

Unitarian Universalist Church of Berkeley

Board of Trustees Meeting Agenda

Wednesday, February 1, 2023

**Note change in Call to Order time to Approximately 7:15**

Via Zoom: <https://zoom.us/j/91070175965?pwd=d2FUcWZCQjYzVEF2MFZabWJQOVRRrUT09>

**6:00 PM EXECUTIVE SESSION\***

**Approx. 7:15 1. CALL TO ORDER & OPENING RITUALS**

- a. Chalice reading & lighting - Cordell
- b. Board Covenant reading - Elaine
- c. Land Acknowledgement Statement – Lenore
- d. Widening the Circle Statement – Dave

**7:25 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 January 4, 2023
- c. Accept monthly Executive Director’s report
- d. Accept monthly Treasurer’s report
- e. Ratify Lawrence Lecture Committee composition: Katie Lipka, Christina Creveling, David Rosales, Jack Duggan, and Jim Acock, and announce that more members can be added.

**7:30 3. INFORMATION ITEMS**

- a. Minister’s Report
- b. Ministerial Search Committee – Report for the Congregational Meeting
- c. Endowment Capital Projects Committee – Report for the Congregational Meeting

**7:50 4. ANNOUNCEMENTS/LISTENING**

- a. Board or staff announcements, Board Listening Presence  
Congregational Meeting February 12
- b. Congregants who wish to speak to the Board on agenda items or other matters

**8:00 5. DISCUSSION/ACTION ITEMS**

- a. Annual Certification of Membership, and information/discussion on membership and certification
- b. Mid-year budget/financial report

**8:50 BREAK**

**8:55 6. BOARD COMMITTEE MEMBER/LIAISON REPORTS**

- a. Stewardship Committee
- b. Other reports from Board Liaisons/Board members of Board committees

**9:05 8. CLOSING COMMENTS**

Gratitude to outgoing Board Members Dave Roberts, Elaine Miller, and Treasurer Lenore Ralston

**9:20 9. ADJOURNMENT**

February Listening Presence: **Randall**

March Listening Presence: \_\_\_\_\_

March Beacon (due February 15): **Helen?**

**Executive Session** may include (a) personnel actions/evaluations; (b) pending/threatened legal action; (c) real estate, labor, or other negotiations; (d) security; (e) license applications by persons with criminal records; (f) sensitive personal information warranting heightened privacy protection; (g) trainings, retreats, and team building.

## **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.

### **Widening the Circle Vision Statement**

We, the trustees of UUCB, commit ourselves to championing racial justice embodying anti-racist practices, and confronting and dismantling white supremacy culture and all forms of oppression (including but not limited to racism, sexism, ableism, homophobia, transphobia, classism, ageism, xenophobia and religious oppression (including anti-Semitism and Islamophobia) in everything we do.

### **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.

**Unitarian Universalist Church of Berkeley Board of Trustees Meeting  
Wednesday, January 4, 2023**

**Meeting Conducted via Zoom Video Conference**

**Minutes – Draft**

**ATTENDEES**

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

Absent: None

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

Visitors: Victora Bowen, Carolyn James, Beth Jerde, Don Klose, Albert Kueffner, David Lingenfelter, Anita Mermel, Larry Nagel, David Rosales, Marta Tobey, Helen Toy, Grace Ulp

A quorum being present, the meeting was called to order by Beth Pollard, president, at 7:02 p.m. Elaine did the chalice lighting and reading, Dave read the Board covenant, Randall read the land acknowledgement, and Michael read the Widening the Circle Vision Statement.

