

Unitarian Universalist Church of Berkeley
Board of Trustees Meeting Agenda
Wednesday, April 5, 2023

Via Zoom: <https://zoom.us/j/91070175965?pwd=d2FUcWZCQjYzVEF2MFZabWJQOVRRUT09>

6:00 PM EXECUTIVE SESSION

7:00 1. CALL TO ORDER & OPENING RITUALS

- a. Chalice reading & lighting – Bill
- b. Board Covenant reading - Randall
- c. Land Acknowledgement Statement – Carolyn
- d. Widening the Circle Statement - Selene

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

- a. Approve agenda
- b. Approve Board Meeting minutes of March 1, 2023
- c. Accept monthly Treasurer’s report
- d. Accept monthly Executive Director’s report
- e. Accept Ministerial Search Committee update
- f. Approve signatory changes on UUCEF accounts: Kathryn Jay removed
- g. Approve for congregational affirmation the new Nominating Committee members for 2023-24: Lynne Cahoon (continuing), Michael DeWitt, Don Klose, Anita Mermel, Sandy Portillo-Robins, Ariel Smith-Iyer, Terry Stokes (continuing), Andrew Swan, Marta Tobey

7:15 4. MINISTER’S REPORT, including update on Future of Freestone

7:25 5. ANNOUNCEMENTS/LISTENING

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

7:35 6. INFORMATION ITEM/ACTION ITEM

- a. FY2023-24 Endowment Payout Recommendations from the Endowment Committee (Anita)
- b. Parsonage updates on renovations, escrow, and an additional \$10,000 for repairs/improvements (Tess)

7:45 7. DISCUSSION/ACTION ITEMS

- a. 2023-24 Budget: Executive Director presentation of draft 2023-24 budget, for Board discussion and direction; Board action at May 3, 2023 meeting for May 21, 2023 congregational meeting (Tess)
- b. Report and Recommendation from the Opening Task Force (Patrick)

8:30 BREAK

8:35 8. DISCUSSION/ACTION ITEMS, continued

- c. Freestone Oversight Committee Formation –
 - i. Call for Committee nominees
 - ii. Conservation Easement Meeting (Karl Kraft, USDA Biologist – Friday, April 14, 2023 at 1PM)
 - iii. Approval of application of Transient Occupancy Tax (before May 10), application for Vacation Rental Permit (must be done between May 10-23), and Fee (\$800 - \$1000)

9:10 9. BOARD COMMITTEE/LIAISON REPORTS

9:20 10. CLOSING COMMENTS

9:30 11. ADJOURNMENT

April Listening Presence: Randall | April Beacon On the Hill Article: Michael

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, March 1, 2023**

Meeting Conducted via Zoom Video Conference

Minutes – Draft

ATTENDEES

Voting members: Michael Armstrong, Bill Brown, Kay Fairwell, Pier Ho, Randall Hudson, Beth Pollard, David Rosales, Cordell Sloan, Helen Tinsley-Jones

Absent:

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

Visitors: Cynthia Asprodite, Barbara & Patrick Cullinane, Lynn Eng, Jean Gleason, Sheldon Jones, Wyndy Knox Carr, Albert Kueffner, Jane Lundin, Anita Mermel, Larry Nagel, Dave Wemmer, Grace Ulp

A quorum being present, the meeting was called to order by Helen Tinsley-Jones, co-president, at 7:03_p.m. Randall did the chalice lighting and reading, Carolyn read the Board covenant, Selene read the land acknowledgement statement, and David read the Widening the Circle Vision Statement.

CONSENT AGENDA

A motion for the following (M Michael_/S Beth_) passed unanimously:

- Approve agenda
- Approval of February 2023 meeting minutes
- Approval of Suzan Kaufman to be on the Endowment Committee
- MSC update
- Approval of signatory changes on Unitarian Universalist Common Endowment Fund (UUCEF) accounts; Lenore Ralston and Larry Nagel remain; Kerry Simpson, Christian Schmidt and Logan Stump Vernon are removed; Carolyn James is added.
- Accept monthly Treasurer’s report

Executive Director’s Report was removed was removed from the consent agenda as it had not been turned in yet.

INFORMATION ITEM

Minister's Report: Rev Michelle thanked Tess for all her work, especially work on the budget with the finance committee. Rev. Michelle served at three memorial services during the past month, has been supporting Stewardship committee, and is working on interim projects. Recent professional accomplishments: 1. Rev. Michell's application to be an accredited interim minister-in-training was accepted by the UUA's Transition Office, and 2. She is working on her second book. She will share her first book at a workshop in April.

LISTENING

Board Listening Presence Report

Randall reported the following comments/requests:

Request to raise the seat height of toilets; Praise for the Board's work (2 people); Request for better coffee (2 people); Question about what is happening with Freestone (3 people); Question about what happened to the flags that were in the Sanctuary (2 people); Expression of trust in Board's leadership (2 people); Affirmation of the Co-Presidency; Lawrence Lecture Committee is open to additional members and suggestions; Interest in seeing a list of important UU women at UUCB; Suggestion of putting Christmas lights on the pine tree near the right side of the Lawson entrance & 21 guns memorial for the holidays; Appreciation for "good energy" from the Board; Interest in knowing more about the budget process; Interest in more "Dancing Fridays."

Announcements:

Two different Trust Workshops will be held on Zoom on 3/7 & 3/21. They are open to everyone, and church leaders are especially encouraged to attend.

Tess announced UUCB is entering into a long-term contract with Tracker's Earth; they will be teaching on-site this summer.

Congregants who wish to speak to the Board: Wyndy Knox Carr expressed interest in the Freestone property; Patrick Cullinane let Helen know that he had emailed her and was looking forward to her response. Helen expressed appreciateion for Patrick's communication and let him know she would respond.

DISCUSSION/ACTION ITEMS:

a. **Freestone:** Update on status of guidance from Sonoma County on allowed uses of Freestone property

Rev. Michelle provided a brief review of the year-long process UUCB has been engaged with regarding the question of the future of Freestone for UUCB. This process led to the Board's scheduling a Congregational meeting on 10/23/22 for a vote on a resolution related to Freestone. The Board postponed that meeting to await information from Sonoma County's Planning

Department regarding allowed uses of the Freestone property vis a vis zoning regulations. The hope is that feedback from Sonoma County would help answer the following two big questions

1. How is UUCB permitted to use the Freestone property?
2. What are the related liability concerns?

Dave Wemmer summarized his contacts with various Sonoma County departments and the feedback that has been provided by Sonoma County thus far. He learned that as a corporation UUCB is not allowed to use Freestone for “vacation rentals” (i.e. charging a fee for rentals of less than 30 days). He has most recently been in touch with a Sonoma County Senior Planner, who has not yet been able to engage Sonoma County’s Legal Counsel.

Rev. Michelle summarized the two main points that UUCB has learned thus far regarding our allowed uses of Freestone:

1. UUCB cannot charge fees for use of the Freestone property.
2. UUCB is allowed to apply for 4 permits within a 24-month period for large group gatherings.

Rev. Michelle also outlined the following constraints related to use of the property, especially for large groups:

1. Septic system capacity. The system currently can accommodate 8 people at full-time use; however the system could be expanded because there are 2 fields.
2. Egress capacity.

Outstanding Freestone Questions per Rev. Michelle:

1. Can a fire department get its equipment to the property to defend it in the event of a fire (including can a fire truck get up the driveway and turn around)
2. Are we allowed day use for small groups?
3. Are we allowed overnight use for small groups?

Rev. Michelle shared her belief that the congregation needs to move forward and not delay the process in the hopes of receiving expect crystal clear guidance which may not come from Sonoma County. Rev. Michelle stated that there is additional complexity because UUCB is a corporation and Freestone is zoned for residential/agricultural use.

Rev Michelle encouraged the board to reschedule a Congregational meeting for 3/26/23. The rationale for choosing this date is that April and May will be very busy months for UUCB and it is harder to get people to attend a congregational meeting in June. She shared that Dave Wemmer and Alan Davis from the Freestone Committee are supportive of a 3/26/23 Congregational meeting to vote on the Freestone resolution.

To help the congregation prepare for a vote on Freestone, Rev. Michelle has planned some information sessions as well as some dialogue sessions. A calendar of these events will be shared in The Week Ahead beginning this week.

Board Discussion:

There was a decision not to change the Freestone resolution at this time. Amendments can be brought up at the congregational meeting.

The Board thanked Rev Michelle and the Freestone Committee, especially Dave Wemmer for all their work gathering information related to allowed uses of Freestone.

Question: Is Freestone being used now? Dave Wemmer reported it is not.

