

Minutes of UUFSD Board Meeting
Tuesday, November 15, 2016, 7:00 pm
Rev. Meghan's Office

Board Members present:

Alisa Guralnick, *President*
Heather Stroud, *Secretary*
Rich Franzwa
Bob Quick
Alison Schlick
Clint Stoddard

Also present:

Rev. Meghan Cefalu, *ex officio*
Glen Bowden, *Treasurer*
Alison Crotty
Christie Turner
Chris Lehman

Absent:

Mark Tuller, *Vice President*

Alisa convened the meeting at 7:00 pm, Bob read opening words, the chalice was lit, and members checked in.

NEW ACTION ITEMS

-Board to choose a date for a Friday dinner and Saturday morning event for volunteer and leadership development (see Nominating Committee Role Expansion, below). *Note:* calendaring meeting is January 22, 2017.

-Board to follow up with Tracey to find out who gives the service attendance numbers to her.

-Heather to check in with Kitchen Committee Chair Deb Ploeser to let her know that the kitchen expenses are over-budget, and to request that she try to stay within the coffee hour donations received in her expenses, and to submit receipts within 30 days. [DONE]

-Alisa and Rev. Meghan to ask Tracey about preparing the envelopes for staff bonuses. Heather to make plea for donations at the first service on December 11, and Alisa at the second service on the 11th and 18th. Alisa to ask Mark to make the plea at the first service on December 18, and to draft a script so we are consistent. [DONE]

-Alisa to invite Diane Masser-Frye and Alison to lead the deep dive discussion at the December Board Meeting on the Worship Committee, along with Rev. Meghan. [DONE]

-Rev. Meghan and Alison to work with Tracey to communicate with Victor that his services will be terminated, with reasonable notice, as Alice Brzovic will be taking over the webmaster role.

-Alisa to send thank you notes to Chris Burns for videotaping the anti-racism workshop at Palomar UU, the band for being awesome, and Karen and Mike Kowalski for assisting with Dining For Dollars. [DONE]

OLD ACTION ITEMS

-Rev. Meghan to process information gathered from other ministers regarding best practices for absentee voting, and report back to Board.

-Mark to convene a subcommittee to consist of the Secretary, former Secretary (Mark), and an Archivist (Clint) to plan how to implement the documentarian role in the Communications Committee discussion.

-Board liaisons are asked to reach out to the core committees selected for thoughtful discussion in the coming months to set a date as follows:

- March: Social Action and Justice (Irv Himmelblau)
- April: Capital Campaign or Leadership Development, TBD

DECISION ITEMS

Adoption of Minutes from October Board Meeting. Alison made a motion to approve the minutes, which was seconded by Bob and passed unanimously.

Adoption of Resolution Re-establishing Music Committee. After discussion, the Board adopted the following resolution:

RESOLUTION RE-ESTABLISHING MUSIC COMMITTEE:

The Board of Directors upon motion made by Alison Schlick and duly seconded by Rich Franzwa, unanimously adopted the following resolution, November 15, 2016:

WHEREAS, the Music Committee was disbanded several years ago; and

WHEREAS, the current Music Director, Chris Lehman, desires to re-establish a Music Committee to assist with certain administrative and organizational tasks; and

WHEREAS, Article IX of the Bylaws authorizes the Board to create a standing committee and to appoint a chairperson;

NOW THEREFORE BE IT:

RESOLVED, the Music Committee is re-established as a standing committee with the purpose of supporting the Music Director in her professional responsibilities.

RESOLVED, the Music Director is appointed as the chairperson, with committee members to be selected at the discretion of the chairperson.

INFORMATION ITEMS

Nominating Committee Role Expansion. Christie Turner reported on the Nominating Committee's plans to expand its role into leadership development. There is a desire to emphasize leadership as part of spiritual development, and the importance of mentorship to avoid burnout. In a similar-sized UU church, this is accomplished by holding an event twice a year where Board and committee leaders serve a meal to people they would like to mentor into leadership positions, and

then have a presentation the following morning on church governance and volunteer needs. This congregation reports that they are always able to fill volunteer openings by using this approach. Another idea is to create a database of all members to include their gifts, talents, and challenges. Finally, it is important to have some education for leaders on how to identify their ideal roles. The UUA website has a good program on leadership development called Harvest the Power: Developing Lay Leadership.

