

Unitarian Universalist Church of Berkeley
Board of Trustees Meeting Agenda
Wednesday, January 5, 2022

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

6:30 PM EXECUTIVE SESSION

7:00 1. CALL TO ORDER & OPENING RITUALS

Chalice reading & lighting - Elaine
Personal check-ins
Board Covenant reading - Helen
Land Acknowledgement Statement - Bill

7:20 2. CONSENT AGENDA – Items may be approved in one motion unless a Board member requests an item be removed for question or placement under discussion/action

- a. Approve agenda
- b. Approve Board Meeting minutes of December 1, 2021
- c. Forward to the congregation for its approval the Congregational Meeting minutes of May 23, 2021.
- d. Accept monthly Executive Director report
- e. Accept monthly Treasurer's report

7:30 3. MINISTER'S REPORT

7:40 4. LISTENING

- a. Announcements – Board Members, Minister, Executive Director
- b. Report from Board listening presence
- c. Congregants who wish to speak to the Board on agenda items or other matters

7:55 5. DISCUSSION/ACTION ITEMS

- a. Approval of Congregational Meeting Agenda of February 13, 2022
- b. Annual Pledge Drive/Stewardship: Vitalizing, naming and providing direction and support

8:30 BREAK

8:35 DISCUSSION/ACTION ITEMS, con't.

- c. Discuss annual Board self-evaluation and evaluation of its committees

9:00 6. BOARD COMMITTEE/TASK FORCE/LIAISON REPORTS

- a. Finance Committee - Suggested revisions for Governance Manual

9:15 7. OUTGOING COMMENTS

Process observations, appreciations and related comments/ideas

9:20 8. ADJOURNMENT

January Listening Presence: Kerry

February Beacon (due Jan. 15): Kerry

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

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, December 1, 2021
Meeting Conducted via Zoom Video Conference
Minutes – Draft

ATTENDEES

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

Absent: Kerry Simpson

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

Guests from the Opening Task Force: Patrick Cullinane, Lisa Maynard

Visitors: Karen Elliott, David Lingenfelter, Selene Fabiano, Grace Ulp, Marta Tobey, Don Klose, Anne Greenwood, Michael DeWitt, Barbara Cullinane

A quorum being present, the meeting was called to order by Beth Pollard, president, at 7:06 p.m. Rev. Elaine did the chalice lighting and reading, we checked in, Helen read the Board covenant, and Cordell read the land acknowledgment.

CONSENT AGENDA

A motion for the following (M Helen/S Cordell) passed unanimously:

- Approve agenda
- Approve Board Meeting minutes of November 3, 2021
- Accept monthly Executive Director report
- Accept monthly Treasurer’s report

Minister’s Report: Rev. Michelle mentioned two documents sent to the Board: Director of Religious Education job description and a proposal for a Conflict Transformation Team (to report to Senior Minister).

She announced that ministerial intern Ken Marino has resigned begin a chaplain residency in Davis. It was a golden opportunity that came along rather suddenly. He leaves UUCB with good feelings all around. We can’t get a new intern for the remainder of the year, and we won’t have an intern next year during the ministerial search, but she hopes we will continue to have them in the future.

LISTENING

Announcements:

Tess mentioned that she would be away December 8-13.

Helen announced that Michael Armstrong, Beth Pollard and Pier Sun Ho have been selected by the Nominating Committee to stand for election to the Board in February. They heartily thank Ariel and Kerry for their service.

Dave said he would appreciate volunteers or nominations for the Stewardship team.

Ariel called attention to the Food Drive on December 11 and is hoping for a good turnout.

Report from Board listening presence: Cordell had only one call, from Kris Homme regarding

the vaccination issue.

Congregants who wish to speak to the Board: None at this time (some participation in the following discussion).

DISCUSSION/ACTION ITEMS:

Opening Task Force

After a summary of the Task Force's written report and discussion, the following resolution (M Helen/S Bill) was passed unanimously:

A RESOLUTION OF THE UUCB BOARD OF TRUSTEES REGARDING VACCINATION STATUS FOR ATTENDING indoor in-person church activities, on Sundays from 6:00am through 3:00pm, or indoor in-person church events with over 50 attendees at any other time

WHEREAS, UUCB has undergone many transitions in response to the COVID-19 pandemic, including moving Sunday worship services to on-line platforms and implementing other protocols, in phases, developed by UUCB's Opening Task Force; and

WHEREAS, in developing protocols, the Opening Task Force aimed to be inclusive, welcoming, safe and accommodating as possible, while following government requirements, conducting surveys to obtain congregant data and perspectives, and consulting other guidelines, UUA values and resources, and sources for research, data and information; and

WHEREAS, UUCB modified the church building, such as by improving ventilation to meet upgraded standards - bringing the air in the Sanctuary essentially equivalent to outside air, and converting the restrooms to single-occupancy; and

WHEREAS, UUCB protocols that will continue into the foreseeable future for gatherings include such practices as masking, safe distancing, refraining from attendance if contagious, registration, streaming worship services and events for attending remotely, and more; and

WHEREAS, as UUCB makes plans to resume in-person indoor worship and other gatherings of more than 50 people, the Board of Trustees wishes to establish a policy on whether to require being vaccinated for these more largely attended activities, and if so, to whom it will apply and whether proof of vaccination is required or whether attestation of being vaccinated will suffice; and

WHEREAS, such policy will be in addition to safety protocols set by the Opening Task Force and affirmation from persons attending that they are not ill, have no symptoms of contagious disease, and in the last 10 days have neither tested positive for COVID-19, nor been in contact with anyone who has tested positive for COVID-19, and furthermore

that they will inform the church if they test positive for COVID-19 within the following 14 days.