Question Is anyone working on Freestone? Per Dave Wemmer, three weeks ago he and Jeff cut up a tree that fell in the driveway. Jeff also recently visited the property to check for leaks (and didn't find any) and set mouse-traps. Prior to that the last work done was water-proofing around roof & windows in October.

Question: How is the egress issue determined? Answer: Dave Wemmer stated that Sonoma County has specific code/regulations for access roads & driveways, and they require a passing lane/turn out every 450 ft. He indicated that the driveway was widened to 16-18 feet last summer but does not know if that's enough to meet county regulations. He indicated that there are challenges with the topography and stated that we need to have the local fire district come & visit.

Helen stated that it was important to get a determination regarding egress sooner rather than later and asked if that could be expedited. Dave Wemmer said he will find out who does this & invite them out.

Congregant comments

Larry Nagel asked to speak. He stated that the Fire Marshall for the Freestone district should be contacted. He believes this should be able to happen quickly and that the Fire Marshall would be able to tell us what kind of fire-fighting equipment they can bring to the property. He stressed that this is crucial info for us to have and that UUCB shouldn't use Freestone during high fire-risk days/season if the fire department can't bring in their equipment. Dave Wemmer agreed and indicated that there can be protocols about not using Freestone when the fire risk is high.

Wyndy Knoxx Carr asked if UUCB staff & board have the energy and time to put together the meeting by March 26th and if there would be enough time to inform the congregation and refresh their memory regarding Freestone?

Rev. Michelle will share the schedule of information meetings and discussion sessions, and she will pare down the package of information re Freestone. She hope we can get people back on track with the issue.

A motion (M Beth/ S Randall) to schedule the postponed 10/23 /22 Congregational Meeting to vote on the Freestone resolution on 3/26/23 passed with 1 abstention (Michael).

3. **Getting congregational approval for extended voting for the Freestone resolution.** Beth introduced a recommendation to have the congregation vote on having extended voting on the Freestone resolution. Prior to the scheduled 10/23/23 congregational meeting, the Board voted to keep voting on the final Freestone resolution open 1 week after the vote until at least 1/3 of the members had voted; however, the bylaws indicate that the congregation should vote on whether they want to allow extended voting. Rev Michelle clarified that votes on any proposed amendments can only be done by individuals who are attending the meeting in-person or remotely. No proxy voting is allowed per the bylaws. The voting extension would only be for the vote on the final resolution.

A Motion (M Beth/ S Michael) to add to the 3/23/23 Congregational Meeting agenda a recommendation from the Board that the congregation extend the voting on the final Freestone resolution until 5PM on the Saturday following the Congregational Meeting **passed** unanimously with no abstentions.

b. Board Roles and Responsibilities

Board Committee Liaison Position and Monthly Task Assignments

Helen reviewed the committee liaison positions and asked members to sign up. Pier shared a table with a list of the rotating monthly tasks in which she had assigned members to all of the tasks except for writing the Beacon column; members indicated which month they would write the Beacon column. The completed list of committee assignments can be found at the end of these minutes. The table of monthly task assignments can be found here:

https://docs.google.com/spreadsheets/d/1nLydfkgzRJ_jNjkRD6wvmB2FhFv59L8GVBIFqF9SyRk/edit#gid=0.

Co-Presidency

Helen initiated a discussion about the co-presidency, noting that this was a new endeavor. Helen had a conversation with our Pacific District representation who shared experience from other UU congregations who have taken on co-presidents. She also spoke with one of the co-presidents at the Palo Alto UU congregation. Helen noted that the board will do periodic reviews of the co-presidency, with the first review in June. The board will also ask the congregation for feedback, noting that there have been messages of support from several congregants thus far.

Discussion Points

- Appreciation for Helen & Pier's complementary styles
- Having 2 heads working together expands the board's capacity
- Will need to track this to see how it works and how the co-presidents can be supported
- Two heads and two skill sets are better than one
- Appreciation to Helen and Pier for stepping up to take on a big job

BOARD COMMITTEE MEMBER/LIAISON REPORTS

Ministerial Search Committee –Candidating week will be 4/30-5/7. The ministerial candidate will preach on Sunday 4/30 and Sunday 5/7.

Stewardship – Board members were encouraged to pledge early.

Family Ministry- The owl group is having some great meetings; RE is happening regularly and slowly building. Melissa Rosales has been doing a great job with the youth – doing exploration of world religions, sends out a summary each week. Coming of Age is continuing to meet with their mentors. UUCB hosted YRUUP for 3 days.

Program Council – Stewardship has a Kick-Off event on 3/5. Representatives from different church groups. Each booth will say their part. Encouraged board members to attend.

The Board thanked Jane Lundin again for donating the parsonage – an incredible act of generosity.

Meeting was adjourned at 9:03PM.

Respectfully submitted,

Selene Fabiano, Secretary

UPCOMING EVENTS AND BOARD RESPONSIBILITIES

Listening Presence: Randall Hudson

Next Board Meeting: April 5, 2023

BOARD ASSIGNMENTS, 2023-24

Per Bylaws	Per Bylaws	2023-24
Endowment Capital Projects Oversight	Daytime, as needed, approx. quarterly	Beth
Nominating Committee	Board VP	Michael
Bylaws Task Force	No more than 2 Board member; (Total membership = 5)	David R

By Board Policy (In Governance Manual)	Meeting Schedule	# of Board Members	2023-24
Audit		At least one (Total membership = 3)	David
Awards		VP	Michael
Executive Advisory Team (EAT)	1st & 3rd Thursday of month, 10 AM-noon	President	Helen & Pier
Endowment (treasurer as ex-officio)		Treasurer	Carolyn
Finance Committee	3rd Mon. of the month, 7-8:30 PM	2	Pier & Randall
Widening the Circle	4th Wed. of month, 7-9 PM	1	Beth

Liaisons/Roles	Meeting Schedule	2023-24
Appreciation, in conjunction with Appreciation Circle, Tess's appreciation project		Kay
Chalice Circles	Quarterly, Tuesday, 11 AM-1 PM	Michael
Family Ministry	2nd Sunday of the month, 9:30 - 10:30 AM	Pier
Freestone		Bill
Music	Per Elaine:, Marin convenes, but hasn't met regularly	Cordell
Program Council	3rd Wednesday of the month, 7 - 9 PM	Cordell
Safety	Pending formation	Bill?
Social Justice Council	2nd Wed of the month, 7-9 PM	Helen
Stewardship	Tues., 4:30-5:30 PM,. Meetings usually start in November and wrap up in May.	Kay
Listening Presence 😊		Randall

TO: Board of Trustees
FR: Carolyn James, Treasurer
DATE: 4/2/2023
RE: Treasurer's Report for 4/5/2023 BOT Meeting

Status of our Financial Reporting System:

Our bank accounts have been reconciled for February. However, our contract accountant had difficulty accessing our server due to frequent power outages and IT problems at UUCB, so his work was very limited this month. There are still some balance sheet cleanup and reconciliations to be done, including a deep dive into net assets that I'll do with Tess when bandwidth (literal and figurative) permits.

Financial Statements

Attached is the Budget Comparison report for the period 7/1/2022 through 2/28/2023. As requested by the Board, I have included the Budget Comparison report with depreciation and unrealized investment gains/losses excluded, as these are non-budgeted items and our focus is on the budgeted operating expenses.

The Balance Sheet will be presented quarterly rather than monthly. As a cost saving measure, the investment accounts will be adjusted by our outside accountant quarterly rather than monthly (although I download and review all the statements monthly).

Budget Comparison Report:

Revenue:

- Pledge income is at \$380K, and appears to be on track for meeting our budgeted goal of \$445K
- Other unpledged contributions and Bequests are ahead of budget.
- Plate collections are ahead of budget. We've collected more than \$14K, exceeding our annual budget of \$12K. Half of this is shared out with our good neighbor organizations.
- Special collections appears behind budget, but will likely end up close to budget when we do the Grads collection in May/June.
- Other revenue of \$27K is ahead of budget. \$20K of this is the grant from UUA for emergency tree removal due to storm damage.
- Community Use rentals at \$80K are below our YTD budget target of \$95K.
- Campus Rental and all other income categories are generally close to budget.

Expenses:

- Salary and related expenses are running ahead of budget. In the last couple days I discovered an error (minister housing expenses were being booked to prepaid expense on the balance sheet, rather than expense). Correcting this error reveals that we're over budget on combined salary, benefits and payroll taxes by about \$19K.

