

**Unitarian Universalist Church of Berkeley  
Board of Trustees Meeting Agenda  
Wednesday, May 7, 2025**

Via Zoom: <https://zoom.us/j/91070175965?pwd=d2FUcWZCQjYzVEF2MFZabWJQQVRrUT09>

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

- a. Chalice reading & lighting – David Rosales
- b. Board Covenant reading- Kristen Jensen
- c. Land Acknowledgement Statement – Carla McCasland
- d. Widening the Circle Statement – Helen Toy

**7:20 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 April 2025 Board Meeting minutes
- c. Accept monthly Treasurer's report
- d. Accept Interim Executive Director's report
- e. Accept monthly Freestone Oversight Committee report

**7:25 3. MINISTER'S REPORT**

**7:35 5. ANNOUNCEMENTS/LISTENING**

- a. Board or staff announcements, Board Listening Presence
  - Budget Informational Meetings
- b. Congregants who wish to speak to the Board on agenda items or other matters.

**7:45 6. INFORMATION/DISCUSSION/ACTION ITEMS - Break @ 8:30 PM, if needed**

- a. Agenda for May 18th Congregational Meeting
- b. Nominating Committee New Members - Pier Sun Ho
- c. Signing up for Sharing the Responsibility/Introducing the Offering
- d. FY25-26 Budget for Board approval to bring to May 18th Congregational Meeting - Lisa Maynard
- e. Sanctuary Statement
- f. Draft Policy on Care for Material Resources (includes question of who has spending authority) - Rev. Marcus
- g. Follow-up to Freestone Vote Petition - Kay
- h. Beacon Article Ideas - June Beacon article (Helen Tinsley-Jones)

**8:50 7. BOARD COMMITTEE MEMBER/LIAISON REPORTS**

**9:05 8. CLOSING COMMENTS**

**9:10 9. ADJOURNMENT**

## **Aspirational Covenant of the UUCB Board of Trustees**

Approved September 2019, updated April 2025

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 our preconceived notions and updating our previously-held beliefs; 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, April 2, 2025**  
**Meeting Conducted via Zoom Video Conference**

**Minutes – Draft**

**ATTENDEES**

Voting members: Michael DeWitt, Kay Fairwell, Kristen Jensen, Beth Jerde, David Rosales, Pier Sun Ho, Helen Tinsley-Jones, Helen Toy

Absent: Carla McCasland

Ex officio members: Rev. Marcus Liefert, Selene Fabiano (Secretary), Lisa Maynard (Treasurer)

Visitors: Barbara & Patrick Cullinane, Lynn Hammond, Janae Heard, Randall Hudson, Don Klose, Albert Kueffner, Francey Liefert, Jane Lundin, Anita Mermel, Bob Moore, Larry Nagel, Beth Pollard, Marta Tobey, Karen Tripp, Dave Wemmer

A quorum being present, the meeting was called to order by Kay Fairwell, president, at 7:17p.m. Kristen Jensen did the chalice lighting and reading, Selene Fabiano read the Board covenant, Helen Toy read the land acknowledgement, and Michael DeWitt read the Widening the Circle Vision Statement.

**CONSENT AGENDA**

**A motion for the following (M \_Michael DeWitt/\_S\_Pier Sun Ho\_) passed unanimously:**

- Approve agenda
- Approve March 2025 Board Meeting minutes
- Accept monthly Treasurer's report
- Accept Executive Director's report
- Accept monthly Freestone Oversight Committee report
- Make the following changes to the signatories for UUCB's Mechanics Bank accounts:  
Remove: Michelle Collins, Teresa Snook-O'Riva  
Retain: Anne Greenwood, Elizabeth Pollard  
Add: Marcus Leifert, Janae Heard

**MINISTER'S REPORT**

Kathryn Jay's role will be expanding. Now that she is ordained she needs to be paid like a minister. Rev. Marcus asked the board to set a housing allowance for Rev. Kathryn, as we have for our other ministers. The IRS calculates by looking at the lowest of the following three numbers: 1. The actual amount spent for housing; 2. The fair market value, and 3. The amount designated by the Board of

Trustees. Advice from clergy finance professionals is that the amount designated by the board should not be the cap. Kathryn anticipates some housing expenses this year and would like the board to designate her entire salary as housing allowance, as the board did for Rev. Marcus.

**Motion** (M- Kay Fairwell to S- Pier Sun Ho ) Motion: To designate Rev. Kathryn Jay's entire salary as housing allowance for the period of 2/16/25 through 12/31/25. The motion passed unanimously.

