

UUFBR Board of Trustees Meeting Minutes

*This is a voting meeting*

August 26, 2026

Present:

Trustees:

- in person: Rajeev Arora, Claire Smith (copresidents), Rev Nicole Jacobson;
- on Zoom: Judy Keiser (Secretary), Patrick Larson (VP/Facilities), Lynn Smith, Nader Tavakoli, Howard Prentice

Guests: In person: Linda Prentice; on Zoom: Mitch Major, Erich Landstrom

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

Call to order at 7:22: Rajeev established quorum; welcomed guests and visitors

Approval of the 07/22/26 Board of Trustees Meeting minutes: provisionally approved pending investigation to confirm whether they had been distributed – if not, they will be distributed and approved at the next voting Board meeting.

Staff Reports:

- a. Minister: sent written report. Highlights: Priorities are worship, pastoral care, religious exploration, membership, and justice. She is working with Worship team, attending pastoral care meetings and reaching out; attending initial RE Team meeting; attending Membership Team meeting, planning fall events, setting up community presence for justice work.
- b. Music Director: sent written summary noting successful concert in August.

Administrative Reports

- c. Treasurer – Howard: income over expenses so far. H4U expense can be covered by Malusis funds. Mitch added: increase in Sharex income laudable. Re: H4U, Rajeev requested additional financial assistance from Southern Region; no reply yet. Committed to wrapping up H4U work and expenses by FYE.
- d. VP Facilities – Patrick: No action items. Creating timetable for capital improvements with Mitch. Roofing should be done within this year. Continuing matter for operating budget for next year: need staff to handle facilities work. Discussion: could form pool of applicants and test them with ad hoc projects (upcoming events). Ask congregants for referrals.
- e. Sharex – Linda: goal is to make best use of facilities and create space for us and outside groups, including further space planning to increase usability. Team is soliciting feedback from users, handling noise issues due to competing uses. Ruth is an excellent ambassador for UUFBR, and Sharex matters are increasing. New inquiries come in, and increased use brings increased need for being realistic in taking on new groups and for coordinating calendar between Sharex and program planning. Team is developing forms to make sure every inquiry is addressed and process is followed so nothing falls through the cracks; practice doesn't always follow

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forms. Example: \$50 initial inquiry fee is not being charged to groups that view space before they fill out inquiry form.

Discussion: gratitude expressed to Linda, suggestion that our decisions in sharing space be guided by goal to encourage organizations that are not profit motivated, reminder that Sharex charter contains guidelines, reminder to be aware of liability and security concerns in sharing space. Note that groups approaching us are generally aligned with our mission. Suggestion to ask groups to hire a supervisor for events, and to discuss more fully at upcoming Board retreat our growing commitments for use by others, how management issues are handled, and how we communicate our needs to groups.

- f. Program Planning: Linda: shared form developed by group for planning events. Process needs more structure than just a calendar check: our priorities are to protect time of volunteers and staff, clarify who has access to facility, and ensure proper management of events. Meetings provide valuable group discussions of events, based on details of planning form, which acts as a checklist. Increasing attendance at internal events (coffee hour, game night) mean greater need for coordination. Goal: build in 6-week lead time, monthly updates at PP meetings and requests for help before events. Need to differentiate between fundraisers and outreach events, and clarify how cost-effective ideas are.

Discussion: two issues: need to streamline electronic forms and processes and need people to comply with them. Suggestions: make all Program Planning meetings hybrid, start using online templates for agenda and minutes, share proposals and minutes widely so more people are aware and can help, use [programplanning@uufbr.org](mailto:programplanning@uufbr.org) email address, coordinate between calendar dates and PP proposals, use online forms like the one shared by Erich. Hard to juggle all events: developing yearly calendar now. All leaders in PP Team should be involved in reviewing proposals. Process: Submit form, start an email discussion thread, confirm progress and discuss further at monthly meeting. : discussion has begun to make improvements to organizational structure around program planning, possibly evolving into a shared ministry team structure.

Old Business

1. Roof Repair – removed from agenda.
2. Update and vote on Little Free Library: Discussion of prior presentation: Location: from Rockberger looking south to parking lot in park, near tennis courts. 10 ft gap in hedge, shaded, lit at night. Financial aspect: Need about \$1000, from general operating budget, not August spaghetti dinner, which originally noted LFL as beneficiary but which ultimately contributed \$435 to minister's discretionary fund. Timeframe: cooler weather. Suggestion to talk to Jess from Grow Coop for help. **Motion by Claire, seconded by Lynn, to approve proposal as presented. Motion approved.**

Breath Break

New Business

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1. Capital Campaign – Mitch: Need to coordinate stewardship and capital campaigns. Streamline pledges: enable easy email pledge. Next Stewardship meeting in September. Top 11 donors to last capital campaign gave  $\frac{3}{4}$  of total. Some of those people are gone. Goal to redo roofs and other cap improvements. Schedule being worked out now: pre-campaign requests and pledges, kickoff, meetings, info sessions, and vote.  
Discussion: need clear goal and compelling need. Biggest need is roof redoing. 3 roofs in main bldg., roof in Ed Bldg, \$150k. Also reserve funds need money, and are important. \$250k-\$400k goal, get half before start. White paper has been started, needs review. First anonymous donation pledged \$30k over 3 years! Proactive approach to raise money for roofs before it's required. Proposal to start annual pledge drive in fall, and end it in spring 2027, start cap campaign in summer 2027.
2. Future Board meetings will be hybrid, in person in Parker and on Zoom 2d and 4<sup>th</sup> Wednesdays of each month.
3. Family Reunion. Rajeev will help organize, will donate pizzas.
4. Communication survey – Erich: follow up yielded information that members would like more communication via text/Whats App.

The meeting was adjourned at 9:04.