

**Unitarian Universalist Church of Berkeley**  
**Board of Trustees Meeting Agenda**  
**Wednesday, May 3, 2023**

Via Zoom: <https://zoom.us/j/91070175965?pwd=d2FUcWZCQjYzVEF2MFZabWJQOVRrUT09>

**6:00 PM EXECUTIVE SESSION**

**7:00 1. CALL TO ORDER & OPENING RITUALS**

- a. Chalice reading & lighting – Kay
- b. Board Covenant reading - Bill
- c. Land Acknowledgement Statement – Randall
- d. Widening the Circle Statement - Carolyn

**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 April Board Meeting minutes
- c. Accept monthly Treasurer’s report
- d. Accept monthly Executive Director’s report
- e. Designate delegates, and authorize Board Co-Presidents to fill any remaining delegate positions, to the UUA General Assembly June 2023: Evelie Sâles Posch, Suzette Anderson-Duggan, Rev. Jane Ramsey
- f. Approve for 3 year term reappointment to the Endowment Committee, ending 12/31/2025: Anita Mermel
- g. Affirm May 2023 as Older Americans Month

**7:15 3. MINISTER’S REPORT**

**7:25 4. ANNOUNCEMENTS/LISTENING**

- a. Announcements – Board Members, Minister, Executive Director
  - Rev. Michelle’s Memory Book (Kay)
  - Special Congregational Meeting to Call our New Minister: 5/7/2023
  - May Congregational Meeting: 5/21/2023
  - Parsonage Escrow and Renovation Update (Tess)
- b. Report from Board listening presence (Randall)
- c. Congregants who wish to speak to the Board on agenda items or other matters

**7:45 5. DISCUSSION/ACTION ITEMS**

- a. Report and Vote on COVID Policy Recommendations from the Opening Task Force (Lisa/Patrick)
- b. Future of Freestone
  - i. Freestone Oversight Committee Nominees
  - ii. Updates on Freestone activities: Conservation Easement (Beth) and Status of vacation rental permit and transit occupancy tax applications (Dave W.)
  - iii. Freestone Contingency Fund: Discussion of Finance Committee Recommendations and Vote on Board Resolution 23-1 (Carolyn/Beth)

**8:30 BREAK**

**8:35 6. DISCUSSION/ACTION ITEMS, continued**

- c. 2023-24 Missions and Goals: Approve BoT priorities and goals for the year
- d. 2023-24 Budget: Approve budget to recommend to the congregation
- e. May 21, 2023 Congregational Meeting: Approve agenda

**9:10 7. BOARD COMMITTEE/LIAISON REPORTS**

**9:20 8. CLOSING COMMENTS**

**9:30 9. ADJOURNMENT**

May Listening Presence: Randall | Next Beacon On the Hill Article: Cordell – due 5/15/23

## **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 Huchiun, the unceded territory of the Chochenyo-speaking Ohlone people. We understand that we continue to benefit from the seizure and occupation of this land. We acknowledge and embrace our responsibility to take restorative action. We affirm that this is deeply felt and commit our congregation to be in right relationship with Indigenous communities, aligning in solidarity, supporting Indigenous projects, and caring properly for the land.

### **Widening the Circle Vision Statement**

We, the trustees of UUCB, commit ourselves to championing racial justice embodying anti-racist practices, and confronting and dismantling white supremacy culture and all forms of oppression (including but not limited to racism, sexism, ableism, homophobia, transphobia, classism, ageism, xenophobia and religious oppression (including anti-Semitism and Islamophobia) in everything we do.

### **Mission Statement of the Unitarian Universalist Church of Berkeley**

The mission of the Unitarian Universalist Church of Berkeley is to create loving community, inspire spiritual growth, and encourage lives of integrity, joy and service.

### **Vision Statement of the Unitarian Universalist Church of Berkeley**

The Unitarian Universalist Church of Berkeley is a welcoming and vibrant congregation. We joyously support spiritual development guided by individual faith, reason, and conscience. We are committed to serving one another, the church community, the community at large, and the global community. We foster a spirit of generosity and trust that encourages care for our church home and affirms diversity and relationships consistent with Unitarian Universalist principles.

**Unitarian Universalist Church of Berkeley Board of Trustees Meeting  
Wednesday, April 5, 2023**

**Meeting Conducted via Zoom Video Conference**

**Minutes – Draft**

**ATTENDEES**

Voting members: Michael Armstrong, Bill Brown, Kay Fairwell, Randall Hudson, Beth Pollard, Cordell Sloan, Pier Sun Ho, Helen Tinsley-Jones

Absent: David Rosales

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

Visitors: Barbara & Patrick Cullinane, Alan Davis, Michael DeWitt, Jean Gleason, Anne Greenwood, Ann Harlow, Albert Kueffner, Lisa Maynard, Anita Mermel, Larry Nagel, Lenore Ralston, Jason Russell, Marta Tobey, Grace Ulp, Dave Wemmer

A quorum being present, the meeting was called to order by Helen Tinsley-Jones, co-president, at 7:05p.m. Bill did the chalice lighting and reading, Randall read the Board covenant, Carolyn read the land acknowledgement, and Selene read the Widening the Circle Vision Statement.

**CONSENT AGENDA**

The Executive Director’s report was pulled from the consent agenda and will be presented in the meeting.

**A motion for the following (M \_Michael\_/S \_Bill\_) passed unanimously:**

- Approve agenda
- Approve Board Meeting minutes of March 1, 2023
- Accept monthly Treasurer’s report
- Accept Ministerial Search Committee update
- Approve signatory changes on UUCEF accounts: Kathryn Jay removed
- Approve for congregational affirmation the new Nominating Committee members for 2023-24:

Lynne Cahoon (continuing), Michael DeWitt, Don Klose, Anita Mermel, Sandy Portillo-Robins,

Ariel Smith-Iyer, Terry Stokes (continuing), Andrew Swan, Marta Tobey

## INFORMATION ITEM

### **Minister's Report:**

Per Rev. Michelle, much of her work over the past 16 months has focused on Freestone. She praised the congregation for their respectful behavior both during the 3/26 congregational meeting and after the vote was announced. She also praised Helen Tinsley-Jones for her facilitation of the meeting and thanked parliamentarian Stephanie Blythe for her assistance. Rev. Michelle was not able to take a vacation last week as planned and will take vacation next week instead. She will not use one week of her vacation time. Rev. Michelle has done 4 memorial services during the past 6 weeks and another 6 are scheduled in June. A lot of her work now involves supporting the transition process with the new minister.

## ANNOUNCEMENTS/LISTENING

- a. Announcements – Board Members (none)
- b. **Report from Board listening presence**  
Some of the feedback shared with Randall included: interest in having the board's work be more accessible to the congregation; interest in more crafts and fun activities; feeling good about the co presidency; increased demand in Family Ministry and the hope this will be reflected in the budget; appreciation for how engaged the Board is with the WTCOC task force; desire to have Youth Spirit Artworks come to a Social Justice meeting; belief that the majority of the Freestone Oversight Committee should consist of people who are not on the Freestone Committee.
- c. Congregants who wish to speak to the Board on agenda items or other matters: No one came forward at this time.