WHEREAS, in establishing this policy, the Board of Trustees is considering these principles, alongside its mission, covenant, and UU Principles:

- Creating a welcoming and inclusive environment for its worship services and other largely attended activities;
- Supporting the Opening Task Force’s principles of pursuing the best for the most, and what will unite, not divide us;
- Understanding that regardless of policies and protocols, UUCB cannot guarantee that anyone attending an in-person activity will be fully protected against exposure to COVID-19, and that there is individual responsibility for choices;
- On-line streaming of worship services, as well as other activities where feasible, will be provided in recognition of risks that exist regardless of safety protocols and Board policy, and to reach persons who, for whatever reason, are unwilling or unable to comply with protocols or policy;
- Sufficient volunteer support to implement any vaccination policy, in addition to protocols, must be in place prior to an effective date for a policy that requires vaccination,

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT THE BOARD OF TRUSTEES establishes the following policy for persons to attend indoor in-person church activities, on Sundays from 6:00am through 3:00pm, or indoor in-person church events with over 50 attendees at any other time:

•**Must provide proof** that they are fully vaccinated* for COVID-19, if they are in an age group for whom the FDA has approved a COVID-19 vaccine, and for whom the CDC recommends COVID-19 vaccination (this does not include FDA authorization for emergency use);

Requests for medical exemptions to the vaccination requirement may be addressed to the Senior Minister, who has full approval authority. Medical exemption refers to vaccination only; all safety protocols and affirmations are still required.

*Fully vaccinated means that EITHER 2 weeks have passed since receiving the second dose of a 2-dose series (such as Pfizer or Moderna vaccines), OR 2 weeks have passed since receiving a single-dose vaccine (such as Johnson & Johnson’s Janssen vaccine).

BE IT FURTHER RESOLVED that with this policy being contingent upon sufficient church operations and volunteer personnel in place to support its success, and changing pandemic and health conditions, the Board of Trustees delegates to the Senior Minister the determination of when in-person worship and other activities subject to this policy will commence, with the desire it not be sooner than January 16, 2022 and not later than February 28, 2022; and

BE IT FURTHER RESOLVED this policy is subject to review, revision or revocation by the Board of Trustees upon changes in pandemic conditions and new advice from public health experts and the Opening Task Force.

Adopted this 1st day of December, 2021.

Widening the Circle Committee

A motion to adopt the following vision statement (M Ariel S Bill) passed unanimously:

We, the trustees of the Unitarian Universalist Church of Berkeley, have heard the urgent call to Racial Justice. We 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, and xenophobia) in everything we do. We commit ourselves to working towards “Widening Our Circle” by embracing the following principles:

Congregational spiritual practice and actions of anti-racism and anti-oppression are essential to our congregational life.

Continuous learning and healing are necessary on this journey toward Racial Justice because racism and oppression are persistent, ever-changing and embedded in our psyches and societal structures. In our search for truth and meaning, we grow in awareness, recognizing that our actions have consequences.

Accountability and responsibility for eliminating white supremacy, racism and oppression are crucial to all we do personally and as a congregation and church organization.

Brave perseverance guides us. We know the way forward will not be easy. As we face hard truths about ourselves and within our current congregational culture, we stay in the room when things get difficult.

Worship supports spiritual growth and radical inclusion and is a time for reflection and introspection. We recognize that not every worship service will speak to all.

Broadening our perspective brings joy as we see a world opening us up to new possibilities, new partnerships and change we never could have envisioned.

We strive to lead our children by example so that they too will become anti-racism and anti-oppression agents of change.

White supremacy culture is pervasive, personal, and abhorrent. It is not “out there,” somewhere else, in someone else. We strive to remain vigilant in acknowledging the

effects of white supremacy culture in ourselves and our congregation, that we may heal and grow toward our chosen values.

Doing the work is vital—educating ourselves, creating inclusive worship services, developing emotional tools for responding to criticism and change, and becoming consequential in the wider community.

We always ask ourselves, “How will we widen our circle? How will we matter to the world?”

A motion to add the following to the Governance Manual as section 1.10.6 (M Elaine/S David) passed unanimously:

Widening the Circle Committee

The charge of the Widening the Circle Committee is to be a visionary body and working group that recommends and strives to fulfill goals to aid UUCB’s growth and commitment to being an Anti-Racist, Anti-Oppressive, Equitable and Inclusive congregation and church organization. The committee and staff will discern the use of the currently-proposed recommendations and develop, over time, new ideas and action plans that support the spirit and intent of the UUA’s Widening The Circle Of Concern book. The committee’s work may include:

- Coordinating and overseeing the implementation of Board approved recommendations from the Widening the Circle of Concern Task Force report (released August 2021).
- Coordinating the discussion of the Widening the Circle of Concern Task Force report within the congregation to ensure understanding of and promote engagement with the work.
- Overseeing and working in concert with the Education for Liberation Development Team (ELDT). The ELDT would report to the Widening the Circle Committee.
- Regularly assessing the congregation to ensure that we are following through on our commitment to Anti-Racism, Anti-Oppression, Equity and Inclusion.
- Giving guidance in accordance with ongoing recommendations from the Commission on Institutional Change of the UUA, which includes providing expertise to and collaborating with staff so that staff and congregational values are congruent.

