

UUCF Board of Trustees Meeting Minutes 4/09/2024

Members Present: Heather Enriquez, President, Mahnaz Shahrestani, Cathy Frickert, Colleen Clay Treasurer, Rose London Secretary, Janice Paton, Thomas Contreras, Rev. Dr. Jason Cook (ex officio), Sam Hunt (Intern), Pat Mannion, Colleen Zenger (Visiting Community Member)

Absent: Judy Mina-Ballard VP

Agenda Item #1: Call to Order

Heather Enriquez called the meeting to order at 7:00 pm.

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 February Minutes

Reports submitted were: Administrator's, Minister's, RE/ Family Ministry, Caring and Social, Worship, RE and Social Action. Janice Paton made a motion to accept the Reports, Cathy Frickert seconded, no further discussion or dissent, motion passed.

Agenda Item #4: Approval of March Agenda

Colleen Clay made a motion to accept the April Agenda, Janice Paton seconded, no discussion or dissent, motion passed.

Trustee Report: Worship: Rose London

Milestones Committee Nothing to report

Music Committee Christine reported:

- "Choir director Eleanor was assisted by pianist Christine Araoka during services when she fractured her finger recently, but she has had a quick recovery and is back at the keyboard. The Choir continues to follow a three-week cycle for practice and performance and averages ten people each session. The UUCF's choir music collection has been organized and alphabetized and they were able to use an existing piece, Ave Verum Corpus, for Easter Sunday. A representative from the choir is still needed for the Music Committee.
- The Chime Choir was featured on Easter Sunday, and is being programmed for a slot about once a month. The legacy gift of the chimes to UUCF by Lorraine Rothman was highlighted at the recent Cabaret for Reproductive Freedom.
- Members of the Sunshine Singers were featured at Dorothy Barrett's recent memorial service. In addition, volunteers Chris Heaton, Christina Garner and Nasi Shahrastani have been engaged in music ministry to refugee minor children at Crittenton Services. Nasi and Christina conducted accordion singalongs, accompanied by the UUCF collection of percussion instruments to the teen's delight. Crittenton Services owns an existing collection of guitars that had been thrown in a closet and unused since COVID shut downs. With donations from Mo's Music Center, Chris Heaton was able to restring all the guitars and equip them with tuners. They are now being actively used again in the classrooms, and by volunteers like Chris, who are teaching basic guitar to small groups. In addition, all the Crittenton teens from both campuses were able to visit the Fender Guitar exhibit at FMC as part of their school day in a field trip organized by Christina. They got to hear their voices on a Fender amp, hold a Telecaster guitar, and design their own original album covers.
- The Chordially Yours Quintet is being programmed for services once a month, and they are actively rehearsing music for the spring and summer. They were recently featured at the Cabaret for Reproductive Freedom along with soloist Jeff Greenman."

Two additional thoughts-

Would it be possible to feature a variety of congregants to lead the standard hymns along with Eleanor? It would be a chance for more different voices to be heard from the choir as Song Leaders.

What do you think of the following possible wording for a UUCF Music Ministry mission statement?

Re-establishing a regular date and time for the committee to meet is the next goal.

Worship Committee Megan reported: We are working on the summer worship schedule. The plan is to use congregation members as much as possible to save money for our intern. If the board has any suggestions I'd appreciate hearing them.

UUCF Players Chance reported: No new plans for the UUCF Players right now, just the ongoing Improv Workshop.

Agenda Item #5: Admission of reports to the record

Reports submitted were: Administrator's, Minister's, RE/ Family Ministry, Caring and Social, RE and Social Action. A number of Financial Reports (folder) was submitted. Janice Paton moved to accept the reports as received, Cathy Frickert seconded, no discussion or dissent, motion passed.

Agenda Item #6: Trustee Report: Treasurer Colleen Clay

Treasurer's Report

Re: UUCF Accounting and Financial Project

Since being appointed Treasurer, much work has been done to evaluate the financial operations of the congregation. This has been a joint effort with great assistance from Colleen Zenger, Amy Styffe, and others. Several issues have been evaluated including access to the financial accounts and the associated records (still in process,) assessment of the state of the accounting system -- the books, and the policies, procedures and practices which create accurate and meaningful records from which we access the information needed to responsibly administer congregational funds.

