

Minutes of UUFSD Board Meeting
Sunday, January 25, 2015, 12:30 pm - 2:10 pm
Palmer Library, UUFSD

Board Members present:

Lisa Shaffer, *President*
Ashley Phillips, *Vice-President*
John Atcheson, *Past President*
Clint Stoddard
Don Jones
Maria Penny

Also present:

Reverend David Miller, *ex officio*
Alison Crotty, *Director of RE*
Tracey Weiss, *Congregational Administrator*
Glen Bowden, *Treasurer*
Mark Tuller, *Corporate Secretary*
Dave “didge” Masser-Fry, *Pledge Team*
Sam Blakistone, *YRUU Representative*

Absent: Bev Majors

The President convened the Board meeting at 12:30 pm, the chalice was lit, and the President gave opening words.

Celebrations. The Board celebrated the January Congregational meeting, the meeting to review the preliminary architects’ plans, the successful and well-attended holiday activities, the gospel workshop, the emma’s revolution concert, the recent new member orientation, and the returning health of Rigdon Currie and Dale Gottdank.

CONSENT AGENDA

The Board **APPROVED** the agenda and the minutes of the November 16, 2014 Board meeting.

NEW ACTION ITEMS

-*SUUN Board.* The SUUN Board needs two lay members from UUFSD. **Each Board member** to come to next meeting with the names of two potential candidates for these positions.

-*Staff salary review.* **Ashley Phillips** to get with Personnel Committee regarding needed salary review based on UUA guidelines and circulate by email to the Board so the Board can decide by email upon a goal, and transmit that goal to the Pledge Team.

-*Socially responsible investing.* **Lisa Shaffer, John Atcheson, Rev. David** to work toward a Congregational vote (Earth Day) on socially responsible investing, using the UUA suggested process.

-*Auto-pay problems.* **Glen Bowden** and **Maria Penny** to work on identifying and fixing pledges with auto-pay problems, and enlist **Board members** and Finance Committee as needed to help collect arrears and communicate appropriately to affected Members.

-*Committee budgets and reserves.* **Glen Bowden** to send to each Committee chair the details of their budgets and reserves to see if they are properly reconciled. **Board liaisons to each Committee** to communicate to each Committee that they should focus on their budget (and reserves, if any) to assure reconciliation and proper use.

-*Two services evaluation.* The February agenda to include an item on how to evaluate the two services, and what methodology to use. (Susan and Kathryn developed a methodology.)

-*Fundraising strategy.* How to organize array of fund-raising efforts; who will organize Spring event; how to strengthen our culture of generosity – David, Lisa, & Ashley will be discussing this before the Board meeting and will bring a proposal to the Board meeting—this didn't really get discussed in January Board meeting. However, Lisa has organized a team to plan and run a spring auction.

OLDER ACTION ITEMS

-*Board governance training.* **The Board** to revisit whether to pursue Skype Board governance training early next year, as offered by Beth Ellen Holimon. Board secretary will help Board president remember to put this on the agenda, eventually.

-*Community Resource Center.* **Ashley Phillips** to work with Rev. David and the Worship Committee to invite new CRC Director Paul Thompson to be introduced to the congregation at a worship service. Rev. David had lunch with Paul; scheduling still TBD.

-*Auction follow-up.* **Rev. David** to follow up with Young Adults to make sure someone is tracking remaining unpaid purchases. ONGOING—Bev Majors has started work on this.

-*Conformance of committee practices and by-laws.* **Mark Tuller** to compile running list of discrepancies between the by-laws and practices customarily used by the committees, and amend by-laws as necessary, such as procedure for appointing and confirming Committee on Ministry members. This could be an agenda item in October. Ongoing; Caroline DeMar is interested in working with Mark Tuller.

REPORT ON PLEDGE TEAM PLANS

Didge Masser-Frye reported on the plans for the Pledge Drive on behalf of the Pledge Team (Didge Masser-Frye, Scott Thatcher, Roger Doebke, Jim Hagan, and Mark Tuller).

The Pledge Drive will not be synchronized with the upcoming Capital Campaign in terms of dates or simultaneous solicitation. However, the Pledge Team will be prepared to explain the difference between the two and the importance of each. Additionally, the “Filling Up and Flowing Over” logo may be used in each drive (the Pledge Drive being the annual Filling Up, and the Capital Campaign being the once-in-a-generation Flowing Over).

Letters will go out in a few weeks, and the Pledge Team will in general use the techniques of last year, such as the matching pool for incremental pledges (“your increase will be doubled”), the thermometer, the weekly speakers, and the follow-up calling. To avoid Pledge Team burnout, the goal is to conduct the campaign with managed effort, a clear end date, and repeatable programs.

Didge asked whether the Board had a dollar goal for the pledge drive, or particular programs in mind that would impact whether the Pledge Drive should have a more aggressive goal than last year. After discussion two new funding needs were identified that should be included in the Pledge Drive: raising matching funds for the proposed Director of Fellowship Life (up to \$50,000, see discussion below); and raising funds to permit staff salaries to be raised.

Discussion included the following points: Is it possible to merge the Pledge Drive and Capital Campaign (no); should we delay or collapse the timeframe of the Pledge Drive (collapsing may be a good idea); should the pledge solicitation be called the Pledge *Drive* to distinguish it from the Capital *Campaign* (good idea); should the Pledge Team speak with the UUA consultant for the Capital Campaign (possibly); wouldn't it give a sense of urgency and finality to celebrate the *end* of the Pledge Drive rather than the *beginning* (good idea).

So that the thermometer will start out above zero, Didge solicited the Board members to submit their pledges in the near future. Ideally, Board pledges would include an incremental amount over last year for the matching incentive pool, based on 1) the desire to raise matching funds for the Director of Fellowship Life and 2) the need to raise staff salaries.

Treasurer's Report

Glen Bowden reported that thanks to Jill Ballard and Kathryn Sturch, financials for the current year are available to discuss; the past fiscal year still presents some problems.

The biggest problem with the current financials is the deficit in pledge income. Current fiscal year pledge receipts are down by \$50,000 compared to last year at this point in the fiscal year. Approximately 10% of pledgers elected in last year's pledge forms to make auto-payment through their bank or Pay-Pal. Inadvertently some of these auto-payments were not set up, and the pledgers have not in fact been paying anything. The size of the problem and the number of affected pledgers is something Glen and Maria Penny will dig into in early February.

UUFSD must send out the annual IRS charitable contribution tax letters to members by January 31, which will explain the auto-payment shortfall issue, and Board and Finance Committee people will be following up to collect the shortfall in early to mid February. There was discussion whether this difficulty with last year's pledges would impact this year's pledge drive, and it was agreed the Pledge Team would have to be equipped to explain what happened, how it has been fixed, and why it will not happen this year.

Director of Fellowship Life

Lisa Shaffer reported on the progress of seeking a matching grant from the Spirit Level Foundation to hire a part-time (20 hours per week) staff member to support and energize fellowship life. The proposed Director of Fellowship Life would coordinate programming, take on administrative and organizational burdens of volunteer activities, organize fundraising, and enhance membership engagement.

The cost would be about \$100,000 for a three year position (after which the position would ideally pay for itself through increased membership and pledges), with half coming from the Foundation and half from increased Fellowship fund-raising. There is a plan in place to ensure that the required matching funds will be available if the Spirit Level Foundation gives us a grant.

DECISION:

Upon motion made and duly seconded, the Board unanimously **APPROVED AND ENDORSED:**

1. The creation of a part-time staff position of Director of Fellowship Life or similar, contingent upon the following.
2. The submission of an appropriate proposal to the Spirit Level Foundation
3. The granting of a \$50,000 matching grant from the Spirit Level Foundation
4. The raising of \$50,000 in matching funds from the Fellowship; and

DELEGATED TO Lisa Shaffer, *President*, the authority to implement the above as necessary and to redelegate to others or other Committees any responsibility and authority necessary to accomplish these ends.

Socially responsible investing

John Atcheson raised the issue of assuring the Fellowship's funds are invested in funds that promote socially responsible and sustainable practices. These would include funds that include no fossil fuel investments and promote fair labor practices, sustainability, and fair trade.

CONSENSUS:

Upon discussion it was the consensus of the Board that John Atcheson and Rev. David should develop a Statement of Conscience on the issue of socially responsible investing pursuant to UUA procedures for presentation to the Fellowship after the 30 Days of Love and culminating in the Fellowship vote on Earth Day.

Other items

Lisa Shaffer reported that Caroline DeMar is forming an ad hoc Policies Committee to work on policy development and continuity (Mark Tuller will join her). Rev. David reported that the SUUN Board needs two lay representatives from UUFSU for meetings one Saturday per month. Since this is not urgent, Board members are urged to bring possible candidate names to the next Board meeting. Lisa Shaffer reported on fund raising possibilities based on an email survey she sent to the membership, including an on-line auction and a "date night." It appears that a potluck to recognize volunteers is not going forward.

Executive Session

The Board went into Executive Session, and excused all attendees except the minister and the Corporate Secretary.

The President declared the meeting adjourned at 2:15 pm. The next scheduled Board meeting is Sunday, February 15, 2015 at 12:30 pm in Palmer Library.

Respectfully submitted,
Mark Tuller, *Secretary*

Attachments:

- Agenda for January 25, 2015 Board meeting
- Minister's report for January, 2015
- Director of RE's report for January, 2015
- Congregational Administrator's report for January, 2015
- Treasurer's report for January, 2015 (financials)

UUFSD Board Agenda
Jan. 25, 2015

1. Check in (1-2 minutes per person, allowing you to be present)
2. Opening words; Chalice lighting
3. Review of Strategic Plan
4. Items for celebration; tracking success
Congregational meeting; architect plans; holiday activities; gospel workshop
5. Review and approve minutes and agenda
6. New Items
 - Report on Pledge Team plans for Pledge Drive, relationship to Capital Campaign, and solicitation of advance pledges from Board members. **Dave “didge” Masser-Frye**
 - Budget development/financial planning
 - Spirit Level Foundation grant opportunity
 - Communications strategy; videos
 - Appointing 2 lay Cluster representatives for SUUN Board
 - Board governance training
7. Ongoing Items
 - Update on Volunteer needs
 - Dreamcatcher/Capital Campaign update
 - Luncheons/brunches
 - Small-scale campus improvement opportunities – repainting indoor podium, new chalice, other
8. Report on action items from last month

OLD ACTION ITEMS

*-Stock donation form on website. **Maria Penny** to work with **Tracey Weiss** to add a new section to the form on the website for processing stock donations; the new section to indicate the donor and the gift, and to be sent directly to Tracey Weiss by the donor or the broker to enable stock donations to be accurately reconciled with donors. Sara O’Hara should be able to add or substitute the new form. **Done***

*-Board governance training. **The Board** to revisit whether to pursue Skype Board governance training early next year, as offered by Beth Ellen Holimon. **Board secretary will help Board president remember to put this on the agenda for January.***

*-Community Resource Center. **Ashley Phillips** to work with Rev. David and the Worship Committee to invite new CRC Director Paul Thompson to be introduced to the congregation at a worship service. **Rev. David had lunch with Paul; scheduling still TBD.***

Older Action Items:

-*Pledge Team recruiting.* **Lisa Shaffer** to call a number of candidates identified by the group.
COMPLETE – Mark Tuller and Jim Hagan have joined the pledge team.

-*Auction follow-up.* **Rev. David** to follow up with Young Adults to make sure someone is tracking remaining unpaid purchases. **ONGOING—Bev Majors has started work on this.**

- Fund-raising Strategy: how to organize array of fund-raising efforts; who will organize Spring event; how to strengthen our culture of generosity – **David, Lisa, & Ashley will be discussing this before the Board meeting and will bring a proposal to the Board meeting**
- Update on Volunteer needs –Pledge Team, MET, Membership
 - **Status of planning for Potluck to recognize volunteers? (Maria)**
- Capital Campaign update
- Communications strategy

9. Information Items (written reports from Minister, RE Director, Congregational Administrator, and oral Committee Liaison reports as appropriate)

10. Leftovers (second thoughts on things, items we forgot, etc.)

11. Items for next month's meeting

12. Process check and check out

13. Adjourn

January 2015 Minister's Report

UUFSD Congregational Year

2014 -2015

January update:

- **Worship** – The holiday worship seemed to be well received culminating with the very well attended Christmas Eve service. We also had the worship associate dinner where the rest of the year was planned.
- **Pastoral Care** – The kickoff on February 8th for “Creating a Community of Care,” is all ready to go. We will be recruiting geographically based teams (who will get t-shirts) that sign up to help provide caring ministry to those in need based on zip codes and neighborhoods organized by the Pastoral Care Team Members. We held training for Kelly to become a fully trained team member which she has completed. Pilar Placone Willey, Author of “Mindful Parent, Happy Child” will be a forum speaker on that day.
- **Music Ministry** – Julie will be taking off starting in April, we have begun looking for someone to fill in for her while she is on maternity leave. (we are hoping that she returns).
- **Social Justice** – We held the interfaith gun vigil, I am meeting with Steve this week to see what is next. We are working diligently on the 30 Days of Love focusing this year on Climate Justice. The Climate Justice Committee is plugging along to make this a success. Irv has called a Social Justice Committee meeting to discuss other social justice issues and activities.
- **Adult Religious Education** – I have to regroup and get the Young Adult Shift Happens class organized for the spring. I have asked Alison to teach a class for adult education as well, that needs to be scheduled.
- **COM** – I am excited to announce that Dale Gottdank has rejoined the COM. We had our first meeting of the New Year at his house this past week. It was great to have him back. Representatives from the COM met with the Design Review Committee and discussed the hanging of the covenant. It has been resolved. We continue to discuss program evaluation methods and criteria and hope to have that ready to move forward in the fall.
- **New Wednesday Night Activity** – Robin Sales is now leading an effort, beginning once a month in February, where a dinner will be offer for a nominal cost (cooked by me) and some sort of “spiritual” programming occur. This can be anything from a drum circle to an alternative worship service, to a movie with theological themes and a discussion. We hope to try it out once a month and see how it goes with the thought of increasing it to more Wednesday nights during the year. This was made possible because the Pacific Women’s Choir has found a new home.
- **Cluster/UUA Involvement** – Update:
 - SUUN Cluster Conference – First Church – Jan 31, 2014, all day

I continue to serve on the Ministerial Transitions Team for the District, Member of the Standing on the Side of Love National Advisory Team and as a District Consultant for Board and Congregational retreats. As you know, I was in Arizona to facilitate a retreat January 16th, 17th, and 18th, with 4 Tucson are congregation, it was exhausting, rewarding and interesting, I also preached that Sunday at our Sierra Vista Congregation.

Other Dates of Note -

- I am attending the conference and march in Selma, March 5th -8th – Alice and I have decided to take the weekend before and head to the East Coast. I also may need to take a trip to deal with some things in Chicago.

Board Report, January 2015

Thank you to the board for hiring teachers this year. I can't tell you or express how much this has assisted me in freeing up valuable time to contribute to the larger DRE community on a local and national level.

I accepted the nomination and was elected as Vice President for the LREDA PSWD Board. LREDA is the Liberal Religious Educators D Association and is the DRE representative body to the UUA. It is a 2 year term and I am honored to serve. On January 9-12th of this year I helped facilitate a national workshop at the Summit Fellowship. We had 2 workshop facilitators come in and teach ministers and DRE's from around the country. It was on Youth Ministry and it was a successful event!

I was also invited by Pat Kahn who is the Children and Family Program Director for the UUA to serve on the Renaissance Program Advisory Team. Renaissance Modules or Programs are the continuing education for DRE's and ministers that are provided to us by the UUA. This team will include a staff member from each of the 5 regions as well as a LREDA board member and a DRE. I have accepted the invitation and will be meeting virtually with the team at the end of the month.

Here are the attendance numbers for the classrooms from December and January. Hopefully this is in a more easily understood format.

Class	December Total Attendance		January Total Attendance		Class Averages on # of Sundays	
	9:00 Service	11:00 Service	9:00 Service	11:00 Service	9:00 Average	11:00 Average
Toddlers	8	4	2	11	2 aver Dec 1 aver Jan	1 aver Dec 3 aver Jan
PreK-K	16		12		5 aver Dec 4 aver Jan	
1 st - 3 rd	7	13	3	11	2 aver Dec 2 aver Jan	4 aver Dec 5 aver Jan
4 th -6 th	5	11	2	19	2 aver Dec 1 aver Jan	5 aver Dec 6 aver Jan
YRUU Sunday		13		3		4 aver Dec 1 aver Jan
YRUU Youth Group	12/9 = 10	12/23= 17	1/13= 3	Total 30		14 aver Dec 3 aver Jan

I am struggling to come up with parameters that are succinct and informative for the board. If you have suggestions of what you find the most useful, and give me better direction, that would be gratefully received.

ADMINISTRATOR'S REPORT TO THE BOARD – JANUARY 2015

MEMBERSHIP STATISTICS

Total number of members: 253
 Members emeritus: 7
 Pledging friends: 17
 Friends: 62

Total number of members, pledging friends and friends: 339

SUNDAY ATTENDANCE 12/28/14 – 1/18/15

Date	Age Group	9:00am	11:00am	
January 18	Adult	34	116	
	Child	9	31	
	Teen	No info	No info	
	Staff	2	No info	
January 11	Adult	No info for 9:00am	96	
	Child		14	
	Teen		No info	
	Staff		4	
January 4	Adult	38	132	
	Child	6	23	
	Teen	0	No info	
	Staff	3	3	
December 28	Adult	No 9:00 meeting	62	
	Child		8	
	Teen		1	
	Staff		2	

SITE USE AND RENTALS

Member Bill Paxton is holding a family party on February 7. He has already paid the \$100 Custodial fee with the understanding that any additional staffing beyond 4 hours will be billed at the normal rates.

The next scheduled rental is a non-member wedding in May. The \$100 Custodial fee has been paid and May 30th has been reserved for the couple.

VISITORS

We have begun mailing hard copy letters to visitors, signed by Reverend Miller. If the visitor only gives their email information or if the address is illegible, I will continue to send an email acknowledgement as we did previously.

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NEWSLETTER

On January 9th we re-imagined our monthly newsletter and are now sending out a digital weekly newsletter to our members and active visitors. At the moment, we are still utilizing the Yahoo Announcement Group to distribute a link to the newsletter but beginning January 30th, the plan is to connect our membership/visitor list in ACS with the new weekly newsletter software so that we can send it without further need of the Yahoo Announcement Group.

Respectfully submitted,

Tracey Weiss
Congregational Administrator

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
July to December 2014

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
Revenues				
Pledges				
REV.PLG.01 - Pledges - current year	\$292,000.00	\$117,545.79	\$174,454.21	40.26 %
REV.PLG.02 - Pledge Pre-payments	\$0.00	(\$1,770.77)	\$1,770.77	0.00 %
REV.PLG.03 - Pledge post-payments	\$0.00	\$2,600.00	(\$2,600.00)	0.00 %
Total Pledges	\$292,000.00	\$118,375.02	\$173,624.98	40.54 %
Sunday Collection				
REV.SUN.01 - Sunday Collection	\$12,500.00	\$5,073.07	\$7,426.93	40.58 %
Total Sunday Collection	\$12,500.00	\$5,073.07	\$7,426.93	40.58 %
Site Rental				
Sandy Hill Rental				
REV.SIT.01 - Sandy Hill Rental Income	\$22,866.00	\$11,586.00	\$11,280.00	50.67 %
Total Sandy Hill Rental	\$22,866.00	\$11,586.00	\$11,280.00	50.67 %
Special Event Rental				
REV.SIT.02 - Special Event Income	\$5,000.00	\$2,761.50	\$2,238.50	55.23 %
Total Special Event Rental	\$5,000.00	\$2,761.50	\$2,238.50	55.23 %
Other Site Rental				
REV.SIT.03 - Other Site Income	\$0.00	\$1,851.35	(\$1,851.35)	0.00 %
Total Other Site Rental	\$0.00	\$1,851.35	(\$1,851.35)	0.00 %
Total Site Rental	\$27,866.00	\$16,198.85	\$11,667.15	58.13 %
Miscellaneous Revenue				
Fundraising				
REV.AUC.01 - Auction Income	\$20,000.00	\$2,378.39	\$17,621.61	11.89 %
REV.MIS.01 - Fundraising Income	\$12,000.00	\$4,471.14	\$7,528.86	37.26 %
REV.MIS.05 - Luncheon Income	\$3,000.00	\$61.00	\$2,939.00	2.03 %
Total Fundraising	\$35,000.00	\$6,910.53	\$28,089.47	19.74 %
Scrip Sales				
REV.MIS.02 - Scrip Income	\$450.00	\$80.83	\$369.17	17.96 %
Total Scrip Sales	\$450.00	\$80.83	\$369.17	17.96 %
Other Contributions				
REV.MIS.04 - Other Contributions	\$4,200.00	\$3,443.99	\$756.01	82.00 %
REV.REL.01 - RE Fees	\$1,740.00	\$670.00	\$1,070.00	38.51 %
REV.REL.02 - OWL or COA Fees	\$2,700.00	\$3,100.00	(\$400.00)	114.81 %
Total Other Contributions	\$8,640.00	\$7,213.99	\$1,426.01	83.50 %
Total Miscellaneous Revenue	\$44,090.00	\$14,205.35	\$29,884.65	32.22 %
Interest				
REV.INT.01 - Interest Income	\$500.00	\$124.70	\$375.30	24.94 %
Total Interest	\$500.00	\$124.70	\$375.30	24.94 %
Total Revenues	\$376,956.00	\$153,976.99	\$222,979.01	40.85 %

*10% over
no 50k diff.
last yr*

- Spending 47% of budget

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
July to December 2014

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
Expenses				
Board and Other Committees				
COM.BRD.03 - Board Discretionary Expense	\$250.00	\$0.00	\$250.00	0.00 %
COM.CNX.03 - Joy Committee Expenses	\$625.00	\$0.00	\$625.00	0.00 %
COM.LIB.03 - Library Committee Expenses	\$0.00	\$40.34	(\$40.34)	0.00 %
COM.MEM.03 - Membership Comm Expense	\$1,000.00	\$10.00	\$990.00	1.00 %
COM.MUS.03 - Choir and Music Comm Expense	\$1,850.00	\$1,057.87	\$792.13	57.18 %
COM.PCC.03 - Pastoral Care Committee Expense	\$200.00	\$0.00	\$200.00	0.00 %
COM.PER.03 - Personnel Comm Expense	\$0.00	\$218.50	(\$218.50)	0.00 %
COM.PUB.03 - Publicity Committee Expense	\$1,555.00	\$16.83	\$1,538.17	1.08 %
COM.SAC.03 - Social Action Comm Expense	\$2,000.00	\$1,785.63	\$214.37	89.28 %
COM.SUN.03 - Worship Committee (Sunday)	\$1,700.00	\$1,310.71	\$389.29	77.10 %
COM.WLC.03 - Welcoming Committee Expense	\$0.00	\$103.26	(\$103.26)	0.00 %
Total Board and Other Committees	\$9,180.00	\$4,543.14	\$4,636.86	49.49 %
Operations				
Administration Expenses				
OPS.ADM.01 - Postage	\$700.00	\$124.41	\$575.59	17.77 %
OPS.ADM.02 - Office Supplies	\$2,050.00	\$1,229.24	\$820.76	59.96 %
OPS.ADM.03 - Copier Expense	\$5,500.00	\$2,843.88	\$2,656.12	51.71 %
OPS.ADM.04 - Bulk Mailing Expense	\$400.00	\$0.00	\$400.00	0.00 %
OPS.ADM.05 - Telephone and Internet	\$2,250.00	\$1,714.86	\$535.14	76.22 %
OPS.ADM.06 - Office Mileage	\$500.00	\$0.00	\$500.00	0.00 %
OPS.ADM.07 - Misc Cong Supplies	\$150.00	\$125.00	\$25.00	83.33 %
OPS.ADM.08 - Website	\$300.00	\$83.88	\$216.12	27.96 %
Total Administration Expenses	\$11,850.00	\$6,121.27	\$5,728.73	51.66 %
Denominational Expenses				
OPS.DEN.01 - UUA Dues	\$16,320.00	\$16,820.00	(\$500.00)	103.06 %
OPS.DEN.02 - PSWD Dues	\$6,029.00	\$0.00	\$6,029.00	0.00 %
OPS.DEN.03 - UUSC Dues	\$500.00	\$0.00	\$500.00	0.00 %
Total Denominational Expenses	\$22,849.00	\$16,820.00	\$6,029.00	73.61 %
Finance Expenses				
COM.FND.03 - Fundraising Comm Expense	\$1,500.00	\$252.95	\$1,247.05	16.86 %
OPS.FIN.01 - Payroll - Wells Fargo	\$2,250.00	\$1,072.75	\$1,177.25	47.68 %
OPS.FIN.02 - Bookkeeping Supplies/ACS	\$950.00	\$465.00	\$485.00	48.95 %
OPS.FIN.03 - Accounting Fees	\$0.00	\$3,212.50	(\$3,212.50)	0.00 %
OPS.FIN.04 - Pledge Campaign Expense	\$1,000.00	\$11.35	\$988.65	1.14 %
OPS.FIN.05 - Other Finance Expenses	\$350.00	\$112.45	\$237.55	32.13 %
OPS.FIN.06 - Credit Card Fees	\$1,500.00	\$410.12	\$1,089.88	27.34 %
Total Finance Expenses	\$7,550.00	\$5,537.12	\$2,012.88	73.34 %
Site Operations				
OPS.SIT.01 - Insurance	\$3,800.00	\$2,969.34	\$830.66	78.14 %
OPS.SIT.02 - Real Estate Taxes	\$3,500.00	\$1,802.75	\$1,697.25	51.51 %
OPS.SIT.03 - Gas and Electric	\$4,200.00	\$2,341.22	\$1,858.78	55.74 %
OPS.SIT.05 - Water	\$3,437.00	\$1,149.45	\$2,287.55	33.44 %
OPS.SIT.06 - Monitoring Services	\$400.00	\$246.00	\$154.00	61.50 %
OPS.SIT.07 - B&G Routine Maintenance	\$5,500.00	\$4,182.78	\$1,317.22	76.05 %
OPS.SIT.10 - Audio Visual Expenses	\$200.00	\$445.03	(\$245.03)	222.52 %
Total Site Operations	\$21,037.00	\$13,136.57	\$7,900.43	62.45 %
Loan Expense				
OPS.INT.01 - UUA Loan Interest	\$120.00	\$47.20	\$72.80	39.33 %
OPS.INT.02 - Member Loan Interest	\$150.00	\$0.00	\$150.00	0.00 %
OPS.PRN.01 - UUA Loan Principal	\$14,750.00	\$8,829.14	\$5,920.86	59.86 %
Total Loan Expense	\$15,020.00	\$8,876.34	\$6,143.66	59.10 %

Unitarian Universalist Fellowship of San Dieguito
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Total Operations	\$78,306.00	\$50,491.30	\$27,814.70	64.48 %
Personnel				
Minister Expenses				
PER.MIN.00 - Minister In Lieu of FICA	\$5,761.00	\$3,432.84	\$2,328.16	59.59 %
PER.MIN.01 - Minister Salary	\$44,146.00	\$20,279.54	\$23,866.46	45.94 %
PER.MIN.02 - Minister Housing Allowance	\$31,167.00	\$17,981.53	\$13,185.47	57.69 %
PER.MIN.03 - Minister UUA Pension	\$8,107.00	\$831.78	\$7,275.22	10.26 %
PER.MIN.04 - Minister Medical Benefit	\$7,845.00	\$3,972.25	\$3,872.75	50.63 %
PER.MIN.06 - Minister Life Insurance	\$578.00	\$315.00	\$263.00	54.50 %
PER.MIN.07 - Minister LTD Insurance	\$753.00	\$410.13	\$342.87	54.47 %
PER.MIN.09 - Minister Professional Expense	\$5,000.00	\$1,924.02	\$3,075.98	38.48 %
Total Minister Expenses	\$103,357.00	\$49,147.09	\$54,209.91	47.55 %
Director of RE				
PER.DRE.01 - DRE Wages	\$43,794.00	\$21,884.62	\$21,909.38	49.97 %
PER.DRE.02 - DRE UUA Pension	\$4,379.00	(\$464.24)	\$4,843.24	0.00 %
PER.DRE.04 - DRE Medical Benefit	\$6,165.00	\$3,223.17	\$2,941.83	52.28 %
PER.DRE.06 - DRE Life Insurance	\$336.00	\$193.27	\$142.73	57.52 %
PER.DRE.07 - DRE LTD Insurance	\$438.00	\$251.72	\$186.28	57.47 %
PER.DRE.09 - DRE Professional Expenses	\$2,000.00	\$179.00	\$1,821.00	8.95 %
Total Director of RE	\$57,112.00	\$25,267.54	\$31,844.46	44.24 %
Music Director/Accompanist				
PER.MUS.01 - Music Director Wages	\$16,223.00	\$8,048.84	\$8,174.16	49.61 %
PER.MUS.02 - Music Director Professional E	\$550.00	\$0.00	\$550.00	0.00 %
PER.MUS.11 - Accompanist Wages	\$7,900.00	\$2,970.00	\$4,930.00	37.59 %
Total Music Director/Accompanist	\$24,673.00	\$11,018.84	\$13,654.16	44.66 %
Congregational Administrator				
PER.OFF.01 - Cong. Administrator Wage	\$30,400.00	\$6,786.00	\$23,614.00	22.32 %
PER.OFF.04 - Cong. Administrator Medical E	\$6,165.00	\$4,345.31	\$1,819.69	70.48 %
PER.OFF.06 - Cong. Administrator Life Insur	\$233.00	\$0.00	\$233.00	0.00 %
PER.OFF.07 - Cong. Administrator LTD Insu	\$304.00	\$76.05	\$227.95	25.02 %
PER.OFF.08 - Administrator Professional Ex	\$200.00	\$0.00	\$200.00	0.00 %
Total Congregational Administrator	\$37,302.00	\$11,207.36	\$26,094.64	30.04 %
Site Support Staff				
PER.SIT.01 - Childcare Wage	\$4,500.00	\$2,106.00	\$2,394.00	46.80 %
PER.SIT.03 - Site Caretaker Payroll Wages	\$12,339.00	\$2,157.60	\$10,181.40	17.49 %
PER.SIT.04 - Special Event Wages	\$1,800.00	\$0.00	\$1,800.00	0.00 %
PER.SIT.09 - Sound technician Wages	\$5,820.00	\$5,384.00	\$436.00	92.51 %
PER.SIT.10 - Youth Support Staff	\$750.00	\$360.00	\$390.00	48.00 %
PER.SIT.11 - RE Assistants	\$4,317.00	\$1,751.25	\$2,565.75	40.57 %
Total Site Support Staff	\$29,526.00	\$11,758.85	\$17,767.15	39.83 %
Other Personnel Expenses				
PER.MIS.01 - Miscellaneous Personnel	\$200.00	\$396.00	(\$196.00)	198.00 %
PER.OFF.09 - Contract Labor - Office	\$7,020.00	\$13,465.14	(\$6,445.14)	191.81 %
PER.SIT.06 - ER Portion Payroll Tax	\$9,780.00	\$4,591.95	\$5,188.05	46.95 %
PER.SIT.07 - Worker's Compensation	\$4,000.00	\$3,154.61	\$845.39	78.87 %
Total Other Personnel Expenses	\$21,000.00	\$21,607.70	(\$607.70)	102.89 %
Total Personnel	\$272,970.00	\$130,007.38	\$142,962.62	47.63 %
Religious Exploration				
COM.OWL.03 - OWL or COA Expenses	\$2,700.00	\$400.72	\$2,299.28	14.84 %
COM.REL.03 - RE Program Expenses	\$3,000.00	\$2,781.72	\$218.28	92.72 %
Total Religious Exploration	\$5,700.00	\$3,182.44	\$2,517.56	55.83 %
Reserves				
RES.AFR.01 - Appliance & Furnishing Reser	\$2,000.00	\$129.59	\$1,870.41	6.48 %

Date : 01/24/2015
 Time : 1:10:59 PM

Unitarian Universalist Fellowship of San Dieguito
 Analysis of Revenues & Expenses - Detail Portrait YTD
 July to December 2014

Page : 4

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
RES.BAG.01 - B&G Reserve	\$7,800.00	\$0.00	\$7,800.00	0.00 %
RES.SND.01 - Sound Reserve	\$1,000.00	\$0.00	\$1,000.00	0.00 %
Total Reserves	<u>\$10,800.00</u>	<u>\$129.59</u>	<u>\$10,670.41</u>	<u>1.20 %</u>
Total Expenses	<u>\$376,956.00</u>	<u>\$188,353.85</u>	<u>\$188,602.15</u>	<u>49.97 %</u>
Net Total	\$0.00	(\$34,376.86)	\$34,376.86	0.00 %

Minutes of UUFSD Congregational Meeting
Sunday, January 11, 2015, 10:30 pm – 11:00 am
Founders Hall, UUFSD

Pursuant to due notice and the agenda for the meeting (attached) having been duly published, the President Lisa Shaffer convened the Congregational meeting at 10:30 am in Founders Hall.

President's Report

Lisa Shaffer presented her report on the state of the Congregation since the last Congregational meeting (attached).

Budget Report

The Treasurer being absent, the President presented a brief update on the Fellowship's finance and budget situation. Overall, the Fellowship is solvent and doing well. For the fiscal year ending June 30, 2015, income is at 42% and expenses are at 47% at the present, and the general fund and reserves are satisfactory. The financial system is still having recording problems and efforts are continuing to eliminate outstanding issues.

Election of the Nominations Committee


Pursuant to Art. V of the by-laws, a quorum sufficient to conduct an election was established. Alejandra Hoffman-Chan, on behalf of the outgoing Nominations Committee and pursuant to Art. X of the by-laws, presented a slate of nominees for the incoming Nominations Committee, consisting of herself, Tiffany Fox, and Diane Masser-Frye. Nominations from the floor being called for, and none being made, Alejandra called for a voice vote of yeas, nays, and abstentions; she declared the election of the proposed slate of new members to be approved.

There being no further business, the President declared the meeting adjourned at 11:00 am.

Respectfully submitted,
Mark Tuller, *Corporate Secretary*

Congregational Meeting
UUFSD
January 11, 2015
Agenda

- Call to Order, 10:30 AM
- President's report
- Budget report
- Election of Nominations Committee
- Adjournment, 11:00 AM



UUFSD Congregational Meeting

January 11, 2015



Our Vision: Inspired by our UU principles, we are a vibrant, intentionally diverse congregation that models and promotes, both locally and globally: love, spiritual growth, right relations and sustainable living.

THANK YOU!

To everyone who shows up, makes coffee, ushers, cleans up the grounds, serves the broader community in our name, sings, donates, sells and buys books, cares for others in our Fellowship, and so much more ...

1. Strengthen and enhance congregational practices that support reflection, connection and transformation among members/ friends and in the larger community.

- + Resumption of 2 services
- + Sustainable RE with paid teachers and expanded programming
- + Peter Mayer concert; strengthened cluster music collaboration
- + Gospel workshop
- + Sacred circles
- + Record attendance at Thanksgiving potluck
- + Transitions – babies born, couples married, memorials, departures

2. Improve governance, member engagement and staff development.



- + Transition of Board minutes and policies onto Fellowship website
- + Development of Member Engagement Team and plans for part-time Fellowship Life staff person
- + Craft fair; art fair; rummage sale; Dining 4 Dollars – members offering their gifts to build community
- + Pastoral care workshops on happiness, aging
- + Wonderful volunteers; transitions among leadership roles

3. Create a campus that uses and showcases state-of-the-art sustainable practices and infrastructure.



- + Creation of Climate Action and Environmental Justice initiative
- + Dreambuilders – Domus master planning
- + Buildings & grounds efforts

4. Cultivate UUFSD's spiritual practice of engaging both the congregation and the wider community as a leader and institutional engine of social change.



- + Expanded social action work on immigration reform, supporting local undocumented workers, continued Casas de Luz work
- + Gun violence prevention activities, including hosting interfaith candlelight vigil
- + Food bank; CRC volunteering

What's Next?

