20: December 19, 2019, \$1,780.56 for the Tim Wise Lecture expenses to be credited to the General Operating Fund.
- January 28, 2020: \$2,358 to be credited to the Ladd Griffith Fund to reimburse expenses for the rear mount projector in the Sanctuary.
- FY2020-2021: \$6,520 (not yet drawn) to be credited to the Ladd Griffith Fund for other Sanctuary enhancing investments.

### Annual Growth and Disbursal to the UUCB Ladd Griffith Building Maintenance fund:

The General Endowment (Board-designated (Quasi) Endowment) (610028), the Kay Davis Memorial Fund (610945), UU Church of Berkeley (610028), and UUCB Building Maintenance (611146).

The EC is charged with calculating an annual 4% payout from the value of the above referenced funds except in extraordinary circumstances, in which case the EC recommendation may either be higher or lower than 4%. The methodology for doing this is to use a 13-quarter rolling average of the market value of these funds.<sup>1</sup>

Below are the EC recommended disbursals by account for 2020-21 and 2021-22. Two years were calculated and depicted in this report as the 2020-21 amount was never transferred, and the 2021-22 amount is yet to be transferred, from the indicated endowments.

		rolling averages by account				Building Maint	Grand Total
		GenEnd	Kay Davis	UU Church of Berk	TOTAL		
07/01/21	2021-22 (4%)	\$53,207	\$236	\$0	\$52,983	\$2,673	\$56,116
pending	2020-21 (4%)	39,414	\$5,318	\$1,775	\$46,507	\$2,015	\$48,522



# Appendix

## 5) ENDOWMENT COMMITTEE WORK 2020-2021

This year, as it did last year, the EC focused on supporting the Board and Congregation as UUCB embarked on retiring our campus' backlog of deferred maintenance and worked to identify various accounts that could be used to assist with new projects. This involved delving into the details of the UUCEF accounts under the purview of the Endowment Committee and pinning down the intentions of the donors. For example, one account - the Armstrong Garden account - has accumulated significant earnings and no withdrawals have been made for many years. The EC determined that \$10,000 could be taken and put towards the periwinkle garden project spearheaded by Building and Grounds and still be true to the donor's intention. This is only one example.

### New Reports

Grace Ulp further refined a summary report that supplies most all relevant facts concerning various UUCB Endowment-related funds. She took the initiative to make sure the Board received this report on a monthly basis. In Conjunction with her compilation of descriptions of each gift (known as the Ulp/Setchko2 report), Grace's monthly report the monthly growth of each of the eight UUCEF accounts.

Members of the Endowment Committee also provided support to the Building and Grounds Committee, the Lawrence Lecture Committee, and at various times to the UUCB Treasurer and Executive Director.

**A. EndowmentOversight Committee** - Work with Building & Grounds: 2 at-large members from the Congregation, and 1 from the Endowment Committee: to provide timely reports and oversight of spending related to Endowment-funded deferred maintenance projects.

**B. Analyses to assist UUCB Budget process:** Lenore Ralston did an internal "audit" or "True Up" of how EC funds were disbursed, comparing what was approved with what was actually distributed.

**C. Summary of the True-up done in LenoreRalston's analysis:**

Bottomline					
<u>GenEnd</u>	Kay Davis	UU Church of Berk	TOTAL	<u>Building Maint</u>	TOTAL
-\$8,154	\$4,970	\$2,206	-\$978	-\$935	-\$1,913
underdraw	overdraw	underdraw	underdraw	underdraw	underdraw



# Appendix

The inconsistencies between EC/BOT-approved and actual draws will be taken care of by subtracting the overdraws from future recommended draws (2020-21). Underdraws, likewise, will be added to the pertinent funds where the underdraws occurred. A line will be drawn under the past 4 years and a fresh start has been taken for FY2021-2022.

