

UUSS BOARD OF TRUSTEES MEETING

Thursday, October 23, 2025, 6:30 p.m., via Zoom and in person

Minutes



Present in Person: Andy Cramer, Janet Lopes, Victoria Owens, Fred Pannek, Patty Innes, Mathew Espinsa-Castro, Carl Crain, Rev. Dr. Roger Jones, Rev. Lucy Bunch, Sophia McKean

Present on Zoom: Dawn Huebner, Emily Moran-Vogt

6:40 Welcome to Board and guests/Establish Quorum: Andy
Chalice Lighting and Centering: Mathew Espinsa-Castro

6:43 September Minutes were approved without revisions.

6:45 **Board Business**

1. Calendar demonstration – moved to the November agenda
2. Congregational Meeting de-brief – Andy
 - The Board agreed that the October Congregational Meeting was a success.
 - It was suggested at future congregational meetings, that we have a procedure for taking questions from the congregation, including a Board member in the audience with a microphone.
3. **Board Goals – Andy**
 - Andy shared an updated Board Goals recap sheet, uploaded to Dropbox. A copy of the recap sheet is attached to these minutes.
 - Regarding Facility Planning, Roger will provide a list of possible consultants for the Board to consider.
 - Regarding Leadership development, Lucy will share recommendations from 2022.

6:58 **Task Force Updates**

1. Safety Committee Vetting – Patty
 - Patty reported that the task force had developed a revised Safety Committee Vetting Process. Patty reviewed the document with the Board. After discussion, and with some revisions to the document, a motion to adopt the process was offered, seconded and approved. The vetting process is listed in the minutes below.
 - Patty advised the Board of the availability of a no-cost facility safety assessment. After discussion the Board authorized Patty to work with CCIC to schedule a date for the assessment.
2. Website Replacement – Mathew

Mathew reported that the task force is comprised of eight UUSS members, and that an additional member is possible. The first meeting of the task force is scheduled for the week of 10/26/2025.

3. Staffing Planning – Andy and Rev. Lucy
 - Andy reported that the task force has been formed. Board members on the task force are Andy and Victoria. Program Council members are Joyce Ownbey and Jim Glidden. Other members are Rev. Lucy, Marian Randall and Cassie Wilkins. The task force will meet on 10/30/2025.

7:44 **Administrative Report – Rev. Lucy**

- Lucy discussed corrections made to our insurance carrier’s list of property details.
- Lucy reported that rental activity is strong, that we have already booked revenue equal to two-thirds of the YTD budget.

7:47 **Treasurer’s Report – Victoria Owens**

Victoria reported that as of the end of September, “everything is fine!” Victoria’s written report will be attached to these minutes. The Finance committee meets the week of 10/26/2025 to discuss investment policy and reserve calculation. Victoria will report on the findings to the Board in November.

7:54 **Ministers’ Reports – Rev. Roger / Rev. Lucy**

The ministers submitted a written report, included in these minutes.

7:56 **Committee Substantive Issues, if needed**

- a. Program Council, Mathew - none.
- b. APMC (Administration and Property Management), Fred
 - APMC has performed cleaning and maintenance on the playground equipment.
 - The committee wishes to install a Dutch door in the small kitchen, leading to the covered patio. The committee has selected a bid from JPL Construction Services for \$11,680. APMC will request funding from the Endowment Fund but requests the Board approve the expense from the Capital Outlay Fund to cover any expenses not covered by the Endowment Fund. A motion to approve this expenditure from the Capital Outlay Fund was offered, seconded and approved by the Board.
 - APMC has agreed that we need to identify, and file with Sacramento County, the lot line, east of the labyrinth, before the construction of the Memorial Wall is begun. APMC feels this is an issue separate from the Memorial Wall expense. APMC is informing the Board that there will be a cost to confirm the lot line, and the cost is not yet determined.
- c. FRST (Fundraising Strategy), Dawn - none
- d. Nominating Committee, Emily - none
- e. Social Justice Coordinating Council, Andy

- Andy referred to the update provided in the October 18t, 2025 Congregational Meeting minutes.
- f. Safety Committee, Patty – discussed earlier in the meeting.
- g. UUA and PWR, Janet - none

