

UUCF Board of Trustees Meeting Minutes 3/12/2024

Members Present: Judy Mina-Ballard VP, Mahnaz Shahrestani, Cathy Frickert, Colleen Clay Treasurer, Rose London Secretary, Janice Paton, Thomas Contreras, Rev. Dr. Jason Cook (ex officio), Sam Hunt (Intern), Pat Mannion, Colleen Zenger

Absent: Heather Enriquez, President

Agenda Item #1: Call to Order

Judy Mina-Ballard called the meeting to order at 7:02 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 February Minutes

Colleen Clay proposed an amendment to the minutes to remove any titles that added the words "temporary" or "acting" from the previous Minutes and going forward. Rose London made a motion to accept the amendments and minutes as amended, Janice Paton seconded, no further discussion or dissent, motion passed.

Agenda Item #4: Approval of March Agenda

Cathy Frickert made a motion to accept the Agenda, Colleen Clay seconded, no discussion or dissent, motion passed.

Agenda Item #5: New Business: Financials, Audit/Outside firm audit, Open board spot (Heather appointed Pat Manion per UUCF bylaws), Treasurer (Heather appointed Colleen Clay per UUCF bylaws), Investment Committee Addition

- Discussion about which role Patrick Mannion would be taking
- Colleen Clay led a discussion re financials:

- February 29, 2024 the Chair of the Financials Committee had been requested to help the Board facilitate the handling of the Fidelity and Vanguard Accounts. It didn't happen and none of the 3 Church members listed are available (2 have passed and 1 has moved or is no longer attending). The Treasurer and Board VP need to have their signatures notarized and then all legal documents pertaining to Fidelity can be accessed. It is hoped that access to Vanguard will follow soon, as there has been difficulty communicating with Vanguard.

Agenda Item #6: Admission of reports to the record

Reports submitted were: Administrator's, Minister's, RE/ Family Ministry, Caring and Social, RE and Social Action. A number of Financial Reports (folder) was submitted. Judy Mina-Ballard moved to accept the reports as received, Cathy Frickert seconded, no discussion or dissent, motion passed.

Agenda Item #7: Treasurer's Report

Colleen Clay 3/12/24 **Treasurer's Report**

The current investment assets of UUCF are not available at this time due to lack of account access. As of 12/31/23 the total investment balance Fidelity and Vanguard was \$238,186.01 and the total UUCEF fund as of 11/30/23 was \$157,984.45.

Currently there are three people listed as authorized on the Fidelity Accounts. Two are deceased former congregants and one is a congregant that has not participated for several years, according to people I have spoken with.

The February 29, 2024 Pacific Premier checking balance is \$34,460. The Pacific Premier Bank Scrip account is reported as \$17,972.35. Our admin does not have access to this account. She believes our former bookkeeper is the account access holder.

Last meeting the board voted to bring the treasurer and vice-president of the UUCF Board onto the investment accounts. With the Amy Styff's assistance that is in process for the UUCEF. The other investment accounts have required hours and hours of research and will require completion of forms, collection of documents and a notarized form.

Colleen Zenger and Amy Styff continue to plug away at the financial records. It is clear we need to hire an accountant to support the creation of a sound financial system that can be operated by a bookkeeper and trained volunteers in the future.

Colleen Zenger and I met with UU Orange Coast and they graciously agreed to come and speak to our board. They were available during the weekdays, which will limit attendance. I hope every board member who can come will. We also need to invite congregants who can be ambassadors for better financial practice, future board members and finance volunteers. The presentation/talk is Monday the 18th at 11 am at UUCF.

Agenda Item # 8: Engagement Report

Thomas had no report about Engagement.

Agenda Item # 9: Caring and Social Report

Here's Mahnaz' report:

Caring committee The next meeting will be on April 7th after the service

Family Circle Suppers

From Rebecca;

"I don't have a host for March. The next circle supper is scheduled for 4/13."

I will ask Amy to do some advertising in order to encourage members to participate in April. I emailed Rebecca few days ago and am waiting for her response to confirm the add

I would like to share the Palomar UU church's circle suppers information:

<https://palomaruu.org/circle-suppers/>

They use a web app sign up sheet for which they send a monthly email link to the congregation.

Rebecca emailed me the following about how we advertise the circle supports at UUCF:

"We use the UUCF Youth to manage hosts and invites. Here is how we describe the Family Circle Suppers on Facebook:

It's time to plan the Family Circle Suppers for 2024. Family Circle Suppers are an opportunity for UUCF families, in the broadest definition, to gather for an informal meal and fellowship. Gatherings are typically on the 2nd Saturday of the month. Please let me know in the chat if there is a month or two you would

like to host. Please feel free to participate in suppers even if you can't host this year. If you have any questions about participating in the Family Circle Supper program, please post in the comments below.