Rev. Kathryn is taking up leadership around the kitchen to help determine how to make Sunday food offerings more sustainable. She had a first meeting with some key folks. We received some feedback about the logo roll-out. Some folks wanted more information. Rev. Marcus explained that Charis has been interested for several years in UUCB's having its own logo. She and Marcus started with a designer in June 2024 and received several drafts which were shared with board. Last month Charis began rolling out the logo with new name tags. Personal news: My wife is pregnant and the baby is due at the end of October. We're really excited.

Rev. Marcus asked board members to sign up for the "Sharing the Responsibility" during Sunday services, as it's a nice way for the congregation to see who is serving on the Board.

Here's where you can sign up for

dates: <https://docs.google.com/spreadsheets/d/15NUW3drHJvLvxQuDMlxpXhafi4lnIBjOYX9i3JtqznY/edit?gid=0#gid=0>

Questions

David Rosales asked if there was a plan in place to provide trademark protection for the logo. Rev. Marcus stated that hasn't been discussed and he welcomes David's input around this.

#### EXECUTIVE DIRECTOR'S REPORT

Interim ED Sharon Dolan submitted a written report and did not attend the board meeting. Rev. Marcus and Lisa Maynard responded to questions/comments about her report.

Q: Will we see revised job descriptions?

A (Rev. Marcus): They are in process. We will share them with the board when they are completed. We are excited about having functional organizational charts – showing the areas associated with each person.

Q: How to minimize disruption with the move to QuickBooks (QB)? Will there be an internal audit to be sure that everything gets transferred? Will all historical data be entered into QB?

A (Lisa M): The draft budget includes paying our accountant consultant to transfer most of the data into the new system. The paid finance team is revising our chart of accounts. The plan is to have the new system operational by the start of the new FY. We can't transfer historical data to QB but we will save what is in the old system so it can be searched as needed.

Comment from a few board members: Sharon's report said that the staff structure was shared with and approved by the board. We don't think the board saw a written version or approved it.

#### ANNOUNCEMENTS/LISTENING

**Board or Staff Announcements:**

Budget informational Meetings: 1. 4/13 at 1PM (Janae and Lisa) in the Fireside room; and 2. 4/15 at 7PM on Zoom. Announcements will be on the discussion list and in The Week Ahead.

**Report from Board listening presence: (Helen Toy);** Two members expressed concerns about another congregational meeting re Freestone since a resolution was already passed. One member expressed a wish for shorter Sunday services. There was a wish that the new logo was more “energetic”. Lots of praise from visitors on how welcoming UUCB is. Helen asked the textile and arts group members what they like about UUCB. Their responses: the richness and diversity of how people connect; the variety of activities for children, Chalice Circles, belonging and community, and Rev. Marcus’ leadership, sermons, and warmth.

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

Patrick & Barbara Cullinane expressed concern regarding the proposed actions in the atrium by the Aesthetics Committee, as outlined in a recent Beacon article. They expressed their hope for transparency and good process for decision-making, consistent with the covenant. Patrick also noted that part of the discussion about Freestone might include discussing how much money the sale of Freestone would generate and how that money could be used for the benefit of the church.

Randall Hudson asked if the Sogorea Te’ Land Trust (Shumi land tax) could be a separate line item on the budget so we know how much UUCB gives and if it’s close to the recommended dollar amount. A (Helen Tinsley-Jones). UUCB pays \$2000. The amount computed by the Sogorea Te’ Land trust might surprise many people, as it is a lot higher than what we’re giving.

**DISCUSSION/ACTION ITEMS:**

- a. Staff Restructure Plan - Beth Pollard, member of the Staffing Task Force, provided this update: The task force has worked with Sharon Dolan and UUCB staff and served as a sounding board regarding recommendations for restructure. The priority of the task force was to consider the ideas and talent of our staff and research staffing at similar sized congregations. The key elements of staff structure include: moving away from an ED staffing format (which is uncommon for UU churches, and especially uncommon for congregations of our size) to an administrator position who would oversee finance and facilities. The great news is that Janae Heard is ready and able to step into the administrator role. Some of the responsibilities previously done by the ED will be done by the administrator; some of the financial work will be done by a contracted accountant consultant. Another shift is an expanded role for Rev Kathryn Jay. As the Minister for Congregational Life, her role now includes overseeing membership and programming. Other suggested changes include having a full-time Facilities Manager who supervises the event hosts and hiring a part-time administrative support position. Sharon is in the process of updating job descriptions and thinking about staff liaisons.