This report and its attachments describe the recommendations for our primary accounting and data systems, followed by a more detailed look at each element. We also met with Orange Coast UU and several UU Fullerton congregants attended. While there is a lot to tackle, the Orange Coast UU presentation provided a great example of how we can move forward and effectively meet our

fiduciary responsibility to the congregation and provide meaningful oversight and management of our financial resources. I look forward to working with this Board to continue to move the accounting and financial project forward, and to prepare to effectively transition to the 24/25 year on July 1.

For more background detail, please see previous Memos written by Colleen Zenger:

Memo To UUCF Board Tax Year 2023 1099s and Tax Year 2023 Payroll Data and W2 Validity 2024 02 06
Memo To UUCF Board UUCEF QBO Activity and Balance 2024 02 09

Memo To UUCF Board UUCF Reserves Investments Statements 2024 02 09

Memo To UUCF Board Payroll Process and Software 2024 02 11

Memo to UUCF Treasurer Financial Documents Oversight Organization and Access 2024 03 02

Recommendations:

QBO Chart of Accounts

A thorough review and either correction or proposed correction of the accounts documenting corrections / modifications and documenting correct usage with definitions and examples be completed internally before an accounting services firm is engaged.

QBO Journal Entries FY2223 and FY2324

A thorough internal review and correction of the QBO journal entries documenting reclassifications / corrections and documenting correct usage with definitions and examples be completed internally before an accounting services firm is engaged.

Breeze Data

A thorough internal review and correction of Breeze data and documentation with definitions and examples for each Breeze account be completed internally before an accounting services firm is engaged.

Accounting Source Documents

Place remaining financial source documents in UUCF's Google Bookkeeper folder before an accounting services firm is engaged.

Accounting Clean Up Proposals

Gather additional proposals through May and possibly June 2024.

Financial Statements FY2223 and FY2324:

Wait until after an accounting service cleans up Breeze and QBO data, before creating financial statements with complete explanations for Actual to Budget variances.

Budget Proposed FY2425

A line item has been added of \$8,000 for an accounting clean up. The Bookkeeper line item has been increased from previous years to \$7,200.

Detail supporting each recommendation is found below.

Status

Internal Resources

There remain 3 UUCF resources who continue to work on this project.

Colleen Clay, Amy Styffe, Colleen Zenger

Each person does so on a limited part time basis. All have synergistic skills. The UUCF accounting and financial project is large and somewhat complex which demands a significant quantity of time. The speed at which the 3 are able to address issues forces the pace of this project's resolution to be slow. The call for additional help from the congregation will continue.

QBO Chart of Accounts

During interviews with accounting services firms, each stated that an accounting clean up must necessarily begin with UUCF's QBO chart of accounts.

There are 195 QBO accounts out of which 130, or 67% need research to determine if the account:

1. should be deactivated / archived / deleted,
2. is duplicative and needs to be merged,
3. is incorrectly used,
4. is miscategorized, e.g., categorized as a Liability but factually an Asset
5. needs to be renamed,
6. needs to be defined to ensure accurate use,
7. is missing and needs to be added,
8. is a combination of the above.

See the attached report created on 04.05.2024.

Work to update most of the accounts can be and would best be done internally by UUCF, not by an accounting service, to ensure:

1. UUCF does not overpay an accounting service
2. UUCF has a thorough understanding of their accounts and what each is used for thus be able to direct an accounting service to provide what best fits with UUCF's processes. This work should be completed before an accounting services firm is engaged.

QBO Journal Entries FY2223 and FY2324

As work on QBO accounts has progressed, it follows that journal entries have been found that are incorrect. As these are found, work has been done to determine correct journal entries. Documentation has been created for certain financial activities that can be leveraged into a procedures manual.

Work to reclassify / update most journal entries can be and would best be done internally by UUCF, not by an accounting service, to ensure:

1. UUCF does not overpay an accounting service
2. UUCF has a thorough understanding of their recurring journal entries and thus be able to direct an accounting service and ably train a future hired bookkeeper

This work should be mostly completed before an accounting services firm is engaged.