**CONSENT AGENDA**

**A motion for the following (M Helen \_\_/S\_Elaine\_) passed unanimously:**

- Approve agenda
- Approve Board Meeting minutes of December 7, 2022

Treasurer’s report and Executive Director’s Reports were taken off the consent agenda. The Treasurer’s report was added as an item of Discussion/Action part of the agenda. The ED report will be done verbally

**INFORMATION ITEM**

**Minister’s Report:**

**A.** Rev Michelle reported that she has 8 remaining projects that she wants to complete during her tenure at UUCB:

1. Freestone – get thru the process
2. Former employee record retention

3. Leading a leadership trust workshop
4. Finishing formation of a conflict transformation team
5. Form a worship council
6. Form a small groups council
7. Hand offs for the next minister
8. Creating administrative support for future minister to offer classes and workshops. She'll come up with a draft and try it out with a workshop she'll offer in February and then tweak it.

B. Potential Effects of storm & contingency plans for Sunday. Contingency and communication plans have been made if the weekend storm is likely to interfere with church.

C. Non-update on Freestone. We haven't heard anything since the week before Christmas. Rev. Michelle inquired today and haven't heard back. Working with Alan Davis & Dave Wemmer to prod Sonoma County

Beth thanked Rev. Michelle for the holiday services and events.

## **LISTENING**

### **Announcements:**

Beth: From the Nominating Committee: The nominees for the Board of Trustees are Helen Tinsley-Jones, David Rosales, Kay Fairwell. No other individuals have submitted petitions to run.

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

An article about the purposes of executive sessions was shared and a suggestion was made regarding the Board's sharing its purpose in having executive sessions.

### **DISCUSSION/ACTION ITEMS:**

1. Recommendation from the Widening the Circle Committee to revise the language of the Board's charge for the Committee, as contained in the Board Governance Manual, in order to define the WTCC as having a collaborative rather than authoritarian position vis a vis the congregation.

**Motion** Helen moved: Motion to accept this revision of the WTCC vision statement. Randall seconded. The motion passed unanimously with no abstentions.

Big thanks to the WTCC committee members.

2. Next steps and timeline in process to determine the future of the Freestone property, including scheduling of congregational meeting that was postponed in October 2022 due to pending information from Sonoma County

Review of situation current: The Board met in a special session prior to the scheduled October 2022 congregational meeting to postpone the meeting pending receipt of guidance from Sonoma County on allowed property use. At that time the Board set a 90-day timeline to reschedule the congregational meeting to address Freestone. In October the Sonoma County Senior Planner said they wanted to consult with County Counsel and pull in the Enforcement Department before providing us with a response. The Senior Planner gave a 4-week timeline. However, there was a delay due to some uncertainty regarding the tax status of Freestone. The logjam re tax status was cleared in December. As we approach 90 days, we need to look at where we are now and how we feel about the timeline.

#### Discussion:

- We hoped we would have had feedback from the Sonoma County Planning office so that the congregation could make a decision about Freestone by the February 2023 Congregational mtg. However, it's important to get the final word from Sonoma County before asking the congregation to vote, even if the county's response is ambiguous.
- Questions were raised regarding how much of a priority it is to get Freestone settled before the new minister comes and whether not having it settled would make some candidates reluctant to come to UUCB.
- Rev. Michelle reported that candidates have asked her about whether Freestone has been resolved. Unresolved issues like this can be a red flag for candidates. However, UUCB is more than Freestone and she has emphasized the progress that our congregation has made vis a vis Freestone.
- There was a general feeling that there has been significant positive movement among the congregation re Freestone. The issue is less polarizing than previously, can be talked about, and in general the conflict has de-escalated.
- Once Sonoma County provides feedback the board will need to be prepared to act quickly to process the feedback. A special congregational meeting will need to be scheduled since the regularly-scheduled February and May meetings already have full agendas.
- Plan: The Board will be at the ready to respond when feedback from Sonoma County comes. If there has been no clear response from Sonoma County by March 1<sup>st</sup>, the Board will address this at the March 1st Board meeting.

### 3. Approval of February 12, 2023 Congregational Meeting Agenda

This will be a multi-platform meeting with a capital projects report, report from stewardship, and a short report from the MSC. If there's an update on Freestone, Rev. Michelle will report on that.

