

**Unitarian Universalist Church of Berkeley
Board of Trustees Meeting Agenda
Wednesday, December 6, 2023**

Via Zoom: <https://zoom.us/j/91070175965?pwd=d2FUcWZCQjYzVEF2MFZabWJQQRrUT09>

- 7:15 1. CALL TO ORDER & OPENING RITUALS**
- a. Chalice reading & lighting – Selene Fabiano
 - b. Board Covenant reading – David Rosales
 - c. Land Acknowledgement Statement – Beth Pollard
 - d. Widening the Circle Statement – Helen Tinsley-Jones
- 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 November 2023 Board Meeting minutes
 - c. Accept monthly Executive Director’s report.
 - d. Accept monthly Freestone Oversight Committee report
 - e. Approve Carolyn James, Linda Laskowski, and Lenore Ralston as authorized signatories for UUCB’s Vanguard account
 - f. Approve continuation of Christmas Eve offering into the Minister’s Discretionary Fund
- 7:30 3. MINISTER’S REPORT**
- 7:40 4. ANNOUNCEMENTS/LISTENING**
- a. Board or staff announcements, Board Listening Presence
 - Board Meeting postponed to January 10, 2024
 - Election process and timeline – Michael Armstrong
 - December staff appreciation – Kay Fairwell
 - b. Congregants who wish to speak to the Board on agenda items or other matters.
- 8:00 5. DISCUSSION ITEMS**
- a. Implications of Campus Electrification – Tom Tripp
- 8:30 BREAK**
- 8:35 5. DISCUSSION ITEMS CON’T**
- b. Safety Policy Updates and Fire Drill Debrief – Tess Snook O’Riva
 - c. Stewardship Theme – Lisa Maynard
 - d. Congregational Meeting Items – Pier Sun Ho
 - e. Beacon Article – Pier Sun Ho
- 9:00 6. BOARD COMMITTEE MEMBER/LIAISON REPORTS**
- 9:20 7. CLOSING COMMENTS**
- 9:25 8. ADJOURNMENT**

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 Huchium, the unceded territory of the Chochoeny-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, November 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: None

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

Visitors: Michael DeWitt, Karen Elliot, Jean Gleason, Anne Greenwood, Lynn Hammond, Albert Kueffner, Jane Lundin, Larry Nagel

A quorum being present, the meeting was called to order by Helen Tinsley-Jones, co-president, at 7: 20__p.m. Rev. Marcus did the chalice lighting and reading, Beth read the Board covenant, Helen read the land acknowledgement, and Cordell read the Widening the Circle Vision Statement.

CONSENT AGENDA

A motion for the following (M _Michael _/S_Helen_) passed unanimously:

- Approve agenda
- Approve October 2023 Board Meeting minutes
- Accept monthly Executive Director report
- Accept monthly Treasurer’s report
- Accept monthly Freestone Oversight Committee report

MINISTER’S REPORT

Rev. Marcus reported that there will be a new member in-gathering this Sunday. He expressed appreciation for the people who brought Kevin Fisher Paulson as a recent Personal Theology speaker, and to Heaven Walker and the Family Ministry Committee for a wonderful Halloween and Fall Festival. The Ground and Horizon discussions have begun. Twenty of these

discussions are scheduled through the year. People have been responsive to host and attend these events. Rev. Marcus' hope is to engage at least 150 members this year.

Rev. Marcus reported that in December, the UUA will announce that Minister Steven Furrer, who served as an Assistant Minister at UUCB from 1981-1982, has been removed from Fellowship for misconduct. Rev. Marcus wanted UUCB members to know. Because UUCB has already engaged in a lot of conversation previously about misconduct during that era, there are no plans for broad discussions of this issue. However, Rev. Marcus is available to talk with anyone should this news stir up any issues for any of our congregants.

Executive Director Report

Tess expects to hear about her sabbatical application this month. She reported that 33 families signed in for the Halloween festival. Charis and our Family Ministry Director will follow up with these families. She also reported that over 100 people attended Personal Theology when Kevin Paulson Fisher spoke. Part of the success is likely due to the fact that he promoted the talk within his own network. UUCB will encourage future speakers to do that.