8:12 Recap board decisions from October BOT for November Monthly Leadership Update:
Mathew

- Gratitude for a successful Congregational Meeting
- Restate the 2026 slate of Community Partners, approved at the Congregational Meeting

8:16 Closing: Mathew

8:20 Meeting adjourned

Earlier actions of the Board:

On October 14, 2025, Andy sent the following via email to all Board members:

I am asking for your vote on the use of funds to pay for portions of the memorial wall project. The project has two parts (the wall itself, and the mosaic that will be on the wall). The funding for the two parts will be handled separately as described below. My apologies for the long email. **Please reply with your vote by Friday 10/17 at noon.**

The first part of the project is the wall itself (approximately 90' of cinder block wall covered in stucco) behind the labyrinth. The memorial wall will be approximately 40' of this wall. The wall will replace an existing chain link fence on our property boundary. The estimated cost based on a firm bid is \$30K. There is also an uncertain surveying cost to confirm the exact property boundary (the team is working on this issue actively). Likely maximum cost is \$6K for the surveyor, hopefully less. **A YES vote will approve using the Capital Outlay Fund for these costs.** With the currently planned contribution to the fund for this fiscal year, the balance of the fund before these costs is approximately \$82K.

The second part of the project is the mosaic that will be on a portion of the wall. The cost for this part is \$35K to \$40K. This will be the Fund-A-Need project at the auction on November 8. The goal for the Fund-A-Need is \$35K, but we may raise less than this amount (or we may raise more!). The fundraising for the Fund-A-Need will remain open after the auction for those who would like to contribute but could not attend. There would likely be a table after the service starting soon to inform the congregation about the project and start building excitement around it. After the Fund-A-Need is complete, we will ask the Memorial Wall committee to request funding from the Endowment Fund to cover any additional costs. Given that we don't know the costs with certainty as of yet, we don't know how much the Fund-A-Need will raise, and we don't know how much funding the Endowment will contribute, **a YES vote would be a commitment from the Board to complete the funding for this part of the project from the**

Heritage Fund if that was needed. (Remember that we just approved moving the surplus from last fiscal year into the Heritage fund.)

RESULT: By October 16th, all Board members had submitted their vote via email, and both motions were approved.

Next Meetings:

- a. Executive Committee Meeting (via Zoom): Tuesday, November 11, 5 PM
- b. Board Meeting (via Zoom & in person): **Thursday, November 20, 6:30 PM**

UUSS Safety Committee Charter -

The UUSS Board of Trustees charters the formation of a Safety Committee. The Safety Committee is responsible for the oversight of congregational safety and is accountable to the Board. It recognizes and documents existing and potential hazards and risks of significant liability facing the congregation; recommends policies and procedures for safety; works with the Board on safety and security policies and procedures for the congregation; educates the congregation for the purpose of safely achieving the mission of UUSS; and serves as a resource for people to share their safety concerns. The Committee may reach out to and consult with members and community resources (including the Unitarian Universalist Association) for assistance in creating certain policies and procedures for the congregation. It may provide or arrange for relevant training for staff and volunteers.

Authority and Responsibility

The Board of Trustees assigns authority and responsibility to the Safety Committee to develop policy recommendations and implement procedures in the following areas:

- Emergency preparedness, including medical emergencies
- Building and grounds safety and security
- Appropriate response to violent and disruptive behavior
- Sexual abuse awareness and prevention

Accountability

- The Board of Trustees sets priorities for the Safety Committee at least annually, and the Committee is accountable to the Board for responding to these priorities.
- The Safety Committee will communicate with the Board on a regular basis via its Board liaison, and with the entire Board as needed.
- A member of the Safety Committee serves on the Congregational Safety Panel (as defined in the Disruptive Behavior Policy), along with a member of the Board and the Committee on Ministry.
- The Safety Committee works closely with the Administrative and Property Management Committee (APMC) on building and grounds safety recommendations, and with the ushers and greeters in developing and implementing procedures for response to violence and disruptive behavior at services.

Committee Membership

The Safety Committee will consist of at least four, but no more than eight members.