## INFORMATION ITEM/ACTION ITEM

### **a. FY2023-24 Endowment Payout Recommendations from the Endowment Committee**

Anita Mermel reported the Endowment Committee is recommending a 4% distribution for the four funds, totaling \$44,635. One hundred percent of these distributions go to the Ladd Griffith fund. She also reported 2 new large donations to the building endowment fund totaling over \$40,000, at least half of which will be given in FY23-24. The Endowment Committee is also awaiting a bequest of 15% of the proceeds from Marsha Saxton's estate, the amount of which is not yet known. The full Endowment Committee report can be found on the UUCB website.

### **b. Parsonage updates on renovations, escrow, and a request for an additional \$10,000 for repairs/improvements**

Tess reported that the work on the parsonage is coming along and requested to borrow an additional \$10,000 from the Cope fund to allow for a remodel of the laundry room, new kitchen appliances, repairs due to dry rot and fungus, including replacing the back door. The current estimate for this work is \$7600.

There was some discussion. A question was raised regarding the anticipated amount of rent that can be charged for the parsonage if the minister doesn't choose to live there. The answer was \$4500/month. A few board members anticipated that there may be additional unexpected costs during the renovations and suggested authorizing a larger amount of borrowing from the Cope fund to prevent slowdowns in the renovation due to Tess having to come back to the board,

A motion (M Randall / S Pier) authorizing the borrowing of an additional \$18,000 from the Cope Fund for improvements/renovation of the parsonage was made. All voted in favor. The motion passed.

## **DISCUSSION/ACTION ITEMS**

### **a. 2023-24 Budget: Executive Director presentation of draft 2023-24 budget**

**Executive Director's Report:** Highlights from the report included: Tess anticipates the need for a Capital Campaign; planning for the campaign will take a year. She is working with the Climate Justice Committee (CJC) on waste management. Some of this work entails working with our rentals vis a vis their waste management. The rental contract has been updated to require compliance with UUCB's recycling policy. The 4-year lease with Good Earth cannot be updated at this time, although they are required to comply with California laws on recycling. New recycling bins have been purchased for all classrooms in the school.

**Budget Presentation:** Tess highlighted the following items: Relocation costs for a new minister are included in the budget, in case that is needed. There is an increase in advertising costs in the hopes of increasing wedding rentals. Expected a jump in income from trusts. Treasurer Carolyn James reported that the books aren't fully reconciled but a lot of progress has been made.

There were some questions from board members and congregants:

Q: Did the WTCOC receive its budget request? A: Yes. It's in the program budget.

Q: What if UUCB doesn't reach the pledge goal? Will there be an adjustment to the budget?  
A: There's a \$15,000 cushion built into the budget. If pledge goal isn't reached, we will need to revise. The Finance Committee will have the final stewardship numbers at their next meeting.

Q: Is there money included for the Minister's installation?

A: There is no separate line item; however, there is a \$6000 line item for hospitality which covers all celebrations and Sunday hospitality.

No action at this time. The board will review the budget again at the May Board meeting and vote then to move the budget forward for the May 21, 2023 Congregational Meeting.

### **b. Report and Recommendation from the Opening Task Force (OTF)**

Patrick Cullinane gave a brief summary of the OTF report. The full report is part of the board packet. He highlighted that the UUCB community has complied with public health protocols for

the past 3 years and as a result there have been very few COVID exposures in the church environment. The OTF which has met every 2 weeks for the past 3 years is winding down its work. In September, the Safety Committee will pick up the mantle and make sure safety protocols include infectious disease procedures. The OTF is requesting the Board make or update pandemic-related policies to fill the gap until the Safety Committee has had time to create its own policies. The OTF's current recommendations are as follows:

1. Masking. The OTF is asking the board to set a policy that would require masking in the sanctuary and optional in other areas of the church.
2. Vaccinations. The OTF is asking the board to update its policy re vaccinations so that vaccinations would be encouraged but no longer required.
3. Sunday check-in. The OTF is asking the Board support continued use of the Sunday Check-In process for membership and administrative purposes and recognize it is no longer a safety procedure

Questions:

Q: What's the basis for the masking recommendation?

A: We've been moving from mandating COVID safety protocols to personal assessment of one's own risk and comfort. Most UU congregations no longer require masking; however, given the results of the recent poll, the OTF decided it should continue to have mandate for masking in the sanctuary.

Q: Would the choir be required to mask at performances and rehearsals?

A: Rev. Michelle defers to Bryan on that issue.

Q: Masking has been handled administratively to date, why should the board step in with a policy?

A: It seems better to have this be a group decision, rather than to put all the responsibility for decisions re masking on Tess.

Discussion and Comments:

1. Only 89 people completed the recent poll. It's important to keep this conversation going and revisit the question down the road. Things could change for better or worse.
2. Appreciate the focus of masking in the sanctuary where there isn't a lot of choice vs the other optional spaces at the church.
3. In the next survey it would be good to ask "Do you regularly attend Sunday service now?"
4. Question/concern re how effectively the surveys are reaching people, especially people who aren't comfortable with electronic surveys.
5. It's good to progress forward slowly because it's harder to have to go back and add restrictions.
6. Matters regarding Sunday check-in are administrative. The board can add support but shouldn't be setting policy on it.
7. Several board members did not feel ready to make a decision on the OTF recommendations tonight and wanted more time to review them and be clear what we're voting on.
8. A request was made to the OTF to write out their request to the board in a few simple sentences so the board is clear what it is voting on.
9. There was support for putting the OTF's recommendations on the May agenda and the board's committing to making a decision at the May meeting, so that the OTF can finish their work.

10. Acknowledgement of the all the work the OTF has done and the research-based information in their report.

Outcome of discussion: Board is requesting additional time to digest the OTF's recommendations and has asked the OTF to write out its requests in a few sentences. The Board will make a decision about these recommendations at the May 2023 Board meeting.

**c. Freestone Oversight Committee (FOC) Formation –**

The board began moving forward with the phased implementation of Resolution No. 22-1 which calls for the formation of the Freestone Oversight Committee.

**i. Call for Committee nominees**

The Board is asking for nominations and will not be forming the committee today.