Tess asked the Board to approve an update to signatory permissions for the UUCB Mechanic's Bank account. The request: 1) remove former interim Minister Michelle Collins and former Treasurer Lenore Ralston; 2) add Rev. Marcus Liefert; and 3) retain Anne Greenwood, Tess O'Riva, and Beth Pollard. The goal is to have a more stable list of signers so the permissions do not have to be changed every year.

Motion (Pier- M/ Kay- S). To add Rev. Marcus Liefert, remove Rev. Michelle Collins, and retain Anne Greenwood, Tess O'Riva, Beth Pollard as signers for the Mechanic's Bank account as written on the letter that Tess shared during the board meeting. **The motion passed unanimously.**

ANNOUNCEMENTS/LISTENING

Board or Staff Announcements:

Report from Board listening presence:

Many congregants felt that Social Justice Sunday was very successful.

UUCB is doing a good job with social media and hybrid events but there are a lot of challenges with getting all events recorded and uploaded. There was interest in having UUCB create a more modern social media presence (e.g. divide the Sunday service recording into smaller bits and target certain audiences.) There was also a wish/request that the UUA would help provide tools to help with social media promotion, since this is a common need among most UU churches.

Related to this was to make the screen prior to the beginning of the remote Sunday service more dynamic rather than a static screen, as the first 45 seconds are very important on social media.

Tess's response: The UUCB YouTube page has a "Live" tab which now includes snippets from services. She will be recruiting an "Event Host" to help provide more content for UUCB's social media sites.

After recent rain, there was standing water in the corner of the parking lot under the oak tree. Randall suggested that UUCB create a drain by cutting into the curb. Tess's response: She is aware of this. Once the fire department leaves, UUCB will resurface the parking lot which will remove the low spots.

There was a suggestion to post the 7 principles in the Fireside Room so people attending Zoom meetings could see them.

Many thanks to the Board for their work.

Congregants who wish to speak to the Board:

Jane Lundin expressed her concern about UUCB's recent decision to pay for brush removal at Freestone. She believes that the spirit of the Freestone resolution was that the church's maintenance funds would not be used to maintain and improve Freestone. She is concerned that to address safety issues, UUCB may repeatedly be called on to pay Freestone expenses.

Tess responded: For issues related to fire safety, the church needs to act immediately. However, she is keeping track of expenditures for Freestone and there could be a discussion about having the Freestone Committee repay UUCB for this expense.

Michael Dewitt spoke about the importance of leveraging social media for marketing UUCB. He wondered if the UUA could provide some training on this topic.

Jean Gleason spoke about the Awards Committee, noting that it was time for the past presidents to meet to convene the Awards Committee and begin their work.

Response: Board member Michael Armstrong stated that he will be convening the committee soon.

DISCUSSION/ACTION ITEMS:

a. Endowment Committee Recommendation Re: Ann Lane Bequest (Anita Mermel)

Anita Mermel, Chair of the Endowment Committee, provided a brief summary of the written report she had sent to the board. UUCB received the \$250,000 Ann Lane bequest three years ago. A separate fund was created so the fund could grow for three years before UUCB began to use proceeds from the fund. The fund has now grown to about \$275,000. The Endowment Committee is making the following recommendation for the Ann Lane bequest: That the initial gift corpus and all growth be transferred into UUCB's donor-designated permanent endowment fund, known formally as UU Church of Berkeley fund

Motion (Beth – M; Helen- S) to move the Ann Lane gift into UUCB’s permanent endowment fund, per the recommendation of the Endowment Committee. **This passed unanimously.**

The Endowment Committee made the following second broader recommendation: Board appoint a Recognition Task Force, to run for no more than a year, to think through, recommend, and implement how UUCB publicly acknowledges gifts of treasure (financial) and of time/creativity to UUCB and to the wider mission of our Congregation. Anita indicated that the Endowment Committee doesn’t want to take on this task by itself.

Discussion:

- This Task Force should be separate from the Awards Committee in order to have broader representation.
- Consultation with the Awards Committee was suggested so there wouldn’t be overlap with the Flaming Chalice and Schweitzer awards which also recognize gifts of time and creativity.
- Tess has been involved in discussions on creating some permanent visual recognition, and is happy to share her thoughts.

