

UUFBR Board of Trustees Meeting Agenda

This is a voting meeting

July 22, 2026

Present:

Trustees: Claire Smith (copresident), Judy Keiser (Secretary), Patrick Larson (VP/Facilities), Lynn Smith, Howard Prentice

Guests: Diane Garland, Marina Machado, Mitch Major, Linda Prentice, Erich Landstrom

Gathering: Chalice Lighting/Opening Words (Lynn) Check-in (Claire); Vibe-checker (Claire for Nader); Time-minder (Howard))

The meetings was called to order at 7:16; quorum was established and guests were welcomed

Approval of the 06/24/26 Board of Trustees Meeting minutes approved without discussion

1. Administrative Reports

- a. Treasurer – Howard: written reports: income and expenses, balance sheet. No big change. Stewardship drive concluded at a good level (final number to be generated by Robert, higher than expected. Gratitude to be expressed during Sunday service August 9. Sharex bringing in good income. Mitch added: Operating budget looks good. Once school contracts are finalized Mitch will analyze effect on school use space increase. Jacquie (was ins professional) should be asked to review all insurance, including effect of no windstorm ins. Salary will start soon for new minister.
- b. VP Facilities – Patrick:
 - i. Roofing: Astro submitted new bid- much higher than others. Insurance: per Jacquie, it's prudent to at least maintain and track changes in 21-year-old roofs, and create plan for 2-3 year replacement and emergency plan. Better guarantees are available now with reroofing. Financing is available if we decide to do it now. Then capital campaign could be used to pay off financing. If Munson Wing is included, costs rise. Be sure to count premium plus deductible as sunk costs, versus cost of damage likely. Value/replacement cost of building – if \$6 million, insurance would make a difference. Mitch recommends special meeting about this topic, once Jacquie is ready. Lynn proposes to consult with experts, take immediate steps proactively to do repairs, and make a 3-5 year plan with cap campaign, knowing that Boca's rules will delay all processes.
 - ii. Maintenance jobs: Volunteer input is shrinking and insufficient. Need to prepare in case something changes in Patrick's life, and budget formerly volunteer tasks. Discussion: hire out handyman jobs. Hire sexton (retired carpenter) willing to on staff, opening and closing building, repairing things. Linda glad to move in that direction to spare Patrick from minutiae. Want long-term resource, not short term, who wants a custodial job. We need a deep bench. Sharex income should go to maintenance. More traffic means more maintenance. Could try to reconstitute Tony's Team. Job description in Bylaws – more detailed? AD hoc nature of job. Operating expense related to facilities – part of capital campaign?
- c. Sharex – Linda massive effort to keep all Sharex partners happy while balancing with our vision and needs and caring for volunteers on Sharex team. We've insulated Rajeev

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due to his conflict of interest, and that protects Rajeev and Fellowship. We've moved forward with schools, discussing future starting in April. Goal is to increase to sustainable level at a sustainable rate of increase. Team decided level, met with both groups, presented two options for the schedule of increases, and reached agreement with each school. All contracts have been signed, and schools are current with payments. By next July we'll get to required level. Added provisions about meeting periodically during term of agreement. We identified contact in group to deal with Sharex and keep communication channels open. Issue of size of classes (Grow's footprint is larger, need to cap at 34 students) to monitor during next year for impact on outdoor spaces. Need to examine functions performed at UUFBR, paid and unpaid, so functions are managed well. Thanks given to Linda, who emphasizes that all are working together for the good of UUFBR.

- d. GA – Lynn – no report.
- e. Music Director: June Making Music concert was successful. 70 people attended, working with Sharon to identify “new to UUFBR” attendees. July: UUFBR now belongs to Virtual Hymnal, can add individuals who are interested. August: Summer strings concert.
- f. Finance – Mitch: Capital fund project yielded needs. paper. Overall picture good; need for cap campaign for at least \$150k. Start cap campaign in 2027, Mitch sent report with ideas. Could include financing. Rajeev is drafting a white paper. Overall goals: finance cap campaign, make stewardship year-round, choose fundraising events (auction). Discussion: emphasize cap campaign, concern about yield from auctions. Other ideas: fund Fellowship for a day, offering home hospitality. Goal to attract high-level companies to donate items.
- g. Reports from Endowment and Legacy: Mitch: Endowment is a mixture of socially responsible and index funds. \$527k, up \$46k this year. 10% avg gain per year over the last 10 years. Grant given for fire closet \$23k. Legacy: balances: Cap Improvement fund \$24k. Doug Hughes \$184k, Louise \$116k.
Discussion: Who are the check signers vs who is doing the work? Bill Donna Sharon and Cathy Nelson are check signers. Lack of interest in continuing. Daily work is being done by others.

Old Business

1. Social Outreach coordinator hired: Tania Arora will be starting soon. Payment coming from outreach grant given by Endowment. Should last til next April. Not likely to be funded by Endowment again – needs to move to operating budget.

After a breath break, the meeting resumed at 8:24.

2. Little Free Library; Erich: added rubrics to measure success: circulation: # of books, # added, books taken. Discussed community connection, mission alignment, sustainability, maintenance. Location: 3 choices: SW corner hard to get to, not visible from parking lot. Near parking spaces. Location 2 is near city property. Unconnected to UUFBR, no clear path. Location 3 north but feeds into Education bldg. and parking lot of park. Near light fixture, visible from both tennis court and Education building. Boca code newsstand rules govern LFL and our responsibility
Discussion: Recent issue with outdoor space at a different church, fearful of men hanging

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out in space, cops don't intervene unless church reports a problem. Risk of vandalism. We're responsible to monitor and clean up. Boca police patrol, sports fields make it visible. Light is a deterrent and attraction. Easy walk to UUFBR. Facing south out toward park. LFL can have doors on both sides. Possible to have pavers around it. Fundraising idea, sponsor a paver. Painting, etc. Financing: some money has been collected: \$760. Book Communion can be used to fund further sums.

Question about process for fundraising: ad hoc, not under any group. Permission assumed with no objection. Do we need approval? Best practices: first get approval then do funding. Question of who's in charge? BOT is involved with budgeting. Program Planning coordinates involvement. Discuss at Stewardship Committee meeting. Depends on scope of event and money, whether it's individual, group, or congregation- level events. Who decides beneficiaries of charitable events? Is it Caring committee? A team needs to provide overall vision for idea, elevate idea through group, sponsor, plan ahead and put on list. Avoid individuals decreeing direction.

Ideas: Create group calendar, add events and beneficiaries to calendar at beginning of year. Make Program Planning meetings hybrid. Get access to congregational calendar. Coordination of fundraising calendar. **Motion by Lynn, seconded by Claire, for the Board to approve plan and budget for Little Free Library as outlined by Erich with location#3. Motion passed.**

3. Board Retreat: volunteers needed to plan it -Lynn and Claire volunteered. Date is August 29 Training 9-12, luncheon, Board retreat 1-4.

Breath Break

New Business

1. Capital Campaign – see above.

The meeting was adjourned at 9:03.