

ELLIE SEARL, SECRETARY

A. Meeting called to order at 1:20 pm in the choir room

- Board trustees in attendance: Mary Botts, Sherlan Neblett, Ellie Searl, Janice Paton, Mark Umbriaco, Patrick Mannion (on Zoom)

B. Guests in attendance: No Guests

C. Opening Words/Blessing: Mary Botts

1. Approval of Meeting Agenda:

- Sherlan requested adding financial update to agenda
- Moved by Mark. Seconded by Sherlan. All approved.

2. Reading of the Covenant: No reading

3. Approval of January 4, 2026 BoT minutes.

- Moved by Sherlan. Seconded by Janice. All approved.

4. Guest - NA

5. Guest - NA

6. Treasurer's Report

- See Attached Report

ELLIE SEARL, SECRETARY

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

a. Congregational conversation Results

- Put on hold

b. New Bookkeeper

- Carrie Van Diest is the new bookkeeper beginning 03/02/26

c. Board description for possible board nominees

- Documents for board descriptions presented

- **Action Item: Ellie to merge board description documents into one concise document and email to board members.**

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

- Minister's report - see Attached Report

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

a. Social Media/PR committee Status

- Natalie Cruz heading the committee
- Patrick on the committee

b. Campus Community Connections

- Item tabled

c. Fullerton Observer

- Ad not in the 2/16 edition - will be in the next edition.

IV. FACILITY (HEALTH/SAFETY; BUILDING)

a. Health/Safety

- No report at this time.

b. Sanctuary Door Replacement

- Work on doors has been completed
- Disability button needs to be fixed

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

- Lease hashed out and agreed upon

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

- Still under discussion

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

ELLIE SEARL, SECRETARY

V. MEMBERSHIP (NEW TO UU; NEW MEMBER RECOGNITION; BREEZE DATA ENTRY; NEW ATTENDEE FOLLOW-UP)**a. New to UU scheduled for March 8**

- Discussed New to UU program
 - **Action Item: Mary and Pat to organize New to UU for March 8**
 - **Action Item: Janice to update website “Pathways to Membership” to match bylaws**

VI. COMMUNITY (SOCIAL ACTION; OUTREACH EVENTS; BOOTHS; HOT MEAL MINISTRY)**a. Discussed need for a handout of resources to offer the homeless, etc.**

- **Action Item: Mary to research accessing a handout of resources for homeless**
- **Action Item: Sherlan to ask Kathey Schuster about resources for homeless**

VII. PROGRAMMING (HELD ON A REGULAR BASIS [WEEKLY, MONTH]; SMALL GROUPS; DROP-IN GROUPS; TASTY TUESDAY; CIRCLE SUPPERS; RE)**a. OWL - Most Sundays 2/1 - 5/24**

- Program continuing

b. Update on RE needs

- Sherlan attended RE committee meeting and found a first-aid kit for them.
- Discussed need for RE budget
- Sherlan looking into possible use of other rooms in building next door
- Megan to check folder with RE leadership responsibilities.

VIII. EVENTS (SOCIAL; HOSPITALITY; POTLUCKS; NOWRUZ; CAMP; TOWN HALL; VOLUNTEER RECOGNITION; DONOR RECOGNITION; PLEDGE DRIVE; SERVICE AUCTION/FUNDRAISING EVENTS)**a. Update on possible venues for future fundraising/social events**

- We may now use sanctuary for events

b. Nowruz Spring Tea - 03/21/26

- Will be held in the courtyard

c. Volunteer Appreciation Dinner - 3/28/2026

- To be held in Chapman Lounge
- Discussed and agreed upon board members’ dinner contributions
 - **Action Item: Janice to email list of board members’ menu contributions.**

ELLIE SEARL, SECRETARY

d. Mini Online Service Auction 3/4/2026 – 3/11/2026

- Donations coming in
- Auction begins midnight Tuesday

e. Pledge Drive begins 04/07/2026 –

- Cottage meeting sign-up – plan for five in-person and one zoom
- Board members expected to attend at least one of the cottage meetings
 - **Action Item: Ellie to forward UU Schenectady pledge chart to board members (chart attached to email)**

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

a. Handling of offertory donations

- **Action Item: Mary to ask Rev. Rob to put Joys and Sorrows notes into donation basket**

