

## UUSS BOARD OF TRUSTEES MEETING

Thursday, May 28, 2026, 6:30 p.m., in person and **via Zoom**  
**MINUTES**



**In Person:** Andy Cramer, Victoria Owens, Fred Pannek, Rev. Lucy Bunch, Sophia McKean

**Via Zoom:** Janet Lopes, Carl Crain, Mathew Espinosa-Castro

**Not Attending:** Dawn Huebner, Patty Innes, Emily Moran-Vogt, Rev. Dr. Roger Jones

**Incoming Board Members attending:** Ted Scott-Femenella (in person), Lue Bishop (Zoom)

6:33 Andy called the meeting to order, established a quorum. Mathew provided the opening.

6:35 Board approved the April minutes.

6:40 Board Business

1. Letter to SALAM Islamic Center: Rev. Lucy asked that the Board approve a letter of support to the Salam Center, in the aftermath of the recent attacks and killings of Muslim community in San Diego. Lucy read the letter (copy included in these minutes) and the Board approved the message of support.
2. Master Plan update: Andy reported on his recent conversation with Dominic Mogavero of Mogavero Architects. Dominic suggested that the first step was to interface with the County to determine the County requirements if the current master plan is altered. Dominic will prepare a proposal, based on hourly charges. Consensus of the Board was to request the proposal. Andy will report back at the June meeting. Janet will reach out to UUA resources.
3. Congregational Meeting Recap: Andy asked the Board for comments on the May 17, 2026, Congregational Meeting. A concern regarding the length of the meeting was expressed. The Board expressed gratitude for Victoria's budget presentation, and to the congregation for approving the 2026/2027 budget.
4. Member Engagement Coordinator: Based on the approval of the 2026/2027 budget, plans to hire a Member Engagement Coordinator are moving forward. Lucy distributed a proposed job description, included in these minutes. Members suggested that gender identity and sexual orientation consideration be included in the statement regarding commitment to welcoming individuals of diverse backgrounds. Lucy will post the job opening on various platforms and begin the interview process. Lucy reported that a task force, chaired by Mary Howard, including Joyce Ownbey (Program Council) and Margo Marvin (Greeters) will also interview applicants. Lucy suggested that a Board member be added to the task force, Victoria and Fred volunteered.

7:15 Task Force Updates

1. Website Replacement – Mathew stated that there has been no positive information from the UUA regarding new style guidelines, therefore the Task Force is moving ahead with the Cedar Lane format and will release RFP's to multiple vendors before the end of May. Mathew was happy to report that a new UUSS member had joined the Task Force, Patti Purvis-Thielman. The Task Force continues to develop a new UUSS logo, and Mathew shared the latest version.
2. Ministerial Evaluation: Andy reported on a variety of ministerial evaluations from other congregations. The Task Force will meet again before the June Board meeting and will provide Board members with information on the evaluation format they thought was best.

7:30 Administrative Report: Rev. Lucy reported that the upgrading of office computers, with newly refurbished units, is 95% complete. The new sanctuary screen and projector will debut on a Sunday in June. Lucy advised that Krystal Gollaher will be on a two-week medical leave beginning June 1.

7:35 Treasurer's Report: Victoria submitted a written report, which is included in these minutes. Victoria advised that as of the end of April, we have a \$57,000 surplus, and she reported that "everything is going well!" Andy inquired if UUSS has been reimbursed by the PWR for staffing costs during the April Assembly. Victoria advised that the information would be passed to PWR shortly.

7:42 Ministers' Reports: Rev. Lucy submitted a written report, which is included in these minutes.

7:43 Committee Substantive Issues, if needed

- a. Safety Committee: Patty submitted written comments which are included in these minutes.
- b. Program Council: Mathew reported that Program Council was developing new Food Fellowship opportunities.
- c. APMC (Administration and Property Management): Fred reported that AMPC is working on ways to increase the number of Handicap parking spaces, near the church entrance. APMC suggested that a redevelopment of the children's playground be considered as this year's Fund in Need. APMC reports that the kitchen Dutch- door is fully installed and operational, and that the Brew Crew is very pleased.

