

Unitarian Universalist Church of Berkeley
Board of Trustees Meeting Agenda
Wednesday, May 4, 2022

Via Zoom: <https://zoom.us/j/91070175965?pwd=d2FUcWZCQjYzVEF2MFZabWJQOVRRrUT09>

6:00 PM EXECUTIVE SESSION

7:00 1. CALL TO ORDER & OPENING RITUALS

Chalice reading & lighting - Bill
Board Covenant reading - Elaine
Land Acknowledgement Statement - Cordell

7:10 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 April 6, 2022
- c. Accept monthly Treasurer's report
- d. Accept monthly Executive Director's report
- e. Designate a group of seven delegates plus two alternates to the UUA June General Assembly: Suzette Anderson-Duggan, Stephanie Ann Blythe, Victoria Bowen, Evelie Delfino Sales Posch, Liz Der, Jane Lundin, Melissa Rosales, Helen Tinsley-Jones, Rev. Jane Ramsey

7:20 4. MINISTER'S REPORT

7:30 5. ANNOUNCEMENTS/LISTENING

- a. Announcements – Board Listening Presence & other Board Members, Minister, Executive Director
- b. Report that announcement of names of Ministerial Search Committee members anticipated for May 8
- c. Congregants who wish to speak to the Board on agenda items or other matters

7:40 6. DISCUSSION/ACTION ITEMS,

- a. Vaccination Policy: Recommendation from Opening Task Force to discontinue the Board policy requiring vaccination verification for large events (including Sunday worship), and instead use a vaccination affirmation/honor system for all events regardless of size, with the understanding that the verification requirement may be reinstated if warranted by area infection rates.

8:10 BREAK

8:15 DISCUSSION/ACTION ITEMS, con't

- b. 2022-23 Priorities: Approve areas of Board emphasis and related priorities
- c. 2022-23 Budget: Approve budget to recommend to the congregation
- d. May 22 Congregational Meeting: Approve agenda

9:00 7. BOARD COMMITTEE/TASK FORCE/LIAISON REPORTS

9:10 8. OUTGOING COMMENTS

9:15 9. ADJOURN TO EXECUTIVE SESSION, IF NEEDED

May Listening Presence: Pier

June Listening Presence: Michael

Aspirational Covenant of the UUCB Board of Trustees

Approved September 2019, updated May 2020

We as the UUCB Board of Trustees agree:

- To stay committed to connection even when we disagree;
- To recognize the fullness of our power, and the many responsibilities that power entails;
- To listen actively to each other and the congregation, and to seek out opportunities to do so;
- To be caring, respectful, present and open-minded;
- To work together to make the changes the congregation needs, as we keep the best interests of the congregation above our own and to live into our mission;
- To support and trust each other in our work;
- To remember the goal of our work is to build a thriving, loving congregation;
- To be unafraid in the face of hard decisions, to be unafraid of making mistakes, knowing that we will learn from them if we do, and to be unafraid of challenging sacred cows; and
- To come to decisions we all feel we can support while recognizing diverse views.

Land Acknowledgement Statement

As we begin, we want to acknowledge that this church occupies land in Huchiu, the unceded territory of the Chochoyeno-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.

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.

End Statements (Approved May 2, 2018)

UUCB is a vibrant multicultural, anti-racist, anti-oppressive congregation:

Reaching Out

- We embody and share Unitarian Universalism.
- Our communities experience UUCB as an active and dynamic partner in pursuing societal and environmental justice.
- People rely on UUCB in times of need.

Reaching In

- We invite people of goodwill to make a spiritual home with us.
- We celebrate the diversity of our congregation in the fullness of who we are.
- We reach out to one another across differences to connect in shared purpose.
- We have fun!

Building Up

- We are generous with our time, talent and treasure.
- We steward our financial resources responsibly.
- We are comfortable, open and transparent in discussing both personal and congregational financial matters.

