

UUCF Board of Trustees Meeting Minutes 5/09/2024

Members Present: Heather Enriquez, President, Judy Mina-Ballard VP, Mahnaz Shahrestani, Cathy Frickert, Rose London Secretary, Janice Paton, Thomas Contreras, Rev. Dr. Jason Cook (ex officio), Pat Mannion, Colleen Zenger (Visiting Community Member)

Absent: Colleen Clay Treasurer, Sam Hunt (Intern)

Agenda Item #1: Call to Order

Heather Enriquez called the meeting to order at 7:04 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 April 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, Patrick Mannion seconded, no further discussion or dissent, motion passed.

Agenda Item #4: Approval of May Agenda

A correction was suggested by Cathy Frickert to move the Executive session up so we would enter the Executive meeting before we discuss the Budget, moving it to #6. The correction was agreed on and Judy Mina-Ballard made a motion to approve the May Agenda with the correction, Cathy Frickert seconded, no further discussion or dissent, motion passed.

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, Financial Reports and Budget Proposal. Rose reported that all reports were received and suggested that because of the Budget discussion and Executive Session we not give our Reports orally to the Board. A motion was made by Thomas Contreras to accept the normal Reports with the agreement that we would not discuss them further that night as we had a full docket with the Budget. Janice Paton seconded. There was no discussion or dissent, motion passed.

Also, for the record Cathy Frickert shared that her Granddaughter has accepted an RE Assistant position with UUCF and Cathy wanted us to know that they do not live together and that she, Cathy, will recuse herself from any decisions made about her Granddaughter re: salary and appointments.

Heather Enriquez stated that she would link and save all our submitted reports. She suggested that we dig into New Business enumerating: Colleen Zenger was requested and was here; approve an accountant/bookkeeper for accounting clean up and future bookkeeping, assign people to make it happen ASAP before the incoming board meets. A suggestion to post online our monthly reports for transparency was held for later discussion..

Heather turned over the meeting to Cathy Frickert and Colleen Zenger to discuss the above mentioned New Business:

- Colleen Z. reminded us that a document had been sent out re: the 2 things we need which has been a two track search:
 - An accounting service(person or firm) that will help us untangle the last few fiscal years
 - And a bookkeeper to do current accounts and it would be nice if it was the same person
- There were ultimately 4 proposals. Colleen Clay, Treasurer, said that there two that the Board can vote on:
 - One was Clay's sister-in-law's firm, Clay Bookkeeping, so Colleen has recused herself from this vote. Cathay Clat is not a CPA nor does she have experience with Non Profit work. Cost annually for bookkeeping is \$6,360. Cost for Accounting Clean up is \$5,565.

- The other was the Bookkeeper from UU Throop Pasadena, Susan Hall Hardwicke, CPA. Cost annually for bookkeeping is \$6,240. Cost for Accounting Clean up is \$1,500. Susan is experienced (at least 3-4 years)with Congregational Accounting and Non Profit.
- Discussion ensued and it was agreed to hire Susan Hall as a Contractor, no motion was necessary as it was already in the Budget.
- Heather Enriquez will sign the Contract ASAP.

Prior to the Executive Session beginning there were discussions:

- Corrections/changes to the Budget:
 - Remove the allotted monies for the Janitor (line 31/32?)
 - Music Director's current salary was based on Covid hours of 10 per week. Eleanor Nunez is currently working approximately 17 hours and handling the Sound room/ Tech. Suggestion was made to up her hours to 17.
 - Rev. Jason suggested that his pay be adjusted, and explained why. Some discussion and clarification about his healthcare compensation. Further discussion about UUA's suggested salaries and compensations.
 - Discussion about Amy Styffe's hours, title change, enhanced responsibilities, and compensation.
 - Dale Botts will be our representative to the General assembly

Rev. Cook and Colleen Zenger exited and the Board entered the Executive Session 7:10.

The Executive Session ended 7:51 Rev. Cook and Colleen Zenger rejoined the meeting.

