

Unitarian Universalist Church of Berkeley
Board of Trustees Meeting Agenda
Wednesday, June 3, 2026

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 – Kristen Jensen
- d. Widening the Circle Statement – Carla McCasland

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

- a. Approve agenda
- b. Approve May 6, 2026 Board Meeting minutes
- c. Accept May 17, 2026 Congregational Meeting minutes for congregational approval
- d. Accept monthly Treasurer’s report
- e. Accept Operations Director’s report

7:25 3. MINISTER’S REPORT

7:35 4. ANNOUNCEMENTS/LISTENING

- a. Board or staff announcements
- b. Board Listening Presence (Helen)
- 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. Board development of communication goals, with presentation/report from Manager of Membership & Engagement Charis Domador
- b. Freestone Discernment Task Force: Update on task force process and progress, and discussion on Board guidance for its next report to the Board
- c. Appoint delegates to the UUA General Assembly: Evelie Delfino Sales Posch, Lonnie Moseley, Melissa Rosales, and Cordell Sloan
- d. Determine FY 2025-26 contribution to GRIP (Greater Richmond Interfaith Program), per question in the Treasurer’s Report
- e. Disclosure of Board Member conflicts of interest
- f. Update on Board Visioning Work and determining next steps
- g. Discuss Summer Board Meeting schedule

9:00 6. BOARD COMMITTEE MEMBER REPORTS

9:05 7. CLOSING COMMENTS

9:10 8. ADJOURNMENT

Aspirational Covenant of the UUCB Board of Trustees

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 Huchiu, 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 May 6, 2026
Meeting Conducted via Zoom Video Conference

Minutes – Draft

ATTENDEES

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

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

A quorum being present, the meeting was called to order by, Co-President Selene Fabiano, at 7:15p.m. David did the chalice lighting and reading, Kristen read the Board covenant, Carla read the land acknowledgement, and Helen read the Widening the Circle Vision Statement.

CONSENT AGENDA

A motion for the following (M/S, Kristen/Beth J.) passed unanimously:

- a. Approve agenda
- b. Approve April 1, 2026 Board Meeting minutes
- c. Accept monthly Treasurer’s report
- d. Authorize deposit of the \$300,000 distribution received in March 2026 from the Lee Lawrence estate to the Board Designated Endowment Fund, with designation for use pending May 17 congregational action.
- e. Accept Operations Director’s report

MINISTER’S REPORT

Freestone Discernment: The Task Force has been hard at work with heartfelt care in its leadership. It completed the fishbowl reflection phase and is turning its attention to visioning - on how we are called to move forward with Freestone, by engaging with groups across the congregation and planning for a final written input phase. Feelings about recent Freestone actions remain, but their processing will happen in ways other than being a main focus of the task force.

Beacon Blog: As announced to the congregation, the Beacon is transitioning from a monthly newsletter to a Beacon Blog that can be updated on an ongoing basis with an evolving process of how it will work.

Coming of Age: Nine UUCB youth who completed the program, ending with a retreat at Camp Sibley, will speak at Sunday’s service. Rev. Marcus extended gratitude for Rev. Kathryn’s leadership and members who made it possible to have a robust Coming of Age group.

Facilities Manager: Peter is out on extended medical leave with an unknown timeline. His absence creates stressors for staff and the congregation in this area of church work that is already hard to keep

up with. Janae is doing everything she can, including picking up project management as well as establishing short term disability insurance coverage.

Intern Minister: Liesl Dees graduates tomorrow from Starr King School for the Ministry. She will continue as Intern Minister until mid-July; we will have opportunities to celebrate her time with us.

ANNOUNCEMENTS/LISTENING

a. Board or Staff Announcements:

- Board resignation: Selene announced that Michael DeWitt had resigned from the Board, and that the Board thanked and appreciate him for all his service to the Board and the church.
- Board appointment: Selene announced that the Board appointed Peter Boland to fill the Trustee vacancy, effective May 18 until the conclusion of the term in February 2027.
- Budget Informational meetings: Sunday May 10, 12:30 pm, Fireside Room, and Tuesday, May 12, 7 pm, Zoom
- Congregational Meeting: Sunday, May 17, after worship service; Trustees were reminded of their roles
- Freestone visioning: The Freestone Discernment Task for will host general congregational Visioning sessions on Sunday, June 7, after worship service in the Fireside Room, and on Tuesday, June 9, 7 pm, via Zoom

b. Report from Board Listening Presence (Helen): The Social Justice Council would like to be involved in visioning work the Board may undertake

c. Congregants who wish to speak to the Board on agenda items or other matters. Michael DeWitt said he appreciated the Board's time and intentions to UUCB, and looked to serve on the Board again in the future.

