

**UUCF BoT Minutes, Monday, December 8, 2025**

**Ellie Searl, Secretary**

**A. Meeting called to order at 7:06 pm.**

- Board trustees in attendance: Mary Botts, Patrick Manion, Mark Umbriaco, Debbie Reback, Ellie Searl, Janice Paton

**B. Guests in attendance – on Zoom:**

- Rev. Rob Blair
- Megan Smock

**C. Chalice Lighting (Mark Umbriaco) and Opening Words/Blessing (Rev. Rob Blair)**

**1. Approval of Meeting Agenda:**

- Moved to accept by Ellie Searl. Seconded by Patrick Manion. Approved unanimously.

**2. Approval of November 10, 2025 BoT minutes.**

- Moved by to accept by Debbie Reback. Seconded by Janice Paton. Approved unanimously.

**3. Treasurer's Report**

- Venmo – No statement
- Investments (including Endowment) = \$511,941.78
- Revenue = \$249,662.69
- Total Assets = \$761,604.47

➤ **Action Item:** Debbie to research Scrip Inventory

ELLIE SEARL, SECRETARY

**I. ADMINISTRATION (AMY; BOARD; UUA; PERSONNEL)**

- a. **Approval of UUCF Personnel Policy Nov 2025 draft**
  - Policy needs more work.
    - **Action Item:** Debbie and Janice to talk to Amy and report back at next BoT meeting
- b. **Two Open Board Positions**
  - Discussed issue of finding people to fill positions
- c. **Personnel Committee Status**
  - Discussed issue of looking for people with personnel experience
    - **Action Item:** Patrick will add this to the Sunday announcement of Board update
- d. **Congregational meeting to set goals for coming year?**
  - Discussed having congregational meeting Sunday, January 25, 2026. Will make first announcement of this meeting to congregation on January 4, 2026
- e. **Agenda items for monthly Congregational Update 12/14/25**  
**Need volunteer to be presenter -**
  - **Action Item:** Patrick agreed to give congregational update on 12/14/25

**II. MINISTERIAL (MINISTER; PASTORAL TEAM; CARE COMMITTEE)**

- a. **Review UUA New Unified Ministerial Agreement - update**
  - Discussed need for contract committee. (Possibly Mark and Sherlan)
    - **Action Item:** Mark to compare UUMA Agreement to Rev. Rob's current contract (which ends Feb. 8, 2026)
- b. **Minister's Support Team selected, and they will work directly with Rev Rob**  
**Informational**

**III. COMMUNICATIONS (WEBSITE; SOCIAL MEDIA; ADVERTISING; PUBLICITY; OUTREACH)**

- a. **Website**
  - Group Board picture - tabled until after the holidays.
- b. **Social Media/PR Committee Status**
  - No report yet
- c. **Campus Community Connections**
  - Debbie is still waiting to hear back
- d. **Banner design approved by board - Banners being ordered**
  - Currently in process
    - **Action Item:** Mary to check with Amy for update
- e. **Sandwich Board design approved by board - Sandwich Board being ordered**
- f. **Fullerton Observer. We are working on ad.**

ELLIE SEARL, SECRETARY

**IV. FACILITY (HEALTH/SAFETY; BUILDING)**

- a. **Health/Safety - next steps?**
  - People are signing up for safety watch
- b. **Sanctuary Door Replacement**
  - Doors expensive
  - Doors may need modifications instead of replacement
  - Next meeting 12/10/25
- c. **109 Sanctuary building lease with FCCF terminating 5/14/2026 (was a 5-yr lease)**
  - \* Review and compare proposed lease from FCCF sent 10/29/25 to the old lease sent 8/27/25.
    - Need to discuss questions regarding the new lease.
    - Tentative members of team: Janice, Sherlan, and Mary
  - **Action Item:** Team to meet and review leases by December 19, 2025
- d. **Checklist for Closing the Building, including turning off all lights**
  - Discussed need for written instructions for locking up
  - **Action Item:** Mark will write up and post instructions/check list regarding the lights in the Sanctuary, Narthex, Chapman Lounge and Hallways

**V. MEMBERSHIP (NEW TO UU; NEW MEMBER RECOGNITION; BREEZE DATA ENTRY; NEW ATTENDEE FOLLOW-UP)**

- a. **Fifteen people signed membership book on Sunday, November 11, 2025**
- b. **We have at least 4 people interested in New 2 UU**
  - Tentatively scheduled for February 8, 2026
  - **Action Item:** Mary to check with Amy if Feb. 8 is available