- + Continuation of our extensive and exciting programs
- + Ensuring financial sustainability through annual pledges
- + Investing in the future with Campus Master Plan
- + Exploring grant and donor opportunity to add part-time staff for in-reach/membership engagement/volunteer support
- + Educating ourselves and our children
- + Caring for the planet and each other

Budget Update

Proposed Nominating Committee

- + Alejandra Hoffman Chan
- + Tiffany Fox
- + Diane Masser-Frye

Minutes of UUFSD Board Meeting
Sunday, February 15, 2015, 12:30 pm - 2:10 pm
Palmer Library, UUFSD

Board Members present:

Lisa Shaffer, *President*
Ashley Phillips, *Vice-President*
John Atcheson, *Past President*
Don Jones
Clint Stoddard
Maria Penny

Also present:

Reverend David Miller, *ex officio*
Alison Crotty, *Director of RE*
Mark Tuller, *Corporate Secretary*
Glen Bowden, *Treasurer*
Tracey Weiss, *Congregational Administrator*
Sam Blakistone, *YRUU Representative*
Steve Rosen, *Finance Committee*

Absent:

Bev Majors

The President convened the Board meeting at 12:30 pm, a virtual chalice was lit, and Rev. David offered opening words about spiritual growth.

Celebrations

The Board celebrated the launch of the Community of Care by the Committee on Ministry, with over a hundred volunteers signed up; the successful SUUN Cluster Leadership Workshop; the recruitment of a team for the next Auction; and progress being made in moving New Member responsibility to new volunteers.

Consent agenda

The Board **APPROVED** the agenda and minutes of the previous Board meeting on January 25, 2015.

NEW ACTION ITEMS

-Socially responsible investing. **John Atcheson** and **Rev. David** to take the lead per the Board's consensus described below to have a full and balanced discussion leading to a vote in April. **(Superseded by Finance Committee's decision to move investments to UUA Common Endowment.)**

-Contacting 13 pledgers with auto-payment failures. **Glen Bowden** to re-review the 13 cases of pledgers whose payments are behind due to auto-payment failures, and arrange to contact the pledgers to apologize and work out a payment plan.

-Under-payment of RE fees. **Don Jones** to contact RE Committee to explore ways to recover unpaid RE fees.

-Contacting proposed volunteers

- for Finance Committee. **Maria Penny** and **Lisa Shaffer** to contact possible new members (names omitted until they agree).
- for SUUN Board. **Rev. David** will contact and follow up on two names (omitted until they agree) **(Kim Douwes agreed).**
- for new Governance Task Force. **Lisa Shaffer** to contact the people (names omitted until they agree) floated during the Board meeting.
- for fundraising luncheons. **Rev. David** to contact Deb Ploeser and Louise Garrett about this.

-Scheduling Board greeters. **Maria Penny** will take over as Doodler-in-Chief (or SignUpGenius-in-Chief) for scheduling Board members under the new arrangement (only one Board greeter, beginning at 10:00 am).

-Survey and evaluation of two services. **Ashley Phillips** will take the lead on this project in preparation for the June Congregational meeting. **Clint Stoddard** will work with **Rev. David** on reformulating and adding to the prior survey.

-Possible Spirit Level Foundation capital improvement grant. **Lisa Shaffer** to work with Capital Campaign Committee to pursue this potential.

-Unemployment insurance opt-in/opt-out reconsideration. **Lisa Shaffer** and **Mark Tuller** to remember to add this to the next Board meeting agenda. It appears a considered decision was previously made to opt out of short-term disability (SDI); a reconsideration would take into account the financial impact and risk of self-funding. **(NOTE: It appears that a considered recommendation by the Personnel and Finance Committees would be a necessary prequel to any Board discussion.)**

FINANCE AND TREASURER'S REPORTS

Finance report; socially responsible investing discussion

In view of the Board's discussion at the last Board meeting regarding divestment of oil company stocks and socially responsible investing of UUFSD funds, Steve Rosen from the Finance Committee presented an analysis of the financial implications for UUFSD of divestment.

Currently, the Fellowship's assets are not invested with a filter or screen for social responsibility. The funds are invested through Vanguard due to its menu of large, diversified funds, and low cost. Steve estimated the Fellowship has saved over \$1,000 in fees since switching to Vanguard from Morgan Stanley in 2013. The Board affirmed that the Finance Committee has the authority and responsibility to make investment decisions within the policy guidelines established by the Board. Since this item was not on the agenda, the Board decided to take up a discussion of investment policy at its next meeting. **(Steve Rosen subsequently investigated the UUA Common Endowment, which does have a socially responsible mandate combined with strong financial focus and an email exchange among Board leadership and Finance Committee members supports a shift of UUFSD investments to this fund.)**

That said, there is a desire for a clear statement of policy. Rev. David noted that the UUA in last year's General Assembly voted on the topic of divestment. He recommended that there should be a process for a Congregational discussion and vote, based on real study and adequate discussion time, such as a panel discussion.

CONSENSUS:

It was the consensus of the Board that Rev. David and John Atcheson would take the lead to facilitate **A PROCESS FOR THOUGHTFUL AND BALANCED CONGREGATIONAL DISCUSSION OF THE DIVESTMENT AND SOCIALLY RESPONSIBLE INVESTMENT ISSUE** in March, with the full involvement of the Environmental Justice Group and the Finance Committee, with the goal of holding a congregational vote in April under procedures to be worked out. **(This consensus was subsequently revoked at the March 15, 2015 Board meeting due to the change of investments to the UUA Common Endowment as noted above.)**

Maria and Joe Penny are leaving the Finance Committee after the June meeting, so there will be two vacancies.

Treasurer’s report

Glen Bowden reported that revenues are near 50% through seven months of the fiscal year. He has been successfully cleaning up the committee accounts, particularly Social Action Committee and Buildings & Grounds, in conjunction with the committee chairs. Pension payments have been made.

Regarding the issue from last month of pledge auto-payments not having been activated, Joe and Maria Penny have culled the pledge forms and found 55 pledgers who wanted to use Pay-Pal or similar; of those, only 13 were found to have not actually been set up to make the payments. It was agreed that Glen would re-review these 13 cases and work to assure all are contacted with simple options to catch up, such as writing a check or initiating auto-payment with double payments for a while.

It was noted there is an underpayment of RE fees, and Don Jones as liaison to the RE Committee will ask if another effort can be made to encourage RE parents to pay their fees.

Glen will be contacting all committee heads for budget-making input by March, in anticipation of a preliminary budget in April. Tracey Weiss noted that email aliases for all committee chairs were updated last fall, so Glen would be able to locate the correct individuals.

The Board thanked Glen for his continuing work to sort out the accounting issues, and reiterated that Glen as Treasurer should feel free to increase the hours and work scope of Gabrielle, the part time bookkeeper, as necessary.

DECISION AND DISCUSSION ITEMS

Board pledge commitments

Mark Tuller requested Board members and officers to submit their pledges by Sunday, February 22, when the Pledge Drive begins.

Salary recommendations for 2015-2016 budget

This was carried over to next meeting. Ashley Phillips has been in touch with the Personnel Committee but has not heard back yet.

Nominees to the SUUN Board

Two names were proposed to be asked to take on this role (names omitted until they have agreed)(Kim Douwes agreed).

Scheduling Board greeters

The Board discussed the Board greeting schedule, and agreed to make changes as follows:

<p>DECISION: Upon motion made and duly seconded, the Board unanimously DECIDED TO CHANGE THE BOARD GREETER SCHEDULE by dropping the 9:00 am Board greeter, and having one person available from 10:00 am through the end of the 11:00 am service social person. Board members are encouraged to sign up on line.</p>
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Two services evaluation; June Congregational Meeting

The two-services issue will be an item at the June Congregational meeting—whether to continue, adjust in some way, or revert to one service. The goals of the two-service trial have not changed (enabling more people to experience our UU faith; providing greater flexibility for current and new members; expanding seating opportunities for services; increasing diversity in our community; alleviating parking issues; increasing Membership at UUFSD; implementing the Strategic Plan goal to strengthen reflection, connection, and transformation among members, friends, and the larger community).

A congregational survey was done last year before the June meeting. Ashley Phillips, Clint Stoddard, and Rev. David volunteered to reformulate the survey and get congregational input in May in preparation for the June meeting. The Board discussed whether to put the matter to a congregational vote or to exercise its own authority to decide the issue.

Governance Task Force

Lisa Shaffer and Rev. David proposed that a new Governance Task Force be formed to examine policy issues related to governance, such as the role of committees, the possible use of a Coordinating Team, and other possible governance and by-law reforms. Several names were floated (Mark Tuller agreed to serve; other names are omitted until they agree).

DECISION:

Upon motion made and duly seconded, the Board unanimously **ESTABLISHED AN AD HOC GOVERNANCE TASK FORCE** to be made up of representatives of the Board, the committees, and the congregation; its mandate is to study possible governance reforms, including by-law amendments, policy development, possible creation of a Coordinating Team, and any other possible improvements to governance; it will report back to the Board with recommendations for action. **Rev. David** and **Ashley Phillips** are charged with appointing members to the Task Force and moving the project along.

UPDATES AND REPORTS

Capital Campaign/DreamBuilders

A summit meeting is scheduled for February 21 to bring all interested groups from the congregation together to align on progress toward the Master Plan, common understanding of timing, and phasing of capital improvements. The next DreamBuilders meeting with the architects Domus is scheduled for February 25.

Spirit Level Foundation grant for Congregational Life Director

Lisa Shaffer has been working on this grant proposal.

Spirit Level Foundation grant for capital improvements

Lisa Shaffer reported that it appears a capital grant up to \$250,000 might be possible, based on a precedent established by the Chalice congregation.

Ad Hoc Policy Committee

Caroline DeMar and Mark Tuller have agreed to serve as an ad hoc policy committee. Anne Larocca will be asked to be involved. The Policy Committee's task is to make sure all our policies are updated and available electronically and in a policy book, as well as making recommendations for any updates to the by-laws to make sure they are relevant and effective. This is distinct from the

Governance Task Force which is looking at the overall structure of our decision-making, and may recommend changes to our Board structure, and the relationship between the Board and other Fellowship entities.

Small scale capital improvements

The Design Review Committee is looking at new podium and chalice options.

Lunches and brunches

Deb Ploeser and Louise Garrett are exploring a cookbook as a fundraiser. Rev D suggested that this team may also be willing to organize some fundraising luncheons, and he agreed to contact them about this.

Communications Strategy

Irv Himelblau has hired a videographer to begin preparing videos of Social Action Committee initiatives.

SDI opt-in or opt-out

The Board agreed to revisit at a future Board meeting whether UUFSD should opt-in or remain opted-out of short-term disability payments (SDI).

EXECUTIVE SESSION

At 2:05 the Board went into executive session.

The President declared the meeting adjourned at 2:10 pm. The next scheduled Board meeting is Sunday, March 15, 2015 at 12:30 pm in Palmer Library.

Respectfully submitted,
Mark Tuller, *Secretary*

Attachments:

- Agenda for February 15, 2015 Board meeting
- Minister's report for February 2015
- Congregational Administrator's report for February 2015
- Treasurer's financials for February 2015

UUFSD Board Agenda
Feb. 15, 2015

1. Check in (1-2 minutes per person, allowing you to be present)
2. Opening words; Chalice lighting
3. Items for celebration; tracking success
Community of Care Launch; Cluster Leadership Workshop; Auction team recruited
4. Review and approve minutes and agenda
5. Action Items
 - Board pledge commitments
 - Salary recommendations for 2015/16 budget development
 - Cluster Board recommendations
 - Proposal to change Board greeter schedule (drop 9:00 greeter; have one person available from 10 through the end of 11:00 service social period.)
 - Financial situation
 - Treasurer report
 - Finance committee reinvigoration
 - Two services evaluation strategy
 - Governance Task Force
6. Updates
 - Capital Campaign/Dreambuilders
 - Spirit Level Foundation grant opportunity
 - Communications strategy; videos
 - Luncheons/brunches (could Deb Ploeser make something more happen?)
 - Small-scale campus improvement opportunities – repainting indoor podium, new chalice, other
 - Policy committee
7. Other action items from last month

-Socially responsible investing. **Lisa Shaffer, John Atcheson, Rev. David** to work toward a Congregational vote (Earth Day) on socially responsible investing, using the UUA suggested process.

-Auto-pay problems. **Glen Bowden** and **Maria Penny** to work on identifying and fixing pledges with auto-pay problems, and enlist **Board members** and Finance Committee as needed to help collect arrears and communicate appropriately to affected Members.

-Committee budgets and reserves. **Glen Bowden** to send to each Committee chair the details of their budgets and reserves to see if they are properly reconciled. **Board liaisons to each Committee** to communicate to each Committee that they should focus on their budget (and reserves, if any) to assure reconciliation and proper use.

8. Information Items (written reports from Minister, RE Director, Congregational Administrator, and oral Committee Liaison reports as appropriate)
9. Leftovers (second thoughts on things, items we forgot, etc.)
10. Items for next month's meeting
12. Process check and check out
13. Adjourn

February 2015 Minister's Report

UUFSD Congregational Year

2014 -2015

February update:

- **Celebration of Life** – I presided at the Celebration of Life for Abe Alvarez in Whittier last Saturday for Wenda and Charles Alvarez. Nadine Starr requested no service and Ree Miller's service was attend to by Rev. Jim Grant.
- **Membership Class UU History and Theology** – We had 10 people show up the class, at last count we had somewhere between 16 – 20 people who are interested and possible ready for membership and we have over 20 other frequent attenders that Betsy thinks could be possibly interested in membership.
- **Cluster Leadership Workshop** – We had a very successful Leadership Day at First Church with a number of UUFSD folks attending. Christie Turner was very excited about the information regarding leadership development efforts and is moving forward with a taking the next steps to work with the nominating committee.
- **Personnel update** – Verbal report to be given.
- **Adult Religious Education** – The Young Adult Shift Happens Class will not be taking place, schedule were just too hard to coordinate among all of us for rest of this congregational year.
- **Wisdom Wednesday** – will begin on March 18th with dinner and a drum circle. Robin Sales is coordinating and I will be cooking! More to come. . .
- **Montessori School** – FYI, the school has officially been sold from a private owner to a corporation that owns a number of similar schools. I am not sure if/how this may affect things related to Sunday use and/or parking. I anticipate that the relationship will continue in a similar fashion at least through June. More information will be sent your way when it becomes available.
- **Climate Justice/30 Days of Love/Commit2Respond** – I have been coordinating with the Climate Justice Team who is taking responsibility for the 30 Day of Love Month from March 22nd – April 19th both for worship and allied programming. The services are mostly planned and the team and their plans are starting to gel. More from John A. at the meeting.

ADMINISTRATOR'S REPORT TO THE BOARD – FEBRUARY 2015

MEMBERSHIP STATISTICS

Total number of members: 251
 Members emeritus: 7
 Pledging friends: 18
 Friends: 64

Total number of members, pledging friends and friends: 340

SUNDAY ATTENDANCE 12/28/14 – 1/18/15

Date	Age Group	9:00am	11:00am
February 1	Adult	26	91
	Child	8	19
	Teen	No info for 9:00am	No info for 11:00am
	Staff	4	No info for 11:00am
January 25	Adult	26	226(?)
	Child	6	8
	Teen	0	6
	Staff	4	4
January 11	Adult	No info for 9:00am	96
	Child		14
	Teen		No info
	Staff		4
January 4	Adult	38	132
	Child	6	23
	Teen	0	No info
	Staff	3	3

SITE USE AND RENTALS

A non-profit group called Advocates for Classic Music may be giving a performance on either May 31st or June 6th (sponsored by member Monique Kunewalder). They need to speak with their Board to confirm and will get back to me by next week.

VISITORS

We continue to mail hard copy letters to visitors, signed by Reverend Miller.

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NEWSLETTER

The ACS member/visitor list will go live with the release of our newsletter on Friday, February 13th. We will no longer be utilizing the Yahoo Announcement Group as a means of communication distribution. Our Yahoo Online Group will remain in place for members to continue to use for unofficial announcements and information.

Respectfully submitted,

Tracey Weiss
Congregational Administrator

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
January 2015

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
Revenues				
Pledges				
REV.PLG.01 - Pledges - current year	\$292,000.00	\$136,661.75	\$155,338.25	46.80 %
REV.PLG.02 - Pledge Pre-payments	\$0.00	(\$1,770.77)	\$1,770.77	0.00 %
REV.PLG.03 - Pledge post-payments	\$0.00	\$2,600.00	(\$2,600.00)	0.00 %
Total Pledges	<u>\$292,000.00</u>	<u>\$137,490.98</u>	<u>\$154,509.02</u>	<u>47.09 %</u>
Sunday Collection				
REV.SUN.01 - Sunday Collection	\$12,500.00	\$6,411.72	\$6,088.28	51.29 %
Total Sunday Collection	<u>\$12,500.00</u>	<u>\$6,411.72</u>	<u>\$6,088.28</u>	<u>51.29 %</u>
Site Rental				
Sandy Hill Rental				
REV.SIT.01 - Sandy Hill Rental Income	\$22,866.00	\$13,517.00	\$9,349.00	59.11 %
Total Sandy Hill Rental	<u>\$22,866.00</u>	<u>\$13,517.00</u>	<u>\$9,349.00</u>	<u>59.11 %</u>
Special Event Rental				
REV.SIT.02 - Special Event Income	\$5,000.00	\$3,056.00	\$1,944.00	61.12 %
Total Special Event Rental	<u>\$5,000.00</u>	<u>\$3,056.00</u>	<u>\$1,944.00</u>	<u>61.12 %</u>
Other Site Rental				
REV.SIT.03 - Other Site Income	\$0.00	\$2,061.35	(\$2,061.35)	0.00 %
Total Other Site Rental	<u>\$0.00</u>	<u>\$2,061.35</u>	<u>(\$2,061.35)</u>	<u>0.00 %</u>
Total Site Rental	<u>\$27,866.00</u>	<u>\$18,634.35</u>	<u>\$9,231.65</u>	<u>66.87 %</u>
Miscellaneous Revenue				
Fundraising				
REV.AUC.01 - Auction Income	\$20,000.00	\$2,378.39	\$17,621.61	11.89 %
REV.MIS.01 - Fundraising Income	\$12,000.00	\$8,627.50	\$3,372.50	71.90 %
REV.MIS.05 - Luncheon Income	\$3,000.00	\$61.00	\$2,939.00	2.03 %
Total Fundraising	<u>\$35,000.00</u>	<u>\$11,066.89</u>	<u>\$23,933.11</u>	<u>31.62 %</u>
Scrip Sales				
REV.MIS.02 - Scrip Income	\$450.00	\$80.83	\$369.17	17.96 %
Total Scrip Sales	<u>\$450.00</u>	<u>\$80.83</u>	<u>\$369.17</u>	<u>17.96 %</u>
Other Contributions				
REV.MIS.04 - Other Contributions	\$4,200.00	\$5,937.50	(\$1,737.50)	141.37 %
REV.REL.01 - RE Fees	\$1,740.00	\$670.00	\$1,070.00	38.51 %
REV.REL.02 - OWL or COA Fees	\$2,700.00	\$3,100.00	(\$400.00)	114.81 %
Total Other Contributions	<u>\$8,640.00</u>	<u>\$9,707.50</u>	<u>(\$1,067.50)</u>	<u>112.36 %</u>
Total Miscellaneous Revenue	<u>\$44,090.00</u>	<u>\$20,855.22</u>	<u>\$23,234.78</u>	<u>47.30 %</u>
Interest				
REV.INT.01 - Interest Income	\$500.00	\$124.70	\$375.30	24.94 %
Total Interest	<u>\$500.00</u>	<u>\$124.70</u>	<u>\$375.30</u>	<u>24.94 %</u>
Total Revenues	<u><u>\$376,956.00</u></u>	<u><u>\$183,516.97</u></u>	<u><u>\$193,439.03</u></u>	<u><u>48.68 %</u></u>

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
January 2015

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
Expenses				
Board and Other Committees				
COM.BRD.03 - Board Discretionary Expense	\$250.00	\$0.00	\$250.00	0.00 %
COM.CNX.03 - Joy Committee Expenses	\$625.00	\$0.00	\$625.00	0.00 %
COM.LIB.03 - Library Committee Expenses	\$0.00	\$40.34	(\$40.34)	0.00 %
COM.MEM.03 - Membership Comm Expense	\$1,000.00	\$10.00	\$990.00	1.00 %
COM.MUS.03 - Choir and Music Comm Expense	\$1,850.00	\$1,197.87	\$652.13	64.75 %
COM.PCC.03 - Pastoral Care Committee Expense	\$200.00	\$0.00	\$200.00	0.00 %
COM.PER.03 - Personnel Comm Expense	\$0.00	\$218.50	(\$218.50)	0.00 %
COM.PUB.03 - Publicity Committee Expense	\$1,555.00	\$16.83	\$1,538.17	1.08 %
COM.SAC.03 - Social Action Comm Expense	\$2,000.00	\$362.49	\$1,637.51	18.12 %
COM.SUN.03 - Worship Committee (Sunday)	\$1,700.00	\$1,310.71	\$389.29	77.10 %
COM.WLC.03 - Welcoming Committee Expense	\$0.00	\$103.26	(\$103.26)	0.00 %
Total Board and Other Committees	\$9,180.00	\$3,260.00	\$5,920.00	35.51 %
Operations				
Administration Expenses				
OPS.ADM.01 - Postage	\$700.00	\$187.41	\$512.59	26.77 %
OPS.ADM.02 - Office Supplies	\$2,050.00	\$1,469.75	\$580.25	71.70 %
OPS.ADM.03 - Copier Expense	\$5,500.00	\$3,368.43	\$2,131.57	61.24 %
OPS.ADM.04 - Bulk Mailing Expense	\$400.00	\$0.00	\$400.00	0.00 %
OPS.ADM.05 - Telephone and Internet	\$2,250.00	\$1,818.81	\$431.19	80.84 %
OPS.ADM.06 - Office Mileage	\$500.00	\$50.40	\$449.60	10.08 %
OPS.ADM.07 - Misc Cong Supplies	\$150.00	\$75.00	\$75.00	50.00 %
OPS.ADM.08 - Website	\$300.00	\$83.88	\$216.12	27.96 %
Total Administration Expenses	\$11,850.00	\$7,053.68	\$4,796.32	59.52 %
Denominational Expenses				
OPS.DEN.01 - UUA Dues	\$16,320.00	\$16,820.00	(\$500.00)	103.06 %
OPS.DEN.02 - PSWD Dues	\$6,029.00	\$0.00	\$6,029.00	0.00 %
OPS.DEN.03 - UUSC Dues	\$500.00	\$0.00	\$500.00	0.00 %
Total Denominational Expenses	\$22,849.00	\$16,820.00	\$6,029.00	73.61 %
Finance Expenses				
COM.FND.03 - Fundraising Comm Expense	\$1,500.00	\$252.95	\$1,247.05	16.86 %
OPS.FIN.01 - Payroll - Wells Fargo	\$2,250.00	\$1,417.94	\$832.06	63.02 %
OPS.FIN.02 - Bookkeeping Supplies/ACS	\$950.00	\$545.25	\$404.75	57.39 %
OPS.FIN.03 - Accounting Fees	\$0.00	\$3,930.00	(\$3,930.00)	0.00 %
OPS.FIN.04 - Pledge Campaign Expense	\$1,000.00	\$11.35	\$988.65	1.14 %
OPS.FIN.05 - Other Finance Expenses	\$350.00	\$112.45	\$237.55	32.13 %
OPS.FIN.06 - Credit Card Fees	\$1,500.00	\$474.22	\$1,025.78	31.61 %
Total Finance Expenses	\$7,550.00	\$6,744.16	\$805.84	89.33 %
Site Operations				
OPS.SIT.01 - Insurance	\$3,800.00	\$2,969.34	\$830.66	78.14 %
OPS.SIT.02 - Real Estate Taxes	\$3,500.00	\$1,802.75	\$1,697.25	51.51 %
OPS.SIT.03 - Gas and Electric	\$4,200.00	\$2,710.66	\$1,489.34	64.54 %
OPS.SIT.05 - Water	\$3,437.00	\$1,149.45	\$2,287.55	33.44 %
OPS.SIT.06 - Monitoring Services	\$400.00	\$246.00	\$154.00	61.50 %
OPS.SIT.07 - B&G Routine Maintenance	\$5,500.00	\$2,113.09	\$3,386.91	38.42 %
OPS.SIT.10 - Audio Visual Expenses	\$200.00	\$448.35	(\$248.35)	224.18 %
Total Site Operations	\$21,037.00	\$11,439.64	\$9,597.36	54.38 %
Loan Expense				
OPS.INT.01 - UUA Loan Interest	\$120.00	\$53.10	\$66.90	44.25 %
OPS.INT.02 - Member Loan Interest	\$150.00	\$0.00	\$150.00	0.00 %
OPS.PRN.01 - UUA Loan Principal	\$14,750.00	\$10,302.63	\$4,447.37	69.85 %
Total Loan Expense	\$15,020.00	\$10,355.73	\$4,664.27	68.95 %

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
January 2015

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
Total Operations	\$78,306.00	\$52,413.21	\$25,892.79	66.93 %
Personnel				
Minister Expenses				
PER.MIN.00 - Minister In Lieu of FICA	\$5,761.00	\$3,876.00	\$1,885.00	67.28 %
PER.MIN.01 - Minister Salary	\$44,146.00	\$23,675.54	\$20,470.46	53.63 %
PER.MIN.02 - Minister Housing Allowance	\$31,167.00	\$20,378.99	\$10,788.01	65.39 %
PER.MIN.03 - Minister UUA Pension	\$8,107.00	\$831.78	\$7,275.22	10.26 %
PER.MIN.04 - Minister Medical Benefit	\$7,845.00	\$4,632.25	\$3,212.75	59.05 %
PER.MIN.06 - Minister Life Insurance	\$578.00	\$360.00	\$218.00	62.28 %
PER.MIN.07 - Minister LTD Insurance	\$753.00	\$468.72	\$284.28	62.25 %
PER.MIN.09 - Minister Professional Expense	\$5,000.00	\$2,809.80	\$2,190.20	56.20 %
Total Minister Expenses	\$103,357.00	\$57,033.08	\$46,323.92	55.18 %
Director of RE				
PER.DRE.01 - DRE Wages	\$43,794.00	\$26,307.40	\$17,486.60	60.07 %
PER.DRE.02 - DRE UUA Pension	\$4,379.00	(\$864.24)	\$5,243.24	0.00 %
PER.DRE.04 - DRE Medical Benefit	\$6,165.00	\$3,580.30	\$2,584.70	58.07 %
PER.DRE.06 - DRE Life Insurance	\$336.00	\$220.88	\$115.12	65.74 %
PER.DRE.07 - DRE LTD Insurance	\$438.00	\$287.68	\$150.32	65.68 %
PER.DRE.09 - DRE Professional Expenses	\$2,000.00	\$381.07	\$1,618.93	19.05 %
Total Director of RE	\$57,112.00	\$29,913.09	\$27,198.91	52.38 %
Music Director/Accompanist				
PER.MUS.01 - Music Director Wages	\$16,223.00	\$9,560.72	\$6,662.28	58.93 %
PER.MUS.02 - Music Director Professional E	\$550.00	\$0.00	\$550.00	0.00 %
PER.MUS.11 - Accompanist Wages	\$7,900.00	\$3,396.00	\$4,504.00	42.99 %
Total Music Director/Accompanist	\$24,673.00	\$12,956.72	\$11,716.28	52.51 %
Congregational Administrator				
PER.OFF.01 - Cong. Administrator Wage	\$30,400.00	\$9,345.00	\$21,055.00	30.74 %
PER.OFF.04 - Cong. Administrator Medical E	\$6,165.00	\$5,758.19	\$406.81	93.40 %
PER.OFF.06 - Cong. Administrator Life Insur	\$233.00	\$0.00	\$233.00	0.00 %
PER.OFF.07 - Cong. Administrator LTD Insu	\$304.00	\$101.40	\$202.60	33.36 %
PER.OFF.08 - Administrator Professional Ex	\$200.00	\$0.00	\$200.00	0.00 %
Total Congregational Administrator	\$37,302.00	\$15,204.59	\$22,097.41	40.76 %
Site Support Staff				
PER.SIT.01 - Childcare Wage	\$4,500.00	\$2,657.00	\$1,843.00	59.04 %
PER.SIT.03 - Site Caretaker Payroll Wages	\$12,339.00	\$3,034.51	\$9,304.49	24.59 %
PER.SIT.04 - Special Event Wages	\$1,800.00	\$0.00	\$1,800.00	0.00 %
PER.SIT.05 - Custodial Non-payroll Wages	\$0.00	\$2,600.00	(\$2,600.00)	0.00 %
PER.SIT.09 - Sound technician Wages	\$5,820.00	\$6,194.50	(\$374.50)	106.43 %
PER.SIT.10 - Youth Support Staff	\$750.00	\$630.00	\$120.00	84.00 %
PER.SIT.11 - RE Assistants	\$4,317.00	\$1,961.25	\$2,355.75	45.43 %
Total Site Support Staff	\$29,526.00	\$17,077.26	\$12,448.74	57.84 %
Other Personnel Expenses				
PER.MIS.01 - Miscellaneous Personnel	\$200.00	\$396.00	(\$196.00)	198.00 %
PER.OFF.09 - Contract Labor - Office	\$7,020.00	\$13,465.14	(\$6,445.14)	191.81 %
PER.SIT.06 - ER Portion Payroll Tax	\$9,780.00	\$5,440.04	\$4,339.96	55.62 %
PER.SIT.07 - Worker's Compensation	\$4,000.00	\$3,154.61	\$845.39	78.87 %
Total Other Personnel Expenses	\$21,000.00	\$22,455.79	(\$1,455.79)	106.93 %
Total Personnel	\$272,970.00	\$154,640.53	\$118,329.47	56.65 %
Religious Exploration				
COM.OWL.03 - OWL or COA Expenses	\$2,700.00	\$400.72	\$2,299.28	14.84 %
COM.REL.03 - RE Program Expenses	\$3,000.00	\$2,988.04	\$11.96	99.60 %
Total Religious Exploration	\$5,700.00	\$3,388.76	\$2,311.24	59.45 %
Reserves				

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
January 2015

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
RES.AFR.01 - Appliance & Furnishing Reser	\$2,000.00	\$129.59	\$1,870.41	6.48 %
RES.BAG.01 - B&G Reserve	\$7,800.00	\$0.00	\$7,800.00	0.00 %
RES.SND.01 - Sound Reserve	\$1,000.00	\$0.00	\$1,000.00	0.00 %
Total Reserves	<u>\$10,800.00</u>	<u>\$129.59</u>	<u>\$10,670.41</u>	<u>1.20 %</u>
Total Expenses	<u>\$376,956.00</u>	<u>\$213,832.09</u>	<u>\$163,123.91</u>	<u>56.73 %</u>
Net Total	\$0.00	(\$30,315.12)	\$30,315.12	0.00 %

Minutes of UUFSD Board Meeting
Sunday, March 15, 2015 12:30 pm – 1:50 pm
Palmer Library, UUFSD

Board Members present:

Lisa Shaffer, *President*
John Atcheson, *Past President*
Bev Majors
Clint Stoddard
Maria Penny

Also present:

Reverend David Miller, *ex officio*
Glen Bowden, *Treasurer*
Mark Tuller, *Corporate Secretary*

Absent:

Ashley Phillips, *Vice-President*
Don Jones

Alison Crotty, *Director of RE*
Tracey Weiss, *Congregational Administrator*
Sam Blakistone, *YRUU Representative*

A quorum being present, the President convened the Board meeting at 12:30 pm, a virtual chalice was lit, and the Board celebrated the Selma march, the launch of auction planning, the reinvigoration of the Policy Committee, and the Women’s Day Service. Those present checked in.

Consent Agenda

The Board **APPROVED** the agenda for this meeting and the minutes of the February 15, 2015 Board meeting. The reports submitted by staff were accepted.

Executive Session—Salary Adjustments

The Board in Executive Session discussed staff salary proposals prepared by the Personnel Committee (not attached). The proposed adjustments were for purposes of preparing the budget for the next fiscal year.

It was the **consensus of the Board** that the proposals from the Personnel Committee are acceptable for budget preparation purposes. The salary adjustments will become duly approved when a formal motion to approve a fiscal year 2015-2016 budget is passed.

In discussing staff professional development, it appeared that by error \$750 promised to the Music Director for professional development had not been made available.

After discussion, and upon motion seconded and unanimously carried, the Board **RESOLVED** to immediately restore \$750 to the budget of the Music Director Jill Reis for professional development.

Treasurer’s Report

Glen Bowden reported on year to date revenues and expenses; there is a shortfall in fundraising that hopefully will be made up by the spring auction. The previous problems with PayPal and pledges are being addressed, and most of the situations have been resolved.

Glen suggested having an Assistant Treasurer just to deal with pledges because of the recurring problems that need to be sorted out. After discussion it was felt that using more hours of Gabrielle,

the part-time bookkeeper, for this function would be a good solution because she knows the system, and that Glen has authority as Treasurer to authorize this.

Glen also reported that Tracey Weiss has been investigating alternatives to the current copier contract. After securing quotes, she has determined that the current contract can be bought out and replaced with a new contract with better terms that will save \$1,200 per year. The Board felt it was not necessary for Board action to approve this good idea, that it was within the authority of the staff, and that Glen should tell Tracey to go ahead.

NEW ACTION ITEMS

Short Term Disability

Carried over to next meeting.

Socially Responsible Investing

Lisa Shaffer reported that the Finance Committee had investigated the UUA Common Endowment as a vehicle for socially responsible investing. The Common Endowment has a mandate for socially responsible investing, combined with professional and reasonably priced management; as a result the Common Endowment meets both the objective of more socially responsible investing and the objective of prudence and fiduciary care. Accordingly, given the Board's interest in socially responsible investing, the Finance Committee on its own authority has transferred UUFSD investments into the UUA Common Endowment.

As a result, the Board reached a **CONSENSUS** that the proposed process from the February meeting on the subject of socially responsible investing was no longer necessary. Therefore, the process discussed in February for a thoughtful and balanced Congregational discussion of the divestment and socially responsible investment issue, leading to a Congregational vote, will not be undertaken. The Congregation will be informed of the change of investments to the UUA Common Endowment, and the reasons for the change.

Finance Committee

Given vacancies soon to be on the Finance Committee, the Board discussed possible replacements, and Lisa Shaffer and Maria Penny agreed to contact them.

Nominations Committee and Board nominations

Tiffany Fox, Alejandra Hoffman-Chan, Dianne Masser-Frye, and Christie Turner have met to begin considering Board replacements for John Atcheson, Maria Penny, and Don Jones, who will be leaving the Board at the end of June.

Capital Campaign/Dreambuilders

The Board discussed timing of the presentation to the Congregation of the Master Plan, and the kick-off of the capital campaign. The Board also discussed the necessary short-term refurbishment of existing campus buildings (e.g., safety glass) and how to assure these needs are met within the context of the phases of the overall Master Plan being prepared by Domus. To minimize permitting questions and delays, the refurbishment needs to be done before and separately from the city's approval of the Master Plan. However, in terms of capital campaign fundraising and Congregational

understanding of the Dreambuilders process and the use of funds, it is clear that the refurbishment is not separate from the overall capital campaign and Master Plan.

The Board by consensus offered the following **ADVICE** to the Capital Campaign, Dreambuilders, and Auction teams, while leaving to the respective committees the actual decisions and choices:

- a. Create a wishlist of site improvements to be auctioned at the Auction, such as a chair for the library or a building's worth of safety glass.
- b. Request Domus to prepare options for a refurbishment plan (e.g., for immediate safety and structural needs, and tie-in to larger campus planning).
- c. Because a Master Plan for a Congregational vote cannot be ready for the June Congregational meeting, and because Summer is a natural lull in attendance and interest, defer until the Fall the Congregational vote on the Master Plan and the official start of the capital campaign.
- d. In order to maintain momentum, it would be desirable for the Congregational meeting in June to be have something to vote to approve, and approval of a refurbishment plan would be ideal.

UPDATES

Pledge Process. Mark Tuller reported that the Pledge Drive ending March 22 was at 80% and will likely exceed \$300,000; however, approximately 50 pledging members have not yet committed. (As of the end of the Pledge Drive on March 22, pledged amount was \$322,980 (96% of goal and a new record).)

Two services evaluation strategy. No update.

Governance Task Force. So far only Mark Tuller has volunteered. The initial work is studying Dan Hotchkiss's book *Governance and Ministry: Rethinking Board Leadership*.

Cluster Board. Kim Douwes has agreed to serve on the cluster board.

RE fee update. See Alison Crotty's report.

Spirit Level Foundation grant opportunity. Lisa Shaffer will submit this proposal by March 22.

Communications strategy; videos. Rev. David met with Ame Stenko, a potential part-time webmaster who already does work for the Cluster website, and is waiting to hear her recommendations and availability. Videos are being pursued by the Social Action Committee and the Capital Campaign committee.

Lunches and brunches. No progress; **Rev. David to pursue.**

Small-scale campus improvements. Nothing new.

