

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 AND Via Zoom Video Conference**

**Zoom Link:**

<https://zoom.us/j/92841969069?pwd=C2fwniALTla5l8k1eLU7102fZzlhpR.1>

Meeting ID: 928 4196 9069

Passcode: 315612

**Approximately 12:30 PM**

1. Call to Order and Determine Presence of Quorum (15% of 316 = 47)
2. Chalice Lighting
3. Opening Readings: Covenant and Land Acknowledgement
4. Consent Agenda:
  - A. Adoption of Agenda
  - B. Approval of February 22, 2026 Congregational Meeting Minutes
5. Present Schweitzer Medal for Extraordinary Service to Helen Toy
6. Affirm and install Nominating Committee: Michael Armstrong, Cynthia Asprodites (new), Suzette Anderson-Duggan, Paul Hudson, Kay Fairwell (new), Kristen Jensen(new), Sima Misra, Carrisa Orwig, Lorraine Schnurr
7. Approve use of a portion of the Lee Lawrence bequest to UUCB to pay back the internal loan from the Board Designated Endowment to the Ministerial Housing Fund
8. Approve Board of Trustees recommended Budget for 2026-27 Fiscal Year
9. State of the Congregation Report – Selene Fabiano & Pier Sun Ho
10. 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



UNITARIAN UNIVERSALIST  
CHURCH OF BERKELEY

## **Congregational Meeting Minutes**

**Sunday, February 22, 2026**

**DRAFT**

### **1. Call to Order**

Board President Kay Fairwell called the meeting to order at 1:06PM.

### **2. Convene:**

- a. Quorum Count (15% of 311 = 46 members required). There were 89 members present.
- b. Chalice Lighting - Heley Toy lit the chalice while Kay did a chalice reading.
- c. Covenant Reading – read by the congregation
- d. Land Acknowledgment Reading – by Michael DeWitt

### **3. Consent Agenda:**

Kay Fairwell noted that the following correction needed to be made to this meeting's agenda and to the consent agenda: Remove approval of April 27, 2025 minutes since those minutes were already approved at the May 2025 congregational meeting.

a. Adoption of corrected Agenda (Approval of the April 27, 2025 minutes was removed from the agenda since those minutes had already been approved at the May 2025 congregational meeting.)

b. Approval of May 18, 2025, and November 16, 2025 Congregational Meeting Minutes

Consent agenda was approved without dissension.

### **4. Staff Recognition and Appreciation**

Rev. Marcus Liefert introduced and thanked our fabulous staff: the operations team; Minister of Congregational Life and Family Ministry, Rev. Kathryn Jay; intern minister Liesl Dees; the childcare staff; and the music department.

### **5. Presentation of Flaming Chalice Awards for Extraordinary Service: (Listed alphabetically by last name)**

Cynthia Greenleaf – presented by Helen Tinsley-Jones

Phil Maynard – presented by Don Klose

Pier Sun Ho – presented by Beth Pollard

Sheila Tarbet – presented by Anne Wardell

### **6. Reports:**

a. Stewardship Committee - Paul Hudson, Stewardship Co-Chair reported that 2026 stewardship campaign has ignited is already 60% towards our goal, with 1/3 of the

pledges in. On average, there has been a 12% increase in the per pledge amount, compared to last year. If you haven't pledged, please do so yet.

**b.** Discernment Task Force – See notes in the Slides created for the meeting that will be posted on the UUCB website along with these minutes.

**c.** Social Justice Council report by Cynthia Greenleaf. Written report will be on the website along with these meeting minutes

## **7. Board of Trustees:**

**a.** Call for General Assembly Delegates - Melissa Rosales provided a lot of information about General Assembly and how to get involved. See notes in the Slides created for the meeting that will be posted on the UUCB website along with these minutes.

**b.** Recognition of outgoing Board of Trustee members Kay Fairwell and Helen Tinsley-Jones  
Pier Sun Ho spoke on behalf of the board to thank Kay and Helen Tinsley-Jones for their amazing service.