**Unitarian Universalist Church of Berkeley Board of Trustees Meeting
Wednesday, April 6 2022**

Meeting Conducted via Zoom Video Conference

Minutes – Draft

ATTENDEES

Voting members: Michael Armstrong, Bill Brown, Randall Hudson, Elaine Miller, Beth Pollard, David Roberts, Cordell Sloan, Helen Tinsley-Jones

Absent: Pier Ho

Ex officio members: Rev. Michelle Collins, Tess O’Riva (Executive Director), Selene Fabiano (Secretary), Lenore Ralston (Treasurer)

Visitors: Karen Elliott, Jean Gleason, Anne Greenwood, Lynn Hammond, Don Klose, David Lingenfelter, Jane Lundin, Anita Mermel, Larry Nagel, Susan Singh, Marta Tobey, Grace Ulp

A quorum being present, the meeting was called to order by Beth Pollard, president, at 7:04 p.m. Lenore Ralston did the chalice lighting and reading, we checked in, Randall Hudson read the Board covenant, and Michael Armstrong read the land acknowledgement.

CONSENT AGENDA

A motion for the following (Motion by Dave Roberts/Seconded by Helen Tinsley Jones) passed unanimously:

- Approve agenda
- Approve Board Meeting minutes of March 2, 2022
- Accept monthly Treasurer’s report

Minister’s Report: Rev Michelle

- In-person services have started and have gone off with fewer bumps than anticipated, thanks to many fabulous volunteers.
- There will be an egg hunt on Easter Sunday
- The Opening Task Force (OTF) has been meeting weekly for several weeks. Great Music Sunday

- The online attendance for Sunday services is staying steady; approximately 47-57 people have attended online each week since in-person services began.
- Healthy Congregations Workshop – 20 people attended.
- Conflict Transformation Workshop – 27 people will have attended by 4/7, including most of the Freestone Committee members.
- There have been some requests for a shorter (1.5 hour) version of the Conflict Transformation workshop for folks who can't do a whole-day workshop. Rev. Michelle will work on putting this together in the next 2 months.
- Freestone Town Hall Information & QA meetings. There will be 3 meetings: The first is on Sunday 4/10 (in person and online line); the 2nd is on 4/12 (zoom only); and the 3rd Town Hall will be on Sunday 4/24. The link for accessing the meeting online will be in the Week Ahead. Rev. Michelle extended kudos to the Freestone Committee for the tremendous amount of work they have done in gathering information for these meetings

Several board members expressed appreciation for the Healthy Congregation and Conflict Transformation workshops.

LISTENING

Announcements:

1st electronic poll for forming the Ministerial Search Committee (MSC) : An electronic poll is currently being held for the congregation to propose names of members who they think are well-suited to be on the MSC. This first poll will continue through April 13th. The Board is encouraging everyone to spread the word so that as many church members are involved in this selection process. More information about the entire process for forming the MSC is discussed in the 3rd Information/Action Item below.

Report from Board listening presence: Bill Brown was the listening presence for March and was not contacted by anyone. Dave Roberts attended the Zoom Coffee Hour last Sunday and reported there was concern from some of the people at the meeting as to whether the Zoom Coffee Hour would continue, as several people had come to depend on it.

INFORMATION/ACTION ITEM

FY2022-23 Endowment Payout Recommendations from the Endowment Committee

Endowment Committee Co-Chair Anita Mermel explained how pursuant to the Governance Manual, the annual endowment disbursement is 4% of the fair market value of each endowment fund. The method for determining fair market value is the average of the previous 13 quarters ending December 31 of the year previous to the fiscal year of the expected payout. Anita explained that the 13-quarter average is used to even out the vagaries of the stock market and allow a steadier stream of income, without huge variation from year to year. Under some circumstances, an additional 0-1.5% payout can be considered. Anita shared that it is best not to take out the larger 5% when the market is low, as that would result in selling a larger number of shares. Per their report, the endowment committee will reconvene in May to consider whether the prevailing market conditions merit an additional draw of 1%.