**VI. COMMUNITY (SOCIAL ACTION; OUTREACH EVENTS; BOOTHS; HOT MEAL MINISTRY)**

- a. **Green Sanctuary**
  - Tabled until January meeting

**VII. PROGRAMMING (HELD ON A REGULAR BASIS [WEEKLY, MONTH]; SMALL GROUPS; DROP-IN GROUPS; TASTY TUESDAY; CIRCLE SUPPERS; RE)**

- a. **Tasty Tuesday postponed through December**

**VIII. EVENTS (SOCIAL; HOSPITALITY; POTLUCKS; NOWRUZ; CAMP; TOWN HALL; VOLUNTEER RECOGNITION; DONOR RECOGNITION; PLEDGE DRIVE; SERVICE AUCTION/FUNDRAISING EVENTS)**

- a. **Mark continuing to look for event venues**
- b. **Select date for Volunteer Appreciation Dinner (Last Year 3/29/25)**
  - Tentative date March 28, 2026
  - **Action Item:** Mary to check availability with Amy

UUCF BOT MINUTES, MONDAY, DECEMBER 8, 2025ELLIE SEARL, SECRETARYIX. WORSHIP (SUNDAY SERVICE; GREETERS; COFFEE HOUR; WELCOME TABLE; TFFA; MUSIC; TECH)

- a. **Megan informed the board of current holiday services and offered link to Worship Matrix**

➤ **Action Item:** Ellie to send to Mary a Word doc of Committee Report Form

X. FINANCE (BUDGET; STEWARDSHIP; FUNDRAISING; INVESTMENT; PLANNED GIVING)

- a. **Budget committee status**

- Trying to form committee. Mary to help

➤ **Action Item:** Debbie to call a budget meeting with Mary, Debbie, Leslie and Lorne

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

- Item tabled

- c. **Status regarding closure of Premier Account**

- Sherlan received okay to close the account

- d. **Alignment of finance item numbers with our system – met again 11/12**

- This is ongoing. There may be one more meeting

- e. **Annual Program Fund (APF) for UUA Stewardship Committee (Ways & Means) Status**

- Discussed need to finalize UUCF membership
- Our Annual Program Fund pledge is due in March 2026

➤ **Action Item:** Mary to move inactive members from member to friend

- f. **Stewardship Committee (Ways & Means; Pledge) status**

- Mary will meet with Sherlan and Leslie re training

- g. **Status Research regarding Auctria**

- Tabled until January meeting

XI. MISCELLANEOUS (NOMINATING; SEARCH; VOLUNTEERS; MISC ITEMS TO ADDRESS)

- a. **Update on Action Items**

➤ **Action Item:** Ellie to continue sending Action Items to board members once a week

- Monthly requests for volunteers – to be continued monthly
- “askmyaccountant” – Resolved – is a placeholder for our accountant
- Documenting prepaid pledges- Discussed with accountant and Amy
- Personnel Committee Job Description/Policy & Procedure – No current policy available
- BoT Action Items to board members once a week
- Committee needs for budgets needs to be sent out in the next two weeks

UUCF BOT MINUTES, MONDAY, DECEMBER 8, 2025ELLIE SEARL, SECRETARY**b. Reminder – Board Count Assignments (Informational)**

- Assignments through January
  - 12/7/25 Sherlan Neblett
  - 12/14/25 Patrick Mannion
  - 12/21/25 Mary Botts
  - 12/24/25 Mark Umbriaco (Share the Plate Pathways of Hope)
  - 12/28/25 Ellie Searl
  - 01/04/26 Janice Paton
  - 01/11/26 Mark Umbriaco
  - 01/18/26 Mary Botts
  - 01/25/26 Patrick Mannion

**c. Board Timeline Items – Two Months Out – December – January (Informational)**

- **December:** Board to start Review of Minister Contract for renewal
- **January:**
  - ✓ Start on By-law changes if any
  - ✓ Request budget needs from Committees
  - ✓ Begin budget process
  - ✓ Negotiate/Complete Minister Contract
  - ✓ Tithely University - Breeze Tax Statement??
  - ✓ Amy runs statements of giving

**Review of Action Items****Next Board Meeting – Sunday, January 4, 2026, 1:00 pm, Choir Room and Zoom****Meeting Adjourned – 9:29 pm**