The Widening the Circle Committee includes up to two board members, the Executive Director and Minister (ex-officio) and seven other church members with commitment to Anti-Racism and Anti-Oppression work, approved by the Board of Trustees. Each member shall be appointed to a term of 1 to 3 years, which may be renewed for a total of six years. In the absence of interested members, a current member may exceed the six-year limitation until the Widening the Circle Committee is able to both find and train replacement members who can then function effectively.

Helen thanked the Board for their support in the Widening the Circle process and Beth thanked the Task Force and Committee. Helen said there would be an application process for those interested in joining the committee and they expect to have all positions filled by early February.

BOARD COMMITTEE/TASK FORCE/LIAISON REPORTS:

Stewardship Team leaders have not been lined up yet. Tess pointed out that the stewardship campaign process is more streamlined and will have more staff support now and that we are having difficulty recruiting volunteers for lots of jobs. Dave affirmed that better systems are now in place that can lighten the burden. For example, reminding congregants of the amounts of their past pledges can be helpful. Alternate payment methods will also help. Patrick Cullinane suggested the “four candles” could inspire a theme for this year and mentioned the importance of a successful pledge drive in attracting a new minister. He said he could provide some guidance and suggested there be co-chairs. Helen noted that there is a section on stewardship in the Widening the Circle report; she feels that the word “stewardship” has a “heavy connotation.” Ann suggested calling it an “annual pledge drive” and Dave said “annual pledge campaign.”

Ann said she would be adding to the Governance Manual the newly approved section and would soon be proposing additional changes. She invited Board members to send her any other recommendations for changes.

OUTGOING COMMENTS

Beth asked Ariel to send official thanks to the Opening Task Force and to the Stewardship Team if not already done.

ADJOURNMENT

Beth adjourned the meeting at 9:21 in memory of Marsha Saxton, with quotes of Marsha read by Helen.

Respectfully submitted,

Ann Harlow, Secretary

UPCOMING EVENTS AND BOARD MEMBER RESPONSIBILITIES

January Beacon article (due Dec. 15): Bill

January Listening Presence: Kerry

Next Board meeting: January 5, 7 p.m.

Unitarian Universalist Church of Berkeley
Congregational Meeting
May 23, 2021
(by Zoom video conference)

MINUTES – Draft

Call to Order and Determination of the Presence of a Quorum

President Beth Pollard called the meeting to order and said that far more than the 48 required for a quorum were present. Rev. Michelle Collins did the chalice lighting and reading, followed by the land acknowledgment read by Helen Tinsley-Jones and the covenant read by Alisa Gould Sugden.

Adoption of the Agenda: A motion to adopt the agenda (moved by Dayana Claghorn, seconded by Selene Fabiano) carried.

Minutes: The minutes of the February 14, 2021 Congregational Meeting were approved as drafted (moved by Cordell Sloan, seconded by Anne Geenwood).

Presentation of Schweitzer Medal for Extraordinary Service

Jane Middleton presented the award to Lonnie Moseley. Linda Zittel presented it to Larry Nagel.

Recognition of Office Administrator Alisa Gould Sugden

The Board presented Alisa with a proclamation of appreciation as she prepared to retire in June after 21 years of service.

Reports: President Beth Pollard gave the State of the Congregation report. Lenore Ralston, chair, reported for the Endowment Committee. Tom Tripp, chair, gave the Capital Projects Oversight Committee Report.

Annual Financial Report and Budget for the 2021-22 Fiscal Year: Executive Director Tess Snook O’Riva commented on the documents sent out with the agenda.

Action Items:

Jean Gleason moved and Tom Tripp seconded that the proposed **budget** be adopted. The budget was approved by means of an online survey following the meeting because it was considered a major decision. The approval was unanimous with 86 votes submitted.

Also by online survey, the Board’s recommendation of Lynne Cahoon, Sandy Portillo-Robins, and Terry Stokes to join the **Nominating Committee** was ratified unanimously with 86 votes.

Per procedures in the Bylaws, a congregational vote was taken in advance of the meeting on a number of amendments to the **Bylaws** (indicated in color on the attached). They were approved with 49 yes votes and 2 no votes.

After a benediction by Rev. Michelle, Beth Pollard adjourned the meeting.

Respectfully submitted,

Ann Harlow, Secretary

<p>Community (People are loved, valued, & connected)</p>	<p>Admin & Operations</p>	<ul style="list-style-type: none"> • 1 new Event Host hired. Scheduled to assist with every Sunday service. Additional A/V volunteers still needed. Also looking to hire an additional Event Host. Referrals appreciated! • Hiring a new Facilities Assistant is still proving difficult. One interview was held but didn't pan out. Looking into contract custodial, but that doesn't help with event prep or gardening. • Consultation with Tina Wallis, Atty, on the options for the Freestone Retreat were discouraging. Costs for obtaining the Use Permit to be a fully functioning retreat center would exceed \$100,000, not including repairing the building. Currently discussing paying for a legal opinion letter regarding options to help assuage doubts.
<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"> • Christmas Eve Open House was successful, with an estimated 70 people, adults and children, attending. Many people were deeply moved to light candles and walk the labyrinth in our spiritual home. • Rental requests have exploded, but Caitlyn spending half her time fielding inquiries. We are hoping the virtual tour and revised online rental request forms will ensure that she is only spending time with people who are ready to commit to a contract. • Warm Coat & Food drives went so well we overwhelmed GRIP and had to find additional groups for the donations. Great job! • Still experiencing a greater need for volunteers than we currently have in multiple areas: Deposit Team, A/V, Fundraising, Stewardship, etc.
<p>Community (People are loved, valued, & connected)</p>	<p>Safety & Security</p> <p>Community Outreach & Support</p>	<ul style="list-style-type: none"> • Reopening taskforce continues to meet and inform recommendations for in-person worship. Right now we are waiting the two weeks after the holidays to allow for the expected Covid surge to manifest. • Safety is a weekly standing agenda item at our UUCB Staff meetings. People are encouraged to ask for a second employee to escort them to their car if they do not feel safe at night. Parking lot lights are currently working, although not on a timer. • We received over a dozen holiday cards expressing gratitude for our continued support of their organizations. • Two Girls Scout troops continue to meet monthly at UUCB at no charge.