Breeze Data

In familiarizing myself with the data in Breeze, I quickly noticed that some activities were mistakenly categorized as Pledges such as:

Bequeathments Grants

Share The Plate

Breeze data feeds into QBO. This results in certain revenue streams being overstated, Pledges, and other revenue streams being understated, Grants and Bequeathments. This skewed data is used as a basis in the Budget Proposal projections which has a financial ripple effect. [I have attempted to mitigate this somewhat – see Budget Proposed FY2425 in Status section] A thorough review of Breeze data and documentation with definitions and examples for each Breeze account would help mitigate future mis-categorizations.

Work to update Breeze data can be and would best be done internally by UUCF, not by an accounting service, to ensure:

1. UUCF does not overpay an accounting service
2. UUCF has a thorough understanding of Breeze data and how it feeds into QBO thus be able to direct an accounting service to provide what best fits with UUCF's processes

3. Donor confidentiality is maintained

This work should be completed internally before an accounting services firm is engaged.

Accounting Source Documents

During interviews with accounting services firms, each stated that an accounting clean up must necessarily have source documents readily available that serve as the basis for journal entries.

A centralized location on UUCF's Google drive was created in January 2024 at Colleen Zenger's behest in a folder named Bookkeeper. Amy Styffe has agreed to maintain documents here. This folder is incomplete. I estimate that so far approximately 30% of financial source documents have been located here.

Work to place the remaining financial source documents in the Bookkeeper folder can be and would best be done internally by UUCF:

1. The remaining documents may reside on a personal computer beyond the reach of an accounting service firm to retrieve
2. UUCF does not overpay an accounting service who, essentially would be charging UUCF for their time requesting documents to be placed in the Bookkeeper Google folder
3. UUCF would address some issues as outlined in Colleen Zenger's Memo to UUCF Treasurer Financial Documents Oversight Organization and Access 2024 03 02

This work must be completed before an accounting services firm is engaged. Accounting Clean Up Proposals Five accounting services firms were contacted in March. This market is extremely busy with their highest seasonal revenue, tax preparation. Of the 5 firms, 4 responded.

Myself and Colleen Zenger interviewed these 3:

Tandy Consulting
YCS Consulting
Bedrock Accounting

Colleen Zenger spoke with Clay's Bookkeeping.

Of the 4 respondents, 2 proposals were received: Tandy Consulting and Clay's Bookkeeping. See attached.

Of the 4 respondents, 2 proposals were received: Tandy Consulting and Clay's Bookkeeping. See attached.

UUCF Treasurer Board Report 04.09.2024: Accounting and Financial Project

YCS Consulting stated their fees would be too high and declined to provide a proposal. Bedrock Accounting said a proposal would be forthcoming and none was received.

I do not recommend Tandy Consulting. Travis Tandy, owner, was poor at communicating basic information; his proposal describing his proposed work is confusing which he was not able to clarify after two prompts.

At this time, I do not recommend engaging Clay's Bookkeeping for the following reasons. UUCF is not ready to engage an accounting services firm for the least cost (without overpaying) because UUCF has not yet:

1. determined QBO accounts correct usage nor needed corrections / updates
2. identified and/or corrected 'low hanging fruit' incorrect journal entries
3. determined Breeze accounts correct usage nor needed corrections / updates
4. located financial source documents in its Bookkeeper folder

5. received enough proposals to adequately understand if a proposal's cost is reasonable
6. done enough interviews to be able to adequately discern a candidate's capability / capacity /

compatibility ensuring the accounting service's work will resolve issues; not make them worse.

I am gathering names of additional accounting services firms that state they do QBO clean ups. Either myself or Colleen Zenger will be contacting them to set up interviews. I assume that after April, these firms will have more time available for interviews.

This means an accounting clean up may not start until early July 2024. Some downsides for starting in July versus May:

July is 3 months away. Three more months of no financials (2 years: Jul 2022 - Jul 2024) is unpleasant

though a relatively small discomfort compared to the real consequences of making a 'forced' decision.

Some congregants may misperceive this as a repeat of what happened from Jan 2023 - Dec 2023.

Some benefits of starting a clean up in July include:

UUCF saves money by being best prepared for a QBO clean up.

UUCF saves money by correcting low hanging fruit before the clean up begins.

UUCF ensures a clear understanding between the 3rd party and UUCF for what purpose QBO accounts are used, avoiding an accounting service

firm's misunderstandings reflected in the clean up.

A higher probability that UUCF pays a reasonable cost based on an adequate number of proposals.

A higher probability that UUCF hires a competent and capable candidate by having more interviews and proposal comparisons.