- d. FRST (Fundraising Strategy): Dawn provided a written report which is included in these minutes.
- e. Memorial Wall Committee: Fred reported that stage 1, the construction of the cinder-block wall is complete. The Memorial Wall committee visited the mosaic artist's studio, in Davis, and is excited about the progress on the mosaic river. Installation of the artwork and completion of the wall is scheduled for late August.
- f. Nominating Committee, Emily
- g. Social Justice Coordinating Council: Andy stated that the next Sac Act Lobby Day is scheduled for June 8<sup>th</sup>, and that email lobbying is underway. There will be a resistance weekend on July 11-12, including a Peter, Paul and Mary sing-along, donations from which will benefit our Community Partner, Loaves and Fishes. Andy discussed the June 7<sup>th</sup> event which will be a service based on Belonging and followed by the UUSS Pulse Survey Presentation, and discussion groups. Andy mentioned the continuing increase in collection plate offerings which benefit our Community Partners.
- h. UUA and PWR: Janet submitted a written report which is included in these minutes. Janet emphasized that the PWR team was very impressed with UUSS staff, volunteers and RE programs. Discussion of the need for UUA GA General Assembly delegates.

7:57 Recap board decisions from April BOT for May Monthly Leadership Update: **Mathew**

- Website update
- Congregational Meeting recap
- Announce the search for Member Engagement Coordinator
- UUA GA – Delegate Call

8:01 Closing: **Mathew** and meeting adjourned.

UNITARIAN UNIVERSALIST SOCIETY  
2425 SIERRA BLVD.  
SACRAMENTO, CA 95825  
UUSS.ORG (916) 483-9283



SALAM Islamic Center  
4545 College Oak Dr.  
Sacramento, CA 95841

May 31, 2026

To the leadership and congregation of the Salam Islamic Center:

On behalf of the congregation of the Unitarian Universalist Society of Sacramento, we extend our deepest condolences and heartfelt solidarity with you following the tragic shooting at the mosque in San Diego. We are horrified by the violence that targeted the school and by the pain your community and Muslim communities and families everywhere are experiencing.

We stand with you in mourning, in outrage at hatred and violence, and in commitment to justice, compassion, and mutual care. As a faith community committed to religious pluralism, we commit to speaking out against hatred and vitriol directed towards your community and all Muslims. During these challenging times in our nation, we stand with you. Do not hesitate to contact us if you need support in any way.

In sympathy and solidarity,

Handwritten signature of Roger Jones.

Rev. Dr. Roger Jones, Co-Minister

Handwritten signature of Lucy Bunch.

Rev Lucy Bunch, Co- Minister

Handwritten signature of Andrew Cramer.

Andrew Cramer, President, Board of Trustees

## **Unitarian Universalist Society of Sacramento**

### **Newcomer and Member Engagement Coordinator**

**Goal:** To better guide newcomers into membership, and newcomers and new members into greater engagement in congregational life. The Newcomer and Member Engagement Coordinator (NMEC) will do this directly through their own work with newcomers/new members, and indirectly through training and supporting volunteers in membership and engagement.

**Time/hours:** 20 – 25 hours a week, of which must include 9 a.m. - 1 p.m. Sundays and four hours in person on either Wednesday or Thursday; other hours negotiable.

**Accountability:** Supervised by Rev Lucy Bunch Co-Senior Minister. Meets with supervisor weekly. Provides monthly report on activities. Attend Board or Program Council meetings as necessary.

**Partners with:** Ushers and Greeters, Office Assistant, Bookkeeper, Religious Education Coordinator, and various volunteers engaged in membership related activities.

#### **Responsibilities:**

- Manages or supports all activities related to newcomers and new members.
- Is a prominent and effective support/point of first contact for newcomers
- Tracks engagement of newcomers; provides outreach and follow-up including assigning newcomer ambassadors.
- Manages all aspects of the Congregational Database (Breeze) including data entry and maintenance (except for pledges and finance). Supports member access to database.
- Manages volunteer development in cooperation with ministers and other leaders.
- Coordinates and supports classes related to newcomers and new members (currently newcomer orientation, Exploring UU and new-member classes) in cooperation with ministers.
- Develops and establishes new programs to integrate new members into the community.
- Works closely and cooperatively with volunteers involved in greeting and membership support. Attends quarterly greeter/usher meetings.