Unitarian Universalist Church of Berkeley
October 2021 Treasurer's Report for UUCB's Board of Trustees
Respectfully Submitted, Lenore Ralston, Treasurer
January 1, 2022

SUMMARY:

There is nothing unusual to report for this month's financial reports. Generous gifting over the holidays continues to be the norm for this community!

Just as well. Your Financial Team is closing up the books for Tax year 2021 and putting in the extra work required to meet the requests of our auditors.

I am attaching the January Endowment Report and the Endowment Oversight Report.

One bit of strategy worth noting: The Endowment Oversight Committee, under Tom Tripp's leadership, has been monitoring the authorized spending of Board-designated Endowment earnings and has made huge progress in achieving the Maintenance and COVID-related building modifications (see attachment #3). Because the market has been so robust this past three years, and because the oversight Committee has been using Endowment earnings on an as-needed basis - leaving the bulk of it in the Board-designated Endowment account to earn interest - UUCB has managed to finesse the Endowment monies and both take care of our campus while still allowing our Board-designated Endowment to grow!

This will continue to be the strategy as we move forward into the next phases of campus maintenance.

Respectfully Submitted,

Lenore Ralston, Treasurer

Attach:

1. Treasurer's January 2022 Report
2. Endowment Report, December 2021
3. Endowment Oversight Report, December 2021

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Addendum:

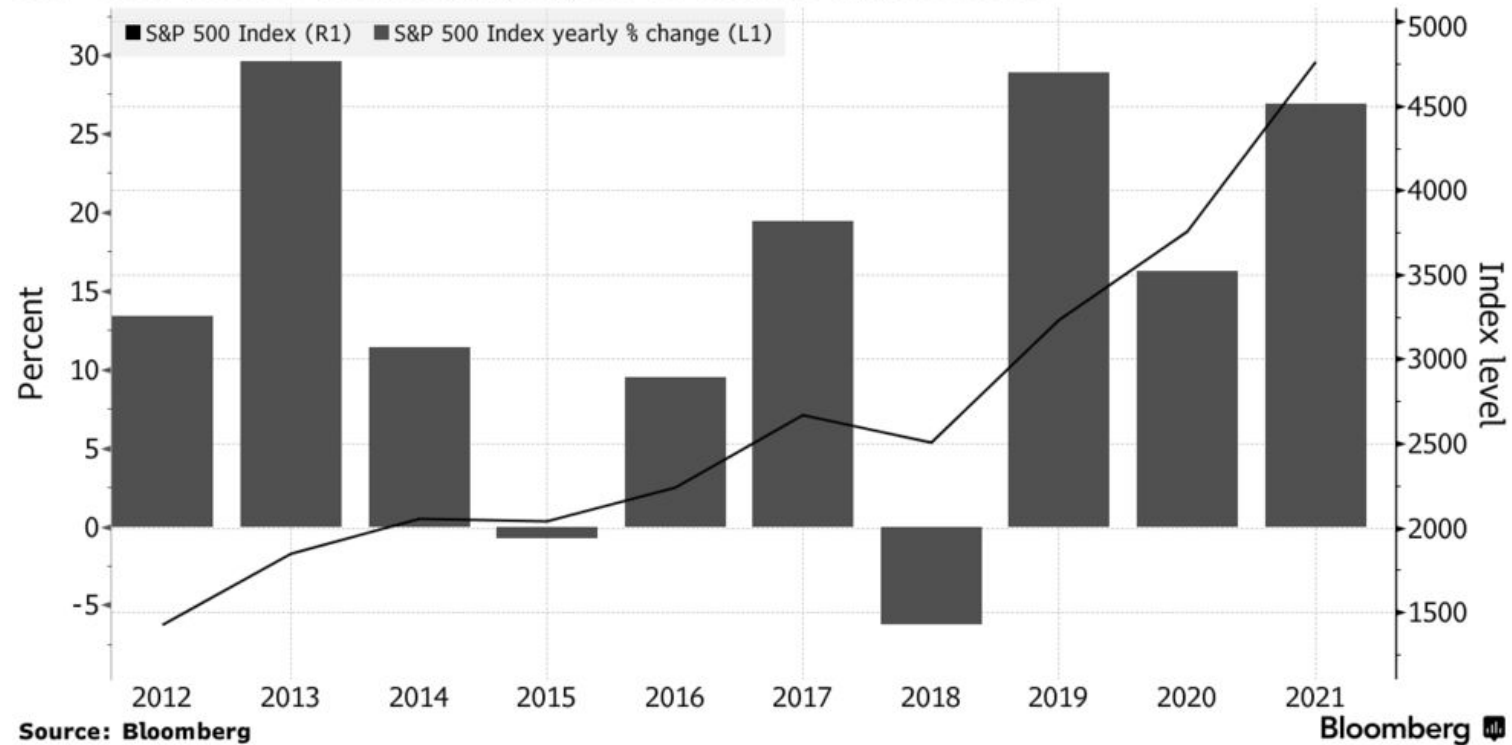
IN CASE YOU ARE INTERESTED IN THE MARKET