Based on the 4% calculations, the endowment committee recommended the following payouts for FY 2022-23:

Board Designated Endowment (General Endowment Fund):	\$35,705
Kay Davis Permanent Endowment:	\$ 5,588
Pooled Donors Permanent Endowment (UU Church of Berkeley):	\$ 2,825
Building Maintenance Permanent Endowment:	<u>\$ 2,171</u>
Total, per current policy, 100% to Ladd Griffith Fund:	\$46,289

Per current Board policy, the total disbursement would go to the Ladd Griffith Building Fund; however, Anita noted that with the exception of the Building Maintenance Permanent Endowment, the decision of where the other endowment fund disbursements can be allocated is unrestricted and may be determined by the Board.

In response to a question about the building fund, it was stated that the Ladd Griffith Building fund was started by congregants who wanted to be sure that money was put aside for building maintenance, and anyone can contribute to it. Several of the COVID-related building improvements came from Ladd Griffith fund.

The board expressed big thanks to the endowment committee for their work.

2022-23 Priorities: Discuss draft areas of Board emphasis and related priorities, for adoption on May 4

Beth began this discussion by stating that the board needs both to think about what they want to accomplish and to consider the realities of the budget. The evaluation/strategic planning subcommittee of the board (Michael, Bill, Helen, and Rev. Michelle) shared their ideas about what had been accomplished this past year vis a vis the board's priorities ,and what areas of emphasis have been initiated by the Board and therefore include in the 2022-23 list.

Helen shared a graphic, adopted by the Board last year to express its 2021-22 priorities, which showed the following 5 overlapping areas of priority: Spiritual Care and Growth, Fighting for Justice, Stewardship and Sustainability, Engaging with Change, and Connections with the Larger Community. Helen shared that this graphic was aspirational and goal-oriented and that it didn't specify how these goals would be operationalized.

The following points were made in the discussion about priorities:

1. The graphic was seen by some as a flower that represented all the things we are trying to create as a beloved community. Some of the petals are emphasized more or less in a given year.
2. It's important to recognize that UUCB is in a much more stable position now than it was 3 years ago, thanks to the PPE loans and the investment in the campus have improved UUCB's financial position.

3. COVID made it hard to address certain priorities like spiritual care and community connections. It's important to focus on programs that support those things in the coming year.
4. During the last 2 years, the Minister's Discretionary Fund helped many families in financial, emotional, and spiritual need.
5. Perhaps the 2 areas of Connections with the Larger Community and Fighting for Justice could be combined.
6. All priorities are supported. The challenge is to find cost-neutral ways to address them.
7. The graphic was seen by some as a boat propeller, and that all of the blades are needed to move forward.
8. The next step is to flesh each of these priorities out.
9. There's a lot to do and we may have to do it in phases as re-entry is going to take some time.
10. Some concern about the potential costs associated with the "enhance our virtual footprint" area of emphasis.
11. These areas of emphasis are relatively short-term items. Would like to see them change from year to year due to progress in the areas. Helen noted that some items had changed from last year due to progress that was made.
12. Need to consider longer-term items. The strategic subcommittee will consider "What does longer term strategic planning look like for the board going forward?"

Plan: The subcommittee will take these comments to heart and come back next month with recommendations

2022-23 Budget: Executive Director presentation of draft 2022-23 budget, for Board discussion and direction; Board action at May 4 meeting for May 22 congregational meeting

Huge thank you to Tess for creating the rough-draft/preliminary budget.

Key points from Tess' presentation of the draft budget:

1. This is the general fund operating budget and doesn't include capital projects.
2. The budget is heavily informed by actual income and expenses from this year current, and is based on current stewardship projections. Contributions that go to bldg. funds/endowment funds are not included.
3. The revenue in the draft budget is lower than it was in last year's budget because we will not be receiving any more PPE loans.
4. The draft budget contains a deficit of approximately \$126,000
5. One source of increased costs is to pay for the sound engineers and IT consultant (for expanded livestream). Strong demand to have 2 sound people at the Sunday service.
6. Largest expense is for salaries which includes filling three positions (rental coordinator, Director of Family Ministry, and facilities assistant)
7. To make the budget easier, some line items have been rolled together into fewer categories.
8. Some increased expenses (e.g. advertising for rentals/events, and rental coordinator) should help to generate more income.

