

(Draft) Minutes of UUFSD Board Meeting
Tuesday, March 15, 2016, 7:00 pm ~ 9:40 pm
UUFSD Minister's Office

Board Members Present:

Alisa Guralnick, *President*
Ashley Phillips, *Vice-President*
Glen Bowden, *Treasurer*
Alison Schlick
Clint Stoddard
Bob Quick
Rich Franzwa

Also Present:

Rev. Meghan Cefalu, Minister, *ex officio*
Ken Brown, *UUA representative*

Ashley opened the meeting with the lighting of the chalice and we began our meeting with Ken Brown regarding the process for the settled minister search. The meeting lasted a little over an hour. After a short break for snacks we began the regular board meeting.

- The question whether we need to schedule a semi-annual calendaring meeting was raised. No one could remember exactly when the last one happened. The last reference I can find was on Aug 30, 2015. If that is the case, then we need another one asap.
- The board approved (Alison motion, Ashley 2nd) Candace Sage to draft a policy for codifying the confidentiality constraints regarding donor information.
- The board sanctioned (Ashley motion, Alison 2nd) Steve Bartram to draft a policy which will solidify the UUFSD public stance on gun control to be in step with the position of the UUA at large.
- There was some discussion about Sandy Hill and the renovations which will be going on around the campus. Pinecones may undergo a slight expansion of about 60 ft², but this will depend on whether it would drive other costs to satisfy building codes. Chris Kolb will be researching the potential ramifications to the plans over the next week or so and will let us know what he finds out. The renovations will require some upward adjustment to the rent that the pre-school pays to UUFSD that is yet to be determined. John Drummond is doing a survey of comps in the area to help us determine a fair rate. The board is happy with our tenants and would like to keep our relationship healthy, so we will not want to put a price that they cannot afford if at all possible.
- Glen Bowden presented his report on the financials.
 - Revenues are at 98% of goal.
 - 2015-2016 pledges are at 98% of goal.
 - Spending is at 98% of goal.

- There is a deficit of about \$3K.
- The auction revenue last year was ~\$16K. The board would like the auction to target \$25K this year since the single auction this year replaces both Dining for Dollars *and* the auction. Ashley will write a letter of introduction that will be used to solicit donations from community businesses. The letter will include a 501 C form for donor tax purposes.
- Meghan requested that the Personnel Committee look at the salaries for the staff, as some are currently not being paid the recommended rates suggested by the UUA. These findings / recommendations would then go to the Finance Committee for analysis.
- Alison S. reported on kitchen meetings that have recently taken place.
 - A new dishwasher is needed. The kitchen committee will begin looking for a replacement.
 - We need more cups. The committee has some ideas about how to solicit coffee cup donations.
 - There was a leak under the LH sink which was subsequently repaired.
 - The supplies issues that were reported on by Evan Kleber last month are being addressed by the committee.
- Ashley presented a list of names from the fellowship that are interested in serving on the ministerial search committee. We were delighted to see this impressive list of folks willing to step up and perform this important function.
- Adrienne's report came in during the meeting, but we did not have time to go through it in much detail. Alisa forwarded it to the board for further review.

Attachments:

1. Agenda for 3/15/2016 board meeting
2. RE Director's report
3. Minister's report
4. Administrator's report
5. Director of Connections' report

UUFSD Board Meeting Agenda

March 15, 2016

1. Chalice Lighting and Check-in
2. Opening words (*Ashley*)
3. CLOSED SESSION: Ken Brown from UUA, 7:00 – 8:00 (OR LONGER)
 - a. Beginning the Settled Minister Search

< Quick Break for Snacks >

ABBREVIATED MEETING:

4. Report on action items from last month
 - a. Any?
5. Information Items
 - a. Monthly reports: RE, Admin, Dir. Of Connections, Rev. M
 - i. Sent via email; attach to minutes
 - ii. Gun Violence Prevention: Board must vote on whether to adopt UUA's policy, and then this will be presented for congregational vote in June
 - iii. Authorize Candace Sage to pursue a confidentiality policy with the P&P and Finance Teams
6. Decision Items
 - a. Sandy Hill and renovations: See Alison Crotty's Board Report- discuss and recommend
7. Monthly Financial Review (Glen)
 - a. Prep for annual budget: brief discussion of process and timeline (Glen)
8. Leftovers [second thoughts on things, items we forgot, etc.]
9. Review of action items/decisions
10. Items for next month's meeting
11. Who do we need to thank this month?
12. Process check and check out
13. Adjourn

RE Board Report March 2016

I will update the Board on RE numbers in April, they are consistent and steady, classes are going well. There are 2 main updates that I would like to apprise the board of in this report. The first, being the meeting with Sandy Hill and our contractor, and the second is the new service project for the Junior High and Senior high.

