

**Unitarian Universalist Church of Berkeley**  
**Board of Trustees Meeting Agenda**  
**Wednesday, April 1, 2026**

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

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

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

**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 Board meeting minutes of March 4, 2026
- c. Accept monthly Treasurer’s report
- d. Accept monthly Operations Director’s report
- e. Authorize distribution of \$7,500 from the Calkins Trust as recommended by the Finance Committee
- f. Appoint Natalie Campbell to the Committee on Shared Ministry
- g. Recommend congregational affirmation of nominees to the Nominating Committee: Michael Armstrong, Suzette Anderson-Duggan, Lorriane Schnurr, Paul Hudson, Sima Misra, Carisa Orwig, Cynthia Asprodites (new), Kay Fairwell (new)

**7:25 3. MINISTER’S REPORT**

**7:35 4. ANNOUNCEMENTS/LISTENING**

- a. Board or staff announcements
  - Budget Informational Meeting: Sunday, May 10, 12:30 p.m., Fireside Room
- b. Board Listening Presence (Helen Toy)
- c. Congregants who wish to speak to the Board on agenda items or other matters.

**7:45 5. DISCUSSION/ACTION ITEMS - Break @ 8:30 PM, if needed**

- a. Finance Committee recommendation for May 17 congregational vote to approve repaying the 2024 loan from the Board-designated endowment to the ministerial housing fund with a portion of the bequest from the Lee Lawrence estate
- b. Review and consider acceptance of Draft Fiscal Year 2026-27 Budget for May 17 congregational vote
- c. Review May 17 Congregational Meeting Draft Agenda
- d. Consider establishing Stewardship Committee as a Board committee
- e. Development of policy for reviewing external fundraising requests
- f. May Beacon: Board Article Ideas (Carla)

**8:50 6. BOARD MEMBER COMMITTEE REPORTS**

**9:00 7. CLOSING COMMENTS**

**9:05 8. 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 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, March 4, 2026**  
**Meeting Conducted via Zoom Video Conference**

**Minutes – Draft**

**ATTENDEES**

Voting members: Ryan Devine, Michael DeWitt, Selene Fabiano, Kristen Jensen, Beth Jerde, Carla McCasland, David Rosales, Pier Sun Ho, Helen Toy

Absent: (None)

Ex officio members: Rev. Marcus Liefert, Beth Pollard (Secretary), Lisa Maynard (Treasurer), Janae Heard (Operations Director)

**1. CALL TO ORDER AND OPENING RITUALS**

A quorum being present, the meeting was called to order by Co-President Selene Fabiano, at 7:17 p.m. Carla McCasland did the chalice reading & lighting, Helen Toy read the Board Covenant, Michael DeWitt read the Land Acknowledgment Statement, and Lisa Maynard read the Widening the Circle Vision Statement.

**2. CONSENT AGENDA**

**A motion for the following (M/S, Beth Jerde/Michael DeWott) passed unanimously:**

- a. Approve agenda
- b. Approve February 4 and 22, 2026 Board Meeting minutes
- c. Accept for congregational approval the minutes of the February 22, 2026 congregational meeting
- d. Accept Operations Director's report

**3. MINISTER'S REPORT**

Creating deeper connection: Using analogies from the book *Simple Church*, Rev. Marcus described how we've created a welcoming "entryway" with our Sunday morning greeting and worship. He called on us to consider ways we can expand on that, inviting people into a metaphorical "living room" for deeper small-group conversations, and then further into the "kitchen" where work is done and even more intimate conversations and greater familiarity emerge.

Worship attendance: Sunday attendance is growing: ~230 average (up from ~100 three years ago).

Meeting Space: Sunday afternoon demand for meeting space has grown, causing challenges for accommodating all the requests as well as creating scheduling conflicts. Staff is working with the Program Council to resolve.

Freestone Discernment Task Force update: The process is about a month behind the December timeline. Rev. Sam Wilson will facilitate a discernment circle with the Freestone Committee on March 15. A discernment circle open to all congregants will take place

March 22. Planning into May is underway for honoring and remembering important stories, as well as visioning.

