

**Executive Director Monthly Report to Board of Trustees  
July 2023**

End (Limitation)	Topic	Action/Discussion/Information
<p style="text-align: center;"><b>Sustainability</b> (Preserving and enhancing UUCB's fiscal and physical assets)</p>	<p><b>Finance &amp; Budgeting</b></p>	<ul style="list-style-type: none"> <li>• Audit of Temp Restricted accounts moving along well. Meetings with Social Justice Treasurer, Lawrence Lecture Treasurer, and contracted accountant are done. Last pending accounts are Endowment Capital Projects, Ladd Griffith, and Armstrong Garden.</li> <li>• Lexington House (aka the parsonage) remodel is completed and is beinn advertised for rent. No one from the Discuss List contacted Nan about renting it, so we're going public.</li> <li>• We finally got alerts set up with Mechanics Bank. I have a "below balance" alert under \$80,000 (about 3 months payroll/2 months expenses) and an alert for large transactions (over \$6,000), but we can get more if desired.</li> <li>• We are moving our credit cards from Bank of America to Chase to get cashback benefits as soon as we can.</li> <li>• We are moving \$150,000 from our Mechanics Savings into TD Ameritrade to purchase an FDIC-insured CD to earn more interest and drop below the \$250,000 max for FDIC insurance. (Mechanics balance has been averaging \$400,000) These are TRNA monies.</li> <li>• Social Justice has requested I specifically move the \$11,000+ of the Nancy Kelly bequest (currently in Mechanics) into a separate CD, so that will also be coming out of the Savings account.</li> <li>• Audit of Lawrence Lecture TRNA resulted in a draw-down from the UUCEF LLC fund for about \$7800 to reimburse the General Fund for expenses incurred in for the 21-22 and 22-23 fiscal years.</li> </ul>
	<p><b>Facilities/Buildings and Grounds</b></p>	<ul style="list-style-type: none"> <li>• The 3-sisters garden dedication was held and the plants are growing nicely.</li> <li>• Climate Justice Progress: Garbage can separation appears successful. Good Earth does not appear to be putting their garbage in our waste bins, reducing the burden on volunteers to separate garbage in <i>their</i> bins, as requested. Should we be audited for compliance with SB1386, we will be able to pass any fines levied onto TGES per their contract. That notwithstanding, we continue to support them in their compliance efforts.           <ul style="list-style-type: none"> <li>• Signage for the Atrium and Saffir bathrooms is proving to be a great success! The amount of paper towels in the landfill/recycling bins has been greatly reduced!</li> <li>• In lieu of keeping the pilot lights lit in the kitchen as requested, James has altered his Sunday morning schedule to include lighting them before the Kitchen Cutups arrive. We continue to try and use as little fossil fuel as possible, including turning off the HVAC controls until it starts getting really cold again.</li> <li>• I am awaiting the intro kit to become a plastic bag recycling location! I will need</li> </ul> </li> </ul>

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<p align="center"><b>Community</b> (People are loved, valued, &amp; connected)</p>	<p align="center"><b>Admin &amp; Operations</b></p>	<ul style="list-style-type: none"> <li>• Janae Heard will continue as Rentals Coordinator role and backfill behind vacations through August.</li> <li>• IT is relatively stable. PCs have been upgraded. Monitoring system in place. Secure remote connections have been established for vendors &amp; staff.</li> <li>• New company is currently quoting services to replace Comcast cable service with fiber internet for our phones and network. They are also quoting us a few security options. They were unable to improve our land-line contract with AT&amp;T for the fire alarms, so we signed a new 2-year contract with AT&amp;T.</li> <li>• YRUUP is hosting a WUUKY camp July 7-15. They are also wanting to reserve President's Day Weekend (February) every year for their Elections Con. There will need to be a deeper dive into their processes if UUCB is going to be a long-term partner.</li> <li>• The Facilities Manager position is currently vacant and we are working on filling the position.</li> </ul>
<p align="center"><b>Faith in Action</b> (Social &amp; Environmental Justice)</p> <p align="center"><b>Sustainability</b></p>	<p align="center"><b>Board Directives</b></p> <p align="center"><b>Events &amp; Calendar</b></p>	<ul style="list-style-type: none"> <li>• NEW Honoring Indigenous Peoples Group – We have received architectural drawings to install a Ceremonial Grounds area (inclusive of a sweat lodge) onsite. There are some adjustments we would like and the HIP group is in discussion about next steps.</li> <li>• The Board mandated that UUCB use its space for the benefit of the congregations and broader community; Blood drive interest list was distributed on the Discuss List, but there was trouble with the sign-ups. Please email <a href="mailto:connections@uucb.org">connections@uucb.org</a> if you are interested in donating and/or helping register people.</li> <li>• June 11<sup>th</sup> Calendaring Summit went well. Groups have been personally contacted for room conflicts. We are trying to reserve the main floor rooms as much as possible, as we are in talks with many additional partners. Some groups may need to be moved throughout the year to accommodate rentals and Board &amp; new minister priorities.</li> <li>• Many thanks to Karen Elliott for helping us solidify plans for worship amidst all the changes!</li> </ul>

<p><b>Community</b> (People are loved, valued, &amp; connected)</p>	<p><b>Safety &amp; Security</b></p> <p><b>Cool Stuff Club</b></p>	<ul style="list-style-type: none"><li>• Safety is a weekly standing agenda item at our UUCB Staff meetings. We are looking at the timers for the outdoor lights for th RE North building as they are not coming on.</li><li>• Options for reducing the number of keys in use is being discussed. There are hundreds, yes hundreds, of keys floating around UUCB.</li><li>• There has been an increase in interpersonal conflicts, some involving staff and congregants. Procedures to ensure staff always feel safe have been decided and a procedure established and staff trained. Expectations will be stated and enforced congregation-wide.</li><li>• Here’s how you can acknowledge an email without emailing an unnecessary response. There are reaction buttons on email (at least in Outlook) that will notify someone you’ve reacted without filling their inbox. Gratitude for those adhering to my email policy!!!</li><li>• Sierra Foothills UU is coming to visit with their Coming of Age participants August 12-13. They will be attending services.</li><li>• We have finalized the shipping for 5 boxes of documents and one painting belonging to the estate of one Rev. Dr. Raymond Cope from the archives of the Duggan Library at Hanover College. I am hoping to get some volunteers and have an unboxing party.</li></ul>
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