Rev Marcus: This is an emerging structure, we’re still working things out, and it feels like we’re moving in the right direction. Since the governance manual lists of some of the responsibilities/decision-making under the ED, we will need to rethink some governance issues.

## Questions/Comments

Q: Does the current budget take all the new positions into account?

A (Lisa M): Yes.

Q: Why did we go from old structure to having an Executive Director? What is the problem we are hoping this restructure will solve?

A (Rev. Marcus & Lisa Maynard): The church chose to hire an ED when it was dealing with several big challenges. At that time the congregation was in the middle of several ministerial transitions and there was a big financial issue that took a lot of lay effort to clean up. Leadership wanted to avoid needing to rely on so much lay skill and time to manage church finances. UUCB is now in a different place and some of the issues that underlay the decision to hire an ED are being considered in the restructure. By hiring contracted financial services, we have someone with expertise who can focus exclusively on financial matters. In addition, the new role of Minister of Congregational Life will take on some of the responsibilities held by the ED.

b. Sanctuary Statement – Francey Liefert who is involved in the immigrant support project of UUCB’s Social Justice Council (SJC) shared that they have updated the UUCB’s sanctuary pledge that was written in 2017. Some of the wording came from the UUA website. The hope is that the congregation will approve this updated version. Francey asked the board to include this as an item for a vote on the May congregational meeting agenda. The SJC will do some education with the congregation before the May meeting. The Immigration Support project is also looking into the possibility of providing temporary housing for immigrants, either in members’ homes or at the church, but that is not part of the pledge that will be voted on at the May congregational meeting.

## Discussion

We should get legal advice now if we are considering possibly housing immigrants in the future. If we were going to do that we would need to plan for adjustments to our facility (e.g. showers) and be trained on how to respond if immigration enforcement officials came to our facility.

c. Atrium Aesthetics - Jane Lundin, Aesthetics Committee Member, came to tonight’s meeting to address concerns that were raised in response to the recent Beacon article and share how the Aesthetics Committee has been thinking about possible changes to the atrium. She shared that the re-arrangement of furniture in the atrium that happened during the past year was done through a series of trials and corrections, which was the same spirit in which they were planning to consider changes to other aspects of the atrium. The committee’s goal is to provide lots of opportunity for congregants to react to the changes and give feedback.

## Board Comments

Although the Beacon article gave a heads up about the Aesthetics Committee plan to remove signs from the atrium, it would be good if there were additional ways to communicate this plan since many people do not read the Beacon. There was some concern from board members about the order of the process. Rather than taking all the signage down and getting reactions after the fact, it would be less jarring for folks if the Aesthetics Committee could get input before taking everything down. Maybe the

Aesthetics Committee could make a presentation at the May congregational meeting regarding their plans for the atrium and how they will get input.

Response from Aesthetics Committee Members Karen Tripp and Jane Lundin: It feels premature for the Aesthetics Committee to make a presentation at the May congregational meeting since they don't have a definite plan of how to proceed; the idea was to move signs as an initial step in considering what to keep and what new things to bring in. We realize that it came across like we were just getting rid of everything, but that wasn't our intention or plan. There are some items that can't stay now that the UUA has adopted a new set of principles. We are also aware that with a big congregation there is no way to get a consensus on what should/shouldn't be displayed in the atrium.

Rev. Marcus shared his view that the Aesthetics Committee has been involved in a very thoughtful process and that the idea of a blank canvas is an important part of creative, institutional renewal.

#### d. Freestone Committee Petition

The board received a valid petition from the Freestone Committee requesting a congregational vote, so the board needs to hold a congregational meeting by April 30th. The board is proposing to hold the meeting on April 27<sup>th</sup> with single-day voting with secret ballots and the option for anonymous electronic voting. Notice for the meeting will need to be sent out by 4/17.

Per Dave Wemmer, Freestone Committee (FC) Chair, the FC is planning to hold an in-person informational meeting, possibly on 4/13. Lisa Maynard noted that she and Janae have scheduled a budget information meeting on 4/13 in the Fireside Room, after the service. It was recommended that the FC offer both an in-person and a Zoom informational meeting.

Discussion re electronic voting. Electronic voting was started during COVID. There is a manual and a process for ensuring that votes aren't double-counted. Perhaps the Zoom tech person could help with this if folks on Zoom have trouble accessing the electronic voting link. There was agreement that the tech support person shouldn't be a member of the Freestone Committee. Kristen J offered to help with the administration of the voting procedure. She and Dave Rosales will coordinate.

e. FY25-26 Draft Budget - Lisa Maynard shared a draft budget and noted that it was a balanced budget. The Finance Committee will bring a final budget to the May board meeting for the board to review and hopefully recommend for the congregation's approval at the May congregational meeting.