**Motion** to approve the agenda and authorizing the Board president to make changes as needed.

Pier moved; Dave seconded. The motion passed unanimously with no abstentions

#### 4. Treasurer's Report

Beth asked Lenore and Tess when the Board might get a budget report with year-to-date numbers and asked for a status report on how UUCB is doing vis a vis its 2022-23 budget.

Response from Lenore and Tess:

- Getting through the audit was a huge effort and a lot of progress has been made.
- Having difficulties with the offsite accounting firm getting info to us in a timely way.
- UUCB is transitioning with a new accounting firm that has experience with Fund EZ, the accounting system UUCB uses. In the next 4-6 months, the transition will be complete.
- The assets are now listed on the balance sheet, removing the dependence on spreadsheets.
- In February, Tess will have YTD numbers through 12/31/22.
- Per Tess, the actual vs budgeted income and expenses look to be pretty close at this time.
- Tess is willing to do a financial training for new board members, which can be opened up to the general congregation.
- Carolyn James was introduced. She is part of the deposit team and has agreed to take over as treasurer when Lenore steps down in February. Carolyn is trained as both an accountant and auditor. She has been shadowing Anne Greenwood and Lenore. We are lucky to have her!

#### Questions from the Board

Q: Will the February report include projections for revenue and expense?

A: In February, Tess will provide a cleaned-up balance sheet, and budget comparison report. She has the data for projections but is not sure how to make it accessible and will work with Randall on that.

Q: In past we encouraged members to donate electronically. How's that going? Is it easier for staff? Can we as board help continue with that process?

A: It's good that it's announced in our service that we can give via QR code. We do see electronic payments coming in. It's convenient but we don't mind putting checks in the bank. The Board can encourage people to log in to Breeze. Even though there are some fees associated with donating electronically through Breeze, the fees are reasonable. More importantly, it saves on staff time and reduces data entry errors. Lonnie has a plan to create a video tutorial on Breeze for people who aren't comfortable using it and would like to learn.

Dave encouraged board members to give through Breeze and to pledge early.

### **BOARD COMMITTEE MEMBER/LIAISON REPORTS**

1. Monthly Ministerial Search Committee report  
In December the MSC finalized neutral pulpit dates & locations. They did a mock interview with Rev. Michelle to build their set of questions. Candidate names were released by UUA on Jan 2<sup>nd</sup>. In January, the MSC will review packets, schedule virtual interviews, and doing initial reference checks. The MSC stressed that all of their activities are confidential. They will share our process but no names or other details.
2. Stewardship. The stewardship committee asked all board members to pledge early when early pledging begins in February.
3. Other reports from Board Liaisons/Board members of Board committees

Michael reported on the youth holiday gathering on youth met 12/17. It was a small but fun group. Next year, they'll try to get announcements out early & maybe have the event earlier as there are some many competing events during the holidays.

We adjourned in memory of Jane Eisenstark who recently passed away. Cordell and Helen shared a short visual tribute highlighting Jane's involvement in social justice and other projects at UUCB. We had a moment of silence to reflect on Jane E.

Adjourned at 8:36PM.

Respectfully submitted,

Selene Fabiano, Secretary

### **UPCOMING EVENTS AND BOARD RESPONSIBILITIES**

February Beacon (due January 15): **Dave**

January Listening Presence: **Pier**

February Listening Presence: **Randall**

Next Board Meeting: 2/1/23

# Ministerial Search Committee Update on “Puttin’ on the Search”

Congregational Meeting Report | February 12, 2023

Unitarian Universalist Church of Berkeley (UUCB)

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## Introduction

None of us need to be reminded that we have been conducting our search for a minister during challenging times. We are living through the upheaval of a pandemic, catastrophic ecological threats, and rapid, destabilizing cultural change and self-examination. With all of the demographic shifts, we are being forced to examine the shape of church to come. On top of these contextual challenges, this beloved church community is emerging from several years of ministerial transitions.