DISCUSSION/ACTION ITEMS:

a. Approve Draft FY26-27 Budget for May 17 congregational vote:

Treasurer Lisa Maynard explained there were no changes to the April draft budget other than an adjustment to reflect revenue pass-through that did not change the sum of either revenue or expenses.

M/S, Kristen/Beth J to approve the draft budget and bring to a congregational vote on May 17.

Motion passed unanimously.

b. Recruit more delegates to the UUA General Assembly: More delegates are encouraged to add to the 2-3 members interested in UUCB's 7 delegate slots.

c. Authorize funding for Freestone roadway repairs and other essential expenses.

As delineated in the Operations Director Janae Heard's report, there was significant wash-out on the access road shared with an adjacent property; a portion is proposed to be paved while gravel is proposed for the remaining affected area, for a total cost of \$17,500. The other affected property's neighbors proposed a 50/50 cost split (\$8,750 for UUCB) if UUCB's use of Freestone was not expected to increase, and a larger UUCB share to reflect UUCB's ownership of its three lots if use will increase. Furthermore, additional expenses such as for fence repair, weed removal/fire safety are anticipated, and other costs may arise - all of which means that the \$12,000 allocated budget for Freestone costs will be exceeded.

The Board discussed the scope and costs of the work on the roadway and weeds/fire safety, and repayment to the General Fund if the property is sold - without making an assumption or suggestion that it be sold, and a suggestion about using goats for weed removal was offered.

M/S, Kristen/Selene, to authorize the expenditure of up to another \$12,000, bringing the total budget amount to \$24,000, all of which would be repaid to the church in the event Freestone is sold. Motion passed unanimously.

d. Designate the Stewardship Committee as either a Board Committee or as a committee under the purview of the Minister

The Board discussed Chapter 10 of the Dan Hotchkiss book Governance and Ministry, which offered some suggestions about Board vs. Minister areas of responsibility. The Trustees asked questions of Rev. Marcus and one another about how Stewardship functions, what might be different under either approach, and how the question fits into the Board's overall role and responsibilities.

Some Board members identified the Board's role as a visioning body and being responsible for providing a vision that can be used by the Stewardship team in its fundraising - with the committee work being done under the purview of the Minister, rather than the Board being involved at that operational level. Also, that the Minister asking for team chairs/members is a more effective recruitment strategy. Helen expressed that vision drives fundraising, and if the fundraising is based on the Board's vision, then Stewardship seems to fall to the Board.

Rev. Marcus noted that the Stewardship Committee is currently running very well, including its attention to succession planning. The issue around whether the Board or the Minister is responsible for the committee becomes particularly critical if leadership gaps or other issues arise. He expressed agreement with Dan Hotchkiss' perspectives.

M/S, Ryan/Selene, to designate in the Governance Manual that the Stewardship Committee is under the purview of the minister. Ayes: All except Helen, who abstained.

e. Establish policy (i.e. authority & process) for external fundraising requests

The Board reviewed current fundraising policies, which they found incomplete and outdated. Board members discussed models in other organizations where the staff head would make such decisions, that a policy might include approval thresholds, the handling of timing-sensitive requests, requests coming to the Board when clarity on a response is needed, and exploring whether UUA had any guidance.

Selene will work with Lisa, and also David if useful, on drafting a policy for Board consideration in a few months.

f. Develop Communication Goals (Carla & Kristen)

Kristen and Carla met with Membership Engagement Manager Charis Domodor and learned about aspects of communications being considered, underway and in development – including readership data and insights, podcasts and reels, and completion of a Style Guide. As a result, Charis is scheduled to meet with the Board at its June meeting so Trustees can educate themselves before coming up with strategic direction. As part of this focus, Carla & Kristen will develop draft goals, with ideas to date including making sure members get church information in the format that is useful to them; this includes the consideration that formats continually evolve as well as needing multi-generational reach.

BOARD COMMITTEE MEMBER REPORTS

Helen reported that the Safety Task Force, which also consists of Helen Tinsley-Jones, Rev. Kathryn, Paul Hudson, Kay Fairwell, and Operations Director Janae Heard, has met 25 times since last

October. This work includes ideas about how to protect Sunday attendees, staff members, and those at church on weeknights against a variety of threats. An October 2026 report to the Board is anticipated. The Board will need to decide how to carry out the recommendations. Helen will send the draft Table of Contents to Board members.

Beth J reported that the Widening the Circle Committee is currently on pause due to other church activities underway.

CLOSING COMMENTS

Reminder about Board retreat on Saturday, May 9.

ADJOURNMENT

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Beth Pollard, Secretary



UNITARIAN UNIVERSALIST
CHURCH OF BERKELEY

Congregational Meeting Minutes
Sunday, May 17, 2026
DRAFT

1. Call to Order:

Board Co-Presidents Selene Fabiano and Pier Sun Ho called the meeting to order at 12:39 p.m.