Highlighted items: There are fewer revenue line items due to some consolidation (e.g. all fundraising is combined on one line); Chalice Camp enrollment fees is a new revenue line item; The amount budgeted for prior year pledge payments was increased, based on history.

Regarding expenses, a big focus was trying to get all staff at the minimum salary per UUA guidelines. Historically, many of UUCB's staff salaries have been below these guidelines. Lisa noted that if the salary guidelines aren't reviewed each year, we are likely to drop below the minimum salaries again. Insurance costs have increased substantially due to fire risks. There is also an increase in the budgeted amount for accounting services since UUCB is now having a consultant accountant do some of the

work that was a designated responsibility for the ED. Using a consultant allows for a much more complete system for getting the important accounting and reporting to stakeholders done. The “Donations to non-profits” line item includes the Shumi land tax amount. Although it would be hard to separate this line item officially in QuickBooks, it can be separated out when presenting the budget to the congregation.

#### Questions/Discussion

Q: Why is the amount for UUA program dues going down?

A (Lisa M): I’m not sure the formula UUA uses but it is based on the church’s budget not the membership numbers. If we can’t afford the dues requested by UUA, we can tell them that.

Q: Are we going to leave Breeze as has been discussed because of concern that the new Breeze ownership (Tithely) no longer fits with our values?

A (Lisa M): That is being considered but right now we have as much as we can tackle with regards to changing systems. One possibility is that we could utilize the database in the system that we’re using for our calendar. There wouldn’t be a big budgetary impact but it will take significant time for staff to make the change and for the congregation to learn the new system.

#### Comments:

In light of the discussions about possibly housing immigrants and filing for trademark for our logo, we should budget for legal fees. David offered to give Lisa an estimate of how much might be needed for this filing for trademark protection. There was some question and concern why the GA delegate leadership scholarship decreased by \$2000 for the FY25-26 budget.

#### f. May Congregational Meeting Draft Agenda - Kay Fairwell

Agenda items: Schweitzer medal, FY25-26 budget, state of the congregation report, other committee reports, Nominating Committee, Sanctuary statement, voting on new Bylaws (bylaw info meeting on Sunday at 9AM in Chrysalis Room; a zoom info meeting was also offered).

#### g. Board Member Phone Calls to New Members

Selene will send board members names and contact information for a few new members to call. The purpose is to welcome the new member and let them know they can approach the board with their questions and concerns.

#### h. Nominating Committee New Members - Pier Sun Ho

Pier will have a list of the 2025-25 Nominating Committee members at the May board meeting. If you have ideas about potential new NC members, let Pier know.

#### i. Beacon Article Ideas - Dave Rosales May Beacon article. Ideas: reminders about GA; the many votes coming up and the electronic voting process; – some reminders about that. Lots of votes coming up – maybe talk about electronic voting process; challenge of getting information out to people and some things that help/could help such as tables in the atrium and a possible electronic bulletin board in the atrium. Some board members are in favor of an electronic bulletin board and noted that since the Beacon is not cellphone-friendly, it doesn’t work with how many people consume information these days.

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

Bylaws Committee. There will be an informational meeting on proposed Bylaws changes on Sunday 4/6 at 9AM in Chrysalis Room; a zoom info meeting was also offered. Some of the proposed changes will give us more flexibility with electronic voting,

Social Justice Committee. They will talk about the Sanctuary statement and various ways of supporting immigration at the 4/9 meeting. There will be Earth Day activities every Sunday in April, as well as “Undie Sunday” (collecting packaged pj’s, socks, and underwear for people in need.) Julia Winkelstein will speak at the 4/13 WOWs meeting on how libraries address homelessness.

Family Ministry. An egg hunt will be held on Easter Sunday. A field day will be held on another day this spring. It is challenging to find enough volunteers to help with the growing RE program.

Widening the Circle of Concern Committee is on pause until after the leadership retreat.

Chalice Circles. These are going well and are very popular. Since the Chalice Circles Coordinator already reports out to the board, Kristen wondered what she should be doing as the liaison.

## **CLOSING COMMENTS**

This was a full and productive meeting. Thank you to everyone for your patience and civility.

## **ADJOURNMENT**

The meeting adjourned at 9:35PM.