Average Market Return for the Last 5 Years - general bench marks

According to the S&P annual returns from 2016 to 2020, the average stock market return for the last five years was 15.27% (13.06% when adjusted for inflation).. That's significantly above the typical stock market average return of 10%. It's possible this figure may have been even higher if the market had not been marked by pandemic-related volatility early in 2020.

Good Times

S&P 500 posted third straight year of double-digit returns



Report to the UUCB Board of Trustees & Congregation

from

Endowment Project Oversight Committee

December 18, 2021

Committee Members:

Randolph Hudson
Lenore Ralston
Larry Nagel
Jason Russell
Tom Tripp

Table of Contents:

A. Executive Summary	pg 2
B. Background	pg 3
C. Completed Projects Overview	pg 4
D. Projects Under Consideration	pg 5
E. Cost Report (phase 1 – 4)	pg 6
F. Detailed Cost Report Phase 4	pg 6

A. Executive Summary

The congregation and the board of trustees authorized the expenditure of \$758,000 from the UUCB Endowment fund for high priority capital improvements and repairs. To date, \$525,000 has been withdrawn from the fund for projects, and approximately \$522,000 of that has been spent and/or encumbered for executed contracts. The cost of the work is approximately \$702,000, offset by three large, designated donations in the amount of about \$180,000.

The work completed or nearing completion includes the following projects:

- Safir Room Renovation, including adjacent Skylights
- Mold investigation in the RE building (no mold found)
- Renovation of the Cottage into rental property.
- Emergency gas line repair and sanctuary furnace replacement
- Repair rotted purlin tails
- Replace bathroom exhaust fan
- Replace sanctuary exhaust systems
- Install ventilation control system for sanctuary, social hall and fireside room.
- Cosmetic upgrade to the Atrium bathrooms
- Architectural and engineering services for bathroom, heating and electrical systems.

The building and grounds committee is now considering several other projects including furnace replacement sanctuary window replacement, electric system upgrades and other miscellaneous programs.

This report details the authorizations background and the details of work accomplished or under contract and provides information about other work under consideration.

The B & G committee is not requesting any board action, at this time.

B. Background

2018 Authorization:

On January 20, 2018 the congregation passed a resolution authorizing the use of \$758,000 of Endowment Funds for 5 specific Capital Projects, with the requirement to have an Oversight Committee (COMMITTEE). The following is a replica from that resolution:

Up to \$758,000 to be spent from the Board Designate4d Endowment for

- Restoration of the Safir Room
- Repair of the rafter tails (main building and Safir wing)
- Exterior painting, caulking and sealing (main building and Safir wing)
- Replacement of skylights (main building and Safir wing)

Up to \$35,000 for mold investigation and remediation for the RE building.

The motion to be approved with the following conditions:

1. Expenditures are restricted to the items above, reasonably defined; and to closely related issues which arise in addressing the repairs of primary focus.
2. Necessary professional management and other fees are included in the scope.
3. Repairs are to be made as soon as is prudently possible.
4. ~~These expenditures are not a loan, but will be repaid to the endowment fund with a capital campaign and other fundraising to be conducted in the near future.~~
5. A committee of five church members consisting of a representative from the Building and Grounds Committee, a representative from the Endowment Committee, a representative from the Board of Trustees, and two congregants in good standing appointed by the Board of Trustees, shall have oversight responsibility for the authorized work.
6. The committee shall report every three months to the congregation on progress of the repairs until work is complete.

The Safir Room and Safir wing skylights work was completed, as was the mold investigation in the RE buildings, with no mold remediation indicated. The Atrium Skylight and Exterior Painting was designed and bid, ready to award, but was placed on hold by the board, due to concerns about the overall UUCB financial situation, and changing facility priorities.

2019 Authorization:

As a result of new needs, with higher priorities, the congregation voted on October 27, 2019 to modify the original 2018 resolution to allow changes to the scope of work, as approved by the board. The following is a replica from that resolution:

That the list of capital projects approved by the congregation on January 28, 2018 for expenditure of \$758,000 of Board Designated Endowment funds be revised to include replacement of the Sanctuary furnace, replacement of the gas line, repairs to the cottage, and other critical capital needs as approved by the Board.

Nothing in this motion authorizes the Board or Staff to spend on capital projects more than the remainder of the \$758,000 previously approved.

2021 Board Authorization:

As a result of changing needs, and financial situations, the board voted on March 3, 2021 to modify the scope of work to include other critical capital needs, as approved by the Board. The following is a replica from that resolution:

Based on the report to the UUCB Board of Trustees (Board) from the Endowment Project Oversight Committee (EPOC) dated March 3, 2021 (REPORT), the Board authorizes the Executive Director (ED) and the Building and Grounds Committee (BG), with oversight from the EPOC to proceed with the Phase 4 projects, using funds from the Endowment Fund, limited by to the \$230,000 estimate in the REPORT. The Board further authorize the ED and the BG, with oversight from the EPOC to move forward with consultants to study the Future Phases, as described in the REPORT, in order to provide information for Board action on future needs.