9. The \$15,000 expense for the Search Committee is based on estimate from the UUA and would include the cost of flight and hotel for ministerial candidates and partners. The hope is to do some of the work virtually.

10. Rebate from PG&E for our solar panels is now capped at \$1500, rather than the former \$5000 cap.

Board discussion about the draft budget

1. We will need to close some of the gap between income and expenses, as we can't accept a budget with a \$120,000 deficit.

2. Aim is to avoid cutting items that would affect UUCB's ability to generate revenue. Important to hire a rental coordinator sooner than later.

3. The projected revenue for rentals/events may be too conservative. (In non-COVID years, the average annual rentals/event revenue was \$60,000; however, we've made improvements to the facility and there is a lot of pent-up desire for events.)

4. Cordell introduced the idea of reinstating a UUCB Fundraising Committee and agreed to spearhead it.

5. If we need to cut salaries, it would be better to cut hours rather than pay rate.

6. Consider allocating some of the endowment disbursement into the general fund rather than the Ladd Griffith building fund. Downside is that deferring maintenance results in greater costs down the road.

7. We need to approve a budget in 30 days and we want it to be a realistic budget. Small adjustments (e.g. possible increase in revenue from music events) are helpful but won't make enough of a difference to get closer to a balanced budget. Similarly, the work of a fundraising committee won't happen quickly.

8. Consider a less-than-full-time Director of Family Ministry (maybe 32 hours).

9. Consider sharing costs/resources with other congregations that are nearby.

10. Question about whether we should go to the congregation and press more heavily on the need for pledges, or do we need to rely less heavily on pledges as younger families join the church.

Beth's synthesis of discussion: There is a combination of optimism re: increased revenue (in rentals and possibly fund-raising) and a recognition that some cuts will be needed. Uphold fair wages, cutting hours rather than pay rates if those savings are needed. Ideas to be considered: utilize some of the general endowment earnings rather than allocating to the building fund, get a rental coordinator underway soon to secure rental income for next year, find a fundraising team, and shift some expenses to use surplus funds from the current year.

Plan: Tess will talk with the Finance Committee to get specific about where some trimming of the budget could occur.

Thanks to Tess for all her hard work and the creativity she brings to budgeting.

Update and recommendations from the Board Subcommittee shepherding the establishment of the Ministerial Search Committee (Helen, Pier, David)

Helen and Dave reviewed the process that has been put in place to form a Ministerial Search Committee (MSC).

1. First electronic poll. All members are asked to nominate people who they think would be good members of the MSC. This is not a final vote, just a gathering of nominations. This poll is currently going on and will close 4/13.
2. Once Pier provides the list, Members of the Board of Trustees and members of the nominating committee will contact all church members who have not yet voted to encourage them to vote and/or get their input directly. Helen provided guidelines for phone calls (see below).
3. After the first poll concludes, Pier will tally the nominations and provide the board with a list of the 20 individuals who were nominated most often.
4. 4/16 9AM Executive session board meeting to confirm a list of top candidates to contact to ask about their interest/availability, and provide them with information about the commitment expected for MSC members
5. April 17th a “look out for” announcement will be sent re the second poll/final vote.
6. At a 4/22 or 4/23 executive board mtg, the board will review the final list of 12-14 candidates, do a balancing to achieve representation and diversity.
7. 4/24 Sunday service, announcement of the results will go out.
8. Second poll: Congregation will vote to select the committee members. Final election voting will start 4/26 and go through 5PM on 5/2. Each congregant can vote for up to 7 committee members.
9. 5/4 Board has one more opportunity to deliberate on the results and makes the final balancing/decision and determines the date for notifying those who were elected/selected.

Big thanks to Helen, Dave, Pier. Pier did a great job putting together the surveys. Her efforts have been creative and really useful.

Helen asked board members to email the committee if they see corrections that should be made with the timetable/process for forming the MSC.