- Accounting services expense is under budget, but we expect to spend the full budget by year-end as we catch up our accounting.
- Consultants/Contractors appears over budget by \$9K, however \$5K of this was for Lawrence Lecture which will be reimbursed by the temp restricted Lawrence Lecture Fund. Additionally, \$5K was for temporary help for Admin while staff were on maternity leave.
- Building and Grounds maintenance appears over budget by \$12K, however much of this will be reimbursed by the earmarked funds from the endowment.
- Professional development is below budget by \$5K.
- Gas expense is \$14K over budget, which includes the \$9K gas bill received in February. This line item will definitely exceed the budget for the year by a substantial amount.
- All other expenses are generally running close to budget.

Overall, the results show that our revenue is in excess of expenses year-to-date, by approx. \$118K. This does not include unrealized investment gains/losses and depreciation. We will likely not end the year this far ahead. Reviewing the “remaining budget” column shows that the remaining four months of our fiscal year are expected to show a loss (approx. \$88K loss during March – June 2023). We still appear on track to end the year with a modest positive net income.

Budget Comparison Report
 Current Period: 2/1/2023 - 2/28/2023
 Budget Period: 7/1/2022 - 6/30/2023
Excluding Depreciation and Unrealized Gain/Loss

	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Revenue					
Pledge Income	380,313.10	286,500.00	93,813.10	445,500.00	65,186.90
Plate collections	14,608.50	8,800.00	5,808.50	12,000.00	(2,608.50)
Special Offering Collections	6,306.00	9,200.00	(2,894.00)	13,000.00	6,694.00
Good Neighbor collections	8,632.49	7,818.79	813.70	12,000.00	3,367.51
Other unpledged contributions	22,183.79	5,300.00	16,883.79	10,000.00	(12,183.79)
Bequest to Building Fund	20,000.00	0.00	20,000.00	0.00	(20,000.00)
Member Weddings/Memorials/C	2,100.00	3,250.00	(1,150.00)	5,000.00	2,900.00
Prior Year Pledge Payments	17,786.60	3,500.00	14,286.60	5,000.00	(12,786.60)
Other Program Income	3,532.75	2,066.64	1,466.11	2,900.00	(632.75)
Cottage Rental	23,766.50	25,172.00	(1,405.50)	37,758.00	13,991.50
Fundraising GrUUp Projects	5,826.64	6,900.00	(1,073.36)	7,500.00	1,673.36
Music Events	7,098.67	9,500.00	(2,401.33)	12,000.00	4,901.33
Religious Education Event	0.00	0.00	0.00	500.00	500.00
Community Use-Space Rental	80,420.00	95,000.00	(14,580.00)	150,000.00	69,580.00
Campus Rental-All Schools	213,460.00	208,000.00	5,460.00	312,000.00	98,540.00
Sales - Book Table	263.50	0.00	263.50	0.00	(263.50)
Sales - Other	358.00	0.00	358.00	0.00	(358.00)
Other Revenue	27,258.40	9,333.28	17,925.12	15,000.00	(12,258.40)
Interest Income-general	173.93	333.36	(159.43)	500.00	326.07
Income from Trusts	1,745.48	1,236.00	509.48	1,854.00	108.52
Revenue	835,834.35	681,910.07	153,924.28	1,042,512.00	206,677.65
Expenses					
Salary and Wages	361,593.19	359,958.31	(1,634.88)	540,616.67	179,023.48
Housing	25,441.00	0.00	(25,441.00)	0.00	(25,441.00)
SECA	5,537.76	6,033.36	495.60	9,050.00	3,512.24
Payroll Taxes	22,816.00	20,810.64	(2,005.36)	31,216.00	8,400.00
Employee Benefits-Health	22,136.91	26,133.36	3,996.45	39,200.00	17,063.09
Employee Benefits-Life/Disabil	1,488.64	1,000.00	(488.64)	1,500.00	11.36
Employee Benefits-Retirement	22,599.86	28,266.72	5,666.86	42,400.00	19,800.14
Insurance	22,895.63	19,683.73	(3,211.90)	29,500.00	6,604.37
Worker's Comp Insurance	2,656.00	6,333.36	3,677.36	9,500.00	6,844.00
Accounting Services	5,214.00	9,333.36	4,119.36	14,000.00	8,786.00
Board Contingencies	60.00	0.00	(60.00)	0.00	(60.00)
CT Contingencies	0.00	666.64	666.64	1,000.00	1,000.00
Search Committee	830.10	3,000.00	2,169.90	15,000.00	14,169.90
Consultants/Contractors	17,816.50	9,000.00	(8,816.50)	13,500.00	(4,316.50)
Safe congregation/Reopening T	0.00	591.00	591.00	591.00	591.00
Honoraria/Classes	0.00	1,000.00	1,000.00	1,000.00	1,000.00
Guest Musicians	2,910.00	3,333.36	423.36	5,000.00	2,090.00
Supplies	8,785.98	9,000.24	214.26	13,500.00	4,714.02
Small Equipment	1,063.80	0.00	(1,063.80)	0.00	(1,063.80)
Printing and copying	0.00	466.64	466.64	700.00	700.00
Equipment leases	4,004.81	3,000.00	(1,004.81)	4,500.00	495.19
Equipment repair & maintenanc	2,473.69	3,000.00	526.31	4,500.00	2,026.31
Postage	421.20	333.36	(87.84)	500.00	78.80
Phones & Computers	5,817.83	5,333.36	(484.47)	8,000.00	2,182.17
Advertising and PR	1,314.72	3,333.28	2,018.56	5,000.00	3,685.28
Communications & Web Site	0.00	2,666.64	2,666.64	4,000.00	4,000.00
Online Resources	532.24	866.72	334.48	1,300.00	767.76
Canvass Expenses/Stewardship	0.00	500.00	500.00	1,500.00	1,500.00
Property Taxes	11,698.40	9,250.00	(2,448.40)	18,500.00	6,801.60
Professional development	4,747.21	10,000.00	5,252.79	15,000.00	10,252.79
Staff & volunteer appreciation	918.57	1,000.00	81.43	1,500.00	581.43
Bank Fees	2,080.05	2,066.64	(13.41)	3,100.00	1,019.95

Other Expense	2,748.71	3,666.64	917.93	5,500.00	2,751.29
Payroll Processing Fees	2,698.24	2,866.64	168.40	4,300.00	1,601.76
UUA Annual Program Dues	25,383.36	25,333.36	(50.00)	38,000.00	12,616.64
Distributions - Calkins Trust	10,948.20	0.00	(10,948.20)	0.00	(10,948.20)
Loan Interest	933.33	0.00	(933.33)	0.00	(933.33)
Building & grounds supplies	7,089.52	9,666.64	2,577.12	14,500.00	7,410.48
Building & grounds maintenanc	28,352.88	16,666.72	(11,686.16)	25,000.00	(3,352.88)
Building Maintenance Reserve	10,099.67	0.00	(10,099.67)	0.00	(10,099.67)
Brokers Fees	1,386.70	0.00	(1,386.70)	0.00	(1,386.70)
Kitchen Supplies	1,323.41	4,000.00	2,676.59	6,000.00	4,676.59
Electricity	1,814.17	833.28	(980.89)	1,250.00	(564.17)
Gas	21,724.88	7,666.64	(14,058.24)	11,500.00	(10,224.88)
Garbage	4,492.81	7,133.36	2,640.55	10,700.00	6,207.19
Water	8,120.27	8,333.36	213.09	12,500.00	4,379.73
Fire Monitoring System	7,888.42	8,333.36	444.94	12,500.00	4,611.58
Other Program Committee Exps	6,100.68	7,326.72	1,226.04	10,990.00	4,889.32
Donations to Non-Profit Orgs	16,552.24	17,333.36	781.12	25,000.00	8,447.76
Fundraising event expense	2,498.58	0.00	(2,498.58)	0.00	(2,498.58)
Expenses	<u>718,010.16</u>	<u>665,120.80</u>	<u>(52,889.36)</u>	<u>1,012,413.67</u>	<u>294,403.51</u>
Excess or (Deficiency) of Revenue Over Expenses	<u>117,824.19</u>	<u>16,789.27</u>	<u>206,813.64</u>	<u>30,098.33</u>	<u>(87,725.86)</u>

Executive Director Monthly Report to Board of Trustees February 2023

End (Limitation)	Topic	Action/Discussion/Information
Sustainability (Preserving and enhancing UUCB's fiscal and physical assets)	Finance & Budgeting Facilities/Buildings and Grounds	<ul style="list-style-type: none"> • New accounting firm has been hired. Former firm will be available for transition through Feb 15th. • Fiscal Year July 1, 2021 through June 30, 2022 has been completed. It will not be “closed” until our new accounting firm reviews it with us as both a training moment and to answer our unresolved questions. • 21-22 Annual Report included by reference here. • Received a \$20,000 grant from the UUA Disaster Fund to address recent storm damage. • New tenant in the Cottage has signed lease agreement. Increased rent will be reflected in upcoming budget. • There is a new, networked TV in the kitchen! Volunteers there can now enjoy services livestreamed and no longer miss out on all the beautiful music. Yay!!! • Three trees fell, one has been removed by Phil Zimmerman with assistance from Phil Maynard, Jeff Mertens and James Jackson. Biggest tree has had most of the limbs removed. Options for large trunks and remaining trees under discussion with arborist and Landscape Committee. • Additional tree identified as the most dangerous was near the preschool and was removed 1/31/23 under an emergency tree permit supported by the fire department. • Arlington sign updated on a fairly regular basis now. Default is always Black Lives Matter signed banner. • Admin offices were switched around. New volunteer desk in the lobby with 5-minute volunteer activities anyone can do. Check it out!
Community (People are loved, valued, & connected)	Admin & Operations	<ul style="list-style-type: none"> • Things available that people should know about: The Member Page on the website has the Green Sheet and check Request Form. • The Opening Task Force (OTF) has begun discussions about transitioning their function to the Safety Committee. They are sending out a poll about masking to the congregation and hope to disband after May.