There being no further business, the President declared the meeting adjourned at 1:50 pm. The next scheduled Board meeting is Sunday, April 19, 2015 at 12:30 pm in Palmer Library.

Respectfully submitted,
Mark Tuller, *Secretary*

Attachments:

- Agenda for March 15, 2015 Board meeting
- Minister's Report for March, 2015
- Congregational Administrator's report for March, 2015
- RE Director's report for March, 2015
- Financials for March 2015 supplied by the Treasurer

UUFSD Board Agenda
March 15, 2015

1. Check in (1-2 minutes per person, allowing you to be present)
2. Opening words; Chalice lighting
3. Items for celebration; tracking success
Pledge Drive, Women's Day Service, Selma, Policy Committee, launch of auction planning
4. Review and approve minutes and agenda
5. Action Items
 - Salary recommendations for 2015/16 budget development
 - Nominations Committee
 - Short-term disability insurance
 - Financial situation
 - Treasurer report
 - Finance committee reinvigoration
6. Updates
 - Pledge progress
 - Two services evaluation strategy
 - Governance Task Force
 - Cluster Board recommendations
 - Investment strategy
 - Unpaid 2014/15 pledge follow up
 - RE Fee update
 - Capital Campaign/Dreambuilders
 - Spirit Level Foundation grant opportunity
 - Communications strategy; videos
 - Luncheons/brunches (could Deb Ploeser make something more happen?)
 - Small-scale campus improvement opportunities – repainting indoor podium, new chalice, other
7. Other action items from last month
8. Information Items (written reports from Minister, RE Director, Congregational Administrator, and oral Committee Liaison reports as appropriate)
9. Leftovers (second thoughts on things, items we forgot, etc.)
10. Items for next month's meeting
11. Process check and check out
12. Adjourn

March 2015 Minister's Report

UUFSD Congregational Year

2014 -2015

March update:

- **UUA Recognition** – Lisa Shaffer and John Sherman joined me this past week for a conference call with the entire UUA staff across the country as UUFSD was honored for their being a full fair share congregation since they started recording it in 1987. I was a wonderful recognition for UUFSD.
- **Membership** – We have had 4 people step up and say that they are willing to work with membership in some way to deal with the retirement of Betsy. The first meeting of this new group will be on the 29th of March.
- **SUUN** – Kim Dowes has agreed to represent UUFSD on the SUUN Board. I have not heard from Sam as of yet.
- **Adult Religious Education** – Alison has scheduled her first Adult Education class for this spring.
- **Wisdom Wednesday** – will begin on March 18th with dinner and a drum circle. Robin Sales is coordinating and I will be cooking! .
- **Climate Justice/30 Days of Love/Commit2Respond** – I have been coordinating with the Climate Justice Team who is taking responsibility for the 30 Day of Love Month from March 22nd – April 19th both for worship and allied programming. The services are mostly planned and the team and there plans are starting to gel. More from John A. at the meeting.
- **Registration for DA and GA are open** – And of course it would be wonderful if we could get some leaders/members to attend. I was asked to give a presentation at both gatherings, for District Assembly, I will be facilitating a session on challenges to congregational life for the 21st Century and at GA it will be about crossing borders to work together.
 - **District Assembly** - The 2015 District Assembly will be held April 24-25 at Valley Unitarian Universalist Congregation in Chandler, Arizona (A suburb of Phoenix).
 - **General Assembly** - General Assembly 2015, June 24-28, Portland, OR. The theme for GA 2015 is Building a New Way. Most events will be held in the Oregon Convention Center, 777 NE Martin Luther King Jr Blvd, Portland, OR 97232. Google map.
- **Sermon Class** – The annual sermon class will be on April 29th, May 4th and May 18th, the Worship Committee asked me to hold it to continue the flow of new voices in our summer program.
- Attended the conference in Selma, but I think you will/have heard plenty about that.

ADMINISTRATOR'S REPORT TO THE BOARD – MARCH 2015

MEMBERSHIP STATISTICS

Total number of members: 251
 Members emeritus: 7
 Pledging friends: 18
 Friends: 62

Total number of members, pledging friends and friends: 338

SUNDAY ATTENDANCE 2/8/15 – 3/18/15

Date	Age Group	9:00am	11:00am
March 8	Adult	20	93
	Child	5	9
	Teen	0	3
	Staff	2	4
No envelope turned in for 3/1			
February 22	Adult	6	92
	Child	21	9
	Teen	0	3
	Staff	6	4
February 15	Adult	31	107
	Child	13	6
	Teen		3
	Staff	5 or 6	7
February 8	Adult	40	98
	Child	3	13
	Teen	0	4
	Staff	5	?

SITE USE AND RENTALS

The next scheduled site rental is a wedding on May 30th for a lovely non-member couple who have already paid half their site rental costs.

VISITORS

We continue to mail hard copy letters to visitors, signed by Reverend Miller.

Page 2

NEWSLETTER

The newsletter continues to evolve as we become aware of member needs. The Communications Committee is actively working on changes and improvements. We have stopped utilizing the Yahoo Announcement Group as a means of communication distribution. The Yahoo Online Group remains in place for members to continue to use for unofficial announcements and information.

Respectfully submitted,

Tracey Weiss
Congregational Administrator

Board Report March 2015

The RE Committee met at the end of February and had a very successful meeting. We are talking about the budget and plans to address the congregations questions regarding 2 services. We are analyzing the attendance data and will have suggestions for the board soon.

The RE projected fee collection is 2000 dollars by the board? As of this week, we have currently collected 1396.51 dollars. The RE Committee decided that the DRE would reach out to YRUU students whose parents have not paid, and also the Tuesday night Youth Group attendees. That should bolster the amount up by a few hundred dollars but we are not sure that the 2000k mark will be reached. The Coming of Age class has their own fees because of special programming. So by not factoring the 24 students into the RE Fee pool, that has contributed to the shortfall of the 2000k goal.

Class	February and Partial March Attendance Averages	
	9:00 Service	11:00 Service
Toddlers	3	4
PreK-K	5	NA
1st- 3rd	1	5
4 th -6 th	1<	5
YRUU Sunday	NA	4
YRUU Youth Group		8

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
July 2014 to February 2015

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
Revenues				
Pledges				
REV.PLG.01 - Pledges - current year	\$292,000.00	\$165,028.22	\$126,971.78	56.52 %
REV.PLG.02 - Pledge Pre-payments	\$0.00	(\$1,770.77)	\$1,770.77	0.00 %
REV.PLG.03 - Pledge post-payments	\$0.00	\$2,600.00	(\$2,600.00)	0.00 %
Total Pledges	\$292,000.00	\$165,857.45	\$126,142.55	56.80 %
Sunday Collection				
REV.SUN.01 - Sunday Collection	\$12,500.00	\$7,941.01	\$4,558.99	63.53 %
Total Sunday Collection	\$12,500.00	\$7,941.01	\$4,558.99	63.53 %
Site Rental				
Sandy Hill Rental				
REV.SIT.01 - Sandy Hill Rental Income	\$22,866.00	\$15,448.00	\$7,418.00	67.56 %
Total Sandy Hill Rental	\$22,866.00	\$15,448.00	\$7,418.00	67.56 %
Special Event Rental				
REV.SIT.02 - Special Event Income	\$5,000.00	\$3,056.00	\$1,944.00	61.12 %
Total Special Event Rental	\$5,000.00	\$3,056.00	\$1,944.00	61.12 %
Other Site Rental				
REV.SIT.03 - Other Site Income	\$0.00	\$2,401.35	(\$2,401.35)	0.00 %
Total Other Site Rental	\$0.00	\$2,401.35	(\$2,401.35)	0.00 %
Total Site Rental	\$27,866.00	\$20,905.35	\$6,960.65	75.02 %
Miscellaneous Revenue				
Fundraising				
REV.AUC.01 - Auction Income	\$20,000.00	\$2,378.39	\$17,621.61	11.89 %
REV.MIS.01 - Fundraising Income	\$12,000.00	\$8,757.50	\$3,242.50	72.98 %
REV.MIS.05 - Luncheon Income	\$3,000.00	\$61.00	\$2,939.00	2.03 %
Total Fundraising	\$35,000.00	\$11,196.89	\$23,803.11	31.99 %
Scrip Sales				
REV.MIS.02 - Scrip Income	\$450.00	\$80.83	\$369.17	17.96 %
Total Scrip Sales	\$450.00	\$80.83	\$369.17	17.96 %
Other Contributions				
REV.MIS.04 - Other Contributions	\$4,200.00	\$6,437.50	(\$2,237.50)	153.27 %
REV.REL01 - RE Fees	\$1,740.00	\$744.18	\$995.82	42.77 %
REV.REL.02 - OWL or COA Fees	\$2,700.00	\$4,195.00	(\$1,495.00)	155.37 %
Total Other Contributions	\$8,640.00	\$11,376.68	(\$2,736.68)	131.67 %
Total Miscellaneous Revenue	\$44,090.00	\$22,654.40	\$21,435.60	51.38 %
Interest				
REV.INT.01 - Interest Income	\$500.00	\$124.70	\$375.30	24.94 %
Total Interest	\$500.00	\$124.70	\$375.30	24.94 %
Total Revenues	\$376,956.00	\$217,482.91	\$159,473.09	57.69 %

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
July 2014 to February 2015

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
Expenses				
Board and Other Committees				
COM.BRD.03 - Board Discretionary Expense	\$250.00	\$0.00	\$250.00	0.00 %
COM.CNX.03 - Joy Committee Expenses	\$625.00	\$204.28	\$420.72	32.68 %
COM.LIB.03 - Library Committee Expenses	\$0.00	\$40.34	(\$40.34)	0.00 %
COM.MEM.03 - Membership Comm Expense	\$1,000.00	\$10.00	\$990.00	1.00%
COM.MUS.03 - Choir and Music Comm Exp	\$1,850.00	\$1,223.82	\$626.18	66.15%
COM.PCC.03 - Pastoral Care Committee Exl	\$200.00	\$200.00	\$0.00	100.00%
COM.PER.03 - Personnel Comm Expense	\$0.00	\$218.50	(\$218.50)	0.00 %
COM.PUB.03 - Publicity Committee Expense	\$1,555.00	\$59.01	\$1,495.99	3.79 %
COM.SAC.03 - Social Action Comm Expense	\$2,000.00	\$512.49	\$1,487.51	25.62 %
COM.SUN.03 - Worship Committee (Sunday	\$1,700.00	\$1,485.71	\$214.29	87.39 %
COM.WLC.03 - Welcoming Committee Expe	\$0.00	\$159.46	(\$159.46)	0.00 %
Total Board and Other Committees	\$9,180.00	\$4,113.61	\$5,066.39	44.81 %
Operations				
Administration Expenses				
OPS.ADM.01 - Postage	\$700.00	\$432.41	\$267.59	61.77%
OPS.ADM.02 - Office Supplies	\$2,050.00	\$1,613.86	\$436.14	78.72 %
OPS.ADM.03 - Copier Expense	\$5,500.00	\$4,828.96	\$671.04	87.80 %
OPS.ADM.04 - Bulk Mailing Expense	\$400.00	\$0.00	\$400.00	0.00 %
OPS.ADM.05 - Telephone and Internet	\$2,250.00	\$2,594.13	(\$344.13)	115.29%
OPS.ADM.06 - Office Mileage	\$500.00	\$50.40	\$449.60	10.08%
OPS.ADM.07 - Misc Cong Supplies	\$150.00	\$107.37	\$42.63	71.58%
OPS.ADM.08 - Website	\$300.00	\$173.08	\$126.92	57.69 %
Total Administration Expenses	\$11,850.00	\$9,800.21	\$2,049.79	82.70 %
Denominational Expenses				
OPS.DEN.01 - UUADues	\$16,320.00	\$16,820.00	(\$500.00)	103.06%
OPS.DEN.02-PSWDDues	\$6,029.00	\$0.00	\$6,029.00	0.00 %
OPS.DEN.03-UUSCDues	\$500.00	\$0.00	\$500.00	0.00 %
Total Denominational Expenses	\$22,849.00	\$16,820.00	\$6,029.00	73.61 %
Finance Expenses				
COM.FND.03 - Fundraising Comm Expense	\$1,500.00	\$390.15	\$1,109.85	26.01 %
OPS.FIN.01 - Payroll - Wells Fargo	\$2,250.00	\$1,581.04	\$668.96	70.27 %
OPS.FIN.02 - Bookkeeping Supplies/ACS	\$950.00	\$724.68	\$225.32	76.28 %
OPS.FIN.03 - Accounting Fees	\$0.00	\$4,422.50	(\$4,422.50)	0.00 %
OPS.FIN.04 - Pledge Campaign Expense	\$1,000.00	\$11.35	\$988.65	1.14%
OPS.FIN.05 - Other Finance Expenses	\$350.00	\$112.45	\$237.55	32.13%
OPS.FIN.06 - Credit Card Fees	\$1,500.00	\$591.89	\$908.11	39.46 %
Total Finance Expenses	\$7,550.00	\$7,834.06	(\$284.06)	103.76%
Site Operations				
OPS.SIT.01 - Insurance	\$3,800.00	\$3,685.00	\$115.00	96.97 %
OPS.SIT.02 - Real Estate Taxes	\$3,500.00	\$1,802.75	\$1,697.25	51.51 %
OPS.SIT.03 - Gas and Electric	\$4,200.00	\$3,088.89	\$1,111.11	73.54 %
OPS.SIT.05 - Water	\$3,437.00	\$1,540.02	\$1,896.98	44.81 %
OPS.SIT.06 - Monitoring Services	\$400.00	\$246.00	\$154.00	61.50%
OPS.SIT.07 - B&G Routine Maintenance	\$5,500.00	\$2,792.29	\$2,707.71	50.77 %
OPS.SIT. 10 - Audio Visual Expenses	\$200.00	\$448.35	(\$248.35)	224.18%
Total Site Operations	\$21,037.00	\$13,603.30	\$7,433.70	64.66 %
Loan Expense				
OPS.INT.01 - UUA Loan Interest	\$120.00	\$57.04	\$62.96	47.53 %
OPS.INT.02 - Member Loan Interest	\$150.00	\$0.00	\$150.00	0.00 %
OPS.PRN.01 - UUA Loan Principal	\$14,750.00	\$11,778.08	\$2,971.92	79.85 %
Total Loan Expense	\$15,020.00	\$11,835.12	\$3,184.88	78.80 %

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
July 2014 to February 2015

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
Total Operations	\$78,306.00	\$59,892.69	\$18,413.31	76.49 %
Personnel				
Minister Expenses				
PER.MIN.00 - Minister In Lieu of FICA	\$5,761.00	\$4,319.16	\$1,441.84	74.97 %
PER.MIN.01 - Minister Salary	\$44,146.00	\$27,071.54	\$17,074.46	61.32%
PER.MIN.02 - Minister Housing Allowance	\$31,167.00	\$22,776.45	\$8,390.55	73.08 %
PER.MIN.03 - Minister UUA Pension	\$8,107.00	\$6,206.43	\$1,900.57	76.56 %
PER.MIN.04 - Minister Medical Benefit	\$7,845.00	\$5,348.25	\$2,496.75	68.17%
PER.MIN.06 - Minister Life Insurance	\$578.00	\$450.00	\$128.00	77.85 %
PER.MIN.07 - Minister LTD Insurance	\$753.00	\$585.90	\$167.10	77.81 %
PER.MIN.09 - Minister Professional Expense	\$5,000.00	\$2,959.55	\$2,040.45	59.19%
Total Minister Expenses	<u>\$103,357.00</u>	<u>\$69,717.28</u>	<u>\$33,639.72</u>	<u>67.45 %</u>
Director of RE				
PER.DRE.01 - DRE Wages	\$43,794.00	\$29,676.18	\$14,117.82	67.76 %
PER.DRE.02 - DRE UUA Pension	\$4,379.00	\$4,772.76	(\$393.76)	108.99%
PER.DRE.04 - DRE Medical Benefit	\$6,165.00	\$4,873.44	\$1,291.56	79.05 %
PER.DRE.06 - DRE Life Insurance	\$336.00	\$276.10	\$59.90	82.17 %
PER.DRE.07 - DRE LTD Insurance	\$438.00	\$359.60	\$78.40	82.10%
PER.DRE.09 - DRE Professional Expenses	\$2,000.00	\$646.17	\$1,353.83	32.31 %
Total Director of RE	<u>\$57,112.00</u>	<u>\$40,604.25</u>	<u>\$16,507.75</u>	<u>71.10%</u>
Music Director/Accompanist				
PER.MUS.01 - Music Director Wages	\$16,223.00	\$10,808.60	\$5,414.40	66.63 %
PER.MUS.02 - Music Director Professional E	\$550.00	\$0.00	\$550.00	0.00 %
PER.MUS.11 - Accompanist Wages	\$7,900.00	\$4,596.00	\$3,304.00	58.18 %
Total Music Director/Accompanist	<u>\$24,673.00</u>	<u>\$15,404.60</u>	<u>\$9,268.40</u>	<u>62.44 %</u>
Congregational Administrator				
PER.OFF.01 - Cong. Administrator Wage	\$30,400.00	\$11,685.00	\$18,715.00	38.44 %
PER.OFF.04 - Cong. Administrator Medical E	\$6,165.00	\$8,583.95	(\$2,418.95)	139.24%
PER.OFF.06 - Cong. Administrator Life Insur	\$233.00	\$0.00	\$233.00	0.00 %
PER.OFF.07 - Cong. Administrator LTD Insu	\$304.00	\$152.10	\$151.90	50.03 %
PER.OFF.08 - Administrator Professional Exl	\$200.00	\$0.00	\$200.00	0.00 %
Total Congregational Administrator	<u>\$37,302.00</u>	<u>\$20,421.05</u>	<u>\$16,880.95</u>	<u>54.75 %</u>
Site Support Staff				
PER.SIT.01 - Childcare Wage	\$4,500.00	\$3,157.50	\$1,342.50	70.17%
PER.SIT.03 - Site Caretaker Payroll Wages	\$12,339.00	\$6,061.85	\$6,277.15	49.13%
PER.SIT.04 - Special Event Wages	\$1,800.00	\$0.00	\$1,800.00	0.00 %
PER.SIT.09 - Sound technician Wages	\$5,820.00	\$7,390.00	(\$1,570.00)	126.98%
PER.SIT.10 - Youth Support Staff	\$750.00	\$720.00	\$30.00	96.00 %
PER.SIT.11 - RE Assistants	\$4,317.00	\$2,276.25	\$2,040.75	52.73 %
Total Site Support Staff	<u>\$29,526.00</u>	<u>\$19,605.60</u>	<u>\$9,920.40</u>	<u>66.40 %</u>
Other Personnel Expenses				
PER.MIS.01 - Miscellaneous Personnel	\$200.00	\$396.00	(\$196.00)	198.00%
PER.OFF.09 - Contract Labor - Office	\$7,020.00	\$13,465.14	(\$6,445.14)	191.81 %
PER.SIT.06 - ER Portion Payroll Tax	\$9,780.00	\$6,202.04	\$3,577.96	63.42 %
PER.SIT.07 - Worker's Compensation	\$4,000.00	\$3,154.61	\$845.39	78.87 %
Total Other Personnel Expenses	<u>\$21,000.00</u>	<u>\$23,217.79</u>	<u>(\$2,217.79)</u>	<u>110.56%</u>
Total Personnel	<u>\$272,970.00</u>	<u>\$188,970.57</u>	<u>\$83,999.43</u>	<u>69.23 %</u>
Religious Exploration				
COM.OWL.03 - OWL or COA Expenses	\$2,700.00	\$577.72	\$2,122.28	21.40%
COM.REL.03 - RE Program Expenses	\$3,000.00	\$3,251.21	(\$251.21)	108.37%
Total Religious Exploration	<u>\$5,700.00</u>	<u>\$3,828.93</u>	<u>\$1,871.07</u>	<u>67.17%</u>
Reserves				
RES.AFR.01 - Appliance & Furnishing Reser	\$2,000.00	\$330.46	\$1,669.54	16.52 %

Date: 03/15/2015
 Time: 12:02:06 PM

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
July 2014 to February 2015

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Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
RES.BAG.01 - B&G Reserve	\$7,800.00	\$0.00	\$7,800.00	0.00 %
RES.SND.01 - Sound Reserve	\$1,000.00	\$0.00	\$1,000.00	0.00 %
Total Reserves	<u>\$10,800.00</u>	<u>\$330.46</u>	<u>\$10,469.54</u>	<u>3.06 %</u>
Total Expenses	<u>\$376,956.00</u>	<u>\$257,136.26</u>	<u>\$119,819.74</u>	<u>68.21 %</u>
Net Total	\$0.00	(\$39,653.35)	\$39,653.35	0.00 %

**Minutes of Special UUFSD Board Meeting
Thursday, April 2, 2015, 6:30 pm – 7:10 pm
Rev. David's Office, UUFSD**

Board Members present:

Lisa Shaffer, *President*
Ashley Phillips, *Vice-President*
John Atcheson, *Past President*
Clint Stoddard
Bev Majors

Also present:

Reverend David Miller, *ex officio*
Mark Tuller, *Corporate Secretary*

Absent:

Don Jones
Maria Penny

Alison Crotty, *Director of RE*
Tracey Weiss, *Congregational Administrator*

Upon special notice, the President convened the special Board meeting at 6:30 pm.

Acceptance of resignation of Rev. David Miller

Rev. David presented his resignation to Lisa Shaffer, President. He is candidate for senior minister at the Unitarian Universalist Congregation of Fairfax, VA (for archive purposes, see attached announcement).

**RESOLUTION OF THE BOARD OF THE UNITARIAN UNIVERSALIST
FELLOWSHIP OF SAN DIEGUITO:**

Upon motion duly seconded and unanimously carried, the Board adopted the following resolution, April 2, 2015:

WHEREAS, Reverend David A. Miller has tendered his resignation, effective July 30, 2015,

NOW THEREFORE BE IT RESOLVED:

That the Board accepts Rev. David's resignation with regret and respect;
That the Board expresses its thanks and appreciation for his service, and congratulations and best wishes for his new opportunity.

Interim search process

Rev. David and Lisa Shaffer explained the search process for both interim and settled ministers. The interim search process is fast-moving and requires an interim search committee to begin immediately preparing forms and researching candidates, so that a candidate can be on site by the the fall. (Interim Ministry Search Process attached.) The application is due in April, and an offer and acceptance ideally will occur in May. The process is assisted by Rev. Ken Brown, the UUA district executive for the Pacific Southwest District. The interim minister is hired by the Board, not the Congregation. The search for a settled minister takes one to two years and will be conducted by a different search committee once the interim minister is selected, and culminates in an election by the Congregation. There was discussion whether the interim minister should be hired for one or two years, and it was the sense of the Board that a one year contract with a one year renewal option offered the greatest flexibility.

After discussion, and upon motion seconded and unanimously carried, the Board **CREATED** an Interim Search Committee and **APPOINTED** the following as members of the Interim Search Committee, and charged them with the responsibility of carrying out the interim search process leading to a vote by the Board on the hiring of an interim minister:

Ashley Phillips, Chair

Tiffany Fox

Dale Gottdank

Impact upon the Capital Campaign and Dreambuilders process

The Board discussed whether Rev. David's resignation was a reason to delay the Capital Campaign and Dreambuilders process, and it was the sense of the Board that, on the contrary, the Fellowship and its needs are not tied to a particular minister, and that the forward momentum of the Fellowship and the Capital Campaign/Dreambuilders process should continue.

The President adjourned the meeting at 7:10 pm.

Respectfully submitted,
Mark Tuller, *Corporated Secretary*

April 2, 2015

Dear UUFSO,

It is with deep love and gratitude that I thank you for these last 6 years of this shared ministry at UUFSO. It has been an amazing and fulfilling period of growth, learning and love. It is therefore with very bittersweet and mixed emotions that I announce my resignation as your minister as of July 31st, 2015 with my last official day onsite being June 21st. I have been named the candidate for the position of Parish (Senior) Minister at the Unitarian Universalist Congregation of Fairfax, Virginia.

A big part of this decision to leave San Diego includes being closer to family and friends on the East Coast. UUFSO is a healthy and thriving congregation with a record annual campaign, a plan for future growth and spirit of love and service to our community. I am so proud of the work we have done together and know that you will continue in healthy ministry as you move forward.

I will be away from April 17th - April 27th for Candidating Week in Fairfax. I will treasure the remaining time that we will spend together. The UUA will be here to help with the transition of ministry and I am available for anyone who would like some time to chat.

With much love and appreciation,

Rev. David A. Miller



**Unitarian Universalist
Fellowship of San Diego**

Rev. David Miller, Minister
1036 Solana Drive
Solana Beach, CA 92075-0201
Telephone: 858/755-9225
Fax: 858/755-9017
www.uufsd.org

April 10, 2015

Dear Rev. Miller:

We are in receipt of your letter of April 2, 2015, in which you announce your resignation as minister of UUFSD as of July 31, 2015. With regret and appreciation, on behalf of the Board, we accept your resignation and wish you all the best in your new position at the UU Congregation of Fairfax, VA.

You have served the UUFSD community well, and made meaningful contributions to the broader San Diego cluster and the Pacific Southwest region. We hope you and Alice find your new home to be welcoming and supportive as you continue your journey.

With appreciation,

Lisa Shaffer
Board President

**UUA Transitions Office
Interim Ministry Search Process**

Overview

- The interim minister search takes place in April and May of each year for a July or August start, (and October/November for a January/February start) The selection is made in a very short time period so the interim search committee should be prepared to make this search a priority for the several weeks it normally takes to conduct it.
- Before applying for an interim minister, please read all of the [Transitional Ministry Handbook](#).
- We strongly recommend you read *In the Interim: Strategies for Interim Ministers and Congregations* available from the [UUA Bookstore](#) but if you are close to the April deadline, feel free to submit your application first.
- The name of every minister who expresses an interest in your congregation will be released to you, up to 8 names. However,
 - You may request to have a single interim minister recommended to you or
 - You may choose to limit the number of names you receive (2-7 names).
- If your congregation had a difficult interim experience in the past, please arrange to speak with your regional staff or Keith Kron, director of the Transitions Office.
- What ministers look for when reviewing an application in addition to fair compensation is authenticity, meaning how honestly a congregation expresses its challenges and successes and where they need assistance.

Duration of interim ministry

- Congregations doing at least an 18 or 24 month interim have a much greater success rate (90%) at calling a minister following their interim than congregations doing only a single year of interim ministry (56%).
- The UUA recommends a two-year interim for most congregations. Our mantra is "Doing it well beats doing it quickly." Don't be afraid to take the time you need. Over 90% of congregations do at least 18 months of interim ministry.
- Search committees seem to be more discerning and open and less anxious when selected after the interim minister has arrived than during the ending of the settled ministry. Search committees need a full year to do their work well.
- It is highly recommended that congregations doing two years of interim ministry do so with the provision that the contract is one year with the option to renew for another year. Doing so allows for the possibility of a graceful exit if the interim and congregation do not match well. Additionally, some congregations are just better served by two different interim ministers.

How to apply

- To apply for an interim minister, you must log into the online Settlement System and complete the appropriate application (Option 5). A link to the Settlement System can be found at the bottom of the main [Transitions webpage](#).
- You may request your congregation's username and password by sending an email to transitions@uua.org. Be sure to tell us your congregation's full name, city, and state as well as your name and congregational role.
- The Settlement System times out after about 45 minutes so be sure to click the Save button at the bottom of the page as you are working on the application.
- Once your application is complete, send an email to transitions@uua.org to let us know.

The application

- Fill out the application as best you can. Ideally input is obtained from at least the entire board of trustees. Some answers may require an educated guess.
- The application is about being truthful about your congregation's needs during the interim time, a quick assessment of your strengths and challenges, and a snapshot of your congregation and its values. Authenticity and honesty trump putting your best foot forward. Surprises lead to resentment, bad matches, and hard feelings all the way around.
- Only potential interim ministers will see your application. These are not available to everyone.
- You may make adjustments and changes to your application until the deadline (see the [Transitional Ministry Handbook](#) for dates) but you must let us know if you make changes after telling us the application is complete so we share the final version with prospective ministers.

Additional materials/packet

- Your website is now a source of information. Expect potential ministers to scour it.
- You should provide a packet of information to your applicants. This should include
 - o a congregational budget
 - o a copy of the by-laws
 - o any other covenants or policies around behavior or expectations of congregations (like a disruptive behavior policy, e.g.)
 - o a couple of different orders of service
 - o several newsletters
 - o recent board minutes.

If these are already on your website then direct the applicants to them with the access needed. If they are not, a collection of PDF files which can be emailed, placed in a drop box, or transmitted some other immediate way is fine.

- You may include incentive pieces or links about the geographic area, such as links to your location's Chamber of Commerce, Wikipedia page, housing information, and any tourism sites.
- Ministers should either have a website or a collection of electronic files to send in addition to their completed ministerial record sheet. Their packet should include a biography, sermons, other rites of passage services, newsletter columns, and references. Photos and audio/video files are a plus.

How the interim search works

- There are three rounds of interim search. Each of the first two rounds takes two weeks from the time that ministers names are released to the time that offers may be made by the congregation. **See the [Transitional Ministry Handbook](#) for the specific dates for each round.**
- In each round, the names of ministers interested in serving as your interim are released to you through the online Settlement System (Option 6).
- Your interim team moves quickly to review the ministerial records and contacts each minister to either schedule a phone or video interview or to gently let the minister know that you don't wish to pursue their application.
- Before the interview, you should forward your informational packet and ask each minister for their search packet or website.
- You should check references. Once interviews and reference checks are concluded, we recommend you contact those ministers you are interested in to determine if they are also interested in you. This is not the time to make an offer, though. An offer may only be made at

noon eastern time at the conclusion of this round of search. Let the Transitions Office know which interims you are likely to offer an interim position to. Most congregations have a list of whom they'd ask first, second, and so on, since ministers are looking at multiple opportunities too.

- **The First Round.** The first round of the interim search is limited to ministers in the Accredited Interim Ministry program and ministers with at least 10 years of experience. Not every congregation will receive names during this round so if you don't see any names during the first round, check back when the next round of names are released.
- **The Second Round.** Any congregation without an interim will continue to the second round. This follows the same procedures as mentioned, though all ministers are eligible in this round.
- **The Third Round.** A congregation may move as quickly or slowly as it wishes with no set offer date expected—though too much delay could be costly.
- **Every effort will be made to have the names of prospective interims available to the congregation by 5 p.m. eastern time on the first day of each round.**
- **In October and November there is another interim search cycle for a January or February start.** There is a much smaller pool of both congregations and ministers participating. The number of rounds of searching may be limited to just one or two, depending on the number of ministers and congregations participating.

How to work through your list of ministers

- The task force should read all ministerial records and agree on which interims to pursue (it could be all of them).
- As soon as you know you are not pursuing someone, send them a polite "no thank you" email.
- Ask for a packet exchange with the interested ministers and arrange for an interview. It is advised to schedule all interviews by phone or video conference even if a minister on your list is local. This prevents any prospective interim minister from having an unfair advantage over another by appearing in person.
- Review their materials and prepare a common set of interview questions.
- Divide the applicants up to conduct reference checks.
- Complete the interviews and agree which of the ministers you'd still pursue as interim and which you would choose to let go of.
- Check that those you would make an offer to are still interested.
- Submit the list to the Transitions Office.
- Contact the person you'd ask first at noon Eastern Time on the offer day.
- If need be, move through the additional names on the list.
- If need be move to the next round and begin again. Please let the transitions office know of your status after each round.

Compensation and background checks

- Please remember that interim ministers should be compensated at the same level as you would compensate a called minister.
- When you make an offer on the final day of the search cycle, it is contingent on a successful background check as well as coming to agreement on the specifics of the offer being made.
- Our main webpage contains links to two companies offering background checks.
 - o [Oxford Document Management Company](#)
 - o [Church Mutual Insurance Company](#)

- A sample interim contract can be found in Appendix A of the Transitional Ministry Handbook. Deviating from the recommended contract is discouraged.
- To find your congregation's geindex wage rate, please go to http://www.uua.org/sites/live-new.uua.org/files/documents/mpl/finances/geindex_finder_1415.pdf
- To then calculate fair compensation go to <http://www.uua.org/careers/compensation/fair/178552.shtml>
- If your current minister is paid below the mid-level recommended guidelines, you should at least maintain or raise the salary to find the best interim possible.
- If your current minister is paid above the mid-level recommended guidelines, you should at least pay the mid-point, unless you are getting an interim with more experience than your current outgoing settled minister—in which case you should match or raise the compensation.
- You should be prepared to pay full benefits in the compensation package. Please use the Compensation Calculator - this is the PDF version. Find the excel version on the Transitions Office website.

If you have questions

- Questions about the interim search should be directed to either your regional or district staff or to the Transitions Office.
- Emails are easier for the Transitions Office, but you may request a phone appointment. Send an email to transitions@uua.org with several suggestions of a time for a call and the nature of your questions or concerns.

After the contract is signed

- Please send a copy of the signed interim contract to the Transitions Office. An electronic copy sent by email is preferred.
- Please also be sure we know the start date of the ministry so we can update the online directory for your congregation.

Interim ministry training

- If a minister hasn't served as an interim before, they receive training from the UUA and the Interim Ministry Network in the summer prior to or just after beginning their interim service.
- The congregation is responsible for funding training for their interim.

Getting ready for the interim ministry - a Common Read

- Congregational leaders that prepare themselves for the interim ministry period are more likely to have a successful interim period. We recommend a common read for congregational leaders to prepare for the interim time. <http://www.uuabookstore.org/In-the-Interim-P17296.aspx>

Minutes of UUFSD Board Meeting
Sunday, April 19, 2015, 12:30 pm – 1:50 pm
Palmer Library, UUFSD

Board Members present:

Lisa Shaffer, *President*
Ashley Phillips, *Vice-President*
Bev Majors
Don Jones
Maria Penny
Clint Stoddard

Also present:

Tracey Weiss, *Congregational Administrator*
Alison Crotty, *Director of RE*
Mark Tuller, *Corporate Secretary*

Absent:

John Atcheson, *Past President*
Sam Blakistone, *YRUU rep*

Reverend David Miller, *ex officio*
Glen Bowden, *Treasurer*

The President convened the Board meeting at 12:30 pm and read opening words, a virtual chalice was lit, and the Board celebrated climate action (Commit2Respond), the success of Wisdom Wednesdays, and the Passover Seder and Flower Communion events.

NEW ACTION ITEMS

-Finance Committee minutes. **Maria Penny** and **Mark Tuller** and **Tracey Weiss** to explore giving public access to Finance Committee minutes and agenda by uploading them to the UUFSD website. Tiffany Fox, chair of the Publicity Committee, is authorized to hire a webmaster, which could be the most efficient method.

-Short-term Disability Insurance (SDI) analysis. **Don Jones** to work with **Tracey Weiss** to analyze and recommend regarding SDI participation by UUFSD.

-Design Review and Buildings & Grounds Committees. **Clint Stoddard** to ask the Buildings & Grounds Committee to be sure to check with the Design Review Committee before making purchases. This could alleviate the need for a separate Design Review budget.

-Kitchen Set-up Procedures. In view of the Board's willingness to have the Sunday setup employees take over coffee setup before the first service, **Maria Penny** to coordinate with the kitchen committee and write out what needs to be done and send to Tracey Weiss.

Consent Agenda

The Board **APPROVED** the agenda, the minutes of the March 15, 2015 Board meeting, and the minutes of the April 2, 2015 special Board meeting.

Ministerial Transition

Ashley Phillips, chair of the Interim Search Committee, reported on the progress of seeking an interim minister, in light of Rev. David's resignation effective July 31, 2015. The application is ready to be submitted. The projected compensation (salary and housing) range is \$70,000 to \$106,000, which may be at the low end of the appropriate range. The Board discussed the issue and the sense of the Board was to prioritize funds to hire the interim minister over other priorities.

DECISION:

Upon motion made and duly seconded, the Board unanimously **AUTHORIZED** the Interim Search Committee to adjust upward its projected salary range as the Interim Search Committee may deem necessary, within a reasonable boundary.

Treasurer's and Finance Committee Report

In the Treasurer's absence, Maria Penny reported based on information previously presented to the Finance Committee. The Treasurer is still tracking down minor discrepancies in the accounts. Letters to members reminding them of unfulfilled pledges will be prepared and given out on Memorial Day weekend. The Finance Committee is continuing to move money to the UUA Common Endowment; the UUA fund is not as liquid as the previous Vanguard account, so the Finance Committee is taking action to be sure monthly liquidity needs are met.