Sunday Hospitality/Kitchen: Ann Harlow is retiring from kitchen leadership after an admirable tenure of around 20 years. To address this change, the Committee on Ministry is assessing needs for our Sunday hospitality ministry/committee, with assistance from Hilary Lorraine.

#### 4. ANNOUNCEMENTS/LISTENING

- a. **Board or Staff Announcements:** Pacific Western Region Regional Conference “Rising Resilient” April 10-12 in Sacramento. <https://www.uua.org/pacific-western/calendar/pwr-uua/rising-resilient>. Open to any member; UUCB leaders are encouraged to attend.
- b. **Report from Board listening presence (Helen Toy):**  
Freestone: One person upset at the Board because she felt the covenant was broken over the action for a congregational vote; also, the Board needs to make it clear that the vote included either donating or selling the property, not just to sell.  
Security: Heard about a security access issue, which has been reported.
- c. **Congregants who wish to speak to the Board:** No one asked to speak.

#### 5. INFORMATION/DISCUSSION/ACTION ITEMS

- a. **Welcoming new UUCB Members:** 18 new members have joined since September and were invited to attend the Board meeting. New members Maryann Maslan, Mark Jacobson, and Dee Stump introduced themselves, with Dee noting she had been an active UUCB member in the past.
- b. **Treasurer’s report:**
  - Financial report: Treasurer Lisa Maynard presented and explained the December 31, 2025 balance sheet and cash available schedule, providing clarity about the church’s assets, liabilities and fund balance.
  - Bequest: Lisa reported that a \$300,000 bequest has been received from the estate of Lee Lawrence. At the April Board meeting there may be a Finance Committee recommendation on its use, which could be to ask the congregation to approve using a portion of the bequest to repay the balance of the 2024 loan from the Board Designated Endowment to the Ministerial Housing Fund. Such repayment would allow all the rental proceeds from UUCB’s Lexington Avenue house to be used in the General Fund budget rather than for loan repayment to the Board Designated Endowment.
  - Calkins Trust: Lisa explained the work involved in administering the trust, and that appointing another trustee in addition to Anne Greenwood would help ensure the continuity of the work. M/S, Selene/Beth J. to appoint Anita Mermel as a second trustee for the Calkins Trust. Motion passed unanimously.

- c. **Board Orientation & Board Retreat:** The Board will be having an orientation and refresher on Board duties and responsibilities in a few weeks, as well as a visioning and goal setting retreat – likely in May.
- d. **Board Assignments; Board Listening Presence:** The assignments include the monthly Beacon column and Board meeting opening rituals. Selene will send google drive link. Helen will continue as the Listening Presence.
- e. **Board Committee Liaison Sign-ups:** Selene initiated a discussion, along with advice from Rev. Marcus, about whether liaisons were necessary or even appropriate given the Board’s delegation of authority to staff for managing programs. It was also noted that liaisons can create confusion about the Board/Board members’ roles. In addition, many of the liaisons are to programs covered by the Program Council. The board liaison to Program Council can provide updates to and get information about programs through Program Council. It was the consensus of the Board to focus its appointments to those positions required by the bylaws, identified in the Governance Manual, or otherwise needed for a particular purpose. See attached table for assignments made by the Board.
- f. **April Beacon Article:** Beth Jerde is writing her article about UUCB’s Red Resistance Mini-hat fundraising project for Cubans, Gazans, and local immigrants. A collaboration by the Peace Committee, Textile Arts Group, and Social Justice Council, the project is inspired by Norwegians who wore red hats in solidarity and resistance against Nazi’s during World War II.

Carla raised the concern that the Beacon is hard to read on a phone and asked if that can be improved. Rev. Marcus will ask Rev. Kathryn and Charis for an update on formatting changes they were exploring.