<p>Faith in Action (Social & Environmental Justice)</p> <p>Sustainability</p>	<p>Board Directives</p> <p>Events & Calendar</p>	<ul style="list-style-type: none"> • The Board mandate that UUCB use it's space for the benefit of the congregations and broader community is moving along nicely. Tai Chi, E-waste event, Blood Drive, EBARC, etc. • East Bay Amateur Radio Club held it's Winter Field Day on campus 1/29/23 and were very happy with the turnout and test. This is part of the UUCB Community Service effort and was free for EBARC.
<p>Community (People are loved, valued, & connected)</p>	<p>Safety & Security</p> <p>Cool Stuff Club</p>	<ul style="list-style-type: none"> • Safety is a weekly standing agenda item at our UUCB Staff meetings. Timers need to be adjusted and the back door lock will be replaced with a key code because the missing keys never turned up. • Staff party was a huge success! Almost all the staff attended and got to meet each other (some for the first time), eat great Indian food, and receive the gifts from our generous Board and Congregation! We were all very moved by the generosity of UUCB and grateful and humbled to be working here.

MINISTERIAL SEARCH COMMITTEE REPORT,
APRIL, 2023

The MSC spent the last month conducting our three intensive pre-candidating weekends which consisted of long interview sessions, travelling to neutral pulpits to view our candidate's sermons, and generally getting to know our prospective future minister. That was followed by a week of discernment culminating in submitting our rankings to the UUA.

Here are the next steps, which are largely summations of what's in the Beacon article for April:

- Candidate name announcement: Three milestones must be met before we can announce our candidate's name: 1) When the contract is agreed upon and signed, 2) the background check is complete, 3) the candidate has announced their plans to their current congregation. This will probably happen in early to mid-April.
- Preparing for Candidating Week (April 30 - May 7): the MSC is developing a schedule for that week to provide the congregation with as many opportunities as possible to meet the candidate. We will likely be reaching out to many congregants to help us plan in the coming weeks.

Date: March 6, 2023

To: UUCB Board of Trustees

From: Anita Mermel for the Endowment Committee

Re: FY2023-24 Endowment Payout Recommendations for the Consent Agenda

At this time, the Endowment Committee* recommends that the annual Endowment draw for Fiscal Year 2023-24 remain at 4% for this year for purpose of budgeting.

The attached spreadsheet provides background as to how the recommended payouts are calculated, applying 4% and 5% payout options to a 13-quarter rolling average fair market value for each involved fund. As all of our endowed funds suffered from the market-wide declines over the past year, we recommend the lower distribution level of 4% in order to preserve and hopefully once again build upon our reserves.

Based on these calculations, we recommend the following payouts for FY 2023-24:

Board Designated Endowment (General Endowment Fund):	\$33,634
Kay Davis Permanent Endowment:	\$ 5,647
Pooled Donors Permanent Endowment (UU Church of Berkeley):	\$ 3,246
Building Maintenance Permanent Endowment:	<u>\$ 2,107</u>

100% of Total, per current UUCB policy, goes to Ladd Griffith Fund:	\$44,635
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*The EC currently consists of Anita Mermel, Jason Russell, Suzan Kaufman, Lenore Ralston (emeritus), Carolyn James (Board liaison/Treasurer)

FY2023-24 UUCB Endowment Funds Payout Options

	13 Quarters for 2022-23 Distribution	610888-Board Designated Endowment	610945- Kay Davis Memorial Permanent Endowment	610028-Pooled Donors Permanent Endowment	Sum of Total Qtrly Investments Subject to Payout: 610888, 610945, 610028	611146-Bldg Maintenance	Total Endowment Distribution to Ladd Griffith Fund for FY23-24
1	4thQtr-19	\$825,409	\$138,716	\$52,391	\$1,016,516	\$51,747	
2	1stQtr-20	\$705,040	\$118,487	\$43,241	\$866,768	\$44,201	
3	2ndQtr-20	\$781,949	\$129,532	\$77,607	\$989,088	\$48,321	
4	3rdQtr-20	\$825,869	\$136,808	\$81,966	\$1,044,643	\$51,035	
5	4thQtr-20	\$930,182	\$154,088	\$92,319	1,176,588	\$57,481	
6	1stQtr-21	\$946,991	\$158,872	\$93,987	1,199,850	\$58,520	
7	2ndQtr-21	\$992,773	\$164,456	\$98,531	1,255,759	\$61,349	
8	3rdQtr-21	\$900,793	\$152,657	\$94,221	1,147,672	\$57,119	
9	4thQtr-21	\$917,115	\$155,423	\$95,928	1,168,466	\$58,154	
10	1stQtr-22	\$858,098	\$145,422	\$89,755	\$1,093,276	\$54,412	
11	2ndQtr-22	\$758,127	\$128,480	\$79,299	\$965,906	\$48,073	
12	3rdQtr-22	\$721,664	\$122,300	\$75,485	\$919,449	\$45,760	
13	4thQtr-22	\$767,177	\$130,014	\$80,245	\$977,436	\$48,646	
	13 QTR Totals	\$10,931,187	\$1,835,255	\$1,054,975	\$13,821,417	\$684,818	
	13 QTR AVG	\$840,861	\$141,173	\$81,152	\$1,063,186	\$52,678	
	OPTION 1: 4% payout by account	\$33,634	\$5,647	\$3,246		\$2,107	\$44,635
	VS.						VS.
	OPTION 2: 5% payout by account	\$42,043	\$7,059	\$4,058		\$2,634	\$55,793
<p>Note: The annual endowment funds payout is calculated using a 13-quarter rolling average of the values of each fund at the end of each quarter of the consecutive 13 quarters prior to the fiscal year for which the distribution will be made. Thus, the 13th quarter ends Dec 31 of the year preceding the fiscal year receiving the distribution. Ex: 4th qtr of 2022 is the 13th quarter for the FY2023-24 Distribution. December values should be available online from the UUCEF by the following February.</p>							

Parsonage Updates

The Lexington Avenue house is well on its way to being ready by the targeted completion date of 6/15/23!

To date, we have completed the following:

- Title Guarantee Report (Title Insurance was unavailable due to nature of transaction)
- Termite/Pest Inspection Report
- Escrow opened; mortgage payoff wired to company.
- Remodeling contract awarded within the \$70,000 budget

The following is pending:

- Full home appraisal (should help in future reserves planning)
- Property Insurance (awaiting the appraisal)
- Current owner to sign final escrow papers on Tuesday

Yet to be done:

- Hardwood floor cleaning
- Chimney Sweep
- Landscaping to seriously cut back shrubbery to allow for painting, remove unhealthy and high-water use plants and replace with drought-resistant plants and mulch.
- After consultation with Jane and the current contractor, it was determined that the following projects need to be funded for the successful completion of this project:
 - o Replace all kitchen appliances with new, energy efficient and matching ones.
 - o Replace back exterior door.
 - o Repair downstairs toilet

Request:

Due to the items on the "Yet to be done" list being out of budget, I respectfully request the Board authorize an additional \$10,000 to come out of the Parsonage (aka Cope) Fund to ensure this house is in the best shape possible for the new minister or any other future plans UUCB decides on. That would raise the Remodeling budget to \$80,000.