2. Convene:

a. Quorum Count (15% of 316 = 47 members required). Quorum was reached with at least 52 members present.

b. Chalice Lighting - Board of Trustees Member Ryan Devine lit the chalice while Board of Trustees Member Carla McCasland recited a chalice reading.

c. Covenant Reading – Read by the congregation.

d. Land Acknowledgment Reading – by Selene Fabiano

3. Consent Agenda:

a. Adoption of Agenda, with the addition of a presentation by the Committee on Ministry.

b. Approval of February 22, 2026 Congregational Meeting Minutes

Motion by Carla McCasland/second by Kay Fairwell, to approve the Consent Agenda as amended. Motion passed unanimously.

4. Present Schweitzer Medal for Extraordinary Service to Helen Toy:

Helen Tinsley Jones presented the Schweitzer Medal to Helen Toy.

5. Committee on Ministry Presentation:

On behalf of the Committee, Chair Ladie Malek recognized and thanked Ann Harlow for her years of kitchen/hospitality ministry and other work for the church.

6. Nominating Committee Affirmation and Installation:

Rev. Marcus led the congregation's affirmation and installation of the Nominating Committee: Michael Armstrong, Cynthia Asprodites (new), Suzette Anderson-Duggan, Paul Hudson, Kay Fairwell (new), Kristen Jensen(new), Sima Misra, Carrisa Orwig, Lorraine Schnurr.

Gratitude was expressed to outgoing Nominating Committee members, who are Anita Mermel, Pier Sun Ho, and Andrew Swan.

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

Treasurer Lisa Maynard summarized the background and purpose of the proposed action.

Motion by Ladie Malek and Seconded by Norie Clark to approve the repayment of the internal loan from the Board Designated Endowment to the Ministerial Housing Fund. The motion passed unanimously.

8. Approve Board of Trustees recommended Budget for 2026-27 Fiscal Year:

Operations Director Janae Heard presented the proposed budget and praised the Stewardship Committee for achieving and exceeding the \$550,000 pledge goal.

Motion was made by Patrick Cullinane and Seconded by Karen Elliott to approve the proposed 2026-27 fiscal year budget. Motion passed unanimously.

9. State of the Congregation Report:

Co-Presidents Selene Fabiano and Pier Sun Ho reflected on a year of growth, compassion, and resilience. They celebrated strong programs in support of social justice, immigrant solidarity, climate justice, peace, Pride, pastoral care, and vulnerable communities in a time of rising cruelty and authoritarianism by the federal government. Family ministry expanded through youth programs, choir participation, Coming of Age, and a renewed focus on welcoming children and families. Worship attendance, membership, and stewardship giving all increased, reflecting our vitality and values in action.

They acknowledged lingering grief and tension surrounding the Freestone property decision, emphasizing listening, healing, and respectful dialogue in moving forward. Looking ahead, UUCB faces important work in facilities maintenance and upgrades, capital campaign planning, legacy giving, and an expanded pool of congregant volunteers. The Board of Trustees has deep gratitude for the volunteers, generosity, relationships, and shared commitment sustaining the congregation's hopeful future.

10. Benediction: Rev. Marcus provided the benediction.

11. Adjournment: The meeting was adjourned at 1:20 p.m.

June 1, 2026

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

RE: Treasurer's Report for June 3 Meeting

I thought I could give the Board a month off from decisions about financial matters, but remembered one that we agreed to revisit: the 2025-26 UUCB financial contribution to GRIP. And this month is the Board's last chance to do so during this fiscal year.

A reminder of the earlier decision and plan:

In February, the Board voted to use \$1,000 of the \$2,000 Board Discretionary budget, as part of a UUCB contribution of \$2,000 to GRIP. The Board did not want to deplete its Discretionary budget so early in the fiscal year, but agreed to revisit the possibility later on. (Please see the 2/4/26 Board meeting minutes for more details.) The Social Justice Council also approved contributing \$500 from their funds. Since then, there have been no additional Board Discretionary expenditures; there is a total of \$1,000 uncommitted at this time.

Question:

Would the Board like to use an additional \$500 from its Discretionary budget, to make the total 2025-26 UUCB contribution to GRIP \$2,000? (\$1,500 from Board, \$500 from SJC)

Last month the Board approved immediate deposit of the \$300,000 distribution received in March 2027 from the Lee Lawrence estate to the Board Designated Endowment Fund, held by the UU Common Endowment Fund (UUCEF). The UUCEF received and properly recorded the deposit as an addition to the Board Designated Endowment (BDE); our internal accounting will show the payback of the loan from the BDE to the Ministerial Housing Fund (MHF), which was approved by the congregation at the May 17 congregational meeting.