Kristin asked that the Board agendaize communications as a strategic issue, noting the need to keep up with and get ahead of changes in how younger people get information and communicate. Rev. Marcus supported the idea of Board vision and policy direction on communication. Congregant Larry Nagel added that visibility for visually impaired members is also a consideration for the website and other communications.

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

Kristin noted that the Membership Committee and its welcoming team have an active role in engaging new members as a form of ministry.

**7. CLOSING COMMENTS:** None

**8. ADJOURNMENT**

The meeting was adjourned at 9:05 pm, after which the Board reconvened in Executive Session.

Respectfully submitted,  
Beth Pollard, Secretary

Attachment: Board Member Committee & Liaison Assignments

**BOARD MEMBER COMMITTEE & LIAISON ASSIGNMENTS: 2026-2027**

<b>Per Bylaws or Congregational Action</b>	<b>Composition</b>	<b>Board Member(s)</b>
Bylaws Review Task Force	Convenes every 3 years; no more than 2 Board members; total membership = 5. Updated May 2025	Will be needed by beginning of 2028
Discernment Task Force	Up to 2 Board members, minister + additional members	Pier Sun Ho, Kristen Jensen
Nominating	9 members + VP	Kristen Jensen

<b>By Board Policy (Governance Manual)</b>	<b>Composition</b>	<b>Board Member(s)</b>
Audit	3 members, includes at least one Board member who is not the Treasurer	Michael DeWitt
Awards	Past presidents + VP as ex officio	Kristen Jensen
Endowment	3 members + Treasurer as ex officio	Lisa Maynard, Carla McCasland
Finance	Treasurer + 1 member	Lisa Maynard + Pier Sun Ho
Widening the Circle	Up to 2 Board members, minister + 7 add'l members	Beth Jerde
Governance Manual	Board Discretion	David Rosales, Lisa Maynard, Pier Sun Ho

<b>Other Board-Involved Committees/Task Forces</b>	<b>Composition</b>	<b>Board Member(s)</b>
Safety Policy Task Force	Will report to Board in December & dissolve once Safety Policy Committee is formed	Helen Toy
Safety Policy Committee	Hasn't been formed yet	

<b>Committee</b>	<b>Board Liaison</b>
Appreciation	Carla McCasland
Program Council	David Rosales
Stewardship	Selene Fabiano
Buildings & Grounds	Ryan Devine

March 29, 2026

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

RE: Treasurer's Report for April 1 Meeting

The Finance Committee has reviewed the proposed 2026-27 Operating Budget prepared by Operations Director Janae Heard (provided by her for the Board packet). The Finance Committee has two intertwined recommendations to the Board related to this budget proposal.

- 1) The Finance Committee recommends that the Board of Trustees approve this use of the \$300,000 unrestricted distribution to UUCB from the estate of Lee Lawrence:
  - a) use \$178,019.78 to pay back, immediately and in its entirety, the loan from the Board Designated Endowment to the Ministerial Housing Fund;
  - b) deposit the remaining \$121,980.22 into the Board Designated Endowment as new funding.

We discussed this disposition of the \$300,000 at our last meeting (see Treasurer's Report, 3/2/2026 - part 2 for a lengthy explanation). At that time, the plan had been endorsed by the Operations Director and Senior Minister; since then, the Finance Committee has reviewed the plan and has recommended that the Board approve it. Our UUCB Bylaws (9.1.4) allow repayment of loans from new unrestricted gifts, "with a two-thirds vote of members present and voting in a called Congregational Meeting." This vote can be accomplished at the May Congregational Meeting, as a preliminary to the vote on the proposed 2026-27 Operating Budget.

- 2) The Finance Committee recommends that the Board of Trustees approve the proposed 2026-27 Operating Budget. After presentation of the proposed budget at the April Board meeting, the Board can vote to approve the proposed budget at either the April or the May Board meeting, depending on whether Board members prefer to have more time to reflect before voting.