Respectfully submitted,

Selene Fabiano, Secretary

Next Board Meeting: 5/7/25

May 5, 2025

To: UUCB Board of Trustees  
From: Lisa Maynard, Treasurer

RE: Treasurer's Report for May 7 Meeting

Attached is the Budget vs. Actuals report for this fiscal year through 3/31/2025. As before, we appear to be doing well regarding our large revenue streams, while expenses are running a bit over the projections for this time of year.

The proposed budget for FY 2025-26 is on our agenda, and I expect it to be a major topic of discussion!

Mechanics Bank balances as of 5/5/25:

Checking    \$11,380.72  
Savings    \$155,087.87

The Checking balance does not include today's deposits of \$51,816.

Unitarian Universalist Church of Berkeley  
 Budget Comparison Report - Operating Budget ONLY  
 Current Period: 1/1/2025 - 3/31/2025  
 Budget Period: 7/1/2024 - 6/30/2025

	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
<b>Revenue</b>					
Pledge Income	490,634	444,000	46,634	498,750	8,116
Plate collections	21,361	16,500	4,861	22,000	639
Special Offering Collections	3,619	8,000	(4,381)	8,000	4,381
Good Neighbor collections	5,992	9,000	(3,008)	12,000	6,008
Other unpledged contributions	18,501	18,750	(249)	25,000	6,499
Member Weddings/Memorials/C	0	3,750	(3,750)	5,000	5,000
Restricted Contrib.-Released	637	0	637	0	(637)
Prior Year Pledge Payments	30,021	9,000	21,021	12,000	(18,021)
Other Program Income	1,915	1,700	215	2,000	85
Craft Cottage Rental	30,144	27,750	2,394	37,000	6,856
Fundraising Projects - Other	13,647	10,917	2,730	15,500	1,853
Music Events	6,069	12,000	(5,931)	15,000	8,931
Religious Education Event	800	0	800	0	(800)
Other Events	(1,399)	0	(1,399)	0	1,399
Community Use-Space Rental	96,447	106,000	(9,553)	150,000	53,553
Campus Rental-All Schools	293,282	255,074	38,209	340,098	46,816
Sales - Book Table	755	0	755	0	(755)
Sales - Other	531	0	531	0	(531)
Other Revenue	2,230	9,000	(6,770)	12,000	9,770
Interest Income-general	4,719	9,000	(4,281)	12,000	7,281
Income from Trusts	2,179	5,978	(3,800)	7,971	5,792
<b>Revenue</b>	<b>1,022,084</b>	<b>946,418</b>	<b>75,666</b>	<b>1,174,319</b>	<b>152,235</b>
<b>Expenses</b>					
Salary and Wages	483,971	429,830	(54,141)	572,742	88,771
Housing	51,300	63,000	11,700	84,000	32,700
SECA	6,787	6,791	3	9,054	2,267
Payroll Taxes	34,228	30,891	(3,337)	41,188	6,960
Employee Benefits-Health	29,705	31,241	1,537	41,655	11,950
Employee Benefits-Life/Disabil	2,323	1,782	(541)	2,376	53
Employee Benefits-Retirement	29,286	43,514	14,228	58,018	28,732
Insurance	36,779	26,625	(10,154)	35,500	(1,279)
Worker's Comp Insurance	5,902	4,500	(1,402)	6,000	98
Accounting Services	16,720	18,750	2,030	25,000	8,280
Board Contingencies	400	1,500	1,100	2,000	1,600
CT/ED Contingencies	300	1,500	1,200	2,000	1,700
Consultants/Contractors	8,882	8,625	(257)	11,500	2,618
Safe congregation/Reopening T	0	375	375	500	500
Honoraria/Classes	0	1,556	1,556	2,000	2,000
Guest Musicians/Ministers/Artis	3,295	6,750	3,455	9,000	5,705
Supplies	8,505	8,625	120	11,500	2,995
Printing and copying	53	0	(53)	0	(53)
Equipment leases	3,544	5,625	2,081	7,500	3,956
Equipment repair & maintenanc	2,848	2,850	2	3,800	953
Postage	7	525	518	700	693
Phones & Computers	10,249	5,437	(4,811)	7,250	(2,999)
Advertising and PR	575	3,375	2,800	4,500	3,925
Communications & Web Site	155	600	445	800	645
Online Resources	1,226	750	(476)	1,000	(226)
Canvass Expenses/Stewardship	430	375	(55)	500	70
Property Taxes	11,173	18,375	7,203	24,500	13,327
Professional development	9,530	17,813	8,283	23,750	14,220
Staff & volunteer appreciation	473	3,000	2,527	4,000	3,527