Unitarian Universalist Church of Berkeley
Fiscal Year 2023-24
Proposed Operations Budget v.3

		FY 2022-23 Budget	FY 2022-23 YTD thru Feb	FY 2023-24 Proposed Budget	Comments
Revenue					
	Pledge Income	\$445,500	\$354,669	\$445,000	Still pending Stewardship Final numbers
	Plate collections	\$12,000	\$15,802	\$15,000	Portion of Plate that goes to UUCB General Fund
	Special Collections - All	\$25,000	\$16,223	\$20,000	(Good Neighbor, Congrats to Grads, Widening the Circle, Food drive, etc.)
	Other unpledged contributions	\$8,000	\$19,948	\$10,000	Estimate based on experience
	Member Events	\$5,000	\$3,250	\$5,000	No charge for Rites of Passage spaces
	Prior Year Pledge Payments	\$5,000	\$17,983	\$7,500	
	All Program Income	\$3,400	\$1,613	\$2,900	Does not include restricted monies. Does include Personal Theology/Hospitality donations.
	Cottage Rental	\$37,758	\$26,967	\$38,400	
	Fundraising - All	\$7,500	\$6,487	\$7,500	Includes Book Table, Jewelry Table, Holiday Faire, Amazon Smile, etc. Need Fundraising Team.
	Music Events	\$12,000	\$7,920	\$12,000	Back to live events
	Community Use-Space Rental	\$150,000	\$86,394	\$150,000	Rates increased, expected surge in rentals (incl long-term leases), new add-on packages
	School Buildings (Good Earth)	\$312,000	\$240,240	\$330,193	Includes all items from leases of RE and Childcare buildings
	Other Revenue	\$15,000	\$27,258	\$35,000	Conservative average
	Interest Income-general	\$500	\$174	\$10,000	Will invest TRNA funds into CDs earning 5%
	Income from Trusts	\$1,854	\$2,410	\$7,740	Paid as beneficiary of Calkins Trust
Total Revenue		\$1,040,512	\$827,338	\$1,096,233	
Expenses					
	Salary, Wages, & Housing	\$540,617	\$382,622	\$608,938	New minister, Inflation/COLA increases
	Payroll Taxes (incl SECA)	\$40,266	\$30,148	\$43,500	Revised based on actual expenses
	Employee Benefits-Health/Dental	\$39,200	\$22,302	\$33,300	Revised based on actual expenses
	Employee Benefits-Life/Disabil	\$1,500	\$1,736	\$1,800	Minister only
	Employee Benefits-Retirement	\$42,400	\$22,600	\$50,649	Multiple new employees qualify
	Relocation Expenses	\$0	\$0	\$15,000	Awaiting negotiation, taxable income
	Insurance (Property & Casualty)*	\$29,500	\$25,400	\$33,000	Includes separate insurance for Sonoma retreat (Freestone)
	Worker's Comp Insurance	\$9,500	\$1,847	\$9,500	
	Accounting Services	\$14,000	\$5,214	\$20,000	\$12,000 accounting, \$8000 Review
	Search Committee	\$15,000	\$7,529	\$0	
	Consultants/Contractors	\$13,500	\$20,317	\$5,000	IT Consultant (other consultants paid for by Temp Restricted Funds)
	Guest Speakers/Musicians	\$6,000	\$2,910	\$2,500	(Some musicians paid for by Temp Restricted Funds)
	Supplies	\$13,500	\$8,457	\$11,500	Includes Ministry, Family Ministry & Music
	Office Expenses/Administration	\$14,500	\$8,263	\$14,500	Payroll processing, postage, copier lease, small equipment etc.
	Phones & Computers	\$8,000	\$5,913	\$8,500	WiFi, Database, Financial System, etc.
	Advertising and PR	\$5,000	\$1,407	\$5,000	Kensington Outlook, The Knot (New!), East Bay Times, Facebook boosts
	Communications & Web Site	\$5,300	\$532	\$1,000	Broadcast/Zoom expenses
	Property Taxes*	\$18,500	\$11,698	\$19,500	Lawson Road 70% reimbursed by Preschool rental, but now paying full rates for Freestone

Professional development	\$15,000	\$4,082	\$15,000	GA for lead staff, trainings for new/continuing staff, Dues
Bank Fees	\$3,100	\$2,314	\$2,750	Fee education continues
Other Expense	\$5,500	\$2,388	\$6,500	Includes Board & ED contingencies of \$2,000 each (Management Fees removed)
UUA Annual Program Dues	\$38,000	\$25,383	\$39,500	
Building & grounds supplies	\$14,500	\$7,074	\$10,500	
Building & grounds maintenance	\$25,000	\$28,353	\$22,000	Does not include Ladd Griffith/Deferred Maintenance
Utilities*	\$34,700	\$40,631	\$38,000	Includes solar rebate decrease & gas increase
Fire Monitoring System	\$12,500	\$7,888	\$10,500	
All Programs/Small Grp Ministries	\$20,081	\$9,549	\$22,500	Includes Hospitality, \$2,000 Shuumi tax
Staff/Volunteer Appreciation	\$1,500	\$495	\$1,500	
Fundraising/Event expense	\$0	\$2,619	\$3,500	Event Hosts included in salary line
Interest on Congregant Loans	\$0	\$933	\$400	Total Repayment Due of ~\$24,000 in September - Balance Sheet transaction ONLY (not budget item)
Donations to Nonprofits - All	\$25,000	\$24,605	\$25,000	Good neighbor, Food drives, Special collections
Total Expenses	\$1,011,164	\$715,209	\$1,080,837	
Excess or (Deficiency) of Revenue Over Expenses	\$29,348	\$112,129	\$15,396	

*these 3 things include Freestone costs

Additional Projects/Requests

Disaster/Resilience Planning			\$12,500	Battery wall/back-up to solar
Organ and Piano Maintenance			\$10,000	Long-deferred maintenance
New folding chairs			\$8,000	Current chairs are in very poor condition and don't match

\$30,500

COVID Pandemic
Report and Next Policy Recommendations
UUCB Opening Task Force (OTF)
April 5, 2023

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- A. Introduction
- B. Current Public Health Protocols
- C. Current Fellow UU Congregation Protocols
- D. Current UUCB Policies and Protocols
- E. Latest UUCB Member Poll
- F. OTF Recommendations
 - Vaccinations and boosters
 - Masking
 - Sunday Check In

A. Introduction

We have now experienced the third year of the COVID pandemic. Over these years, UUCB has been blessed by a congregation that has demonstrated resilience, understanding and compliance with public health protocols, and support for the necessary protocols to ensure that our congregation could continue to function in a safe and responsible manner. This congregational behavior has resulted in only a very few COVID exposures on our campus. The OTF is very appreciative of this critical congregational role and response.

As a result of this successful, collaborative effort, today, we are very close to what could be called our “new normal.” Sunday services now have more participants in person than online. Church groups are back to a regular meeting schedule, some leveraging Zoom for hybrid meetings to be more accessible and inclusive, and church and rental events are returning to a more normal schedule and participation. We cultivate an atmosphere that still respects the importance of masking for many, and the right of any person to wear a mask at the church at any time and to do so without harassment.

B. Current COVID Public Health Protocols

While COVID-19 is still a leading cause of death in the U.S. and remains a global health emergency, in relative terms, 2023 feels like a wind-down phase of the pandemic.

The Johns Hopkins Medicine website offers this advice:

The best way to protect yourself and your loved ones from COVID-19 is to get vaccinated and boosted when eligible, follow testing guidelines, wear a mask, wash your hands and practice physical distancing. [Coronavirus \(COVID-19\) Information and Updates | Johns Hopkins Medicine](#)

On Feb 28, 2023, Governor Gavin Newsom issued a proclamation [terminating](#) the state’s COVID-19 State of Emergency, as previously [announced](#) in October, stating that the conditions of extreme peril to the safety of persons and property declared in the March 2020 State of Emergency proclamation no longer exist.

Independent of COVID-19 community levels, California Department of Public Health (CDPH) recommends:

- Wear a mask around others if you have respiratory symptoms (e.g., cough, runny nose, and/or sore throat).
- Consider wearing a mask in indoor areas of public transportation (such as in airplanes, trains, buses, ferries) and transportation hubs (such as airports, stations, and seaports). This is increasingly important as the risk for transmission increases in the community.
- When choosing to wear a mask, ensure your mask provides the best [fit and filtration](#) (respirators like N95, KN95 and KN94 are best).
- If you’ve had a significant exposure to someone who has tested positive for COVID-19, wear a mask for 10 days.

Following the CDC recommendations, the CDPH made the following changes to existing COVID-19 guidance.