Rev. Meghan's Report. To have Generosity Sunday for the Brady Center coincide with the Gun Violence Vigil, Rev. Meghan has switched Generosity Sunday to December 11. To follow up from the post-election circle, representatives from pastoral care and social action are meeting with Rev. Meghan. The Beloved Conversations planning is moving forward, with training tentatively scheduled for February 19-20.

Administrator's Report. Membership is at 253. The Board noted that the attendance numbers for Sunday services have been spotty and that this would be helpful information to have going forward.

RE Report. The Parent Education Training will start in January. OWL for 5-6 year-olds is also starting in January, and there are no conflicts with parents wanting to participate in both. Parent Education Training will have scholarships available. There will be an informational night for OWL parents in December. Alison is trying to find a teacher for the parents in the wake of Vicki Wolfrum's death. New member Ernie Dun will be the kids' teacher with Alison as the assistant.

Classroom Project Update. Clint reported that the Pinecones/YRUU permits that would allow the exterior work to begin have still not been approved by the city. He believes the delay to be caused by the uphill neighbor requesting to increase her capacity, which triggers the need to widen the access road and share the costs. The UUFSD share of the costs is expected to be 50 percent. Contractor Chris is trying to convince the city to keep the road upgrade separate from the classroom project. Chris will ask for a hardship waiver from having to construct the wheelchair ramps. In the meantime, the classrooms are in use but the exterior roof and stucco work still needs to be done. If the classroom upgrade continues to be delayed, then the Spirit Level Grant-funded bathroom project may get started instead.

Settled Minister Search. The congregational survey results have been published. The congregational record is complete and approved by the UUA, and was released to Rev. Meghan as an inside candidate. We are on track. The next step is to exchange packets with Rev. Meghan.

Finance. Glen reported that pledge collection has slipped to 87 percent of the budget. Revenue collection is at 92 percent of the budget. We are doing well on miscellaneous contributions and special event rentals. Sunday service collection is down. Sandy Hill revenue is down because the new lease deal is not done yet. Expenditures are doing fine. Buildings and grounds have had some big expenses come up recently and will need to treat for termites. Dining for Dollars has raised \$5720 in pledges, and the Art Fair raised \$1400. The coffee fund has gone further into the negative.

ITEMS FOR THOUGHTFUL DISCUSSION

Music Program. Chris Lehman led the discussion regarding the Music Program (see handouts).

-Challenges:

- The job is being paid at 15 hours/week, but Chris has been averaging 25 hours/week
- There is no Music Committee currently, as it was disbanded several years ago.

- The job does not currently include any paid time off. Chris does get one Sunday service off per month during the year and two Sunday services off per month in the summer, under the terms of her employment agreement, but still has to spend time arranging the music for those Sundays.
- There is a need for better advanced planning to allow Chris to have more than a few days off.
- There are some urgent equipment needs with no current budget allotment: more mic's are needed for the larger choir (condenser mic to pick up broader sound), as well as heavy duty mic stands (approx. \$500 each)
- Chris and Caroline need to schedule a meeting with the Dream Builders to ensure that the desired audio/visual upgrades are being taken into account in the amphitheater upgrades.

-Proposed solutions:

- A slip sheet will be placed in the Music Sunday order of service asking for donations for the urgent equipment needs.
- The Board will consider increasing the hours and pay for the Music Director position for the next budget year, should Chris be willing to formalize the increased hours.

-Successes:

- The choir has substantially increased in size and is sounding fantastic.
- The band has also been sounding great and seems very popular at services.

The President declared the meeting adjourned at 9:25 pm. The next scheduled Board meeting is on Tuesday, December 20, from 7:00 to 9:00 pm at Rev. Meghan's office.