Despite all of this, you, the congregation, have supported and participated in the search process with commitment and a warm-hearted spirit. We, the search team, want to extend our huge and heartfelt thanks to you for this. We also want to express our gratitude to you for being the amazing community you are. The descriptions of yourselves, our church and its accomplishments and aspirations that you contributed by generously participating in the survey and focus groups became the basis of the congregational record that so many amazing ministers have read and responded to with great interest and appreciation. You have laid the groundwork for a successful search.

## Our Work in the Fall

To recap the search process for you, in August our main focus was preparing the congregational survey, which ran September 4 through October 6. 42% of you participated. When we had your responses in hand, they were tabulated, analyzed, and summarized.

Once the survey was launched, we turned our attention to the focus groups and cottage meetings we held in October. We met with 17 committees, groups, or interest areas of the church, with one additional cottage meeting open to all.

Responses to both the survey and the focus groups were very heartening, showing in general a high degree of involvement, passion, faith and hope in everything that UUCB has to offer. More particulars are discussed later in this report.

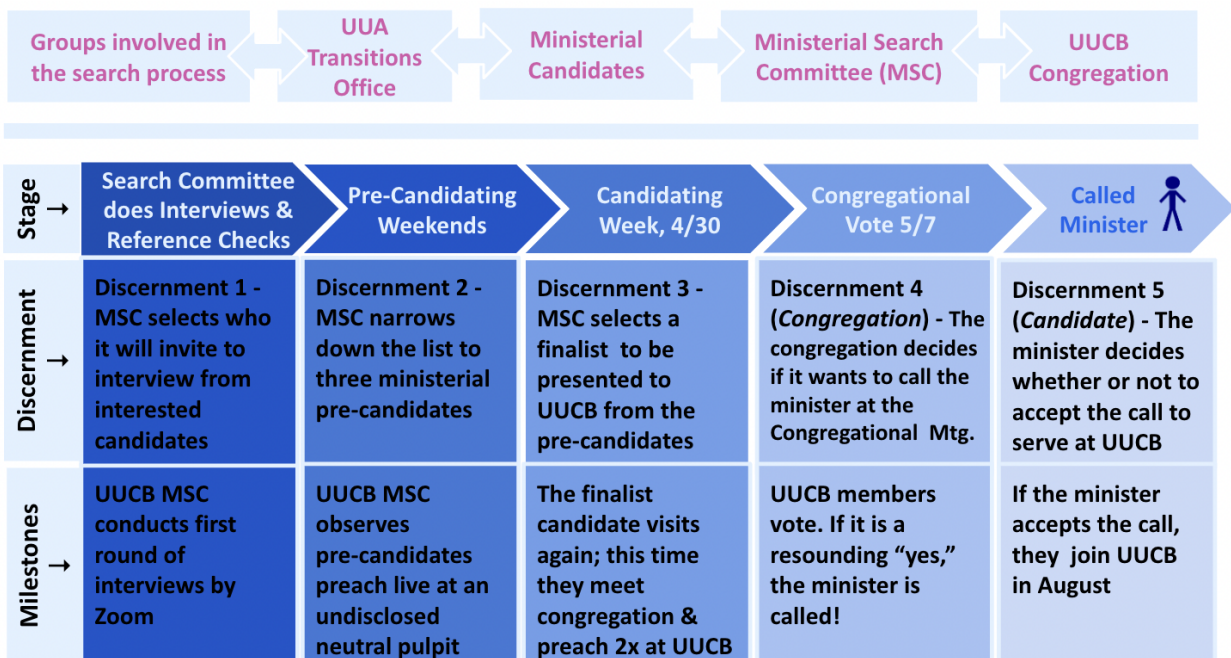


At the same time, we were preparing for the Beyond Categorical Thinking (BCT) workshop, conducted November 5 by UUA Transitions Director Keith Kron. The BCT was designed to counter the bias that ministers of marginalized identities encounter in their search for a congregation to serve. The workshop left us with new awareness and tools to counter our own implicit biases and assumptions.