- (1) The meeting with Sandy Hill, Chris (the contractor), Clint Stoddard, Greg Brown and myself, went well. The Pinecones classroom, the room that is currently being worked on, is going to be finished this week (if rain doesn't preclude them from working). Sandy Hill will then move the classroom from the YRUU room up to Pinecones the weekend of the 19th of March.

Chris is going to pull permits with the city for the YRUU room and the Footprints. We will know more in two weeks when we have another meeting on the 23rd of March. There are 2 proposals for the Footprints classroom.

The 1st proposal that Chris will approach the city with is the same "renovations" for Footprints that the other two classrooms had done. The exception is that there is no need for a retaining wall to be built on the classroom, but there are ADA accessibility issues that might arise concerning access to Footprints and YRUU in the upper parking lot.

The 2nd proposal is a little more convoluted and has some history involved. When we started talking about renovations and space, Reverend David approached Sandy Hill with the idea of them possibly putting in money towards the classroom to increase the space and therefore increase the number of kids that can attend the nursery school. The Sandy Hill state licensing board viewed the site 30 years ago and said that they could have "X" amount of students. They would like to have "Y" (y being more than x) and that would have been attained through expanding the Footprints classroom. The licensing board came two weeks ago and did another assessment of their space based on their use of Fellowship Hall and the usable space in the classrooms, they have basically attained "Y" already. (There are more issues with the politics of their board, which factors into their decisions which I can discuss at Tuesday's meeting.)

Chris is going to present a "what if" set of plans that incorporates an increase in space. Even if the city allows us to increase the footage of the class space, I foresee problems with the blurring of tenant/landlord relationship with accepting money towards expanding classrooms. Even if we have two separate agreements with Sandy Hill, regarding the increase in rent they pay, and the loan they make towards renovations, I just see it as being very messy. The adding of space will not impact UUFSD classes positively in a substantial way.

The two action items the board needs to do soon is give Sandy Hill some idea of how much their rent will increase. They “know” that there will be a raise in rent, but are in the dark as to how much and how to budget for it. I am meeting with John Drummond on Thursday to discuss his research on comparable nursery school space and how much the commercial rate is. There are factors to consider such as our relatively good relationship with Sandy Hill for over 20 years. They also are a co-op and might not have the resources that other commercial nursery schools have (just a few thoughts).

The other action item is if we want Sandy Hill to contribute money towards the expansion of Pinecones. John Sherman is adamant that we do not spend “one more dime” of capital campaign money towards the classrooms and says that Sandy Hill should put some of their money in. So there are many sides to this issue and the conversations are ongoing. I am going to meet with the committee that he is leading regarding space to talk about my reservations about accepting money from Sandy Hill.

(2) The second item I wanted to let the board know about, is the outreach project the JRUU and YRUU are doing with the Las Colinas Women’s Detention Facility. Since the youth were so successful in their money raising for the home build in Tijuana, I thought that we could add a second component to our Poverty and Privilege curriculum. Since we have talked extensively about the socio economics of gender and race, I thought about some of the poorest people with the least resources in San Diego County are the women with dependants who are detained in Las Colinas.

I have researched other large cities and nonprofits and found one in Chicago that supplies books for women who are incarcerated. Since our Fellowship are comprised of readers and are used to bringing paperbooks for our library, I thought this would be a good idea. I reached out to the sheriffs and they were very familiar with Unitarian Universalism (yea!) and welcomed our help. In addition to books that we will be collecting, there is going to be a toy drive and diaper drive for the visitor room in the facility. Mother’s visit with their children in this room and toys and games in which to bond over are in high demand and are used regularly.

All of the youth and teachers of the JRUU and YRUU are really excited about this project. I anticipate a great experience for our youth and a highly successful book, diaper, and game drive for the detention center. We are going to meet with a San Diego Sheriff the first week in April and she will give a talk to the youth who are here during their spring break. Please look for our flyers and save your paper back books to donate.

Minister's Board Report

Rev. Meghan Conrad Cefalu

March 13, 2016

This will be my report from both February and March since I did not provide the board with a report last month. Things are continuing to go well at UUFSD from my perspective. Things on my mind and on my plate:

- I'm finally over the flu and feeling totally healthy again. Thank all the gods!
- This week will be the last of the six Serving With Grace classes that I have been facilitating with the help of both Adrienne and Christie Turner. The class has gone quite well, the participants seem to be enjoying it and getting to know one another and gaining fresh ideas and new skills. Each week we leave class more energized than when we came in. ☺
- I am putting together a Sermon Preparation class that will be meeting on April 20th and May 4th.
- I will be working with Christie and Adrienne to plan the overall programming for our congregation's camping trip to de Benneville on April 8-10.
- In the last few weeks the number of people requesting pastoral counseling has bloomed from an average of zero to 3-4/week. I take this as a sign that people are beginning to feel like they can trust me. The surge also coincided with a change to the language around pastoral care in the worship associate's script on Sundays. Though time-consuming, I enjoy this aspect of the ministry very much and find it not only feeds me but helps me feel closer to the people I serve.
- I am working with Livia and Adrienne to clearly delineate the roles and responsibilities of the chair of the Membership Committee and the Director of Connections. I am hoping that with more clarity of roles the Membership Committee will be revitalized and will resume meeting regularly to support this vital aspect of congregational life.
- In April I will be starting a once-a-month meeting with the Young Adult group offering a discussion/small group ministry experience. The Young Adult group has recently experienced renewed energy and has become quite active.
- In the next couple of weeks I'll be putting together evaluations the program staff (Jill, Adrienne, Tracey and Alison). Note: I will be strongly advocating for a pay raise for Alison as her current salary is far below UUA recommendations for a professional with her skills, experience and time serving in the role.
- I will meet with Didge this week to collaborate with Team Generosity and support this year's pledge drive. I think the "shiny object" to get people excited about increasing their pledges this year should be bringing staff salaries up to what they ought to be.
- I will be taking the last week of March off (vacation) to visit with my mother in Petaluma. I will be gone from Monday-Friday the 28th through April 1st.

It is a pleasure to serve UUFSD along with you all. This is one of the best boards I've had the pleasure to work with. I appreciate the time and care you put into your role. Thank you!

ADMINISTRATOR'S REPORT TO THE BOARD - MARCH 2016

MEMBERSHIP STATISTICS

Total number of members: 244
 Members emeritus: 6
 Pledging friends: 15
 Friends: 48

Total number of members, pledging friends and friends: 313

SUNDAY ATTENDANCE 2/14/16 – 3/6/16

Date	Age Group	9:00am	11:00am
February 14	Adult	41	115
	Child	11	9
	Teen	No count	6
	Staff	7	7
February 21	Adult	49	83
	Child	13	14
	Teen	No count	6-8
	Staff	5	7
February 28	Adult	Sorry, I can't find these records!	
	Child		
	Teen		

	Staff		
March 6	Adult	46	80
	Child	11	10
	Teen	1	?
	Staff	6	5

SITE USE AND RENTALS

The next event will be our own Jill Reis's wedding on May 28th!

MEMBER NEWS

The Pollners and the Parrs each contacted the office to let us know they would be leaving the Fellowship.

THE BOARD SHOULD KNOW

We are already receiving pledges for Fiscal Year 2016-2017. Yay!

Respectfully submitted,

Tracey Weiss

Congregational Administrator

Director of Connection- Report to the Board. 15 March 2016

Happy Spring! Some highlights from this month:

Initiated Volunteer Corner in the newsletter, including a **Volunteer Spotlight**, each week we will highlight a star volunteer in the newsletter, social media and on the bulletin board. The first week we recognized Vicki Newman for her role as concert coordinator and for the hard work surrounding the Carrie Newcomer concert. The second week it was Ken Schultz our Buildings & Grounds volunteer for going above and beyond with his crew after the storm clean up. Last week was our third week and it was Irv Himelblau for his incredible amount of work with SAC and CommComm. I encourage the board to send nominations for Volunteer Spotlight! This is only one of a few ideas to increase recognition for our volunteers. Other additions are the **Help Wanted** section in Volunteer Corner -advertises for current volunteer needs.

Another Volunteer recognition initiative we are excited about is to set aside 'reserved' parking spaces for volunteers! We will designate 4 spots as a reward and incentive to the Sunday AM volunteers ie: parking, usher, kitchen and greeter positions. Two of these spots were previously designated "RE Teachers" and are no longer needed for RE volunteers and the other two will be in lieu of the spots previously sold during auction.

Speaking of the auction, the planning is well underway! This is an important 20K fundraiser and includes GREAT ways to get connected during the year via the 'dining for dollars' program. The Chair is Karen Kowalski- very good energy and enthusiasm for the fundraiser. She is nimbly weaving new ideas in with tradition. We met with Chalice auction volunteers to get some ideas (they are known for their highly successful fundraising auction) Some changes include having an inventory list and an online catalog rather than a costly paper printing of the color catalog. We will have some paper copies available in the office and mailed upon request. The auction paperwork is automated as much as possible and I'm creating a web page specifically for auction information. We are grateful to the board for support of the auction! I will be reaching out to a few board members for their input and leadership. Thank you in advance.