**Discussion and Comments**

- Dave Wemmer reported that the Freestone Committee was prepared to nominate himself and Alan Davis, and possibly another Freestone Committee Member. He also acknowledged that there is a question as to whether or not Freestone Committee members who are working on Freestone should be part of the Freestone Oversight Committee and thus overseeing themselves. Whatever the decision, it will be important for there to be close communication between the Freestone Committee and the FOC.
- Alan Davis shared his opinion that it's important for someone who is involved in the process of trying to get a conservation easement to be on the FOC, and that he wants the FOC to be independent and transparent.
- A job description for FOC members including the scope of work and meeting schedule is part of the board packet tonight's meeting as well as part of the packet for the 3/26/23 Congregational Meeting. This description will be helpful in informing potential candidates. A link to this document with clarifications and "Draft Charge of the Freestone Oversight Committee" can also be found at the end of Resolution No. 22-1.
- The Board will be sending out a request for nominations to the congregation.
- Important to include in the FOC open-minded people who chose not to support the resolution. The purpose of the FOC is not to advance Freestone but to keep work on Freestone in alignment with UUCB's mission and goals.
- The Board will make the decision as to whether include Freestone Committee members on the Freestone Oversight Committee as they see the composition of the nominees. An argument can be made to include one Freestone Committee member to be on the FOC. For example, the Capital Oversight Committee has one person from Building & Grounds to provide their knowledge.

ii. Conservation Easement Meeting (Karl Kraft, USDA Biologist – Friday, April 14, 2023 at 1PM)

Alan Davis, Randall Hudson, Dave Wemmer, Beth Pollard, and possibly Bill Brown will attend the meeting. Alan Davis encouraged those attending the meeting to review the deed beforehand. The Board asked Alan to forward the deed and to send the link for the meeting to Beth, Randall, and Bill.

iii. Approval of application of Transient Occupancy Tax (before May 10), application for Vacation Rental Permit (must be done between May 10-23), and Fee (\$800 - \$1000)

Dave Wemmer provided the following update related to Freestone:

In a recent meeting, Sonoma County Planner Senior Planner, Hannah Spencer, stated that their legal counsel has recommended that UUCB apply for a vacation rental permit (VRP) to take advantage of an upcoming short window of opportunity (May 10-May 23, 2023) when applications will be allowed for corporate owned residential properties.

Per Dave Wemmer, the Freestone Committee is requesting approximately \$3500 from UUCB to for the following items related to this VRP:

1. Vacation Rental Permit Application must be submitted May 10<sup>th</sup>
2. Transient Occupancy Tax
3. Hire a home inspector to do a walk-through
4. License (he wasn't sure exactly what this was for)

Discussion:

- Dave Wemmer stated that the Freestone Committee will be fundraising but their ability to raise funds depends on whether or not they are able to get the VRP.
- Reverend Michelle stated that Sonoma County indicated that having a VRP would allow UUCB to use Freestone for programming such as overnight and day use. Thus, it would be important to get whether or not there is any plan to try to rent out Freestone to generate revenue.
- It's not clear if free use of the property will be allowed if we do not get a VRP for Freestone.
- Time is of the essence in this matter. UUCB will not be able to apply for a VRP for Freestone after 5/23/23.
- Treasure Carolyn James stated that the only costs included in the budget for Freestone are the ongoing costs for property insurance and property tax. If this current request for funds was approved, the money would have to be taken from somewhere else and that could be difficult.



- Per the Freestone resolution, ongoing net costs for Freestone should not exceed 10k each year for 2 years. Thus if it is at all possible, UUCB should honor the congregation's will and try to fund this current request.
- We need to find out how/if using Freestone as a rental property will affect the insurance coverage.
- There was some opinion that more than \$3500 would be needed to get the VRP.
- There was a question as to whether the neighbors have any say regarding whether or not a VRP for Freestone was approved, and how that might be a barrier.

Summary and decision: Although there is general support for supporting Freestone, the Freestone Committee was advised to explore all other avenues for raising funds for the VRP application and associated fees, given our current tight budget. We will also check with Tess to see if she can find the money for these expenses in this year's budget. The board will vote on this request at the May 3<sup>rd</sup> board meeting.

## **BOARD COMMITTEE/LIAISON REPORTS**

The Widening the Circle of Concern (WTCOC) is fully engaged on forming the Education for Liberation Committee and want to make a report to the Congregation in May

This coming Sunday is Easter Sunday, a big event for the church. A lot of outreach has been done.

## **CLOSING COMMENTS**

### **ADJOURNMENT**

The meeting was adjourned at 9:25PM

Respectfully submitted,

Selene Fabiano, Secretary

## **UPCOMING EVENTS AND BOARD RESPONSIBILITIES**

Next Board Meeting: May 3, 2023

**TO: Board of Trustees**  
**FR: Carolyn James, Treasurer**  
**DATE: 5/2/23**  
**RE: Treasurer's Report for 5/3/2023 BOT Meeting**

### **Status of our Financial Reporting System:**

We continued to have some IT challenges this month with remoting in to the accounting server, however the new IT contractor is making progress on this. The bank and investment accounts are fully reconciled through 3/31/23. Our contractor, Kevin Brower, did some additional cleanup of balance sheet accounts (prepaids and payables) this month. The remaining balance sheet project is to clean up all of our net asset (equity) accounts, which were only partially reconciled as of 6/30/22.

### **Financial Statements**

#### *Balance Sheet:*

- The UUA investment accounts have recovered somewhat from the market downturn, but are still below the peak historical values. In addition, there were some transfers in and out: \$100K was withdrawn from the general endowment for the previously authorized Endowment Maintenance activities, and \$43K in gifts were added to the Building Maintenance Fund.
- Loan payable is reduced to \$23K, as a congregant loan to UUCB has been forgiven.
- Fixed Asset depreciation has not yet been recorded, will occur at year-end.
- Net asset (equity) accounts need updating and do not reflect current year activity.

#### *Budget Comparison Report, 7/1/22 – 3/31/23:*

##### Revenue:

- As previously noted, we're excluding unrealized investment gains from this report
- Pledge income is at \$357K. This represents 80% of the budget target, when we are three-fourths of the way through our fiscal year. (Note this is lower than the amount reported last month. Kevin has corrected the way this report is run so that it now properly excludes prepaid FY23-24 pledges).
- Other unpledged contributions are ahead of budget.
- In-Kind Donations of \$23.6K – this represents the generous forgiveness by a congregant of a note payable owed by the church. The donor directed that this gift be transferred to the Building Maintenance Fund held at UUCEF. This gift, combined with the \$20K bequest, increased the Building Maintenance Fund by \$43.6K. (Note, although our accounting system currently treats the Building Maintenance Fund as unrestricted, it likely should be classified as restricted. So, although this \$43.6K shows up in our budget comparison report, it cannot be spent on operating activities. This will be corrected as part of the net asset cleanup project).
- Other revenue of \$27K is ahead of budget. \$20K of this is the grant from UUA for emergency tree removal due to storm damage.
- Community Use rentals have reached \$93K. We likely won't hit the goal of \$150K but should end up well over \$100K.
- Campus Rental and all other income categories are generally close to budget.