**D. POLICY:** The Endowment Committee proposed committee membership terms be limited to 6 years. This proposal was approved by the Board in June 2020. Currently, Grace Ulp is serving as a non-voting emerita, having timed out in November 2020. Lenore Ralston was slated to join Grace as emerita in May 2021, both having completed 6 years of service. However, two active members of the EC have asked Lenore to continue on as Acting Chair for one more year. In this capacity she will work on getting all files into an online EC drop box and tie up some other loose ends, leaving the new leadership free to work on its new goals for the committee.

**E. REVIEW AND REWRITE OF UUCB'S GOVERNANCE MANUAL AS IT IMPACTS THE ENDOWMENT:** Dick Sherman and Anita Mermel both participated in assisting the Board in its rewrite of UUCB's Governance Manual as it impacts Endowment. This is an ongoing process as there are still refinements to be made to the Governance Manual regarding EC duties and responsibilities.

### **F. MAYBECK SOCIETY LUNCHEON**

Due to the pandemic, the Endowment Committee has put on hold any plans for the annual Maybeck Luncheon. The Maybeck Society is a group of Congregants who have explicitly stated that their intention is to leave a bequest to UUCB in their trust, wills, or other manner of conveyance. The EC is the office-of-record for Maybeck gifts and intentions. Susan Singh, in the past, has taken on the role of keeping track of Maybeck-related activities.

**G. CALKINS TRUST:** Jason Russell has taken on being one of two Trustees for the Calkins Trust. Former EC Chair, Anne Greenwood, is the second Trustee.

**H. HOW UUCEF'S ENDOWMENT FUNDS ARE INVESTED:** Jason Russell conducted a thorough review and analysis of how our Endowment Funds are invested by the UUCEF. He presented his findings to both the CFO of UUA and his Assistant at the UUCEF, as well as to the Endowment Committee and to UUCB's Executive Director. No actions resulted, but the information was extremely helpful in expanding EC members' knowledge concerning socially-responsible investing, rates of return, and institutional fund management fees. WE believe Jason's input to the UUCEF CFO was also of mutual benefit.

**I. TRUE-UP ANALYSIS** of Endowment Funds over the past five years: what pay-out money was recommended by the EC and approved by UUCB's Board, and what money was actually transferred to operating funds, on an account-by-account basis (**see TRUE-UP ENDOWMENT REPORT FOR UUCB FUNDS, 2017-2021, by L. Ralston**).



# Appendix

## 6. FUTURE PLANS

- While the Endowment Committee has taken on oversight of a number of non-endowed funds (e.g. Lawrence Lecture; the Calkins Trust), the EC will be working with the newly formed Finance Committee to ensure a smooth process and a resolution of various procedural gaps that have led to fiscal misunderstandings. The latter, in turn, resulted in the need to spend considerable time sorting out UUCB's books and accounting. The situation which occurred over the past 4 years - changes in key UUCB personnel and loss of institutional memory - should be avoided in the future.
- The EC hopes to create Education Focus Groups to answer Congregants' questions concerning UUCB's Endowment(s).
- The EC will work on designing and implementing a more robust program for inviting gifts from congregants and friends of our UUCB community.
- The UC will complete work on the update of legacy intentions of Maybeck Society members and place responses in a file in the church office.
- The Ulp Compilation of Gifts and Bequests needs to be updated. An electronic copy would also be useful.
- The EC plans to create a comprehensive manual describing the workings of the EC. We envision this manual as containing everything about the way endowments work and how ours, specifically, is organized. The goal: to create a documented resource to use in educating new EC members as well as providing the kind of transparency to which UUCB aspires.
- Educate the current EC members on how to use the Drop box functions in order to facilitate keeping records of what the EC does and to streamline such record keeping for the future.
- The EC plans on clarifying with the Board under what circumstances "loans" may be taken from the Board-designated "Quasi-Endowment" as compared to simply taking some of the Board-designated Quasi Endowment Growth on an as-needed basis. This will be brought before the Congregation at the appropriate time.