The Senior Activity and Discussion group is a hit, growing and expanding it's reach. They have had their first discussion meeting, one movie excursion, a guided bird walk and we start Social Media for Seniors next week. At February meeting, there was a request for a daytime book club (to avoid night time driving). I reached out to current book club leader Cathy Leach Phillips for brainstorming ideas and buy-in for a book club with consideration for our Older Adults. She graciously offered to expand the Book Club and help create a new daytime group! Cathy will introduce this new group to the discussion on April 3 during their monthly "first Sunday" discussion meeting and help create this with them. Three cheers to CLP!

The first UUFSD Council Meeting went well, and the feedback was positive. Thank you all for attending, very appreciated and important. Many leaders gained a greater understanding of other's groups and we explored the idea of cross over and collaboration. I've received a few questionnaires back with good committee input/ information, I'll compile and share with board when I receive more. The Fun & Fellowship potluck is Friday the 18th and we've taken this as a good opportunity to energize that crossover and group support. We invited the Young Adults group, the Senior Group, the new Ageless Adults group (in addition to inviting recent visitors) to the event as an opportunity to have a group get together while supporting the Fun committee (and not scheduling competing events on same evening.) The goal is to increase joy and attendance but increased awareness and acknowledgment of the committees and volunteers involved in particular activities.

The Serving with Grace class is nearly in it's final week, and I hope we get another one on the calendar. Very good class. The bonus was the bonding and friendship building, and a possible core for the Leadership Council idea.

The kitchen sustainability conversation is coming along nicely- I believe Clint and Alison have a more thorough update. My bit: found a super earth friendly and sustainable/recyclable product that can be composted for our cups/plates at a very low cost- cheaper than our current. Although we do need to find a closet for the bulk buy. I'm requesting some space in the closet adjacent to the ladies room, recently cleaned and cleared out. IF no objections, I'll alert the team that we have some space in there. At least one shelf for the kitchen. Exploring the compost situation. Some challenges, but nothing we can't overcome and I look forward to getting the kinks out and having a trial Compost run. Ideally we can unveil this on UUFSD Earth Day April 17th. Also discovered that recycling is a problem- members aren't recycling (so odd!) and/or not properly...so that it is costly and time consuming to sort...and worse, very eco-unfriendly. We are on this asap. We are also moving forward on healthier snacks that also require less prep and clean up. Yay! Smaller footprints. Again this is a trial- if members don't like it and miss the sweeter/processed snacks we will re-evaluate.

We are officially a team for the NAMI walk 2016, for April 30th. I am Team Captain /Point of Contact for UUFSD and will work with Pastoral Care and our Mental Health outreach to get a team together as part of the kickoff for MH month in May. This gives us positive exposure as well, and I've requested a table for the event to feature UUFSD. I hope the board considers joining the walk, it's a lovely 5K walk and every face and dollar counts!

The Pastoral Team is helping to develop a 'resource table' with information about local social service agencies, help hotlines etc so that we have them available every Sunday during Gathering Hour. In addition, they will actively host a table during Gathering Hour once monthly. This is a wonderful and loving way to care for our congregation.

I think I mentioned it last month, but the senior group brought the Older Adults to my attention as a demographic at UUFSD with specific needs that we are not currently meeting; ie resources, ride-sharing,

follow up after a move to senior or care home, pastoral and MH concerns, etc. I'm working on this with Pastoral Care and Rev Meghan to build up some existing programs, and make sure everyone knows what we do have available and how to access the help when needed. There are UUA older adult workshops that would be great to bring to UUFSD and I'll keep the board in the loop on progress and ideas. Please continue to share ideas, this is a new area for me and there is a lot to learn.

Beginning in April, Meghan and I, along with a Membership Committee leader will host MONTHLY Orientations on the last Sunday of every month to explore UU and UUFSD membership. Rather than scheduled 3 times annually, having it on the calendar each month will allow for greater flexibility for visitors' schedule and help them proceed on path to membership. It also provides frequent visitors a chance to meet Rev Meghan in person, and the membership team and I can share about ways to get involved and connected. All board members are invited and encouraged to attend an orientation now and then!

Happy to announce that Fitness and Fellowship begins later this month! UUFSD member Kim Cohen is a certified professional trainer with a decade of experience, and has generously agreed to lead a class twice a month. Yoga is on the alternate weeks, giving us a weekly offering for Fitness and Fellowship. A healthy congregation is a thriving congregation!

Ways board can support me? 1. Still looking for a loan/donation of stand for iphone videography of choir and Alison's story sharing. My hand shakes and/or I wiggle and spoil many good takes. Really want to get these jewels on website and social media and need good copy to do so. Any extras lying around?

2. I need help with recognizing the "regular visitors" the ones who have come FOREVER and are not members. Apparently there are quite a few? I have a couple names. If you know of any could you pass the names along? Thinking of unique ways to approach them about orientation and joining.

Yours in service,

Adrienne