Motion (Michael- M; Randall- S). Motion to create a Recognition Force using the recommendation and language from the Endowment Committee. This motion passed unanimously.

b. Transylvanian Church Collaboration

Anne Greenwood asked if some members of UUCB board would be willing to meet with members of the council of our partner Transylvanian Church, as a way to strengthen the relationship between the two churches. She suggested the meeting be scheduled at 10AM on Saturday morning in order to accommodate the agrarian lifestyle of the partner church members and manage the 10 hour time difference. Several members of their council speak some English and understand more. Their minister also speaks English. Anne noted that UUCB Church member Ekaterina speaks Hungarian and has indicated she would be willing to help with interpretation.

Pier asked interested board members to let her know. Helen, Tess, and Pier expressed interest. Rev. Marcus also stated he would be happy to join in. Thus subgroup will find a date between now and January that will work for them and then Anne will see if that date will work for the Transylvanian church

c. Humanitarian Crisis in Gaza and Israel

A board member shared that a few of the BLM chapters came out in support of Hamas after the 10/7 attack. Due to this, they wondered whether UUCB’s BLM sign might now be interpreted as anti-Semitic. Another board member noted that these BLM chapters have walked back their initial statement of support for Hamas.

Discussion

This is a very complicated issue.

Commitment to black lives and wondering if our social media campaign is effective.

Violence is not a solution. UUCB must stand for peace.

Important to speak out against violence.

Many Jewish members of our congregation are having a hard time now.

There was a question as to whether UUCB should put out a statement about the war in the Middle East.

Rev. Marcus expressed his belief that it's important to separate the BLM organization from the Black Lives Matter slogan and sentiment. He also stated that requests for a statement about a current event often signifies there is a pastoral need and that worship is a place to address those needs. He wondered what the process is for UUCB regarding making statements and encourage thoughtfulness rather than reactivity.

UUCB has made statements in the past, sometimes from prompting from the Widening the Circle Committee. In response to the murders of black people by police, UUCB organized a vigil which was pastoral and healing.

The UUA's 10/17/23 statement (<https://www.uua.org/pressroom/press-releases/catastrophe-gaza-and-israel>) would be good to share.

Maybe the Board can send a link to the UUA statement with one or more introductory sentences to provide context.

Motion (Beth-M; Randall- S): Move to ask a Board subcommittee to draft some opening words to go out with a link to the UUA statement. **The motion passed unanimously.**

Cordell and Randall volunteered to work on this

d. Beacon article recommendations

Michael will provide an update on the work of the Nominating Committee for the December Beacon article (due 11/15).

Maybe do an update on the Nominating Committee

BOARD COMMITTEE MEMBER/LIAISON REPORTS

Nominating Committee. Started meeting in September. They are trying to find candidates for outgoing board members (Bill, Cordell, and Randall).

Widening the Circle (WTC). Met with Rev. Marcus recently and appreciate his being open to their ideas.

Family Ministry. Heaven did a great job with the Fall Festival. Youth group had their meeting. Big thanks to Melissa Rosales for her work in structuring the new RE program.

Social Justice (SJ). SJ Sunday was a huge success. More than 150 people attended church that Sunday (the average # of Sunday attendees is 90). LFDCM is starting up again with a presentation by HIP titled “Sharing Indigenous Stories and Songs.” See The Week Ahead for more information.

CLOSING COMMENTS

Helen thanked congregants who attended the meeting and thanked the board for their work.

ADJOURNMENT

The meeting adjourned at 8:44PM

Respectfully submitted,

Selene Fabiano, Secretary

UPCOMING EVENTS

Next Board Meeting: 12/6/23

Resolution for Authorized Signatories for UUCB's Vanguard Account

The UUCB Board of Trustees authorizes the following individuals to act on behalf of UUCB in connection with any Vanguard mutual fund accounts or Vanguard Brokerage Accounts owned by UUCB:

Carolyn James
Linda Laskowski
Lenore Ralston

Each signatory is authorized to invest the assets of the organization; obtain information and give instructions for the purchase, sale, transfer, or exchange of securities; engage in margin and options trading (if available) on Vanguard Brokerage Accounts owned by the organization; and execute any necessary documents in connection with these securities and/or the Vanguard mutual fund accounts and Vanguard Brokerage Accounts owned by the organization

