

UUCF Board of Trustees Meeting
14 July 2024

Members Present: Mark Umbriaco (Chair/President) Colleen Clay, Thomas Contreras, Sherlan Neblett, Sean Thomas, Janice Paton, Harry Lagenbacker, **Colleen Zenger (became member during meeting)**

Absent: Judy Mina-Ballard

Guest: Karen Anderson, Patrick Manion, Chistina Garner, **Colleen Zenger (guest and then member)**

Call to Order

Meeting called to order at **1:17pm** by Mark Umbriaco

Chalice lit, inspirational words

Approval of Agenda: Janice Paton moved, Sean Thomas seconded, no discussion, approved unanimously

Agenda Item #1: Christina Garner Music Committee Chair guest speaker, invited to brief board about possible options to continue music after Eleanor Nuñez leaves. Christine Araoka mentioned and her qualifications and past presence with our congregation as an accompanist, and substitute for days when Eleanor was out, Christina Araoka is currently scheduled as an accompanist until the end of August. She has expressed interest in the position.

Agenda Item #2 Potential "Interim/Contract" minister available

Sherlan Neblett shared that Rev. Chloë Briedé is local and may possibly be hired. Discussion of her qualifications and recommendations, resume, her work at Pacific Unitarian, were shared.

Mark will reach out to UUA to discuss further.

Question about funding, cash flow, finances of the congregation. How much of reserves would be required to make a hire was discussed.

No decision made.

Agenda Item #3: 2024/2025 Budget/ Audit-Bookkeeping

Colleen Zenger shared that at the Congregational Meeting on June 9th 2024, the congregation approved a maximum amount of \$75,000 for the Board to spend in the 1st quarter of FY2425: July, August, and September. Colleen Zenger continued stating that the Congregation did not approve a Line Item budget for the 1st Quarter (July through September), and that the FY2425 Board needs to approve the 1st Quarter FY2425 Line Item budget that Colleen Clay, FY2324 Treasurer, created and showed to the Congregation on June 9th. Colleen Clay echoed Colleen Zenger's statement. Colleen Zenger stated that Colleen Clay explained to the Congregation on June 9th that the 1st Quarter Line Item Budget was for the FY2425 Board to review, approve and use as a stopgap 1st Quarter FY2425 Line Item Budget. Colleen Zenger stated that a Board approved Line Item Budget must be in place in order to incur expenditures. Due to

several financial uncertainties that began in FY2425, it was not possible to create a full year Line Item Budget, so a stopgap 1st Quarter FY2425 Budget was created by Colleen Clay in order that FY2425 expenditures could be incurred. At this meeting, the Board did not review and approve the 1st Quarter FY2425 Line Item Budget.

Discussion of what amount of reserve spending we are comfortable spending and possibly additional pledge drives. We need to have an active Budget committee, and we also need an active planned giving committee. Need for surveys to find members in our congregation to serve on committees. Patrick Manion expressed his willingness to organize an Open House/Job Fair to obtain more volunteers to serve the congregation in various roles.

Agenda Item #6 and #8: Board Replacement and Selection of Board Officers—EXECUTIVE SESSION- Guests leave room

The board went into executive session to discuss replacement of Cathy Frickert.

Mark Umbriaco moved that Colleen Zenger serve on the Board of Trustees
Janice Paton Seconded.
Vote was unanimous.

Sherlan Neblett moved that Thomas Contreras serve as Secretary.
Colleen Clay Seconded.
Vote was unanimous.

Mark Umbriaco moved that Sherlan Neblett serve as Vice President.
Janice Paton Seconded.
Vote was unanimous.

EXECUTIVE SESSION ENDED -Guests invited back in
The above was announced.

Janice Paton moved that Coleen Zenger serve as Treasurer
Mark Umbriaco Seconded.
Vote was unanimous.

Agenda Item #5: Offertory counting

Colleen Zenger moved that at least one board member and one long term member, or two board members count the offertory.
Janice Paton Seconded.
Vote was unanimous,

Agenda Item #7: Eleanor Nichols Memorial

Rev. Jason will conduct the memorial in September. Arrangements have been made. Per precedent, if catering is to be provided, it will be provided and paid for by the family. Members may engage in potluck.

Agenda Item #3: Continued discussion of Accounting

Colleen Zenger continued discussion of bookkeeping/ audit. The clean up of the books continues. The need to put in **Policies and Procedures** and make routines was expressed. Some errors go back years, such as assets being booked as liabilities, etc. (An example; out of 195 accounts, 130 are questionable- should be renamed or are duplicates)

Bookkeeper quit in August 2022, but continued to provide some services until January 2023. No bookkeeper until late 2023. It will be a while before accurate financial statements can be generated.

There is a UUCF Board of Trustees file on google drive that needs to be shared with all board members. They should be given view only access. Perhaps Mark or one other person should have editing access.

Mark Umbriaco will gain access to the folder and cascade to all members.

The bookkeeper's contract should be on the Board of Trustees folder,

Agenda Item #4: Staff chain of command and approval of submitted timesheets

All timesheets should go through the treasurer for approval

Discussion about the need for evaluation of staffing needs for R.E occurred.

Colleen Zenger moved that the board create a team to evaluate the R.E. program's success
Janice Paton Seconded.

Vote is unanimous

Sean Thomas and CZenger will create a team to evaluate UCCF's RE program, and at the suggestion of several Board Trustees Rebecca Duel-Gallegos will be invited on the team.

Agenda Item #9: Set Next Meeting Dates:

Meeting will now be scheduled for Sundays. Meetings may occur more frequently than once per month.

Next meeting will occur August 4, 2024 after church service.

Tentatively scheduled another meeting for August 18

Meeting adjourned at **3:35pm**

Minutes recorded by Thomas Contreras