The Finance Committee also requests that the Board make a decision on the disposition of the 2026 (calendar year) distribution to UUCB of \$7,500 income from the Calkins Trust. The assets of the Calkins Trust have been moved into new investments that provide more income than earlier projected. Our current 2025-26 operating budget projects revenue of \$1,500 from trusts; this figure was based on the previous investment of trust assets.

The Finance Committee suggests this disposition of the \$7,500 that UUCB will receive during 2026:

- a) \$1,500 immediately to UUCB as FY 2025-26 revenue (as projected in operating budget);
- b) \$4,500 immediately to the Minister's Discretionary Fund, to be used as determined by Rev Marcus Liefert;
- c) \$1,500 in July to UUCB as FY 2026-27 revenue.

This disposition will serve our operating needs and replenish the Discretionary Fund that Rev Marcus uses to help those in need.

Today's Mechanics bank balances are:

Checking, \$472,871.57 (includes the Lawrence distribution, received this month)

Savings, \$156,245.88

# Operations Director's Board Report

March 2026

- **New Members:**

- Olivia Cox
- Nancy Jacobson
- Jenny Kropf
- Robert Kropf
- Lynne Scarpa
- Anna Shigeta

- **Average Attendance:**

- In Person: 214
- Online: 36

- **Finance**

- The Finance Committee has recommended the attached budget for the board to review. The attached notes explain some differences around UUCEF fund distributions and the Lee Lawrence bequest paying back the Quasi Endowment for the MHF loan.
- The Good Earth lease has been signed by UUCB and the Good Earth School for the next 3 years.
- We received the new Goodbox tap2pay devices, got them set up and we passed the plate on Sunday 3/29 in service. I got initial feedback that it went smoothly and was successful.

- **Facilities**

- The smoke beam detector currently installed in the Atrium is not suited for the space and has been causing system errors and false alarms. It will need to be replaced with appropriate smoke detectors. We are coordinating with the Fire Department on placement and quantity requirements and are actively soliciting quotes — including from Everon — to remediate the issue. We are also evaluating a change in service providers, as we have had ongoing concerns with our current vendor's performance.

- The Playfield Project is scheduled to start on April 6<sup>th</sup>. There will be some parking spots blocked with a dumpster for the dirt that will be removed.
  
- **HR**
  - Two updates to Sunday staffing: A new Sunday Facilities Support role has been established, filled by Thor. Thor has an established task list and routine, and he will be available to support congregants and guests during the most requested times. The AV role has also been restructured, with CJ serving as the single point of contact on most Sundays, and this role will be responsible for all Sunday AV operations, with Thor assisting during the service.

## **Background for April 1 Agenda item 5 (a) re: Loan repayment**

### **Treasurer's Report, 3/2/2026 - part 2**

I have presented the suggestion below to the Finance Committee via email, and expect it to be a topic of discussion at the Finance Committee's March 19 meeting. At that meeting, the Finance Committee will review the draft budget proposal for FY 2026-27, in order to make a recommendation to the Board regarding that proposal.

I am providing this information to the Board for discussion at the March 4 Board meeting, so that Board members have time to consider the disposition of the Lawrence bequest before reviewing the draft 2026-27 budget proposal, which will be presented at the April Board meeting.

Our Bylaws give the Board the responsibility for deciding what to do with gifts of \$10,000 and more, when the donor has not restricted the use of the gift.

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**Suggestion:** Recommend to the Board of Trustees that the \$300,000 bequest from Lee Lawrence (initial distribution to UUCB from her estate) be used for immediate payback of the \$178,019.78 loan from the Board Designated Endowment to the Ministerial Housing Fund, with the remainder of this bequest distribution going to the Board Designated Endowment as new funding.

**Proposed by:** Treasurer

**Initial Endorsements:** Operations Director and Senior Minister

### **Reasoning:**

- 1) UUCB Bylaws allow for loan repayment from unrestricted gifts:  
9.1.4 Repayment of loans [from the Board Designated Endowment] may be made from gifts from donors that have not specified endowment for their gift, with a two-thirds vote of members present and voting in a called Congregational Meeting.
- 2) The congregational vote referenced above can be accomplished at the May Congregational Meeting, along with approval of the proposed operating budget for 2026-27.
- 3) If we pay back the entire loan using a portion of this bequest distribution, we can use all of the 2026-27 net income from the Lexington rental to supplement

our operating budget revenue, instead of first subtracting the budgeted loan installment payment. (In other words, this action will increase our net operating income).

