

## **UUCF Board of Trustees Meeting Minutes 01/09/2024**

**Members Present:** Heather Enriquez (Acting President), Bruce Johnson, Mahnaz Shahrestani, Cathy Frickert, Colleen Clay, Rose London, Janice Paton, Thomas Contreras, Judy Mina-Ballard, Rev. Dr. Jason Cook (ex officio), Sam Hunt (Intern) Nick D'Agosto (prospective Intern), Karen Andersen (Church Member)

**Absent:**

### **Agenda Item #1: Call to Order**

Occurred at 7:01 pm Heather Enriquez

### **Agenda Item #2: Acknowledgment of Native Land and Chalice Lighting**

Rev. Jason acknowledged native lands and offered Chalice words and a moment of silence.

### **Agenda Item #3: Approval of December Minutes**

Colleen made a motion to accept the minutes as amended, Janice seconded, no discussion or dissent, motion passed.

### **Agenda Item #4: Approval of January Agenda**

Judy made a motion to accept the Agenda, Thomas seconded, no discussion or dissent, motion passed.

### **Agenda Item #5: Nick D'Agosto (prospective Intern)**

Nick was introduced and spent a few minutes introducing himself and discussing his religious background and calling.

### **Agenda Item #6: Admission of reports to the record**

Reports submitted were: Administrator's, Minister's, Caring and Social, Social Action, and the Treasurer's Report was submitted, no bookkeeper report yet. No Vice President's Report.

### **Agenda Item #7: Treasurer's Report**

Bruce Johnson reviewed the Treasurer's Report that he had submitted noting that he will have added Linda Duarte-Wolfe to the signatories and there will be 3 signatories for all Cash and Investments by next month's meeting.

- Under Action Items there was a motion by Bruce that there be 2 signatories for all matters pertaining to the estate of Barbara Cutts and that they be Sherlan Neblett and Bruce Johnson. It was seconded by Colleen. The motion passed.
- There was further discussion about beginning the Budget Planning for the 2024/2025 year.
- Colleen brought up the Sabbatical Fund which was addressed by Rev. Jason. Jason mentioned that next year is supposed to be his Sabbatical year and that he would like to take it as a week on/week off situation, if that could be worked out. Also that perhaps the money, which is already there for his Sabbatical could perhaps be used to pay Nick D'Agosto, therefore not requiring us to find money for him. A Sabbatical Task Force was created: Colleen, Cathy, Janice, and Judy.
- A question was put forth by Colleen about the mention of 'new signatories in the Fidelity Account', Bruce also noticed that and he said he'll look into it.

### **Agenda Item # 8: Engagement Report**

Thomas stated that there was nothing new to report in Engagement. He is working closely with Pat Mannion. He also stated that they could always use more help.

### **Agenda Item # 9: Caring and Social Report**

Mahnaz mentioned 2 parts of her submitted written report.

- **Online Coffee Hour**
- It was an overlapping Zoom issue that has now been resolved in the meeting
- **Social committee**
- Mark wants to have a Spring-time tea event. Mahnaz suggested that we celebrate the Iranian New Year which is the beginning of the Spring (March 19). A decision was made that Saturday March 16th would work the Spring Celebration of Iranian event, barring

conflicting scheduling, she will check with Amy. Mark also mentioned that he is willing to underwrite some of the expenses for this event if funds are low.

### **Agenda Item # 10: Worship and Music Report**

Rose London reported:

- The Music Committee's next meeting is Wednesday, January 24 at 7 pm, I should be able to attend.
- Worship - We are having a Worship Team meeting on Tuesday, January 23 at 7:00 pm via Zoom, probably I won't be able to attend.
- UUCF Players - See Social Action - current plan is to put up 2 staged readings, perhaps with music for 2 performances at the end of March.
- Family Milestones is still a work in progress and at the last task force meeting it was decided to create a job description for the Chair of the Family Milestones. This is necessary so that people will understand what we are asking of them. Some discussion occurred with regard to the parameters of the group, at least to start. The main focus would be to be as a support for families experiencing a loss.

### **Agenda Item # 11: Social Justice Report**

Colleen reported:

- The Social Action Committee has only one update to last month's report. The UUCF Players as part of the Planned Parenthood Fundraisers will be changing their staging plan to a staged reading instead of a fully staged performance and will likely reduce the performances to one weekend. This will hopefully attract more congregants to participate, like the Vagina Monologues staged reading.

### **Agenda Item #12: Youth and Family Programming**

Cathy reported:

- Sarah plans to make an offer post-interview to our final Teen Coordinator candidate. She will update Cathy Frickert when that offer has been made.
- The RE Committee will be meeting on 1/21 at 9:45 in Room 120.

- The parenting support group will be announced as soon as we have our Teen Coordinator up and running.
- Lastly, she's planning on announcing in Feb that there will be a YOUTH CON for "yoUUth" in SoCal in April in Ventura. More details to follow.

### **Agenda Item #13: Old Business**

- Old business: Bruce made a motion effective January 2023 that UUCF will pay 50% of First Christian's electric bill at 109 E. Wilshire, Fullerton 92832 up to a maximum of \$5,000 each fiscal year. The first payment will be \$3,000 representing 50 percent retroactively paid for the period of January through December 2023.
- We voted to make official: Judy Mina-Ballard's position as VP of the Board and Bruce Johnson's position as Treasurer.

**Agenda Item #14: New Business:** Communication, Transparency & Accessibility [G Drive FB](#) Heather led a discussion about creating better communication and more transparency for the Board through a private FB account and using a single shared Google Drive Document for reports and such. It was also suggested that we all create separate gmail accounts with our Board title included, these could then be "passed down" to the next person who assumes our role. Sample: [UUCFBoard.VP@gmail.com](mailto:UUCFBoard.VP@gmail.com) It was agreed that we should try out the FB group, Google Drive and the gmail accounts.

### **Agenda Item #15: New Business:** UUCF Social Media, Spirit Grant

Rev. Jason mentioned that Spirit Grants are now available. A discussion ensued about the need for a person/ persons to assume responsibility for our Social Media presence. A Task Force was created to pursue a Spirit Grant to these ends. Colleen graciously agreed to head the Task Force.

### **Agenda Item #16: New Business:** Staff Updates/Tech Coordinator Pay

1. Rev. Jason wanted to clarify that he is the Supervisor of our Staff and that if we are having difficulties with anyone please contact him about it.
2. Rev. Jason also shared a Bookkeeping Template that was created by Colleen Zenger. It is not finished but was impressive in its breadth. He will send it out to us the following day

3. Rev. Jason shared that our current tech needs are being met by Josh, and occasionally Rev. Mandye's daughter. We are paying Josh for 2 hours a week. A discussion followed about suitable payment. It was decided that as there is already money available for this position that Jason should decide what we should pay him. Also, we need an active plan for a substitute for this position.

#### **Agenda Item #17: New Business: Board Retreat Plan**

Heather brought up that our current plan for a Board Retreat for January 13th wasn't doable because of her schedule. After much discussion we settled on January 15th from 4-8 pm at the Church.

#### **Agenda Item #18 Adjournment**

Heather adjourned the meeting at 8:56 PM. Rev. Jason extinguished the Chalice with closing words...