Also in November, using your survey and focus group responses, we answered the many questions in the Congregational Record, the primary document that ministers rely upon for a detailed picture of our congregation, and we assembled our documents packet, designed to give prospective ministers comprehensive access to all the nitty-gritty details behind the functioning of a church. Documents in the packet include by-laws, budgets, board minutes, job descriptions, and annual reports, to name just a few. Our record and packet were published to prospective ministers December 1st.

## Looking Ahead

This second half of the ministerial search process, January - May, is exclusively focused on the candidates. The search committee will be conducting interviews, checking references, and hosting our prospective ministers during their pre-candidating weekend. This flurry of activity is designed to help us get to know each candidate, identify their strengths and growing areas, and assess how well they align with our needs and aspirations. Then the search committee will deliberate on selecting a final candidate to present to the congregation during Candidating Week. The minister preaches on the Sundays that bookend Candidating Week so that the congregation can get a flavor of their worship style as well as interact with them during scheduled “meet and greet” activities. On the second Sunday, the members of the congregation will vote on whether or not to call the minister. The charts below outline the groups that work together in the search process discernment phase of the search process, occurring now, for settled ministry.



# Search Highlights

## What UUCB Values

You may recall that the congregational survey was the first step UUCB took toward formally engaging in the ministerial search process. Surveys are a cool “snapshot in time” because they take the pulse of a community to identify trends or patterns or benchmarks that are indicators of the group’s perspectives, desires, gaps and/or need for change.

The survey report, linked at the end of this document, provides a fascinating in depth analysis of the congregation’s responses. For the purposes of this update, the top response from three separate questions in the survey is highlighted to underscore the expectation that any future ministry will continue to center community because it is at the heart of most people’s reason for being at UUCB. Also highly valued by the congregation are inspiring services, pastoral care, and a minister who possesses strong leadership skills in the areas of spiritual guidance, lay leadership and staff mentorship, as well as being versed in how to facilitate the church’s community involvement and connection to groups who deeply care about issues that are also important to UUCB: widening the circle of well-being for all through social action to side with love in a wide range of interests from advocating for environmental justice, disability rights, and housing to working to dismantle oppression, racism, and supremacy culture.

Table 1 top response	Table 2 top response	Table 3 top response
Favorite Things about UUCB <hr/> 61.0% - Community	Top Functions of UUCB <hr/> 55.4% - Building and Fostering Community	Top Functions of the Minister <hr/> 67.5% - Inspiring People & Facilitating Connections throughout the Community
Please note that each table represents a separate question and <b>only the top response</b> from each question, which is the % of congregants who selected the option, is listed in the table.		

## Qualities and Skills We Look For

Based on congregational feedback in surveys and focus groups, it is no surprise that we want a LOT from a minister. However, the resounding thread is that our future (forever we hope) minister is a master CONNECTOR! The search committee has heard your charge. The ability to connect on a personal level, deepen collaboration between groups, and help UUCB have a more impactful presence in the surrounding community is one of the many qualities we are looking for in our ministerial candidates. Other areas we consider when evaluating candidates and their records include their approaches to conflict and pastoral care, and to what degree are youth and families are integrated into their ministry. We also listen to sermons. Lots of sermons, because we want to know if they are able to speak to the spirit, touch hearts, and stimulate thinking.

Since ministry is a profession of selflessness and deep service, the UUA encourages ministers to develop self-care practices to remain balanced, and search committees to inquire about sources of

replenishment, such as hobbies and a strong support network, to ensure ministers are also tending to their well-being.

### **What Candidates Say About Us**

Ministerial Candidates are attracted to our Congregation because of our passion, connectedness and desire to grow as individuals and together as a community. They can feel that we love our church and love each other. They are also impressed by our health, and that's not just about finances or location. As part of this process, the search committee had to answer over 50 questions covering hard facts (the church's history, culture, operations, programs) and perspectives (what we are proud of, what we wish could do better, and what we hope for the future). Our record shows that it has not all been rosy, and candidates appreciated our honesty about deeply hurtful events (ministerial misconduct, financial hiccup) and resilience (ongoing Freestone conversations and pandemic). And of course, the vibrancy of all of our social justice programs and widening the circle activities were often mentioned during the interviews.