Bank Fees	3,008	2,438	(570)	3,250	243
Endowment-Contributions	0	1,500	1,500	2,000	2,000
Other Expense	2,371	1,125	(1,246)	1,500	(871)
Payroll Processing Fees	2,762	3,375	613	4,500	1,738
UUA Annual Program Dues	33,375	33,375	0	44,500	11,125
Building & grounds supplies	6,691	6,375	(316)	8,500	1,809
Building & grounds maintenance	15,137	16,500	1,363	22,000	6,863
Kitchen Supplies/Hospitality	8,297	8,813	516	11,750	3,453
Electricity	(6,065)	375	6,440	500	6,565
Gas	13,031	7,500	(5,531)	10,000	(3,031)
Garbage	5,990	7,500	1,510	10,000	4,010
Water	9,277	9,000	(277)	12,000	2,723
Fire Monitoring System	8,635	8,625	(10)	11,500	2,865
Other Program Committee Exps	9,798	9,384	(414)	12,540	2,742
Donations to Non-Profit Orgs	17,269	19,500	2,231	26,000	8,731
Fundraising event expense	0	1,125	1,125	1,500	1,500
Expenses	888,219	881,089	(7,130)	1,174,373	286,154
Excess or (Deficiency) of Revenue Over Expenses	133,866	65,330	68,536	(54)	(133,920)

**INTERIM EXECUTIVE DIRECTOR  
UPDATE  
MAY 1, 2025**

**Finance**

Finance projects continue to be in progress, including preparing for a move to Quickbooks, revising our chart of accounts, and moving to a more efficient payroll system (Gusto).

Financial procedures and controls as well as staff and volunteer roles have been clarified and documented, and will be discussed with the Finance Committee at its next meeting.

Rev Marcus, Janae and Sharon are drafting a proposal to simplify spending authority (including for various UUCB restricted and unrestricted funds) that is in alignment with policy governance and much of current practice. You will be hearing more on this soon.

**Facilities**

Role clarification is a work in progress. Sharon will be drafting updated the Facilities Manager job description according to current practice, and Janae and Peter will be discussing the remainder of the department roles. A revised job description for the Facilities Assistant has been completed and posted, but limited applications have been received. Peter and Janae are discussing alternatives in case we are unable to hire this position.

**Human Resources**

Staff structure has been revised and a new organizational chart developed. The congregation will receive an email from Janae with the revised chart, which includes functional areas owned by each team.

The Administrative Assistant job description was created and posted, and we have received a number of highly qualified resumes. Interviews will begin the week of May 12.

A compensation policy has been drafted and presented to the Board of Trustees. The goal for the policy is to align compensation with UUCB values. Key points include:

- Pay all full-time staff at least the lowest level of UUA guidelines for their position and geographic location (Geo 7) OR living wage for the Bay Area (for a single person), whichever is higher. *The exception to this is for childcare staff, who are generally teens and receive minimum wage.*
- Pay part-time staff at least at the minimum UUA recommendation.
- Give COLA increases annually (3% next year) as the budget allows
- Pay employees at least the midpoint of the range by their 5-year anniversary as the budget allows

**IED**

My position will be wrapping up on June 20, about 6 weeks from the board meeting. I am beginning to wrap up projects, ensure clarity of next steps, and draft recommendations. I can be available for questions or other support as needed.

# Report from the Freestone Oversight Committee

Larry Nagel  
UUCB Board of Trustees Meeting  
May 7, 2025

# The Freestone Oversight Committee (FOC)

- Beth Pollard (Co-chair and Board Rep)
- Tom Tripp (Co-chair)
- David Wemmer (Freestone Committee Rep)
- Bob Moore (Freestone Committee Rep)
- Susan Lankford (At Large rep)
- Larry Nagel (At Large rep)

The Board may choose to add more members as necessary

# Recap of the April 2, 2026 BOT Meeting

- Prior to April 1, 2025, the Freestone Committee submitted a petition to the Board with the requisite number of proper signatures requesting a special Congregational meeting.
- The proposed motion was (A) to extend the date for completion of the first milestone, raising at least \$250,000, to September 30, 2025 and (B) to extend all subsequent milestone dates accordingly.
- The Board scheduled the special Congregational meeting for April 27, 2025

# April 27, 2026 Special Congregational Meeting

- The motion for the special Congregational meeting was:
  - A. Extend the date for completion of the first milestone, raising at least \$250,000 to September 30, 2025.
  - B. All subsequent milestone dates shall be extended in accordance with their original durations following the first milestone.
- The motion passed by a vote of 77 for and 74 against

# April 27, 2026 Special Congregational Meeting

- The passed motion thus extends each of the milestone dates in the 3-26-23 Resolution for ten months. The Freestone Committee will continue efforts to find water on Freestone lots 1 and 2, raise the \$250,000 required for the first milestone, and fulfill the other milestones.
- In the event that the Board of Trustees determines that any of the extended milestones are not met, the Board is authorized and directed to initiate the sale of the entire Freestone property.

