

ELLIE SEARL, SECRETARY

**A. Meeting called to order at 1:12 pm.**

- Board trustees in attendance: Mary Botts, Sherlan Neblett. Debbie Reback, Ellie Searl, Janice Paton, Patrick Mannion
- **Guests in attendance:** Rev. Rob Blair
- Lorne Caddick
- Megan Watson
- Joy Ellis
- Barry Burriesci and Bruce Reback (*joined @ 2:30*)

**B. Chalice Lighting (Debbie Reback) and Opening Words/Blessing (Rev. Rob Blair)**

**1. Approval of Meeting Agenda:**

- Moved by Patrick. Seconded by Janice. Approved unanimously.

**2. Reading of the Covenant**

- Patrick read words from the UU Board Covenant

**3. Approval of January 4, 2026 BoT minutes.**

- Moved by Debbie. Seconded by Sherlan. Approved unanimously.

**4. Guest - Lorne Caddick - Finance/Budget Advisory**

- Lorne presented options for handling UUCF budget and finance, agreed to be a budget advisor for UUCF, and agreed to come up with a job description should the congregation decide to hire outside professional financial services.

**5. Guests - Megan Watson and Joy Ellis - Youth Religious Education**

- Discussed needing clear direction, solid foundation, parent participation, congregational volunteers, and job descriptions for the future of UUCF religious education program.

**6. Treasurer's Report**

- Endowment Fund = \$203,931.07; Vanguard = \$263,226.79; Fidelity = \$86,355.50

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**I. ADMINISTRATION (AMY; BOARD; UUA; PERSONNEL)****a. Congregational conversation Results**

- Results of congregational conversation sent to Rachel Maxwell, the UUA consultant.

**b. Visioning Weekend 2/6-2/8**

- Discussed format and schedule of Visioning Weekend. (See schedule)
  - **Action Item: Pat to decide dinner plans for Friday evening**
  - **Action Item: Sherlan to bring dessert for Friday dinner**
  - **Action Item: All board members to bring snacks on Saturday**
  - **Action Item: Sherlan to bring drinks and ice on Saturday**
  - **Action Item: Mary to bring cooler on Saturday**
  - **Action Item: Janice to lead Zoom group for Saturday workshop**
  - **Action Item: Pat to ask Amy to put into announcements that congregants are invited to bring snacks to Sunday service.**

**c. Personnel Committee Status**

- Dale Botts will chair the personnel committee

**d. New Bookkeeper Search**

- Job descriptions were sent out; currently have three candidates.

**II. MINISTERIAL (MINISTER; PASTORAL TEAM; CARE COMMITTEE)****a. Milestones: Service for Judi Herz's son on 2/28**

- Reception will be at Judi's house
- Church service at 11:00
  - **Action Item: Debbie to arrive at 10:00 to assist**

**b. Resolution for Minister housing allowance for IRS purposes**

- Janice moved to accept; Sherlan seconded; all approved

**III. COMMUNICATIONS (WEBSITE; SOCIAL MEDIA; ADVERTISING; PUBLICITY; OUTREACH)****a. Social Media/PR committee Status**

- Currently working on Ad

**b. Campus Community Connections**

- Campus is back in session beginning this week
  - **Action Item: Debbie to make personal contact.**

**c. Fullerton Observer. Ad in progress 2/9 due date for 2/16 edition**

- In progress

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**IV. FACILITY (HEALTH/SAFETY; BUILDING)****a. Health/Safety**

- No report at this time.

**b. Sanctuary Door Replacement**

- Will need a congregational vote to approve replacement

**c. 109 Sanctuary building lease with FCCF terminating 5/14/2026 (was a 5-yr lease)**

- Discussed increases in the lease and increases in utilities
- Requested an in-person meeting

**d. Checklist for Closing the Building, including turning off all lights**

- Still under discussion
  - **Action Item:** Mark to send checklist to Mary. (carry over from last BoT meeting)

**V. MEMBERSHIP (NEW TO UU; NEW MEMBER RECOGNITION; BREEZE DATA ENTRY; NEW ATTENDEE FOLLOW-UP)****a. New to UU scheduled tentative date March 8**

- New to UU on schedule

**VI. COMMUNITY (SOCIAL ACTION; OUTREACH EVENTS; BOOTHS; HOT MEAL MINISTRY)****a. Green Sanctuary 2030 - looking for a team to spearhead this**

- On hold

**VII. PROGRAMMING (HELD ON A REGULAR BASIS [WEEKLY, MONTH]; SMALL GROUPS; DROP-IN GROUPS; TASTY TUESDAY; CIRCLE SUPPERS; RE)****a. OWL - Most Sundays 2/1 - 5/24**

- Program just started; there are eight participants

**b. Discuss Megan and Joy update at beginning of meeting**

- Sherlan agreed to attend RE committee meetings for the time being.
  - **Action Item:** Sherlan to talk to Carter about RE issues and will search for an RE job description
  - **Action item:** Mary to invite RE Committee members to attend Saturday Vision meeting

**VIII. EVENTS (SOCIAL; HOSPITALITY; POTLUCKS; NOWRUZ; CAMP; TOWN HALL; VOLUNTEER RECOGNITION; DONOR RECOGNITION; PLEDGE DRIVE; SERVICE AUCTION/FUNDRAISING EVENTS)****a. Update on possible venues for future fundraising/social events**

- No report

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**b. Volunteer Appreciation Dinner - 3/28/2026**

- Item tabled

**c. One year Anniversary for Rev. Rob 2/8**

- Announce and celebrate

➤ **Action Item: Ellie to order sheet cake for celebration**

**IX. WORSHIP (SUNDAY SERVICE; GREETERS; COFFEE HOUR; WELCOME TABLE; TFFA; MUSIC; TECH)**

- Agreed to move Sunday snacks to Sanctuary on 2/8 so people can be at Visioning Presentation
- Handling of Offertory donations - agreed the Sunday service board counter quickly take donation basket to room beside office and finalize the count there.