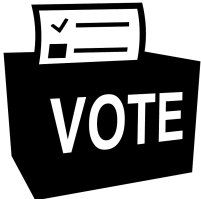
The other thing that went over well with the candidates is that we have a strong Executive Director and operational team. While many of the candidates are experienced administrators, their joy comes from attending to preaching and pastoral care, and not so much from the business-y side of ministerial responsibilities.

### **We Have Candidates!**

Of course we are bursting to tell you more than we can right now, but suffice it to say that we have been absolutely delighted with the number and quality of the ministers interested in UUCB. After reading the minister's packets, we narrowed the field down slightly to those we conducted preliminary video interviews with. For those chosen candidates, we completed a dynamic, exhilarating (and exhausting!) week of interviews and reference checks. We also listened to a lot of sermons. Initial video interviews went fabulously well. At that point we entered the second discernment phase, in which we narrowed our video interviewees to those we are inviting to pre-candidate with us. We are delighted with the ministers who have agreed to pre-candidate with us. We have candidates who shine and present amazing possibilities for a future shared ministry, both experienced ones who have stayed the course and young ones who freely bring their gifts to this chosen path. We are moved by their presence and commitment during our troubled times. Pre-candidating weekends are scheduled for March; the process will be briefly described below.

### **On the Horizon**

We started in June and are now 8 months into the search process, with hearts full of hope as we approach the May finish line. Now more than half-way through the search process, we are in the thick of the critical phase - discernment. Discernment is both fun (very social because we get to meet the candidates in-person) and a nail-biting endeavor (narrowing down the list to a single finalist). The key events the search team will be engaging in are outlined below. Please save **4/30 & 5/7** on your calendar.

	<b>March</b>	3 prospective ministers (Pre-candidates) visit CA for a weekend.	Incognito - only the search team meets them. They preach at an undisclosed church that is serving as a “neutral pulpit.”
	<b>April 30</b>	1 minister will have been selected as a finalist for UUCB.	You get to meet the prospective minister & hear them preach:) <b>Save the Date!</b>
<b>Important Note</b> - The week of May 1-6 will provide scheduled opportunities for members of the congregation to meet the finalist candidate in various church settings.			
	<b>May 7</b>		<b>BIG DAY</b> You get to hear the prospective minister preach a 2nd time & then...  Special Congregational Meeting! Members get to vote on whether or not to call the Minister.

We are excited about the prospective candidates and hope that when May 7 finally arrives you will be so delighted by the finalist that you will be doing somersaults on your way to voting;) We hope to get a resounding “yes” (at least 90%) to call the minister so that we can collectively leap for joy.

## Reference Documents

A few of the documents mentioned in this report have been shared on UUCB’s website and publications: *The Week Ahead* and *Beacon on the Hill*. If you haven’t already done so, feel free to review them at your leisure. They have been linked below for easy access.

[Overview of the Search Process Audio Recording](#) - Rev. Keith Kron is the Director of the UUA Transitions Office, which manages the ministerial search process.

[UUCB Congregational Survey Report](#) - summarizes congregational responses to nearly 60 questions, ranging from respondent demographics, to thoughts about the important functions of UUCB, to what are important characteristics and functions of a minister.

[UUCB Focus Group Summary](#) - reflects upon the ideas that frequently occurred in response to three focus questions that were asked in each of the 17 focus groups and one cottage meeting.

[Beyond Categorical Thinking Workshop Summary](#) - summarizes the purpose of the workshop (to practice confronting biases that may cause us to dismiss or privilege individuals based on their actual or perceived identity) and shares a few of the case studies that were presented to participants.

[Congregational Record](#) - UUCB’s response to over 50 questions designed to provide a comprehensive, historical profile to prospective ministers: our accomplishments, operational and governance structure, challenges, and aspirations.