Maria discussed the Finance Committee's desire to make its minutes and agendae publicly available by putting them on the UUFSD website. She also raised the issue of who should be responsible for continued maintenance of the Replacement Reserve Spreadsheet, which Joe Penny has been maintaining. It was the sense of the Board that Gabrielle, the part-time bookkeeper, could be trained to take over this task and that Joe should meet with her to explain and train.

Minimum Membership Financial Contribution

Pursuant to the Bylaws, Article III, Section 2, a Voting Member must financially support the Fellowship by an annual contribution of record at least sufficient to cover certain minimum costs; this minimum contribution is to be calculated by the Finance Committee and approved by the Board of Directors. Maria Penny of the Finance Committee outlined the costs of membership in the UUA and the Pacific Southwest District, and the Board discussed the minimum contribution requirement.

DECISION:

Upon motion made and duly seconded, and pursuant to the Bylaws, Article III: MEMBERSHIP, Section 2: VOTING MEMBERSHIP, the Board, upon a vote of 4-2 (Bev Majors and Don Jones opposed), **RESOLVED** that:

1. **A MINIMUM CONTRIBUTION OF \$200 PER YEAR IS ESTABLISHED** for the financial support required of a Voting Member; and
2. The foregoing minimum contribution will remain in effect until superseded by a subsequent Board resolution.

Schedule

The next Board meeting will be on Sunday, May 3, 2015, at 12:30 in Palmer Library, specifically devoted to budget preparation, followed by the regular May Board meeting on May 17, 2015 at 12:30 in Palmer Library. The June Congregational Meeting (Annual Meeting) will be on Sunday, June 14, 2015.

Nominations Committee

Three Board seats are to be filled at the June Congregational Meeting; if additional candidates are available, a 4th opening may be available. So far no candidates have been identified [update – the NomCom has at least 3 strong prospects]. Also, the Board President and Vice-President are to be elected.

DECISION:

Upon motion made and duly seconded, the Board unanimously **ACCEPTED THE RESIGNATION OF TIFFANY FOX FROM THE NOMINATIONS COMMITTEE**, and **APPOINTED CHRISTIE TURNER AS INTERIM MEMBER OF THE NOMINATIONS COMMITTEE**, to serve the remainder of the term until the next regularly scheduled Nominations Committee election at the January 2016 Congregational Meeting.

SDI (State Disability Insurance) participation by UUFSD

Some explanatory materials from the web have been compiled, and Tracey Weiss has been looking into this issue; the Personnel Committee was not knowledgeable enough to make a recommendation. This issue has budgetary implications. Apparently UUFSD as a religious organization may opt out of this program, and participation would be expensive and require employee buy-in; alternatively, UUFSD may be able to commit to pay if a claim comes in, or it may decline to offer such a benefit at all. Don Jones volunteered to take the lead on this issue with Tracey Weiss.

Policies Committee recommendations

The Board discussed the review and updating of Policies 100 and 230, as recommended by the Policies Committee, and the associated recommended changes to the Bylaws.

DECISION:

Upon motion made and duly seconded, the Board unanimously:

1. **ADOPTED** the recommendation of the Policies and Procedures Committee concerning the review and updating of **POLICY 230, INACTIVE MEMBERS**, as attached hereto, contingent upon adoption by the Congregation of the associated Bylaws amendment; and **PROPOSED** the associated recommended amendment of Bylaws Article III, Section 3, for adoption by the Congregation at the June, 2015 Congregational Meeting.
2. **ADOPTED** the recommendation of the Policies and Procedures Committee concerning the review and updating of **POLICY 100, POLICIES AND PROCEDURES FOR OPERATIONS OF UUFSD**, as attached hereto, contingent upon adoption by the Congregation of the associated Bylaws amendment; and **PROPOSED** the associated recommended amendment of Bylaws Article VI, Section 8, for adoption by the Congregation at the June, 2015 Congregational Meeting.

Pre-Service Kitchen Setup

Maria Penny noted that the kitchen is still a problem, in light of the lack of volunteers and the difficulty of setting up and cleaning up coffee and food for two services over a four hour period.

It was suggested having the service setup people (Adam and Steven) also set up the coffee before the first service; a similar suggestion was made for the blocking open of the Montessori gate.

DECISION:

Upon motion made and duly seconded, the Board unanimously **AUTHORIZED AND DIRECTED** the Minister and Congregational Administrator to have the Sunday service setup employees also take on the tasks of opening the Montessori gate and setting up the coffee preparation (if no volunteers are available), and to pay for any additional time for these tasks.

Updates and reports

- Two-services review—lead has transferred to Charles Dodson and Dale Gottdank, due in part to Ashley Phillips’ service as chair of Interim Search Committee, and because the Committee on Ministry is doing a 360 degree review of this and other issues.
- Spirit Level grant proposal for Director of Congregational Life position—this process is moving forward, and is all the more important due to the ministerial transition and its importance in attracting the right candidates for interim and settled minister.
- The Spring Auction is scheduled for May 16, and still needs more donations.
- Dream Builders and Capital Campaign—the overall construction will be in phases (or “elements”), with an anticipated congregational vote in September for particular phases or elements; in May a final congregational review of the master plan will occur, and in August the UUA fundraising consultant will evaluate the phasing and the possible fundraising potential of the congregation.

The President declared the meeting adjourned at 1:50 pm. The next scheduled Board meeting is Sunday, May 3, 2015 at 12:30 pm in Palmer Library.

Respectfully submitted,
Mark Tuller, *Secretary*

Attachments:

- Agenda for April 19, 2015 Board meeting
- Congregational Administrator’s report for April, 2015
- RE Director’s report for April, 2015
- Recommendation from the Policies and Procedures Committee concerning review and updating of Policy 230, Inactive members
- Recommendation from the Policies and Procedures Committee concerning review and updating of Policy 100, Policies and Procedures for Operations of UUFSD

UUFSD Board Agenda
April 19, 2015

1. Check in (1-2 minutes per person, allowing you to be present)
2. Opening words; Chalice lighting
3. Items for celebration; tracking success
Climate action, Wisdom Wednesday, Seder, Flower Communion
4. Review and approve minutes and agenda
5. Action Items
 - Ministerial Transition
 - Treasurer report
 - 2015/16 budget development
 - Can we have a preliminary budget and meet May 3, with final decision May 17?
 - Nominations Committee – Board approval to replace Tiffany with Christie
 - Short-term disability insurance
 - Policy Committee - review of Policy 230 – Inactive Members
review of Policy 100 - Policies
6. Updates
 - Two-services review – lead has transferred to Charles Dodson and Dale Gottdank
 - Auction
 - Governance Task Force
 - Capital Campaign/Dreambuilders
 - Spirit Level Foundation grant opportunity
 - Communications strategy; videos
 - Luncheons/brunches (could Deb Ploeser make something more happen?)
 - Small-scale campus improvement opportunities – repainting indoor podium, new chalice, other
7. Other action items from last month
8. Information Items (written reports from Minister, RE Director, Congregational Administrator, and oral Committee Liaison reports as appropriate)
9. Leftovers (second thoughts on things, items we forgot, etc.)
10. Items for next month's meeting
11. Process check and check out
12. Adjourn

ADMINISTRATOR'S REPORT TO THE BOARD – APRIL 2015

MEMBERSHIP STATISTICS

Total number of members: 245
 Members emeritus: 7
 Pledging friends: 21
 Friends: 65

Total number of members, pledging friends and friends: 338

SUNDAY ATTENDANCE 3/15/15 – 4/12/15

Date	Age Group	9:00am	11:00am
April 12	Adult	28	69
	Child	3	7
	Teen	0	0
	Staff	6	6
April 5	Adult	56	176
	Child	8	11
	Teen	19	13
	Staff	5	4
March 29	Adult	30	124
	Child	15	10
	Teen	0	3
	Staff	5	5
March 22	Adult	?	96
	Child	?	8
	Teen	?	?
	Staff	?	3
March 15	Adult	37	121
	Child	11	9
	Teen	0	?
	Staff	4	?

SITE USE AND RENTALS

A couple came to UUFSD in the second week of April and toured the site. They will be having a memorial for their mother-in-law on April 25th and have already paid rental fees upfront.

The next scheduled site rental is a wedding on May 30th for a lovely non-member couple who have already paid half their site rental costs.

Gave a tour to a family who want to have a memorial sometime in May. They will get back to me.

VISITORS

We continue to mail hard copy letters to visitors, signed by Reverend Miller.

NEWSLETTER

The newsletter continues to evolve as we become aware of member needs. We have stopped utilizing the Yahoo Announcement Group as a means of communication distribution. The Yahoo Online Group remains in place for members to continue to use for unofficial announcements and information.

Respectfully submitted,

Tracey Weiss
Congregational Administrator

Month	Members	Members Emeritus	Pledging Friends	Friends
November	251	7	20	61
January	253	7	17	62
February	251	7	18	64
March	251	7	18	62
April	245	7	21	65

RE Board Report April 2015

The Renaissance Module, a worship training for DRE's was held up at DeBenneville during the first week of April and was a successful event. I am on the PSWD LREDA (the DRE organizing group for the UUA) Board as Vice President this year.

The DeBenneville all Fellowship weekend was a great event as well! We had a lot of "visitors" and young families up to experience it for the first time. Also, the Coming of Age class had a good retreat over the weekend.

Here are the attendance numbers for the last half of March. The first two weekends in April there was no age specific classes because of Easter and DeBenneville Weekend.

Class	Latter half March Attendance Averages	
	9:00 Service	11:00 Service
Toddlers	3	5
PreK-K	5	NA
1 st - 3 rd	4	4
4 th -6 th	3	3
YRUU Sunday	NA	2
YRUU Youth Group		10

April 13, 2015

Recommendation from the Policies and Procedures Committee concerning review and updating of Policy 230, Inactive Members

The bylaws and Policy 100 provide that policies adopted by the Board should be reviewed and updated by the Board at least every two years. Of the 29 policies currently in place, 26 are overdue for review and updating. We have begun reviewing the policies, starting with Policy 230, Inactive Members.

Policy 230, Inactive Members, was originally adopted on May 18, 2008. Nothing basic about this policy has changed and it is currently being followed quite well—it provides an orderly procedure for notifying members who have failed to pledge about their options, and for moving them to resigned status if they continue to fail to meet the requirements of membership. We have made several wording changes to reflect current practice or titles (e.g., Pledge Committee, Congregational Administrator). Our proposed changes are attached.

There is an inconsistency between this policy and wording of the current version of bylaws, concerning the duration of inactive status before a member is moved to resigned status. We recommend that the Board propose a minor bylaws amendment to conform the bylaws with the policy on this issue (see attached). This bylaws amendment would be adopted by the congregation at the June congregational meeting. We have done extensive research and consulted with affected groups in proposing this change.

The issue is whether inactive members should be automatically resigned at the end of the calendar year as provided by the policy since 2008, or at the end of two fiscal years. We feel that having inactive status last until the end of the calendar year is the best approach in terms of clarity, ease of administration for the Pledge Team, staff, and Membership Team, and consistency with past practice which has worked since 2008. A longer period of inactive status implies tracking and soliciting inactive members through a second and third pledge drive even though they have already refused to pledge and have not responded for half a year to the Board's demand letter. In terms of fairness to members who wish to continue an affiliation with UUFSD there are several avenues—they may pledge at a reduced rate, they may ask for a waiver, they may become a non-pledging friend—if they respond. If they simply refuse to respond at all after numerous solicitations and requests then it is appropriate to move them to resigned status.

Mark Tuller, Chair
Anne Larocca
Caroline DeMar
Steve Bartram

UUFSD Policy and Procedure Document

Policy ID: 230

Title: Inactive Members

Date Approved: May 18, 2008 by the Board of Directors

Reviewed and updated: XXXX by the Board of Directors

Purpose

To keep membership rosters current and accurate. To ask members who seem to have become inactive to clarify their status with the Fellowship. To create a process for resigning members who fail to clarify their status with the Fellowship after repeated requests.

Policy

The bylaws describe ~~four~~ ~~three~~ categories of membership:

Voting Member: One who has signed the membership book (takes effect 30 days after signing) and who financially supports the Fellowship with an annual pledge.

Emeritus Member: A prior member of long standing and history of service who is designated by the Board of Directors to be a Member Emeritus. These members receive all mailings and have "all the rights and privileges of membership except for that of voting." A Member Emeritus is not required to support the Fellowship with an annual pledge.

Inactive Member: One who was previously a voting/pledging member, but who has not pledged by the end of the fiscal year for the next fiscal year.

Resigned Member: One who has notified us of his or her intention to resign membership (per the bylaws), or one who has been resigned by the Board of Directors (per the procedure described in this document).

In addition to these bylaw-defined categories, the following categories are currently used at the Fellowship:

Friend: One who receives the online newsletter and is listed in the directory, but is not a member (i.e., has not signed the membership book). A friend is not required to support the Fellowship with an annual pledge.

Pledging Friend: Same as "friend", except one who chooses to voluntarily offer the Fellowship a pledge.

The following chart recaps these categories:

<i>Category</i>	<i>Newsletter/ Mailings</i>	<i>Pledges?</i>	<i>Membership book?</i>
Voting Member	Yes	Yes	Yes
Emeritus Member	Yes	No	Yes, originally
Inactive Member	Yes	No	Yes, originally
Resigned Member	No	No	Yes, originally
Friend	Online only	No	No
Pledging Friend	Online only	Yes	No

Procedure

Stewardship ~~Committee~~Commission or current equivalent (e.g., Pledge Team)

1. Conducts the annual pledge drive (generally running March and/or April, but follow up may extend through early June.) This includes multiple communications with the congregation as a whole, as well as individual contacts where appropriate.
2. By June 15, creates a list of the people who are in the "voting member" column who have not pledged during the annual drive, despite one or more attempts at contact.

Board of Directors

3. Routes the list to any who may have information about people on the above Stewardship list, including but not limited to: the Minister, the DRE, the Treasurer, ~~and~~ the Chair of Membership, and the Board of Directors.

Membership Chairperson or current equivalent

4. After considering any new information that comes to light as a result of step 3, drafts a letter to be sent to those remaining on the list asking them to advise us about their membership. Further tells the recipient that we will change their status to "inactive" status if

we have not heard from them within 30 days, and to "resigned" if we have not heard from them by the end of the calendar year. Requests the Office Congregational Administrator to send out the letters and provides her the list of recipients.

Office Congregational Administrator

6. On or shortly after July 1, sends the Board letter to each person on the list and changes each recipient to "inactive" in the database.
7. Tracks any responses to the letter and reports on these responses as part of the normal monthly report for the Board.

Board of Directors Membership Chairperson or current equivalent

8. At the calendar year end, again reviews the list of inactive members and the reports from the Office Administrator of any responses the letter may have generated. For those without a satisfactory resolution, advises the Office Congregational Administrator to change each person still listed as "inactive" to "resigned".

Office Congregational Administrator

9. On or around the calendar year end, changes any unresolved "inactive" members to "resigned" in the database.

Sample Text for Board Letter:

[Letterhead]

June 30, year

Dear,

We're sending you this letter because we would like to explain to you your options concerning your membership at UUFSD, and we ask you to please let us know what you would like us to do. Our bylaws require a pledge of financial support from members. This is needed for regular operating expenses, but also for direct costs we need to pay on each member's behalf, such as annual dues to the UUA, District, and Cluster. The minimum required pledge amount for the upcoming fiscal year is \$XXX.

Our annual pledge drive is over for this year, and we do not have a record of a pledge from you for the upcoming fiscal year (which starts July 1, year). Either our records are mistaken (and please let us know if this is the case), or you have not yet made a pledge.

You can contact the office at (858) 755-9225 or office@uufsd.org.

You have options regarding your membership:

1. If you choose to continue as a voting member, please return the enclosed pledge sheet card as soon as possible. (If your financial status makes you unable to pledge at this time, but you want to continue as a member, please contact the Minister about obtaining a waiver.)
2. If you choose to withdraw as a member of UUFSD, please contact our office and let us know that you either want to resign your membership, or change your status to "friend". ("Friends" receive the emailed newsletter and are listed in the directory.) If you decide to resign, we would be sorry, but we recognize and honor that your needs may have changed. If there are specific circumstances you would like to address, please contact the Minister. Of course, you are always welcome to rejoin later if your wishes change.
3. If we do not hear from you by the end of July, we will change your membership status to "inactive." If we still have not heard from you by the end of the calendar year, we will change your membership status to "resigned".

Thank you for your past support of the Fellowship, and we hope you choose to continue to be part of our community.

Name
On behalf of the
UUFSD Board of Directors

**Proposed bylaws amendment to be adopted by the Board and presented for vote by the
Congregation at the June 2015 Congregational Meeting**

SECTION 3: INACTIVE MEMBERSHIP

(1) Changing membership status from Voting to Inactive:

An Inactive Member is one who does not meet the requirements of Voting Membership as set forth in Sections 1 and 2 above. During the pledge campaign, the Pledge Drive Chairperson will contact (by phone, email, and other reasonable means) all members who have not pledged and will compile a list of proposed inactive members (those who could not be reached or declined to pledge) at the end of each fiscal year. The Board President, Membership Chairperson and Minister will review this list, and The Membership Chairperson shall send each member on the list a notice of impending change of membership status at the beginning of the new fiscal year. If the minimum contribution or pledge is not received within 30 days, the member's status changes automatically from Voting to Inactive. An inactive member shall have none of the rights, privileges and benefits of Voting Membership.

(2) Removal from Inactive Membership:

~~After two years of Inactive status At the end of the calendar year,~~ a member who has not responded in a satisfactory way (such as by pledging or requesting a waiver or submitting a letter of resignation) will be changed from Inactive to Resigned status ~~by the Membership Chairperson.~~

April 14, 2015

Recommendation of Policies and Procedures Committee concerning review and updating of Policy 100, Policies and Procedures

Continuing our review of previously adopted policies, attached is our recommendation for review and updating of Policy 100, Policies and Procedures for Operations of UUFSD. This policy was adopted by the Board in June, 2013 and is timely for Board review and updating. Our proposed changes are attached (both as a somewhat confusing markup of the existing policy and as a final).

Our principal recommendation is to change the two year requirement for Board review of policies to a more manageable three requirement. Plainly the review-every-two-years idea is not working, given how many policies are overdue for review. We believe a three year cycle is better because it is somewhat longer but still short enough to keep policies dynamic and short enough that people will remember why the policy was written the way it was. This change requires a minor bylaws amendment, which we recommend the Board propose for a Congregational vote at the June Congregational meeting.

We have also reformatted the procedure slightly to make it easier to follow, and added a sentence to the effect that the Board may shorten the process when updating an existing policy. We have removed a sentence dealing with compliance because it is beyond the intention of this policy. We agree that compliance is an important subject, and we intend to propose a separate policy dealing generally with compliance, limits of Board delegation, and scope of authority.

Mark Tuller, Chair
Anne Larocca
Caroline DeMar
Steve Bartram

UUFSD Policy and Procedure Document

Policy ID: 100

Title: Policies and Procedures for Operations of UUFSD

Date Approved: June 15, 2013 by the Board of Directors

Reviewed and updated: XXXXX

Purpose

To ensure that Policies and Procedures of the Fellowship are properly drafted, approved, and communicated.

Policy

UUFSD operates according to the Fellowship Bylaws. Article VI, Section 8 states the following:

The Policies and Procedures document [notebook of related documents] is intended to record actions taken by the Board of Directors, to clarify ambiguities in the Fellowship Bylaws, and to define the Fellowship's administrative and committee structure and responsibilities. Policies and Procedures shall be kept by the ~~recorder of board minutes~~ Corporate Secretary or designee and shall be reviewed and updated by the Board of Directors at least every ~~two~~ three years.

Procedure

New policies, or revisions to existing policies, may be proposed by an individual, a committee, or by the Board of Directors. The proposed policy must be consistent with our seven principles and the UUFSD Covenant of Right Relations. The individual or group proposing the policy must include all affected parties in the formation of the policy. Before proceeding, they must notify the Board of their intention to create a policy or modify an existing one.

The proposed policy is placed in effect upon approval by the Board of Directors after accomplishment of the following steps:

- ~~1. 1.——~~Before proceeding, the Board must be notified of the intention to create a policy or modify an existing one.
- ~~1. The policy should be consistent with our 7 principles and our Covenant of Right Relations:~~
- ~~2. The individual or group proposing the policy must include all affected parties in the formation of the policy. Before proceeding, they must notify the Board of their intention to create a policy or modify an existing one.~~
- ~~3.2~~ Each policy must have a statement of intent on the reasoning and motivation behind the policy.

- ~~4.3~~ Each policy will specifically identify the individual(s), group(s), organization(s) or position(s) that ~~are~~:
- a. ~~a~~ Are Accountable for the creation, maintenance, effectiveness and impact of the policy.
 - b. ~~a~~ Are Responsible for performing the duties and activities required as a result of the policy's existence.
 - c. ~~r~~ Require active Coordination to avoid conflict, duplication and confusing lines of authority.
 - ~~d. I~~ Will inform the appropriate individuals and groups of the policy's existence and purpose.
 - ~~d.~~ _____
- ~~5.4~~ The policy shall be formatted in the manner of existing policies.
- ~~6.5~~ A clear review period shall be set after the policy has been drafted, with a minimum of one month (to include one Board discussion session), based on the agreed upon urgency and necessity of the policy. The review period for periodic revisions to existing policies may be waived or shortened by the Board depending on the nature of the changes.

Once the policy is approved, the Corporate Secretary (or other designated person) ~~on the Board of Directors~~ keeps the "master" copy of the policy in a Policies and Procedures notebook. A second Policies and Procedures notebook, with copies of all policies, is maintained by the Corporate Secretary (or designee) in the office for anyone's reference. ~~E~~ copies of Approved Policies and Procedures all policies are posted by the Corporate Secretary or designee available on request the uufsd.org website and made publicly available. ~~The Corporate Secretary (or designee) also communicates relevant policies directly to newly installed committee or group chairs.~~

~~All staff and Fellowship members are responsible for reading and understanding the policies that affect them.~~

When a new policy or revised policy is approved by the Board, a message is sent to the congregation stating that a new policy has been approved, with a summarized description of the policy or change.

UUFSD Policy and Procedure Document

Policy ID: 100

Title: Policies and Procedures for Operations of UUFSD

Date Approved: June 15, 2013 by the Board of Directors

Reviewed and updated: XXXXX

Purpose

To ensure that Policies and Procedures of the Fellowship are properly drafted, approved, and communicated.

Policy

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The Policies and Procedures document [notebook of related documents] is intended to record actions taken by the Board of Directors, to clarify ambiguities in the Fellowship Bylaws, and to define the Fellowship's administrative and committee structure and responsibilities. Policies and Procedures shall be kept by the Corporate Secretary or designee and shall be reviewed and updated by the Board of Directors at least every three years.

Procedure

New policies, or revisions to existing policies, may be proposed by an individual, a committee, or by the Board of Directors. The proposed policy must be consistent with our seven principles and the UUFSD Covenant of Right Relations. The individual or group proposing the policy must include all affected parties in the formation of the policy. The proposed policy is placed in effect upon approval by the Board of Directors after accomplishment of the following steps:

1. Before proceeding, the Board must be notified of the intention to create a policy or modify an existing one.
2. Each policy must have a statement of intent on the reasoning and motivation behind the policy.
3. Each policy will specifically identify the individual(s), group(s), organization(s) or position(s) that:
 - a. are Accountable for the creation, maintenance, effectiveness and impact of the policy.
 - b. are Responsible for performing the duties and activities required as a result of the policy's existence.
 - c. require active Coordination to avoid conflict, duplication and confusing lines of authority.

Policy ID: 100

Date

- d. will Inform the appropriate individuals and groups of the policy's existence and purpose.
4. The policy shall be formatted in the manner of existing policies.
5. A clear review period shall be set after the policy has been drafted, with a minimum of one month (to include one Board discussion session), based on the agreed upon urgency and necessity of the policy. The review period for periodic revisions to existing policies may be waived or shortened by the Board depending on the nature of the changes.

Once the policy is approved, the Corporate Secretary (or other designated person) keeps the "master" copy of the policy in a Policies and Procedures notebook. A second Policies and Procedures notebook, with copies of all policies, is maintained by the Corporate Secretary (or designee) in the office for anyone's reference. Approved Policies and Procedures are posted by the Corporate Secretary or designee on the uufsd.org website and made publicly available. The Corporate Secretary (or designee) also communicates relevant policies directly to newly installed committee or group chairs.

When a new policy or revised policy is approved by the Board, a message is sent to the congregation stating that a new policy has been approved, with a summarized description of the policy or change.

UUFSD Special Board Meeting, May 3, 2015, Palmer Library

The Board held a special meeting to begin discussing the FY2016 budget. Directors present: Lisa Shaffer, Ashley Phillips, Clint Stoddard, Maria Penny, Bev Majors, John Atcheson, and Don Jones. Also present: Mark Tuller, *Secretary*; Glen Bowden, *Treasurer*; Rev. D.

Before addressing the budget, the Board quickly discussed the following:

- The Spirit Level grant for a Director of Fellowship Life (or equivalent name) is still progressing, with a final decision expected by the end of May.
- Summer worship schedule (single service) starts June 14.
- At the May 17 Coming of Age service 23 students will participate.
- A preliminary list of Interim Minister names is expected May 4.
- Rev. D. will be paid until July 31, although his last day is June 21. Rev. Arvid Staube, formerly of 1st Church downtown, will cover for emergency pastoral needs.

Among the budget issues discussed:

- Pledges are less than initially thought, causing the first draft of the budget to run a \$23K deficit.
- There was confusion over how committees' unspent money is accounted for. Is it carried over into a reserve or carryover fund, or does it just disappear? For example the Publicity Committee (now the Comm Comm) has \$1500 unspent. Is there a restricted account dedicated to the committee's reserve? Apparently some committees have reserve funds and for others the money disappears.
- Roof repairs for the library are needed. Are reserves for the old buildings included in the capital campaign, how does the roof repair reserve work, and does Ken Schulz need the full \$7800 Buildings & Grounds reserve requested?
- Options are available in a budget crunch situation, such as cuts (discretionary funds, raises, UUA dues), finding new members, running a budget deficit financed by reserves, and a supplemental fundraising campaign. Is UUFSD run on a country club model, where members expect to pay for services, or a volunteer model, where members do most work?
- The Sandy Hill Nursery contract provides for a rise in rent.
- Casas de Luz is apparently part of UUFSD's 501c3 entity, but is not accounted for in UUFSD's accounting system. Lisa urged that they either need to be their own 501c3, their own legal entity, or else go through UUFSD's accounting. A lawyer and a CPA specializing in nonprofit accounting could be needed for this.

Action items:

- Alison Crotty to put out a box to help defray childcare costs at special events
- Glen to prepare a list of valid coding categories and work on employee time cards
- Glen to prepare next draft of budget.
- Didge to be called relative to amount of actual FY2016 pledges.
- Lisa to clarify the reserve fund issue.
- Clint to explore roof repair issue.

Respectfully submitted,
Mark Tuller, *Secretary*

Minutes, UUFSD Board meeting, May 17, 2015, 12:50 pm.

Attendees: Lisa Shaffer, Clint Stoddard, Don Jones, John Atcheson, Maria Penny, Ashley Phillips (by phone); absent – Bev Majors, Mark Tuller, *Secretary*
Tracey Weiss attended the first part of the meeting. Also in attendance, Rich Franzwa, nominee for Board.

1. We checked in, and celebrated the Coming Of Age service, the auction, and the selection of an interim minister. The minutes of prior meetings were approved without change.

2. Ashley described the interim minister process and gave a brief description of Meghan Cefalu, who was offered the position and has accepted. Her salary and housing requirement is \$78k, with \$6,000 in professional expenses, up to \$5,000 in relocation expenses, and there is a special \$700 interim minister training requirement that congregations are asked to pay for. This is a slightly more expensive package than our current minister's compensation, but less than the UUA median for our sized congregation.

3. Lisa reported that the auction preliminary gross income is about \$14,000, but some items are still being offered, and expenses are not yet totaled. Feedback is that people had a great time, it was a good party, and we made money. It's less than the projected budget for this year, but the fall D4\$ exceeded the projections, so we aren't as far off as it may appear.

4. We reviewed an updated version of the budget and agreed on these things:

a) Try to increase pledge income this year: Pledge letters are going out to everyone with the remaining balance on this year's pledges (at 83% of the year completed, pledges are at 71% of budget). We agreed to add this paragraph, following Mark's suggestion: **"This year the pledge income received so far is below the amount we expected for a variety of reasons. If you are in a position to chip in a bit extra before the end of the year, it could make the difference between a balanced budget and a deficit. With the announcement of Rev. Meghan Cefalu as our new interim minister, the ministerial transition process is well underway. We would like to give Rev. Meghan a financially healthy Fellowship to build on. So if you can get fulfill your pledge and add a little more, whether it's \$20 or \$2000, we would be very grateful. As always, we recognize that not everyone is in a position to make an additional contribution and we are appreciative of whatever generosity your situation allows."**

b) To balance the 2015/16 budget:

- Assume \$5,000 in additional pledges from new members
- Include \$8500 in revenue from a Fall Dining for Dollars event
- Increase staff salaries by the cost-of-living adjustment recommended by the personnel committee
- Reduce Jill Reis's hours from 15 to 12 (she prefers this due to other work commitments)
- Eliminate the Buildings & Grounds reserve for now but if revenues permit, commit to putting \$5000 into B&G reserves first before any other adjustments are made. Clint reported that the B&G Committee does intend to repair the roof on Palmer Library, which will cost about \$4500, using funds from the existing \$22,000 B&G reserve.

c) With Meghan's expenses and the above changes, it appears we can present a balanced budget. We are unable to finalize the budget until we hear the results of the Sunday Service Survey and decide how to proceed. We estimate the financial impact of the second service at about \$6000.

5. The Sunday Service Schedule Survey was distributed May 17 and will be available online and again on paper May 23. The COM is supposed to report to the Board before our June 3 special meeting so we can decide how to proceed next year, and the implications for staff and budget.

6. Clint and John Atcheson reported on the Dreambuilders status. They will have cost estimates for fixing the Treetops RE classroom by 5/24. There is a congregational workshop on May 31 to see the final plans and cost estimates.

The meeting adjourned at about 2:30.

May 17, 2015 Board Meeting — Minutes prepared by Lisa Shaffer

UUFSD Board Meeting Minutes
June 3, 2015
(Special Meeting on Ministerial Transition)

Attendance: Board members Lisa Shaffer, Ashley Phillips, Don Jones, Maria Penny, Clint Stoddard; Glen Bowden, Treasurer; Alisa Guralnick, incoming Board President nominee; Ken Brown, PSWD. Absent: Bev Majors, John Atcheson, Board members; Mark Tuller, Secretary.

After chalice lighting, opening words, and check-in, District Executive Ken Brown gave an overview of the transition timeline and conducted a transition interview. The staff and process for ministerial transition is changing, and Ken reviewed the approximate timeline:

- Dec. 2015-Feb. 2016 – a Ministerial Transition Team (MTT) person comes to UUFSD to explain the settlement process, possibly gives a sermon, and provides guidance on selecting a Settled Minister Search Committee
- April 2016 – Congregation chooses Search Committee
- Summer 2016 – Search Committee prepares materials for search (congregational survey, history, packet)
- October 2016 – Congregational packet posted at UUA
- Nov. 2016 – Jan. 2017 – Congregation gets names of ministerial prospects
- March 2017 – pre-candidates interviewed; final candidate selected
- April-May 2017 – candidating week and selection

Ken informed us that there are financial costs associated with the search process, which could be as much as \$1000, payable to the UUA/District. Ken said that for the first year, at least, while he is at PSWD, the District will absorb some of these costs. Stay tuned for more details.

Current Year Budget: Glen reported no significant increase in pledge payments – it's still probably too early to see a bump from the pledge letters that were just sent out. Lisa has a list of current pledge status and will work with Board members to make calls to those who haven't yet paid anything.

Preparation for Congregational Meeting:

BUDGET: the Board voted (5-0, with 2 absent) to approve the draft budget to present to the congregation. Highlights of the budget, compared to last year, are:

- Cost of living increases for staff
- Reduction in expected income from auction and D4\$ because of capital campaign
- Changed choir director to 12 hours with her consent
- Committed \$5,000 to B&G reserve
- Covered increased costs of interim minister

TWO SERVICES: The Board voter 4 in favor, 1 abstain (Maria), 2 absent in support of 2 services. We also decided to send a letter in the mail to all members describing the results of the survey (84 responses, almost exactly evenly divided between favoring one and two

services) and explaining the Board members' reasons for advocating for continuation of two services and the possible steps to address the concerns expressed in the surveys. There will be a paper ballot for the June 14 congregational meeting asking people simply whether they prefer one or two services.

"State of the Fellowship" report from the Board president: the Board agreed on these points to be included in the report to the congregation:

- Interim Minister
- Preview of Search process for settled minister
- Spirit Level grant approved – recruitment moving forward
- Dreambuilders/Cap campaign
- Other Highlights of past 6 months
 - Social action - Casas de luz, immigration, gun violence prevention
 - Sustainability – 30 days of love, Commit2Respond, sustainable potluck
 - Auction, D4\$ fun, Seder, Coming of Age
 - Music
 - Programs (NAMI, aging, UU history)

Other transition items :

- Going away party, gift – the Board approved using the \$350 balance in the Joy Committee budget for the party and appreciates the organizing group's efforts
- Exit Interview; Parting Wisdom from David – the Board agreed that the discussion David had with Ken Brown, which will be shared with the Board, will suffice.
- Transition team for Rev. Meghan – Ashley reviewed a list of suggested members of the team and the Board agreed with the list. She will contact the people to formally invite them to serve.
- Summer responsibilities and plans – Ashley, Lisa, and Alisa agreed to share summer schedules with each other and with Tracey to ensure that Tracey has someone to contact if she needs help. Lisa will follow up with David about pastoral care back-up.
- Dreambuilders/Cap Campaign – workshop went well; total cost of the entire 10-year plan is \$3.3 million; phasing will be determined after the financial feasibility study is done.
- Personnel committee recruitment – Alisa and Heather are preparing a “help wanted” ad to go into the next newsletter.

June 3, 2015 Special Board Meeting — Minutes prepared by Lisa Shaffer

**Minutes of UUFSD Congregational Meeting
Sunday, June 14, 2015, 11:15 am – 12:00 pm
Founders' Hall, UUFSD**

Pursuant to due notice (attached), including a letter mailed to all members on the importance of voting on the two-services question (attached), President Lisa Shaffer convened the Annual Congregational Meeting at 11:15 am in Founders' Hall. Without objection the President declared a quorum to be present and minutes of the prior meeting deemed approved.

President's Report

Lisa Shaffer presented her report on the state of the Congregation since the last Congregational Meeting (attached). Her report highlighted the vitality of the community, the transitions underway, the significant grant and donation that enable hiring a Director of Connections to enhance the membership experience, and an outline of our upcoming Capital Campaign goals.

Vote to Continue Two Services

There was considerable discussion on the issue of continuing with the current policy of two Sunday services or returning to one service. After questions and clarification, the Congregation voted by paper ballot (attached). By a vote of 52 in favor and 43 opposed, the Congregation elected to keep two Sunday services.

Election of Board members; election of President and Vice President

The congregation expressed gratitude to outgoing Board members Lisa Shaffer, John Atcheson, Bev Majors, Don Jones and Maria Penny. Christie Turner of the Nominations Committee conducted elections for new Board members and for President and Vice-President. No nominations from the floor were received. Members voted unanimously for the new Board members recommended by the Nominations Committee: Alisa Guralnick (term of 3 years), Alison Schlick (1 year), Mark Tuller (3 years), Bob Quick (3 years), and Rich Franzwa (1 year). Alisa Guralnick was elected President and Ashley Philips Vice President, each for 1 year.

Adoption of Budget

The proposed budget for the 2015-2016 fiscal year was presented. A total budget of \$399,361, which includes \$33,333 for the new Director of Connections, was adopted by voice vote, 2 abstaining and 1 opposing.

Amendment of the Bylaws

The proposed bylaw amendment to Article III MEMBERSHIP passed unanimously. The amendment deals with the procedure for moving "Inactive Members" to "Resigned." The second proposed amendment, to Article VI BOARD OF DIRECTORS, concerning periodic review by the Board of Policies and Procedures, also passed unanimously as proposed.

There being no further business, the meeting was adjourned at 12:00 pm.