This report details an overview of the endowment funds, the expenditures to date and proposed near future expenditures, consistent with these two congregational resolutions and one board resolution.

C. Completed Projects Overview:

Completed Projects Overview: **TOTAL OF PHASES 1, 2, 3 & 4:** **\$522,195**

Phase 1: Total Final Cost (completed in 2019, detailed reports published previously): **\$286,988**

Safir Room and Safir Room Skylights: This work was designed, bid and completed by a general contractor.

Religious Education Mold Investigation and Remediation: The investigation was completed by an independent professional testing company, and no remediation was indicated.

Atrium Skylights and Exterior Painting: This work was designed, bid and ready to award, when the program was put on hold, due to serious financial concerns, and discussions of more pressing facility needs.

Phase 2: Total Final Cost (completed in 2020, detailed reports published previously): **\$105,899**

Cottage: The cottage underwent significant renovation to become a rental property. The cost to UUCB was reduced by management of the project by the Dave Roberts Family, and designated donations of approximately \$66,000, from the Dave Roberts family.

Sanctuary Furnace: The sanctuary furnace failed, following numerous repairs, and was replaced in an emergency contract.

Gas Line Repair: The gas company shut off the gas to the entire campus, after discovering a ½” diameter hole in the gas main, and was repaired, including significant sidewalk repairs.

Phase 3: Total Final Cost (Completed in 2021, cost recognizes additional \$2,100): **\$56,712**

Purlin Tail Repair: The purlin tail repair has been considered a critical work item for many years. This work included scaffolding and man lift hoists to access repairs to the purlin tails and the removal of rotted wood, repair with epoxy filler, sheet metal caps and painting. The rot was far worse than originally anticipated. One late invoice was added to the above number since the previously published report. The cost to UUCB was reduced by a designated donation of approximately \$54,000 from member Grace Ulp.

Phase 4: Estimated Final Cost (based on actual and estimated costs): **\$72,595**

Atrium Bathrooms miscellaneous Finishes (estimated): The atrium bathrooms have been cosmetically improved, including painting, new toilet partitions, lighting, labeled locks and other miscellaneous finishes.

We have engaged an architect to develop plans for permanent upgrades to the bathroom complex, to consider upgrading them to “conference center quality” restrooms.

Ventilation – Atrium Bathrooms (actual): The atrium bathroom exhaust fan was disconnected sometime in the past. We have replaced and upgraded the fan with a high efficiency, quieter fan to comply with current bathroom exhaust ventilation codes.

Ventilation – Other (actual): The original sanctuary exhaust fans were disconnected sometime in the past, the fireside room had no provision for fresh air, and the social hall control dampers were no longer working. We have replaced the sanctuary exhaust fans with high efficiency, quiet fans with variable frequency motors. We have also modified the air distribution system in the fireside room to introduce outside air into the heating system, and we have replaced the outside air control dampers in the social hall to provide outside fresh air. This brings the sanctuary, social hall and fireside room into compliance with current ventilation codes and the interim CDC COVID19 guidelines.

Control System (actual): We have awarded a contract to a controls contractor to provide a computerized control system, new control dampers and actuators to modulate the outside fresh air and return air to maximize fresh air while economizing the heating costs. We expect this control system to be completed in early 2022. The cost to UUCB was reduced by a designated donation of \$60,000 from member Dean Flint.

D. Projects Under Study and Consideration:

Phase 5: Potential Projects:

Heating Systems: The Social Hall and Music Room heating and ventilating systems have failed repeatedly and have required regular repairs. Both heating systems are beyond their expected life and need to be replaced to maintain reliable ventilation and heating. The Building and Grounds committee has received bids to replace the furnaces with gas furnaces, as originally designed, but is also investigating the possibility of converting to heat pumps, which requires a larger electric service. The bids for gas furnaces is about \$40,000. This work is on HOLD, while the team researches the feasibility of converting to electric heat pump heating systems.

Electrical System Upgrades: The original electrical service has very old equipment and panels which are beyond their normal useful life, as indicated in the 2010 reserve analysis and a recent electrical engineer survey. We could replace electrical equipment in-kind, but if we are to consider converting from gas to electric heat and kitchen, we will need a larger electric service and upgraded transformer, switchgear and panels. We are currently studying options and costs for this program. We have no bids or estimates for this work yet.

Sanctuary Windows with Operable Sash: The 10 sanctuary windows all require significant work on caulking and sealing. The BG COMMITTEE is recommending replacement of the sanctuary windows with aluminum framed windows, similar to the new windows in the atrium, but with operable sash at the bottom and top of each window for natural ventilation. We have received multiple bids for this work, and the total cost is estimated at about \$85,000. This work is currently on hold while the B & G committee and Oversight Committee studies the Electrical and Heating systems, which have a higher priority.

Phases – future :

Painting: The BG COMMITTEE has recommended deferring the complete exterior painting, since the purlin tail work is complete, and much of the painting is not critical. However, there remain some areas of the building in more need of repair than others, including the wood eaves and rake edges. A rough estimate of cost is projected at about \$80,000, to be completed with funds available.