The proposed operating budget for FY 2026-27 (7/1/26-6/30/27) was also approved by the congregation at the May 17 meeting. We are now prepared to begin a new fiscal year on July 1! I am very happy to report that the actual pledges (commitments of financial support) for FY 2026-27 total \$566,716 from 195 pledgers, as of June 1. This total exceeds the \$550,000 Stewardship goal, which appears in the approved 2026-27 operating budget.

Since our current fiscal year (2025-26) will end on June 30, 2026, I will be sending out some reminders to the congregation about submitting reimbursement requests and completing pledge payments.

We are doing pretty well in revenue collected so far.

- Rental income: As reported before, we do not expect our community rentals to generate the amount projected in the 2025-26 operating budget. We will exceed the projected revenue for the Lexington rental house, since we have paid back the BDE-MHF loan (see above), and do not need to make the installment payment that was built into the budget.
- Donation income: The pledge income received is well on its way to meeting the budgeted goal, with a little over \$503,000 received of the projected \$525,000, as of June 1. Since we have already received more unpledged contributions and prior year pledge payments than budgeted, it seems quite possible that our overall income from donations will meet or exceed the projected total of all categories.

Overall, our expenses are high in a couple of areas already discussed (such as staff benefits and utilities), and they are low in others, without a lot of time left for spending. I expect that we will end the year without a large deficit or surplus, and our cash flow continues to be healthy.

Today's Mechanics bank balances are:

Checking, \$115,285.13
Savings, \$157,222.75

Operations Director's Board Report

MAY 2026

- **Average Attendance:**
 - In Person: 190
 - Online: 29

- **Finance**
 - Congregation passed the Budget! We are now working on entering this budget into QB for next year, updating salary and hourly rates, etc.
 - We had a very busy month with rentals, including 3 large events. This will go a long way to making up the budget number for this year.

- **Facilities**
 - **Everon - Atrium Smoke Beam** - Repair rescheduled to June 3rd at 8am. Previous attempt was delayed when the rented lift would not operate above 6 ft. and a laser guide part was missing. Everon has replaced the lift and secured the needed part.
 - **Sanctuary Condensation** - Matrix completed a walkthrough on 5/7. Awaiting quotes for heat pump replacement of furnaces causing condensation leaks. Will compare replacement cost vs. repair (~\$80k) to determine next steps.
 - **Pipe Break in Play Field** - Contractor capped the broken pipe in the play field (5/14). Water is no longer leaking from the field when valves are on, however the issue at the back of the church was not resolved. Will follow up with a plumber to determine if the capped pipe was the irrigation line to the back of the building and whether repair or full replacement is needed.
 - **Play Field Leveling** - Pacific Playground has completed their scope of work — leveling, gopher mesh, wood pulp, rubber pad in small play yard, and ramp at the entrance gate. Project is complete. The pipe break noted above is a separate issue not attributed to Pacific Playground.
 - **WiFi Project** - New equipment installed and WiFi system is fully up and running (completed 5/28). Barry is working individually with the few staff members who need remote access. Project completed.

- **HR**
 - Update on Peter – He is expected to be out through this month, at least. Marcus and I have discussed strategies to keep us afloat in the meantime, and some options for longer term, if needed. I am up to date on the various projects, and Thor has been working about 20 hours a week to help out getting small repairs and tasks done, which has been great.



UNITARIAN UNIVERSALIST CHURCH OF BERKELEY

DRAFT

Latest Update, 5/24/2026

EMERGENCY AND SAFETY PROCEDURES

It is essential that UUCB staff, members and guests are prepared and equipped to deal with sudden and unexpected events which require immediate action. This section of the Safety Policy describes instructions for responding to such emergencies.

"At their best, our safety policies are an embodiment of our covenant with each other."¹

¹ UUA. Destructive Behavior. <https://www.uua.org/safe/handbook/covenant>

CONTENTS

(Helen Tinsley-Jones, 5/24/26)

- I. General Information For Optimizing Safety During Emergencies
- II. Active Shooter
- III. Bomb Threats: Phone, Written, Electronic
- IV. Earthquake
- V. Fire
- VI. Ice Raid
- VII. Medical
 - A. Overview
 - B. Cardiac Arrest
 - C. Anaphylaxis
 - D. Stroke
 - E. Other Potentially Life Threatening Situations
 - F. Non-Life Threatening Injury or Illness
- VIII. Power Outage
- IX. Suspicious Object/Package
- X. Disruptive and Destructive Behaviors and Mental and Emotional Safety
- XI. Appendix:
 - A. Emergency Boxes & Go-Bags
 - B. Emergency Evacuation Procedures
 - C. Immigration Support Services and Resources
 - D. Incident Report
 - E. Lockdown
 - F. Shelter in Place
 - G. De-Escalation Techniques and Training
- XII. Holding Space for Categories Waiting To Be Completed: Destructive Behaviors, Chemical Hazards, Emergency Quick Reference Cards, Evacuation Maps, Weapons