Respectfully submitted,
Mark Tuller, *Corporate Secretary*

**Notice of Annual Congregational Meeting
Call to Attend and Vote
June 14, 2015, 11:15 AM
Founder's Hall
(Immediately following the 10:00 AM service, single service that day)**

Please make time to attend and vote at the Annual Congregational Meeting on Sunday, June 14 after the single service, at approximately 11:15 AM. Voting members of the congregation are needed to vote on the following important issues and to assure a proper quorum of at least 20% of members.

Business to be transacted at the Annual Meeting

1. Quorum, approval of prior minutes

2. President's report

3. Adoption of 2015-2016 budget

4. Election of Directors

Candidates as nominated by the Nominations Committee:

- Alisa Guralnick
- Alison Schlick
- Mark Tuller
- Bob Quick
- Rich Franzwa

5. Election of President and Vice-President

Candidates as nominated by the Nominations Committee:

- Alisa Guralnick, President
- Ashley Phillips, Vice President

6. Bylaws amendments

Proposed bylaws amendment to Article VI, BOARD OF DIRECTORS to be presented for vote by the Congregation at the June 2015 Congregational Meeting:

SECTION 8: POLICIES AND PROCEDURES DOCUMENT

The Policies and Procedures document is intended to record actions taken by the Board of Directors, to clarify ambiguities in the Fellowship Bylaws, and to define the Fellowship's administrative and committee structure and responsibilities. Policies and Procedures shall be kept by the ~~recorder of board minutes~~ **Corporate Secretary or designee** and shall be reviewed and updated by the Board of Directors at least every ~~two~~ **three** years.

Proposed bylaws amendment to Article III: MEMBERSHIP to be presented for vote by the Congregation at the June 2015 Congregational Meeting:

SECTION 3: INACTIVE MEMBERSHIP

(1) Changing membership status from Voting to Inactive:

An Inactive Member is one who does not meet the requirements of Voting Membership as set forth in Sections 1 and 2 above. During the pledge campaign, the Pledge Drive Chairperson will contact (by phone, email, and other reasonable means) all members who have not pledged and will compile a list of proposed inactive members (those who could not be reached or declined to pledge) at the end of each fiscal year. The Board President, Membership Chairperson and Minister will review this list, and The Membership Chairperson shall send each member on the list a notice of impending change of membership status at the beginning of the new fiscal year. If the minimum contribution or pledge is not received within 30 days, the member's status changes automatically from Voting to Inactive. An inactive member shall have none of the rights, privileges and benefits of Voting Membership.

(2) Removal from Inactive Membership:

~~After two years of Inactive status~~ **At the end of the calendar year**, a member who has not responded in a satisfactory way (such as by pledging or requesting a waiver or submitting a letter of resignation) will be changed from Inactive to Resigned status ~~by the Membership Chairperson~~.

7. Report on Two Services

8. Adjourn



Unitarian Universalist
Fellowship of San Diego

Rev. David Miller, Minister
1036 Solana Drive
Solana Beach, CA 92075-0201
Telephone: 858/755-9225
Fax: 858/755-9017
www.uufsd.org

Dear UUFSD Members:

Two services or one on Sundays? This question will be put to a vote on June 14 at our congregational meeting. After two years of two services, we conducted a survey and the results were almost equally divided, with a slight preference for two services. The Board held a special meeting on June 3 and voted 4 in favor of two services, one abstention, and two absent.

It is clear that we implemented two services imperfectly. Despite wonderful volunteers working hard to serve the congregation, we were not able to organize brunches or luncheons, which we missed for their social and fund-raising benefit. Attendees at the 9:00 service missed our wonderful choir, and sometimes felt lonely when there weren't many people in the amphitheater. The RE program required additional resources to cover the increased classes. And the anticipated growth that stimulated our commitment to two services has not been sustained.

On the other hand, we are on the verge of an exciting transition and about to embark on a major campus renovation and expansion project. There are Sundays when the parking lot and Founder's Hall are full and increased attendance would be a strain and possibly turn visitors away. Many survey respondents liked having a choice of times for services. In response to the question "Has the choice of two services increased or decreased the likelihood that you will attend a Sunday service at UUFSD?" 46% of respondents said "increased" or "significantly increased" while only 12% said "decreased" or "strongly decreased" and 42% said it didn't make any difference.

The key questions showed the clear division within the congregation: of the 70 people who responded to "I prefer one Sunday Service," 52%, or 36 respondents, said "agree" or "strongly agree," while 30 respondents or 43% chose "disagree" or "strongly disagree."

Of the 73 people who responded to the question "I prefer two Sunday services," 52%, or 38 respondents, said "agree" or "strongly agree," while 26 people or 35% chose "disagree" or "strongly disagree."

The Board members who support two services see it as essential if we really are committed to growth and want to avoid stagnation. We also recognize the need to address the concerns described above, and will be working over the summer on these issues. The Congregation was recently awarded a \$50,000 grant from the Spirit Level Foundation, which will be matched by a donor, to fund a half-time position over the next three years, focused on membership, volunteer engagement and leadership development. This should make a big difference as we move forward.

On June 14, we will have **ONE SERVICE at 10:00**, followed by the Congregational Meeting. If you are a pledging or emeritus member, you will get a paper ballot to enable you to vote confidentially on the question of one or two services. **You must be present to vote.** In addition, we will present the annual budget for congregational approval, and ask for your vote on new Board members and officers. Please plan to attend.

If you have any questions, please feel free to contact me at LRShaffer@roadrunner.com.

Lisa Shaffer

Board President



UUFSD Congregational Meeting

June 14, 2015

Agenda

- State of the Fellowship
- Sunday Service Schedule
- Budget
- Nominations for Board & officers
- Changes to the by-laws

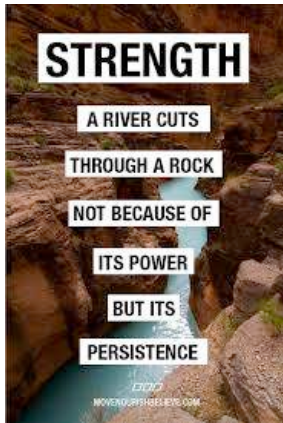
To everyone who serves on the Board, on committees, shows up, makes coffee, ushers, cleans up the grounds, serves the broader community in our name, sings, donates, sells and buys books, cares for others in our Fellowship, and so much more ...

To Rev D for his many contributions, and to the staff (Tracey, Alison, Jill, Adam, Steven, Caroline, Gabriele) for their continued service.



Our Vision: Inspired by our UU principles, we are a vibrant, intentionally diverse congregation that models and promotes, both locally and globally: love, spiritual growth, right relations and sustainable living.

The State of the Fellowship: we are a strong and resilient community



- Deep history
- Grateful for ministers but not beholden to any individual or position
- Poised for a new chapter based on sustainability, balanced with growth
- Committed to making a difference in the world that needs more people with UU values



1. Strengthen and enhance congregational practices that support reflection, connection and transformation among members/ friends and in the larger community.

- Meaningful worship services
- 4 weeks of environment-focused services
- Music Sunday
- Sacred circles
- Seder, Flower Communion, Coming of Age
- Recruitment of first-choice interim minister Meghan Cefalu



2. Improve governance, member engagement and staff development.



- Creation of policy & governance committee
- Successful fundraising for part-time Director of Connections (membership, volunteer engagement)
- Dining 4 Dollars, Best Exotic UU Auction
- Commit2Respond, sustainable potluck
- Pastoral care program
- Wonderful volunteers; transitions among leadership roles

3. Create a campus that uses and showcases state-of-the-art sustainable practices and infrastructure.



- Master plan presentation
- Preparation for capital campaign
- Repair of classrooms moving forward

4. Cultivate UUFSD's spiritual practice of engaging both the congregation and the wider community as a leader and institutional engine of social change.



- Continued social action work on immigration reform, supporting local undocumented workers, continued Casas de Luz work
- Gun violence prevention activities, promotion of "Ask" initiative ("is there a gun in the house?")
- Food bank; CRC volunteering

What's Next?

- Farewell and thanks to RevD – party June 19
- New Board to work with Rev Meghan and Director of Connections
- Recruitment of new settled minister
 - Process to be presented and plans developed late 2015/early 2016
- Ensuring financial sustainability through annual pledges
- Investing in the future with Campus Master Plan
- Educating ourselves and our children
- Caring for the planet and each other

Investing in our UUFSD future

Spirit Level Grant and match:

\$100,000 to fund a part-time ***Director of Connections*** for the next 3 years.

- Address volunteer recruitment challenges
- Alleviate some of the burden on long-time members
- Create opportunities for newer members to engage in meaningful service

The Board encourages your vote to commit to two services.

- Congregational survey evenly divided
 - Comments for TWO services focused on commitment to growth and benefits of choice on Sunday morning
 - Comments for SINGLE service focused on connection and volunteer impact
- Board vote 4 for 2-services, 1 abstained, 2 absent
- Paper ballots available to members who are present



Election of Board members

(to be conducted by NomCom)

- Alison Guralnick (3 years)
- Alison Schlick (1 year)
- Mark Tuller (3 years)
- Bob Quick (3 years)
- Rich Franzwa (1 year)
- (continuing with 2 more years – Ashley Phillips and Clint Stoddard)

Election of Board officers

None of the current Board members was available to serve as President.

Nominees:

Alisa Guralnick, President

Ashley Phillips, Vice President (incumbent)



By-Law Changes

SECTION 8: POLICIES AND PROCEDURES DOCUMENT

The Policies and Procedures document is intended to record actions taken by the Board of Directors, to clarify ambiguities in the Fellowship Bylaws, and to define the Fellowship's administrative and committee structure and responsibilities. Policies and Procedures shall be kept by **Corporate Secretary or designee** and shall be reviewed and updated by the Board of Directors at least every **three** years.

Proposed bylaws amendment to Article III: MEMBERSHIP to be presented for vote by the Congregation at the June 2015 Congregational Meeting:

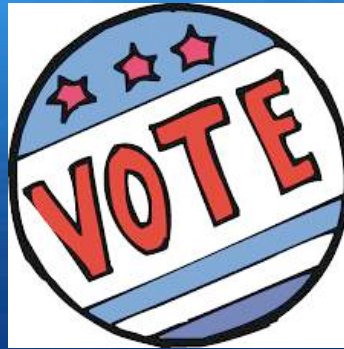
SECTION 3: INACTIVE MEMBERSHIP

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(2) Removal from Inactive Membership:

At the end of the calendar year, a member who has not responded in a satisfactory way (such as by pledging or requesting a waiver or submitting a letter of resignation) will be changed from Inactive to Resigned status.



Balanced budget for 2015/16

Pledges were not as high as originally reported BUT ... we were able to provide for:

- Staff cost-of-living increases
- Adjusted choir director's hours (with her support)
- Funding for webmaster and website redesign
- Increased costs of interim ministry
- UUA, district and cluster dues
- Continue paid bookkeeper

UUFSD BUDGET FOR THE FISCAL YEAR JULY 1, 2015 THROUGH JUNE 30, 2016

	2015-2016	2014-2015
REVENUE		
Pledges	\$290,024	\$292,000
Other Income	76,296	84,956
Total Revenue	<u>\$366,320</u>	<u>\$376,956</u>
EXPENSES		
Minister	\$108,986	\$103,357
Other Personnel	170,367	169,613
Board and Committees	11,505	11,680
Denominational Expenses	22,172	22,849
Administration	24,381	31,920
Site Operations	21,767	21,037
Other Expenses	5,850	5,700
Add to B&G Reserves	1,000	10,800
Total Expenses	<u>\$366,028</u>	<u>\$376,956</u>
NET INCOME	<u>\$292</u>	<u>\$0</u>

Opportunities to improve our financial situation

- Make sure pledges are paid
- With help from Director of Connections, organize at least once/month brunch/luncheon
- Participate actively in D4\$ through offering events and signing up to attend those events offered
- Volunteer for tasks that otherwise require paid staff or that generate income – teach RE; help treasurer with accounting; start now working on next year's auction – possibly include online bidding





THANK YOU!!!

Sunday Service Schedule Cost Impact

Estimated savings of \$4500 for 1 service

- Site set-up
- Sound technician

- RE paid teachers remains the same per DRE and minister

**UUFSD BUDGET
FOR THE FISCAL YEAR
JULY 1, 2015 THROUGH JUNE 30, 2016**

		2015-2016		2014-2015
		base budget	with Spirit Level Grant	
REVENUE				
Pledges		\$290,024	\$290,024	\$292,000
Other Income		76,296	109,629	84,956
Total Revenue		\$366,320	\$399,653	\$376,956
EXPENSES				
Minister		\$108,986	\$108,986	\$103,357
Other Personnel		170,367	203,700	169,613
Board and Committees		11,505	11,505	11,680
Denomimational Expenses		22,172	22,172	22,849
Administration		24,381	24,381	31,920
Site Operations		21,767	21,767	21,037
Other Expenses		5,850	5,850	5,700
Add to B&G Reserves		1,000	1,000	10,800
Total Expenses		\$366,028	\$399,361	\$376,956
NET INCOME		\$292	\$292	\$0

Do you support the Board's
decision to continue two
services?

Yes, continue 2 services

No, go to 1 service

You must be a Voting Member to vote.

Minutes of UUFSD Board Retreat & Meeting

Saturday, August 22, 2015, 9:00 am – 3:00 pm
Home of President Alisa Guralnick

Board Members present:

Alisa Guralnick, *President*
Alison Schlick
Bob Quick
Rich Franzwa
Mark Tuller, *Corporate Secretary*

Also present:

Rev. Meghan Cefalu, Interim Minister, *ex officio*
Glen Bowden, *Treasurer, ex officio*

Absent:

Ashley Phillips, *Vice-President*
Clint Stoddard

President Alisa convened the Board retreat at 9:00 am, and reviewed the agenda and goals of the meeting. She welcomed the members of the Board and thanked them for their service. She also welcomed our new interim minister, Rev. Meghan Cefalu, who lit the chalice and offered a blessing, and the Board read aloud the UUFSD Covenant of Right Relations. The attendees got to know one another by spending time describing themselves and why they came to UUFSD and UUism. Later, Alisa provided a bounteous lunch.

(**NOTE:** In view of the retreat format and for ease of use, **ACTION ITEMS** and **DECISIONS** agreed by the Board are presented in lists below, although they arose throughout the retreat. Board discussions are reported thereafter.)

(**FURTHER NOTE:** There was no Board meeting in July, 2015.)

ACTION ITEMS

- *Board meetings.* Ten meetings are scheduled 3d Tuesdays, 7:00 to 9:00 pm, next meeting Sept. 15. **Alisa** and **Tracey Weiss** to search for UUFSD space, and failing that, someone's home. Snacks are important, and we will rotate responsibility for a combo duty of snacks and opening words, beginning with **Alisa** in September. There will be extra meetings in May for budgeting.
- *Committee Liaisons.* **Board liaisons** to committees are to investigate and understand the committee's issues and activities in order to represent them to the Board, and are encouraged but not required to attend the meetings of the committee. Board liaisons are to read the relevant Policies & Procedures (available under Governance on the website) and give guidance to their committees to follow the P&Ps, which are intended to be empowering rather than constraining.
- *Staff Reports.* Please have them submitted a week or so before the Board meeting. Particular items of content desired by the Board will be communicated to **Rev. Meghan**. Staff members are welcome at Board meetings but not required unless there's an issue requiring them.
- *Deep-Dive Strategic Topic at Each Board Meeting.* To assure we are a proactive policy governance Board and not a reactive micromanaging Board, **the Board** will have one or two strategic areas (e.g., finance, music, RE) as the focus of a deep-dive discussion at each Board meeting. The goal is be able to understand, decide what direction and policy as a Board, provide vision and empowerment, and set goals and how to evaluate progress.

- *Strategic Plan.* For the September Board meeting, **Board members** are to study the Strategic Plan and come prepared to raise items from the plan that are of a magnitude the Board should focus on. The Strategic Plan will be the subject of the September meeting's in-depth deep-dive discussion. **Board members** to ask Wenda Alvarez and John Atcheson for info about the history and use of the Strategic Plan.
- *Calendaring.* **Alisa** will represent the Board at this meeting on August 30. **DONE.**
- *Volunteer Fair.* **Rev. Meghan** to ask Adrienne McCord to organize it for a date in September, and have it scheduled at the calendaring meeting.
- *Luncheons/Brunches.* Agreed that the success of this is critical. **Alisa** and **Alison** to own it from the Board perspective.
- *Board Greeters/Ushers.* **Bob Quick** to add Board members to the pool of ushers/greeters. One responsibility of **Board members** is to serve periodically as Board greeter and to make themselves known to the congregation. Sign up or use the white board sign-up in the Core Area.
- *Interim Minister Process with Jonipher Kwong.* **Rev. Meghan** to find out what he needs in terms of time and participation. Then we will pick a date in September. **This date has been selected as Sat/Sun September 19 and 20.**
- *Pledge and Contribute Button on Website.* **Mark and Glen and the Finance Committee** are to assure contributing is just a click or two away, working with webmaster Victor Chen.
- *Insurance Coverage.* **Mark** to review insurance to see if it covers, for example, any liability of Casas de Luz house-building in Tijuana. **According to Church Mutual our insurance carrier, liability for injury to volunteers working in Mexico is covered by our policy; however, liability arising out of operation of any vehicles in Mexico (whether owned or volunteer) is not covered.**
- *Truck for Casas de Luz Owned by UUFSD.* **Alisa** to invite Kathy Faller to September Board meeting to discuss this.
- *Planned Giving.* **Mark** to tell Rigdon Currie and Caroline DeMar the Board supports and validates their effort to activate this.
- *Outreach.* Ideas floated included more social media, press releases, "Sheeps and Goats" feature in SD Reader, postcard mass mailings like other churches. **Glen** volunteered to mention "Sheeps and Goats" to Adrienne; **Alison** volunteered to have her husband Joey make us more GPS-findable (apparently we're either listed in Del Mar or on a private road).
- *Sacred Circles.* **Alisa** and **Rev. Meghan** to follow up with Linda Gianelli Pratt on volunteer needs and ministerial leadership to get the program started for this fall.

DECISIONS

-Agreed to the following expectations of Board members:

take responsibility seriously;
stay in right relation while working through disagreements or conflicts;
attend worship and Board meetings;
share responsibility for the work;
serve as ambassador to the congregation;
speak with one voice once an agreement is made.

-Agreed to the following Board Covenant to guide Board discussions for this Board year:

BOARD COVENANT

We covenant to build a religious community guided by love and sustained by respectful relationships. Believing that building healthy relationships is a spiritual practice, we aim to listen appreciatively, speak with care, express gratitude, honor our differences, and assume good intentions. We endeavor to communicate directly, honestly and compassionately, particularly when we are in conflict. When we hurt one another, we will try to forgive, make amends and reconnect in a spirit of love. In celebration of the common purpose that unites us, we will do our best to abide by this covenant.

At our meeting we agree to respect the following considerations: gender balance, racial/ethnic balance, class balance, BGLT balance, relationship quality (e.g., respect for, dismissal of others), adherence to/deviation from prescribed process (e.g., cross talk), individual responsibility (e.g., talking too little, too much), general flow and energy connection.

-Elected Treasurer and Secretary with the following resolution:

ELECTION:

A quorum being present, and upon motion made and seconded, the Board unanimously **ELECTED Glen Bowden as Treasurer and ELECTED Mark Tuller as Corporate Secretary** each for a one-year term as specified in Art. VII Section 4 of the By-Laws.

-Agreed to **focus deeply on one or two strategic items at each of the ten upcoming Board meetings** until June, 2016. The goal is to think deeply about the mission and vision for each strategic area, and to work on clear Board direction or policy that is actionable for the relevant staff or committee to carry out. For example, finance and religious education are among the strategic areas that should be addressed in depth.

-**Staff members are welcome but not required** to attend Board meetings. They are required to attend when necessary to a particular discussion or decision that concerns them.

ITEMS DISCUSSED

-Board governance. We discussed and agreed the role of the Board as a policy governance body to set vision and policy and to oversee the business of the fellowship. The Board has the authority to act in all things but in practice delegates actions and most decisions to the minister as the head of staff (“CEO”), to staff members, and to committees under guidelines and policies.

-Music Ministry. Jill Reis the music director is cut back to 12 hours, and may be resigning in May/June due to her wedding and possible grad school. The Music Committee disbanded some time ago. The Children’s Choir is randomly attended. The choir is in need of more members, especially tenors. These are all obstacles to overcome.

-Relationships Outside the Fellowship. These include Sandy Hill Nursery School (we get over \$22,000 in rent from them), Montessori School (we swap parking privileges), neighbors, the City of Solana Beach, and the Community Resource Center (CRC) and community groups. Tracey Weiss manages the relationship with the schools and the other relationships are on an ad hoc basis.

-RE program. Level of Board insight into RE program was discussed. Among the metrics the Board requests in the reports from the RE program are:

- how many registered, broken down by class category (age group)
- number of average attendance, broken down by class category (age group)
- how many completed a whole year
- how many completed the curriculum program
 - number YRUU participants in service (bridging)
 - number COA done (doesn’t run every year)
 - number OWL (doesn’t run every year)
- amount of money collected via suggested RE donation

Also discussed the importance of adhering to the Policies & Procedures adopted regarding the RE program, namely “Child and Youth Protection” (Policy 520), and “Religious Education Committee (Policy 430).

-Volunteer Recognition should be emphasized, and all agreed on the need to do more thanks and to thank in the various ways that different people like to be thanked.

-Kitchen/Hospitality/Potlucks in Relation to Two Services. Everyone present felt the successful re-launch of two services depends significantly on the successful re-launch of potlucks and luncheons, which in turn depends on adequate volunteers. Basically, lunches after the second service and brunches after the first service are the goal. Alison Schlick and Alisa Guralnick, with Adrienne McCord, will work on this.

-Settled Minister Search. This is a lengthy process which does not begin until later in the year or next year, according to UUA procedures, which will be outlined in the September meetings by Rev. Jonipher Kwong of the UUA district. During the interim period the Transition Team is a resource for Rev. Meghan.

-Financial Resilience. Glen Bowden led a discussion focused on the small amount of leeway we have financially, given that we budget every penny of anticipated pledges. Everyone agreed that among the items to be addressed is making it easier to pay money to UUFSD on line. Agreed to have Treasurer/Finance Committee check-in at each Board meeting. Agreed to start searching for new pledge team members.

-Social Justice. Mark Tuller raised the overall issue of financial resources devoted to social action and whether as a fellowship committed to justice, more money should be allocated to this area. Everyone agreed in principle with the importance of social initiatives, although of course financial and volunteer issues are constraints. **Update on resources devoted to social action: In FY 2014-2015 we spent approximately \$300 on the Social Action Committee, \$750 on Day Laborer Lunch Program, \$49,000 on Homes for Hope, \$5,500 on deserving groups via Generosity Sundays, and amounts via various unaccounted-for activities such as Backpack Project, totaling very roughly \$56,000. Most of this money is raised separately and is not run through our actual budget.** As noted in the Action Items, Kathy Faller wants to procure a truck to be owned by UUFSD for Casas de Luz (Homes for Hope). UUFSD would be responsible for licensing and insurance, maintenance, and specialty Mexican insurance, totalling perhaps \$1,500. Homes for Hope participants already sign a liability waiver when participating. **Our insurance company Church Mutual could insure the truck in the US but we would have to locate Mexican insurance.**

-Capital Campaign. John Sherman, chairman of the capital campaign, a/k/a “Dream Funders”, joined the retreat for a 15 minute discussion of the campaign timeline. Initial lead gifting began in December, 2012, and \$600,000 is now on hand. The Master Plan contemplates a total \$4 million build, divided into phases, with the first phase being the parking lot and amphitheater, and phase two being the administration building and Founder’s Hall after further growth. Classroom repair is already under way. A UUA consultant is assisting and will interview a cross-section of members to determine financial willingness to pay; assuming we can raise three times the annual pledge amount over three years, that would equal approximately \$900,000 in addition to cash on hand, enough to cover phase one. On the current timeline lead gifts will be solicited in November, and the general campaign will begin next year simultaneous with the pledge drive.

-Planned Giving was discussed as an important source of financial stability, and the Board validated the informal efforts underway in this area. Most non-profits have effort devoted to planned giving such as a brochure or director of planned giving, and UUFSD includes members with knowledge in this area.

-Membership and Growth are critical to the capital campaign, to the success of two services, and to spreading UU principles in North County. Adrienne McCord, our new Director of Connections, is now on board and she has critical tasks to accomplish and the Board and Rev. Meghan need to protect her from being sucked into everything else. Consensus was that more outreach to the external community, perhaps by social media or mass mailings or press releases, was an area we need to focus on. Also we need to be more findable when driving, perhaps by sandwich boards with arrows at intersections.

The retreat adjourned at 3:00 pm.

Respectfully submitted,
Mark Tuller, *Corporate Secretary*

Attachments:

- Agenda for Aug. 22, 2015 Board retreat
- List of agreed committee liaisons
- Capital Campaign timeline distributed by John Sherman

UUFSD Board Retreat Agenda
August 22, 2015, 9:00 am – 3:00 pm-ish
Home of Alisa Guralnick, 832 Sunrich Lane, Encinitas 92024

Alisa Guralnick, President
Ashley Phillips, VP
Alison Schlick
Glen Bowden, Treasurer

Rev. Meghan Cefalu
Rich Franzwa
Bob Quick
Mark Tuller, Secretary

1. Welcome, Review Agenda, Goals for the Retreat **9:10**

- Get to know each other
- Agree on a covenant for our work together
- Look at the coming year and identify key events and goals
- Make a list of things we need to accomplish
- Consider assignments, roles, others we need to engage with
- Agree on operating procedures – where and when to meet monthly, etc.
- Define action items for next meeting

2. Chalice lighting and reading **9:15**

Blessing: Rev. Meghan

UUFSD Covenant of Right Relations

As we walk this spiritual path together, we are mindful of our common need to love and be loved, to support and be supported, to listen and be heard, and to forgive and be forgiven. Therefore, we strive to build a religious community dedicated to communicating directly, respectfully, patiently and lovingly. We strive to be kind to each other and to establish a place of trust and safety. We welcome and respect differences of opinion. When conflict arises we seek clarity and listen more than we speak. Mindful of our own assumptions, we work to achieve reconciliation when we disagree. When the inevitable challenges come in our interactions we will stay in community and reaffirm the values that brought us together.

3. Getting to know each other exercise; discussion **9:20**

4. Governance **9:40**

- What is the role of the Board?
- What other positions have what roles in governance
- How are things today; how do we want them to be?
- **Elect Secretary and Treasurer;** elect/add Glen/ Treasurer to Board

5. Personal expectations for Board members **10:00**

- Covenant
 - Take responsibility seriously
 - Stay in right relation while working through disagreements or conflicts
 - Attend worship and Board meetings; share responsibility for the work

Final minutes

- Serve as ambassador to the congregation
- Speak with one voice once an agreement is made
- Schedule: when will we meet?
 - Meeting nth?? Evening? of the month at xx time (Tue/Wed/Thu preferred by Rev. Meghan) (We need to schedule 10 meetings: Sept thru June)
- Committee Connections: goal is to be connected to the committee, to ensure you understand what they're doing, what their needs are, and help them solve problems or remove obstacles to help them accomplish their mission.
 - Briefly discuss each Committee's purpose; grant each chairperson access to the committee's budget, empower to spend w/in budget, consequences of committing or spending beyond budget
 - Designate / update Board Liaisons for each committee
 - Membership/Engagement (with new Director of Connections/ Adrienne McCord)
 - Dream Builders
 - RE
 - Social Action
 - Pledge/Capital Campaign Task Force
 - Worship
 - Other?

<Short Break>

10:45-11:00

6. Strategic plan review (pages 9-13, four goals)

11:00

- Discuss 4 goals and progress to date (we are in year 3 of 5)

< Break for Lunch >

12:00 – 1:00

7. Board Operations – proposed agenda outline

1:00

1. Check-in
2. Opening words; Chalice Lighting
3. Items for celebration; tracking success
4. Review and approve minutes and agenda
5. Report on action items from last month
6. Decision Items [relatively short time for each]
7. Discussion Items [specified time for discussion of each]
8. Information Items [most of these should be in written reports and not take meeting time]
 - a. Monthly reports: RE, Admin, Dir. Of Connections, Rev. M
 - i. Do we want/need staff at any board meetings?
 - b. Monthly reports, as needed, from Committees
9. Leftovers [second thoughts on things, items we forgot, etc.]
10. Review of action items/decisions
11. Items for next month's meeting
12. Who do we need to thank this month? (Rev. M)
13. Process check and check out
14. Adjourn

8. Priorities for the Year and Review of Major Events

1:30

- Volunteer/Member Engagement (Dir. of Conn., Adrienne McCord)
 - Volunteer Fair – September (Adrienne)
 - Kitchen/potlucks (Debbie Ploeser/ Angie Knappenberger?)
 - 2 pledge team recruits
 - SGC facilitators
 - RE teachers & helpers
 - Communications/IT/website (new webmaster Victor Chen)
 - Other?
- Interim Ministry: Start up Process / Jonipher Kwong/ UUA
 - Transition Team is in place
 - Start up Process and meeting in early September
- New settled minister: Search Team, the Search itself, ...
- By-laws and policies/ governance
 - Review and update
 - Educate & reach out/disseminate
- Financial resilience and stability, succession planning
 - Operating budget, monitoring and analysis
 - Reserves
 - Capital campaign (John Sherman quick overview: 2:00)
 - Give/Get/Go for Board Members
 - Pledge
 - Social Justice – should it be better funded? Mark T
 - Endowment – per Mark T, planned giving issue
- Membership and growth
 - Director of Connections
 - Outreach
 - More adult programming? (Mark T)
- Two-services relaunch (Sept. 13)
 - Volunteers – ushers, board greeters, kitchen
 - Board Doodle for Usher sign up
 - Lunch/brunch (Deb P/ Angie K to co-lead?)
- RE Program
 - Lack of accountability, reporting, metrics- needs addressing this year
 - Authority and accountability- how to manage this
- Music Ministry
 - Is it time for a Music Committee?
 - Jill's possible departure for grad school/ wedding

9. Partnerships outside the Fellowship

2:30

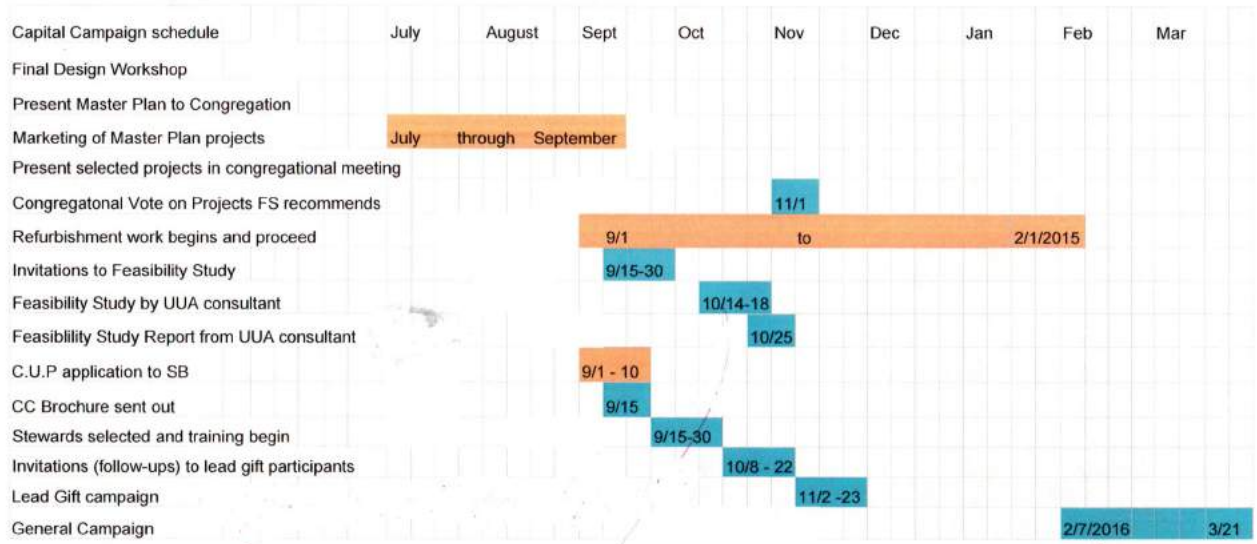
- Sandy Hill, Montessori
- City of Solana Beach
- Neighbors
- CRC & other community groups

- | | |
|---|------|
| 10. Feedback, next steps, “vibe check”, check out | 2:45 |
| 11. Closing and ADJOURN | 3:00 |

2015-16 BOARD LIAISONS TO COMMITTEES

Committee	Board Liaison	Committee Chairperson
Buildings and Grounds	Rich Franzwa	Ken Schultz
Capital Campaign	Bob Quick	John Sherman
Transition Team (was Comte. on Ministry)	Rev. Meghan	Anne Clarkin
Communications	Mark Tuller	Tiffany Fox
Concerts	Rich Franzwa	Vicky Newman
Design Review	Clint Stoddard	Greg Brown/Elizabeth Michel
Dream Builders	Clint Stoddard	John Sherman/John Atcheson
Environmental Justice/Sustainability	Alison Schlick	Scott Thatcher
Finance	Mark Tuller	Steve Rosen
Fun and Fellowship	Alison Schlick	Bev Conner/Louise Garrett
Hospitality/Food/ Luncheons	Alison Schlick Alisa Guralnick	Deb Ploeser/Angie Knappenberger
Library	Ashley Phillips	Robin Mitchell/Cathy Leach-Phillips (?)
Memorial Walkway	Clint Stoddard	Barbara Blomgren
Member Engagement/Connections	Adrienne McCord-staff Ashley Phillips-Board	Livia Walsh
Nominating	Alisa Guralnick	Christie Turner
Pastoral Care	Rev. Meghan	Renae Greig/Don Jones (?)/Karen Quinones (?)
Personnel	Ashley Phillips Alisa Guralnick	Heather Stroud/Susan Miller
Pledge Team	Glen Bowden	Didge Masser-Frye
Policy	Mark Tuller	Mark Tuller
Religious Education	Alison Crotty-staff Alison Schlick-Board	
Search Committee	TBD	TBD
Social Justice and Action	Ashley Phillips	Irv Himelblau
Ushers	Bob Quick	Alana Schuller
Worship	Rich Franzwa Rev. Meghan	Abby Laurent
Young Adults	Clint Stoddard	Leslie Uke

Rev. 10/4/2015



Minutes of UUFSD Board Meeting
Tuesday, September 15, 2015, 7:00 pm – 9:00 pm
UUFSD Minister's Office

Board Members present:

Alisa Guralnick, *President*
Ashley Phillips, *Vice-President*
Clint Stoddard
Alison Schlick
Bob Quick
Rich Franzwa
Mark Tuller, *Corporate Secretary*

Also present:

Glen Bowden, *Treasurer, ex officio*

Absent:

Rev. Meghan Cefalu, *Interim Minister, ex officio*

President Alisa convened the Board at 7:00 pm, and offered a centering recording of John Lennon's *Imagine*, and Board members checked in; Alisa also provided snacks. The Board celebrated the success of the second annual Taste of SUUN Concert and BBQ at UUFSD, and celebrated the successful return of the fundraising and community-building brunches between services. Also, this weekend Rev. Jonipher Kwong of the UU regional office will come for two days to help the congregation and Rev. Meghan explore the issues and stories of the fellowship. **Rev. Jonipher's two day session was well attended and was a success.**

The draft minutes of the Board retreat and meeting on August 22, 2015 were unanimously approved.