12/6/2023
Building and Grounds
Endowment Project Oversight
Ad Hoc All-Electric

The Board of Trustees (BOT) requested a report at the December 6 board meeting on the progress of the all-electric campus vision and on the status of the heating, ventilating & air conditioning (HVAC) upgrades. As we prepared for these reports, it became apparent that this should be a report largely from the buildings and grounds committee, with input on funding from the ad-hoc all-electric committee and the endowment project oversight committee.

This is therefore, a combined report from:

1. Building and grounds committee (B&GC).
2. Endowment project oversight committee (EPOC).
3. Ad hoc all-electric committee (AEC).

The B&GC meets monthly and is the primary committee responsible for all campus upgrades, regardless of source of funding. EPOC met on 11/9 following an Endowment Committee meeting on 10/23 and the AEC members have met and discussed progress individually. We now have this report from all three committees, including a suggested resolution for consideration by the board.

Update – Building & Grounds Committee:

A. Long term needs assessment:

B&GC continues to update and maintain a long-term needs assessment, for use in facility planning, financial planning and future capital needs. This needs assessment is always available for board review.

B. Private Sewer Lateral:

- a. A private sewer lateral (PSL) pressure test is required in all local jurisdictions to close out a major building permit or transfer property ownership (we just completed a small PSL project at the Lexington rental house).
- b. When we finished the Safir room project, EBMUD required a PSL test, but granted time extensions due to the magnitude and cost of our PSL work. The Campus PSL includes over 1,100 feet of pipe, none of which will pass a pressure test and all of which needs replacement.
- c. We received 4 bids for trenchless replacement which requires excavation at the cleanouts only (about 15 locations). We have selected a low bidder and are ready to proceed.
- d. We recommend proceeding now with this work, as it is a requirement and is not likely to energize individual donors. We are hopeful that other work, such as changing gas fired furnaces to electric heat pumps, etc. may be of interest to large donors.

12/6/2023

**Building and Grounds
Endowment Project Oversight
Ad Hoc All-Electric**

C. HVAC and electrical upgrades:

- a. Our campus has 20 gas fired furnaces, two gas fired water heaters, gas kitchen appliances and multiple areas that don't meet current ventilation codes. Our main electrical switchgear and virtually all our power panels are original, and many are damaged. Our electrical system, in its current state is of insufficient size to convert HVAC to all electric.
- b. Heating, ventilating and air conditioning (HVAC) and electrical equipment have an expected useful life and most of our equipment has exceeded that anticipated lifetime. Industry standards suggest an anticipated lifetime for HVAC equipment in the 30 year range, electrical panels about 30 – 35 years and switchgear about 40 years. These projections can all be improved somewhat (5 to 10 years), with excellent maintenance, and reduced with less rigorous maintenance. Our building is about 63 years old.
- c. The 2010 Reserve analysis identified the need to replace and upgrade the HVAC and electrical equipment and we have had insurance company reports highlighting the age of our electrical distribution panels.
- d. UUCB hired a commercial HVAC and Electrical Engineering Company, FARD Engineering, Inc. in 2018 to support our upgrades and provide design services. They have supported our ventilation work to date and have recently completed schematic HVAC and Electrical Drawings, including transition to all heat pump technology. Their analysis has determined that we need a larger electric service from PGE, a larger main switchboard and upgraded distribution panels to convert to heat pumps throughout. We have sufficient power and breaker spots to install a limited number of selected heat pumps now.
- e. We have applied to PGE for a larger service and have met with their engineering team to initiate planning for the service upgrade. This will require a pad mount transformer in the north parking lot, and a new, outdoor switchboard on the north face of our main building.
- f. We have contacted Contra Costa County about the process to secure a building permit for these upgrades. We will have more meetings with them in the new year.
- g. As we plan the long past due upgrade of the HVAC and electrical equipment, we propose to convert all HVAC and cooking equipment to electric, in keeping with our mission to reduce the campus carbon footprint.
- h. We estimate that the conversion to all electric is at a cost premium in the 30 – 50% range, including the larger electric service, the replacement of kitchen appliances, the higher cost of heat pumps over gas furnaces and the added electrical work to install heat pumps and kitchen appliances.