Note: once the committee is formed, the board still has responsibilities that are outlined in the Settlement Handbook.

BOARD COMMITTEE/TASK FORCE/LIAISON REPORTS

Stewardship. Dave reported that publicity about the stewardship campaign has been done. Dave and Patrick have looked at all pledges made so far and measured those against what the same individuals gave in the previous year. Some pledges are up, but many are down. We won't be able to match last year's pledge amount. Total pledges are down about 10%. The current projection for pledges for FY22-23 is \$450K.

ADJOURNMENT

UPCOMING EVENTS AND BOARD RESPONSIBILITIES

April Listening Presence: Dave

Executive session board meeting on 4/16 at 9AM.

Next Regular Board Meeting: May 4, 7PM

Respectfully submitted,

Selene Fabiano, Secretary

**Executive Director Monthly Report to Board of Trustees
May 2022**

End (Limitation)	Topic	Action/Discussion/Information
<p align="center">Sustainability (Preserving and enhancing UUCB's fiscal and physical assets)</p>	<p align="center">Finance & Budgeting</p>	<ul style="list-style-type: none"> • Audit Committee: Audit results expected by May Congregational Meeting. • Draft budget included. Treasurer and Finance Committee have reviewed and made recommendations for the FY 22-23 budget. • Pledge reporting error in Breeze database system discovered resulting in an inflated pledge total for the current fiscal year. All errors have been fixed thanks to Anne Greenwood! • Report on the history and analysis of 2018 Financial Pickle also to be presented at the May Congregational Meeting. • Talks to lease lower parking lot to Kensington Fire Protection District are moving along. Kensington residents are expressing concerns.
	<p align="center">Facilities/Buildings and Grounds</p>	<ul style="list-style-type: none"> • HVAC programmable controls complete. Ventilation systems in the Sanctuary, Social Hall and Atrium bathrooms are programmable and have been programmed to cover whenever people are in those rooms. Fans cannot always be heard because the CO2 levels must reach a certain point to turn them on. The fans are set to the lowest possible point when singers are in the room, 3 times better than CDC recommendations. • 3D virtual tour recording of main floor and drone video of grounds completed and posted to both the uucb.org rentals page and Here Comes the Guide. • Black Lives Matter sign on Arlington upgraded with frame and plexiglass to deter vandalism. • Liam Barker hired to be Facilities Assistant. Currently working on getting campus up to maintenance level. Also working on Sundays. • Sanctuary “praground” reconfigured to improve Family Ministry access to toys. • Nursery building playground has had the sand pit repaired and the rotted storage system replaced. Large playfield is currently having its sandpit repaired to avoid sand spilling onto sidewalk. • Next Work Party is May 7th. Increased participation greatly needed. Projects for all ages and abilities have been identified. Great was to get involved!

End (Limitation)	Topic	Action/Discussion/Information
<p>Community (People are loved, valued, & connected)</p>	<p>Admin & Operations</p>	<ul style="list-style-type: none"> • Rentals Manager hired and trained. This should improve response times for rental responses and free up Caitlyn to focus on Office Admin duties in preparation for maternity leave in August. • OTF continues to try and balance conservative opening activities for our most vulnerable with pressure from other congregants that want full buffets and no masks. • Freestone Information and Sharing Phase continues, with small group dialogues to begin soon.
<p>Faith in Action (Social & Environmental Justice)</p> <p>Sustainability (Preserving and enhancing UUCB's fiscal and physical assets)</p>	<p>Events & Calendar</p>	<ul style="list-style-type: none"> • Opening talks with climate change activists within UUCB to focus on improved composting and recycling efforts. • May 6th from 6-10 will see UUCB's first Friday Night Dance! Tess and Sylvia Parisotto have birthdays this week, so that's a double-good excuse! Monies raised from concessions and donations will go to UUCB. Hope is to have monthly all-ages dance. • Looking for champion to run pop-up rummage sale this summer to address large number of donations in storage as well as be a local community-building activity.
<p>Community (People are loved, valued, & connected)</p>	<p>Safety & Security</p>	<ul style="list-style-type: none"> • Safety is a weekly standing agenda item at our UUCB Staff meetings. People with Admin access in Breeze changed their passwords to address all possible angles of a recent text phishing scheme. Rev. Michelle stated from the pulpit that she never asks for help or money directly from individual congregants and encouraged everyone to carefully check the email address of senders. There is NO technological fix for phishing schemes, there is only *Constant Vigilance*!!