Expenses:

- Salary, benefits and related expenses are running ahead of budget, by a combined ~\$32K.
- Consultants/Contractors are over budget by \$10K, however \$5K of this was for Lawrence Lecture which will be reimbursed by the temp restricted Lawrence Lecture Fund.
- Building and Grounds maintenance appears over budget, however much of this will be reimbursed by the earmarked funds from the endowment.
- Gas expense at nearly \$26K is well over budget. Adjustments to our climate control settings, and improving weather, should hopefully slow this trend.
- All other expenses are generally running close to budget.

Overall, the report shows that our revenue is in excess of expenses year-to-date, by approx. \$59K. However, we should back out the \$43K going to the Building Maintenance Fund. Therefore, our year-to-date surplus is about \$16K.

Unitarian Universalist Church of Berkeley  
Balance Sheet  
As of Date: 3/31/2023

	Current Year	Prior Year
<b>Assets</b>		
<b>Current Assets</b>		
Cash and Checking		
Cash-Mechanics Checking #6489	118,300.20	443,471.85
Cash-Mechanics Savings #7963	329,775.64	287,631.28
Cash-TD Ameritrade #3611 (Cope)	199,907.77	75,663.71
Cash-Bank of the Internet	550.60	550.60
Cash-E-Trade #1737	0.24	52,852.71
Cash and Checking	<u>648,534.45</u>	<u>860,170.15</u>
Receivables		
Receivables	0.00	0.00
Prepays and Other		
Prepaid expenses	0.00	450.00
Prepays and Other	<u>0.00</u>	<u>450.00</u>
Unrestricted Investments		
UUA-Board Designated Endowment #610888	704,303.99	858,098.31
UUA-Building Maintenance Fund	94,553.01	54,411.71
UUA-Ann Lane Memorial Fund	267,493.91	285,741.17
Unrestricted Investments	<u>1,066,350.91</u>	<u>1,198,251.19</u>
Temp Restricted Investments		
UUA-Lawrence Lecture #610887	66,737.82	71,311.70
Calkins CRT-Payable to UUSC	(39,693.05)	(47,811.90)
Trust-Calkins Char Rmndr-Royal Bank Canada	324,496.97	357,948.52
Trust-Vanguard Pooled Income #9866	42,111.93	44,062.41
UUA-Anna Spatz Religious Ed	59,283.48	63,346.49
UUA-Armstrong Garden Endowment	14,530.19	15,526.02
Temp Restricted Investments	<u>467,467.34</u>	<u>504,383.24</u>
Perm Restricted Investments		
UUA-Kay Davis Memorial #610945	136,094.66	145,421.93
UUA-Wm. Morgan Theological Ed Fund	30,481.15	32,570.18
UUA-Donor Restricted (Pooled) Fund #0028	83,998.56	89,755.41
Perm Restricted Investments	<u>250,574.37</u>	<u>267,747.52</u>
Mechanics-Search Com	15,069.90	0.00
Current Assets	<u>2,447,996.97</u>	<u>2,831,002.10</u>
<b>Fixed Assets</b>		
<b>Net Fixed Assets</b>		
Office Equipment	114,093.45	114,093.45
Organ	348,804.73	348,804.73
Land - Church & RE Buildings	97,578.26	97,578.26
Buildings - Church & RE	1,083,513.00	3,382,752.43
Bldg Improvements - Church & RE	3,079,449.21	689,665.78
Land - Cottage	5,000.00	5,000.00
Building - Cottage	34,341.67	34,341.67
Land - Freestone	5,782.25	5,782.25
Building - Freestone	11,771.88	11,771.88
Bldg Improvements - Freestone	81,646.67	81,646.67
Work in Progress	9,803.50	67,401.50
Bldg Improvements - Cottage	112,005.63	112,005.63
Net Fixed Assets	<u>4,983,790.25</u>	<u>4,950,844.25</u>
<b>Accumulated Depreciation</b>		
Ac Depr Office Eq	(113,617.40)	(113,358.01)
Ac Depr Organ	(227,912.64)	(216,937.76)
Ac Depr Church Bldg	(1,083,513.00)	(2,177,729.65)
Ac Depr RE Bldg	(1,280,867.81)	(92,877.51)

Ac Depr Cottage Impr	(7,603.00)	(3,869.50)
Ac Depr Sexton Cottage	(26,091.00)	(25,265.00)
Ac Depr Freestone	(81,647.00)	(81,647.00)
Accumulated Depreciation	(2,821,251.85)	(2,711,684.43)
Fixed Assets	2,162,538.40	2,239,159.82
Other Assets		
Other Assets	0.00	0.00
Assets	4,610,535.37	5,070,161.92
Liabilities & Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable	21,267.41	25,391.46
Salaries Payable	317.15	536.64
Vacation Payable	10,399.28	20,908.68
Retirement Payable	2,199.24	1,956.75
Loans Payable	23,631.23	50,000.00
Rental Deposits	8,062.67	7,777.67
School Security Deposits	32,100.00	44,070.78
Current Liabilities	97,976.98	150,641.98
Liabilities	97,976.98	150,641.98
Net Assets		
Unrestricted Net Assets		
All Other Net Assets	114,634.23	69,515.62
UUA-Board Designated Endowment #610888	804,303.99	817,123.48
UUA-Building Fund	50,921.78	44,567.92
Ladd Griffith Building Fund	33,971.35	94,988.59
Fixed Assets, Net of deprec	2,160,288.40	2,056,409.29
Endowment Maintenance	37,293.09	75,390.59
UUA-Ann Lane Fund	267,493.91	302,475.08
Unrestricted Net Assets	3,468,906.75	3,460,470.57
Temp Restricted Net Assets		
Prepaid Pledges	0.00	135,776.86
Cope Ministerial Housing Fund	218,735.61	400,729.19
UUA-Armstrong Garden Fund	14,530.19	15,525.94
UUA-Lawrence Lecture Fund	66,737.82	81,737.95
UUA-Anna Spatz Religious Ed	59,283.48	72,338.15
RCB-Calkins Trust	284,803.92	310,136.62
Trust-Vanguard Pooled Income #9866	42,111.93	44,256.48
Ellis Music Fund	58,093.70	61,768.20
Freestone Mtce Fund	0.00	568.86
Partner Church	105.00	675.00
Peace Fund	9,448.25	9,448.25
Social Justice Council	2,588.89	19,207.69
Widening the Circle	6,090.00	950.00
Nancy Kelly Fund	17,363.15	0.00
Ministers Discretionary Fund	13,185.33	16,480.33
Temp Restricted Net Assets	793,077.27	1,169,599.52
Perm Restricted Net Assets		
UUA-Permanent Endowment Pooled	83,998.56	89,755.41
UUA-Kay Davis Fund	136,094.66	164,456.13
UUA-Wm. Morgan Theological Ed Fund	30,481.15	35,238.31
Perm Restricted Net Assets	250,574.37	289,449.85
Net Assets	4,512,558.39	4,919,519.94
Liabilities & Net Assets	4,610,535.37	5,070,161.92