12/6/2023
Building and Grounds
Endowment Project Oversight
Ad Hoc All-Electric

- i. Once we have a larger service, and all electric equipment, we should also consider more solar panels, battery backup and electric vehicle chargers.
- j. In summary, we need to upgrade our HVAC systems. While doing so, we have an opportunity to achieve a major reduction in our carbon footprint.
- k. Priorities for heating system upgrades: See attached Electrical and HVAC priority analysis chart on page 5.

D. Other projects under consideration:

- a. Service all tri-fold doors in atrium and fireside room.
- b. Sound system upgrades.
- c. Caulk and seal wood windows.
- d. Parking lot sealing and striping.
- e. Kitchen improvements.
- f. School building general upgrades.
- g. Other miscellaneous projects.

E. B&GC Current Recommendation:

Use up to \$189,419 from the endowment fund project for:

- 1. Private Sewer Lateral - BOT authorize approximately \$125,000 (includes contingency)**
 - a. See description above.
- 2. Replace the Music Room Furnace with Heat Pump and add outside air ventilation - BOT Authorize approximately \$40,000.**
 - a. We have sufficient power for this furnace, which serves the music rooms and the rooms below the chancel (meditation room and office).
 - b. Will add outside air ventilation and Air Conditioning.
 - c. Estimate based on one quote from 2021, plus allowance for electrical and controls.
- 3. Continue design and construction studies for HVAC & E upgrades, including all-electric campus – BOT Authorize up to approximately \$25,000.**
 - a. Design services from FARD engineering.
 - b. Pre-construction services from an Electrical Contractor, yet to be selected.

F. Suggested resolution for Board Consideration:

The executive director, with input from B&GC and oversight from EPOC is authorized to spend up to \$189,419 from the \$758,000 endowment project funds for (1) private sewer lateral, (2) replacement of music room furnace with heat pump and (3) engineering and preconstruction costs to continue investigation for HVAC & electrical upgrades, including potential for all-electric campus.

12/6/2023
Building and Grounds
Endowment Project Oversight
Ad Hoc All-Electric

Update – EPOC:

The EPOC met on November 5, and confirmed, with input from the endowment committee, that the funds remaining available from the \$758,000 authorization total \$189,333. See summary report from endowment project oversight committee attached as page 6.

The EPOC endorses the B & G recommendation for use of the endowment funds from the \$758,000 authorization.

Update - AEC:

- **Mission:** Support the replacement and upgrade of HVAC, kitchen, and electrical systems to eliminate the use of natural gas to reduce our carbon footprint. Plan for increased solar and added batteries to increase energy independence. Study & apply for outside funding from federal, state, and local sources.
- **Potential Funding Sources:**
 - UUCB general fund budget (limited)
 - Endowment fund project. (\$190k available)
 - IRA funding (uncertain)
 - Other Federal, State and Local Grants (uncertain)
 - Other private foundations (TBD)
 - UUCB Capital Campaign. (TBD)
 - Targeted member donations (TBD).
- **Action to Date:**
 - Multiple Seminars and training sessions about the Inflation Reduction Act (IRA)
 - Communications with Environmental Protection Agency (EPA)
 - Attend UUA Meetings about IRA.
 - Attend several UUA peer learning circles about IRA.
 - Attended Interfaith Power & Light seminar about IRA funding
 - Attended USGBC seminar about IRA funding.