Agenda Item #6: Budget Discussion

Trustee Report: Treasurer Colleen Clay

Colleen Clay was not available but had sent her Report and suggestions. As Colleen Clay was not present Cathy Frickert endorsed Colleen Zenger to speak to the Budget:

- There is a significant gap in our Budget between our expenses and our revenue. It's almost off \$100,000. The expenses only increased very slightly. However the revenue projections for the previous budget were too optimistic. The actual revenue that was received was much smaller. Colleen Clay maintained the expenses for the most part, obviously there's some increases, the Bookkeeper was one of these. Because of this gap Colleen Clay wanted the Pledge drive to be more realistic. And Colleen Clay addressed this in her overview to us by saying yes, there is a gap and the Board next year will have 3 options:
 - Backfill it from reserves
 - Or slash something, an expense that's in the Budget for next year
 - Or find more revenue
- In essence, the same thing happened in the previous year, there was a gap, but it was unseen because the pledge revenue was just too optimistic. In this Budget, it is seen and therefore next year's Board is going to have more time to form a strategy rather than coming to a late realization at the end of the year.

Colleen Zenger asked whether there were any further changes to the Budget that Colleen Clay had sent out today because she needs to make the modifications to the line items in the Budget now. Cathy Frickert mentioned a change: Eleanor Nunez' change hasn't been entered into the Budget line 26, we agreed that she does 17 hours not 10, this amount will be adjusted by Colleen Z. later. Jason mentioned that his Benefit Package Professional Expense, line 16, portion can be reduced by 33%. Colleen Z. questioned the Janitorial budget, Jason explained that we no longer need that, it was a holdover from the Temple, it was removed. Jason questioned how much Funds are available from the Sabbatical Fund for the Interim Minister who will be covering for him next year. Discussions continued about the Interim Minister and or Sabbatical coverage and UUA Guidelines and recommendations. Colleen Z. says that each year it's a new discussion because these aren't separate items. It takes time to separate the monies for each area and that hasn't been done so Colleen Clay created a single fund she said in the notes that \$3,600 was transferred from Guest Speaker Funding to help support the Interim Minister. Colleen Zenger said right now we can't see how the money was spent on what right now. Rev. Jason said he'd keep the Board informed, and Colleen Z. said Colleen Clay's recommendation was to keep that money in a separate bank account. Cathy Frickert questioned whether line 30 referred to Amy Styffe, and was the number correct? A discussion ensued about Amy's title

so that we make an effort to refer to her as Office Administrator as is on her Offer Letter, in line with UUA, and whether the raise was correctly implemented.

In line with trying to get this Budget approved today because of the time crunch Colleen Zenger enumerated the changes that she will implement:

1. Minister Benefits PKG and taxes the number given to the Board was \$29,255 which is being reduced to \$25,955, which is a reduction of 33%.
2. Janitor pay of \$600 is being removed.
3. Music Director's hours are being changed from 10 per week to 17.

Heather Enriquez asked if there were any questions before we Call the Question. Cathy Frickert moved that we accept the Budget, the motion was seconded by Janice Paton. Motion passed unanimously with no further discussion.

A discussion followed about providing the Budget ASAP and providing a means for the Congregation to respond and ask questions so Colleen Clay and the Board can be prepared. A suggestion was made to use the Joys and Sorrows Format of cards in the Sanctuary (before and during the June 9th meeting), and questions in the Chat online (during). Rev. Jason and Colleen Zenger suggested that we get the Budget out to the Congregation two weeks in advance.

Colleen Zenger exited the meeting.

Agenda Item # 7: Trustee Report: Engagement

Thomas Contraras submitted Patrick Mannion's Engagement Report: Engagement Committee Report for April 2024

New-to-UUCF

- New-to-UUCF lunch scheduled for June 15 (moved from May 18)
- Will be opening event up to existing membership as well

Snack Table

- We have a few more volunteers but still need more.

Welcome Table

- Welcome Table staff has been encouraged to greet new attendees as best they can.
- Would love to offer an official "Greeter" but the short turnaround between services makes it hard.

Service Start Time

- We have not come to a consensus regarding a solution, so we have no recommendation at this time.

Agenda Item # 9: Caring and Social Report

Mahnaz Shahrestani submitted a report:

Family Circle Suppers

From Rebecca;

“There will not be a family circle this month. There were no hosts this month.”

Social Committee

The Stewardship Dinner on April 27th was a success. The UUCF provided the protein, a cake, and beverages. It was a potluck for other food items.