**X. FINANCE (BUDGET; STEWARDSHIP; FUNDRAISING; INVESTMENT; PLANNED GIVING)****a. Budget committee status**

- Budget committee met once and is working with current accountant.
- Budget is being updated. Important to settle lease and finalize pledges.

**b. Status - Vanguard and Fidelity accounts**

- Mary moved *to not* move investments funds into Endowment, which is a restricted fund. Janice seconded; all approved.

**c. Stewardship Committee (Ways & Means) Status**

- No status

**d. Annual Program Fund (APF) for UUA - due June 15th**

- Tabled

**e. Research regarding Auctria; Service Auction Status**

- Discussed considering a small online auction - maybe in the spring

**f. Alignment of finance item numbers with our system**

- Possibly completed
- No committee yet. Lesley expressed interest.

**g. Discuss Lorne Caddick's suggestions presented at beginning of meeting**

- Tabled

<b>Note: Barry requested that the hot meals program be a line item in the budget.</b>
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**XI. MISCELLANEOUS (NOMINATING; SEARCH; VOLUNTEERS; MISC ITEMS TO ADDRESS)****a. Update on Action Items:**

- Personnel Committee Job Description/Policy & Procedure (Mary)
- Committee needs for budgets, spending - response due 1/15 (Mary) - received the following
  - Tech Team
  - Stewardship
  - Social Action
  - Engagement Committee
  - Music Committee
  - Caring Committee

**b. Reminder - Board Count assignments (count people & money) Count kids separately; Include employees; Get Zoom & FB info from Grant; Put Joys & Sorrow pink slips in bag with the deposits**

- 2/8/26 Debbie Reback
- 2/15/26 Ellie Searl
- 2/22/26 Janice Paton
- 3/1/26 Mark Umbriaco
- 3/8/26 Mary Botts
- 3/15/26 Patrick Mannion
- 3/22/26 Sherlan Neblett
- 3/29/26 Debbie Reback

**c. Board Timeline Items - Two Months Out -- February - March**

- February
  - Pledge Drive Planning - set timeline
  - Set up initial budget to plug in numbers once pledge drive is done. Set goal based on this
  - Review Music Director Contract for renewal (ending 4/30/2026)
    - **Action Item: Mark to review music director contract**
  - OWL - Started
  - Plan Volunteer Appreciation Dinner
- March
  - Pledge Drive
  - UUCF Spring Tea
  - Volunteer Appreciation Dinner
  - Negotiate/Complete Music Director Contract
  - Review any potential by-law change
    - **Action Item: Board members to review bylaws**

**Review of Action Items****Next Board Meeting - Sunday, March 1, 2026, 1:00 pm, Choir Room and Zoom****Meeting Adjourned - 3:33 pm**

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AGENDA ITEMS	ACTION ITEM(S)
I. ADMINISTRATION	<ul style="list-style-type: none"> <li>➤ Pat to decide dinner plans for Friday evening</li> <li>➤ Sherlan to bring dessert for Friday dinner</li> <li>➤ All board members to bring snacks on Saturday</li> <li>➤ Sherlan to bring drinks and ice on Saturday</li> <li>➤ Mary to bring cooler on Saturday</li> <li>➤ Janice to lead Zoom group for Saturday workshop</li> <li>➤ Pat to ask Amy to put into announcements that congregants are invited to bring snacks to Sunday service.</li> </ul>
II. MINISTERIAL	<ul style="list-style-type: none"> <li>➤ Debbie to arrive at 10:00 to assist at Herz memorial service</li> </ul>
III. COMMUNICATIONS	<ul style="list-style-type: none"> <li>➤ Debbie to make contact with Fullerton College.</li> </ul>
IV. FACILITY	<ul style="list-style-type: none"> <li>➤ Mark to write up <i>and post</i> instructions/check list regarding the lights in the Sanctuary, Narthex, Chapman Lounge and Hallways</li> </ul>
VII. PROGRAMMING	<ul style="list-style-type: none"> <li>➤ Sherlan to talk to Carter about RE issues and will search for an RE job description</li> <li>➤ Mary to invite RE Committee members to attend Saturday Vision meeting (<i>completed</i>)</li> </ul>
VIII. EVENTS	<ul style="list-style-type: none"> <li>➤ Ellie to order sheet cake for Rob’s anniversary celebration on Sunday</li> </ul>
XI. MISCELLANEOUS	<ul style="list-style-type: none"> <li>➤ Mark to review music director contract</li> <li>➤ Board members to review bylaws</li> </ul>