- Member of UUSS in good standing of at least one year, or reference from their previous congregation's clergy or professional religious educator.
- Background:
 - Experience or expertise in **law, emergency management, or health** (*preferred but not required; more recent experience may take precedence over past experience*)
 - Someone who brings **awareness and sensitivity** to the needs of **elders, persons with disabilities, and individuals from historically or currently marginalized groups**
- A minister will serve as an ex officio member (if the minister has other obligations, this will not preempt scheduled meetings)
- Candidates will fill out a questionnaire about relevant experience and interests
- Prior to the **Board** making selections, candidates will interview with a Board member, minister, and/or existing Safety Committee member.
- Ability to attend regular meetings, which will be scheduled once every month or two, depending on the committee's agenda and tasks. Between meetings there may be a need for doing research, subcommittee tasks or other additional work.

Applicant Questions for completing in advance and/or for follow-up in the interview

- Why would you like to serve on the Safety Committee?
- How long have you been participating in **UUSS**, or where (and in what years) did you previously attend a **congregation, UU or otherwise**?
- Were you previously a member of **this or another Safety Committee**?
- What **other committees** have you served on, either at **UUSS or other organizations**?
- As related to **Safety**, please explain your **Background, Experience, and Training**.
- What **safety issues** or **special areas of concern** would you like to address as a committee member?

UUSS Ministers' Report to the Board and Program Council ~ October 23, 2025

State of the Congregation

We are a busy congregation! Some Sundays there are not enough rooms for all the groups that want to meet. It's a great problem to have and a sign that the pulse of the congregation is actively beating.

Here's an update based on our goals for the year.

Membership Management: Work with volunteers and staff to enrich engagement for newcomers and integration of new members.

Lucy has completed an assessment of our membership program and handed off tracking of some of the component to Crystal Fountain who is assisting in this area. We have invited 25 new members to participate in our ceremony on November 23. This is the number who have joined

since 11/01/2024, the last time we held a ceremony. Eleven people have joined since July 1. Exploring UU and Newcomer Orientation continue to have attendance of 10 or more per session.

Social Justice: Engage with the Social Justice Coordinating Council to mobilize our congregation for advocacy work at the city and county level related to housing and homelessness.

The council is really finding its groove, especially having managed a successful Social Justice fair on October 12. Lucy is working with Andy Cramer on developing our advocacy program for the city and county. Roger is launching a new program in Climate and Animal Justice. Roger spoke at a prayer vigil for justice for immigrants organized by Sacramento ACT at the federal building where immigration court happens and where ICE is detaining some people in basement offices. Approximately 100 attended, with about 12 from UUSS, including trustees.

Strengthen our commitment to families with children and to building connections across the generations in the congregation. Religious Education is off to a good start for the year. Family dinner potlucks are also going well (next one this Friday); Thanksgiving dinner here is at 3 pm and the tree-trimming party and potluck dinner is Friday, Dec. 19. Crystal Fountain led a well-attended kid- and family-friendly Social Justice space during the Social Justice Fair. Roger met with Mags and Stu Matthews to hear her concerns and ideas. He and Crystal are helping her to implement some of them, including a family field trip to Hagan Park Nov. 15 and a family breakfast before the service perhaps once a month. We have a new curriculum for Our Whole Lives and are training and recruiting teachers for K to Grade 3 this winter.

Administration and Facilities: Support the Board of Trustees in its goals for the year, especially its work on Goal 4 of the Strategic Plan. Lucy is busy preparing for the first meeting of the staffing task force on October 30. It's great to have that part of the project started. Andy and Lucy have recruited a great team for the project.

Denominational Contributions

Internship-- Ensure that the ministerial internship (a first year of two, half-time) provides meaningful development opportunities for the intern and is enriching for the congregation. Sophia is off to a great start with a successful sermon on September 28. They also hosted our guest preacher on October 5 when both ministers were away. Roger and Sophia will attend a UUA webinar soon to learn about regional watch parties at which delegates and others could gather in common locations to participate in the online General Assembly in June of 2026. UUSS could be considered as a site for a watch party.

With office staff help, the UUSS ministers hosted a luncheon on Oct. 3 for area UUMA members to converse with the UUA President, Rev. Dr. Sofia Betancourt, and UUA philanthropy staffer Rev. Vail Weller. Approximately 30 ministers attended.