#### **Experience, Knowledge, Skills and Qualities:**

##### *Essential*

- Personal warmth and a friendly, open manner
- Skill in interpersonal relations and group dynamics
- Knowledge of, or willingness to learn, Unitarian Universalist purposes, principles, sources, history, and traditions.
- Clear boundaries as a staff member who is among and closely involved with, members of a community
- Commitment to welcoming individuals of diverse backgrounds and particularly attuned to issues of race, ethnicity, and physical & mental ability
- Self-motivation, good organization, detail orientation, ability to follow through with and delegate responsibilities
- Collegial and collaborative approach to other leaders, lay and professional
- Clear written and spoken English
- Knowledge of, or willingness and ability to learn: Word, Excel, Google Drive, Breeze.

##### *Desirable*

- Experience with Unitarian Universalism

- Experience in a faith community
- Experience as a membership volunteer or staff member.
- Experience with Database management

Salary \$ 23-25 per hour depending upon experience.

Benefits: professional expenses for training opportunities. Sick leave, disability insurance, retirement program (which would fund 10% of salary after 1,000 hours in one calendar year)

May 28, 2026

## **UUSS Treasurer's Report for the month of April 2026**

**UUSS finances are quite healthy. As of April 30, UUSS had a year-to-date net gain of \$67,162, a surplus over the budget of \$57,527. UUSS will almost certainly have a surplus at year end.**

### **A. FISCAL YEAR YEAR-TO-DATE NET INCOME**

**Our year-to-date revenue as of April 30 was \$821,869, 10% over budget. Expenses were \$754,706, 2% more than budgeted. Year to date, our revenues are better than expected and our expenses are well controlled.**

- Non-pledged revenues continue to be robust. This revenue comes primarily from new people and reflects the continuing health of the congregation.
- Building Rentals and Investment Revenue have both already exceeded their budgeted revenue for the entire fiscal year.
- Expenses are in line with the budget. No anomalies noted.

### **B. April Highlights**

April revenue was 6% over budget, and expenses were also 6% over budget. This resulted in a month-end net loss of \$27,031, compared to the \$24,860 loss in the budget.

- Plate income continued to be up in April, with all other revenue in line with the budget.
  - Expenses for April continue in line with the budget.
- No anomalies noted.

### **C. Reserves**

The UUSS Reserve Ratio, comprised of combined balances of the Reserve Fund, Heritage Fund and Bequest Fund as a percentage of UUSS annual expenses, is 61%. The Operating Fund is healthy at \$323.880.

### **D. Balance Sheet (Total Assets: \$2,560,453)**

#### **1. Operating Fund (Fund 01): April 30 balance \$323,880.**

**The Operating Fund is used for the standard income and expenses of UUSS.** It includes the Reserve Fund (balance \$116,568). The Reserve Fund is money UUSS has set aside for emergency situations.

**2. Temporarily Restricted (Fund 02): April 30 balance \$494,668.**

**The Temporarily Restricted Fund is used to hold any one-time donations and collections to be used for a specific purpose.**

This includes Bequests (balance \$331,043) and the Heritage Fund (balance \$91,281).

**3. Endowment Trust (Fund 03): April 30 balance \$490,350.**

**The Endowment Trust was created for members to donate for the long-term aid of UUSS. It gives out a portion of its funds each year as grants for projects benefitting UUSS.** The building loan from the Endowment Trust to UUSS (balance of \$259,976) is both an asset for the Endowment and a liability for UUSS. It is a 1% interest-only loan. Payments are \$2,600 per year. The current loan term is July 1, 2025 to June 30, 2035.

**4. Property and Equipment (Fund 04): April 30 balance \$1,251,556**

**The Property and Equipment Fund accounts for all UUSS property, including the building and land.** This fund contains the land and building (book value \$1,231,698) and the Capital Outlay Fund (balance \$20,663).

## **UUSS Ministers' Report to the Board and Program Council**

**May 28, 2026**

### **Observations:**

- We are a busy congregation. It is now difficult to book a room on a Sunday after church.
- We are fortunate to have three trained Labyrinth facilitators in our congregation: Christie Brazile, Jan Haag and Lucy Bunch. Christie hosted a World Labyrinth Day event on May 2, and 20 people came out to experience the labyrinth.
- The UUA staff spoke highly of our staff at a meeting debriefing the regional assembly.