# Next Steps for the Freestone Committee

- The next step is to drill the second well. This was originally scheduled for May 5 -7, but the ground is still too moist and soft.
- The Freestone Committee will meet with the drilling company in another week to reassess the ground condition, and If the soil is still not firm enough the Freestone Committee may have to consider bringing in some rock or road base material as needed to gain access.
- The date of drilling the well is still to be determined, but it is hoped that we will have results by the June Board meeting.

# Freestone Resolution Milestones

Date	Milestone	Comments/Status
4/1/25	\$250,000 or more raised	Date extended at the 12/4/2024 BOT Meeting
6/1/25	Building permits for Phase 1	By 3/1/24: FOC to adjust list of improvements contained in each phase, where warranted. No permit required for road improvements.
6/1/26	Phase 1 repairs completed & approved with secured funds	
6/1/27	Phase 2 repairs completed & approved with secured funds	
FY 25-26	Ongoing <b>net</b> costs to congregation's operating funds incl. operations & mngt, insurance, tax assessments, legal fees, permits, maintenance, repairs, and improvement do not exceed \$10k/yr for 2 yrs in a row, starting in FY 25-26, w/out express BoT approval in consultation w/ FOC	

# FY 2023-24 Freestone Contingency Loan Fund - 1

Expenditure	Amount	Approve Date	Notes
Vacation rental property manager certification County fee	\$116.00	FOC August 30, 2023	Reimburse Michael DeWitt
County recorders fee related to VRP	\$19.50	FOC August 30, 2023	Reimburse David Wemmer
Lescure Engineers	\$1,810.00	FOC August 30, 2023	Completion of mapping; driveway analysis and mapping; including road permitting and septic system

# FY 2023-24 Freestone Contingency Loan Fund - 2

Expenditure	Amount	Approve Date	Notes
Lescure Engineers	\$392.50	FOC January 10, 2024	Surveying consultations to evaluate extent of encroachment issues by neighbors at the Villa
Western Groundwater Surveyors	\$5,162.00	FOC April 17, 2024	Balance of \$7,300 cost from Freestone donations
<b>Total</b>	<b>\$7,500.00</b>		
FY 2023-24 Limit	\$7,500.00		
<b>FY 2023-24 Remaining</b>	<b>\$0</b>		

# Freestone Oversight Committee Report

## Discussion/Questions

1. UNITARIAN UNIVERSALIST CHURCH OF BERKELEY

**Congregational Meeting Agenda**

**Sunday, May 18, 2025**

Following the 11 am Worship Service and Lunch

**In-person in the Sanctuary AND Via Zoom Video Conference ?**

**Get Correct Link, Meeting ID and Password**

**Meeting ID:**

**Password:**

**Approximately 12:45 PM**

1. Call to Order and Determine Presence of Quorum (15% of 281 = 42)
2. Chalice Lighting
3. Opening Readings: Covenant Reading and Land Acknowledgement Reading
4. Consent Agenda:
  - A. Adoption of Agenda
  - B. Approval of February 23, 2025 Congregational Meeting Minutes
  - C. Approval of April 27, 2025 Congregational Meeting Minutes
5. Presentation of Schweitzer Medals for Extraordinary Service: (10 min)
6. Sanctuary Statement for Congregational Approval
7. Proposed Bylaws Changes - Discussion and Voting
8. Affirmation and Installation of the Nominating Committee: Anita Mermel, Orwig, Andrew Swan, **Check to get correct names** Bill Brown, Liz Der, Lorraine Schnurr, Randall Hudson, Suzette Anderson-Duggan (7 min)
9. Presentation and Vote on the Board of Trustees recommended Budget for 2025-26 Fiscal Year (20 min)
10. State of the Congregation Report – Kay Fairwell (5 min)
11. Committee Reports
  - A. Endowment Projects Oversight Committee
  - B. Stewardship Committee
12. Benediction and Adjournment

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## **UUCB's Covenant of Right Relations**

We covenant to build a religious community guided by love and sustained by respectful relationships. Believing that building healthy relationships is a spiritual practice, we aim to listen appreciatively, speak with care, express gratitude, honor our differences, and assume good intentions. We endeavor to communicate directly, honestly, and compassionately, particularly when we are in conflict. When we hurt one another, we will try to forgive, make amends and reconnect in a spirit of love. In celebration of the common purpose that unites us, we will do our best to abide by this covenant.