ACTION ITEMS FROM THE MEETING

- **Mark Tuller** with Victor Chen to move the Strategic Plan to a spot under Governance on the website. **DONE**
- **Glen Bowden** to email membership roster to Alison Schlick. (Might as well just send to everyone, so we are all up to date.) **DONE**
- **Ashley Phillips and Mark Tuller** to work with Kathy Faller on Casas de Luz truck proposal (insurance, parking, identification, driver policy, etc.) and bring recommendation for October Board meeting. **In process.**
- **Everyone** to review the Strategic Plan for the next meeting and come prepared to raise items from the plan that are of a magnitude the Board should focus on. **Board members** to ask Wenda Alvarez and John Atcheson for info about the history and use of the Strategic Plan.
- **Bob Quick** to explore with John Sherman why the Stewardship Commission is gone, and whether there are any possible solutions.
- Idea for **Staff reports**: if this works, please put in 1) the biggest thing you think the Board should know and 2) the biggest concern that has you worried so the Board can try to support you on it. **Alisa sent request to staff, asking for this in next month's reports.**

- **Adrienne McCord and Tiffany Fox** to take ownership of re-branding the time between services, “with panache”. **In process.**
- **Glen Bowden** to include special reports of off-budget items in regular reporting (e.g., revenues in and expenses out of Capital Campaign, Casas de Luz, and other off-budget restricted accounts).
- **Alisa Guralnick** to write thank-you note to Debbie Ploeser. **Done.**
- **Alisa Guralnick** to add to a future Board meeting agenda consideration of whether and how to amend the by-laws to permit proxy, absentee, and/or on-line voting at Congregational Meetings.
- **Mark Tuller** to contact Candace Sage and Eva Meir as potential members of the Policies & Procedures Committee. **No progress.**
- **Clint Stoddard** to follow up with Design Review Committee on building a chalice and lectern; note that Policy 350 – Hiring Contractors requires a specific Board waiver.
- Regarding the new owners of the LePort School (formerly Montessori), **Alisa Guralnick** to check that Tracey is liaison with them, and **Alisa** to establish personal contact with the new owner for good neighbor purposes. **In progress.**
- **Adrienne McCord** to buy a new laptop with Didge Masser-Fry’s advice. **In process.**
- **Board members** to sign up for Sunday morning duty. **Some confusion about which duties for the Board; my recollection is that the Board last year did greeting but not ushering.**

ACTION ITEMS STILL OPEN FROM PRIOR MEETINGS

- *Deep-Dive Strategic Topic at Each Board Meeting.* To assure we are a proactive policy governance Board and not a reactive micromanaging Board, **the Board** will have one or two strategic areas (e.g., finance, music, RE) as the focus of a deep-dive discussion at each Board meeting. The goal is be able to understand, decide what direction and policy as a Board, provide vision and empowerment, and set goals and how to evaluate progress. **Topics and background work are needed.**
- *Volunteer Fair.* **Rev. Meghan** to ask Adrienne McCord to organize it for a date in September, and have it scheduled at the calendaring meeting. **In process.**
- *Pledge and Contribute Button on Website.* **Mark, Glen & the Finance Committee** are to assure contributing is just a click or two away, working with webmaster Victor Chen. **In process.**
- *Outreach.* Ideas floated included more social media, press releases, “Sheeps and Goats” feature in SD Reader, postcard mass mailings like other churches. **Glen** volunteered to mention “Sheeps and Goats” to Adrienne. **In process.** **Alison** volunteered to have her husband Joey make us more GPS-findable (apparently we’re either listed in Del Mar or on a private road). **Apparently we’re on Google maps but not fully on Apple maps.**

DECISIONS

-Casas de Luz truck. At 7:30 Kathy Faller joined the meeting to present a proposal to acquire a truck for the Casas de Luz (CDL) social action project, and for general Fellowship uses (attached). Basically CDL has a donor willing to donate a 16' used truck for its Repurposing with a Purpose program, and the proposal is that the truck would be owned, registered, and insured by the Fellowship, while the maintenance and operation of the truck would be covered by donations dedicated to CDL. The truck would preferably be parked on Fellowship property and would be used primarily for storage and distribution of CDL repurposed building materials, and also for general Fellowship uses. Currently there is no storage facility, and distribution is handled by two small privately owned trucks that are overburdened.

There was considerable discussion of the issues. CDL is a social action project of UUFSD and is part and parcel of UUFSD; it is part of the UUFSD 501(c)(3), it is covered by UUFSD insurance, it uses UUFSD overhead such as office equipment, and donations to CDL are technically donations to UUFSD. CDL does significant fundraising on its own (over \$50,000 annually) which flows through UUFSD books in a restricted account. The truck would have to be identified as a UUFSD asset, parking would have to be found, money for insurance and registration (at least \$1,300 per Kathy's discussions with our insurance agent Church Mutual) would have to be allocated, a policy for safe and lawful use of the truck would have to be prepared.

DECISION:

Ashley Phillips and Mark Tuller are appointed a subcommittee to work with Kathy Faller on issues and report with a recommendation at the October 2015 Board meeting.

-Updating of Policies 115 (Treasurer's Responsibilities) and 440 (Finance Committee Responsibilities). The Board reviewed and discussed the attached proposal from the Policies Committee.

DECISION:

Upon motion made and duly seconded, the Board unanimously:

3. **ADOPTED** the recommendation of the Policies and Procedures Committee concerning the review and updating of **POLICY 115, Treasurer's Responsibilities**, as attached hereto.
4. **ADOPTED** the recommendation of the Policies and Procedures Committee concerning the review and updating of **POLICY 440, Finance Committee Responsibilities** as attached hereto.

-Community-building during the hour between services. The Board considered a proposal to enhance community during the period between services by specifically designating it as a community-building time with a name such as "Gathering Hour" or similar. As noted, Adrienne McCord and Tiffany Fox are asked to make this happen.

ITEMS DISCUSSED

-Search Committee for Settled Minister. Ashley explained this will not start until Spring 2016. Our advice is to trust and follow the UUA process.

-Stewardship Commission. Discussion was around why this dissolved, and whether it should or could (given the burden on volunteers) be revived. Bob Quick will discuss with John Sherman, the last head of a Stewardship Commission.

-Staff reports. As indicated in the action items, one idea was that staff could feel free to supply the Board one (positive) thing they think the Board should know, and one (negative) thing they're worried about or could use support on.

-Treasurer's Report. Glen reported that an additional \$5000 in pledges has been received which will provide a slight cushion for income projections. Although the Board would still like to increase the Buildings & Grounds reserve in the budget, there is still not adequate funds to do it at this time. Because so much cash flows through restricted accounts such as Capital Campaign and Casas de Luz, Glen will prepare reports of these off-budget items.

-Community Outreach. The Board briefly discussed its continuing interest in advertising, outreach, or other ways of promoting UUFSD's existence to the external world.

Adjournment at 9:00 pm.

Respectfully submitted,

Mark Tuller, *Corporate Secretary*

Attachments:

- Agenda for September 15, 2015 Board meeting
- Casas de Luz truck proposal from Kathy Faller
- Recommendation of the Policies Committee re Policies 115 and 440
- Minister's report
- DRE's report
- Director of Connections' report
- Administrator's report
- Treasurer's current financial report
- Treasurer's updated budget

UUFSD Board Meeting Agenda
September 15, 2015

1. Check-in
2. Opening words; Chalice Lighting (*Alisa*)
3. Items for celebration; tracking success
4. Review and approve minutes (Board Retreat) and agenda
5. Report on action items from Board Retreat
 - a. Brief review- Strategic Plan
6. Decision Items [*relatively short time for each*]
 - a. Search Committee for settled ministry – who/when/how?
 - b. Calendaring items missed: Auction and D4D- fall (Nov 8th?), spring (May 14th?), Art Fair- who is in charge of these events? (*Caroline DeMar brought up*)
 - c. P&P Committee: Policy 115, Policy 440, P&P Committee vacancies (*attachments*)
7. Discussion / Deep Dive Items
 - a. Kathy Faller: UUFSD truck for Casas De Luz 7:30 – 7:45
 - b. UUA Transition/Start up meetings, 9/19-9/20 , with Rev. Jonipher Kwong of UUA (7:45-8:00)
8. Information Items [most of these should be in written reports and not take meeting time]
 - a. Monthly reports: RE, Admin, Dir. Of Connections, Rev. M
 - i. Sent via email: Dir of C, RE (*attachments*)
 - b. Monthly reports, as needed, from Committees
9. Leftovers [second thoughts on things, items we forgot, etc.]
10. Review of action items/decisions
11. Items for next month's meeting
12. Who do we need to thank this month?
13. Process check and check out
14. Adjourn



Casas de Luz

Repurposing with a purpose program

This program takes items that are destined for the landfill and repurposes them within San Diego and Tijuana communities. Over 100 pickup truckloads of construction and home furnishings have been delivered to families annually. There is an overabundance of materials, the constraining factor is pickup and delivery capability.

Problem statement: While we have made a large number of pickups and deliveries, an equal amount of materials have been turned away due to capacity constraints. This is especially true with construction materials such as windows, doors and cabinets. Contractors have limited space on a construction site and want donated materials to be picked up quickly. If not picked up, these materials end up in the land fill!

Another dimension is that there is no storage space available for materials waiting to be delivered to Mexico or San Diego. When materials are picked up they stay in the open truck until delivered or in an unprotected side yard. Every time it rains something gets damaged while waiting for delivery.

Alternatives:

1. **Storage area:** Establishing a storage area to stage materials until they can be transported to their final delivery site. This will require loading and offloading and then reloading at the storage location. Assuming that the facility is a onetime expense, there would be minimal incremental cost for this solution. More volunteers would be needed because of the increased labor of loading and unloading.
2. **Larger truck capacity:** If we had a larger truck it could be a collection and storage point for donations and wouldn't require loading and unloading multiple times. A smaller truck could still be used to deliver small loads or for collecting items to consolidate into the larger truck. The importing costs and gasoline would be more expensive for CDL taking items into Mexico.

Recommendation:

Create larger truck capacity that will act as storage and collection point for donations and enable transporting larger quantities of deliveries. This truck would be available for all UUFSD trucking needs especially if there are office and facility moves.

Financial commitment:

Cost of a truck:	\$5-10,000 (donated by CDL sponsor)
Registration:	\$300 (UUFSD budget)
Maintenance:	\$500-1,000 annually (CDL funded)
Insurance:	\$1,000 (UUFSD policy)
Gas and Importation fees:	\$80-\$100 per trip (CDL funded)

Actions required:

1. Approve recommendation
2. Receive title of truck in UUFSD name
3. Purchase insurance policy for vehicle
4. Establish truck use policy for UUFSD

September 10, 2015

Recommendation of the Policies & Procedures Committee—review and updating of Policy 115, “Treasurer’s Responsibilities” & Policy 440, “Finance Committee”

The Bylaws and Policy 100 provide that policies adopted by the Board should be reviewed and updated by the Board at least every three years. Of the 29 policies currently in place, 22 are overdue for review and updating. We began reviewing the policies under the previous Board and have two more updated policies for approval by the Board:

1. Policy 115, “Treasurer’s Responsibilities”

We worked with the Treasurer Glen Bowden and with the Finance Committee to update Policy 115 - Treasurer's Responsibilities. They have approved the attached revision. The only change made to the policy is to add a new item 10:

“10. Supervises staff or contractors doing financial functions (e.g., bookkeeper).”

2. Policy 440, “Finance Committee”

We worked with Glen Bowden the Treasurer and with the Finance Committee to update Policy 440 – Finance Committee. They have approved the attached revision. (A Compare version of the prior version is also attached.)

We’ve clarified that the Finance Committee has been delegated the authority to do a great deal on its own, without having to come to the Board for every decision. The Finance Committee is the subject matter expert, and it should feel empowered to make its own decisions and set up its own procedures to a great extent. We’ve also added several new responsibilities that range from very general (“safeguard and properly account for all UUFSD finances”) to quite specific (“review accounting of special funds”) to clarify that the Finance Committee with the Treasurer is the organization at UUFSD that oversees the complete domain of finances. Finally, we’ve made specific edits to the 2010 version based on the Finance Committee's discussion. For example we altered the audit responsibility to make it conditional on a decision to actually do an audit, clarified that selecting and overseeing investments is Finance Committee work, and so forth.

3. Policies & Procedures Committee vacancies.

We had a robust committee under the last Board but Caroline DeMar had to resign because of over-commitment and Anne Larocca had to resign because of job time constraints. We could really use one or two highly organized and process-oriented volunteers to join our group. Any ideas?

Respectfully submitted by the Policies & Procedures Committee,

Mark Tuller

Steve Bartram

UUFSD Policy and Procedure Document**Policy ID: 115****Title: Treasurer's Responsibilities**

Date Approved: July 12, 2010 by the Board of Directors

Date Revised: September XX, 2015 by the Board of Directors

Purpose

To specify the responsibilities of the Treasurer of the Fellowship.

Policy

UUFSD operates according to the Fellowship Bylaws. Article VII, states the following:

SECTION 1: OFFICERS

The Officers of the Fellowship shall be a President, who shall also serve as Chair of the Board, and a Vice President, who shall be members of the Board; and a Corporate Secretary and a Treasurer, who may or may not be members of the Board.

SECTION 4: ELECTION OF CORPORATE SECRETARY AND TREASURER

At its first Board Meeting following February 1, the Board shall elect the Corporate Secretary and the Treasurer, each of whom may be re-elected. The term of office shall be one year.

Furthermore, Policy ID 110 states the following:

The responsibilities of the Treasurer are as follows:

As chief financial officer, the treasurer safeguards the congregation's funds, ensures all receipts and disbursements are properly accounted for, and gives financial reports and guidance to Fellowship officers and leaders.

Procedure

The specific responsibilities of the Treasurer are as follows:

1. Ensures that an adequate financial internal control system is followed with detailed procedures in place that will safeguard the handling of all funds.
2. Coordinates with the Congregational Administrator and/or bookkeeper to ensure all receipts are recorded properly, according to fund designation.
3. Ensures that all disbursements are proper according to budget limitations, are supported by detailed documentation, and are recorded in accounting records by the correct funds and accounts.
4. Monitors account balances and moves cash among accounts as needed to manage cash flow. If these measures are insufficient to manage cash flow problems, brings to the attention of the Finance Committee and Board immediately.

5. Tracks variances with the budget (receipts and expenditures) and alerts program or committee leaders about spending patterns.
6. Creates an initial draft of the annual budget, utilizing projection of current year's income and expenditures, and analysis of receipt and spending over time.
7. Submits a formal monthly report of receipts and expenditures, and how they relate to the budget, to the Board and Finance Committee.
8. Reconciles monthly bank statements.
9. Serves as a non-voting member of the Board of Directors, and member of the Finance Committee.
10. Supervises staff and contractors doing financial functions (e.g., bookkeeper).

Policy ID: 440

Title: Finance Committee Responsibilities

Date Approved: November 21, 2010 by the Board of Directors

Date Reviewed and Updated: September XX, 2015 by the Board of Directors

Purpose

To specify the responsibilities of the UUFSD Finance Committee.

Policy

The Finance Committee is responsible for monitoring and supervising the financial state of the fellowship including investments; resolving accounting and financial control issues; and making recommendations as appropriate to the Treasurer, the Minister, and the Board. The Finance Committee is delegated ample authority to take ownership of its activities, and given the corresponding accountability.

Procedure

The Finance Committee will consist of four to five members of the fellowship, including the Treasurer as an *ex officio* committee member. Responsibilities shall include:

1. Safeguard and properly account for all UUFSD finances.
2. Implement best financial practices.
3. Monitor and report on congregation financial trends.
4. Review of detailed monthly Revenue and Expense Report and Balance Sheet, prepared by the Treasurer. Assist Treasurer in tracing and addressing budget discrepancies.
5. Recommend policies and create due procedures including handling of special funds.
6. Arrange for financial audits when deemed necessary.
7. Oversee cash collection procedures.
8. Work with Treasurer to collect budget requests and submit 1st draft of annual budget.
9. Annual review of coverage adequacy of insurance policies.
10. Monitor cost-effectiveness of banking processes (e.g., payroll; credit/debit card use)
11. Select and manage bank accounts, investments, etc., with due notice to Board.
12. Make recommendations to the Board regarding handling of fellowship loans.
13. Determine and monitor fellowship needs for reserve funds.
14. Review accounting of special funds (e.g., Memorial Wall, designated bequests).
15. Assist pledge and membership teams in identifying and reconciling pledges.
16. Monitor pledge income status in November, January, and May. Send pledge status reminders in November and May. Send end of year contributions letter in January.
17. Monitor IRS and tax laws changes so we remain in compliance.
18. Archive and purge old finance records.
19. Approve or recommend expenditures that exceed staff's and committees' spending authority.
20. Require corrective actions to maintain compliance with financial targets.

UUFSD Policy and Procedure Document

Policy ID: 440

Title: Finance Committee Responsibilities

Date Approved: November 21, 2010 by the Board of Directors

Date Reviewed and Updated: August XX, 2015 by the Board of Directors

Purpose

To specify the responsibilities of the UUFSD Finance Committee.

Policy

The Finance Committee is responsible for monitoring and ~~analyzing~~^{supervising} the financial state of the ~~congregation, fellowship including investments; resolving accounting and financial control issues;~~ and making recommendations as appropriate to the Treasurer, the Minister, and the Board ~~regarding. The Finance Committee is delegated ample authority to take ownership of its financial health~~ activities, and given the corresponding accountability.

Procedure

The ~~finance committee~~ Finance Committee will consist of four to five members of the ~~congregation. The fellowship, including the~~ Treasurer ~~will act as a consulting an ex officio committee member of the Finance Committee.~~

Responsibilities shall include:

Safeguard and properly account for all UUFSD finances.

Implement best financial practices.

- Monitor and report on congregation financial trends.
- Review of detailed monthly Revenue and Expense Report and Balance Sheet, prepared by the Treasurer. Assist Treasurer in tracing and addressing budget discrepancies.
- Recommend policies and create due procedures ~~regarding fellowship financial matters including handling of special funds.~~
- Arrange for financial audits when deemed necessary.
- Oversee cash collection procedures.
- ~~Collect~~ Work with Treasurer to collect budget requests and ~~work with Treasurer to~~ submit 1st draft of annual budget ~~to Board of Directors.~~
- Annual review of coverage adequacy of insurance policies.
- Monitor cost-effectiveness of banking processes (~~ex:e.g., payroll; donations via credit/debit and credit cards~~ card use)
- ~~Make recommendations to the Board regarding investment~~ Select and management of various ~~manage~~ bank accounts, investments, etc., with due notice to Board.
Create policy regarding handling of special project funds.

- Make recommendations to the Board regarding handling of fellowship loans; monitor interest rates of member loans.
- Determine and monitor fellowship needs for reserve funds.
Review accounting of special funds (e.g., Memorial Wall, designated bequests).
Assist pledge and membership teams in identifying and reconciling pledges.
Monitor pledge income status in November, January, and May.
- Send pledge status reminders in November and May. Send end of year contributions letter in January.
- Monitor IRS and tax laws changes so we remain in compliance.
- Archive and purge old finance records.
Approve or recommend expenditures that exceed staff's and committees' spending authority.
Require corrective actions to maintain compliance with financial targets.

Report to the Board September 2015

Rev. Meghan Cefalu

It has been not quite a month since I began as your interim minister. I've spent the last month getting oriented, establishing my workspace, getting to know staff and some of the members of UUFSD and meeting with my UU colleagues. And I was away at the Interim Minister's training for the week of August 24-28.

Services

August 23 – Gathered Together

September 6 – Becoming Love's People

September 13 – Convergence (Water Communion)

Staff

I've established regular weekly staff meetings and weekly supervision meetings with Tracey, Alison and Adrienne and as needed meetings with Jill. All seems to be going fine with the staff.

Committees

I've met with and established regular monthly meetings with the following individuals and committees within UUFSD:

- Alisa and Ashley in the week prior to the monthly Board meetings.
- Transitions Team
- Membership Committee
- Worship Committee
- Sacred Circle Facilitators

In addition I've met with several individuals from the congregation for pastoral care, service planning, retreat planning or simply "getting-to-know-you" purposes.

Retreats/Special meetings

Attended the Board retreat - Saturday August 22nd.

I co-facilitated the Worship Committee retreat on Saturday, September 12th.

UU Connections

I attended a UU cluster meeting of area ministers serving in the parish on August 14th and the larger UU cluster of ministers (including retired and intern ministers) on September 11th.

I attended both the SUUN orientation for new board members and the SUUN barbeque/party on September 12th.

Upcoming Events:

I will be away September 14-18 at the UUMA CENTER committee fall meeting.

We will have our New Ministry Start Up workshop September 19-20.

I will be attending the PSWD UUMA fall retreat September 28-30 at a retreat center in Rancho Palos Verdes.

Board Report September 2015 (DRE's Report)

This summer's curriculum of "Super Hero's" was a great success. Our teachers were Katherine Buffington, Linda Ochi, Jill Reis and myself. We are talking about continuing this curriculum for next year as well.

We have our teachers scheduled for this next year and our roster is as follows.

Childcare Givers
Melanie Lindberg
Danielle Rubenfield

PreK-K
Sheryl Goto
Liora Gutierrez

1-3
Emersen Phillips

4-6
Ann Linn

JRUU
Alison Crotty

YRUU
Karen Faller
Katy Kelsoe

For curriculum this year we are going to be using Chalice Children for the Prek-K, a Multicultural Picture Book UU Curriculum for the 1-3rd class, Ann and I are going to be coming up with a new curriculum for the 4th-6th grade. I will be team teaching the JRUU and the YRUU with Karen and Katy. We will be writing our curriculum called "Poverty and Privilege."

The OWL program will start for the JRUU in January. I will be teaching it and hopefully acquiring Everardo Aguilar as my teaching partner again.

Director of Connections report, Adrienne McCord

It's been an exhilarating two and a half weeks! I'm getting to know members and volunteers and familiarizing myself with the UUFSD practices. I've been able to attend two committee meetings, a calendar meeting and a handful of personal meetings in the office.

Tracey introduced me to ACS and to the data entry sections that pertain to new visitors and returning visitors. I will be taking over this responsibility, entering the new member and Sunday attendance information into the system. It will allow me to get to know the visitors better and also get me used to the system. I have not had much time to train on the system yet, but have read most of the online free tutorials. I would like to sign up for a couple of the webinars and have scheduled one for this week and one for next.

I am getting to know some of the committee structures as well, and will attend as many as possible to introduce myself and get an idea of committee/congregation and leadership goals. I've begun preparing for a Volunteer Fair. Volunteer management is key and something that I'd like to prioritize, specifically volunteer recognition event(s). There are a lot of amazing things being done by volunteers at UUFSD and it would be great to track that so we can acknowledge activities, anniversaries of commitment etc.

Brunch Series- I met with organizers and volunteers to discuss the highly anticipated return of the brunches. The brunches will be held monthly, between services. The September and October brunches are already on the schedule and will continue in January, allowing November and December for holiday potlucks and events. The September event is on September 13th, our first Sunday with two services. Although they will be fund raisers, the focus will be on making the brunch meaningful and sharing food and quality time as a community. Each brunch will have a host/lead that will get to select the theme for the brunch as well as organize the sign-ups and food. Deb Ploeser has generously agreed to act as a Brunch Kitchen Supervisor, providing support and ideas for the hosts.

Many of the committees are already using Sign Up Genius for volunteers and the brunch group will do the same. We had a meeting and an introduction to the system in the UUFSD offices. I'm working on ideas to encourage volunteers to use the system (for this committee and others).

My upcoming projects include: creating informative and fun training for those involved in current volunteer leadership roles and updating current volunteer positions descriptions to prepare for new volunteer recruitment. Updating local and regional directories with our fellowship and Reverend Meghan's information. Brainstorming with membership committee on Greeter table, Visitor follow up, New Members circles and materials, planning new member events.

Challenges/Questions:

1. Is there a laptop for UUFSD purposes?
2. I'm still desperately seeking the password for the Twitter account if anyone has any information?

Joys/Great news: I've been warmly welcomed, and many members are eager to share their ideas.

ADMINISTRATOR’S REPORT TO THE BOARD – SEPTEMBER 2015

MEMBERSHIP STATISTICS

Total number of members: 240
 Members emeritus: 6
 Pledging friends: 16
 Friends: 61

Total number of members, pledging friends and friends: 323

SUNDAY ATTENDANCE /15 – 9/6/15

Date	Age Group	10:00am	
September 6	Adult	99	
	Child	14	
	Teen	4-7?	
	Staff	6	
August 30	Adult	112	
	Child	24	
	Teen	4	
	Staff	4	
August 23	Adult		Total 207
(Sorry, I can't find the breakdown for this week)	Child		
	Teen		
	Staff		
April 16	Adult	74	
	Child	9	
	Teen	4	
	Staff	4	

SITE USE AND RENTALS

On November 15th, member Monique Kunewalder is sponsoring the Quartet Nouveau in the Founder’s Hall. They will be paying partial fees.

On October 24th, member Monique Kunewalder is sponsoring the Amateur Pianists in the Founder’s Hall. They have paid their fees.

There will be a memorial for member Don Ross on October 10th from 10:00am to 1:00pm in the Amphitheater. Christie Turner is coordinating.

NEWSLETTER

The newsletter continues to be our main form of communication, in addition to Sunday announcements in the Order of Service. The Yahoo Online Group remains in place for members to continue to use for unofficial announcements and information.

WELCOME TO OUR NEW MINISTER, REVEREND MEGHAN!

Respectfully submitted,

Tracey Weiss Congregational Administrator

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss YTD Comparison
August 2015

	Aug 15	Jul - Aug 15
Ordinary Income/Expense		
Income		
Revenues		
Fundraising		
REV.AUC.01 - Auction Income	130.00	355.00
Total Fundraising	130.00	355.00
Pledges		
REV.PLG.01 -Pledge Current Yr	22,404.32	36,588.64
REV.PLG.03 -Pledge Post Pay	0.00	3,340.00
Total Pledges	22,404.32	39,928.64
REV.MIS.04 Misc. Contributions	605.00	690.00
REV.SUN.01 - Sunday Collection	924.80	2,044.63
Scripp Sales	0.00	17.27
Site Rental		
REV.SIT.01 Sandy Hill	1,988.93	3,977.86
REV.SIT.03 - Site Use Contrib.	159.20	455.70
REV.SIT.02 - Spc. Evnt. Rent	100.00	650.00
Total Site Rental	2,248.13	5,083.56
Total Revenues	26,312.25	48,119.10
Total Income	26,312.25	48,119.10
Gross Profit	26,312.25	48,119.10
Expense		
Boards & Committees		
COM.FND.03 Fundraising Comm. Ex	203.76	203.76
COM.SAC.03 Social Action Comm.	631.41	671.79
COM.PUB.03 Publicity Exp.	51.32	106.39
COM.MUS.03 Choir & Music Exp.	46.45	46.45
COM.MEM.03 Membership Comm Exp.	1.74	440.15
COM.SUN.03 Worship Comm.	0.00	450.00
Total Boards & Committees	934.68	1,918.54
Administration Expenses		
OPS.ADM.01 Postage	98.00	98.00
OPS.ADM.02 Office Supplies	102.78	295.22
OPS.ADM.03 Copier	563.86	1,248.84
OPS.ADM.05 Telephone & Internet	259.76	653.50
OPS.ADM.06 Adm. Mileage Exp	21.28	27.03
OPS.ADM.07 Misc. Supplies	69.42	266.86
OPS.ADM.08 Website	384.91	584.86
OPS.ADM.09 - Miscellaneous	30.00	30.00
Total Administration Expenses	1,530.01	3,204.31
Denomination Expenses		
OPS.DEN.01 - UUA dues	7,560.00	7,560.00
Total Denomination Expenses	7,560.00	7,560.00
Finance Expenses		
OPS.FIN.02 Bookkeeping Supplies	80.25	542.21
OPS.FIN.06 Credit Card Fees	85.34	534.49
OPS.FIN.03 Accounting Fees	1,066.50	1,601.25
OPS.FIN.01 Payroll Fees	216.15	472.91
Total Finance Expenses	1,448.24	3,150.86
Religious Exploration		
COM.REL.03 RE Program Exp.	84.44	345.66
Total Religious Exploration	84.44	345.66

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The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss YTD Comparison
August 2015

	Aug 15	Jul - Aug 15
Site Operations		
OPS.SIT.03 Gas & Electric	369.52	728.19
OPS.SIT.07 B&G Maintenance	844.60	883.05
OPS.SIT.05 Water	323.79	647.58
Total Site Operations	1,537.91	2,258.82
Payroll Expenses		
COM.PER.03 - Misc. Personel Exp	81.50	81.50
PER.SIT.07 Worker's Comp Ins.	27.00	1,687.08
Site Support Staff		
PER.SIT.01 -Childcare Wage	383.84	627.90
PER.SIT.02 - Custodian	400.00	1,000.00
PER.SIT.03 - Site Caretaker	436.00	592.50
PER.SIT.09 - Sound Technician	660.00	990.00
Site ER Payroll Taxes	75.13	154.49
Total Site Support Staff	1,954.97	3,364.89
Congregational Administrator		
PER.OFF.01 Cong. Adm. Wages	2,470.00	5,018.00
PER.OFF.04 Cong. Adm. Medical	778.68	1,669.36
PER.OFF.07 Cong. Adm LTD Ins	25.35	76.05
Cong.Admin ER Payroll Taxes	114.80	235.57
Total Congregational Administrator	3,388.83	6,998.98
Music Expenses		
PER.MUS.12 Music Substitute	0.00	60.00
PER.MUS.11 Accompanist Wages	120.00	180.00
Choir Director		
PER.MUS.02 Choir Dir. Prof. Exp	623.64	703.64
PER.MUS.01 Choir Director Wage	1,052.16	2,265.08
Music ER Payroll Tax	119.79	212.59
Total Choir Director	1,795.59	3,181.31
Total Music Expenses	1,915.59	3,421.31
Director of RE		
DRE - ER Payoll Tax	238.00	458.42
PER.DRE.02 DRE - UUA Pension	750.02	1,112.25
PER.DRE.09 DRE Professional Exp	278.23	1,315.14
PER.DRE.01 DRE Wages	3,461.54	6,893.26
PER.DRE.07 DRE LTD Ins.	35.96	107.88
PER.DRE.06 DRE Life Ins.	27.61	82.83
PER.DRE.04 DRE Medical	908.70	2,726.10
Total Director of RE	5,700.06	12,695.88
Minister Expense		
Minister Benefits		
PER.MIN.07 Minister LTD Ins.	0.00	58.59
PER.MIN.07 Minister Profess. Ex	1,216.20	2,071.37
PER.MIN.06 Minister Life Ins.	0.00	45.00
PER.MIN.04 Minister Medical	2,512.10	3,344.10
PER.MIN.02 Minister Housing	2,583.36	4,980.82
PER.MIN.00 in Lieu of FICA	525.24	968.40
Total Minister Benefits	6,836.90	11,468.28

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss YTD Comparison
August 2015

	Aug 15	Jul - Aug 15
Ordinary Income/Expense		
Income		
Revenues		
Fundraising		
REV.AUC.01 - Auction Income	130.00	355.00
Total Fundraising	130.00	355.00
Pledges		
REV.PLG.01 -Pledge Current Yr	22,404.32	36,588.64
REV.PLG.03 -Pledge Post Pay	0.00	3,340.00
Total Pledges	22,404.32	39,928.64
REV.MIS.04 Misc. Contributions	605.00	690.00
REV.SUN.01 - Sunday Collection	924.80	2,044.63
Scripp Sales	0.00	17.27
Site Rental		
REV.SIT.01 Sandy Hill	1,988.93	3,977.86
REV.SIT.03 - Site Use Contrib.	159.20	455.70
REV.SIT.02 - Spc. Evnt. Rent	100.00	650.00
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Gross Profit	26,312.25	48,119.10
Expense		
Boards & Committees		
COM.FND.03 Fundraising Comm. Ex	203.76	203.76
COM.SAC.03 Social Action Comm.	631.41	671.79
COM.PUB.03 Publicity Exp.	51.32	106.39
COM.MUS.03 Choir & Music Exp.	46.45	46.45
COM.MEM.03 Membership Comm Exp.	1.74	440.15
COM.SUN.03 Worship Comm.	0.00	450.00
Total Boards & Committees	934.68	1,918.54
Administration Expenses		
OPS.ADM.01 Postage	98.00	98.00
OPS.ADM.02 Office Supplies	102.78	295.22
OPS.ADM.03 Copier	563.86	1,248.84
OPS.ADM.05 Telephone & Internet	259.76	653.50
OPS.ADM.06 Adm. Mileage Exp	21.28	27.03
OPS.ADM.07 Misc. Supplies	69.42	266.86
OPS.ADM.08 Website	384.91	584.86
OPS.ADM.09 - Miscellaneous	30.00	30.00
Total Administration Expenses	1,530.01	3,204.31
Denomination Expenses		
OPS.DEN.01 - UUA dues	7,560.00	7,560.00
Total Denomination Expenses	7,560.00	7,560.00
Finance Expenses		
OPS.FIN.02 Bookkeeping Supplies	80.25	542.21
OPS.FIN.06 Credit Card Fees	85.34	534.49
OPS.FIN.03 Accounting Fees	1,066.50	1,601.25
OPS.FIN.01 Payroll Fees	216.15	472.91
Total Finance Expenses	1,448.24	3,150.86
Religious Exploration		
COM.REL.03 RE Program Exp.	84.44	345.66
Total Religious Exploration	84.44	345.66

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The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of August 31, 2015

	Aug 31, 15
ASSETS	
Current Assets	
Checking/Savings	
PayPal	-20.27
WF \$ Market Savings x1459	8,687.70
WF \$ Market Savings x1974	5,781.87
WF Bus Chkg x3757	301,958.81
Vanguard Money Market	64,309.03
Vanguard GNMA	102,701.40
UUA Common Endowment Fund	200,000.00
Total Checking/Savings	683,418.54
Accounts Receivable	
Accounts Receivable	258,263.36
Total Accounts Receivable	258,263.36
Other Current Assets	
Undeposited Funds	2,335.00
Total Other Current Assets	2,335.00
Total Current Assets	944,016.90
TOTAL ASSETS	944,016.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-400.00
Total Accounts Payable	-400.00
Other Current Liabilities	
LIA.NOT.08- Member Loan - CD	5,000.00
Payroll Liabilities	
Medical Liability	700.96
UUA Pension Liability	-499.99
Payroll Liabilities - Other	-3.52
Total Payroll Liabilities	197.45
Total Other Current Liabilities	5,197.45
Total Current Liabilities	4,797.45
Total Liabilities	4,797.45
Equity	
FND.SPG.01 - Spirit Grant Fund	
FND.SPG.02 - Initial Grant	100,000.00
Total FND.SPG.01 - Spirit Grant Fund	100,000.00
Opening Balance Equity	15,888.86
FND.COP.02 Copier Buyback Fund	3,055.92
Permanent Restricted	
FND.PGE.01 - Endowment Fund	8,682.60
Total Permanent Restricted	8,682.60

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss YTD Comparison
August 2015

	Aug 15	Jul - Aug 15
Ordinary Income/Expense		
Income		
Revenues		
Fundraising		
REV.AUC.01 - Auction Income	130.00	355.00
Total Fundraising	130.00	355.00
Pledges		
REV.PLG.01 -Pledge Current Yr	22,404.32	36,588.64
REV.PLG.03 -Pledge Post Pay	0.00	3,340.00
Total Pledges	22,404.32	39,928.64
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REV.SUN.01 - Sunday Collection	924.80	2,044.63
Scripp Sales	0.00	17.27
Site Rental		
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Gross Profit	26,312.25	48,119.10
Expense		
Boards & Committees		
COM.FND.03 Fundraising Comm. Ex	203.76	203.76
COM.SAC.03 Social Action Comm.	631.41	671.79
COM.PUB.03 Publicity Exp.	51.32	106.39
COM.MUS.03 Choir & Music Exp.	46.45	46.45
COM.MEM.03 Membership Comm Exp.	1.74	440.15
COM.SUN.03 Worship Comm.	0.00	450.00
Total Boards & Committees	934.68	1,918.54
Administration Expenses		
OPS.ADM.01 Postage	98.00	98.00
OPS.ADM.02 Office Supplies	102.78	295.22
OPS.ADM.03 Copier	563.86	1,248.84
OPS.ADM.05 Telephone & Internet	259.76	653.50
OPS.ADM.06 Adm. Mileage Exp	21.28	27.03
OPS.ADM.07 Misc. Supplies	69.42	266.86
OPS.ADM.08 Website	384.91	584.86
OPS.ADM.09 - Miscellaneous	30.00	30.00
Total Administration Expenses	1,530.01	3,204.31
Denomination Expenses		
OPS.DEN.01 - UUA dues	7,560.00	7,560.00
Total Denomination Expenses	7,560.00	7,560.00
Finance Expenses		
OPS.FIN.02 Bookkeeping Supplies	80.25	542.21
OPS.FIN.06 Credit Card Fees	85.34	534.49
OPS.FIN.03 Accounting Fees	1,066.50	1,601.25
OPS.FIN.01 Payroll Fees	216.15	472.91
Total Finance Expenses	1,448.24	3,150.86
Religious Exploration		
COM.REL.03 RE Program Exp.	84.44	345.66
Total Religious Exploration	84.44	345.66