In the interim, UUCF may be able to hire a Bookkeeper who can be trained and assist with preparation for a clean up.

I recommend gathering additional proposals through May and possibly June 2024.

Bookkeeper

At my direction, accounting services proposals include bookkeeping services as a separate line item. I am also actively pursuing hiring a Bookkeeper separate from an accounting services firm. So far, I have not seen an accounting services firm provide a lower proposal price if UUCF also signs up for their bookkeeping services.

Eleven nearby churches were contacted asking for contact info for / interest from their Bookkeeper to work at UUCF. So far 3 have responded: two churches do not have a Bookkeeper and directed us to financial software systems (Belay and ChurchTraining) in which a 3rd party creates all financial transactions based on source documents; the Minister at another said they would pass along our information to their Bookkeeper. Since UUCF is not in need of financial software, internal resource time to look into Belay and ChurchTraining was waived.

An ad for a Bookkeeper position, at no cost to UUCF, was placed on LinkedIn and on UUA's job board. Responses to these ad placements will be vetted by myself and/or Colleen Zenger.

Financial Statements FY2223 and FY2324

Because of extensive accounting data issues, detailed above, financial statements if created "as is" would reflect errors in the underlying data. There are 4 paths to providing financial statements to the Board.

- (1) Create monthly financial statements “as is” to the Board with no explanation for Actual to Budget variances and figures known to be incorrect, flowing known errors into the FY2425 financials.
- (2) Create monthly financial statements “as is” to the Board with no explanations for Actual to Budget variances and figures known to be incorrect. After a clean up is completed, re-create monthly financial reports with complete explanations for Actual to Budget variances. This would divert current resources (75%) from preparation work and entail creating monthly financials twice with the initial set reflecting incorrect accounting data.
- (3) Create financial statements “as is” to the Board with complete explanations for Actual to Budget variances and figures known to be incorrect. After a clean up is completed, re-create monthly financial reports with updated explanations for Actual to Budget variances. This would divert current resources (100%) from preparation work and entail creating monthly financials twice with the initial set reflecting incorrect data.

Wait until after an accounting service cleans up Breeze and QBO, then create financial statements to the Board with complete explanations for Actual to Budget variances. No diversion of current resources and monthly financials are created once.

This is what the Treasurer was previously providing. Because the financial data is incorrect, this path is detrimental to the Board's ability to govern. For example, in the past these reports masked the fact that the available cash to meet expenditures was being depleted over time.

I recommend the 4th path, wait until after an accounting service cleans up Breeze and QBO to create financial statements, because:

resources are limited;

draft and final financial reports may cause confusion;

creating monthly financials twice could easily lead to internal resource burnout.

Budget Proposed FY2425

Financial figures used as a basis for budget projections are being modified in Excel on an ongoing ad hoc basis that replace the effect of obvious errors with more accurate numbers (thus far discovered). Only those accounts that have the highest impact on the budget are being manually modified in Excel: pledge revenue accounts and all employee costs accounts.

The clean up price per the 2 proposals received range from the \$7.2K to \$5.6K. I am including a line item in the FY2425 budget of \$10,000 for an accounting clean up.

The hourly pay for a part-time bookkeeper is near \$30. The historical maximum hours per month may have led to a 'rushed' job as the allocated number of hours was too low. My understanding is that in the past the maximum bookkeeper hours per month was 10. I have updated the Bookkeeper line item for the FY2425 budget to be an annual cost of \$7,200 (\$30 per hour x 12 months x 20 hours per month).

Colleen discussed further points, including:

1. She needs input from all about Finances for all areas covered.
2. The email she will be sending out soon will have last year's budget and related data.
3. She recommended that we tell our committees that they look at what they are doing and what they need/want.
4. Pledge Update: a small but mighty group is pulling together the Pledge drive, looking at last year's Pledges and planning for the future so we'll know what monies that are available. There will be a conversation throughout the upcoming year about addressing the expected gap.
5. Then she walked us through the above Report.

6. Colleen Zenger spoke to the system having tension between the bookkeeping work getting bigger and doing work twice because of overlap. She/they are looking for at least 2 paths for finding a bookkeeper.
 - a. We need to find a way to have clear financials for each area showing Budget and Actual spending.
 - b. She feels we need at least four people to Treasury and Accounting.