2024 TENTATIVE SCHEDULE:

January 13 - No Supper Planned
 February 10 - No Supper Planned
 March 9 - No Supper Planned
 April 13 - Camping @ O'Neill Regional Park
 May 11 - TBD
 June 8 - TBD
 July 13 - No Supper Planned
 August 10 - No Supper Planned
 September 14 - TBD
 October TBD - UUCF Fall Potluck
 November 9 - De Benneville Pines Camp
 December TBD - UUCF Winter Potluck
 We need hosts for May, June, and September.”

Social committee

Social event for spring will be on Saturday March 16th. We will have sandwiches, salads, and soup for lunch and there will be desserts. It will be live music for ten to fifteen minutes at 12:30. The event will be at 12 -3pm.

De Benneville Pines

There are a lot of activities in the camp

https://www.uucamp.org/camp-calendar/?blm_aid=2631690&date1=upcoming

From Dale;

“ The de Benneville Pines annual meeting will be at 10:30 am in 4/27/24. UUCF can provide about four delegates to this meeting. The meeting will be a multi platform event meaning that people can attend by zoom or in-person “

Online Coffee Hour

From Linda;

“We haven't had that many even watching online. Most of them leave right after the service ends. Karen and I still meet and hope someone new will show up sometime.”

On Sunday March 10th, I tried to join in. Unfortunately the host, Josh, didn't allow me in from the Zoom waiting room.

Maybe we can have a separate zoom for the online coffee hour and advertise the coffee hour link. Zoom is free for 45 minutes. Alternatively, Karen and Linda can be added as a host in the regular Zoom room.

Agenda Item # 10: Worship and Music Report (not listed on the Agenda)

Rose London reported similarly to last month:

- The **Milestones** committee now consists of Deborah Reback as Chair and Jocelyne Shiromoto nothing to report.
- The **Music Committee** has nothing to report.
- **Worship** is proceeding well according to Megan.
- **UUCF Players** have been rehearsing for the Reproduction Staged readings coming soon. There is a general call for assistance for the weekend performances for: help at the door, tickets, fundraising, food, advertising, publicity. Contact Debbie Langenbacher.

Agenda Item # 11: Service Report

Colleen Clay submitted Debbie Laganbacher's report:

Social Action Committee Meeting Minutes: 3/03/24

Present: Barry Burresci, Linda Chapin, Christina Garner, Sandra Barnes, Debbie Langenbacher

Reproductive Justice plays on March 22 and 23:

What's been done so far:

- * plays have been cast and rehearsals started last week
- * flyers distributed/ advertising: on UUCF website and announcements, Indivisible CA 45, Planned Parenthood, DNOC.
- * article submitted to Fullerton Observer
- * we have someone to assist with lighting/ tech for \$150 of SAC funds
- * tickets are available for sale on our website
- * PP invited to have a table/ make a brief presentation

What's needed:

* additional advertising (e.g., other UU churches, DNOC, local colleges)

*ticket sales

* raffle prizes (we currently have items for 3 raffles)

* baked goods to sell at intermission

* security (e.g., inform FPD) – check with Colleen Clay on this

*volunteers needed!

set-up/ take down – need to arrive 1 ½ hours before performance (2-3 needed)

tickets at the door/ sell raffle tickets (2 volunteers needed for each performance)

sell refreshments at intermission (2 volunteers needed at each performance)

Looking ahead – April and beyond:

- Crittenton – Christina would like to develop a group of volunteers at Crittenton like we had pre-COVID. This would include a training and presentation by Crittenton staff at UUCF
- Diaper Drive – May 12 to June 7 – an annual tradition in collaboration with FCCF
- UU the Vote/ Vote Forward – we will follow-up with UUA for their campaigns for UU the Vote and select a project that suits our congregation
- Book reading – pre-COVID we would have books for people to check out and read (purchased with SAC funds), with a discussion. Debbie suggested *Growing up in the Ville* by Pauline Merry, and inviting the author to our discussion
- Periodic “share the plate” for local charities TBD

Agenda Item #12: Youth and Family Report: Cathy Frickert

Submitted by Sarah Whittenberg Director of Family Ministry

Becky Ricketts, REC Chair

Open Positions: Teen Coordinator; Jr. High Coordinator; RE Assistants:

Preschool, Lower Elementary, Upper Elementary

The objective of the committee is to coordinate and support a successful RE program.