Unitarian Universalist Church of Berkeley  
 Budget Comparison Report  
 Current Period: 3/1/2023 - 3/31/2023  
 Budget Period: 7/1/2022 - 6/30/2023  
 Fund = 1

	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
<b>Revenue</b>					
Pledge Income	357,286.30	366,500.00	(9,213.70)	445,500.00	88,213.70
Plate collections	15,344.60	9,600.00	5,744.60	12,000.00	(3,344.60)
Special Offering Collections	6,306.00	9,500.00	(3,194.00)	13,000.00	6,694.00
Good Neighbor collections	10,032.49	9,051.20	981.29	12,000.00	1,967.51
Other unpledged contributions	20,323.10	6,300.00	14,023.10	10,000.00	(10,323.10)
Bequest to Building Fund	20,000.00	0.00	20,000.00	0.00	(20,000.00)
Member Weddings/Memorials/Celebr	3,250.00	3,500.00	(250.00)	5,000.00	1,750.00
In Kind Donations	23,631.23	0.00	23,631.23	0.00	(23,631.23)
Prior Year Pledge Payments	18,178.80	4,500.00	13,678.80	5,000.00	(13,178.80)
Other Program Income	1,612.75	2,299.97	(687.22)	2,900.00	1,287.25
Cottage Rental	23,966.50	28,318.50	(4,352.00)	37,758.00	13,791.50
Fundraising GrUUp Projects	5,856.64	6,950.00	(1,093.36)	7,500.00	1,643.36
Music Events	7,919.67	10,500.00	(2,580.33)	12,000.00	4,080.33
Religious Education Event	0.00	0.00	0.00	500.00	500.00
Community Use-Space Rental	92,834.00	105,000.00	(12,166.00)	150,000.00	57,166.00
Campus Rental-All Schools	240,240.00	234,000.00	6,240.00	312,000.00	71,760.00
Sales - Book Table	271.50	0.00	271.50	0.00	(271.50)
Sales - Other	358.00	0.00	358.00	0.00	(358.00)
Other Revenue	27,258.40	11,249.94	16,008.46	15,000.00	(12,258.40)
Interest Income-general	199.52	375.03	(175.51)	500.00	300.48
Income from Trusts	2,409.74	1,390.50	1,019.24	1,854.00	(555.74)
<b>Revenue</b>	<b>877,279.24</b>	<b>809,035.14</b>	<b>68,244.10</b>	<b>1,042,512.00</b>	<b>165,232.76</b>
<b>Expenses</b>					
Salary and Wages	411,832.62	405,122.89	(6,709.73)	540,616.67	128,784.05
Housing	29,735.00	0.00	(29,735.00)	0.00	(29,735.00)
SECA	6,229.98	6,787.53	557.55	9,050.00	2,820.02
Payroll Taxes	25,838.34	23,411.97	(2,426.37)	31,216.00	5,377.66
Employee Benefits-Health	25,081.19	29,400.03	4,318.84	39,200.00	14,118.81
Employee Benefits-Life/Disabil	1,674.72	1,125.00	(549.72)	1,500.00	(174.72)
Employee Benefits-Retirement	29,194.24	31,800.06	2,605.82	42,400.00	13,205.76
Insurance	26,161.94	24,425.21	(1,736.73)	29,500.00	3,338.06
Worker's Comp Insurance	2,619.00	7,125.03	4,506.03	9,500.00	6,881.00
Accounting Services	10,070.25	10,500.03	429.78	14,000.00	3,929.75
Board Contingencies	60.00	0.00	(60.00)	0.00	(60.00)
CT Contingencies	0.00	749.97	749.97	1,000.00	1,000.00
Search Committee	830.10	5,000.00	4,169.90	15,000.00	14,169.90
Consultants/Contractors	23,708.57	10,125.00	(13,583.57)	13,500.00	(10,208.57)
Safe congregation/Reopening Taskfo	0.00	591.00	591.00	591.00	591.00
Honoraria/Classes	0.00	1,000.00	1,000.00	1,000.00	1,000.00
Guest Musicians	2,910.00	3,750.03	840.03	5,000.00	2,090.00
Supplies	11,121.59	10,125.27	(996.32)	13,500.00	2,378.41
Small Equipment	1,063.80	0.00	(1,063.80)	0.00	(1,063.80)
Printing and copying	0.00	524.97	524.97	700.00	700.00
Equipment leases	4,739.07	3,375.00	(1,364.07)	4,500.00	(239.07)
Equipment repair & maintenance	2,522.69	3,375.00	852.31	4,500.00	1,977.31
Postage	421.20	375.03	(46.17)	500.00	78.80
Phones & Computers	7,209.21	6,000.03	(1,209.18)	8,000.00	790.79
Advertising and PR	1,771.23	3,749.94	1,978.71	5,000.00	3,228.77
Communications & Web Site	0.00	2,999.97	2,999.97	4,000.00	4,000.00
Online Resources	749.20	975.06	225.86	1,300.00	550.80
Canvass Expenses/Stewardship Carr	119.50	1,500.00	1,380.50	1,500.00	1,380.50
Property Taxes	11,698.40	9,250.00	(2,448.40)	18,500.00	6,801.60
Professional development	4,747.21	11,250.00	6,502.79	15,000.00	10,252.79
Staff & volunteer appreciation	918.57	1,125.00	206.43	1,500.00	581.43
Bank Fees	2,307.87	2,324.97	17.10	3,100.00	792.13
Other Expense	2,748.71	4,124.97	1,376.26	5,500.00	2,751.29
Payroll Processing Fees	2,868.63	3,224.97	356.34	4,300.00	1,431.37

UUA Annual Program Dues	28,550.03	28,500.03	(50.00)	38,000.00	9,449.97
Loan Interest	1,199.99	0.00	(1,199.99)	0.00	(1,199.99)
Building & grounds supplies	9,356.32	10,874.97	1,518.65	14,500.00	5,143.68
Building & grounds maintenance	32,754.25	18,750.06	(14,004.19)	25,000.00	(7,754.25)
Building Maintenance Reserve	10,687.99	0.00	(10,687.99)	0.00	(10,687.99)
Kitchen Supplies	1,323.41	4,500.00	3,176.59	6,000.00	4,676.59
Electricity	2,643.81	937.44	(1,706.37)	1,250.00	(1,393.81)
Gas	25,670.57	8,624.97	(17,045.60)	11,500.00	(14,170.57)
Garbage	5,026.41	8,025.03	2,998.62	10,700.00	5,673.59
Water	8,120.27	9,375.03	1,254.76	12,500.00	4,379.73
Fire Monitoring System	7,963.42	9,375.03	1,411.61	12,500.00	4,536.58
Other Program Committee Exps	6,820.75	8,242.56	1,421.81	10,990.00	4,169.25
Donations to Non-Profit Orgs	24,605.24	19,250.03	(5,355.21)	25,000.00	394.76
Fundraising event expense	2,498.58	0.00	(2,498.58)	0.00	(2,498.58)
Expenses	<u>818,173.87</u>	<u>751,669.08</u>	<u>(66,504.79)</u>	<u>1,012,413.67</u>	<u>194,239.80</u>
Excess or (Deficiency) of Revenue Over Expenses	<u>59,105.37</u>	<u>57,366.06</u>		<u>30,098.33</u>	<u>(29,007.04)</u>