Respectfully submitted,
Heather Stroud, *Secretary*

Attachments:

- Agenda for November 2016 Board meeting
- Minister's Report
- Administrator's Report
- Director of Connections Report
- Financials
- UUFSD Music Deep Dive
- Music Director Job Description

UUFSD Board Meeting Agenda November 15, 2016

1. Chalice Lighting and Check-in
 2. Opening words (*Bob*)
 3. Items for celebration; tracking success
 4. Review and approve minutes and agenda from last board meeting
 5. Report on action items from last month
 - a. Information Items Monthly reports: RE, Admin, Dir. Of Connections, Rev. M
 - Sent via email; attach to minutes
 - b. Monthly reports, as needed, from Committees
 6. Thoughtful discussion topic for the month (*7:30 - 8:00*)
 - a. **Music Director, Christine Lehman**: Update on the position, the need for a new Music Committee, continuing demand for budget. *See attached "UUFSD Music Deep Dive" and Music Director Job Description, to guide our discussion.*
 - b. Reminder for next months' scheduled Committee Presentations
 - Is there a / what is the mandate? Is the mandate being met? What does the committee/ staff person need to move forward?
 - List to include:
 1. RE ('professionalized' / staff)- *February*
 2. Music ('professionalized' / staff) - *November*
 3. Worship Committee- *December*
 4. Social Action & Justice - *March*
 5. Team Generosity – *January*
 6. April is open – as needed
- < Break for snacks >**
7. Short decision items, if any
 - a. Quick updates
 - Settled Minister Search Committee (Alisa) – read the survey results!
 - Buildings and Grounds/ Renovations/ Stop Work/ CUP (Clint)
 - b. Sandy Hill update (Mark / John Drummond)- *via email*
 - c. Other?
 8. Monthly Financial Review
 9. Leftovers [second thoughts on things, items we forgot, etc.]
 10. Review of action items/decisions
 11. Items for next month's meeting – if any
 12. Who do we need to thank this month?
 - a. Chris Burns- for videotaping the Chris Crass Anti-Racism Workshop at Palomar UU
 - b.
 13. Process check and check out
 14. Adjourn

November Board Report
Rev. Meghan Conrad Cefalu

Dear Board,

This has been a very full last month. On Saturday the 29th of October a handful of folks from UUFSU and I attended an outstanding antiracism workshop by Chris Crass at the Palomar UU church. I can feel the momentum building among our lay people for doing this important work together. And I am beginning to identify possible leaders for the Beloved Conversation curriculum we'll be introducing to the congregation in March.

The following Saturday, November 5th, Alison, Adrienne, Tracey, Chris and I attended an all-day staff development training at Chalice UU in Escondido. I believe we all got a lot out of the program and enjoyed our time together. One specific change is that going forward we will make our weekly staff meetings biweekly. This immediately takes some of the time pressure off of our two part timers, Adrienne and Chris.

I've been very focused lately on ministering to the congregation during this election time. The healing circle on Wednesday night last week not only served a strong need among our members and friends but brought in quite a few people from the wider community who learned about it on MoveOn.org. Several of those visitors attended our services on Sunday and have expressed interest in our congregation. Sunday's service also seemed to hit the right note for many folks. It was such a joy to welcome nine new people into membership on such a rich, emotional Sunday.

I will be setting aside some time for us to gather again to both continue to work out our grief and support one another as well as begin to organize and strategize ways to amplify the love/justice work of the congregation in the face of the impending Trump presidency. Stay tuned...

Of course, I have been going through my own reactions to the election while trying to also hold the congregation's needs in mind. I've been doing my self-care regimen religiously during this tough time, napping, meditating, exercising, taking my day off at the beach, reading for pleasure and getting bodywork. All of which has made a big difference. I'm feeling balanced and ready for whatever comes next.

Thank you so much for your faithful leadership to this beloved congregation.

Blessings,

Rev. Meghan

ADMINISTRATOR’S REPORT TO THE BOARD – NOVEMBER 2016

MEMBERSHIP STATISTICS

Total number of members: 253
 Members emeritus: 6
 Pledging friends: 9
 Friends: 42

As of 11/7/16 - Total number of members, pledging friends and friends: 309

SUNDAY ATTENDANCE 10/16/16 – 11/6/16

Date	Age Group	9:00am	11:00am
October 16	Adult	19	80
	Child	5	4
	Teen	???	9
	Staff	5	4
October 23	Adult	Not counted	115
	Child	Not counted	6
	Teen	Not counted	6
	Staff	Not counted	5
October 30	Adult	36	107
	Child	Not counted	7
	Teen	Not counted	Not counted
	Staff	6	Not counted
November 6	Adult	Nothing turned in	Nothing turned in
	Child		
	Teen		
	Staff		

SITE USE AND RENTALS

A full wedding rental on November 12th for non-members – total rental \$2,250

A memorial on November 19th for non-members – total rental \$1,200

MEMBER CHANGES

Brynn Craffey have moved out of state and left the Fellowship. She also cancelled her pledge for the remainder of the year.