**c.** Results of Board of Trustees Election – Michael Armstrong of the Nominating Committee announced that the following three board candidates Ryan Devine, David Rosales, and Karin Werner were voted into office.

**d.** Installation of Board of Trustees by Rev. Marcus Liefert

## **8. Benediction**

**9. Adjournment** – The meeting was adjourned at 2:30PM

*There will be a brief Board of Trustees meeting immediately afterward to elect Board officers.*

## **Approve use of a portion of the Lee Lawrence bequest to UUCB to pay back the internal loan from the Board Designated Endowment to the Ministerial Housing Fund**

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. One of those assets is the Ministerial Housing Fund, which was established many years ago to provide financial assistance to our ministers, in their pursuit of housing in our expensive area. Two recent very generous gifts are a house on Lexington Avenue in El Cerrito, donated to the church by longtime member Jane Lundin, and a bequest from the late Lee Perry Lawrence.

The Board approved use of the Ministerial Housing Fund (MHF) to make the Lexington house into a property suitable for UUCB ownership and possible use as a home for our future called minister. When we called Rev. Marcus Liefert to ministry at UUCB in 2023, he chose to remain in his own home for the time being, and the Lexington house was rented out to provide income that would replenish the MHF. To bring the MHF back up to its former balance (prior to the Lexington house expenses), in September 2024 the congregation approved a loan of \$178,019.78 from the Board Designated Endowment to the MHF. We were then able to use the MHF for its intended purpose, to provide Rev. Marcus with a loan to purchase a new home that suits his family's needs.

The original payback plan for this loan from the Board Designated Endowment to the Ministerial Housing Fund involved yearly loan installment payments equal to all annual net rental income from the Lexington house. In May 2025 the Board and Congregation approved reducing the 2025-26 loan repayment installment in order to support a larger allocation for buildings and grounds repair and maintenance. Repeating this redirection of net rental income annually, as planned and discussed, would change the projected repayment duration from about 8 years to about 13 years.

In March 2026, UUCB received a partial distribution of \$300,000 from the estate of longtime member Lee Lawrence. Her bequest is unrestricted; she did not specify that it be used for any particular purpose. The Board has the responsibility of deciding how to use unrestricted gifts of this size, within the limitations of our Bylaws. Our Bylaws (Article 9.1.4) allow us to use unrestricted gifts to repay loans from the Board Designated Endowment, provided that such repayment is approved by two thirds of members present and voting in a called congregational meeting.

Repaying the loan from the Board Designated Endowment with \$178,019.78 from the Lee Lawrence distribution will allow us to use all of the net rental income from the Lexington house to support our ministry through the annual operating budget. By increasing the balance in the Board Designated Endowment, it will also increase that fund's annual earnings, which we can use to support our operations.

# Unitarian Universalist Church of Berkeley

## 2026-27 Budget Notes

*This is an operating budget only and represents money coming in and money going out in the fiscal year.*

**Overall Net Income: \$39.47**

### REVENUE

- We reduced projected community rental income by \$50k due to fewer long-term leases. We're prioritizing church and mission-oriented events to preserve capacity and dedicate appropriate resources and staffing to better serve our core mission.
- Grace Ulp's generous bequest to the Building Maintenance Endowment increased the balance of that Endowment by more than 500%, which in turn significantly increases the earnings of this fund. This increase allows us to redirect some of the annual earnings from the other Endowments into the operating budget. The Building Maintenance Endowment will continue to support our building maintenance projects via the Ladd Griffith Fund. Expenditure from the Ladd Griffith Fund is organized in our 5-Year Capital Projects Budget, not this operating budget.