Summary of recent accomplishments and current activities:

Megan Watson has been offered the Teen Coordinator role. Received

confirmation of her proposed rate today (3/7) via Rev Jason. With that in hand, I was able to contact her and offer the position. However, it appears that other folks already contacted her, assuming this had already been done. I'm trying to work towards getting all of our ducks in a row prior to her officially coming on board.

Contingent that Megan takes the job, I will be reducing my hours down to 20 max per week.

Continuing to work with other LREDA members in SoCal (note: I'm the only member from any of the OC/LA congregations) to put on a TeenCon in April up in the Ventura area. We are meeting again next week to discuss the scope and nature of the event.

I still need to find someone to be a special events/projects coordinator for the RE committee. At this time, none of the existing committee members are willing to take on that role. Carter R has agreed to coordinate an OWL offering for Spring 2025.

Right now our biggest need is a volunteer (or group of volunteers) to reach out to each of the families and make a personal request for them to return to services and in-person RE – and to give us feedback as to what they would like to see from us to make that happen.

List of activities in progress and upcoming events:

Vernal equinox celebration on 3/17; Nowruz event 3/24; Egg Hunt 3/31 (Becky Ricketts is chairing); ActiveUU carnival has been moved to April; April activities will be focused on leaning in to Earth Month and our 7th principle

Financial impact:

The RE committee is working very hard to be judicious stewards of our budget. With a Teen Coordinator coming on board, I will be cutting my hours to make room for their salary in our budget. Once that person is settled, I need to start job hunting for folks to fill our open RE assistant positions (these have been open for over six months now, and it's time to get them filled).

Recommendations to the Board of Trustees: Please send me any names you have of young adults whom you might want me to consider for the RE assistant roles

Agenda Item #13: Old Business Budget Variation

Discussion about the rate of pay that Megan Watson is receiving. Judy Mina-Ballard will be following it up.

Agenda Item #14: Old Business Hiring Approval

Skipped as this has already been dealt with.

Agenda Item #15 New Business Communication

A discussion occurred about centralizing and streamlining Board emails to the VP who would then post them in the GDrive FB. Further discussion about who needs to receive the reports. A suggestion was made that all Board members and Administration have access to GDrive FB. A point was made that certain emails have been created to be passed down to later Boards such as: UUCFboardpresident@gmail.com and UUCFboardVP@gmail.com A comment was made by Colleen Zenger that security could be handled on the GDrive by creating separate folders so that no one can act on/change another's reports. One more question was: Does anyone have Amy's password in case of a problem? Colleen suggested that we table all of this until next month.

Agenda Item #16 New Business Acknowledgements and Appointments

Skipped as this has already been dealt with.

Agenda Item #17 New Business Provisional Financials

Colleen stated that their work this month has been turned upside down and that Colleen Zenger and Amy Styffe have helped greatly. More of this would be discussed in the later Executive Session, but she wants us to understand "provisional finances". We do not have current actual "source" information, we are using best guesses. The available documents are providing mixed conflicting figures between spreadsheets and documents. We need an outside Auditor separate from a bookkeeper. We, as many businesses during Covid, became disconnected from our finances. She showed us many documents and spreadsheets through which she demonstrated a lack of matching numbers. She has the most confidence in the Breeze numbers. The consensus on the Board is that spend the money for a Forensic Accountant and a Bookkeeper. Colleen Zenger has connections through which she can reach out to people. The cost through JMB at last checking was prohibitive. Colleen Clay profusely thanked all for their help. We may have to move monies to our checking account by the end of the year. Further discussion about wanting to make sure that the Checking Account was funded through the end of the Church year resulting in a motion. A motion was made to move \$17,000 from Scrip to the Pacific Premier Account by Judy Mina-Ballard and seconded by Janice Paton leaving \$972.35 in the Scrip account. No further discussion or dissent, the motion passed.

Agenda Item #18 New Business Website Directory

Janice brought up the fact that not all our members can access our Directory. She suggested that we add it to our website. Further discussion ensued about security, using a code, whether it could be put on the section of the web page just for congregants, or whether it could have a link with a password. Decision was made that security is a concern and that Judy Mins-Ballard would create a simple Survey for the members to see if they have an interest in a website directory.

Executive Session Began**Executive Session Ended****Adjournment**

Judy Mina-Ballard adjourned the meeting at 9:31 PM. Rev. Jason extinguished the Chalice with closing words.