Bathrooms: The BG COMMITTEE has recommended ventilation and aesthetic upgrades to the bathrooms in the near term as part of Phase 4 described above. The BG COMMITTEE has further recommended major renovation of the bathrooms when it is affordable, as this would improve rental options. This could be a renovation within the existing limits of the rooms, ranging from about \$100k to 150k or enlargement and reconstruction of the bathroom/closets complex, perhaps ranging from about 250k to 500k, depending upon options studied and selected. The BG COMMITTEE has authorized the Architect to study, estimate and recommend options. The consulting cost for this study is part of phase 4.

Roof Drainage and Storm Sewer Upgrades: The roof drainage is inadequate, and storm drains leading from the building are not working properly. This system needs study and upgrade. Rough estimate of cost is \$100,000

Sanitary Private Sewer Lateral: The sewer lateral does not comply with EBMUD requirements and will need to be upgraded by 2026. We have a study and preliminary estimate for this work. The estimated cost is \$150,000.

Other Important Scope: Pavement sealing and striping, Sidewalk repairs, Concrete Swale, RE building upgrades, renovate boiler room, and other work.

E. Overall Cost Report – Phase 1 - 4

Endowment Funds Used for Capital Improvements

Total incurred through Phase 4 (see prior detailed reports) (522,195)

Phase 1: Safir Room, adjacent skylights, mold study, etc.

Phase 2: Furnace, Gas piping, Cottage (includes Roberts Donation)

Phase 3: Rafter Tails (includes Ulp Donation)

Phase 4: Ventilation, Bathroom Refresh and consultants (includes Dean Flint donation)
(Estimated)

F. Detailed Cost Report – Phase 4 – Ventilation upgrades and bathroom refresh

Actual and Estimated Costs 72,595

Ventilation Upgrades - (Sanctuary, Social Hall, Fireside)	Completed	26,400
Ventilation upgrades - Associated Misc. UUCB Costs	Estimated	5,000
HVAC System Controls (Dampers, Actuators, Controls, Sensors, etc.)	Contract	56,195
Dean Flint Donation for Controls	Actual	(60,000)
Atrium Restrooms Interim Refresh (misc. by UUCB)	Estimated	15,000
Design and planning for future Restrooms	Estimated	10,000
Contingency	Estimated	20,000

For the Meeting of January 5, 2022

To: Board of Trustees

From: Beth Pollard, Board President

Subject: Annual Evaluation of the Board and its Committees

Background

Section 11.3 of the Board's Governance manual provides:

11.3.1 Board and Board Committee Self-Evaluation

The Board evaluates the structure and function of the Board of Trustees and its Committees on an annual schedule.

Evaluation

This past year the Board initiated the development of benchmarks to use in helping to assist the Board of Trustees in evaluating the health, vitality, and sustainability of UUCB in fulfilling its mission. A key purpose of the Board is leadership in the fulfillment of church mission, and therefore the benchmarks will be useful in evaluating areas to celebrate or re-calibrate. Careful consideration is being given to identifying those benchmarks that are most meaningful, useful and feasible to for staff and volunteers to track, and that are both quantitative and qualitative. Draft ideas are currently scheduled for review and discussion by the Program Council at its January meeting, before coming to the Board.

However, the church Bylaws and the Board Governance Manual provide for other Board functions, as well as Board Committees, which the Board has said through the above Governance Manual provision it will annually evaluate along with structure. When the new Board convenes in March 2022, it is expected that it will review and may wish to redesign how the Board functions; a thoughtful deliberation by the current Board can help lay the groundwork for these discussions.

Time has been scheduled on the January agenda for preliminary Board reflection, ideas, and areas for follow-up discussion and action on evaluation topics, such as but not limited to:

Board Structure

The by-laws call for nine Trustees to be elected to three-year terms. The Governance Manual asks the Nominating Committee to look for candidates from a range of experience and perspectives. One idea that has surfaced is to designate one of the Board seats as being a one-year term, to make it more feasible for members unable to commit to three years to serve on the Board.(Requires bylaws change)

Board Committees

Under the Governance Manual, the Board has these committees:

Audit, Awards, Endowment, Finance, and Widening the Circle. This past year, the congregation voted to change the Bylaws review to being a bi-annual task force, and the Board added Finance and Widening the Circle as Board Committees.

- “Stewardship” is not officially a Board Committee, but informally has been considered akin to that after the dissolution of the Coordinating Team (its former “sponsor.”)
- Audit: Meets as needed to shepherd the audit or financial review. Evaluate structure/function/provisions after this year’s audit completion?
- Awards: Annual award recommendations; other award topics/issues?
- Endowment: Monthly reports submitted to Board. Schedule annual check-in with the Board for any desired review of policies or bylaws, as well as numbers review?
- Finance: New committee; Works on tasks and policy on an ongoing basis. Any recommendations on changes in structure or function?
- Widening the Circle: Just established. Schedule annual check-in with the Board in 2022 to review structure, function as well as policy.

Topics for New Board after February 13:

Board Training/Teambuilding: To help orient the new Board members, amplify knowledge of continuing members, and to build healthy teamwork; includes consideration of covenant.

Board Meetings: When, where, how, etc.

Board Member roles: Continue Listening Presence, Board Liaisons? (with a nod to Kerry for launching these!)

Other things to plan for with new Board?

10/25/2021; 11/22/2021; 12/23/2021; 1/2/2022; 1/3/2022
Rewrite Suggestions by FC Sub-Committee

SCOPE AND DETAIL OF FINANCE COMMITTEE RESPONSIBILITIES

The role of the Finance Committee is to bridge an important administrative middle ground and provide better communication and another layer of oversight among the Board, Treasurer, and Executive Director. The FC will be the stand-in for the Congregation, a back-stop and partner to the Treasurer and Executive Director and will assist as needed in turning data into useful "information" (a primary job of both the Treasurer and the Executive Director).