Vicki Wolfrum passed away on October 25th. We will have a memorial service on November 20th.

Respectfully submitted,

Tracey Weiss
Congregational Administrator

Director of Connections Report

Good update on growth: Monthly orientations have at least 3 people attending each month learning more about the fellowship. My next one is the last Sunday of the month. Meghan and I held a half day workshop last month prior to the Willage holiday party....both events were a hit!

Nine new members were recognized on Sunday the 13th: **Ernie Dun, Karen Reimus, Rick & Ann Appleton, Elaine Vuong, Swagatam Mukhopadhyay, Linzie Wood, Dan and Nancy Kassel.** We have 4 others interesting in signing the membership book too and they are meeting with me this week/next week to learn more about responsibilities and benefits of membership.

We had our first Membership Engagement Committee meeting for the year with 11 members in attendance-3 of whom were board members, thank YOU very much for the support. We garnered some sign ups for volunteer positions, but more importantly we had an effective 'brainstorming' session that resulted in some new ideas. Christie introduced the 'leadership development idea' and it was greeted with enthusiasm- members liked the idea of looking at volunteering as an opportunity for spiritual service/growth vs obligation. Christie and I and the Ldr Dev planning team will meet soon to plan more details and schedule some training/enrichment classes.

The Compassionate Communication class was very successful with 15 registered and 13 finishing the class. Yay! I'm working with one of the instructors to help arrange a monthly NVC (non violent communication) class at UUFSD that would also be open to the public. This is a good opportunity for members (especially board members and leaders) to learn valuable skills. It's a blessing for external outreach as well, as it introduces us to the community in north county. I'll keep the board posted.

Next week is our Gratitude & Opportunities Fair where we celebrate and "show and tell" all the great things going on at UUFSD. There are already 8 groups signed up to table and more adding on. We will have live music by Rich and Dave, some choir

members and also activities and hands-on crafts for all ages. (the craft helps the Gun Vigil committee too!) Any ideas to share? Please send them along. If you haven't already signed up your group to table, please do!

The post-election activities during gathering hour were meaningful and a nice cap after Meghan's moving service on Sunday. It was great to see so many new faces from the Wednesday night 'post election' gathering. High fives and hugs to Alison Shlick for adding the event to MoveOn.org so that more souls could find us...it was amazing outreach.

**I am grateful for you.
Bright Blessings,
Adrienne**

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
 As of October 31, 2016

	Oct 31, 16
ASSETS	
Current Assets	
Checking/Savings	
WF \$ Market Savings x1469	8,690.27
WF \$ Market Savings x1974	5,784.20
WF Bus Chkg x3757	296,666.73
Vanguard Money Market	38,902.01
Vanguard GNMA	418,370.59
Total Checking/Savings	768,413.80
Accounts Receivable	
Accounts Receivable	234,053.69
Capital Campaign Pledges	506,009.81
Total Accounts Receivable	740,063.50
Other Current Assets	
Prepaid Expenses	92.83
Undeposited Funds	2,040.58
Total Other Current Assets	2,133.41
Total Current Assets	1,510,610.71
TOTAL ASSETS	1,510,610.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	671.76
Total Accounts Payable	671.76
Other Current Liabilities	
Direct Deposit Liabilities	305.46
Payroll Liabilities	
LIA.PER.01 Payroll Taxes	1,865.68
Medical Liability	2,496.31
UUA Pension Liability	1,180.23
Payroll Liabilities - Other	1,968.20
Total Payroll Liabilities	7,510.42
Total Other Current Liabilities	7,815.88
Total Current Liabilities	8,487.64
Total Liabilities	8,487.64
Equity	
Pledge Prepayments	5,870.00
Dividend Income	7,150.15
Gains/Losses from Investments	-4,982.36
FND.SPG.01 - Spirit Grant Fund	
FND.SPG.02 - Initial Grant	100,000.00
FND.SPG.03 - D. of C. Wages	-28,990.43
FND.SPG.04 - D.o C.ER PayTaxes	-2,072.26
FND.SPG.05 - D..of C. Benefits	-1,249.98
FND.SPG.06 - D. of C. Expenses	-2,500.60
FND.SPG.10 - Bathroom	21,031.25
Total FND.SPG.01 - Spirit Grant Fund	86,217.96
Opening Balance Equity	-1,813.82
Permanent Restricted	
FND.PGE.01 - Endowment Fund	9,410.10
Total Permanent Restricted	9,410.10

