

## **UUCF BOT MINUTES, SUNDAY, JANUARY 4, 2025**

**ELLIE SEARL, SECRETARY**

### **A. Meeting called to order at 1:20 pm.**

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

### **B. Guests in attendance:**

- Rev. Rob Blair

### **C. Chalice Lighting (Ellie Searl) and Opening Words/Blessing (Rev. Rob Blair)**

#### **1. Approval of Meeting Agenda:**

- Moved to accept by Patrick. Seconded by Mark. Approved unanimously.

#### **2. Reading of the Covenant**

- Patrick read the covenant
- Board affirmed the covenant's relevance, significance, and value

#### **3. Approval of October 13, 2025, BoT minutes.**

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

#### **4. Treasurer's Report**

- Endowment Fund = \$203,675.32
- Debbie to receive reconciliation information Monday, Jan. 5, 2026; will email report
- Debbie reported that Scrip inventory has been written off

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

- a. Congregational conversation to set goals for coming year - rescheduled for 1/18**
  - Discussed format of an all-congregation gathering after Sunday service for goal-setting session.
    - **Action Item:** Mary to have Amy send out questions to the congregation.
    - **Action Item:** Each board member to lead a group.
- b. Stewardship For Us Rep to conduct Visioning Weekend 2/6-2/8**
  - Discussed format and schedule of Visioning Weekend.
- c. Two Open Board Positions**
  - Will keep board as it is.
- d. Personnel Committee Status**
  - Discussed that two members are interested in being on the committee.
  - Personnel handbook completed by Debbie, Janice, and Amy
- e. Identify items for monthly Congregational Update 1/11/26**
  - Discussed items for monthly Sunday Service report

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

- a. Status of Minister Contract**
  - Discussed new contract for Rev. Rob Blair.
  - Discussed a 3% COLA raise (and **\$1,200 one-time bonus** - not in contract)
  - Moved by Janice to accept contract, seconded by Mary. Six approved, one abstained.
  - Moved by Ellie to accept bonus, seconded by Sherlan. Six approved, one abstained

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

- a. Website: Group Board picture taken 1/4/26**
  - Janice to post picture on website
- b. Social media/PR Committee Status**
  - Natalie Cruz is interested in leading the committee. Danielle Rivera interested in joining the committee. Patrick agreed to help.

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**c. Campus Community Connections**

- Debbie reported this as a work in progress. Once campus is back in session, she will make personal contact.

**d. Banners to be installed by a professional (approx. \$250)**

- Discussed installation of banners.
  - **Action Item:** Mark to contact Barry Burriesci, who will contact professional installer for estimate.

**e. Fullerton Observer ad.**

- Discussed ad.
- Discussed wording and considered writing a more succinct ad.

**IV. FACILITY (HEALTH/SAFETY; BUILDING)****a. Health/Safety - next steps?**

- No report at this time.

**b. Sanctuary Door Replacement**

- Next meeting is 01/07/26
- Mark will send Mary information about door replacement

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

- Response sent

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

- Discussed checklist action.
  - **Action Item:** Mark to send checklist to Mary.

**V. MEMBERSHIP (NEW TO UU; NEW MEMBER RECOGNITION; BREEZE DATA ENTRY; NEW ATTENDEE FOLLOW-UP)****a. New to UU scheduled tentative date Feb 22****VI. PROGRAMMING (HELD ON A REGULAR BASIS [WEEKLY, MONTH]; SMALL GROUPS; DROP-IN GROUPS; TASTY TUESDAY; CIRCLE SUPPERS; RE)****a. Green Sanctuary 2030 - looking for a team to spearhead this**

- Discussed Green Sanctuary

**b. OWL begins January 7th with Parent Info meeting on Zoom****c. Barry is seeking funds for Hot Meals Program. Discussed options for generating funds.**

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

**a. a. Update on possible venues for future fundraising/social events**

- Mark is still researching possible venues
- Nowruz Tea to be held 3/21/26

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

- To be held in Chapman Lounge
- Board members to provide dinner

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

- Discussed having new people at Welcome Table

**IX. FINANCE (BUDGET; STEWARDSHIP; FUNDRAISING; INVESTMENT; PLANNED GIVING)**

**a. Budget committee status**

- Budget committee formed - Leslie Mahaffay, Lorne Caddick, Debbie Reback, Mary Botts

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

- Have shown growth

**c. Premiere Account has been closed - funds moved to BofA account**

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

- Mary and Amy aligned item numbers
- They will meet on Tuesday to finish update in our system

**e. Annual Program Fund (APF) for UUA**

- Discussed required yearly fee to UUA based on membership

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

- No committee yet. Lesley expressed interest.

**g. Research regarding Auctria; Service Auction status**

- Discussed need to pick a date - probably in the fall

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

**a. Update on Action Items:**

- Personnel Committee Job Description/Policy & Procedure - Mary needs to locate this
- Committee needs for budgets, spending - response due 1/15

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**b. Reminder – Board Count Assignments (Informational)**

- Assignments through February
  - 1/4/26 Janice Paton
  - 1/11/26 Mark Umbriaco
  - 1/18/26 Mary Botts
  - 1/25/26 Patrick Mannion
  - 2/1/26 Sherlan Neblett
  - 2/8/26 Debbie Reback
  - 2/15/26 Ellie Searl
  - 2/22/26 Janice Paton

**c. Board Timeline Items – Two Months Out – January – February**

- 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
    - **Action Item: Mary to contact nominating committee to start working**
- 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)
  - ❖ OWL
  - ❖ Plan Volunteer Appreciation Dinner

**Review of Action Items****Next Board Meeting – Sunday, February 1, 2026, 1:00 pm, Choir Room and Zoom****Meeting Adjourned – 3:52 pm**