4) If we pay the entire loan back during fiscal year 2025-26, we (the Board/ Congregation) can choose either to use all the net income from 2025-26 as current year revenue, or to pay a portion of that net income into the Board Designated Endowment as an installment payment. (We have been expecting this \$300,000 distribution since October; it might make sense to use that date in considering how much of an installment payment to make.)

5) This suggested loan payback would allow:

- a) Immediate increase of the balance in the Board Designated Endowment, by either the loan amount plus the remainder of the distribution (total \$300,000 increase), or the loan amount plus a portion of the distribution remainder. For example, the balance increase would total \$275,000, if the Board chooses to put \$25,000 of the bequest distribution into the current year revenue, as discussed at the 2/9/26 Finance Committee meeting.
- b) As stated in #3 above, an increase in available 2026-27 rental income revenue, to offset increased costs, aiding in presenting a balanced 2026-27 budget proposal.
- c) As stated in #4 above, a possible increase in available 2025-26 rental income revenue, to help offset unanticipated cost increases (such as staff health care benefits, utilities).

6) Our aim is to provide reliable annual income to support UUCB's operations. Although we do receive significant income from space rentals for events, we want to reduce our reliance on this intermittent income. We consider it prudent to rely primarily on:

- a) Pledges and unpledged contributions from congregants;
- b) Rental from a multi-year lease to the preschool, and (at least currently) from the two El Cerrito houses;
- c) Annual draws from endowment funds.

7) We have been informed of additional bequests that will allow us to increase the balance of the Board Designated Endowment even further. The loss of an immediate small increase to the BDE (approximately \$15,000 annually) will be more than offset by these bequests, which we imagine will arrive during 2026, as estates are settled. The larger balance in the BDE will in time allow increased annual draws to provide income supporting our operations (including maintenance).

**Background:**

Keep in mind the history:

- a) The generous gift of the Lexington house required an expenditure of approximately \$245,000, in order to pay off the mortgage on that property and complete repairs and renovations to make the house comfortable/appealing to a future minister or tenant. (Recall that having a mortgage on a rental income property would adversely affect UUCB's income tax standing.)
- b) The use of the Ministerial Housing Fund (MHF) to provide the capital necessary was planned openly; the Board approved the plan and was kept informed of the expenses.
- c) Our called minister was given several options regarding housing: occupy the Lexington house; continue living in his own house and receive a housing allowance; take a housing loan from the MHF. When he chose to remain in his own house, the other options remained open. UUCB had an obligation to respond with a housing loan when he made that request several months later.
- d) The negotiating team, Board and Congregation all approved replenishing the MHF with a loan from the Board Designated Endowment.
- e) The original plan for the BDE loan involved annual loan installment payments equal to all annual net income from the Lexington house.
- f) Last May the Finance Committee, Board and Congregation all approved reducing the 2025-26 loan repayment installment in order to support a larger allocation for buildings & grounds repair and maintenance.
- g) All of the decisions and actions above were made with attention to our Bylaws. UUCB is fortunate to have received generous gifts over many years, to possess assets which allow both security and some flexibility, and to have staff and leadership who approach the use of those assets with both care and creativity.