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Accounts	2015-2016 Final
<u>Revenues</u>	
Pledges	
REV.PLG.01 - Pledges - current year	\$294,852
REV.PLG.02 - Pledge - pre-pay	
REV.PLG.03 - Pledge post-pay	
Total Pledges	<u>\$294,852</u>
Sunday Collection - REV.SUN.01 (total)	<u>\$13,000</u>
Site Rental	
Sandy Hill Rental	\$23,781
Special Event Rental	\$4,500
Total Site Rental	<u>\$28,281</u>
Miscellaneous Revenue	
Fundraising	
REV.AUC.01 - Auction Income	\$16,000
REV.MIS.01 - Fundraising Income	\$10,000
REV.MIS.05 - Luncheon Income	
Total Other Contributions	<u>\$26,000</u>
Scrip Sales - REV.MIS.02	<u>\$150</u>
Other Contributions	
REV.MIS.04 - Other Contributions	\$5,000
REV.REL.01 - RE Donations	\$1,000
REV.REL.02 - COA/OWL Fees	\$2,700
	<u>\$8,700</u>
Total Miscellaneous Revenue	<u>\$34,850</u>
Interest - REV.INT.01	<u>\$165</u>
Total Revenues	<u>\$371,148</u>
<u>Expenses</u>	
Board and Other Committees	
COM.BRD.03 - Board Expenses	\$250
COM.CNX.03 - Joy Comm Expenses	\$625
COM.MEM.03 - Membership Comm Expenses	\$725
COM.MUS.03 - Choir and Music Comm Expenses	\$1,205
COM.PCC.03 - Pastoral Care Committee	\$300
COM.PUB.03 - Publicity Expense	\$2,900
COM.SAC.03 - Social Action Comm Expenses	\$1,500
COM.SUN.03 - Worship Committee	\$2,200
Total Board and Committees	<u>\$9,705</u>
Operations	

Administration Expenses

OPS.ADM.01 - Postage	\$700
OPS.ADM.02 - Office Supplies	\$2,400
OPS.ADM.03 - Copier	
Expense	\$5,500
OPS.ADM.04 - Bulk Mailing Expense	
OPS.ADM.05 - Telephone and Internet	\$3,443
OPS.ADM.06 - Office Mileage	\$200
OPS.ADM.07- Misc Fellowship supplies	\$150
OPS.ADM.08- Website	
Total Administration Expenses	<u>\$12,393</u>

Denominational Expenses

OPS.DEN.01 - UUA Dues	\$15,120
OPS.DEN.02 - PSWD Dues	\$6,552
OPS.DEN.04 - Cluster Dues	\$500
Total Denominational Expenses	<u>\$22,172</u>

Finance Expenses

COM.FND.03 - Fundraising Comm Expense	\$1,500
OPS.FIN.01 - Payroll - Wells Fargo	\$2,325
OPS.FIN.02 - Bookkeeping Supplies/ACS	\$963
OPS.FIN.03 - Accounting Fees	\$7,000
OPS.FIN.04 - Pledge Campaign Expense	\$300
OPS.FIN.05 - Other Finance Expenses	\$150
OPS.FIN.06 - Credit Card Fee	\$1,550
Total Finance Expenses	<u>\$13,788</u>

Site Operations

OPS.SIT.01 - Insurance	\$3,685
OPS.SIT.02 - Real Estate Taxes (Sewer)	\$3,605
OPS.SIT.03 - Gas and Electric	\$4,645
OPS.SIT.05 - Water	\$3,870
OPS.SIT.06 - Monitoring Services	\$492
OPS.SIT.07 - B&G Routine Maintenance	\$5,270
OPS.SIT.08 - B&G Capital Improvements	
OPS.SIT.10 - Audio Visual Expense	\$200
OPS.SIT.11 - Design Review	\$-
Total Site Operations	<u>\$21,767</u>

Loan Expense

OPS.INT.01 - UUA Loan	
Interest	
OPS.INT.02 - Member Loan Interest	\$150
OPS.PRN.01 - UUA Loan Principal	
Total Loan Expense	<u>\$150</u>
Total Operations	<u>\$70,270</u>

Personnel

Minister Expenses

PER.MIN.00 - Minister In Lieu of FICA	\$5,967
PER.MIN.01 - Minister Salary	\$46,020

PER.MIN.02 - Minister Housing Allowance	\$31,980
PER.MIN.03 - Minister UUA Pension	\$8,397
PER.MIN.04 - Minister Medical Benefit	\$9,302
PER.MIN.06 - Minister Life Insurance	\$540
PER.MIN.07 - Minister LTD Insurance	\$780
PER.MIN.09 - Minister Professional Expenses	\$6,000
Total Minister Expenses	\$108,986
Director of RE	
PER.DRE.01 - DRE Wages	\$45,000
PER.DRE.02 - DRE UUA Pension	\$4,379
DRE ER Payroll Tax	\$3,443
PER.DRE.04 - DRE Medical Benefit	\$6,348
PER.DRE.06 - DRE Life Insurance	\$336
PER.DRE.07 - DRE LTD Insurance	\$432
PER.DRE.09 - DRE Professional Expenses	\$2,000
Total Director of RE	\$61,938
Choir Director/Accompanist	
PER.MUS.01 -Choir Director Wages	\$13,678
PER.MUS.02 - Choir Director Professional Expe	\$1,250
Music ER Payroll Tax	\$1,597
PER.MUS.11 - Accompanist Wages	\$7,200
PER.MUS.12 - Music Substitute Wages	\$-
Total Choir Director/Accompanist	\$23,725
Congregational Administrator	
PER.OFF.01 - Cong. Administrator Wage	\$32,110
PER.OFF.02 - Cong. Administrator UUA Pension	\$2,408
Cong. Admin ER Payroll Ta	\$2,456
PER.OFF.04 - Cong. Admin. -Medical Benefit	\$8,340
PER.OFF.06 - Cong. Administrator Life Ins.	\$-
PER.OFF.07 - Cong. Admini. LTD Insur.	\$321
PER.OFF.08 - Administrator Professional Exp.	\$200
Total Congregational Administrator	\$45,835
Site Support Staff	0
PER.SIT.01 - Childcare Wage	\$4,900
PER.SIT.02 - Custodian	\$10,000
PER.SIT.03 - Site Caretaker	\$5,800
PER.SIT.04 - Special Event Wages	\$1,300
PER.SIT.11 Lead Teacher/s and Assistant	\$2,500
SITE ER Payroll Tax	\$1,739
PER.SIT.09 - Sound Technician	\$7,150
PER.SIT.10 Youth Support	\$1,080
Total Site Support Staff	\$34,469
Other Personnel Expenses	
PER.MIS.01- Miscellaneous Personnel	\$200
PER.SIT.06- ER Payroll Tax	
PER.SIT.07 - Worker's Compensation	\$4,200

PER.OFF.09- Office Labor Contract	
Total Other Personnel	<u>\$4,400</u>
Total Personnel	<u>\$279,353</u>
Religious Exploration	
COM.OWL.03 - COA/OWL Expenses	\$2,700
COM.REL.03 - RE Program Expenses	<u>\$3,000</u>
Total Religious Exploration	<u>\$5,700</u>
Reserves (pe J.Penny)	
RES.BAG.01-B&G Reserve	\$1,000
RES.SND.01-Sound Reserve	
RES.AFR.01- Appliance & Furnishing Reserve	
RES.SAB.01 -Sabbatical Reserve	
Total Reserves	<u>\$1,000</u>
Total Expenses	<u>\$366,028</u>
Net Income/<Loss>	<u>\$5,120</u>
	<u>99%</u>

Minutes of UUFSD Board Meeting
Tuesday, October 20, 2015, 7:00 pm – 9:30 pm
UUFSD Minister's Office

Board Members present:

Alisa Guralnick, *President*
Clint Stoddard
Alison Schlick
Rich Franzwa
Mark Tuller, *Corporate Secretary*

Also present:

Rev. Meghan Cefalu, Minister, *ex officio*
Alison Crotty, RE Director
Steve Bartram, visitor
Caroline DeMar, visitor
John Sherman, visitor

Absent:

Ashley Phillips, *Vice-President*
Bob Quick
Glen Bowden, *Treasurer, ex officio*

President Alisa convened the Board at 7:10 pm, and Rich Franzwa lit the chalice and offered opening words, and Board members checked in. The Board celebrated the success of the second fundraising brunch, and the work done by the UUA financial consultant on the Capital Campaign.

The draft minutes of the September 15, 2015 Board meeting were unanimously approved.

ACTION ITEMS FROM THE MEETING

- **Alisa** to begin following up on the lack of Stewardship Commission by reaching out to Bob Quick and John Sherman, hopefully enlisting **Bob Quick** to begin soliciting/checking with names raised at the meeting.
- **Steve Bartram** (visitor) to be helped by **Communications Committee and Social Action Committee** in organizing and publicizing the December 15 gun violence prevention vigil via our website, social media, and other means.
- **John Sherman and Caroline DeMar** (visitors) to set up town-hall style information and Q&A presentation of the Capital Campaign financial feasibility study on November 8 (**in process**), and prepare newsletter article (**DONE**).
- **Mark Tuller** to discuss Twitter, texting, and IM'ing as communications tools with the CommComm.
- **Mark Tuller and Ashley Phillips** to stay involved with the truck issue to see it through as decided.
- **Tracey Weiss and Alison Crotty** with advice from **Alison Schlick** to do an accounting or survey or review of groups who use our campus (are they following our policies; are they paying when and what they should; are they aligned regarding cleaning, deposits, keys, etc.; and so forth).
- **Alison Crotty** wants to have permanent space in the classrooms for UUFSD purposes, such as hanging the UU Principles. Agreed this could wait until renovations of the classrooms and renegotiation of Sandy Hill lease.

- **Glen Bowden** to clear up posting of Director of RE professional expenses (partly attributable to prior fiscal year) and website maintenance (should be charged to CommComm (i.e, Publicity)).
- **Adrienne McCord** to follow up on Fair Trade for Solana Beach (OK to support and OK to use UUFSD name and logo) and confer with Social Action Committee about the larger issue of fair trade as coffee sales fundraiser, etc.
- **Tracey Weiss** to collect cleaning fee deposit from users of UUFSD facilities according to existing policy, and to require outside groups to abide by UUFSD Policies & Procedures such as Policy 750.
- **Rev Meghan** to follow up with **Jill Reis and/or Worship Committee** on innovative singing options to liven up the 9:00 service, e.g., Early-Bird Women’s Singing Group, Instant Choir.

ACTION ITEMS STILL OPEN FROM PRIOR MEETINGS

- **Adrienne McCord and Tiffany Fox** to take ownership of re-branding the time between services, “with panache”. **Still in process.**
- **Glen Bowden** to include special reports of off-budget items in regular reporting (e.g., revenues in and expenses out of Capital Campaign, Casas de Luz, and other off-budget restricted accounts).
- **Alisa Guralnick** to add to a future Board meeting agenda consideration of whether and how to amend the by-laws to permit proxy, absentee, and/or on-line voting at Congregational Meetings.
- **Mark Tuller** to contact Candace Sage and Eva Meir as potential members of the Policies & Procedures Committee. **Working to persuade Candace.**
- **Clint Stoddard** to follow up with Design Review Committee on building a chalice and lectern; note that Policy 350 – Hiring Contractors requires a specific Board waiver.
- Regarding the new owners of the LePort School (formerly Montessori), **Alisa Guralnick** to check that Tracey is liaison with them, and **Alisa** to establish personal contact with the new owner for good neighbor purposes. **Still in process.**
- **Board members** to sign up for Sunday morning duty. **Ongoing**
- *Deep-Dive Strategic Topic at Each Board Meeting.* To assure we are a proactive policy governance Board and not a reactive micromanaging Board, **the Board** will have one or two strategic areas (e.g., finance, music, RE) as the focus of a deep-dive discussion at each Board meeting. The goal is be able to understand, decide what direction and policy as a Board, provide vision and empowerment, and set goals and how to evaluate progress. **Topics and background work are needed.**
- *Volunteer Fair.* **Rev. Meghan** to ask Adrienne McCord to organize it for a date in September, and have it scheduled at the calendaring meeting. **DONE, set for November 15.**

- *Pledge and Contribute Button on Website.* **Mark, Glen & the Finance Committee** are to assure contributing is just a click or two away, working with webmaster Victor Chen. **Still in process.**
- *Outreach.* Ideas floated included more social media, press releases, “Sheeps and Goats” feature in SD Reader, postcard mass mailings like other churches. **Glen** volunteered to mention “Sheeps and Goats” to Adrienne. **Still in process.** **Alison** volunteered to have her husband Joey make us more GPS-findable (apparently we’re either listed in Del Mar or on a private road). **Apparently we’re on Google maps but not fully on Apple maps. IS THIS DONE?**

DECISIONS AND DISCUSSIONS

-*Gun Violence Prevention vigil, December 13.* Steve Bartram presented plans for this important vigil including outreach and publicity plans via internet and social media. He plans to have a logo on our website to click through to another website (possibly external). After discussion about the importance of the vigil and the appropriate roles of the Board (policy governance) and the relevant committees (empowered to act), the Board decided by consensus:

DECISION:

The UUFSD Board strongly endorses the gun violence prevention vigil scheduled for December 13, 2015, and supports the general idea of ample publicity and outreach. The relevant committees are the Communications Committee and the Social Action Committee, and they are encouraged to assist Steve Bartram in organizing and publicizing this important event.

-*Casas de Luz truck.* Mark Tuller presented the attached proposal. After short discussion the Board adopted the following:

DECISION:

Upon motion made by Alisa Guralnick and duly seconded, the Board unanimously:

5. **ADOPTED** the recommendation of the subcommittee looking into the Casas de Luz truck proposal as attached.
6. **AMENDED** the UUFSD budget to reflect the new budgetary impact of the proposal (\$1,000 in new impact; \$500 re-allocated from Social Action Committee budget; \$500 contingency with new budget impact).
7. **AUTHORIZED** the subcommittee of Mark Tuller and Ashley Phillips to stay involved as the decision is carried out.

-*Capital Campaign financial feasibility study and November 8 town hall meeting.* John Sherman and Caroline DeMar presented their plans for moving forward after the financial feasibility consultant’s report. **The Bill Clontz report has since been received and is generally positive about the Fellowship’s ability to raise Phase One financing.** The Board discussed whether a formal congregational meeting is required by the by-laws to move forward, and what the best method would be for engaging the congregation’s commitment to the financial aspects of the campaign regardless of the strict governance requirements. It was noted that strictly legal and governance authorizations could be handled by the Board with its overall authority, but that for obvious reasons the congregation should be respected and given the opportunity to express itself by some sort of congregational poll or pledge gathering. (Ideas to raise excitement: vote by claps, vote by waving colorful scarves.)

It was decided by consensus that the congregation should share in the consultant's report as soon as feasible, so a congregational town hall-style presentation with Q&A will be scheduled after the second service on November 8. **Scheduled and newsletter announcement made.** It was also decided to wait until after the lead gift party on November 15 to see how the lead gift pledges come in before embarking on a congregational poll regarding the general campaign, likely until after the turn of 2016. John and Caroline also raised the possible issue of cutting back the Phase One plans if the lead gifts fail to generate 50% to 80% of the expected necessary \$1.2 million in Phase One funds (such as canceling or postponing the ramp expansion at the amphitheater); this was felt to be premature. John noted the top two quartiles of pledge income are accounted for by only 27 pledging units, while the bottom quartile is 125 units, or 62% of the congregation.

-Stewardship Commission. President Alisa led a discussion about the lack of a responsible group to take on Stewardship functions. Dining for Dollars should be under way right now, but no one is doing it. Also, so far no one is responsible for the auction in May, and the Pledge Task Force from last year has not so far committed to repeat. Overall, there is no longer a Stewardship Commission to oversee and energize all fundraising efforts. This is a critical lack. Ideas included having Alisa and Bob Quick try to recruit for these positions, talking to those who have done this previously for ideas, and asking the some group such as the Men's Groups to conduct an auction or other out-of-the-box fundraiser.

-Fair Trade in Solana Beach. As noted in Adrienne McCord's report, there is a campaign to make Solana Beach a Fair Trade city. The Board by consensus **AUTHORIZED** the UUFSD name and logo to be associated with the campaign as other religious organizations are doing. Adrienne will also explore other Fair Trade initiatives possible within the congregation.

-Small attendance at 9:00 service. The Board also discussed what to do regarding the small attendance at the first service and there was consensus that the issue needs to be addressed. Ideas included (as indicated in the Action Items) trying an Instant Choir, and an Early-Bird Women's Singing Group.

-Staff reports and Treasurer's report. In addition to the Fair Trade issue discussed above, the staff report discussion revealed issues regarding use of facilities by outside groups and adherence to policies regarding cleaning the restrooms and payment. The Board was supportive and asked staff to address the issues as indicated in the Action Items.

Adjournment at 9:30 pm.

Respectfully submitted,
Mark Tuller, *Corporate Secretary*

Attachments:

- Agenda for October 20, 2015 Board meeting
- Minister's report
- DRE's report
- Director of Connections' report
- Administrator's report
- Recommendation re Casas de Luz truck
- Treasurer's report (financials omitted)

UUFSD Board Meeting Agenda October 20, 2015

1. Check-in
2. Opening words; Chalice Lighting (*Rich Franzwa*)
3. Items for celebration; tracking success
4. Review and approve minutes (09/15/2015 meeting) and agenda
5. Report on action items from Board Retreat
 - a. Brief review- Strategic Plan
 - i. What actions shall we focus on this year? (or is the Capital Campaign enough?)
6. Decision Items [*relatively short time for each*]
 - a. Calendar review: important annual items that need follow up and/or scheduling, to include: Auction (date TBD, May 2016?), Art Fair (11/22/2015), pledge campaign (who? when?), RE milestones (COA, Bridging), other items? Put on everyone's calendars.
 - b. Casas De Luz- report from Mark T/Ashley P (*sent via attachment*)
 - i. Discuss and vote
 - c. Search Committee 2016: offer from Dan Ness (prior search team)
7. Monthly Financial Review (*sent via attachment*)
8. Discussion / Deep Dive Items
 - a. Capital Campaign kick off/vote: discuss the need for a vote, how and when and who
 - i. Do we need a vote? (Probably yes)
 - ii. One service or two on Congregational Meeting day?
 - iii. Who crafts the motion, and what should it say? (*Are people voting in favor of the Capital Campaign generally, or voting to commit financial support? Does this force 'no' votes for those who can't commit financially?*)
9. Information Items [most of these should be in written reports and not take meeting time]
 - a. Monthly reports: RE, Admin, Dir. Of Connections, Rev. M (*sent via attachment*)
 - b. Monthly reports, as needed, from Committees
 - i. Bob Quick's report on Stewardship:
*I spoke with John Sherman and you could tell from his voice that the Stewardship Committee was very dear to his heart. John was on the committee for four years and ran the show the last two. At the end of 2013 he was worn out and decided it was time to hand it over to new blood. When he announced his 'retirement' from the committee he was surprised that all the other members also announced that they would 'retire' as well. None of the members were willing to pilot the ship. So it basically fizzled out due to the lack of any commitment to continue it. John feels that there is still a great need for the Stewardship Committee to be resurrected. In the past, one of the most important responsibilities was regarding the Pledge Drive every year. And without the committee, the ad hoc group that ran the pledge drive this year did a reasonably good job. And according to John, the next three years of the Pledge Drive will be the responsibility of the Capital Campaign Committee. But according to John, the other responsibilities that the Stewardship Committee handled have not fared so well and it is for these reasons John would like to see it come back. These other responsibilities include:
- the Fall Fair*

- the Auction
- approving all fund raising events of the Fellowship
Per John, if the committee was regrouped and focused solely on those things related to fund raising and steered away from the Pledge Drive, it would be a very good thing.

10. Leftovers [second thoughts on things, items we forgot, etc.]
11. Review of action items/decisions
12. Items for next month's meeting
13. Who do we need to thank this month?
14. Process check and check out
15. Adjourn

Report to the Board October 2015

Rev. Meghan Cefalu

Services

September 27 – Forgiveness as a Path to Enlightenment

October 4 – What is Enough? (New Member recognition ritual – We welcomed 10 new members!)

AND – September 22nd I helped co-lead a Yom Kippor service at 1st Unitarian in San Diego. The service was not particularly well attended (not enough advertising) but those who came said it was very meaningful.

Staff

All is going well staff-wise. We are meeting weekly all together. Tracey, Alison and Adrienne meet individually with me each week for supervision. I meet with Jill after staff meetings to plan the worship services and as needed.

Committees

Membership – About 15 visitors attended the New UU meeting following the 2nd service on September 27th. The New Member Orientation Circle scheduled for October 3rd was cancelled because too few of our prospective new members were able to attend. Even so, ten new members were recognized in the service on October 4th – along with about ten new kids.

Fun and Fellowship – I met with Bev and Louise to hear their plans for Thanksgiving and Christmas day potlucks at UUFSD, the “Dinners for 8” program which will resume in January and several other social events in the works.

Retreats/Special meetings

The Start-Up Workshop on the weekend of September 19/20 was a tremendous help to me. I now feel like I have much more context and some historical background for some of the dynamics/systems I’ve experienced thus far at UUFSD. Thank you to those of you who were able to be present. The information I gained in that weekend will help inform my work going forward with the congregation.

UU Connections

I had a great time forming connections at the PSWD UUMA fall retreat with fifty of my nearest colleagues on September 28-30 at a Catholic retreat center in Rancho Palos Verdes.

Upcoming Events:

I eagerly anticipate the report from the UUA consultant about the feasibility of our Capital Fund Drive.

RE Board Report October 2015 submitted by Alison A.L.G.M. Crotty

	9/20/15	9/27/15	10/4/15	10/11/15
Childcare	2 (1st) 2(2nd)	4	1 (1st) 2 (2nd)	1 (1st) 3 (3rd)
PreK-K	5	2	4	4
1st-3rd	1 (1st) 8(2nd)	8 (2nd)	2 (1st) 7 (2nd)	8 (2nd)
4th-6th	9 (2nd)	12 (2nd)	9 (2nd)	11 (2nd)
J/YRUU	15	11	1	9
Total #	41	37	20	36
			*rain/YRUU build	
Youth Group	9/15/15	9/29/15	10/13/15	
	16	14	20	

Interesting notes about the attendance numbers! For the last 2 years of two services each Sunday, the Fall semester has seen an equal number of students in the 9:00 and 11:00 service. It is not until the Spring Semester do the 9:00 numbers reduce and the 11:00 numbers increase. So it is very odd (?) that the 1st-3rd Grade class and the 4th-6th Grade class are seeing almost all of the children at the 11:00 service.

Important RE Dates

OWL starts in January (2nd week?) and is from 12:30-2:30 on Sundays. It does **not** have a special Sunday in the spring where the students do a service.

YRUU Sunday is May 25th

Bridging is June 5th or June 12th (the 12th is Music Sunday, so probably it will be the 5th).

The year is off to a good start. We have teachers for all of the classes and I am looking to hire one more childcare giver for the toddlers.

I will be teaching a Young Adult class once a month around a modified RE Curriculum. The first one will be held after services on October 18th.

A workable solution for Sandy Hill and the renovations of the classrooms has been worked out by Clint Stoddard and Greg Brown (THANK YOU)!

Board Report
Adrienne McCord
October 14, 2015

- The Membership Committee leadership and I met to discuss transition of new Chairperson and how I can support the committee. We also discussed which activities will now be handled by me in my role as Director of Connections.
- Meghan and I have updated the Welcome letter for new visitors. There have been slight changes to the New Member path, introducing meaningful sharing and eliminating some scheduling difficulties.
- I'm working on the Visitors and New Member packets so that they are updated with current minister as well as some fresh language and news about UUFSD. The content for those packets will be used in new pr materials as well, which brings us to Communications.
- I will be scheduling time to meet with the webmaster to determine what changes can be made in house (me) and which we would need to schedule hours for- and how and if we can budget for those changes. There are a few organizational changes that I'd like to make for easier use by visitors as well as to add more dynamic feeds. The website is the first impression we make, and although there is a lot of great information available it is often difficult to navigate and find things. I think we have more to offer than our current pages reflect. Also working with others on a restyle of the newsletter as well as exploring a bi-monthly schedule rather than weekly newsletter. We have a surprisingly low click rate and I'd like to improve that so we have an effective way to communicate our amazing events.
- Will schedule ACS training for early November.

Branding Time!

The time between services to be referred to as the *Gathering Hour* and all are encouraged to use it when scheduling events, classes or rehearsals during the hour between services. Tracey has already been advised and will use it in external communications coming from the office. The more we use it simultaneously the faster the congregation will catch on and be encouraged to come early/stay late to share community. Thank you to Mark Tuller for the creative suggestion.

Meaningful Social Media Workshop Series

There has been discussion from members and volunteers about desire to explore digital technology as a means to share values and to stay connected...but mindfully and with meaning. Especially timely now that we are encouraging committees to use *Signup Genius* and similar digital tools. I will offer free workshops to interested members on both a sign up and drop in basis during the Gathering Hour. It also provides an opportunity for me to meet members outside of Sunday service and get to know them and hear their needs. There are many areas we can explore. Last Sunday I signed on a YRUU volunteer as well as a 'savvy senior' to help me facilitate a multi-generational workshop which, judging by the first meeting will be as entertaining as it is informative. Scheduling TBD- most likely early 2016.

Fair Trade Congregation- Action Needed:

We have a very exciting opportunity to participate in Fair Trade Campaigns as a **Fair Trade Congregation** and represent Solana Beach in their bid to gain Fair Trade City status. We met a rep at the expo and then I followed up and the Chamber has a current campaign in action. Involves values we already represent, and it's a natural project for our socially active members. Input and approval from the board requested. www.fairtradecampaigns.org

Recent Events

Solana Beach Expo On October 8th UUFSD had a table at the Solana Beach Business expo held at the country club. The event was well attended with over 200 guests. I tabled the event with Membership Committee volunteer Betsy Gilpin. Our goal was to increase awareness of UUFSD and UU in general as well as invite people to come for a visit. It was the first time tabling for UUFSD, so it was exploratory in nature regarding external communications and outreach. We had an inviting booth with RE banner, fair trade table covering☺, refreshments and of course RE flyers, a newly created Welcome newsletter, information about UUFSD upcoming activities including musical, meditation, social action and community groups. Friends were made!

Pride by the Beach- Saturday October 10th

UUFSD along with Chalice and Palomar volunteered to host a table at the Oceanside Pride event. I brought extra materials from the Expo for the table and Chalice had bright bookmarks to share. Our *Standing on the Side of Love* banner was used as a backdrop. It was great to be involved in the event and there were quite a few people who stopped by and learned a bit about UUs and our principles. I met the board president of Chalice and we shared some marketing materials and ideas. The expo and Pride day were fun opportunities to share about UUFSD and simultaneously get a better idea of what tweaks I'd like to make to current publicity materials.

Upcoming Events

1st annual Dia De Los Muertos event at La Colonia Park Sunday November 1st 12-4pm

We have reserved a table/booth for this event. This event will share a rich, traditional holiday brought by many of the Mexican immigrants and celebrated in various ways across the globe. Event jointly sponsored by the City of Solana Beach Parks & Rec Committee and La Colonia De Eden Gardens Foundation (LCEG.org)

2nd Annual Solana Beach 5K San Diego Medical Society Foundation November 14th

We have signed up for the local 5K to show our support for community events as well as to bond during a healthy activity. The staff is going to have UUFSD T-shirts on and other costuming to celebrate our participation. Love to have board members and family join us! Let me know. www.SB5K.org \$39 per person to register. I will also invite members to join our team or come watch us at the beach as we cross the finish line.

Opportunities and Volunteer Fair November 15th

Please save the date for November 15th, our event will be held during the Gathering Hour. (Set up will be done prior to first service and kept up for an hour after service.) Plans are in the works to combine it with a food related theme for added frivolity and participation.

Encinitas Holiday Parade *December 5th at 5:30 pm*

This is a congregation wide event and provides a fun opportunity for members, volunteers and staff to walk, bike, skate, sing and dance their way down historic Hwy 1 sharing their UU spirit. I'd love to weave the 7 principles into our entry. And of course, a blue umbrella.

Save the Date 2016 events

Fiesta Del Sol Booth reserved (for \$40 ☺!!) May 21-22

KABOO music festival at the Del Mar Fair. Confirming table for both days. September 16-18

That's the summary of what I think the board should know. There is more, feel free to ask. I know it's a lot to share, but it was a busy month! Challenges I'd like to share are some communication glitches, regarding point of contact and committee responsibilities. I think initiating some UUA principles as guidelines going forward with committees and volunteers will provide a natural solution and structure to improve this situation. I will be attending the meeting this month to discuss this solution and whether the board wants to discuss committee number as suggested in our meeting with the outside UUA rep in September. I'm really looking forward to the meeting and staying in the loop!

ADMINISTRATOR'S REPORT TO THE BOARD – OCTOBER 2015

MEMBERSHIP STATISTICS

Total number of members: 247
 Members emeritus: 6
 Pledging friends: 14
 Friends: 65

Total number of members, pledging friends and friends: 332

SUNDAY ATTENDANCE 9/13/15 – 10/11/15

Date	Age Group	9:00am	11:00am
October 11	Adult	27	108
	Child	4	17
	Teen	???	???
	Staff	4	4
October 4	Adult	26	94
	Child	6	15
	Teen	?	?
	Staff	5	5
September 27	Adult	31	137
	Child	1	10
	Teen	1	8
	Staff	4 or 5	7
September 20	Adult	Totals were not turned in	Totals were not turned in
	Child		
	Teen		
	Staff		
September 13	Adult	34	76
	Child	5	???
	Teen	???	7
	Staff	5	???

SITE USE AND RENTALS

On November 15th, member Monique Kunewalder is sponsoring the Quartet Nouveau in the Founder's Hall. They will be paying partial fees.

On October 24th, member Monique Kunewalder is sponsoring the Amateur Pianists in the Founder's Hall. They have paid their fees.

We had an issue with bathroom cleanup on Sunday, October 11th. Will be contacting North Coast Singers to find out if they saw/know anything about what happened.

MEMBER NEWS

Former member Ed Washington passed away in September. His wife Sandy Washington plans to eventually move back to Denver which is "home" to her and where her four children and seven grandchildren live. Rev. Jim Grant was providing pastoral care to the family.

THE BOARD SHOULD KNOW

Rev. Meghan has brought a great new energy to the Fellowship and in the office.

BIGGEST CONCERN

Offering Health Insurance to spouses without offering any percentage of coverage is not the best option. It ties the spouse into paying full price for insurance and they cannot get Covered California until open enrollment, causing an undue burden on the employee financially.

Respectfully submitted,

Tracey Weiss
Congregational Administrator

Recommendation regarding Casas de Luz truck
Ashley Phillips, Mark Tuller, with help and impetus from Kathy Faller

We worked with various committees to tentatively resolve issues from the proposal to acquire a truck for Casas de Luz (CDL) and general UUFSD purposes.

Recommendation:

We strongly recommend this proposal.

CDL is UUFSD’s largest charitable activity. Given our geographic proximity to the inequalities across the border, this is a uniquely appropriate UUFSD project. The truck would enable further CDL activity, be available for other UUFSD uses, make a tangible and visible statement about our commitment to social justice, and be a rolling advertisement for UUFSD, all for a modest cost to UUFSD’s budgeted resources.

Questions and Answers.

What is CDL? It is a social action project of UUFSD that sponsors home-builds in Tijuana, and sponsors Repurposing with a Purpose. As a charitable project it is extremely successful, having constructed numerous homes and delivering large amounts of repurposed building materials to Tijuana and San Diego areas.

What is CDL’s legal status? It is a social action project of UUFSD, and as such is part and parcel of UUFSD. It is subsumed under our by-laws, articles of incorporation, insurance policies, and tax-free 501(c)(3) registration. Its revenues and expenses flow through UUFSD’s books, in a special restricted account; it mostly raises its own funds and it is not specifically budgeted within our general budgeting process. It has its own website and “board” but these are not legal entities. It uses UUFSD overhead such as accounting and tax letters and office equipment.

Who would own the truck? It would be owned and titled and insured and registered in UUFSD’s name, although the capital acquisition cost and on-going operation would be covered by CDL donors.

How much would this cost? It depends how you look at it. It would have about a \$1,000 to \$1,500 impact on the official UUFSD budget; most of the cost would come from elsewhere. The Social Action Committee has decided to spend \$500 of its pre-existing current budget on the truck. CDL has committed to raising all other costs.

Cost of truck-	\$5-\$10,000	CDL funded, no budget impact on UUFSD
Maintenance-	Est \$1,000 per yr	CDL funded, no budget impact on UUFSD
Gas & importation fees-	\$80-\$100 per trip	CDL funded, no budget impact on UUFSD
Registration & insurance-	Est. \$1,500 per yr	Funded from UUFSD budget as follows: \$500 from existing Social Action Committee budget; \$1,000 new budgetary impact
Contingency- for startup cost overrun	Est. \$500	Contingently funded from UUFSD budget up to \$500, so up to \$500 new budgetary impact

Where would it be parked? We’ve consulted the Design Review committee, Capital Campaign committee, and the Buildings & Grounds committee. The truck would be parked on our site in order

to make a statement about our priorities and also for convenience. In the long term it would be desirable not to occupy one of our general parking spaces, although it may until the parking lot renovations are complete. Under the Master Plan a gated storage area will be constructed at the far end of the main parking lot where the disused garden now is, which could be suitable for parking the truck.

Would we need a policy for use of the truck? Yes. Elements of a UUFSD Truck Policy (ideas copied from other religious organizations and their trucks):

- Accident reporting
- Permitted uses (i.e., UUFSD/CDL), not private
- Keep copy of policy in glove compartment
- Authorized drivers
- Youth protection
- No alcohol, no smoking, no contraband, no drugs, etc.
- Mexican insurance required in Mexico
- US insurance
- Custody of keys
- Parking on UUFSD site
- Maintenance and fueling, log needed and accountable person
- Tickets and infractions

How would it promote UUFSD and CDL and would it be ugly on site? Conspicuous on the truck would be “A social action project of The Unitarian Universalist Fellowship of San Dieguito” and include a UUFSD logo. Maybe like this:

Unitarian Universalist
Fellowship of San Dieguito

And of course it prominently would feature “Casas de Luz” and the CDL logo:



It would have a professional, appealing, and upbeat paint job. We recommend that the paint scheme of the truck be approved by the Design Review committee since the truck will become part of the ambiance. Attached is how other religious organizations have painted their trucks.

We recommend approval with up to \$1,500 new budget impact as described,
Ashley Phillips
Mark Tuller



UUFSD
TREASURER'S REPORT
9/30/15

Here are my comments on the attached financial statements:

- 1) Pledge collection is at 65% of budget through the first three months of the fiscal year. This is to be expected. Pledge collection usually increases substantially in December because members want to have their donations credited to their current year taxes. If pledge collection is substantially below budget by the end of December it will be a matter for concern.
- 2) Another matter for concern is the \$10,000 for fundraising income. This is primarily for Dialing for Dollars. I have not heard that it's happening this year. This could create quite a budget shortfall by the end of the fiscal year.
- 3) Expenditures are \$5700 over budget. This is mostly because we already paid for half of our yearly UUA dues of \$15,120; we are now paying for a webmaster at the rate of \$200/month (this is not in the budget); and the DRE expenses are almost \$4000 over budget. I need to look into this last item. She has already spent \$2110 of her professional expenses on a budget of \$2000 for the year. Hopefully, this is a case of an erroneous posting in the general ledger.

Glen

Minutes of UUFSD Board Meeting
Tuesday, November 17, 2015, 7:00 pm – 9:30 pm
UUFSD Minister's Office

Board Members present:

Alisa Guralnick, *President*
Ashley Phillips, *Vice-President*
Bob Quick
Clint Stoddard
Rich Franzwa

Also present:

Rev. Meghan Cefalu, Minister, *ex officio*
Alison Crotty, RE Director
Glen Bowden, *Treasurer, ex officio*
Adrienne McCord, *Director of Connections*
Vicky Newman, visitor

Absent:

Mark Tuller, *Corporate Secretary*
Alison Schlick

President Alisa convened the Board at 7:05 pm, and Clint Stoddard lit the chalice and offered opening words, and Board members checked in. The Board celebrated the success of the lead gift party, the Opportunity Fair, and the cleanout of the YRUU room.

The draft minutes of the October 20, 2015 Board meeting were unanimously approved.

ACTION ITEMS FROM THE MEETING

- **Ashley** will draft a letter to North Coast Singers informing them that we are rescinding their privileges at UUFSD beginning in January.
- **Alison C.** will talk with Monique to give her a heads-up on the change in the relationship between UUFSD and North Coast Singers.
- **Adrienne** will find any information about how other congregations have handled simultaneous capital campaigns and regular pledge drives.
- **Glen** will ask about the status of the *contribute button* on the UUFSD website at the next Finance Committee meeting.
- **Ashley** will get some information about how the end-of-year envelopes informing members of pledge status has been handled in previous years.
- **Adrienne** will get the Sacred Circle potluck scheduled on another date other than Jan 31, the day of the congregational vote.
- **Bob** will reach out to several members to try to arrange leadership for the upcoming pledge drive, and perhaps reestablish the Stewardship Committee.
- **Alisa** will work with the Personnel Committee to see what, if any, options exist to help Tracey with regard to UUFSD's current medical benefits premium cost sharing model.