8:21 PM

11/14/16

Accrual Basis

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of October 31, 2016

	Oct 31, 16
Temp. Restricted	
Reserves (pe J.Penny)	
RES.AFR.01 - Appliance & Furn.	1,329.09
RES.BAG.01 - B&G Reserve	20,684.90
RES.SAB.01 - Sabbatical Reserve	455.96
RES.SND.01 - Sound Reserve	-117.79
Total Reserves (pe J.Penny)	22,352.16
Building Funds	
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Campaign Income	1,625,572.49
FND.CAP.03-Cap Campaign Expense	-504,234.29
FND.CAP.01 - Capital Campaign - Other	-2,609.19
Total FND.CAP.01 - Capital Campaign	1,118,729.01
Total Building Funds	1,118,729.01
Other Funds	
FND.LIB.02 - Lib Improv't Fund	250.00
FND.COF.02 -Coffee Fund	-863.32
FND.CON.02 - Concert Fund	1,320.43
FND.DBN.02 - DeBenneville Pines	2,629.26
FND.DRE.02 - DRE Discr. Fund	1,174.01
FND.HFH.02 - Casas de Luz	33,629.08
FND.JRU.02 -JRUU Fund	1,100.11
FND.MIN.02 - Min. Discr. Fnd.	1,978.29
FND.MWL.02 - Memorial Wall Fnd.	11,367.44
FND.REL.02 - RE Special Fnd.	2,600.00
FND.SAC.02 - SAC Schlrship/Art	626.43
FND.SPC.02 - Spcl. Coll. Fnd.	770.14
FND.YOU.02 - Youth Scholarship	2,724.00
FND.YRU.02 - YRUU Fund	286.22
Total Other Funds	59,592.09
Committee Funds	
COM.SUN.04 - Worship Comm C/O	311.47
COM.ADL.04 - Adult Prms C/O	442.20
COM.SAC.04 SAC C/O	
Backpack Fund	112.31
Human Rights	2,442.53
Total COM.SAC.04 SAC C/O	2,554.84
COM.MUS.04 Choir/Music C/O	145.64
COM.LIB.04 Library Comm. Carryo	2,732.03
COM.CNX.04 Joy Comm. C/O	504.69
Total Committee Funds	6,690.87
Total Temp. Restricted	1,207,364.13
Unrestricted Net Assets	12,292.30
Net Income	180,614.59
Total Equity	1,502,123.07
TOTAL LIABILITIES & EQUITY	1,510,610.71