End (Limitation)	Topic	Action/Discussion/Information
(People are loved, valued, & connected)		<p>support of the rentals process is critical and currently undecided.</p> <ul style="list-style-type: none"> <li>• Need to update the UUCB Org Chart for staff and committees, as well as give clear communication on areas of authority and responsibility, especially before the new minister starts. People need to know who to go to for what.</li> <li>• Strategic IT Planning group met with a new IT consultant (Barry @ Infrastructure Nerds) and heard all the things that have probably been causing our issues in email delays, network lags, and trouble connecting to the network. The standing technology issues list is over 70% done, after being stagnant for many years.</li> <li>• Transition planning is well under way. We are reviewing policies and procedures for clarity and relevancy. After Candidating Week, we will be able to have our questions answered and move forward with onboarding.</li> <li>• NOTE: UUCB has been approached by the Kensington Police Protection &amp; Community Services district to potentially lease the space currently occupied by the Fire Department for 2-3 years while they pursue a permanent home after KFPD leaves. This is expected to be an issue that would need to be discussed by the congregation, especially considering our Social Justice efforts.</li> </ul>
<p><b>Faith in Action</b> (Social &amp; Environmental Justice)</p> <p><b>Sustainability</b></p>	<p><b>Board Directives</b></p> <p><b>Events &amp; Calendar</b></p>	<ul style="list-style-type: none"> <li>• The Board mandated that UUCB use its space for the benefit of the congregations and broader community; Blood drive is being scheduled with Vitalant. Red Cross did not have a mobile van available and the Social Hall is too dark to host indoors.</li> <li>• New rental inquiries have increased notably. All renters who pay in full by the end of June will enjoy current rates.</li> <li>• Gearing up for June 4<sup>th</sup> Calendaring Summit. All rentals and rentals holds need to be on the calendar by that time. 3-day weekends, December, heavy wedding months, and certain other days are reserved for ED approval during the Summit.</li> <li>• Staff vacations are increasing all over the place. Please review the Week Ahead to set expectations for response times. Planned staff absences are always included at the end.</li> </ul>



## **UUCB's Recognition and Affirmation of Older Americans Month, May 2023**

This May, 2023, UUCB joins with communities across the U.S. in observance of the 60th anniversary of Older Americans Month which honors older adults. Their lifetimes of hard work, devotion to family and commitment to community have laid the foundation for and continue to contribute to the thriving of UUCB and our wider communities by generously giving of their time, wisdom, experience and treasure.

All of us are encouraged to promote flexible thinking about aging and appreciate how we all benefit when older adults remain engaged, independent, and included.

As we work to create a more inclusive society, we support

- Not limiting our thinking about aging
- Exploring and combating stereotypes
- Emphasizing the many positive aspects of aging
- Inspiring older adults to push past traditional boundaries
- Embracing our congregation's diversity, as we continue to Widen the Circle of Concern to include confronting ageism and discrimination against all elders in our congregation and in our wider communities

Here is a [link](#) for more information about Older Americans Month.

Included in Board Consent Agenda, May 3, 2023

**Opening Task Force (OTF)  
Final COVID Response Recommendations for Board Action  
May 3, 2023**

As the OTF concludes its three years of service, and based upon the OTF report to the board on April 5, 2023, the following are the concluding response recommendations for board action on vaccinations, masking and Sunday check in.

**Vaccination**

*Recommended Board action on Vaccination:*

The UUCB Board of Trustees hereby suspends the June 1, 2022 policy requiring COVID-19 vaccination for all those who attend in-person church events at our UUCB campus.

The Board will consider reinstating the vaccination requirement if such reinstatement is recommended by either the Executive Director or by a process set out in the updated UUCB Safety Policy (after such update is completed by the Safety Policy Task Force).

**Actions Pending Safety Policy Task Force Update of UUCB Safety Policies**

As summarized in the April 5, 2023 OTF report which noted the continuing low level of COVID risk in Alameda and Contra Costa Counties, the opinions of public health experts on masking, and the expressed desire of a significant number of members for masking in the Sanctuary to support their participation in Sunday services, UUCB safety guidelines will continue to require masking in the Sanctuary for Sunday services.

*Recommended Board Actions on Masking*

The UUCB Board of Trustees continues to require masking in the Sanctuary for congregants in attendance, but masking will be optional in all other church areas.

The UUCB Board of Trustees affirms the right of anyone to wear a mask while engaged in any activity on the UUCB campus, regardless of safety protocols, without fear of complaint.

*Recommended Board Action on Changes to Contagious Disease Protocol*

The UUCB Board of Trustees hereby authorizes the Executive Director to make changes in contagious disease protocols, including masking, at least until the Safety Policy Task Force has established a revised Safety Policy that addresses contagious disease.

In support of this, the Executive Director will monitor COVID conditions and be aware of public health situations that effect the congregation until the Safety Policy Task Force completes its revision of UUCB safety policy that also address infectious diseases. If

COVID risk again rises to a high level in Alameda or Contra Costa Counties, the Executive Director will inform the board for consideration of a review of policies and protocols.

*Additional Recommendations on In-person Attendance*

- A. UUCB continues to require these affirmations of anyone who participates in activity at the church:
  - 1. They are not ill and have no symptoms of contagious disease
  - 2. They have not tested positive for COVID-19 within the last 5 days
  - 3. They have not been in close contact with anyone who tested positive for COVID-19 within the last 5 days
  - 4. They acknowledge their responsibility to notify people they had close contact with, if they test positive for COVID-19, within 4 days after attendance
  
- B. The UUCB Board of Trustees supports the decision of lay leaders and church administration that Sunday check-in should continue in order to provide the church with valuable data to inform efficient and effective church operations.

The Finance Committee recommends the following regarding financial issues for the Freestone project:

1. That the board authorize a contingency fund of a maximum of \$5K for FY 22-23, and \$7.5K for FY 23-24, for unexpected costs that arise as the Freestone Committee pursues fundraising opportunities. The \$5K for FY22-23 is intended to cover the vacation rental application and conservation easement application costs. The \$7.5K contingency for FY 23-24 is separate from, and in addition to, the \$7.5K that is budgeted for property tax, insurance, and utilities. The contingency fund amounts are not a budget allocation, but rather are intended to enable the Freestone Committee to take advantage of critical opportunities that may arise as they pursue various fundraising strategies.
2. That the board direct the Executive Director to maintain tracking of all Freestone expenditures from the date of the congregational approval of the resolution, and that the board adopt a policy that the general fund will be reimbursed for all Freestone expenditures, as soon as fundraising results make such reimbursement practicable.
3. That the board authorize the Freestone Oversight Committee to oversee, monitor and approve expenditures out of the contingency funds. The Oversight Committee will also make recommendations to the Board on the timing of reimbursements to the general fund.