## **Land Acknowledgement Statement**

As we begin, we want to acknowledge that this church occupies land in Huchiun\* in the unceded territory of the Chochenyo\*\*-speaking Ohlone\*\*\* people. May we have the humility and courage to do our part to restore what has been broken and the wisdom to live into a new solidarity with Indigenous communities and the earth.

\*Hoo-chee-oun—last syllable rhymes with spoon

\*\*Cho-chen-yo

\*\*\*Oh-loh-nee

## **Sanctuary Statement Adopted by UUCB Congregational Vote in 2018**

As a community of faith, we commit to walk alongside immigrants, mixed-status families, refugees and other targeted communities to uphold the dignity, due process, full acceptance, and participation of all people in our society through advocacy, support, and protection.

# We Pledge to Resist Deportation and Discrimination Through Sanctuary

As a community of faith, we reaffirm our commitment to defend and preserve the fundamental civil rights and liberties due to everyone in this country. We pledge to resist immoral and unjust policies targeting and deporting immigrants and discriminating against marginalized communities. We will open up our congregation and community as a safe space for those targeted, and work alongside our friends, families, and neighbors to ensure the dignity and human rights of all people.

As people of faith, we are called to engage in:

- 1) Advocacy for Immigration Justice – such as lobbying political decision makers and engaging in public activities that promote the full dignity of all people, regardless of immigration or any other status;
- 2) Accompaniment of Immigrant Families – supporting their transitional needs such as finding social and legal assistance, taking them to court dates, enrolling children in school, and supporting their search for affordable housing;
- 3) Participating in Networks of Protection and Rapid Response – such as offering witness and support in cases of Immigration and Customs Enforcement (ICE) raids or other enforcement activity that does not take into account the human rights of immigrants; and
- 4) Partnership - working with community and faith organizations resisting detention and deportation and providing services to the immigrant community.

## Why is this important?

Calling upon the ancient traditions of our faiths, which recognized houses of worship as a refuge for the runaway slave, the conscientious objector, and the Central American refugees fleeing the civil wars of the 1980s, Sanctuary is once again growing among communities of faith that are standing in solidarity with immigrants and marginalized communities facing immoral and unjust deportation and discrimination policies.

We find ourselves entering a new phase of U.S. history wherein the politics of fear have stoked an atmosphere of racism and xenophobia across the country. The new Administration has pledged to criminalize, detain and deport undocumented people at new levels that will tear families and communities apart.

As people of faith and people of conscience, we will take civil initiative out of our moral obligation to embody principles of human rights and dignity, and resist any harmful and unjust policy proposals that further undermine due process and lead to racial profiling and discrimination.

By signing this pledge, we are dedicating ourselves to educate and activate our congregation, to amplify and respond to the voices of immigrant leaders, and to speak out against the discrimination of any and all marginalized people. We are ready to open the doors of our sacred spaces and accompany those facing deportation and discrimination.

We support those answering the call to provide sanctuary at schools, hospitals, college campuses, community centers and family homes. We will work with partner organizations to create sacred space of sanctuary wherever it is needed.

We recognize that at some future time, we may be called upon to offer physical sanctuary in our church, housing immigrants facing deportation and working together to ensure their safety. If so, we will engage in further congregational deliberation, seek legal advice, and consider necessary modifications to our church buildings.

# UUA Support for the New Sanctuary Movement

The Sanctuary Movement is a growing movement of faith and immigrant communities doing what Congress and the Administration refuse to do: protect and stand with immigrants facing deportation. Members pledge to protect immigrant families who face workplace discrimination or unjust deportation. Unitarian Universalists are joining the many religious leaders, congregations, and faith-based organizations of all denominations who are part of the Movement.

## **Sign the Sanctuary pledge as a congregation**

Ask your congregation to sign the pledge to support or offer sanctuary. In some congregations the social justice committee has signed, while in others the board signed on, and in others the congregations adopted a resolution. Some congregations choose to go through a process of education and dialogue until they are able to reach consensus.

<https://www.uua.org/immigration/witness/partners/newsanctuary>

*Please contact the Unitarian Universalist Association (UUA)  
at [socialjustice@uua.org](mailto:socialjustice@uua.org) to share if your congregation has signed the pledge.*