12/6/2023
Building and Grounds
Endowment Project Oversight
Ad Hoc All-Electric

UUCB 1 Lawson Road Campus
HVAC and Electrical Equipment Status

	1	2	3	4	5	6	7	8	9	10	11	12
		Electrical		Heating, Ventilating and Air Conditioning								
1	Equipment	Main Switch gear	Electric Panels	Sanctuary	Social Hall	Music Room & Below	Chrys & Conf Rooms	Office Area	Fireside Room	Safir Room	1 Story 4 C.R. School Bldg	2 Story 8 C.R. School Bldg
	Life Expectancy (Higher if Excellent Maintenance)	40	30	30	30	30	30	30	30	30	30	30
2	Age	63	63	4 yrs	63 yrs	63 yrs	55 yrs	23 yrs Note 1	23 yrs Note 1	5 yrs	23 yrs Note 1	55 yrs Note 2
3	Outside Air Ventilation	N/A	N/A	Yes (2022)	Yes (2022)	No	No	No	Yes (2022)	No	No	No
4	Room Air Filters Box Fans/Other	N/A	N/A	N/A	N/A	No	No	No	N/A	Yes	Yes	Yes
5	Use Frequency	Hi	Hi	Hi	Hi	Hi	Low	Hi	Hi	Hi	Hi	Hi
6	Power Available	N/A	N/A	Yes OK	No	Yes OK	?	Yes OK	?	?	No	No
	Risk Level if Failure	Very Hi	Hi	Hi	Hi	Hi	Med	Med	Hi	Med	Very Hi	Very Hi
7	Estimated Cost	\$450k	incl	\$40k	\$50k Note 3	\$40k	\$40k Note 3	\$20k Note 3	\$20k Note 3	\$10k Note 4	\$80k Note 3	\$160k Note 3
8	Funds Available	No	No	Yes	No	Yes	No	Yes	No	No	No	No
9	Priorities	1	1	5	2	1	2	3	4	3	2	2
	B & G Study											

Notes:
 General: All Cost Estimates are Conceptual
 Note 1: Added after atrium underfloor radiant heat failed (say about 2000?).
 Note 2: Installed when 2 story classroom building was added (say about 1968).
 Note 3: Pending Power Upgrade for \$450,000k.
 Note 4: Add ventilation only.

Committee Reports to UUCB Board of Trustees
12/6/2023
Building and Grounds
Endowment Project Oversight
Ad Hoc All-Electric

December 3, 2023

UUCB Endowment Project Overview Report
(Through Phase 5)

November 9, 2023

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

Endowment Funds Withdrawn **625,000**

Endowment Funds Used

	Total Work Completed	Targeted Donations Received	Endowment Funds Used
Phase 1: Safir Room, adjacent skylights, mold study, etc.	286,988.33	0.00	286,988.33
Phase 2: Furnace, Gas piping, Cottage	171,973.01	66,074.22	105,898.79
Phase 3: Rafter Tails	110,704.50	53,992.00	56,712.50
Phase 4A: Ventilation, Bathroom Refresh and consultants	127,559.30	60,000.00	67,559.30
Phase 5: 2023 HVAC, Elect Consulting & PGE (actual)	8,422.50	0.00	8,422.50
Phase 5: HVAC, Elect Consulting (Estimated Ongoing)	10,000.00	0.00	10,000.00
	715,647.64	180,066.22	535,581.42

Endowment Funds Withdrawn less Used (Available for Projects) **89,419**

Endowment Funds Authorized, but Not yet Withdrawn (\$758k - \$625k)

Authorized	758,000		
Withdrawn	(625,000)		
Authorized	133,000	133,000	Subject to Corpus Limitation (see below)

TOTAL AVAILABLE FOR FUTURE PROJECTS - Subject to Endowment Committee Approval and Available Balance

LIMITATION ON USE OF ENDOWMENT FUNDS BY ENDOWMENT COMMITTEE

Must maintain Corpus (per Endowment Committee 10/23/2023)

Total Endowment Fund on 10/23/2023	805,227
Total Corpus	705,770
Available in Endowment while Maintaining Corpus	99,457

Authorized by Endowment Committee (Based on 10/23/2023 meeting)
 withdraw only as funds are needed **100,000**

TOTAL AVAILABLE FOR FUTURE PROJECTS	189,419
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Future projects Under Discussion in Building and Grounds Committee

Private Sewer Lateral (required by 2025 to Close out Safir Room Permit)		120,000
Balance for future projects		69,419
Proposed Use of Balance (subject to Building & Ground Committee)		
Engineering and Pre Construction Services for All Electric (Estimate)	20,000	
Music Room Heat Pump (Estimate)	40,000	

Note: Board Authorized use of this program for HVAC upgrades