### EXPENSES

- **Personnel**
  - Used 2026-27 UUA guidelines for all salaried staff. Increased hourly wage for all staff at least 2.5% (based on CPI)
  - UUCB will now cover the premiums for Long-Term Disability coverage and Life Insurance for all staff working 15 hours/week or more.
  - Some staff restructuring is needed to keep the salary budget line manageable for this year and future budgets. Some roles within the Operations department have been reworked to reduce overall personnel costs while maintaining operational capacity.
- **Operations**
  - Accounting Services - \$15,000 was added for a financial review due this year per our Bylaws.
  - Buildings and grounds budget – Added funds for contractors and needed repairs.
  - Programs & Teams budget – This amount reflects funding requests from each program.
  - Donations to Non-Profits – Covers all outright donations to other organizations: estimated total collections for our Good Neighbor organizations; donation to GRIP; our Shuumi for the Sogorea Te' land trust; and support of our Transylvanian Partner Church

Donations to non-profits		
	Good Neighbor Organizations	\$ 24,500.00
	Enduring Partner: Sogorea Te' Land Trust	\$ 3,000.00
	Enduring Partner: GRIP	\$ 2,000.00
	Enduring Partner: Partner Church	\$ 1,250.00

**Unitarian Universalist Church of Berkeley**  
**2026-27 Budget - Congregational Vote May 17, 2026**

	2025-26 Budget	2026-27 Budget	Notes
1 Pledge Income	\$ 525,000.00	\$ 550,000.00	Based on Stewardship Goal
2 Prior Year pledge payments	\$ 30,000.00	\$ 30,000.00	
3 Plate Collections	\$ 25,000.00	\$ 25,000.00	
4 Other unpledged contributions	\$ 30,500.00	\$ 30,500.00	
5 Restricted contributions released	\$ -	\$ 25,000.00	
6 Program Revenue	\$ 27,000.00	\$29,500.00	
7 Rental Income	\$ 580,700.00	\$ 548,746.00	Includes Good Earth, Lexington House, Cottage & Community Space Rentals
8 Fundraising	\$ 25,000.00	\$ 25,000.00	
9 Interest Income - general	\$ 12,000.00	\$ 12,000.00	
10 Income from Trusts	\$ 1,500.00	\$ 1,500.00	Calkins Trust Income
11 Endowment Disbursement	-	\$ 30,000.00	Annual draw from Quasi Endowment
<b>TOTAL REVENUE</b>	<b>\$ 1,256,700.00</b>	<b>\$ 1,307,246.00</b>	
12 Salary & Wages, Taxes, Benefits, Worker's Comp Ins, Professional Development, Staff	\$ 866,056.06	\$ 895,456.53	Cola & UUA Guideline raises, plus cost for Life Insurance and Disability Coverage for staff
13 Administration Expenses	\$ 58,300.00	\$ 56,700.00	Supplies, Office Expenses & Administration, Phones & Computers, Business & License Fees, Bank Fees
14 Building & Grounds Maintenance	\$ 89,500.00	\$ 95,000.00	
15 Connections and Communications	\$ 5,250.00	\$ 5,250.00	
16 Properties - Insurance and Taxes	\$ 98,130.84	\$ 93,975.00	
17 Accounting Services	\$ 28,000.00	\$ 40,000.00	Funds needed for Financial Review per UUCB bylaws
18 Guest Speakers / Ministers / Musicians	\$ 6,850.00	\$ 6,850.00	
19 UUA Annual Program Dues	\$ 40,000.00	\$ 46,325.00	
20 Kitchen Supplies/Hospitality	\$ 10,000.00	\$ 10,000.00	
21 Committee Expenses	\$ 2,500.00	\$ 4,000.00	Board contingency, Endowment committee and Stewardship committee
22 All Programs/Teams Budgets	\$ 20,410.00	\$ 20,900.00	Programs & Teams, GA Delegate/Leadership
23 Donations to non profits	\$ 29,500.00	\$ 30,750.00	Good Neighbor, Sogorea Te' Land Trust, GRIP, Partner Church, etc
24 Fundraising and Event Expense	\$ 2,000.00	\$ 2,000.00	
25 Owed to Endow to pay back MHF		\$ -	
<b>TOTAL EXPENSES</b>	<b>\$ 1,256,496.90</b>	<b>\$ 1,307,206.53</b>	
<b>Projected Over/Under</b>	<b>\$ 203.10</b>	<b>\$ 39.47</b>	