Agenda Item # 7: Trustee Report: Engagement

Thomas Contraras submitted Patrick Mannion's Engagement Report.

New-to-UUCF

- Next New-to-UUCF lunch scheduled for May 19.
- New members will be recognized at June's water ceremony.

Snack Table

- There is still a shortage of volunteers.
- Will request opportunity to make a plea during an upcoming announcement.

Welcome Table

- Continuing need for a "Greeter" role, especially with all the recent newcomers.
- We are going to retrain welcome table staff so that there is one table person and one greeter. - Some interest in making a printed version of the weekly announcements. Will follow up with Amy about feasibility.

Service Start Time

- Our committee feels there are many advantages to moving service start time from 11:15 to 11:30.
- We will arrange a meeting with Jason and the Worship Committee to discuss pros/cons.

Janitor

- We are very happy that we have Josh as our official closer. - We are still interested in having an opener as well.

Joys/Sorrows

- We are looking into getting a better receptacle for Joys/Sorrows; perhaps something that can clearly hold blank cards, completed cards, and writing implements.

Agenda Item # 9: Caring and Social Report

Mahnaz Reported:

Family Circle Suppers

There will be a family circle supper at O'Neill Regional Park on 4/13.

Social Committee

Mark will estimate next year's Social Committee expenses to help with the budget planning for next year. He will let us know about any upcoming events in April.

De Benneville Pines

From Dale,

"Please thank the UUCF Administrator for including the summer children's Camps and the deBenneville Pines annual meeting on 4/27/24 at 10:30 am in the weekly emails."

Online Coffee Hour

Given that other people seldom join the online coffee hour, Karen and Linda have shared that they think it's time to stop advertising that there will be an online coffee hour. But, they do still plan to stay on the Zoom link and chat after the service and others are welcome to join. As such, they would like the AV person to continue to make one of them host at the end of service so that they can continue to meet. Removing the advertisement frees up Karen and Linda from an obligation to stay and host the online coffee hour. They still plan to be there most of the time.

Caring Ministry

The meeting was on April 7th.

Meal Trains

There is an easy and free website to use. Two members interested in running our Meal Train program. Jason will arrange a time to meet with them and show them how to set that up.

Information Gathering

Jason set up a google form to collect requests for care, which is now linked in the announcements.

Cards

Some of the caring committee members and others will begin collecting cards as a starting point.

UUCF Caring Listener and visitor Program

The meeting ended with a training session for individuals who will provide support. The Caring Listener Program provides an opportunity for a congregant who needs someone to talk to have a chance to do so after a Sunday service . And Caring Visitor Program is to match those congregants in need of an ongoing, caring presence with a trained lay pastoral visitor.

Agenda Item # 9: Trustee Facebook Groups and Google Docs

Patrick Mannion submitted 3 Reports, one of which was a trial document not copied here:

Facebook Groups Best Practices Report - April 2024

Summary:

This is a preliminary report on how our Facebook Groups are being used and what improvements could be made.

Recommendation:

Below are some stats, but generally we are managing these groups well. We just need to encourage more activity and increase our user base. We also need to remove a few admins and users. We can discuss more ideas on how to increase activity as a board, but one easy way would be to encourage all board members to post. We should also encourage congregants to join the FB groups. We also should add a "rules" section so that group members are reminded to behave.

FB Group: "UUCF - Unitarian Universalist Congregation in Fullerton Group"

Members: 197

Admins:

- Jason Cook

- Amy Styffe
- UUCF - Unitarian Universalist Congregation in Fullerton <-- this is our Primary admin - Pat Mannion
- Calvin Ballard <-- Recommend we remove this admin
- Ramon Gallegos
- Cassie Bubar <-- Should we remove this admin? I'm not familiar with them.

We are currently a "Public" (as opposed to "Private"). For the purpose of keeping visibility in the community, we should stay Public as opposed to being a Private group.

Increasing activity:

It would be wonderful to see more commenting and sharing. Perhaps we could ALL do our part in adding content, posting and (if nothing else) adding comments to show how it's done and also to get the FB algorithm moving! We should also try to get more members. I can see that a lot of potential members are not there, people we know. Perhaps it would be good to mention the FB group at service. The FB group might also benefit from a "sticky" post at the top regarding conduct and rules, as well as an automated "welcome" message with said rules.