## 2026-27 Budget Notes

### UUCB Board of Trustees

**Overall Net Income: \$39.47**

#### REVENUE

- We removed \$50k in community space rental income. The Tongan church is no longer leasing space on Sundays, and community rentals have dropped recently. We also got a slow start this year, but we expect that won't be the case next year with the new staffing.
- This revised budget shows show a revenue line of \$30k, the approximate amount we could expect from the Quasi Endowment
  - To produce a balanced budget, we ask the board to separate our annual UUCEF fund withdraw and designate the annual draw amounts from the Quasi Endowment and Armstrong Garden funds to go to the operating budget for the next few years. The hope is that the congregation will continue to grow, and the pledges will eventually catch up to the operating costs. Having the annual draw from the Quasi Endowment might help bridge the gap. Ladd Griffith will still get its draw from the UUCB Endowment, the Kay Davis Fund, and the Building Fund, which has increased significantly in the past year due to Grace Ulp's bequest. This will give Ladd Griffith sustainable funding, even without the Quasi Endowment portion. We also expect to receive a couple more substantial bequests in the next year or two, which will increase the annual amounts over time.

#### EXPENSES

- **Personnel**
  - Used 2026-27 UUA guidelines for all salaried staff.
  - Increased hourly wage for all staff at least 2.5% (based on CPI)
  - Operations – Some staff restructuring will be needed to keep the salary budget line manageable for this year and future budgets. Marcus and I have a plan to adjust roles within the Operations department that will reduce overall personnel costs while maintaining operational capacity.
  - Music – larger increase needed to offer competitive rate for section leaders, who are paid “per call”.
- **Operations**
  - The church will now cover the premiums for life insurance and long-term disability for all staff working 15 or more hours per week.

- The disability is only Long Term, meaning there is a 90-day waiting period before this benefit kicks in. We should start looking into either contributing to CA SDI or creating a cash reserve so the church could cover employee disability for the first three months of any leave. This is typical in churches outside of CA.
  - Accounting Services. 2025-26 budget was higher to cover the extra cost of switch to Quickbooks. Next year should settle back to previous rates. However, we are due for a financial review per our bylaws. \$15,000 was added to pay for that review.
  - Consultants and contractors – For the 2025-26 FY, this did not get used. The staff transitions did not leave a lot of capacity for major projects or work to be done by contractors, but we do expect to see this more in the coming year.
  - Guest Ministers. We are over budget for the 2025-26 budget year due to Marcus’s parental leave. This is not expected again next year, and Marcus is happy with the budgeted amount.
  - Buildings and grounds budget – Added funds for contractors and needed repairs. Shifted some funds from the B&G Supplies budget line to the B&G Maintenance budget line. Since the Good Earth teachers rarely use our Atrium restrooms anymore, we have significantly reduced the bathroom supplies we need to order.
  - Donations to Non-Profits – This covers all the donations we make to other organizations. It is \$24,500 for Good Neighbor (Calculated by adding \$12,000 from a line under the Program Revenue and half the plate collection amount). It also includes the donation to GRIP, and the Shuumi we pay to the Sogorea Te’ land trust.
- This budget reflects the Treasurer’s request and the Finance Committees agreement with having part of Lee Lawrence’s bequest to UUCB pay back the loan from the Quasi Endowment made to the Minister’s Housing Fund. We have removed the expense line of \$15k that would otherwise be needed to cover paying that back.

## **Narrative Notes**

- This is an operating budget only. This does NOT include any TRNAs, restricted funds or other accounts. This represents money coming in and money going out in the fiscal year only.
- We have been working hard to simplify and consolidate the accounts since moving over to Quickbooks. As a result, this may look slightly different than it has in past years.

