Board of Trustees
MINUTES
Hybrid Meeting
6:30 pm Wednesday,
June 24, 2026

Attendance

In-person: Lito Bujanda-Moore, VP; Kathleen Fonseca, treasurer; Mike Brand, secretary; Paul Homburg; Mary Barad; Rev XK, minister

Zoom: Mark Rockeymoore, president; Debu Dasgupta; Bill Pridgen

Gathering, Establishing Quorum

The meeting was called to order at 6:32.

Opening words: Rev XK

Mike was appointed as Process Observer, Bill as Time Monitor

Check-ins

Consent Agenda - Approval of Written Reports in this month's Board folder (5 minutes)

- Prior Month Board Minutes (Mike)
- President's Report (Mark)
- V. President's Facilities Report (Lito)
- Treasurer's Report (Kathleen)
- Financial Statements (Kathleen)
- Minister's Report (Dr. XK)
- Coordinating Council Meeting (Dr. XK)
- LDC Report (Lito)
- Trust Fund for the Endowment Report (Mark)
- CREF Report (...)
- Stewardship Report (Bill)
- Capital Campaign Report (...)
- Digital Communications Manager Report (...)

The above items were approved. It was noted that liaisons responsible for several reports need to be assigned

6:45 pm – Discussion Agenda

- Board liaison assignments for each committee (LDC, Trust Fund for the Endowment, CREF, Stewardship, Capital Campaign, Digital Communications Manager Report)
  Lito to send email to board members regarding requirements for each liaison so board members can be aware of commitment required
- Update on FEMA grant renewal. Updated to identify Mark as the Entity Administrator
  Lito provided a brief history of the current grant. An entity administrator is required. That process is progressing. Must renew the grant by July 14th. Lito, Mark and Rev XK are working on it.
- Personnel Committee. The Charter was accepted in the May meeting, we just did not have time to identify the committee and get them started. There are volunteers who are interested: Tracey Knouse, Rebecca Edgin-Harrington, and Sal Lopez.
  Rev XK explained the rationale for forming a new Personnel Committee (PC). Lito explained the specifics of the committee. Mark recommends that the first charge of the PC should be to prepare a document outlining qualifications to be on the PC. Kathleen volunteered to be board liaison to PC.
- Replacing the aging sanctuary HVAC system will cost ~$70K. In May, a motion passed to put out a call, in June, for a congregational meeting to approve replacing the needed HVAC unit.
  One of two large units for sanctuary is 6 years past expected useful life. Lito recommends that members from the Trust Fund of Endowments be involved in explaining to the congregation the need for using those funds and how that differs from Stewardship funds.
  The current HVAC contractor is the company Jack Lawrence (JL).
  Current plan is: 1) request updated quote from JL. 2) Call to congregation to be made on June 28th for a special meeting on July 19th to approve use of TFE funds. 3) Quotes from 2 other companies. 4) Decision on which contractor to use.

7:23 pm - Break

7:30 pm - Discussion Agenda (continued)

- Discuss any updates with the Minister: rental agreements, key access.
  Rev XK provided updates on campus security issues including door alarms. Top priority is to determine who is accessing the doors and when. Currently key FOBs are not unique. Lito will ask about tracking key FOBs.
- 11-month walk-through of Fellowship Hall renovation.
  The date of the meeting is Aug 19. The goal is to have a list of concerns by at least a week prior. Lito to take lead on meeting with contractors.

- Discuss 2nd Year Annual Interim Ministry Appraisal (document in board drive)
  Mark will take lead on interviewing board members regarding the appraisal.
- Discuss initiative for extended communications between Board and Congregation
  - Discuss the possibility of a Task force to improve Board-Congregational Relations
    Mark invited new board members to share suggestions they have to improve communication between the board and the congregation. A variety of suggestions were made. General consensus was that current communication mechanisms are inadequate and a variety of new methods should be tried. No specifics established, with details to be determined at later meetings.
    Lito proposed that the email address board@uusat.org be resurrected for use by members to more easily communicate with the board. All agreed and that only Pres or VP respond to emails unless they specifically invite another board member to respond.
- **LAST MINUTE ADDITION:** Policy request from Member Care team. Request uploaded to the shared drive folder.
  Discussion postponed to next board meeting

7:55 pm- Closing

- Process observation comments (Mike)
- Time Monitor comments (Bill)
- Upcoming Events (All)
- Closing Words (Lito)
- Adjournment

8:00 pm - Executive Session

No votes take

Upcoming Calendar Events:

- **July Board meeting** July 15th

Faithfully submitted,
Michael Brand, secretary