**UUCB Endowment Project Overview Report**  
(Through Phase 4A)

January 28, 2023

**Endowment Funds:**

**Endowment Funds Authorized for Capital Improvements** **758,000**  
 Congregational Resolution January 20, 2018  
 Congregational Resolution October 27, 2019  
 Board Resolution March 3, 2021

**Withdrawn from Endowment Fund for Projects** **625,000**

**Balance Authorized (per Congregational Vote):** **133,000**  
 Subject to Endowment Committee Approval and Available Balance

**Balance Available (per Endowment Committee - maintain Corpus plus 10%)** **9,541**

Endowment Fund Status as of 12/30/22 (per Lenore)

Total Amount in Endowment (include recent withdrawal)		667,177
less for upcoming Lad Griffith Annual Payout		(46,289)
		<b>620,888</b>
Corpus (value of donations)	555,770	
Corpus plus 10 % (Not available to Withdraw, per Endowment Committee)		(611,347)

**Projects Completed:**

	Total Work Completed	Targeted Donations Received	Endowment Funds Used
<b>Phase 1: Safir Room, adjacent skylights, mold study, etc.</b>	286,988.33	0.00	286,988.33
<b>Phase 2: Furnace, Gas piping, Cottage</b>	171,973.01	66,074.22	105,898.79
<b>Phase 3: Rafter Tails</b>	110,704.50	53,992.00	56,712.50
<b>Phase 4A: Ventilation, Bathroom Refresh and consultants</b>	127,559.30	60,000.00	67,559.30
<b>Phase 5: To Be determined</b>	TBD	TBD	TBD
	<b>697,225.14</b>	<b>180,066.22</b>	<b>517,158.92</b>

**Available for Next Phases**

Available - Still in Endowment Fund		9,541
Withdrawn from Endowment		625,000
Spent on Capital Projects from Endowment Withdrawal		(517,159)

**\$ 117,382**

**Future projects Under Discussion in Building and Grounds Committee**

Furnaces - Heat Pumps?		<b>135,000.00</b>
Board Authorized Furnace Replacement, but B & G recommends change to All Electric which will require enlarged Electric Service		
Electric Service Upgrade (required for some of Heat Pumps)		<b>100,000.00</b>
Private Sewer Lateral (required by 2026 to Close out Permit)		<b>150,000.00</b>
Other		<b>TBD</b>

**Phase 4 - Approved by Board 3/3/2021 to fund from Endowment Funds** **230,000**

Sanctuary Windows with Operable Sash  
 Atrium Bathroom Ventilation & Finishes  
 Heating Systems Social Hall and Music Room (heat pumps not mentioned)  
 Design Costs for bathrooms and other

**Phase 4A - Net Cost from Endowment (after Targeted Donation)** **67,559**

**Total Project Cost** **127,559**

**Ventilation Fans - Sanctuary & Toilet Rooms** 37,208

Legacy Mechanical Contract	26,400.00
FARD Mechanical Design Review and Planning	9,803.50
Misc UUCB HVAC Specific Costs	1,004.46
Access Panels Materials	

**Ventilation Control System (Sanctuary, Social Hall, Fireside Rooms)**

Legacy Mechanical Contract	56,195.00	71,344
Music Room Furnace Asbestos Abatement	1,100.00	
Additional Work	14,049.00	
Service and Boiler Room (not included)	8,872.05	

**Atrium Bathroom Refresh and Study Long Range Options** 19,007

Toilet Partitions	6,361.00
Misc Bathroom Purchases (paint millwork, lighting, etc.)	7,240.34
<b>Devine Architects (Pat Cousins)</b>	
Plan for future restrooms	2,209.00
Window design issues	3,197.00
<b>UUCB Labor</b>	
Labor charged to general maintenance	0

**Targeted Donation for Controls** **(60,000)**

**Phase 4B -Heating - Heat Pump Option - ROUGH ESTIMATE  
 (Electric Heat and AC)**

Cost for heat pumps (incl Sanctuary) - Based on prior bids  
 Upgrade Electric Service for Heat Pumps (NEED TO VERIFY!)

informed estimate	135,000
"Guess - TBD"	100,000