**Unitarian Universalist Church of Berkeley**  
**2026-27 Budget - DRAFT for the Board of Trustees**

		2025-26 Budget	2025-26 YTD (DEC)	2026-27 Budget	2026-27 Budget Notes
1	<b>Pledge Income</b>				
2	Pledge Income	\$ 525,000.00	\$ 377,846.00	\$ 550,000.00	Based on the Stewardship goal
3	Prior Year pledge payments	\$ 30,000.00	\$ 25,098.00	\$ 30,000.00	
4	<b>Plate Collections</b>	\$ 25,000.00	\$ 14,398.00	\$ 25,000.00	
5	<b>Other unpledged contributions</b>	\$ 30,500.00	\$ 13,542.00	\$ 30,500.00	
6	<b>Good Neighbor*</b>	\$ 12,000.00	\$ 2,604.00	\$ 12,000.00	
7	<b>Restricted contributions released</b>	\$ -	\$ -	\$ 25,000.00	
8	<b>Special Project Donation</b>	\$ -	\$ 45,000.00	\$ -	
9	<b>Program Revenue</b>	\$ 13,000.00	\$ 4,315.00	\$ 12,500.00	Income from Chalice Camp, Leadership Retreats, Congrats to Grads, Food Drive, etc.
10	<b>Rental Income</b>				
11	School Buildings (good earth)	\$ 362,300.00	\$ 180,726.00	\$ 369,546.00	Based on proposed 2026-2029 lease increases
12	Community use - space rentals	\$ 150,000.00	\$ 31,735.00	\$ 100,000.00	Lowered due to no longer having Tonga Church and KFFD rentals
13	Cottage Rental	\$ 37,000.00	\$ 19,200.00	\$ 38,400.00	
14	Lexington Rental	\$ 31,400.00	\$ 22,420.00	\$ 40,800.00	
15	<b>Fundraising</b>	\$ 25,000.00	\$ 22,839.00	\$ 25,000.00	
16	<b>Interest Income &amp; Trust Income</b>	\$ 13,500.00	\$ 8,355.00	\$ 13,500.00	
17	<b>Endowment Disbursement</b>		\$ -	\$ 30,000.00	Annual draw from the Quasi Endowment
<b>TOTAL REVENUE</b>		<b>\$ 1,256,700.00</b>	<b>\$ 771,608.00</b>	<b>\$ 1,307,246.00</b>	
19	<b>Salary, Wages, Housing &amp; Benefits</b>	\$ 836,165.06	\$ 404,060.46	\$ 862,886.53	Slight staff restructuring
20	<b>Insurance</b>	\$ 61,630.84	\$ 32,053.00	\$ 62,475.00	
21	<b>Workers Comp Insurance</b>	\$ 7,500.00	\$ 3,236.00	\$ 7,500.00	
22	<b>Accounting Services</b>	\$ 28,000.00	\$ 16,940.00	\$ 40,000.00	Additional 15k for Financial Review needed per our bylaws
23	<b>Consultations/Contractors</b>	\$ 8,800.00	\$ 675.00	\$ 4,000.00	
24	<b>Guest Speakers, Ministers, Musicians</b>	\$ 6,850.00	\$ 3,995.98	\$ 6,850.00	
25	<b>Supplies</b>	\$ 10,200.00	\$ 2,918.12	\$ 11,200.00	
26	<b>Office Expenses/Administration</b>	\$ 18,500.00	\$ 9,017.78	\$ 18,500.00	
27	<b>Phones &amp; Computers</b>	\$ 16,000.00	\$ 8,223.41	\$ 16,750.00	
28	<b>Advertising &amp; PR, Online Resources</b>	\$ 5,250.00	\$ 1,057.65	\$ 5,250.00	
29	<b>Property Taxes</b>	\$ 36,500.00	\$ 18,732.13	\$ 31,500.00	
30	<b>Professional Development</b>	\$ 21,191.00	\$ 4,565.32	\$ 23,370.00	
31	<b>GA Delegate &amp; Leadership Scholarship</b>	\$ 3,000.00	\$ 1,104.00	\$ 3,000.00	
32	<b>Staff &amp; Volunteer Appreciation</b>	\$ 1,200.00	\$ 907.00	\$ 1,700.00	
33	<b>Bank Fees, Tap2Pay Sub</b>	\$ 3,800.00	\$ 1,730.77	\$ 5,250.00	
34	<b>Taxes &amp; Business License Fees</b>	\$ 1,000.00	\$ 463.68	\$ 1,000.00	
35	<b>UUA Annual Program Dues</b>	\$ 40,000.00	\$ 19,999.98	\$ 46,325.00	
36	<b>Building &amp; Grounds Supplies</b>	\$ 10,000.00	\$ 2,856.01	\$ 7,000.00	
37	<b>Building &amp; Grounds Maintenance</b>	\$ 34,000.00	\$ 21,517.00	\$ 40,000.00	