Opening Task Force Recommendation for UUCB's Board regarding the current vaccination verification policy

Recommended action:

- ***Discontinue vaccine verification requirement for large events in the congregation while still requesting nonverbal affirmation of vaccination to be on campus for large church events (through signage, honor system, disclaimers)***
- ***Additional recommendation: expanding request of nonverbal affirmation of vaccination to be on campus for any size church event or activity (through signage, honor system, disclaimers)***
- The above means: honor system, nonverbal affirmation, meaning by entering campus folks are affirming they are vaccinated if available to them, the same way we have been non-verbally affirming symptom free
- ***With planned date on which to revisit the policy and potentially decide to suspend the request/honor system entirely***
- ***With planned conditions under which vaccine verification would be re-instituted (consider re-instituting if Covid ActNow returns to “high” for Contra Costa or Alameda county’s community level)***

Rationale:

- Sanctuary has adequate space and ventilation for safe gathering
- Compliance with Covid protocols is high in congregation
- Vaccination (and boosting) rate is very high in congregation

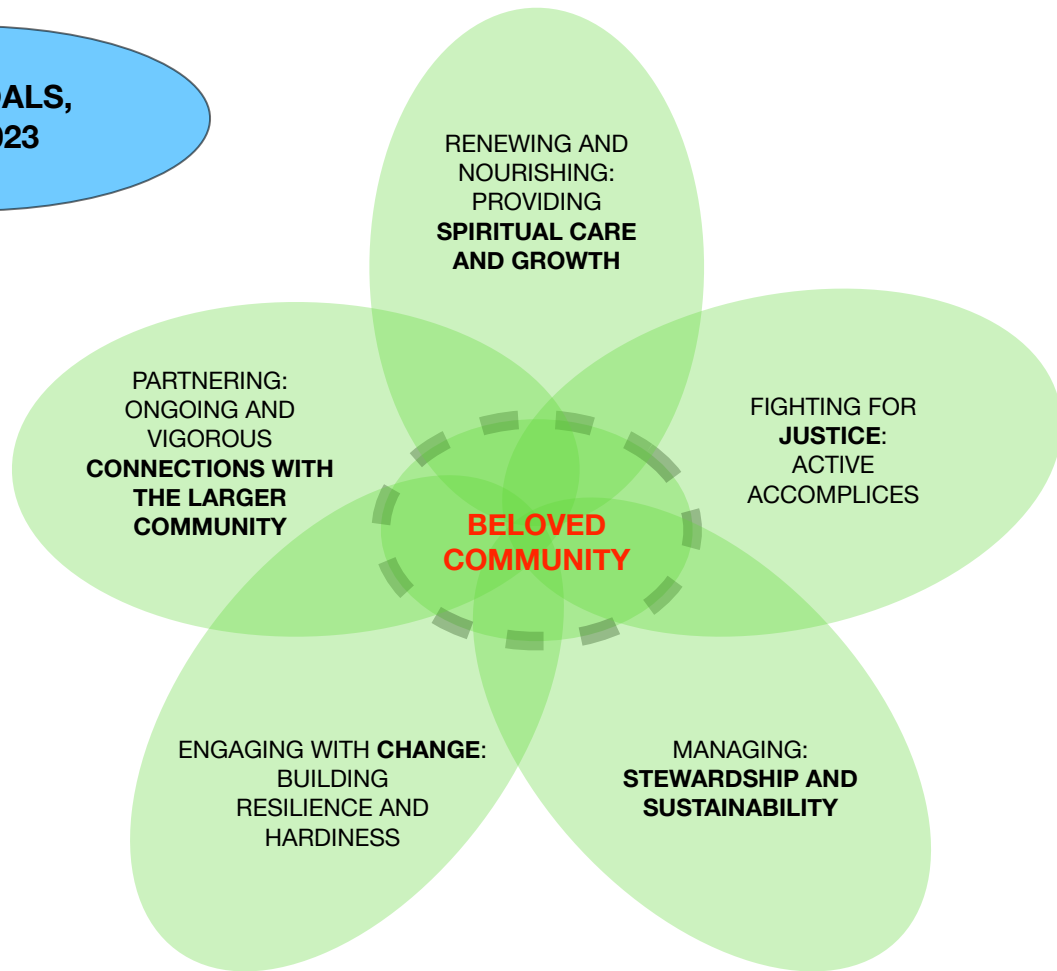
Notes:

- Red heart stickers on name tags will indicate that someone has had their vaccination card visually verified and is entered into database system as “cleared”
- OTF believes we are not at a place to suspend the policy entirely yet since we are still anticipating the trends for omicron BA-2 and X (at least not as of the end of April)
- Add to signage: “by entering, you are affirming that you are vaccinated for Covid-19 and symptom free, or have received a medical exemption from the minister”
- Standards OTF has been using to guide recommendations: Covid ActNow data in Contra Costa and Alameda counties (positivity rate/cases, hospital/ICU utilization rates), waste water measurement trends, community transmission level from CDC
- Our recommendations and considerations continue to try to be thoughtful about children who cannot be vaccinated and members of our community who are immuno-compromised
- OTF does not currently recommend expanding our definition of fully vaccinated to include boosters due to the impact on volunteers and staff to recheck and re-verify all members and attendees if the verification policy were re-instituted and because there would need to be a judgment factor and more technical knowledge and specific information (and brand and date span checking) involved

Opening Task Force (OTF) membership: Patrick Cullinane, Lisa Maynard, Sheldon Jones, Tess Snook O’Riva, Michelle Collins

Prepared on April 25, 2022 for presentation at May 4, 2022 board meeting

**UUCB GOALS,
2022-2023**



AREAS OF EMPHASIS

- ◆ revisit our mission and covenants to incorporate the goals of social justice and the principles of widening the circle
- ◆ re-envision/enhance our virtual footprint
- ◆ infuse the widening the circle principles of anti-racism, anti-oppression and the elimination of white supremacy into the wide range of congregational activities
- ◆ determine the future of the Freestone property
- ◆ support staff
- ◆ inspire, support and learn from youth, children and families
- ◆ discern our ministerial needs and conduct a successful ministerial search
- ◆ support ideas for community engagement
- ◆ sustain and promote the health of the congregation in difficult times through transparency, skillful conflict transformation and the inclusion of all voices

