

UUCF Board of Trustees Meeting Minutes 12/12/2023

Members Present: Heather Enriquez (Acting President), Bruce Johnson, Mahnaz Shahrestani, Cathy Frickert, Colleen Clay, Rose London, Janice Paton, Rev. Dr. Jason Cook (ex officio), Sam Hunt (Intern)

Absent: Thomas Contreras, Judy Mina-Ballard

Agenda Item #1: Call to Order

Occurred at 7:04 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 November Minutes

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

Agenda Item #4: Approval of December Agenda

Colleen made a motion to accept the Agenda, Bruce seconded, no discussion or dissent, motion passed. Request was made to amend the December minutes to include the emails made during the month with regards to the Bookkeeper position. They will be added at the end of the Minutes.

Agenda Item #5: Admission of reports to the record

Reports submitted were: Administrator's, Minister's, RE/ Family Ministry, Caring and Social, and Social Action. No current VP, therefore no Vice President's Report, no Bookkeeper Report was submitted. Rose moved to accept the reports as received, Janice seconded, no discussion or dissent, motion passed.

Agenda Item #6: Treasurer's Report

Bruce reported that we have made an offer to the new bookkeeper, Colleen Zenger, but no reply yet. Jason stated that he understands she will be accepting.

Agenda Item # 7: Engagement Report

No report given.

Agenda Item # 8: Caring and Social Report

Mahnaz recapped her written report.

- Family Circle Suppers - next one January 13th
- De Benneville Pines - went well; Dale wants the Budget to draw up an estimate for next year, he's worried about the Bookkeeper have to catch up.
- UUCF Caring Listener Program - there will be a training in January

Agenda Item # 9: Worship and Music Report

Rose London reported:

- The Family Milestones committee will be having a Zoom meeting next week to discuss goals and new ideas as well as naming a Chair.
- The Music Committee met. Nothing to report.
- Worship is proceeding well according to Megan.
- UUCF Players will be discussed later during new business. Although Chance has agreed to be the Chair of the UUCF Players.

Agenda Item # 10: Service Report

Colleen recapped her written report.

- 50 gifts donated to Crittenton
- Bakesale raised \$650 for Planned Parenthood
- Social Action table will be more engaged
- Brave Angels can provide a presentation for UUCF and FCCF on Saunday January 28th following the potluck lunch
- UU the Vote, postcards will be sent to 300 Fullerton voters to remind them to vote Board of Education in March

- Social Action Interest Survey - Colleen's working on it.
- **Agenda Item #11: Youth and Family Report**

Cathy reported that Sarah had two applicants for teen advisors, but they are leaving the position open.

Agenda Item #12: Comments, Clarifications, Proposals, New Business

- Rev. Jason brought to our attention that Sam Hunt will be finished with his Intern session with us this year. As our Congregation is one of the few qualified to support an Intern we need to be looking ahead. There was discussion about a proposed applicant, Nick d'Angelo, and how they would be paid. We would apply for a UUA Grant hopefully with the help of a grant writing member. He would be working for ½ pay and have support from Meadville Lombard. Jason suggested that we need to be forward thinking and ask the Budget Committee what we could contribute. Bruce commented that the Budget Committee won't know anything until January about our financial situation. There followed a discussion about hours for an Intern, the new Bookkeeper catching up on paperwork, and a need for the Board to come up with a number. Overall, we liked the idea of the Intern but concluded that we need to formulate an action plan first the next meeting, look into grants, and we will be meeting Nick at our next meeting.
- We dealt with upcoming Board assignments up through Jan. 14th. Also, the donation of the collection from the Christmas Eve Service to Pathways of Hope.
- Discussion led by Colleen of creating a Congregational survey for the UU Social Action Committee to identify interests. Jason clarified that the Surveys would NOT be anonymous, as we need to know what the congregation needs, and that perhaps we could have people stationed, after the service, in the narthex with laptops to facilitate the completion of the survey.
- Also, further discussion about the Active UU's mentioning Sam and Steve Schuster of Pickleball and broader physical interests. Bruce mentioned the idea of creating Service Projects again.

- UUCF Players is looking to put on the plays in March. We are looking into a “sharing the plate” idea, so that the actors will receive some kind of stipend/percentage split with gas being so expensive.
- Old business:
 - Financial Controls: Colleen
 - How much money do we have?
 - Is there a Financial Control Committee? If not, how do we make the Financial Committee happen?
 - We would like to have a picture provide of our monies: Endowments; Bank Accounts; Stock portfolios
 - Jason mentioned that we used to have 2 Financial Reports a year then it went to one. Colleen stated that she'd like to see some numbers, even if they aren't complete, sooner rather than later. However, with the current state of things, new Bookkeeper and all, Bruce suggested that it may take until February/March for a fuller report.
 - We were left with... who do we ask? How do we get there?
 - The Finance Committee is Dale Botts, Bruce Johnson, Jim Garner, and Lorne Caddick. No one knows if Lorne is still on the Committee, so Rose volunteered to email him and has done so, waiting for a reply.

Agenda Item #13 Adjournment

Heather adjourned the meeting at 8:21 PM. Rev. Jason extinguished the Chalice with closing words..

Bookkeeper Email Bullet Points added for fuller disclosure from Judy Ballard and others:

According to UUA guidelines for 2024/ 2025 for a Bookkeeper(see below):

- Level A (I believe we are above this?)
 - at **midpoint** = \$23.22 per hour
- Level B (is this where we land?)
 - \$25.53 per hour
- Level C (?)

- \$28.08 per hour
 - My recommendation is that we stick to the mid-range - at least for the 90-day "introductory" period - and allow some room for growth. Does that put us in B category?
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From Rev Dr. Jason:

- Further Email: And GOOD NEWS! We finally have a viable candidate for the bookkeeping position. Colleen Zenger's resume is attached. She is a newer member of our congregation. Sometimes it's problematic having members of the congregation in staff roles, but this is such a very part-time staff role (6-7 hours a month) requiring interaction with usually only one other congregant, so I don't anticipate issues.

Bruce and Amy have both spoken with her and found her to be a good candidate. Bruce can share more with you at the meeting.

Here are some things to consider:

1. Previous bookkeeper was paid \$25/hour. Colleen has expressed that she is fine with something in that range.
2. New bookkeeper will have to put in extra hours to get the books up to date.
3. Because Colleen is a congregant, if she is hired, her supervisor should be me (as minister), rather than another congregant. However, she will still work most closely with the Treasurer and Office Administrator in a collaborative manner.
4. Amy spoke with her about a trial period (3 months?) just to make sure it's a good fit for all. I spoke with Colleen about her continued healthy membership at UUCF being our priority, so if balancing the two roles doesn't end up working for her, we completely understand.

- As of Dec. 18th: Hire - offer letter and new hire packet have been initiated.