There are some questionable members:

- David Diorio <-- I think this is ok, but wanted to flag for awareness - Shmul Khan <-- questionable account, delete?- Sattar Yuzarsif Sattar <-- questionable account, delete? - Issy Gonzalez <-- lapsed account, just delete
- Rose Lomheim <-- lapsed account, just delete

Kids group: "UUCF Youth" Members: 66

- Admins:
 - Jason Cook
- Rebecca Deuel-Gallegos
- Jennifer Carlson
- Hilary Jensen Key <-- Remove?
- Sarah Whittenberg
- Lisa Lobito
- Sangeeta Swendson <-- Remove?
- Rebecca J Ricketts
- Katrina Leah Enriquez <-- Remove?

Since this isn't an FB group "FOR" youths, but instead a group youth-related announcements, perhaps we should change the name?

Suggestions: "UUCF Youth Announcements" or "UUCF Youth Activities"

This group seems to be getting decent usage! BUT I think it could use more members. There are certainly quite a few families missing who might benefit from this group. Perhaps we could announce this during service? Perhaps we could make more announcements here and encourage interactivity?

II. Pat created this about Google Docs:

Google Doc Permissions for Committee/Board Reports

Summary:

This is a report on whether Google Doc Permissions can be used to control access privileges for Committee and Board Member reports. The board was also wondering if we can leverage access levels to let people comment but not change a file. Further, the board was wondering if we should all send reports to one address (perhaps Amy's or the President's) to disseminate, or if each member should upload them on their own.

Recommendation: You can read a longer explanation below, but in brief my recommendation is that we have members upload their own files, set them all to Editor level, and share the links with the board.

There are three User Levels we can choose on each file...

Viewer: People can access, but can't change or share the file with others.

Commenter: People can make comments and suggestions, but can't change or share the file with others.

Editor: People can make changes, accept or reject suggestions, and share the file with others.

In my opinion, the "Commenter" level is problematic. Comments are boxes that appear on the right hand side and are linked to places in the document. The don't work well, are hard to implement, are hard to make visible, and often do not show where in the document they link. There is an alternative, called "Suggestions", which are even worse and can change the entire flow of a document, making it

unreadable. My recommendation is that we make all parties Editors, but remind them to ONLY enter their edits at the bottom.

Feel free to practice on the following document which is set to "Comment" level.

"Test Google Doc - a poem"

<https://docs.google.com/document/d/1rKAhtofz4eYLkdrJ8sH-CABTiCGThOBUJdjRQd82XAI/edit?usp=sharing>

There are also three Sharing Levels we can choose for a file...

Public: Anyone can search on Google and get access to your file, without signing in to their Google Account.

Anyone w/link: Anyone who has the link can use your file, without signing in to their Google Account.

Restricted: Only people with access can open the file.

Unless we are required to share committee reports with the public (let me know if that's the case) I recommend we set files to "Anyone with link" and simply share the link.

There are two further options you can set (in settings), but it isn't too big a deal if we do or don't.

Editors can change permissions and share

My recommendation is that this option be turned on.

Viewers and commenters can see the option to download, print, and copy. My recommendation is that this option be turned on.

Agenda Item # 10: Trustee Service Report

Colleen Clay stated she is no longer attending these meetings as she is too busy with the Treasurer position. Here is Debbie Langenbacher's March Social Action Report:

Reproductive Justice plays on March 22 and 23:

What's been done so far:

* plays have been cast and rehearsals started last week

* flyers distributed/ advertising: on UUCF website and announcements, Indivisible CA 45, Planned Parenthood, DNOC.

- * article submitted to Fullerton Observer
- * we have someone to assist with lighting/ tech for \$150 of SAC funds
- * tickets are available for sale on our website
- * PP invited to have a table/ make a brief presentation

What's needed:

- * additional advertising (e.g., other UU churches, DNOC, local colleges)
- * ticket sales
- * raffle prizes (we currently have items for 3 raffles)
- * baked goods to sell at intermission
- * security (e.g., inform FPD) – check with Colleen Clay on this
- * Volunteers needed!
 - set-up/ take down – need to arrive 1 ½ hours before performance (2-3 needed)
 - tickets at the door/ sell raffle tickets (2 volunteers needed for each performance)
 - sell refreshments at intermission (2 volunteers needed at each performance)