De Benneville Pines

The camp is active every weekend . May 10th until May 12 was volunteer work weekend. On May 17th until May 19th is Yoga and whole living camp. I found all the information at their website. Unfortunately I couldn't find any information in the UUCF calendar or announcement.

<https://www.uucamp.org/camp-calendar/>

Dale provided language we can use for our announcements:

“Looking for a second stay at Camp de Benneville Pines? Yes, then let Dale Botts know about your interest in joining the Pacific Unitarian Church's weekend at Camp de Benneville Pines June 7-9, 2024.”

Also, Dale offered to serve as UUCF delegate at the UUA General Assembly in June 2024 by Zoom. Does the board approve this?

Online Coffee Hour

From Karen;

“Things seem to be going well with the informal chat after the service on Sunday. One week, the AV person ended the chat on us without any warning. But Linda and I were the only people there, so we called each other and had a phone chat. This problem hasn't repeated. And we have had someone else join us on occasion, so I'm glad we are still making it available to anyone who would like to stay in chat after the service.”

Caring Ministry

The Caring Ministry had a zoom meeting on Wednesday, May 8 at noon.

The first few minutes were about cards. Ellie is in charge, and she is making sure the members will receive cards for birthdays, graduation, loss, and etc. The cards can be at the church on the table in order members to sign or write something and then Ellie will send the card to the right person. Any other member of this committee can also send a personal card with her name and the caring committee. The rest of the time was for the members who were interested in being a Caring Listener which will start on May 19th. Kyra and Mary bottles volunteered for that day. For May 26th Donnett and Ellie. It will be right after the service. Mary will make the badge for the volunteers. Volunteers will remove their badge right after they are paired with someone. The section will be 15 to 20 minutes per member listening time. They will be in the sanctuary in a quiet area.

Agenda Item # 9: Trustee Facebook Groups and Google Docs

No report was submitted.

Agenda Item # 10: Trustee Service Report

No report was submitted.

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

Cathy Frickert submitted Sarah Wittenberg's Report see it online.

Agenda Item #12: Trustee Report: Worship:

Rose London submitted a report:

UUCF Players: Chance Vernon

Budget recommendation: Here's my thoughts on a budget for UUCF players. And if it's too late for this it's fine. What if we planned two performances a year and \$1,000 for each performance. So \$2k for the players.

Music: Christina Garner

The music program is currently featuring weekly piano music from the music director, as well as the choir on a monthly rotation. Additional performing groups are scheduled for the coming year including chime choir

and the Chordially Yours acapella group. It is helpful to have the new programming guide for planning purposes. I don't have further input for you now, but will try to collect some data before I depart on the 29th of May for vacation.

Music: Megan Smock

Worship Associates has been going well. Budget was submitted to Colleen Clay. She's still looking for Summer Speakers for Jason's 3 month sabbatical.

Question re starting time: Does the 11:05 time First Christian is asking include the set up crew?

Milestones: Debbie Reback

She has not created a budget for this committee as we've never had this precise format before and neither of us expect there to be much outlay.

Old Business Agenda Item #13: Planned Giving Report

No report was submitted.

Agenda Item #14 New Business: Proposal to ordain or co-ordain UU candidate KC Pandell

Rev. Jason discussed KC's UUA history and mentioned that KC would like to have her home Congregation, us, be a part. She doesn't know if her Summit San Diego Congregation will want to be a part or not. We might or might not host the event. He said that when this happens the Ordinating congregation will have a separate collection so that some of the cost is covered. It generally isn't a big expenditure. A discussion ensued. A motion was made by Janice Paton to Ordain or Co-Ordain KC Pandell and Patrick Mannion seconded. The motion passed unanimously.

Agenda Item #15 New Business Accountant/Bookkeeper Covered in #6

New Business: Approve an accountant/bookkeeper for accounting clean up and future bookkeeping. Assign people to make it happen ASAP before the incoming board.

Agenda Item #16 New Business: Budget Moved to Item #6

New Business: Budget and Pass a Budget

Agenda Item #17 Executive Session

Moved to Item #6

Executive Session - New Business: Music Director Compensation, Set minister 24/25 salary and benefits

Agenda Item #18 Adjournment and Closing

Heather Enriquez adjourned the meeting at 8:50 PM. Rev. Jason extinguished the Chalice with closing words.