Unitarian Universalist Church of Berkeley

Fiscal Year 2022-23

Proposed Operations Budget v.5

	FY 2021-22 Budget	FY 2022-23 Proposed Budget	Comments
Revenue			
Pledge Income	\$382,500	\$445,500	Still pending Stewardship Final numbers (current estimate is \$495K - 10%)
Plate collections	\$12,000	\$12,000	Portion of Plate that goes to UUCB General Fund
Special Collections - All	\$24,000	\$25,000	(Good Neighbor, Congrats to Grads, Widening the Circle, Food drive, etc.)
Other unpledged contributions	\$8,000	\$10,000	Pursuing other ways to donate, GoFundMe, Zelle, YourCause, Benevity, PayPal, etc.
Member Events	\$2,500	\$5,000	Expected increase in facility use by members. Members get 50% discount now.
Endowment Transfer	\$28,627	\$0	Regular Annual Withdrawl now in Capital Budget.
Prior Year Pledge Payments	\$5,000	\$5,000	
All Program Income	\$4,800	\$2,900	Does not include restricted monies. Does include Personal Theology/Hospitality donations.
Cottage Rental	\$37,200	\$37,758	
Fundraising - All	\$5,000	\$7,500	Includes Book Table, Jewelry Table, Holiday Faire, Amazon Smile, etc. Need Fundraising Team.
Music Events	\$10,000	\$12,500	
Community Use-Space Rental	\$100,000	\$150,000	Rates increased, expected surge in rentals
School Buildings (Good Earth)	\$327,420	\$312,000	Includes all items from leases of RE and Childcare buildings
Other Revenue	\$122,000	\$15,000	No expected grants this fiscal year, includes Bequests
Interest Income-general	\$250	\$500	Money market funds earn interest, interest rates increasing
Income from Trusts	\$1,200	\$1,854	Paid to administer Calkins Trust
Total Revenue	\$1,070,497	\$1,042,512	
Expenses			
Salary, Wages, & Housing	\$599,849	\$585,859	No intern minister this year
Payroll Taxes (incl SECA)	\$51,255	\$54,673	
Employee Benefits-Health	\$41,080	\$33,660	
Employee Benefits-Life/Disabil	\$3,400	\$1,500	
Employee Benefits-Retirement	\$43,402	\$39,534	
Insurance (Property & Casualty)	\$27,600	\$29,500	Includes separate insurance for Sonoma retreat (Freestone)
Worker's Comp Insurance	\$9,500	\$9,500	
Accounting Services	\$31,500	\$14,000	
Search Committee	\$0	\$15,000	New
Consultants/Contractors	\$2,500	\$13,500	IT Consultant, Sound Engineer
Guest Speakers/Musicians	\$500	\$5,000	

Unitarian Universalist Church of Berkeley

Fiscal Year 2022-23

Proposed Operations Budget v.5

	FY 2021-22 Budget	FY 2022-23 Proposed Budget	Comments
Supplies	\$12,500	\$13,500	Includes Ministry & Music
Office Expenses/Administration	\$16,270	\$18,500	Payroll processing, postage, copier lease, etc.
Phones & Computers	\$15,000	\$8,000	WiFi, Database, Financial System, etc.
Advertising and PR	\$2,500	\$5,000	Kensington Outlook, Here Comes the Guide, East Bay Times, Facebook boosts
Communications & Web Site	\$2,500	\$5,200	Broadcast/Zoom expenses
Property Taxes	\$15,000	\$18,500	Lawson Road 70% reimbursed by Preschool rental, but now paying separately for Sonoma County
Professional development	\$14,042	\$15,000	GA for lead staff, trainings for new/continuing staff, Dues
Bank Fees	\$3,100	\$3,000	PayPal education campaign needed
Other Expense	\$14,000	\$5,500	Includes Board & ED contingencies of \$1,000 each (last year included \$8,000 Management Fees)
UUA Annual Program Dues	\$36,363	\$38,000	Fair share
Building & grounds supplies	\$15,500	\$14,500	
Building & grounds maintenance	\$20,000	\$25,000	
Utilities	\$34,700	\$38,500	Includes solar rebate decrease (PG&E now caps rebate per period)
Fire Monitoring System	\$12,500	\$12,500	
All Programs/Small Grp Ministries	\$30,000	\$28,700	Includes Hospitality & \$2,000 Shuumi tax
Fundraising/Event expense	\$1,500	\$2,500	Event Hosts included in salary line
Donations to Nonprofits - All	\$14,000	\$25,000	Good neighbor, Food drives, Special collections
Total Expenses	\$1,070,061	\$1,078,626	
Excess or (Deficiency) of Revenue Over Expenses	\$31,524	\$ (36,114.32)	Covered by current cash reserves. Fall back position: Evaluate mid-year and redirect Annual Draw to General Fund if needed.

Additional Projects/Requests

Disaster/Resilience Planning		\$12,500	Tesla wall/back-up to solar
Social Media/SEO optimization		\$5,000	Current year analytics set-up, Family Ministry & volunteers to assist
Organ and Piano Maintenance		\$10,000	Long-deferred maintenance
Financial Consultant		\$8,000	Consultant to assist in migrating financial data to new system
New folding chairs		\$8,000	Current chairs are in very poor condition and don't match

\$43,500