Note: The three newest members of the EC (Dick Sherman, Anita Mermel, and Jason Russell) are expected to have major input into future work of the Endowment Committee. Their skill-sets in law, finance, major gifts, and how endowments are managed and strengthened, make for a very strong team. Susan Singh and Anita Mermel have both served as Board Presidents of other UU Congregations and have served on other UU Endowment Committees. Lenore Ralston will serve as Acting Chair for a one-year recall.

Respectfully Submitted: 5/23/2021 Lenore Ralston(Chair), Endowment Committee.



## Endnotes

How the EC Annual payout is calculated

1 UUCB has eight separate Endowment accounts invested and managed by the Unitarian Universalist Association (UUACEF). All but three are restricted. For the yearly payout the EC typically takes 4% of the earnings from: 1) 610028-UU CHURCH OF BERKELEY; 2) 611146-UUCB Building Maintenance; and 3) 610945-THE KAY DAVIS MEMORIAL FUND, using a 13-quarter rolling average. The last fund used to calculate year-end payout is the Board-Designated 610888- QUASI ENDOWMENT FUND. The sum of the calculations from all four accounts, traditionally, have gone to the General Operating Fund. However, the EC proposed and the Board accepted a strategy whereby, using a 5-year phase-in which started in FY2016-2017 and completed in FY 2020-2021, the entire payout from the earnings would be funneled into the Ladd Griffith Building Maintenance Fund.

2 Jan Setchko was a former Treasurer. She and Grace Ulp researched all endowment-related files and tabulated the amount of the original gift(s). They also annotated these files and listed where-or not they were restricted and, if so, in what ways.





Committee Appointments: The official number of EC members is 6.

5/4/2021 (ldr)

**ENDOWMENT MEMBER TERMS OF SERVICE**

Members		2015	2016	2017	2018	2019	2020	2021	2022	2023
Name	Date Joined	1	2	3	4	5	6	7	8	9
Grace Ulp	11/20/14						11/20/20			
Lenore Ralston	05/27/15							05/27/21	5/27/22 (extended)	
Ira Nelken	03/30/17									
Susan Singh	01/30/18									
Dick Sherman	07/09/19									
Anita Mermel	01/01/20									
Jason Russell	11/4/20									

Linda Laskowski 2013-2017; 2018-> Consulting  
 Larry Nagel (Treasurer), (ex-officio)

Beth Pollard served on the EC from 8/6/2017-2/23/2019  
 3-year terms; second term may be renewed with approval of the Board for a total of six years.

**UUACEF Rates of Return:**

Source: <https://uucef.org/files/2021/01/December-2020-Flash-Report.pdf>

UUACEF Rates of Return	FY to Date 12/31/2020	1 Yr.	3 Yrs.	4 Yrs.	5 Yrs.	7 Yrs.	10 Yrs.
Composite Gross	19.5	16.4	10.3	12.3	10.8	7.8	7.9
Composite Net	19.0	15.3	9.1	11.1	9.6	6.7	6.8

Source: Unitarian Universalist Common Endowment Fund (<https://uucef.org/reports/performance/>)



# UUCB Board of Trustees Decisions 2020-21

## July

- Approved signing on to proposed letter to Brown Girls Climbing group.
- Executive Session: Appointed Randall Hudson, Alice Lemieux, Camille Parker, Melissa Rosales, Ariel Smith-Iyer, Pier Sun Ho and Barry Zuckerman to the Transition Team to work with Rev. Michelle on interim processes.
- Appointed Anita Mermel, Ariel Smith-Iyer, Camille Parker and Patrick Cullinane to the bylaws revision task force (if willing to serve).

## August

- Appointed Kathryn Jay as acting president while Kerry Simpson is on indefinite grandparent leave.
- Authorized creation of Ann Lane Fund under the terms and conditions recommended by the Endowment Committee, to be revisited in three years.
- Designated Widening the Circle Study Group as a Board-appointed task force that will report back to the board.
- Executive Session: Confirmed recommendation of task force on sale of ministers' house.

