## Executive Director Monthly Report to Board of Trustees October 2022

End (Limitation)	Topic	Action/Discussion/Information
Sustainability (Preserving and enhancing UUCB's fiscal and physical assets)	Finance & Budgeting	Audit Committee: Draft audit report shared with Baord. Discussion to happen in November.
		<ul> <li>Kensington Fire Protection District has installed the modular building and are currently constructing the temporary garage for the engines. Most problems have been minor, except having to reschedule cement work due to noxious fumes near the preschool.</li> </ul>
		A new account is being set up at Mechanics Bank for the Ministerial Search Committee to facilitiate confidential transactions for prospective ministers.
		<ul> <li>Multiple problems with current contractors have been identified and one outcome of the audit process will be a much tighter month-end and year-end process. The reporting delays are unacceptable and we have moved our credit card billign cycle to help alleviate this problem. Additional measures being investigated.</li> </ul>
	Facilities/Buildings and Grounds	<ul> <li>Quote requested from current construction firm working on KFPD temporary fire station to increase our parking options. This may include retaining walls, removing burms on Lawson, regrading the fire road to improve access to the overflow parking lot, and others.</li> </ul>
		• There is now a dedicated Apple laptop in the Fireside room for use with that TV (Thank you Rev. Michelle!) to facilitate Zoom meetings there. We are populatign a UUCB wishlist, which will include used laptops and tablets, since our need has grown exponentially!
		<ul> <li>Metal working expert has volunteered to assist UUCB in reinforcing its Black Lives Matter sign on Arlington Avenue. We continue to strengthen our sign just like our resolve in the firgt against racism!</li> </ul>
Community (People are loved, valued, & connected)	Admin & Operations	James A. Jackson was recently hired as our new Facilties Assistant. He has extensive experience in both janitorial and gardening work. His schedule will be Sunday through Thursday. Welcome!
		• Tina Wallis, Sonoma County Land Use attorney, has agreed to be a speaker at a Q&A session scheduled for October 13 <sup>th</sup> at 1 pm. It is estimated that the review of the most recent documentation combined with the meeting itself would be between \$5,000-\$7,000.
		UUCB staff continues its adoption of the Asana project management system. Everyone can get an account for free and if you do a lot of communication, projects, evetns, and/or setup

		needs at UUCB, you are highly encouraged to get a free account.  • Ministerial Search Committee will be meeting with all staff as a focus group on October 26 <sup>th</sup> .
Faith in Action (Social & Environmental Justice)  Sustainability (Preserving and enhancing UUCB's fiscal and physical assets)	Events & Calendar	• The Black Lives Matter sign respons team has been meeting and in conjunction with many different groups within UUCB, has issued a statement that will be sent to area organizations and media outlets. We will be having a community rededication on Nov 6 <sup>th</sup> at 12:30. Permit has been requested from the El Cerrito Police Dept.
		<ul> <li>The Climate Justice Committee has been proactive with UUCB event planning to improve education and communication regarding waste management protocols. Additional interventions to improve individuals sorting their waste into the right receptacles is beign pursued. Support UUCB's commitment to the environment! Sort out your organic waste!</li> </ul>
		<ul> <li>Rental request from Life Line Screening denied. They wanted a discounted rate to take the Social Hall for an entire day with extensive setup. Internet research revealed heavy marketing and partnerships that spoke positively, but with 97 Yelp reviews, they had 1.5 stars.</li> </ul>
		<ul> <li>Rentals and scheduling is on Fire! We are negotiating almost daily with entries on the calendar. We continue to prioritize UUCB programs and offerings.</li> </ul>
		Bryan Baker & Friends this Saturday at 7 pm!
		Kensington Fire Protection District Pancake Breakfast this Sunday! \$8 suggested donation.
		<ul> <li>Mission-driven partnerships – UUCB has partnered with the following organizations for free or reduced space fees: Saving Birds Through Habitat (Sponsored by the Landscape Workgroup), the East Bay Amateur Radio Club (multiple UUCB members), and the Girl Scouts</li> </ul>
Community (People are loved, valued, & connected)	Safety & Security	Safety is a weekly standing agenda item at our UUCB Staff meetings. The code to the main lockbox on the back door has been changed and Trusted Users notified. If you do not have it, contact gillian at <a href="mailto:Administrator@uucb.org">Administrator@uucb.org</a> to become a Trusted User.
		<ul> <li>The lockbox formerly on the Music Room has been moved to the RE North (two-story) building and the code changed. Only background-checked Family Ministry volunteers will have the code to this lockbox as a safety precaution.</li> </ul>
		<ul> <li>Security is everyone's job! Make sure there is someone leaving after you who will lock up. Trusted Users should personally check with another Trusted User to pass the baton (and responsibility)!</li> </ul>

Cool Stuff Club	We have been contacted by Jennifer Duplaga, Archives and Public Services Librarian at Hanover College, to coordinate transfer of items belonging to Rev. Dr. Raymond Cope to our church and his former spiritual home. His heir, step-daughter Harriette, has told me that he used to tell loving (and humorous) stories of UUCB. I hope that when we receive the collection, including two boxes of papers, multiple pictures, and a portrait, we will be able to invite her to share her memories of his stories and his life.
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