Resolution No. 23-1  
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
UNITARIAN UNIVERSALIST CHURCH OF BERKELEY  
ESTABLISHING A FREESTONE CONTINGENCY FUND  
WITH REIMBURSEMENT REQUIREMENTS

**Whereas**, Resolution No. 22-1 containing shared assumptions as well as directions, authorizations, and milestones for continued ownership of the Freestone property has been approved by the UUCB congregation; and

**Whereas**, seeking confirmation from Sonoma County on the allowable uses of Freestone, given current property zoning as single family residential was authorized and directed in Section 4 of Resolution No. 22-1; and

**Whereas**, reconsidering the matter of the opening of Freestone for congregant use at the time of completion of “phase 1” repairs of the property in compliance with permitted zoning uses was authorized and directed in Section 9 of Resolution No. 22-1; and

**Whereas**, the Board of Trustees has been informed that there is a time-sensitive window of opportunity between May 10 and May 23 to apply to Sonoma County for a Vacation Rental Permit and related Transient Occupancy Tax License that, if approved, would authorize uses of the Freestone property that are not currently permitted; and

**Whereas**, ensuring there is no-to-very-minimal net cost, including staff time, to UUCB from property ownership of Freestone, including costs for management, insurance, tax assessments, legal fees, permitting, maintenance, repairs, and improvements is authorized and directed in Section 11 of Resolution No. 22-1; and

**Whereas**, the Board has received a recommendation from the Finance Committee on the structure, limits and reimbursements for a Freestone Contingency Fund should the Board wish to advance the use of UUCB funds for applying for permits, obtaining professional expertise, and other such costs related to fundraising pursuits that are authorized by the Freestone Oversight Committee or the Board of Trustees to implement Resolution No. 22-1,

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees:

1. Establishes a Freestone Contingency Fund, with funds advanced from the UUCB General Fund, to allow expenditures authorized by the Board of Trustees or the Freestone Oversight Committee to be made in support of implementing the direction of Resolution No. 22-1. Examples of such expenditures include permit application fees, professional expertise, and other costs for pursuit of fundraising strategies. Any funds expended from the Freestone Contingency fund are to be reimbursed to the General Fund as provided

for in Section 5 below. The maximum authorized allocation from the UUCB General Fund to the Freestone Contingency Fund is \$12,500, as provided for in Sections 2 and 3 below.

2. Allocates \$5,000 in Fiscal Year 2022-23 to submit and support applications to Sonoma County for a Vacation Rental Permit and a Transit Occupancy Tax License, including the associated home inspection and other Sonoma County permit and license application related costs. Expenditures for professional expertise, fundraising pursuits or those that otherwise support implementation of Resolution No. 22-1 may be made only upon advance approval by the Freestone Oversight Committee or the Board of Trustees. Any unspent funds from the \$5,000 allocation may not be carried over into Fiscal Year 2023-24, when a separate allocation is made, so as to not complicate UUCB's accounting workload.
3. Allocates up to \$7,500 in Fiscal Year 2023-24 to the Freestone Contingency Fund to pursue fundraising possibilities, obtain professional expertise, or otherwise advance implementation of Resolution No. 22-1, subject to expenditure authorization in advance by the Freestone Oversight Committee or the Board of Trustees. This \$7,500 allocation in FY 2023-24 is separate from, and in addition to, the \$7,500 that is contained in the FY 2023-24 budget for property tax, insurance, and utilities.
4. Clarifies that the Freestone Contingency Fund amounts are not a budget allocation but rather are intended to enable UUCB to take advantage of critical opportunities that may arise as fundraising strategies are pursued in support of implementing Resolution No. 22-1.
5. Directs the Executive Director to maintain tracking of all Freestone expenditures from the date of the congregational approval of Resolution No. 22-1.
6. Directs that UUCB's General Fund will be reimbursed for all Freestone Contingency Fund expenditures as soon as fundraising results make such reimbursement practicable, and directs the Freestone Oversight Committee to make recommendations to the Board on the timing of the reimbursement.
7. Directs the Freestone Oversight Committee to approve, oversee, monitor expenditures out of the Freestone Contingency Fund, and make regular reports on the fund and its expenditures to the Board of Trustees.



**Unitarian Universalist Church of Berkeley**  
Fiscal Year 2023-24  
Proposed Operations Budget v.5

	FY 2022-23 Budget	FY 2022-23 YTD thru Feb	FY 2023-24 Proposed Budget	Comments
<b>Revenue</b>				
Pledge Income	\$445,500	\$354,669	\$435,000	
Plate collections	\$12,000	\$17,205	\$20,000	Portion of Plate that goes to UUCB General Fund
Special Collections - All	\$25,000	\$16,223	\$20,000	(Good Neighbor, Congrats to Grads, Widening the Circle, Food drive, etc.)
Other unpledged contributions	\$8,000	\$20,552	\$15,000	Estimate based on experience
Member Events	\$5,000	\$3,250	\$5,000	
Prior Year Pledge Payments	\$5,000	\$17,983	\$9,500	
All Program Income	\$3,400	\$1,613	\$2,900	Does not include restricted monies. Does include Personal Theology/Hospitality donations.
Cottage Rental	\$37,758	\$26,967	\$38,400	
Lexington Rental	n/a	n/a	\$0	\$48,000/rent, \$2000 prop mgmt, ins \$3000, taxes 12K, Net = \$31,000 100% to Parsonage Fund
Fundraising - All	\$7,500	\$6,487	\$10,500	Includes Book Table, Jewelry Table, Holiday Faire, etc. New Membership project
Music Events	\$12,000	\$7,920	\$15,000	Back to live events
Community Use-Space Rental	\$150,000	\$86,394	\$150,000	Rates increased, expected surge in rentals (incl long-term leases), new add-on packages
School Buildings (Good Earth)	\$312,000	\$240,240	\$330,193	Includes all items from leases of RE and Childcare buildings
Other Revenue	\$15,000	\$27,278	\$15,000	
Interest Income-general	\$500	\$174	\$10,000	Will invest TRNA funds into CDs earning 5%
Income from Trusts	\$1,854	\$2,410	\$7,740	Paid as beneficiary of Calkins Trust
<b>Total Revenue</b>	<b>\$1,040,512</b>	<b>\$829,365</b>	<b>\$1,084,233</b>	
<b>Expenses</b>				
Salary, Wages, & Housing	\$540,617	\$382,622	\$617,986	New minister, Inflation/COLA increases
Payroll Taxes (incl SECA)	\$40,266	\$30,148	\$46,283	Revised based on actual expenses
Employee Benefits-Health/Dental	\$39,200	\$22,302	\$33,300	Revised based on actual expenses
Employee Benefits-Life/Disabil	\$1,500	\$1,736	\$1,800	Minister only
Employee Benefits-Retirement	\$42,400	\$22,600	\$50,649	Multiple new employees qualify
Relocation Expenses	\$0	\$0	\$0	None for this year
Insurance (Property & Casualty)*	\$29,500	\$25,400	\$31,500	Includes separate insurance for Sonoma retreat (Freestone)
Worker's Comp Insurance	\$9,500	\$2,650	\$7,500	
Accounting Services	\$14,000	\$5,214	\$20,000	\$12,000 accounting, \$8000 Review
Search Committee	\$15,000	\$7,529	\$0	
Consultants/Contractors	\$13,500	\$20,317	\$5,000	IT & Sound Consultants (other consultants paid for by Temp Restricted Funds)
Guest Speakers/Musicians	\$6,000	\$2,910	\$2,500	(Some musicians paid for by Temp Restricted Funds)
Supplies	\$13,500	\$8,457	\$11,500	Includes Ministry, Family Ministry & Music
Office Expenses/Administration	\$14,500	\$8,263	\$14,500	Payroll processing, postage, copier lease, small equipment etc.
Phones & Computers	\$8,000	\$5,913	\$5,500	WiFi, Database, Financial System, etc.
Advertising and PR	\$5,000	\$1,407	\$5,000	Kensington Outlook, The Knot (New!), East Bay Times, Facebook boosts
Communications & Web Site	\$5,300	\$532	\$1,000	Broadcast/Zoom expenses
Property Taxes*	\$18,500	\$11,698	\$21,194	HQ is partly reimbursed by Preschool rental (\$8487x2), paying full rates for Freestone & Lexington