Looking ahead – April and beyond:

- Crittenton – Christina would like to develop a group of volunteers at Crittenton like we had pre-COVID. This would include a training and presentation by Crittenton staff at UUCF
- Diaper Drive – May 12 to June 7 – an annual tradition in collaboration with FCCF
- UU the Vote/ Vote Forward – we will follow-up with UUA for their campaigns for UU the Vote and select a project that suits our congregation
- Book reading – pre-COVID we would have books for people to check out and read (purchased with SAC funds), with a discussion. Debbie suggested *Growing up in the Ville* by Pauline Merry, and inviting the author to our discussion
- Periodic “share the plate” for local charities TBD

Agenda Item # 11: Trustee Youth and Family Ministry (RE) Report

Cathy Frickert submitted Sarah Wittenberg's report:

Open Positions:

o Jr. High Coordinator

o RE Assistants: Preschool, Lower Elementary, Upper Elementary

Summary of recent accomplishments and current activities:

- Now that we have a new Teen Coordinator on the job, I will be reducing my hours down to approx. 20 per week.
- Continuing to work with other LREDA members in SoCal (note: I'm the only member from any of the OC/LA congregations) to put on a TeenCon in April up in the Ventura area. We are meeting weekly to discuss the scope and nature of the event.
- I still need to find someone to be a special events/projects coordinator for the RE committee. At this time, none of the existing committee members are willing to take on that role. Carter R has agreed to coordinate an OWL offering for Spring 2025.
- Right now our biggest need is a volunteer (or group of volunteers) to reach out to each of the families and make a personal ask for them to return to services and in-person RE – and to give us feedback as to what they would like to see from us to make that happen.

List of activities in progress and upcoming events:

- RE Committee Meeting 4/21, 9:45am
- ActiveUU carnival has been moved to April 21 and is in need of volunteers
- April activities are focused on leaning in to Earth Month and our 7th principle
- May 1: Progressive Parenting support group, 7-8:30pm at Dripp Coffee
- May activities are focused on AAPI month, Soul matters theme of pluralism, Mother's Day, Memorial Day, and Mental Health Awareness

Month. We are also having a focus on National Fentanyl Awareness Day on the first Sunday.

Financial impact:

- The RE committee is working very hard to be judicious stewards of our budget. Now that Megan has settled into her position, I need to start job hunting for folks to fill our open RE assistant positions (these have been open for over six months now, and it's time to get them filled).

Recommendations to the Board of Trustees:

- Please send me any names you have of young adults whom you might want me to consider for the RE assistant roles.

Cathy mentioned that Becky Ricketts, REC Chair sent a Report, too. And that Lisa, Maya, and Rebecca are communications for the Youth Group. Also, we had our 1st teen drop-ins!

Agenda Item #12: :Report on the State of UUCF Finance and recommendations Colleen Clay stated that we have received 2 checks from Barbara Cutts a discussion followed that they should be "Planned Giving". Currently they have been left in our checking account. Colleen moved them to "Planned Giving".

Old Business Agenda Item #13: Planned Giving Report

Lois Nettleship had planned to give a Report but was unable to attend.

Agenda Item #14 New Business

Heather asked us to be forward thinking and prepare for the incoming board. She asked that we please put everything for the board into a shared G drive attached to a UUFullerton.org address that everyone on the board can have access to. Amy Styffe has the password for it so it can all be passed forward.

Agenda Item #15 New Business Budget

Colleen Clay needs our active participation from the Board re: Budget Policies and Procedures. She wants all the Committees to submit for next year: title, proposals with line items, information about how this would move UUCF forward, a description of their budget for the next 5 years (with an explanation of how you

came to that amount.) She needs a realistic vision, but she asks that we not self edit but to allow the Board to do so, if necessary.

Colleen also asks each Board member to write a letter about your role with information that would help them take over your position.

Agenda Item #16 New Business: Website

Janice Paton reported on the results of our Directory Survey. The decision was clearly that we don't want our Directory posted on the Website. Colleen stated that she could give each member a link to Breeze for the Directory. There was discussion about the Pledge Drive and more links to Jason.

Agenda Item #17 Adjournment and Closing

Heather Enriquez adjourned the meeting at 8:14 PM. Rev. Jason extinguished the Chalice with closing words.