## September

- Authorized spending up to \$200,000 on necessary repairs to exterior of building, including purlin tails, painting, and caulking around tall windows.
- Authorized grant application to UUA to support growth and development of Chalice Circle facilitators.
- Approved transfer of endowment account # 610029, containing approximately \$7,435.15 into staff pension fund managed by UUA.
- Approved congregational sponsorship of Susan T. Mashiyama's participation in UUA Musicians Leadership Certification Program.

## October

- Authorized "Widening the Circle of Concern" Task Force to disseminate their process and plans to the congregation on behalf of both the task force and the Board.
- Passed policy that all signatories on any of UUCB's financial accounts shall have at least a basic background check run when they become signatories and every three years thereafter, for as long as they remain signatories on the account(s).
- Approved Michelle Collins, Beth Pollard and Elaine Miller as signatories of UUCB accounts, replacing Christian Schmidt and Logan Stump-Vernon.
- Appointed Jason Russell to the Endowment Committee.



### **November**

- Decided not to seek a developmental minister for 2021-22, and to decide in February 2021 whether to start the search process for a settled minister (who would arrive in August 2022).
- Approved establishment of a Benchmarking Task Force to be chaired and formed by David Roberts and report back early in 2021.
- Added Anne Greenwood as additional signatory to Mechanics Bank accounts.
- Added Jason Russell as a Calkins Trust trustee.
- Allocated \$10,000 of Armstrong Garden fund to landscaping in near future and remainder to be an endowed fund under UUA auspices.
- Approved creation of Nancy Kelly endowed fund reserved for Social Justice.
- Approved two proposed letters, one to UU Fresno about their Black Lives Matter banner and one to Alamance County Commissioners also regarding racial justice.

### **December**

- Approved draft revision of current budget, to go to congregational vote in February.
- Authorized virtual (Zoom teleconference) congregational meeting with election in February.

### **January**

No actions taken.

### **February**

- Authorized Minister and ED to supersede Coffee Hour or other community events for a gathering they deem of such importance that all other events should not be simultaneously scheduled.
- Approved creation of Finance Committee.

### **March**

- Approved appointments to Board Finance Committee: Kerry Simpson, Dave Roberts, Anne Greenwood, Linda Laskowski, and authorized Committee to appoint additional members as needed.
- Authorized Assistant Treasurer Anne Greenwood to have full deposit, withdrawal and signatory authority on all UUCB investment and financial holdings accounts.
- Approved policy for use of Nancy Kelly bequest for social justice projects.
- Authorized Endowment Project Oversight Committee to proceed with "Phase 4" capital improvement projects up to \$230,000: openable sanctuary windows, atrium bathroom ventilation and finishes, and Social Hall and Music Room heating and ventilating.
- Adopted new Governance Manual and Board Policy Book.
- Approved Widening the Circle of Concern Educational Fund to support participation in General Assembly and other UUA gatherings by members of marginalized groups.



### **April**

- Extended Rev. Michelle Collins' interim ministry contract an additional year, through June 30, 2023.
- Approved for appointment by congregation to the Nominating Committee: Lynne Cahoon, Sandy Portillo-Robins, and Terry Stokes.
- Approved change date of May Congregational meeting from May 16, 2021 to May 23, 2021.
- Agreed to have a Land Acknowledgment at each Board meeting.

### **May**

- Authorized Kerry Simpson and Lynne Henderson to approve scholarships of up to \$500 each from the Widening the Circle Educational Fund.
- Approved agenda for May 23 congregational meeting.
- Approved draft budget with one change, an increase of \$400 for Personal Theology.
- Approved a document on priorities for 2021-22.

### **June**

- Authorized delegates to the 2021 General Assembly: Alice Lemieux, Anne Greenwood, Rev. Fran Moulton, Helen Tinsley-Jones, Melissa Rosales, Suzette Anderson-Duggan, and Victoria Bowen.
- Authorized the remaining 50% payment to the UUA Annual Program Fund, for a full 100% payment for 2020-21.
- Selected Leadership and Anti-Racism as top two out of six areas of emphasis for the second year of Rev. Michelle's interim ministry.