X. FINANCE (BUDGET; STEWARDSHIP; FUNDRAISING; INVESTMENT; PLANNED GIVING)

a. Budget committee

- No report

b. Status – Vanguard and Fidelity accounts

- **Action Item: Mary to resend documents to Fidelity for authorization of new signers.**

c. Stewardship Committee (Ways & Means) Status

- No report

d. Annual Program Fund (APF) for UUA – due June 15th

- Discussed need to determine amount due

e. Mini service auction – See Item VIII d above.

f. Alignment of finance item numbers with our system

- No report

g. Mini service auction – See Item VIII d above.

h. Finance – endowment

- Discussed that Endowment funds are restriction

i. Reserves

- Discussed that Vanguard and Fidelity funds are liquid

ELLIE SEARL, SECRETARY

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

a. Update on Action Items:

- Personnel Committee Job Description/Policy & Procedure
- Dale taking over the committee

b. Reminder - Board Count assignments

3/1/26	Mark Umbriaco	4/5/26	Ellie Searl
3/8/26	Ellie Searl	4/12/26	Janice Paton
3/15/26	Patrick Mannion	4/19/26	Mark Umbriaco
3/22/26	Sherlan Neblett	4/26/26	Mary Botts
3/29/26	Debbie Reback		

c. Board Timeline Items - Two Months Out -- February - March

- March
 - Review need for Bylaw changes
 - Set up initial budget to plug in numbers once pledge drive is done. Set goal based on this
 - Plan Volunteer Appreciation Dinner
 - Pledge Drive
 - UUCF Spring Tea (Nowruz) 3/21/26
 - Volunteer Appreciation Dinner 3/28/26
 - Negotiate/Complete Music Director Contract (**ending 4/30/2026**)
 -
 - **Action Item: Mark to contact Christine about current status.**

Update: As of October 12, 2025 Christine is no longer under contract, but rather an employee of UUCF. No contract negotiation required.

- April
 - PSWSA Assembly 4/24-4/26 - **Mary going to assembly**
 - Love Fullerton 4/5/2026 - **Board should promote Love Fullerton**
 - Fullerton Farmers Market - do we want to consider having a booth? **Determined that this is not an appropriate venue for a UUCF booth.**
 - Determine amount of Annual Program Fund (APF) for UUA. Need to commit by June 15.
 - **Action Item: Mary to send letter from UUA regarding program fund.**

Next Board Meeting - TBD

Meeting Adjourned - 3:40 pm

Treasurer Report: BoT meeting 03.01.26

Endowment: Report received 2/19/26

\$206,745.51 up \$2815.44 from last reporting

Profit & Loss Through Jan 2026

Total Revenue \$217,184.14

Total Expenditures \$105,161.08

Net Operating Revenue \$112,023.06

Total Other Revenue \$24,262.70 (includes unrealized gains & losses & investment/interest income)

Net Revenue 136,285.76

*217,184.14-105,161.08+24,262.06=136,285.76

On 2/24 I attended the UUA Common Endowment Fund February Quarterly Investor Webinar. I attended as I wanted to acquaint myself with what the Common Endowment is comprised of. And if I would learn how other congregations are handling their endowments. The information was extensive. Most of the info. was how UUA is investing. But one take away was that most congregations have policies to allow for timely distribution of interest from their endowments into their operating budgets or to fund special projects. Something UUCF may consider doing.

I have information from the webinar that I will send to Mary.

Debbie's Action Item

Description of Part Time Treasurer

- Financial Insight
- Understanding and reporting financial status and health of congregation
- Proposes policies for secure checks and balances regarding financial status
- Assists in budget planning, monitors Revenue/Expenses

- Presents reports to board

Treasurers are not bookkeepers and do not sign checks without second authorized signer.

Cost of Part Time Treasurer Position

- Hourly Wage(\$17-\$40/hr.)
- Stipend

This info. comes from UUA and Other Non-Profits

February Minister Report

Rev. Robert Blair Jr.

Wrote mediation for February Board meeting

Wrote and preached 3 sermons

Met with Consultant privately and with the board on Friday, 2/6

Continued Planning of Judi's son's memorial service, eulogy, design, emails with family, Debbie R.

Presided over memorial service

Weekly meetings with Amy Styffe and Megan Smock

Design worship themes and Sermon subjects for March/April

Write Ups on "UUCF" as a product and ideas for THEME of pledge drive for Lesley M.

Met with Lesley and others to come up with the theme

4 Hours of Spiritual Care

Calls to PWR regarding "caution with individuals" to get background information

Proposed Youth-Led Service and gave guidance to RE regarding TFAA

Hosted "Loving our Immigrant Neighbors" Panel Discussion