CDC COVID-19 Community Level	CDPH recommendations for individuals	CDPH recommendations in indoor High-Risk Settings**
<p>Low</p> <p>There is lower community spread and impact on healthcare system of COVID-19</p> <p><i>(Low status for Alameda and Contra Costa Cos. for several months)</i></p>	<p>Everyone:</p> <p>People can wear a mask based on personal preference, informed by their own personal level of risk.</p> <p>Vulnerable people*:</p> <p>Consider wearing a mask in crowded indoor public places.</p> <p>If you are a vulnerable person* or live with a vulnerable person*, consider taking additional precautions.</p>	<p>For all staff and residents/patients:</p> <p>Wearing a mask should be considered.</p>

<p>Medium</p> <p>There is medium community spread and impact on healthcare system of COVID-19</p>	<p>Everyone:</p> <p>Consider wearing a mask in indoor public places.</p> <p>Vulnerable people*:</p> <p>Wearing a mask is recommended in crowded indoor public places.</p> <p>If you have household or social contact with a vulnerable person*, wearing a mask is recommended when indoors with them</p>	<p>For all staff and residents/patients:</p> <p>Wearing a mask is recommended.</p>
<p>High</p> <p>There is high community spread and impact on healthcare system of COVID-19</p>	<p>Everyone:</p> <p>Wearing a mask is recommended in indoor public places.</p> <p>Vulnerable people*:</p> <p>Wearing a mask is strongly recommended in indoor public places.</p> <p>If you have household or social contact with a vulnerable person*, wearing a mask is recommended when indoors with them.</p>	

[Guidance for Face Coverings \(ca.gov\)](#)

*Those that are vulnerable include the unvaccinated, those that are [immunocompromised](#), have certain [disabilities](#), or have [underlying health conditions](#), and those [at risk of severe illness of death if they are infected with COVID-19](#). Such persons should consider taking extra precautions.

** High-risk settings include:

- Healthcare Settings
- Long Term Care Settings & Adult and Senior Care Facilities
- Homeless shelters, Emergency shelters and cooling and heating centers
- State and local correctional facilities and detention centers

C. Poll of UU Congregations on Masking Protocol 3-2023

In early March of 2023, Rev. Michelle polled other UUC congregations on their current COVID protocols, specifically masking. The table below summarizes the results of that poll.

Masking required throughout campus	6%
Masking optional throughout campus	63%
Masking required in some areas	7%
Masking required at worship and RE, optional other times	17%
Masking required when community at High or Medium risk	7%

D. Current UUCB Policies

UUCB Vaccination Policy

Update to UUCB Board of Trustees Vaccination Policy

June 1, 2022

The Opening Task Force submitted the recommendation below to update the UUCB COVID-19 vaccination policy, for consideration by the Board of Trustees at their meeting on May 4, 2022. After discussion, the Board chose to table the recommendation until their June meeting, to allow more time for consideration of the issue. On June 1, the Board of Trustees passed a motion to adopt the recommendation of the Opening Task Force to update the vaccination policy.

Opening Task Force recommendation:

- Discontinue vaccine verification requirement for large events in the congregation while still requesting nonverbal affirmation of vaccination to be on campus for large church events (through signage, honor system, disclaimers)
- Expand request of nonverbal affirmation of vaccination to be on campus for any size church event or activity (through signage, honor system, disclaimers)
- The above means: honor system, nonverbal affirmation, meaning by entering campus folks are affirming they are vaccinated if available to them, the same way we have been non-verbally affirming symptom free
- With planned date on which to revisit the policy and potentially decide to suspend the request/honor system entirely
- With planned conditions under which vaccine verification would be re-instituted (consider re-instituting if Covid ActNow returns to “high” for Contra Costa or Alameda county’s community level)

Previous policies and safety guidelines can be accessed on the church’s website at [Vaccination Policy - Unitarian Universalist Church of Berkeley \(uucb.org\)](#) and [Safety Guidelines for Sunday Activities - Unitarian Universalist Church of Berkeley \(uucb.org\)](#).

On November 29, 2022, the OTF submitted a vaccination policy update recommendation to the Board for consideration at the December 7 Board meeting.

Please see the enclosed full document for background for that recommendation:

We recommend that the Board **discontinue the policy requiring vaccination** (or medically based exemption by the minister) for attendance at in person church activities. We suggest that instead the Board might wish to state a **recommendation** that anyone who participates in activities at UUCB should be vaccinated and boosted as available, and an **expectation** that all will adhere to other safety requirements such as masking and avoiding contact with contagion.

The following were Board questions and comments:

1. Concern about the timing of changing the policy given that there has been a recent uptick in COVID cases. It might be better to wait until COVID numbers come down again.
2. Dropping the vaccine attestation policy may have a negative psychological impact. It's important for us to be a community that says we "We care about our community." Changing the policy may send the wrong message.
3. Recognition that the current method of getting the vaccination affirmation is an administrative burden and that it is a struggle to find enough volunteers.
4. Agreement with the OTF's reasoning but recommend not changing the policy now given the concerns voiced by members at tonight's board meeting.
5. Appreciation of the OTF's keeping up with the recommendations from the CDC and the scientific community. Big thanks to the OTF for all their work.
6. We could move to a passive attestation approach to reduce the burden on volunteers.

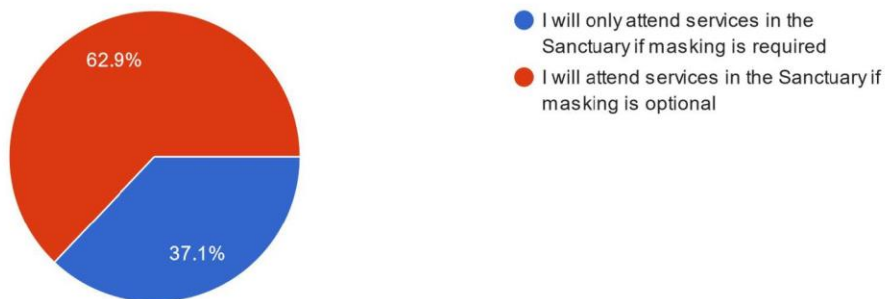
Beth's summary: There is a strong sense that the Board should not change its vaccination attestation policy at this time, and will revisit this issue in 90 days.

E. Latest UUCB Snap Poll on Masking

In Feb. 2023, the OTF conducted a snap poll of members by email; the questions mostly focused on masking on church property. 89 members responded to the poll. The charts below summarize the answers to the key questions on masking at church and the impact of masking policy on church attendance and participation in Sanctuary services.

Ventilation improvements now exceed recommended air circulation recommendations in the Sanctuary. Knowing this, how might a change in mas... affect your attending services in the Sanctuary?

89 responses



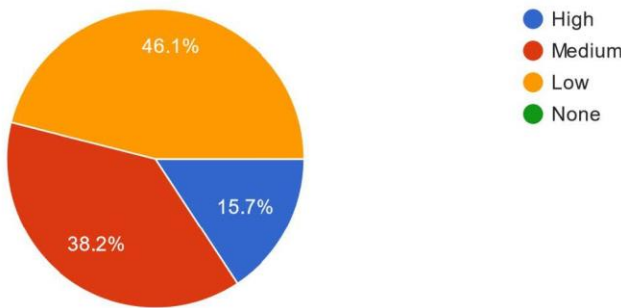
How might a change in masking requirements affect your in-person attendance?

89 responses



What is your assessment of your personal risk level in general at the church? (i.e. your risk of infection)

89 responses



F. OTF Recommendations for Board Consideration and Action

We recommend that the Board approve a new policy with these elements:

Vaccinations and Boosters

To ensure the safest possible church environment for the infectious disease of COVID and to significantly minimize the health impact of any COVID infection, including hospitalization and possibly death, the Board of Trustees encourages all persons who are eligible and appropriate for COVID vaccinations and boosters to take advantage of this proven public health protection.

With community risk levels maintaining at a Low level of risk as measured by public health authorities, documentation or attestation of vaccination and boosters will not be required to participate in church activity on church grounds. If the community risk level for COVID in Alameda and Contra Costa Counties increases to the High level, the Board will act to consider if proof of vaccination and boosters are again needed to participate in activity at the church.

The Board continues to support the following procedures for attendance at church events:

Those who attend must affirm that

1. They are not ill and have no symptoms of contagious disease

2. They have not tested positive for COVID-19 within the last 5 days
3. They have not been in close contact with anyone who tested positive for COVID-19 within the last 5 days
4. They acknowledge their responsibility to notify people they had close contact with, if they test positive for COVID-19, within 4 days after attendance

Attendance in person indicates your affirmation of the above, and your willingness to follow safety guidelines.

Masking

As a significant number of snap poll respondents indicated they would no longer participate in Sanctuary services if masking is optional and the Board does not want any significant barrier to in-person participation in Sanctuary Sunday services, the Board will continue to require masking in the Sanctuary.

Respecting the concerns of members on masking in other areas of the church property, the Board supports the right of any person who wants to wear a mask at church to do so without any explanation needed and to have that choice respected and unchallenged.