The overall purpose of the Finance Committee is to assist the Board in its oversight of the congregation's finances. The committee's work may include:

- Ensuring that routine financial reports are clear and helpful. [e.g., Treasurer's and ED's monthly report]
- Ensuring that Board members have an adequate understanding of the congregation's financial status through the two members of the Board who are on the FC.
- Taking responsibility for thoroughly understanding the annual budget and acting as a stand-in for the Board, so the Board does not have to go over the budget line-by-line.
- Providing support to the ED, Treasurer, and staff when asked for financial information by the Board.
- Providing support on an as-needed basis to staff, Treasurer, and stakeholders to prepare the annual draft budget for the May Congregational Meeting.
- Developing and reviewing church financial policies, as well as procedures to implement those policies. Documenting all policies and working with the Board Secretary to have new policies or eliminated policies appropriately reflected in the UUCB Governance Manual and/or By-laws.
- Designating one FC member to assume the responsibility of organizing and maintaining the Finance Committee's drop-box [e.g., policy document, meeting minutes, explanatory notes related to such things as the Chart of Accounts, etc.] [Note: Jessica Rider has volunteered to fill this position for this coming year.]
- It was unanimously agreed that coordinating annual financial reviews and full audits every five years falls to the Board's AUDIT COMMITTEE, not to the Finance Committee.
- Create a checklist of items to review as part of year-end closing of the books. this list will be created by the ED and the Treasurer and reviewed by at least two members of the Finance committee in conjunction with the Treasurer and ED.

Details: [Procedures Book]

At the close of the fiscal year, the Finance Committee (at least two members; this may be a rotating job) will review:

1. Assisting the Treasurer in analyzing the cause of budget variances, including unexpected expenses and income.
2. Overseeing financial balance sheet accounts (e.g., Cope Fund, brokerage accounts) and ensuring policies are in place that govern how these accounts are to be handled by the ED and Treasurer.
3. Meeting at least quarterly, and more frequently as needed per the Board or Treasurer.
4. Advising and assisting the Treasurer in developing and reviewing benchmarks (i.e., monthly financial wellness indicators) and monthly reports as needed.
5. E-Trade, Ameri-Trade should be under Treasurer. Per Tess "I would recommend that the Treasurer/FC oversees all financial accounts on the Balance Sheet not overseen by Endowment Committee."
6. Treasurer to work with ED re: oversight of the Temp. Restricted accounts. The year-end review of these accounts should be included the year-end Finance Committee review.
7. Reviewing signatory authorities and make sure all are correct and up to date (to be provided by ED) and Treasurer).
8. Ensuring that the Treasurer and Program Council Chair are working together in disseminating individual program budgets. and staying within; add to end of year checklist with ED.
9. Discuss any concerns surfaced by the Finance, ED, Treasurer, Endowment, Staff.
10. Reviewing "Benchmarks" determined by the UUCB Treasurer, ED, and Finance Committee noting whether or not UUCB is staying within its Congregationally agreed upon Annual Budget and, if not, for what reasons?
 - a . Benchmarks should include key Revenue Streams: pledges actualized; short- and long-term rental revenue; Endowment gifts/bequests; building rentals (school, cottage). Compare to Budgeted Revenues to Expenditures: cost of staffing/personnel; campus maintenance; Church programs; new UUCB mission-related initiatives. David Roberts is currently the Board member with this assignment. (Include standard indicators developed for churches.) Benchmarks should also include a key list of Expenditures - amounts over \$5,000 that were unexpected.
 - b . New UUCB Programs!
11. Review Paperwork with State of California re. non-profit Status to assure UUCB is in compliance and up-to date (Board Secretary job).
12. Frequency of Meetings: FY 2021/2022 will be an unusual year as we have initiated a full audit. It is likely we will need to meet once a month at least. But in non-audit years, meeting Quarterly or at the behest of the Board should suffice.

The composition of the Committee as defined in the draft Governance Manual follows:

The Finance Committee shall include the Treasurer (ex officio), the Executive Director (ex officio, not voting), Chair of the Endowment Committee (ex officio), two board members, and at least two other church members with financial expertise approved by the Board of Trustees. Each member shall be appointed to a three-year term, which may be renewed for a total of six years. In the absence of qualified members, a current member may exceed the six-year limitation until the Finance Committee is able to both find and train replacement members who can then function effectively.

Current Governance Manual Provisions re: Finance Committee

1.10.1 Finance Committee

The overall purpose of the Finance Committee is to assist the Board in its oversight of the congregation's finances. The committee's work may include:

- Ensuring that routine financial reports are clear and helpful.
- Working with staff to respond to requests for financial information from the Board.
- Working with staff and stakeholders to prepare a draft budget annually.
- Developing and reviewing church financial policies, as well as procedures to implement those policies.
- Coordinating annual financial reviews and full audits every five years.
- Ensuring that Board members have an adequate understanding of the congregation's financial status.

The Finance Committee shall include the Treasurer, the Executive Director (ex officio, not voting), two board members, and at least two other church members with financial expertise approved by the Board of Trustees. Each member shall be appointed to a three-year term, which may be renewed for a total of six years. In the absence of qualified members, a current member may exceed the six-year limitation until the Finance Committee is able to both find and train replacement members who can then function effectively.