

UUCF BoT Minutes, Monday, November 10, 2025
Ellie Searl, Secretary

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

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

B. Guests in attendance:

- Rev. Rob Blair (on Zoom)
- Lorne Caddick
- Dana Bianco

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

1. Approval of Meeting Agenda:

- Agreed to begin ADMINISTRATIVE discussion with item Id (*Approval of UUCF Personnel Policy Nov, 2025 draft*)
- Moved to accept by Janice Paton. Seconded by Sherlan Neblett. Approved unanimously.

2. Approval of October 13, 2025, BoT minutes.

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

3. Treasurer's Report

- Venmo – No statement
- Endowment Fund = \$199,969.11
- Operations Revenue = \$129,213.08
- Total Assets = \$774,260.17

➤ Action Item: Debbie to continue researching an expenditure of \$463.20 (now \$596.37) at "askmyaccountant" an online service

➤ Action Item: Debbie to check how to document prepaid pledges

I. ADMINISTRATION (Amy; Board; UUA; Personnel)

- a. **UUA Faith Communities Today Survey**
 - Mark finished survey, which included various questions regarding church functioning and demographics.
- b. **Two Open Board Positions**
 - Discussed appropriate ways to recruit members to be on the board.
- c. **Personnel Committee Status**
 - **Action Item: Mary to speak to Amy about job description**
- d. **Approval of UUCF Personnel Policy Nov. 2025 draft**
 - Discussed need for some changes in the policy. Sending the document back to committee for updates.
- e. **Agenda items for monthly Congregational Update for 11/16/25**
 - **Action Item: Mark agreed to give congregational update 11/16/25**
- f. **F/U Church Mutual letter regarding insurance.**
 - Mary spoke to Church Mutual. Policy will not change. Cost may increase by \$20.00

II. MINISTERIAL (Minister; Pastoral Team; Care Committee)

- a. **Review of UUA New Unified Ministerial Agreement**
 - Mark working on it – will compare to current one
 - Rev. Rob interested in extending his service to UUCF
 - Discussed setting up ministerial support committee

III. COMMUNICATIONS (Website; Social Media; Advertising; Publicity; Outreach)

- a. **Website**
 - All board bios on website; still need group picture of board members
 - Discussed working on PR and Social Media.
 - Discussed website's "Ways to Give," including link to purchase UUCF logo items on Zazzle.
- b. **Social Media/PR Committee Status**
 - Discussed status
- c. **Ads in Fullerton Observer (and local colleges)**
 - Mark researched ads and cost – two issues a month at \$280 each
 - Mary sent pricing to Carol Kiser
 - Debbie emailed colleges publications. Is waiting to hear back
 - **Action Item: Debbie to check back with college publications**

d. Replacing banners

- New logo on banner
- Cost: replacing horizontal banner – approximately \$200; Replacing both vertical banners - \$100 each

e. Sandwich board

- Mary to work with Amy on a design. Cost is approximately \$200

➤ **Action Item: Mary to work with Amy on design and ordering of banners and sandwich board**

IV. FACILITY (Health/Safety; Building)

a. Health/Safety – next steps?

- Discussed placement of panic button and which exits to use in case of emergency.
- Topic tabled until Dec. meeting

b. Sanctuary Door Replacement

- Next meeting 11/12/25 – on Zoom

c. Sanctuary Building Lease with FCCF

- Terminates 05/14/26
- Create task team to go over the lease and review contract.
- Janice, Sherlan, and Mary – tentative members of team
- Issue tabled for now

d. Locking up church after use

- Discussed need for written instructions for locking up

➤ **Action Item: Mark will write up 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. People signing membership Book: May have eleven people

b. Signing scheduled for Sunday, 11/23/25 with small reception following service

➤ **Action Item: Mark to set up reception for member signing**

c. New UU program

- May have at least four people interested in New 2 UU – will schedule program for January

VI. COMMUNITY (Social Action; Outreach Events; booths; Hot Meal Ministry)

a. UUCF hosted Eleanor's Story: Life After War Program on 11/08/25

- b. UUCF booth at OC Pride Fest - UUCF hosted a booth on 09/27/2025
- c. Share the Plate for Hurricane Melissa Response with AmeriCares

VII. PROGRAMMING (Held on a regular basis [weekly, month]; Small Groups; Drop-in Groups; Tasty Tuesday; Circle Suppers; RE)

- a. Tasty Tuesday postponed through November and December

VIII. EVENTS (Social; Hospitality; Potlucks; Nowruz; Camp; Town Hall; Volunteer Recognition; Donor Recognition; Pledge Drive; Service Auction/Fundraising Events)

