

**University Unitarian Church
Board of Trustees Meeting
May 19th, 2026
Time: 7PM-9PM**

Attending:

**Hugh Kimball, President
Lora Poepping, Vice President
Mike Kasprzak, Treasurer
Alison McCormick, Secretary
Becca Hutcheson
Sooraj Kuttykrishman
Nicholas Eddington**

**Guests: Chuck Harwood, Congregation Moderator
Eric Brown, Ministerial Aspirant, Starr King**

1. Mike:

Chalice Lighting and Opening Reading

2. Hugh:

Opening Discussion Question: "what is your favorite spiritual practice?"

3. Chuck Harwood

Discussion of June 14, 2026, Congregational Meeting

Chuck discussed the email he sent to BOT, summarizing the final version of Congregational Meeting Agenda, with the voting process and logistics arranged.

Voting cards prepared and distributed during check in to facilitate hand votes. Three vote counters planned to ensure accurate tallying. Check in led by John Crusisus, with volunteers to support vote counting. Quorum set at 50 members with plans to start promptly to meet quorum.

Membership and donation status clarified- Some members donate their full pledge early in the fiscal year, causing records to show no recent donations. Stewardship committee checking to ensure active donors are not excluded from the meeting.

Budget presentation and approval process outlined:

Finance committee and designated BOT member to present the budget and answer questions
Anticipation of questions on staff compensation, RE program funding and unemployment insurance addressed proactively.

A stewardship sponsored "Road Ahead" meeting is planned to address budget questions and provide clarity.

Technical and procedural concerns addressed.

Zoom integration with tricast system remains unresolved with contingent plan for simpler remote participation. Voting participation methods for remote attendees are a key focus to ensure inclusivity. Meeting start time and breakfast arrangements will be confirmed soon.

4. Hugh:

Eric Browne - Ministerial Aspirant
See Attached Documents

The BOT welcomed Eric, a ministerial aspirant supported by the congregation who shared his background and current seminary application progress. Eric shared his journey and leadership roles which include:

Currently facilitating grief support, and leading a men's group to enhance spiritual engagement. He Introduced chalice lighting into the men's group leading to deeper discussions and new member engagement. He is passionate about theater and youth empowerment through storytelling and Shakespeare programs.

Eric has applied to Starr King School for Ministry with priority registration in April. The program is hybrid, so he will attend part time at the Berkeley campus as well as online with the goal of settled ministry. He Intends to work with marginalized groups such as teens in prisons. Eric anticipates increasing support needs as his ministerial journey continues. Eric expressed gratitude for our congregation's support and openness to future conversation about needs.

5. Becca:

Status of Onboarding New BOT Members

The BOT is developing clearer job descriptions and onboarding process to prepare members for their roles effectively with ongoing refinement planned over the summer.

Job Description drafts circulated and under review. Meredith and Lora collaborated on drafting detailed descriptions for BOT member and officers

Board members encouraged to review and provide feedback for accuracy and clarity. Suggested changes include more precise working around oversight vs. direct responsibility especially regarding senior minister selection and program approval Orientation and retreat scheduling is planned for August 25th, with a retreat planned for early October focusing on strategic discussions. Orientation will help new members understand responsibilities and the foundation for effective governance.

6. Board Evaluations Discussion

Lora and Hugh

Relationship with congregation and future support needs:

We view the board relationship as foundational for ongoing mentorship and connection through formation. BOT expresses gratitude for congregational support and openness to future conversations about needs.

Board Reflections and Appreciation

BOT members reflected on their experiences, highlighting growth, collaboration and mutual support.

Hugh expressed how he valued the team's support during his presidency as key to success. Alison highlighted deepened relationships and a sense of belonging through board service. Mike appreciated the treasurer role as a grounding point and the positive interaction with Rev Doug, as contrasting with past terms.

The need for learning and personal growth was emphasized by members to gain understanding of church governance. Members expressed feeling more connected to the congregation and trusted in leadership roles. The BOT openness to strategic things marked a positive shift from the past. Going forward it was acknowledged there is a need for ongoing strategic visioning and the importance of social connection /culture building.

BOT discussed attendance and accountability. Suggests adopting a 'three strikes' policy for missed meetings to maintain engagement. We recognized challenges balancing accountability with compassion for members' busy lives and health. Board wants to encourage clear expectations and conversations regarding member participation.

BOT members discussed opportunities to improve meeting structure, agenda planning and inclusivity to enhance engagement. Thoughtful agenda planning was emphasized. Lora discussed the importance of the 'hidden volunteer' efforts.

Discussion of appropriate board size and function. Consensus is that a board size of 5 to 7 members allows meaningful discussion and decision making. Larger might complicate decision making. Other ideas discussed included onboarding of new members, enhanced orientation etc. Board Buddies? Broadening input on agenda creation beyond offices will improve inclusivity.

7. Treasurer Report

Mike

The Finance committee will be meeting to approve the final budget for next year later in the week. The committee will also identify the presenters for the congregational meeting. The BOT agreed to meet via zoom this Thursday at 7PM after the Finance Committee completed its work.

Upcoming Important Dates:

- June 14, 2026 - Congregational Meeting
- June Board Meeting - Tuesday 6/23/26 6-830 pm
- Note: Outgoing Board Members will not be present at this meeting, but new BOT members will be.
- The Road Ahead 2 May 31/26 1-230 pm

Minutes Submitted by:

Aison McCormick

June 23, 2026