If community risk levels for Alameda and Contra Costa Counties increase to High, the Board will revisit this policy.

Sunday Check In

The Board supports continued use of the Sunday Check-In process, which has provided valuable program information regarding church attendance. The Board recognizes that the main purpose of the Check-In has shifted, so that it is no longer a safety procedure. [Note that this last sentence will be true only if vaccination attestation is no longer required; if the Board rejects that change, and continues to require attestation/affirmation of vaccination, they should re-word this section.]

UUCB Opening Task Force (OTF) Recommendation to Board of Trustees
for December 7, 2022, Board Meeting
11/29/2022

Introduction

Almost a year ago, on December 1, 2021, the UUCB Board of Trustees adopted a policy requiring full vaccination against COVID-19 for attendance at indoor in-person activities at UUCB. The requirement for vaccination documentation was relaxed to allow vaccination affirmation on June 1, 2022 with the adoption of the Opening Task Force's recommendation. This recommendation also included identifying a "planned date on which to revisit the policy and potentially decide to suspend the request/honor system entirely."

The OTF believes that the time has come to revisit the policy requiring vaccination. COVID has not gone away, and we continue to believe that vaccination and boosters are important. We believe that for those who are medically able to be vaccinated, vaccinations and boosters have a great value in protecting an **individual's** health against severe illness, long term illness ("long COVID"), and death. The **public** health value of vaccinations and boosters lies in preventing widespread severe illness, hospitalization, and death, thus overburdening hospitals and health care providers and causing family trauma.

At this point, we have learned vaccinations do not prevent contracting COVID-19, and that infection is better avoided by minimizing one's exposure to contagion (masking in public indoor spaces, avoiding contact with those who have symptoms of contagious illness).

What we have learned from our experience at UUCB

Our experience since we reopened for in person Sunday services has shown that we have a very highly vaccinated church community. We greet first time attendees every Sunday, and have not one case of a hopeful attendee who has not affirmed that they were vaccinated. Most newcomers gain information about our services via the UUCB website, and we acknowledge the possibility that a few people have decided not to attend because of the vaccination policy. In our community, however, and among those who would be drawn to our church, we think it's unlikely that there would be a significant number of prospective attendees that defy or ignore public health recommendations for avoiding contagion.

Conclusion

We believe that at this point in the trajectory of COVID-19's impact on our society, continuing to insist on vaccination for in person church activities is no longer an appropriate way for us to protect the safety of our community. As noted above, we can provide more effective protection against the spread of infection by requiring masking indoors and requiring those who know they are infected, or have symptoms of infectious disease, to stay at home, than we can by requiring vaccinations.

The current Board policy states that those attending in person church activities “need to be fully vaccinated against COVID-19 – as they are able for their age group.” The definition of “fully vaccinated” has become much more elusive in the months since the policy was written. The CDC offers guidance on how to “stay up to date with COVID-19 vaccines including boosters,” updated November 1, 2022 (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>). The CDC recommendations encompass a variety of possible variations to match individual situations. We feel that the complexity of these recommendations is best addressed by a public health agency rather than by our church.

We believe that UUCB should maintain its position of relying on the science-based analysis of public health experts. We can continue to state our support of official public health campaigns. We can recommend that people take advantage of the vaccination resources available to them. We can encourage vaccination and boosters, display basic COVID response information (e.g. printing and posting CDC and CDPH informational posters and/or fliers), and encourage our community to push for availability of boosters to all.

Recommendation

With all these observations in mind, the OTF recommends a change in Board policy. We recommend that the Board **discontinue the policy requiring vaccination** (or medically based exemption by the minister) for attendance at in person church activities. We suggest that instead the Board might wish to state a **recommendation** that anyone who participates in activities at UUCB should be vaccinated and boosted as available, and an **expectation** that all will adhere to other safety requirements such as masking and avoiding contact with contagion.

Timeline

We invite the Board to make their decision in time for us to revise safety protocols in advance of high-attendance holiday activities at UUCB (Messiah Sing 12/18, Christmas Eve 12/24). An expeditious decision would alleviate unnecessary and redundant procedures during the busy holidays.

Resolution No. 22-1 of the Unitarian Universalist Church of Berkeley On the Future of the Freestone Property, amended 3/26/2023

Summary of Actions from the Vote:

YES VOTE = keep Freestone under the described phased and conditional plan to renovate and reopen

NO VOTE = the Board of Trustees will proceed to sell the Freestone property

Motion passage = Majority (50%+1) of the votes cast

Summary of Motion Sections:

- The “whereas” section refers to shared assumptions.
- The “now therefore” section includes the directions and authorizations for the board or designees to execute.
- The “furthermore” section is the phased timeline, milestones that must be met to indicate adequate progress.

Whereas:

- A. *The use of the Freestone property and geodesic dome building there [collectively referred to as “Freestone” for the remainder of this motion] could support UUCB’s mission of creating loving community, inspiring spiritual growth, and encouraging lives of integrity, joy and service, and*
- B. *Freestone is zoned for agricultural/residential, and the structure is defined as a single family dwelling, which allows some flexibility as an intermittent place of assembly and use, but includes limitations and ambiguity, and*
- C. *Freestone needs approximately \$40k-\$117k (difference due to use of volunteers versus contractors) plus \$115k for the minimum attention the driveway needs, for addressing a minimum level of repairs and deferred maintenance to make the building available for basic use, and this plan recognizes that in the last six months, substantial work has been done to refurbish the dome and repair the road and driveway, and*
- D. *Protection of UUCB against liability and claims for Freestone property condition and use is critical; and*
- E. *The Freestone Committee has estimated that the two adjacent undeveloped parcels could be sold on their own, depending on market conditions which will determine value, and*
- F. *UUCB has no intention to leave its Kensington campus at 1 Lawson Road for the foreseeable future, and*
- G. *The Kensington campus has significant deferred and capital improvement needs, most recently totaled approximately \$1.9M, and*
- H. *A written rules of procedure and clear channels of communication and responsibilities are required to clarify roles and input necessary for Freestone decision-making, and*
- I. *Many gifts of time and money have been given over the past 50 years by the UUCB community to develop and maintain the Freestone property, and*
- J. *Freestone sits on a unique natural property in Sonoma County 55 miles from the Kensington campus, and*
- K. *The Freestone property has been a source of great joy and of challenges for the UUCB community, and the purpose of this motion is to resolve it in an amicable way, meeting the needs of our community, and*
- L. *The BOT has determined that if this motion does not pass, the BOT will take steps to sell the Freestone properties using the process stated in the last section (Furthermore #17) of this motion.*

Now therefore, be it resolved that, by simple majority vote (50%+1) of the members of the Unitarian Universalist Church of Berkeley present at the congregational meeting of March 26, 2023, the Board of Trustees (BOT) is authorized and directed to:

1. Establish a Freestone oversight committee of the Board to administer the direction of the congregation expressed in this Resolution for the future of the Freestone property, while minimizing impact on UUCB annual fund and capital campaign fundraising and monitoring accomplishment of the criteria passed in this motion and overseeing the management of the Freestone process, decisions, and goals. The committee will include, at the minimum, three members nominated by the Freestone committee, one current or former member of the Stewardship Committee, and at least one other Congregant or Board Member, and will report to the BOT, and
2. Explore multiple alternatives for raising funds for the refurbishment and upgrades to Freestone, and
3. Hire a real estate agent to list the two adjacent undeveloped parcels for sale (as is), and to sell the parcels with majority approval of the BOT if this is determined to be a favorable option for raising funds, and
4. Seek confirmation from Sonoma County on the allowable uses of Freestone, given the current property zoning as single family residential, and
5. In the absence of direct confirmation from Sonoma County on the allowable uses of Freestone, to seek an outside formal legal opinion on the matter, and
6. Sufficiently address insurance and liability concerns, prior to the property's being approved for reopening for UUCB use, by exploring options for insuring the property and gaining confirmation from the insurance provider on their coverage of claims that may occur, given UUCB's use of the property and its zoning, and
7. Ensure that the structural work done on the Freestone dome is overseen by a currently California licensed professional civil or structural engineer, and
8. Ensure that repairs and improvements are performed and/or supervised by currently-licensed contractors or similar professionals, and with required permits, and
9. Reconsider the matter of the opening of Freestone for congregant use at the time of completion of the "phase 1" repairs of the property in compliance with permitted zoning uses, and
10. Ensure that the property and its use meet health and safety standards and applicable fire and building codes for its use, and that it passes inspection by Sonoma county fire inspectors, and
11. Ensure there is no-to-very-minimal net cost, including staff time, to UUCB from the Freestone enterprise, including costs for management, insurance, tax assessments, legal fees, permitting, maintenance, repairs, and improvements, unless so authorized by the annual budgeting process or congregational vote.