- a. Fellowship dinner was held 10/04/25

➤ **Mark to research possible venues for future fundraising events**

IX. WORSHIP (Sunday Service; Greeters; Coffee Hour; Welcome Table; TFFA; Music; Tech)

- a. Discussed reminding congregation about decorum during church service

X. FINANCE (Budget; Stewardship; Fundraising; Investment; Planned Giving)

- a. Discussed budget committee

➤ **Debbie to contact Lorne about budget committee**

- b. Status – Vanguard and Fidelity accounts

- Mary still working on it; item tabled

- c. Status regarding closure of Premier Account

- One check outstanding; waiting to hear from Susan Hardwick about issue

➤ **(Continuing) Action Item: Sherlan to follow up with outstanding check with Premier Account**

- d. Alignment of finance item numbers with our system

- Mary to meet with Amy regarding this issue

- e. F/U/B of A – Signatories

- Signatories updated

- f. Stewardship Committee (Ways & Means) Status

- Mary will meet with those interested

- g. Research regarding Auctria

- Discussed the benefits of this system
- Tabled for now

XI. MISCELLANEOUS (Nominating; Search; Volunteers; Misc Items to Address)

- a. Update on Action Items

- Discussed results of Volunteer Sign-Ups on Sunday
- Tabled creating secure locations for board items

➤ **Action Item: Mary to send list of volunteers to committee heads**

➤ **Action Item: Ellie to email BoT Action Items to board members once a week**

b. Reminder – Board Count Assignments

- Discussed instructions for counting during service
- Assignments through December – two substitutions

11/16/25	Ellie Searl Debbie Reback
11/23/25	Janice Paton
11/30/25	Mark Umbriaco
12/7/25	Sherlan Neblett
12/14/25	Patrick Mannion
12/21/25	Mary Botts
12/24/25	Debbie Reback Mark Umbriaco
12/28/25	Ellie Searl

c. Board Timeline Items – Two Months Out

- UUCF Family Retreat de Benneville Pines November 14-16
- Bread Communion – November 23
- Help decorate the Sanctuary for Christmas season – 11/23
- December: Board to start Review of Minister Contract for renewal
- January – start on By-law changes if any
- Request budget needs from Committees

➤ **Action Item: Mary to check with committees about their budgets, spending and financial needs**

Review of Action Items

Next Board Meeting – Monday, December 8, 2025, 7:00 pm, Chapman Lounge

Meeting Adjourned – 9:28 pm

ACTION ITEMS: Established at BoT Meeting November 10, 2025

AGENDA ITEMS	ACTION ITEM(S)
3. TREASURER'S REPORT	<ul style="list-style-type: none"> ➤ Debbie to continue researching an expenditure of \$463.20 (now \$596.37) at "askmyaccountant" an online service. Update from Mary Botts 11/12/25 : I spoke with Amy this morning. "askmyaccountant" is a placeholder when they aren't sure what line item something should be used. E.G. Pride Fest costs were put there until we talked this morning about where they should actually go. Amy will review any other costs put in that placeholder each month to determine the appropriate place for the expense. ➤ Debbie to check how to document prepaid pledges
I. ADMINISTRATION	<ul style="list-style-type: none"> ➤ Mary to speak to Amy about job description Update from Mary Botts 11/12/25: I spoke with Amy this morning and she will look in the folders to see if we have anything written up. ➤ Mark agreed to give congregational update 11/16/25
III. COMMUNICATIONS (Advertising)	<ul style="list-style-type: none"> ➤ Debbie to check back with college publications regarding ads ➤ Mary to work with Amy on design and ordering of banners and sandwich board Update from Mary Botts 11/12/25: I spoke with Amy this morning and she will start on the design with the new logo
IV. FACILITY (Health/Safety; Building)	<ul style="list-style-type: none"> ➤ Action Item: Mark will write up instructions/check list regarding the lights in the Sanctuary, Narthex, Chapman Lounge and Hallways

ACTION ITEMS: Established at BoT Meeting November 10, 2025

V. MEMBERSHIP (New Member Recognition)	➤ Mark to set up 11/23/25 member signing reception
VIII. EVENTS (Service Auction/Fundraising Events)	➤ Mark to research possible venues for future fundraising events
X. FINANCE (Budget; Investment)	➤ Debbie to contact Lorne about budget committee ➤ (Continuing) Sherlan to follow up with outstanding check with Premier Account.
XI. MISCELLANEOUS (Volunteers; Items to Address)	➤ Mary to send list of volunteers to committee heads ➤ Mary to check with committees about their budgets, spending and financial needs ➤ Ellie to email BoT Action Items to board members once a week