	2025-26 Budget	2025-26 YTD (DEC)	2026-27 Budget	2026-27 Budget Notes
38 Kitchen Supplies/Hospitality	\$ 10,000.00	\$ 3,601.00	\$ 10,000.00	
39 Utilities	\$ 45,500.00	\$ 23,855.96	\$ 48,000.00	
40 Committee Expenses	\$ 2,500.00	\$ 100.00	\$ 4,000.00	Board Discretionary - \$2k, plus funds for Endowment Committee and Stewardship
41 All Programs/Teams Budgets	\$ 14,730.00	\$ 8,960.00	\$ 9,900.00	Some of this moved to account for passthroughs & donations to non profits
42 Honoraria/Classes (Personal Theology)	\$ 2,000.00	\$ 400.00	\$ 2,000.00	
43 Donations to non profits				
44 Good Neighbor	\$ 24,500.00	\$ 10,525.43	\$ 24,500.00	\$12k - Good Neighbor (line 6), \$12.5k - 50% plate (line 4)
45 Enduring Partner: Sogorea Te' Land Trust	\$ 3,000.00		\$ 3,000.00	
46 Enduring Partner: GRIP	\$ 2,000.00		\$ 2,000.00	
47 Enduring Partner: Partner Church			\$ 1,250.00	Partner church was in programs, but makes more sense as a partner expense
48 Program Expenses	\$ 680.00	\$ 6,571.51	\$ 6,000.00	Expenses from Chalice Camp, Leadership Retreats, Congrats to Grads, Food Drive, etc
49 Fundraising/Event Expense	\$ 2,000.00	\$ 42.00	\$ 2,000.00	
50 Owed to Endow to pay back MHF			\$ -	Finance Committee recommendation for Lee Lawrence Bequest to pay back Endowment
<b>TOTAL EXPENSES</b>	<b>\$ 1,256,496.90</b>	<b>\$ 608,109.19</b>	<b>\$ 1,307,206.53</b>	
Projected Over/Under	\$ 203.10		\$ 39.47	3/26/2026 - JH

UNITARIAN UNIVERSALIST CHURCH OF BERKELEY

**Congregational Meeting Agenda**

**Sunday, May 17, 2026**

Following the 11 am Worship Service and Lunch

**In-person in the Sanctuary (are we in the sanctuary?) AND Via Zoom Video Conference**

<https://us02web.zoom.us/j/88180208953?pwd=Sje4yZS1aLq7uFZKwOg4hrza1jSRoN.1>

**Meeting ID: 881 8020 8953 Password: UUCB**

**Approximately 12:45 PM**

1. Call to Order and Determine Presence of Quorum (15% of 316 = 47)
2. Chalice Lighting
3. Opening Readings: Covenant Reading and Land Acknowledgement Reading
4. Consent Agenda:
  - A. Adoption of Agenda
  - B. Approval of February 22, 2026 Congregational Meeting Minutes
5. Presentation of Schweitzer Medal for Extraordinary Service: (10 min)
6. Announcement of UUCB's 2026 General Assembly Delegates: **Waiting for names**
7. Affirmation and Installation of the Nominating Committee: Michael Armstrong, Cynthia Asprodites (new), Suzette Anderson-Duggan, Paul Hudson, Kay Fairwell (new) Sima Misra, Carrisa Orwig, Lorraine Schnurr, and Pier Sun Ho.
8. Presentation and Vote on the Board of Trustees recommended Budget for 2026-27 Fiscal Year (20 min)
9. State of the Congregation Report – Selene Fabiano & Pier Sun Ho (5 min)
10. Committee Reports
  - A. Stewardship Committee
  - B. **Any others?**
11. Benediction and Adjournment

\* \* \* \* \*

**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