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

It is exciting to be recruiting a new staff member to support newcomer and new member engagement. Lucy has had at least four indications of interest. We will present a job description at the board meeting and anticipate opening the recruitment in early June.

Twenty newcomers attended the orientation on May 10. Twenty-two attended the exploring class on May 24. At the service on May 31 we will have a new member welcome ceremony. We invited the 27 people who have joined the congregation since December, and 22 of them have said yes.

Currently we have 406 members and 89 pledging friends. Over the next few months we will reach out to the new pledgers from the pledge drive to encourage them to join when ready.

### **Social Justice: Mobilize our congregation for advocacy work at the city and county level related to housing and homelessness.**

Lucy attended the press conference for the announcement of the results of the point in time count of unhoused people in Sacramento County. At that event she engaged with the leaders of the Hope Cooperative, a leading organization providing support to the homeless to discuss possibly partnerships between them and UUSS. Stay tuned.

ON April 25, Lucy spoke at a rally in support of immigrant rights, at the Federal Immigration building sponsored by Indivisible Carmichael. Several UUSS members participated.

### **Strengthen our commitment to families; build connections across the generations.**

Summer RE plans are being finalized. The program is designed to be engaging for all ages. Stay tuned for more information. We had a wonderful circle service for Earth Day where everyone contributed to creating a mandala of gratitude for the earth. It was well attended with multiple generations represented.

### **SAFETY COMMITTEE**

Greetings from Warsaw!

As I'm standing in a very long line to get into the Warsaw Uprising Museum (along with several groups of energetic middle school students on field trips), I remembered that I should ask you to give the Board a brief update on the Safety Committee May meeting in Roger's and my absence. These are some of the things we discussed:

John updated us on the new keypad locks that had just been installed for the outer doors of the classroom. We discussed a safe room procedure, including identified room(s) capacity, and a planned drill (after a service). We discussed CPR and Mental Health First Aid classes and identified those who would be appropriate to send to the classes (lay leaders, etc).

Thanks, Patty

### **FRST**

1. FRST agreed to work with Ellen (who runs the UUSS bookstore) to think through UUSS "merch" once we have our new logo. FRST will also take responsibility for getting the new logo onto Zazzle.
2. FRST discussed donor recognition at UUSS, both the Donor Tree and the Book of Generosity and Gratitude. FRST is recommending a slight re-wording of the Policy and Guidelines crafted in 2017, and will send a draft to the Board in the coming months. The main thrust of the changes is to clarify that the Tree will be updated every 3 years (starting in 2026) and also after special campaigns/appeals. Bequests of \$25k or more will be recognized as soon as the money is received. And FRST would like to make sure the wording is clear about when and under what circumstances pledges are considered, versus non-pledge donations.

## PWR

There were two final debriefs about Regional Assembly: one with the PWR Board and one with PWR & UUSS folks. PWR Board and others involved in running RA were very complimentary of UUSS. They loved our campus, its layout, the labyrinth, and the beauty of our grounds. They also were impressed by the abilities of our staff and their flexibility in adjusting to changes. They loved our friendly helpful volunteers and commented on how they felt truly welcomed on Sunday morning. Feedback I received from our staff was positive. The Assembly weekend seems to have been a good experience for them. The frustrations that accompanied the planning process are mostly due to the short time frame in which RA was put on. This should be much less an issue if we host future PWR gatherings. For example, the 2028RA planning will begin this November. All in all, it turned out to be a positive experience and I would recommend UUSS consider doing more denominational events in the future (but not toooo soon!).

## UUA

General Assembly runs June 14-21. UUSS can send up to 8 delegates to represent us at GA. To my knowledge, we currently have one delegate - Fred Pannek. If you would like to be a delegate or know someone who might be interested, please have them talk to Roger or me.

GA can be attended online and registration is still \$350. Financial support is available for those who might need it. We will work toward having a viewing party for the Ware lecture, as we've done in the past. I don't have more info about that right now.

Janet Lopes, Liaison PWR & UUA

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