Professional and Spiritual Development

Lucy and Sophia attended the UU Ministers Assn. retreat of the Pacific Central Chapter last weekend. Roger participated in Sunday morning installation ceremony for Rev. Angeline Jackson at the UU Church of Davis. Lucy was a guest at a Starr King School for the Ministry class on church administration, offering her perspective on staff supervision.

Roger may be away the weekend after Thanksgiving Day, but Lucy and Sophia plan to be here all month in November.

Board of Trustee Goals for 2025-2026: *CHALLENGING BUT ACHIEVABLE*

Goals	Detail	Schedule	Actions	Status (as of Oct 2025)
1. Replace the website software, and revise the content and organization as appropriate	<ul style="list-style-type: none"> • Consider our brand and visibility in the community • Coordinate with PC 	<ul style="list-style-type: none"> • Sept 2025 through May 2026 	<ul style="list-style-type: none"> • Form a task force to focus on this goal • Identify and procure a consultant to perform technical tasks 	<ul style="list-style-type: none"> • Task force has been formed.
2. Implement key aspects of the Strategic Plan	<ul style="list-style-type: none"> • Develop a 5+ year staffing plan • Revise the Facility Master Plan • Support efforts to develop cong. leaders • Coordinate these efforts with PC 	<ul style="list-style-type: none"> • Oct 2025 through Jan 2026 for staffing plan • Start Facility Master Plan update in early 2026 	<ul style="list-style-type: none"> • Form a task force to develop the staffing plan • Talk with consultants and develop rough scope for Facility Master Plan update 	<ul style="list-style-type: none"> • Task force has been formed, first meeting Oct 30.
3. Evaluate overall progress in implementing the Strategic Plan	<ul style="list-style-type: none"> • Coordinate with PC • Assessment of goals and objectives • Clarify inputs 	<ul style="list-style-type: none"> • March through May 2026 	<ul style="list-style-type: none"> • Report out at May 2026 Congregational Meeting 	<ul style="list-style-type: none"> •

Other Tasks for the Year				
a. Re-establish the Safety Committee	<ul style="list-style-type: none"> • Develop member vetting procedures • Recruit members 	<ul style="list-style-type: none"> • Sep 2025 through Dec 2025 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Task Force has developed draft procedures (Oct 25)
b. Prepare for the Fall 2025 Congregational Meeting		<ul style="list-style-type: none"> • Sep – Oct 2025 	<ul style="list-style-type: none"> • Initiate at Sep 2025 Exec Committee mtg 	<ul style="list-style-type: none"> • Complete
c. Prepare for the Spring 2026 Congregational Meeting		<ul style="list-style-type: none"> • Mar – May 2026 		
d. Develop a budget for 2026-2027	<ul style="list-style-type: none"> • Initiated by Finance Committee • Coordinate with Stewardship Committee 	<ul style="list-style-type: none"> • Jan – April 2026 		
e. Evaluate the ministers relative to their goals for the church year		<ul style="list-style-type: none"> • May – Jun 2026 		

Board Events	Date
Recruit - GA Delegates	1/1/2026
Budget/Review of contracts, letter of intent	3/1/2026
Stewardship Campaign	3/1/2026
Spring Congregational Meeting	5/17/2026

MONTH	OPEN/CLOSE	LEADERSHIP NEWSLETTER
JULY	ANDY CRAMER	DAWN HUEBNER
AUGUST	PATTY INNES	PATTY INNES
SEPTEMBER	JANET LOPES	JANET LOPES
OCTOBER	MATTHEW ESPINOSA-CASTRO	MATTHEW ESPINOSA-CASTRO
NOVEMBER	FRED PANNEK	FRED PANNEK
DECEMBER	EMILY MORAN-VOGT	EMILY MORAN-VOGT
JANUARY	CARL CRAIN	CARL CRAIN
FEBRUARY	PATTY INNES	PATTY INNES
MARCH	DAWN HUEBNER	DAWN HUEBNER
APRIL	FRED PANNEK	FRED PANNEK
MAY	MATTHEW ESPINOSA-CASTRO	MATTHEW ESPINOSA-CASTRO
JUNE	EMILY MORAN-VOGT	EMILY MORAN-VOGT