Furthermore:

12. If the total funds raised by the sale of the undeveloped parcels and/or other funds raised do not exceed \$250,000 by December 1, 2024, or
13. If building permits for "phase 1" repairs have not been obtained for any reason by June 1, 2025, or
14. If necessary funding has not been secured and "phase 1" repairs have not been completed and approved by the appropriate authority (e.g. Sonoma County) for any reason by June 1, 2026, or
15. If necessary funding has not been secured and "phase 2" repairs have not been completed and approved by the appropriate authority (e.g. Sonoma County) for any reason by June 1, 2027, or

16. If the on-going net costs of Freestone to the congregation's operating funds including Freestone's operations and management, insurance, tax assessments, legal fees, permitting, maintenance, repairs, and improvement exceeds \$10k per year for two years in a row, measured starting in FY 25-26, without the express approval of the BOT in consultation with the Freestone oversight committee,
17. Then, in the event that the BOT determines that any of these significant milestones have not been sufficiently met after consultation with the Freestone oversight committee, then the BOT is authorized and directed to:
 - a. Hire a real estate agent and list the entire Freestone property/ies for sale (as is) with consideration for timing relative to real estate conditions and other feasibility issues, and
 - b. In the event that it takes time to sell the property/ies, the BOT or designee will create a plan for maintaining and managing the property in the meantime, and
 - c. To sell the property with majority approval of the BOT, prioritizing offers from entities more closely in line with UUCB's mission and UU values or offers from UUCB members, and
 - d. Seek governance clarity on the allowable uses of funds from the sale of the property, and
 - e. Establish a committee or task force to explore options for use of the funds, gaining input from the congregation, and
 - f. Seek the congregation's approval for authorizing use or investment of the proceeds from the sale of the property.
 - g. Recognize that the church has continually had a meeting house from 1925, first at Inverness, then at Freestone, in continuing to fund this important congregational need.
18. Explore the possibility of creating a new corporate entity for the Freestone properties and enterprise whose main purpose is to provide a liability shield to UUCB. The new corporation would still be governed and controlled by UUCB.

Note: *Additional Information and Clarifications on the renovation phases and the Oversight Committee can be found [here](#).*

Clarification notes on repair phases:

Phase 1 repairs include: dry rot and termite repairs, dome structural retrofitting, installation of new sliding glass door, deck repairs, miscellaneous roof repairs, replace triangular window glass, miscellaneous sheet rock, baseboard, and trim repair, and paving steep portions of the driveway

Phase 2 repairs include: replacement of all exterior doors and windows (aside from those replaced in phase 1), finishing second bathroom, and painting the interior and the underside of the deck

On the question of whether the board will be the one doing the directed items, UUCB Bylaws section 6.2.2 is relevant:

“The activities and affairs of the Church shall be conducted and all its corporate powers exercised by or under direction of the Board. The Board may delegate the management of the activities of the Church to any person or persons provided that the activities and affairs of the Church shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.”

Draft Charge for the Freestone Oversight Committee

Purpose: To administer the direction of the congregation expressed in its Resolution for the future of the Freestone property.

Authority: Is accountable to the Board of Trustees in fulfilling its purpose. The Board has the authority to direct its actions, within the parameters of the authority and direction of the congregational Resolution.

Appointment and composition: The Board of Trustees will appoint the members of the FOC, as outlined in the Resolution. Specifically:

- o 3 members nominated by the Freestone Committee
- o 1 current or former member of the Stewardship Committee
- o At least one other congregant, which may be a member of the Board of Trustees
- o The Board may appoint additional members if useful to fulfill the FOC 's purpose while keeping within the spirit of the Resolution

The Board retains the authority to rescind appointments, such as for failure to participate or for taking actions outside the FOC's authority; such Board action would be taken only after discussion with the member and consulting the FOC.

Reporting: The Board will set a regular schedule for the FOC to report to the Board, which at least initially is expected to be monthly or no less than bi-monthly

Purview: The FOC will supervise, coordinate, obtain, and in some cases perform work to meet the direction of the congregational resolution.

For example, it will supervise work and other activities performed by the Freestone Committee for consistency with the congregational resolution, coordinate with other interested parties (such as Stewardship, Executive Director, etc.), obtain outside consultation for professional assistance needed (e.g. Real Estate Agent, legal counsel), and perform work (e.g. prepare documents, communications)

Examples of areas of responsibility: Note: Specifics will be developed, consistent with a RACI format

1. Supervise fundraising and securing of pledges for repairs, improvements and operations
2. Recommend to the Board a real estate agent to list the two adjacent parcels for sale and to sell the parcels, with majority approval of the Board
3. Communicate with Sonoma County about property use
4. Review insurance coverage, for recommendation to ED and Board
5. Explore whether to recommend establishing a 501(c)2 for Freestone
6. Recommend to the Board a viable plan for ongoing sustainable funding of Freestone's needs
7. Inform the Board whether other provisions of the congregation Resolution are being met, such as:
 - a. Repairs and improvements are being performed with involvement of professionals as specified in the Resolution
 - b. Property and its use meet health and safety standards, fire and building codes for its and that it passes Sonoma County fire inspection
 - c. The net cost of Freestone does not exceed \$10,000 per year for two consecutive years, measured starting in 2025-26
8. Approve vendor related questions and cost and spending decisions of the Freestone committee or designee including larger purchases for the construction process and maintenance. Decisions related to vendors that service both the Kensington and Freestone properties will be decided based on input from the Executive Director and the oversight committee.
9. Ensure there is no-to-very-minimal net cost, including staff time, to UUCB from property ownership of Freestone, including costs for management, insurance, tax assessments, legal fees, permitting, maintenance, repairs, and improvements.

FREESTONE

MEETING MINUTES

RE: ZOOM Call with Hannah Spencer/Sonoma County Planning Senior Supervisor

Date: March 29, 2023

Attendees: Hannah Spencer/Sonoma County Senior Planning Supervisor; Rev Michelle Collins, David Wemmer, Alan Davis, Lucinda Young

1. County legal counsel recommended we apply for a vacation rental permit (VRP) to take advantage of an upcoming short window of opportunity when applications will be allowed for corporate owned residential properties. This window of opportunity is from May 10th until approximately May 23rd, 2023. (The advice previously given to us by the county last September that corporations are prohibited from applying for vacation rental permits was incorrect.)
2. A special meeting of the County Board of Supervisors will occur on Monday April 24th to consider a new ordinance regarding vacation rental permits. A prohibition on corporate owned properties from applying for VRPs is expected to pass as part of the new ordinance. The new ordinance would take effect 30 days after the vote/meeting (approx. May 23rd).
3. Hannah indicated our proposed use would appear to be a transient use under Municipal Code Chap. 26 Article 4 - Glossary. Hannah advised this transient use may be determined to be only permitted with a vacation rental permit, and for this reason applying for a VRP now would be a back-up plan, in case free transient use without a VRP is not allowed.
4. Besides applying for a VRP we also need to apply for a License, and we also need to register with the Transient Occupancy Tax department. These are summarized as follows:
 - a. Vacation Rental Permit – application can be submitted beginning May 10th. Application fee is currently \$1000. Submittal of this application then allows you to submit a License application. We need to engage a property manager now to identify on the application.
 - b. License – this application form will be available after the new ordinance is passed by the Board on April 24th. Currently there is not a form available to review. Application fee is still to be determined by the upcoming Board action. Licenses are typically required to be renewed annually at an approximate cost of around \$250.
 - c. Transient Occupancy Tax Department (TOT) Registration – We can submit this application now or with VRP application. App fee is \$800.

5. Hannah agreed to review our draft applications for completeness prior to our submittal. She will include Christina Hernandez, TOT specialist, in the review. Tentatively we set up a Zoom call on April 10th, 9:00am for this review.
6. Even if we do not charge rent for our transient use, we may still need to get a VRP and License and a property manager. The property manager needs to be in place to respond to possible complaints. So we would incur a cost for property management.
7. Even if we offer exclusively free use, Hannah indicated the TOT department may enter into an agreement with us where we pay some tax (she noted that an informal agreement was entered into with a local Buddhist temple which offers free use of their facility). This is based on transient use using County services and facilities (roads...) and the County wanting to recoup those costs. We need to engage Mimi Davis with TOT department to get a determination on this issue.
8. It is still not clear if we do not collect rent, whether that use would only be allowed with a VRP, License and TOT registration. Hannah advised us to formally request, via a letter, guidance from the County on this issue. The Planning Director has the authority to make a determination that we do not need the foregoing for free transient use under our current zoning/land use.