**Unitarian Universalist Church of Berkeley**  
Fiscal Year 2023-24  
Proposed Operations Budget v.5

	<b>FY 2022-23 Budget</b>	<b>FY 2022-23 YTD thru Feb</b>	<b>FY 2023-24 Proposed Budget</b>	<b>Comments</b>
Professional development	\$15,000	\$4,082	\$16,500	GA for lead staff, trainings for new/continuing staff, Dues
Bank Fees	\$3,100	\$2,314	\$2,750	Fee education continues
Other Expense	\$5,500	\$2,388	\$6,500	Includes Board & ED contingencies of \$2,000 each (Management Fees removed)
UUA Annual Program Dues	\$38,000	\$25,383	\$39,500	They've calculated \$42,816
Building & grounds supplies	\$14,500	\$7,074	\$10,500	
Building & grounds maintenance	\$25,000	\$28,353	\$22,000	Does not include Ladd Griffith/Deferred Maintenance
Utilities*	\$34,700	\$40,631	\$38,000	Includes solar rebate decrease & gas increase
Fire Monitoring System	\$12,500	\$7,888	\$10,500	
All Programs/Small Grp Ministries	\$20,081	\$9,549	\$27,100	Includes Hospitality, \$2,000 Shuumi tax, Widening the Circle of Concern Committee
Staff/Volunteer Appreciation	\$1,500	\$495	\$1,500	
Fundraising/Event expense	\$0	\$2,619	\$3,500	Event Hosts included in salary line
Interest on Congregant Loans	\$0	\$933	\$400	Total Repayment of ~\$24,000 due in September - Balance Sheet transaction ONLY (not in budget)
Donations to Nonprofits - All	\$25,000	\$24,605	\$25,000	Good neighbor, Food drives, Special collections
<b>Total Expenses</b>	<b>\$1,011,164</b>	<b>\$716,012</b>	<b>\$1,078,962</b>	
<b>Excess or (Deficiency) of Revenue Over Expenses</b>	<b>\$29,348</b>	<b>\$113,353</b>	<b>\$5,271</b>	

\*These 3 things include Freestone costs of \$3,128 (ins), \$4,220 (taxes), \$300 electricity

UNITARIAN UNIVERSALIST CHURCH OF BERKELEY

**Congregational Meeting Agenda**

**Sunday, May 21, 2023**

Following the 11 am Worship Service

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

**<https://us02web.zoom.us/j/3844641385?pwd=VIE2NWlrRGZlZFlwQkg4SXFoVUo3Zz09>**

**Meeting ID: 384 464 1385 Password: 5250302**

For access or technical assistance contact: [Techsupport@uucb.org](mailto:Techsupport@uucb.org) or comment in the Zoom chat

Child Care is available - Please notify DFM Heaven Walker ahead of time if you will need child care: [family.ministry@uucb.org](mailto:family.ministry@uucb.org)

**Approximately 12:45**

1. Call to Order and Determine Presence of Quorum
2. Chalice Lighting
3. Opening Readings: Covenant Reading and Land Acknowledgement Reading
4. Consent Agenda:
  - A. Adoption of Agenda
  - B. Approval of February and March Congregational Meeting Minutes
5. Presentation of Schweitzer Medals for Extraordinary Service: Lisa Maynard and Jim Gasperini
6. Affirmation and Installation of the Nominating Committee – Michael Armstrong
7. State of the Congregation Report – Helen and Pier
8. State of the Interim Report – Rev. Michelle
9. Endowment Committee Report – Anita Memel
10. Treasurer’s Report – Carolyn Jones
11. Presentation and Vote the Board of Trustees recommended Budget for 2023-24 Fiscal Year
12. Social Justice Committee Projects – Carol Carlisle
13. Widening the Circle of Concern Report – WTCC Committee
14. 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, the unceded territory of the Chochoenyospeaking 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.

# GROWING INTO OUR FUTURE

2023 - 2024



## Vision: Care, Impact, Growth

### Missions and Goals

- **Spiritual Care and Growth**
  - Support and partner with the new Minister
  - Be radically inclusive and welcoming (Inclusivity & Accessibility)
  - Practice care and hold up the Covenant of Right Relations
  - Promote spiritual health and growth
- **Champions for Love and Justice**
  - Advance our Widening the Circle of Concern recommendations and Social Justice priorities, dismantling white supremacy and all forms of oppression
  - Foster a sense of belonging so that each person feels safe to bring into our UUCB community the fullness of who they are
  - Amplify the impact of our love & justice work through partnership, alignment, and support of other communities
- **Courageous Leadership**
  - Set goals and areas of emphasis, recognizing the vitality of our congregation
  - Value and promote transparency & strengthen trust
  - Enhance communication and sharing of resources
  - Measure progress and solicit feedback
- **Stewardship & Sustainability**
  - Engage with change
  - Invite participation from the congregation
  - Implement Freestone referendum
  - Support and appreciate Staff
- **Connections and Community**
  - Build a stronger church community
  - Facilitate the alignment of UUCBs committees, groups, and programs
  - Prioritize robust support for Family Ministry
  - Advance our connections with other communities
  - Invest in, and enhance our virtual community