ACTION ITEMS STILL OPEN FROM PRIOR MEETINGS

- Bob and Alisa have initiated discussions (ongoing) regarding if/when/how a Stewardship Committee will be incorporated. Adrienne will do some research into how other congregations have handled (simultaneous or sequential) running of capital and operational fundraising.
- Ashley reported that the Casas de Luz truck has not been purchased yet, but things are moving forward.
- Alison reported that the contacts to inform groups using the campus that a \$100 cleaning deposit would be required are moving forward.

DISCUSSIONS

→Vicky Newman led a discussion about the San Diego UU Network (SUUN). She explained that it was set up to provide another way for UU congregations in San Diego to connect and share resources. As a member of the SUUN board, she asked what we thought would be other worthwhile endeavors for the group. She mentioned two recent successes — the SUUN Taste of UU Food and Music Festival, and the Cluster Leadership Conference. Vicky told us that the SUUN website is seeing a lot of visitors – especially the calendar sections, and is bringing new people into Unitarian Universalism through connecting them to our congregations. Vicki asked for the Board / Adrienne to look for one to two additional volunteers to work with Vicki on SUUN.

Alison C. asked if there was any ongoing work to get congregations to certify as Sexually Safer Best Practice Congregations as set forward by the UUA. She volunteered to serve on the SUUN board as the RE representative from UUFSD. Vicky was very happy with this, as SUUN has wanted a representative from RE for some time.

→Glen gave us a report on finances. He pointed out that the negative \$44K in net income should not be a big concern, because many donations are made before the end of the tax year. We should wait for the January report for a better view. He was asked if the “contribute” button was added to the website and he said he would ask about it at the Finance Committee meeting. Glen noted that several of the “other” funds on the balance sheet were consolidated after a review by Stu Anderson.

QuickBooks was recently adopted to manage finances by UUFSD, and Glen thinks that this will begin to save money right away through the no longer required \$80/month fee to ACS (the prior system in use). Note: ACS People software will still be used (member/visitor database) at \$28.25/month.

→The board noted that we are approaching the time when we traditionally hand out envelopes to pledging members that shows their pledge status. We are not sure how to get this organized, so Ashley volunteered to ask some of the folks involved in this activity in previous years for advice.

→We briefly touched on the subject of changing the UUFSD Bylaws to allow absentee voting and decided that it would take too long to accomplish this in time for the congregational vote on beginning Phase 1 of the capital campaign. Therefore, a discussion about amending Bylaws is tabled for now. Because of differing ideas about what is to be included in Phase 1, several items will be added and perhaps removed from the plan for the initial phase. Possible additions/changes to Phase I include:

- Seating: The patio area adjacent to the east doors of Founders’ Hall to be made into convertible seating area.
- Meeting space: Two partitions to be installed in Founders’ Hall that will make three separate meeting areas when needed.
- Office space: An addition to the administration building that will provide at least some of the added office space we need.

The revised plan for Phase 1 will be presented to the congregation in another town hall meeting in January. The congregational meeting is currently scheduled for January 31. It was recommended that there be a single service on that Sunday to allow for better participation in the vote. It was also noted that the Sacred Circle Potluck is scheduled for the same day. Adrienne said she would reach out to Linda Pratt about rescheduling that event.

→Alisa noted that the deadline for applying for a UUA Spirit Grant is in January, and it is awarded in the spring. One request per year per congregation is considered. Ashley is working with John Sherman to see if the Capital Campaign/ DreamFundors are interested in applying for a Spirit Grant.

→Pledge campaign – We still have not identified anyone to participate in or lead the pledge campaign this year. Bob (w/John S.) will reach out to a few folks next week to try to gain support for this essential activity. Didge Masser-Frye ran it last year and may be willing to do so again.

→Digital signups – Adrienne is looking into a way to simplify the many different digital signup applications in use by the congregation.

→It was noted that UUFSD, per UUA guidelines, does not pay for insurance benefits for staff spouses, and that this can result in significant financial hardship for staff. Alisa will check with the Personnel Committee and other industry specialists to see what options are available.

→Alison reported that she is excited about a new Young Adult class she has started. The class is scheduled to meet bi-monthly.

→Reverend Meghan said that she is enjoying her work at UUFSD very much and is also gaining a deeper understanding about the culture of the congregation at UUFSD. She wants to assure that each member of the congregation gets the connections and sense of community that they need. With this in mind she is considering several things to deepen the sense of community, assure that our interactions are respectful at all times, and each member of both staff and congregation can feel safe and trust in our ‘right relations’ among each other.

→Adrienne reported that she is working on new volunteer and committee protocols including job descriptions, term limits, and training. This is intended to improve the recruitment and retention of volunteers for the many opportunities we have available.

She also told us that UUA has web page templates that are available for free for a limited time. She has shared these with a few people who all seem to like them so she will be integrating them into our website as the content is created.

Adjournment at 9:30 pm.
Respectfully submitted,
Rich Franzwa

Attachments:

- Agenda for November 17, 2015 Board meeting
- SUUN Re-visioning presentation
- Minister’s report
- DRE’s report
- Director of Connections’ report
- Administrator’s report

UUFSD Board Meeting Agenda
November 17, 2015

1. Chalice Lighting and Check-in
2. Opening words (*Clint*)
3. Items for celebration; tracking success
4. Review and approve minutes and agenda (10/20/2015)
5. SUUN request – Vicky Newman
6. Report on action items from last month
7. Decision Items [relatively short time for each]
 - a. Spirit Grant for Spring 2016
 - b. Selecting a Pledge Campaign leader (Didge Masser-Frye?)
 - c. Greeters for Sunday Services: sign up!
 - d. Settled Minister Search Committee: begin thinking about this
8. Monthly Financial Review
< Break for snacks >
9. Discussion / Deep Dive Items
 - a. Capital Campaign update: next steps; vote or no vote in January?
 - i. Cap, Campaign/ Pledge Drive: Together or separated in time?
 - ii. Absentee ballot and bylaw change

From Mark T., via email: The absentee/proxy voting issue. I am in favor of amending the by-laws to permit the Board, at its discretion, to establish absentee, proxy, on-line, snail mail, or other types of voting for particular congregational votes where wide congregational participation is deemed important by the Board. Some other UU congregations have these types of approaches in their by-laws. If we want such a change to be adopted by the congregation at the January congregational meeting we need to begin now.

- b. Resurrecting the Stewardship Committee
10. Information Items
 - a. SignUp Genius:
 - i. Board Meeting Hosts (*Alison, Ashley, Mark T please sign up!*)
 - ii. Board Greeters –please all sign up and/or show up
 - b. Monthly reports: RE, Admin, Dir. Of Connections, Rev. M
 - i. Send via email when possible
 - c. Monthly reports, as needed, from Committees
11. Leftovers [second thoughts on things, items we forgot, etc.]
12. Review of action items/decisions
13. Items for next month's meeting
14. Who do we need to thank this month?
15. Process check and check out
16. Adjourn

□ SUUN Re-Visioning -- November 2015

We are working to reaffirm, reinvigorate, or make mid-course redirections to our purpose and vision by holding discussions with boards and ministers.

SUUN Background

The San Diego UU Network (SUUN) was resurrected in June 2012. Our current purpose is to help the Unitarian Universalist congregations of San Diego County to:

- Coordinate and publicize their programs and resources
- Provide mutual encouragement, aid, and support
- Strengthen their relations with one another and
- Affirm, promote, and practice the Principles and Purposes of Unitarian Universalism.

SUUN consists of a non-governing board, which includes one or (ideally) two representatives from each of the San Diego County congregations, plus a ministerial representative. Board members act as the communication conduit between their respective congregations.

SUUN operates with a yearly budget of \$3,800 contributed by the five (5) San Diego County congregations. The SUUN contribution per pledging unit averages \$3.53/year. UUFSD pledges \$500/year to SUUN (\$2.69/pledging unit/year).

SUUN Focus -- Past Few Years

Over the last few years, SUUN has focused on updating the website and social media presence to publicize UU programs and projects, as well as on organizing two countywide annual events: a Leadership Conference and a summer food and music festival featuring UU musicians.

The SUUN website introduces people to Unitarian Universalism and connects new and "new-to-uu" visitors to local UU congregations. Started in 2003, today www.uusandiego.org gets about 5500 visitors per month. This is a 10-fold increase in monthly visitors over the past two years (since SUUN was resurrected). The majority view our SUUN Home page, which includes the Calendar of UU events in SD County. Most visitors are new, so the site is successfully fulfilling its outreach objective.

Board Input Requested

What has SUUN done to date that you would like to continue, to expand, or to decrease or eliminate?

Would you like to see SUUN facilitate meetings and collaboration among congregational leaders with similar work (member committees, bookkeepers, administrators, etc.)?

Would you like to see SUUN facilitate joint hiring of needed staff? Would you like

to see SUUN provide educational training programs like:

- leadership training, either to all who are interested or to those in leadership positions **(e.g., orientation for new congregational board members).**
- OWL (Our Whole Lives)

Would you like to see SUUN provide expertise on topics congregational leaders need to know, like employment law or website development?

We need your help in identifying one or two UUFSD members who would like to actively participate in the SUUN Board.

Report to the Board

Rev. Meghan Cefalu

November 13, 2015

I'm setting in and enjoying my work with UUFSD very much! In addition to my usual work (committee meetings, worship services, pastoral counseling, staff supervision, program planning, fundraising, and denominational and collegial connections) with my "interim ministry" focus I am learning a great deal about the culture of the congregation and the systems in place at UUFSD. Rather than give you a list of what I've been up to since the board last met, in the spirit of transparency and in the hopes that you might bring further insight, I'd like to share with you some of these observations.

One of the things I heard clearly stated from those who attended the Start Up workshop back in September was a longing for more of a sense of community and deeper connections with one another in the congregation. Several people there spoke of a lack of safety and a feeling like it was not a safe place for some people to speak the truth as they see it. I also heard that there is a culture of avoiding conflict. I am considering a variety of opportunities to help the congregation find more trust and deeper sense of community: promoting fellowship at the Gathering Hour; encouraging everyone who is able to join a Sacred Circle; the class "Serving With Grace" which I'll be leading in the winter; some intentional changes to the 9am worship service, and working with Christie to fully program the weekend camping trip to Camp de Benneville Pines. But I believe there are other systemic elements at play contributing to a lack of safety and community.

It has come to my attention in the last month that several congregants have exchanged communications (email and in-person) with members of the staff that have been directive (as if the staff member reports to the congregant), and/or patronizing (as if the staff member does not know her job and needs to be told what to do by the congregant), and/or intimidating (raised voice and threatening language). Each individual case has been or will be dealt with by a reminder of roles and responsibilities as well as recalling our covenant of right relations.

In each case the congregant in question has been a man and, as you know, the staff is comprised of all women. That is not an insignificant fact as patriarchy is still working its way out of our society, and perhaps out of our congregation. It is part of my role as staff supervisor to make sure the staff is treated with respect and feel their workplace is a safe place to do the work they are charged to do without threat of intimidation.

And this dynamic is not isolated to the staff. I have heard of a number of other cases where a male member of the congregation spoke in a rude or intimidating manner to a female member. Some of the stories end well - the woman was able to set firm boundaries and return to a more equal relationship with the man. (“He learned he couldn’t push me around.”) Another story I’ve heard resulted in the female congregant leaving the congregation hurt and angry after an unsatisfying experience with mediation. I am currently working with Jill and a couple of the members of the UUFSD band as this dynamic has also come up among the members of the band.

The reason I bring this to your attention is that it is more than one or two isolated incidents. It seems to be systemic and part of the accepted culture of UUFSD. I have heard several people explain away inappropriate behavior by saying something like, “Oh, yeah, he’s just like that. I just try to ignore him.” I have also learned from multiple sources that some of this behavior was sanctioned, and in some cases actively encouraged, by Rev. David (i.e. Tracey was instructed to honor the requests of certain individuals because they were larger donors to the congregation).

I was advised by my mentor and the leaders of the Interim Ministry training to be truthful and transparent with my observations. The first step to changing the dynamics in any system is to be able to see and name what is going on. I intend to encourage and support right relations, health and transparency among all the members and staff of UUFSD.

I want to reassure the board that this congregation is, by any measure of a congregation, a tremendously healthy and happy group of people who obviously care for one another and the causes of liberal religion. And these dynamics I am learning about and observing are not uncommon and do not diminish my love and compassion for all the people involved. But I do believe that establishing a practice of holding one another to our covenant of right relations, setting appropriate boundaries around communication, and directly addressing issues as they arise will greatly help the members grow in trust with one another.

RE Board Report November 2015

Here are the RE Numbers for this past month.

	10/18/2015	10/25/2015	11/1/2015	11/8/2015		
Childcare	2 (2nd)	1 (1st) 4 (2nd)	3	3 (1st) 1 (2nd)		
PreK-K	1	6		4		
1st-3rd	4 (1st) 3 (2nd)	6 (2nd)		1 (1st) 2 (2nd)		
4th-6th	1 (1st) 10 (2nd)	11 (2nd)		1 (1st) 8 (2nd)		
J/YRUU	10	14		12		
Total #	31	42	Intergen Dia de los Muertos	32		
Youth Group	October 8th	20	October 22nd	9 (finals)	November 10th	16
Young Adults	October 18th	9				

The RE Classes are going well! There are a few changes and additions to the programming the board should be aware of.

Since there are only one or two 4th-6th graders at the 9:00 service, Ann Linn, the teacher will only be teaching at the 11:00 service. I will be taking over the teaching of the 4th-6th grade class at 9:00.

I started a Young Adult (ages 18-35) class! I am very excited about it and we met for the first time on October 18th. We plan to meet every other month for about 2 hours after the second service. I am adapting children's curriculum slightly to accommodate them, but give a good class that invites creativity and wonder.

The Intergenerational service on November 1st, that celebrated Dia de Los Muertos went very well. Susan Hahm and myself do that yearly. With the help of Wenda Alvarez we were able to add a "chalkboard" cemetery in the Core Area where people could write messages to loved ones. It was a great success.

The YRUU will be moving the classroom into the storage unit that will be in the upper parking lot on Sunday, the 15th of November. I have talked extensively with the Sandy Hill teachers and the director and I think the transition will go smoothly. They recognize that the YRUU room will be used by RE on Sunday mornings and the Men's Group on Tuesday's have generously offered to meet at a member's home instead of the Library so we can hold youth group on campus.

Adrienne McCord

Board Report- November 2015

Opportunities and Volunteer Fair *November 15th*

Looking forward to a great day! Lots of activity surrounding planning this event, particularly in working with committees and leadership to recognize the value in focusing on Opportunities vs Volunteer focus. (Update to come after this letter and before BOD meeting)

Membership

- In early 2016 Membership Committee Chairperson and I will schedule once monthly meetups during Gathering Hour for members to get to know Liv and I and share ideas and thoughts about membership related activities.
- Drafted updated materials to be used in New Visitors packet and with Membership Orientation to reflect changes to the New Member path. Unveiled new Visitors sign in sheet last week.

SAC

- Working with SAC and EJTF to form a partnership with Stay Cool for Grandkids, a local nonprofit focused on climate advocacy. We waived their rental fee (but required a check for cleaning deposit) thanks to the board approval. They have a meeting scheduled soon at UUFSD and I'll be meeting with them and the League of Women's Voters after the event to discuss future collaboration on social action and outreach.
- Mental Health Month in May planning is underway. Meeting scheduled to discuss formalizing plans including special service, NAMI walk and workshops. Pastoral Care team has arranged for an incredibly valuable QPR Gatekeeper suicide prevention course for early May. Open to all.
- Recruiting volunteers from EJTF to help host "Science Sunday" activities once monthly during Gathering Hour. Worked with Scott/ EJTF to secure volunteers for the climate discussion. Event was well attended and social media posts were well received.
- Featuring Generosity Sundays at Opportunities Fair to highlight this program.

External Communications

- Advised Victor (webmaster) regarding protocol for updates and his workload. Confirmed he is only to take requests from Committee Chairperson, Staff/Board, and via formal protocol on website for News submissions. This will make it easier for him to draw boundaries when members contact him directly for web changes/updates as well as help us ensure our external communications are consistent and professional.
- Exploring free and paid ads in local north county publications. Collaborated with Chamber of Commerce and Colonia Park on media relations for Dia de Los Muertos event on November 1st.
- Reader ads to begin first week of December and run until mid-January, short run as a trial, then re-evaluate. I've timed this to match the holiday season when people are often

in need of spiritual fellowship the most. North County Sun ad TBD- still waiting for confirmation of a comp ad.

Initiating volunteer protocol including job descriptions, term limits, leadership training and appreciation. Introducing new structure for volunteer positions at UUFSD. The goal is to offer current leadership/chairpersons the tools for success in increasing recruitment and retention of volunteers while avoiding burnout.

Gathering Hour announcement sent to encourage attendance and fellowship. I've created a few ideas for casual, ad hoc activities in the core area between services to help us in our endeavors. We will try them for a trial period to gauge interest. Staff is also encouraging group and committee meetings to be scheduled during this time for increased attendance/participation. We updated the Order of Service to reflect the Gathering Hour. Watch for changes this Sunday.

Fair Trade Congregation

We are laying the ground work for representing Solana Beach in their bid to gain Fair Trade City status. I have a second meeting next week with Chamber of Commerce Director and local reps to discuss next steps and our part in the process. Ideally this will be something SAC takes on when more details/events are happening. In the meantime we will add a Fair Trade Sale to our Gathering Hour offering members good prices on FT coffee, chocolates and other items. I'd appreciate input on items and quantity that you think UUFSD could manage before I order. Also, which budget would this come out of for initial investment? (it will be paid back with sales)

Encinitas Holiday Parade *December 5th at 5:30 pm*

Still looking for leadership for this event. I had a couple co-team but they will now be out of town. No other sign-ups yet, hoping for some from Opportunities Fair. If no one signs up to lead by November 21st I will pull our application. It appears to be a highly scheduled evening, with competing events.

Recent Events

1st annual Dia De Los Muertos event at La Colonia Park Sunday November 1st 12-4pm

We had a reserved a table/booth for this event. It was a total hit! Super fun and we met many local residents who now know more about us. I made a special photo booth for the event and designed color sheets for children to color with the UU principles weaved in. I'm happy to say over 200 people enjoyed our activities! (including a mayor and supervisor) I had out UU and UUFSD fliers as well as announcement for the SAC immigration event, which helped result in high attendance. The families that came were a great audience for our outreach activities and RE. Event was jointly sponsored by the City of Solana Beach Parks & Rec Committee and La Colonia De Eden Gardens Foundation (LCEG.org)

2nd Annual Solana Beach 5K San Diego Medical Society Foundation November 14th

Rev Meghan and Adrienne representing UUFSD!

Board- Action requested:

Request for new website. I'm requested approval from the board for a new website template for UUFSD. There is great benefit in a new website. I consulted with Victor (and others) on benefits of working with current website for updates/revamps vs moving content to a new UUA website template. He agreed that the current site is dated and has a lot of patchwork/page add ons. The newly designed UUA template is being offered free for a limited time. It is easy (relatively) to use and would make an immediate, powerful impact on site usability. With a less cluttered website we can engage visitors as well as entice our current membership to use it as a resource. I've gathered suggestions for change/improvement from many leaders/members and volunteers to gain greater knowledge of user goals. Live links and photo loops, a blog and an interactive events calendar are goals for the new page. I'll be at the meeting to answer any further questions.

ADMINISTRATOR'S REPORT TO THE BOARD – NOVEMBER 2015

MEMBERSHIP STATISTICS

Total number of members: 246
 Members emeritus: 6
 Pledging friends: 15
 Friends: 64

Total number of members, pledging friends and friends: 331

SUNDAY ATTENDANCE 10/25/15 – 11/8/15

Date	Age Group	9:00am	11:00am
November 8	Adult	18	124
	Child	???	20
	Teen	???	???
	Staff	4	???
November 1	Adult	33	93
	Child	7	28
	Teen	6	???
	Staff	4	???
October 25	Adult	28	115
	Child	6	25
	Teen	1	11
	Staff	6	7

SITE USE AND RENTALS

After the incident in the bathroom on Sunday, October 11th, it was decided that a Sponsor/Representative checklist would go to all those using the space (who are not renters) to make certain doors are locked, bathrooms are checked, etc., along with contact numbers in case there are any issues to report (still waiting for contact numbers). Charging a cleaning deposit of \$100 to each group is still in discussion.

MEMBER NEWS

Sharon Pearah has decided to leave the Fellowship. She did not give a specific reason, only that she was finding herself less involved in the Fellowship.

THE BOARD SHOULD KNOW

All is well 😊

BIGGEST CONCERN

Offering Health Insurance to spouses without offering any percentage of coverage is not the best option. It ties the spouse into paying full price for insurance and they cannot get Covered California until open enrollment, causing an undue burden on the employee financially.

Respectfully submitted,

Tracey Weiss
Congregational Administrator

Minutes of UUFSD Board Meeting
Tuesday, December 15, 2015, 7:00 pm – 9:30 pm
UUFSD Minister's Office

Board Members present:

Alisa Guralnick, *President*
Ashley Phillips, *Vice-President*
Alison Schlick
Rich Franzwa
Bob Quick
Clint Stoddard
Mark Tuller, *Corporate Secretary*

Also present:

Rev. Meghan Cefalu, Minister, *ex officio*
Irv Himmelblau, visitor

Absent:

Glen Bowden, *Treasurer, ex officio*
Alison Crotty, RE Director
Adrienne McCord, *Director of Connections*

President Alisa opened the meeting, the chalice was lit, and Bob Quick offered opening poems including a quiet Zen poem, "Joy." The minutes of the last meeting had been approved via email.

The Board celebrated the success of the December 5 Gun Violence Prevention vigil (news reports, and over 160 attendees including over 50 from the Fellowship), the holiday party, Music Sunday, the YRUU/JRUU Bazaar, the Casas de Luz wrapping party, and The Singing Board Members, Alisa & Rich.

ACTION ITEMS

- **Alisa** to send thank you notes to Steve Bartram for Gun Violence Prevention and Susan Miller for helping Tracey and Bev Connor for Holiday Party. **DONE**
- **Alisa and Ashley** to do any necessary paperwork concerning Rev. Meghan's interim ministry thus far and re-upping for year two.
- **Ashley and Mark** to be a subcommittee to work with the Finance Committee regarding handling and documenting of bequests with conditions, earmarked gifts, and the like (with prejudice against accepting gifts with unduly restrictive conditions or that are not consistent with our mission).
- **Irv Himmelblau** to propose an amendment of the Generosity Sunday policy to permit Generosity Sunday every month of the year, run it by the Social Action Committee and Policies & Procedures Committee, and the Stewardship Committee to the extent there is one (perhaps Didge Masser-Frye who chaired last year's Pledge Drive), in anticipation of a Board vote in January.
- **Ashley** to assist Ken Schultz and Tracey in establishing an Emergency Call contact list and to generally work on site use issues such as labeling of breaker boxes, event checklist, how to lock up, etc.
- **Rev. Meghan** to bring to Sacred Circle facilitators the idea of having Sacred Circle help in the kitchen.
- **Alisa** to invite Kathy Faller to the next Board meeting to discuss Casas de Luz as set out below, and invite a written document to circulate in advance. **In process, Kathy invited to January meeting & she prepared a document re history of CDL/UCSD**
- **Alisa** to add formal Board authorization of the Capital Campaign and Master Plan to the January Board agenda and **Mark** to prepare a proposed minute. **In process**
- **January Congregational Meeting To-Do's:**
 - **Alisa** to draft agenda for January 31 Congregational Meeting **In process**
 - **Tracey and Mark** to assure due notice published during January

- **Alisa** to work with Christie Turner regarding required election of Nominating Committee **In process. Christie Turner, Diane Masser-Frye, & Alejandra Hoffman-Chan will continue**
- **Alisa** to work with John Sherman for him to make informal town hall-style presentation on Capital Campaign status **In process – have requested John to come up with a short overview/update on CC and also a status on classroom renovations**
- **Ashley** to present settled minister search process at the congregational meeting
- **Mark** to present for discussion at the January congregational meeting possible ideas for proxy/absentee voting, to open a dialog and consider formal by-laws amendment at June Annual Meeting, perhaps augmented by a Policy explaining when to use it.

ACTION ITEMS FROM PRIOR MEETINGS

- **Ashley** will draft a letter to North Coast Singers informing them that we are rescinding their privileges at UUFSD beginning in January. **DONE**
- **Alison C.** will talk with Monique to give her a heads-up on the change in the relationship between UUFSD and North Coast Singers. **DONE**
- **Ashley, Alisa, & John Sherman** to explore January Spirit Level grant before deadline. **OPEN**
- **Adrienne** will find any information about how other congregations have handled simultaneous capital campaigns and regular pledge drives. **DONE**
- **Glen** will ask about the status of the *contribute* button on the UUFSD website at the next Finance Committee meeting. **No real progress.**
- **Ashley** will get some information about how the end-of-year envelopes informing members of pledge status has been handled in previous years. **DONE. Pledge status statements were completed and either mailed or handed to members.**
- **Adrienne** will get the Sacred Circle potluck scheduled on another date other than Jan 31, the day of the congregational vote. **DONE. Now scheduled for Feb. 7.**
- **Bob** will reach out to several members to try to arrange leadership for the upcoming pledge drive, and perhaps reestablish the Stewardship Committee. **Bob still working on this.**
- **Alisa** will work with the Personnel Committee to see what, if any, options exist to help Tracey with regard to UUFSD's current medical benefits premium cost sharing model. **DONE, with kudos to Susan Miller.**
- **Ashley** reported that the Casas de Luz truck has not been purchased yet, but things are moving forward. **This project may be canceled, as apparently the truck in mind would be too big to take uneventfully to Mexico.**
- **Alison** reported that the contacts to inform groups using the campus that a \$100 cleaning deposit would be required are moving forward. **In the works.**

DECISIONS AND DISCUSSIONS

Time off for Rev. Meghan. Rev. Meghan requested time off from after Christmas to January 5, which the Board agreed to by consensus.

Generosity Sunday Policy. Irv Himelblau presented the idea of removing the restriction on having a Generosity Sunday collection during pledge month. The reasoning is that the pledge drive is not linked to a particular month; that there are many requests for Generosity Sunday help; and that pledge commitments are not especially linked to what is put into a Generosity Sunday collection plate. The Board in principle was amenable to this, but it requires a Policy change and Irv was asked to work it through that process.

Earmarked donations. After discussion, agreed that Ashley and Mark would look into procedure and process for handling, accepting, rejecting, alleviating conditions, etc.

Casas de Luz. Alisa to invite Kathy Faller to come to the January Board meeting to help clarify and document the relationship. Alisa and Kathy will send a document in advance regarding the relationship history, how Kathy sees it working, other Casas de Luz affiliations, etc. The idea is to create a Policy & Procedure documenting and codifying the relationship to avoid misunderstanding.

Brunches. Alison S. reported there is no brunch this month, and that kitchen volunteers continue to be needed. There was discussion about how to tap the potential of other congregational groups, such as youth, Men's Group, Sacred Circle, etc.

Staff and Committee reports. Glen Bowden being absent submitted an email report to the effect that there were no significant changes to the financial condition of the Fellowship. The financial reports for the next board meeting should show a substantial increase in pledge payments. Gabrielle, our bookkeeper, has set up the payroll to be done in-house starting at the beginning of 2016 which should save the Fellowship around \$2000 per year.

Mark reported the CommComm's initiative to send direct mail mailers as an experiment to see if community awareness of UUFSD can be raised at reasonable cost. Mark also reported the Finance Committee's decision to move the investment in the Unitarian Universalist Association's Common Endowment Fund into a less volatile and risky investment, in view of the poor performance of the Common Endowment Fund and the relatively short-term need UUFSD will have for the funds in view of the Capital Campaign. (Final proceeds of the withdrawal were \$191,845.59 out of original investment of \$200,000.)

Clint reported on construction progress for the classrooms. The first and second buildings are almost done. In view of the constraints on office space, Ken Shultz is looking into options for temporary office space until the new building is constructed in phase 2 of the Capital Campaign, such as a trailer or a temporary building.

Jill Reis is looking for a choral accompanist and exploring renewing the Music Committee.

Rev. Meghan will lead a Serving with Grace class early next year in Founders' Hall, 6 weeks on Wednesday nights, for Fellowship leaders. She also reported the first service and Gathering Hour are doing better.

Settled Minister Search Committee. Ashley reported on the process for appointing members of the Search Committee for the settled minister. There are restrictions of membership (no current Board members, for example), and the process is long and time-demanding. The process will move forward in 2016, starting with a list of possible candidates. Members of the former Search Committee are willing to brief the new Committee.

Adjournment at 9:30 pm.
Respectfully submitted,
Mark Tuller, *Corporate Secretary*

Attachments:

- Agenda for December 15, 2015 Board meeting
- Minister's report

- Director of Connections' report
- Administrator's report

UUFSD Board Meeting Agenda
December 15, 2015

1. Chalice Lighting and Check-in
2. Opening words (*Bob*)
3. Items for celebration; tracking success
4. Review and approve minutes and agenda (11/17/2015)
5. Generosity Sunday bylaws change request – Irv Himmelblau
6. Report on action items from last month
7. Information Items
 - a. Monthly reports: RE, Admin, Dir. Of Connections, Rev. M
 - i. Sent via email; attach to minutes
 - b. Monthly reports, as needed, from Committees
8. Decision Items [*relatively short time for each*]
 - a. Settled Minister Search Committee: short list of names (*Ashley*)
 - b. Casas De Luz: brief discussion of codifying our relationship
 - i. Invite Kathy Faller to January 2016 meeting (history, how we got where we are today, how we might move forward in unity)
 - ii. Mark T to draft some proposed language for January discussion

< Break for snacks >

9. Monthly Financial Review
10. Discussion / Deep Dive Items
 - a. Earmarked donations- discussion (*Alisa and Meghan*)
 - b. Congregational meeting: January 31, 2016
 - i. Discussion of State of the Fellowship (board-led update to congregation)
 1. Capital Campaign status (John S. will be part way through a six-Sunday discussion of the CC proposed elements by this date) – who will draft this?
 2. Discussion of Settled Minister Search process (brief overview) – Ashley?
 3. Mark T. to propose the idea of a bylaws change with regard to possibly allowing some absentee or proxy votes for some certain issues- Mark can present the idea, with the thought of discussion and voting in June 2016 congregational meeting
 - ii. This Sunday is also a New Member service (FYI)
 - iii. Anything else need to be addressed at this meeting?
11. Leftovers [second thoughts on things, items we forgot, etc.]
12. Review of action items/decisions
13. Items for next month's meeting
14. Who do we need to thank this month?
15. Process check and check out
16. Adjourn

UUFSD Board Report
December 14, 2015
Rev. Meghan Conrad Cefalu

Dear BOT,

Things are humming right along at UUFSD as we enter into the Christmas holiday. Since my last report in November, which mentioned some unhealthy systems and patriarchal behavior, I've had one conversation with a member to address his behavior. The conversation went quite well and he seemed to understand what I was saying and was being asked of him. I've also encouraged the staff members to set appropriate boundaries with members of the congregation as needed. I've heard some successful reports from them as they have reestablished their authority with a few members.

Things on my mind for the congregation as we go into January:

- The Serving With Grace class that I will be co-leading with Adrienne will begin in February.
- The capital campaign and pledge drive.
- Getting clarity on the search process for the next settled minister.
- Evaluating our ministry together thus far and signing on for another year together should we mutually agree to do so.
- The need to create a Music Committee to support the work of the Music Director.
- Awareness that we will likely need to search for a new Music Director as Jill will be headed off to graduate school next year.
- The staff are working on updating their job descriptions to reflect their current roles and responsibilities. I will be working with them to evaluate their performance beginning in January.

That is all this month, friends. As always, thank you so much for your dedicated service to our fellowship!

Blessings,
Meghan

Adrienne McCord's December 2015 Report

Bright Blessings and happy seasons to the board! This month has flown by!

In mid November I attended a great (free!) non profit and grant makers workshop at Palomar Unitarian church in Vista, it was sponsored by UU rise of San Diego. It was a great networking event and introduced us to local advocate and nonprofit groups in the county. One of the groups, The Prison Yoga project is a potential collaborator for SAC and I've invited them to host Gathering Hour event in February.

Although unrelated to our current capital campaign the workshop was interesting to gain insight about available program grants should the fellowship want to pursue more outside funding to complement the campaign.

I explored other UUA churches who held capital campaigns and pledge drives simultaneously. It's a challenge for many! Evidence shows the need for transparency is strong. The more we show what UUFSD is doing with the pledge money the greater the pledge campaign will be.

Reminding the congregation that the pledges are absolutely necessary for the church to thrive should ensure a positive pledge campaign going further. (Separate from the Dreammakers which is about growth)

Particularly now that we have established a Stewardship Committee, I'd like to learn more about our pledges and how they are used. I can then write about the meaningful and necessary ways in which the funds are spent, reinforcing their importance, while simultaneously sharing the good that is being done/generosity that is shared through the fellowship.

The Gathering Hour activities have been successful. Crafts for a Cause helped us make cards for the veterans as well as prepare for the candlelight vigil held on Sunday evening. By divine intervention the youth bizarre used the patio for their activities which led to a very festive gathering hour this most recent Sunday. People are quickly learning that by staying late or coming early they get to share fellowship regardless of service attended. ;)

This has created some parking challenges however, at the same time we're having difficulty having enough help with the coffee hour after the second service. We are exploring a trial suspension of second coffee hour. Details to come.

The positive feedback is still coming in from the opportunities fair. Many committees have gained new volunteers and have already had new training with some of our new structure. This is an area I'm going to focus on a great deal in the new year.

I am working with fellowship members and volunteers on the decade service which will be held January 3.

As you may have read , collaborating with a couple senior members to establish a senior group if we can generate enough activity and interest. I'm hoping to somehow tie in this new conversation group with the senior and adaptive yoga/ exercise that we'd like to start in the new year. Silver Sneakers exercise scheduled to begin in February.

Happily doing last minute generosity with CRC due to an 11th hour appeal. Learned belatedly that our UUFSD has not actually participated in holiday basket activity in years, so we quickly remedied that and already have over \$200 in donations and toys! I'm delivering them on Thursday. Spread the word!

The holiday party on the 12th was wonderful. Families who have been away for months attended...and then came back to service the next day. That's a beautiful thing.

I stayed late to help clean up and noticed a few things that we may want to tighten up. For instance I think that should be a checkout list for all volunteers (and staff) and we should not assume that just because people have been there a long time they know how to close. This includes knowing where fuse boxes are and knowing how to safely put out the fireplace before locking the doors. I'm happy to help write and post these...it's a slight risk management issue at the moment, thank you!

ADMINISTRATOR’S REPORT TO THE BOARD – DECEMBER 2015

MEMBERSHIP STATISTICS

Total number of members: 246
 Members emeritus: 6
 Pledging friends: 16
 Friends: 63

Total number of members, pledging friends and friends: 331

SUNDAY ATTENDANCE 11/15/15 – 12/6/15

Date	Age Group	9:00am	11:00am
December 6	Adult	No Count	154
	Child	“ “	11
	Teen	“ “	6
	Staff	“ “	6
November 29	Adult	82	One service
	Child	15	
	Teen	1	
	Staff	4	
November 22	Adult	36	109
	Child	4	10
	Teen	???	8
	Staff	5	5
November 15	Adult	31	127
	Child	10	21
	Teen	2	1
	Staff	7	5

SITE USE AND RENTALS

North Coast Singers have been advised they may no longer use our facilities effective January 1, 2016.

MEMBER NEWS

We will be doing New Member Recognition on January 31 during the single service and before the Congregational meeting.

THE BOARD SHOULD KNOW

Elizabeth Michel has kindly offered to ask at the next Design Review Committee if there is someone they know with professional organizing experience who may be willing to donate some time to help with storage and organization in the office (or offer a discount). With the right help, I think we can make this work much more efficiently. As of now, many old electronics, file boxes, etc. are “shoved into a cupboard” because we have nowhere else for it to go.

BIGGEST CONCERN

We still do not have any emergency contacts to go with the Site Use Letter, Event Coordinator/Sponsor Responsibilities, and Staff Checklist.

Respectfully submitted,

Tracey Weiss
Congregational Administrator