**UUFSD
PROFIT & LOSS BUDGET VS ACTUAL
JULY-OCTOBER, 2016**

	<u>Jul - Oct 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Income					
Revenues					
Fundraising					
REV.AUC.01 - Auction Income	1,855.00	0.00	1,855.00	100.0%	16,000.00
REV.MIS.01 - Fundraising Income	0.00	4,000.00	(4,000.00)	0.0%	8,000.00
REV.MIS.05 - Luncheon Income	463.45	600.00	(136.55)	77.24%	3,000.00
Total Fundraising	<u>2,318.45</u>	<u>4,600.00</u>	<u>(2,281.55)</u>	<u>50.4%</u>	<u>27,000.00</u>
Interest Income	1.54	0.00	1.54	100.0%	0.00
Pledges					
REV.PLG.01 -Pledge Current Yr	86,200.38	99,076.00	(12,875.62)	87.0%	297,228.00
REV.PLG.03 -Pledge Post Pay	750.00				
Total Pledges	<u>86,950.38</u>	<u>99,076.00</u>	<u>(12,125.62)</u>	<u>87.76%</u>	<u>297,228.00</u>
RE Program Income					
REV.REL.01 RE Donations	160.00	168.00	(8.00)	95.24%	500.00
REV.REL.02 COA/OWL Fees	0.00	250.00	(250.00)	0.0%	750.00
RE Program Income - Other	40.00				
Total RE Program Income	<u>200.00</u>	<u>418.00</u>	<u>(218.00)</u>	<u>47.85%</u>	<u>1,250.00</u>
REV.MIS.04 Misc. Contributions	9,466.00	2,840.00	6,626.00	333.31%	8,500.00
REV.SUN.01 - Sunday Collection	3,652.97	4,333.32	(680.35)	84.3%	13,000.00
Scripp Sales	47.33	50.00	(2.67)	94.66%	150.00
Site Rental					
REV.SIT.01 Sandy Hill	8,191.40	9,833.32	(1,641.92)	83.3%	29,500.00
REV.SIT.03 - Site Use Contrib.	832.86	1,250.00	(417.14)	66.63%	3,750.00
REV.SIT.02 - Spc. Evnt. Rent	2,450.00	1,250.00	1,200.00	196.0%	3,750.00
Total Site Rental	<u>11,474.26</u>	<u>12,333.32</u>	<u>(859.06)</u>	<u>93.04%</u>	<u>37,000.00</u>
Total Income	<u>114,110.93</u>	<u>123,650.64</u>	<u>(9,539.71)</u>	<u>92.29%</u>	<u>384,128.00</u>
Expense					
Boards & Committees					
COM.FND.03 Fundraising Comm. Ex	0.00	166.68	(166.68)	0.0%	500.00
COM.SAC.03 Social Action Comm.	850.37	840.00	10.37	101.24%	2,520.00
COM.PUB.03 Publicity Exp.	1,024.70	937.32	87.38	109.32%	2,812.00
COM.PCC.03 Pastoral Care Comm.	75.10	90.00	(14.90)	83.44%	270.00
COM.MUS.03 Choir & Music Exp.	432.32	450.00	(17.68)	96.07%	1,350.00
COM.MEM.03 Membership Comm Exp.	21.59	330.00	(308.41)	6.54%	990.00
COM.FNF.03 Fun & Fellowship	0.00	180.00	(180.00)	0.0%	540.00
COM.BRD.03 Board Expenses	0.00	80.00	(80.00)	0.0%	250.00
COM.SUN.03 Worship Comm.	512.13	586.68	(74.55)	87.29%	1,760.00
Total Boards & Committees	<u>2,916.21</u>	<u>3,660.68</u>	<u>(744.47)</u>	<u>79.66%</u>	<u>10,992.00</u>
Administration Expenses					
OPS.ADM.01 Postage	300.90	233.32	67.58	128.97%	700.00
OPS.ADM.02 Office Supplies	731.53	1,000.00	(268.47)	73.15%	3,000.00
OPS.ADM.03 Copier	2,156.72	1,891.68	265.04	114.01%	5,675.00
OPS.ADM.05 Telephone & Internet	1,525.79	1,333.32	192.47	114.44%	4,000.00
OPS.ADM.06 Adm. Mileage Exp	37.80	66.68	(28.88)	56.69%	200.00
OPS.ADM.07 Misc. Supplies	33.79	166.68	(132.89)	20.27%	500.00
Total Administration Expenses	<u>4,786.53</u>	<u>4,691.68</u>	<u>94.85</u>	<u>102.02%</u>	<u>14,075.00</u>
Denomination Expenses					
OPS.DEN.04 - Cluster Dues	0.00	0.00	0.00	0.0%	500.00
OPS.DEN.02 - PSWD Dues	6,526.00	0.00	6,526.00	100.0%	6,526.00
OPS.DEN.01 - UUA dues	0.00	0.00	0.00	0.0%	5,000.00
Total Denomination Expenses	<u>6,526.00</u>	<u>0.00</u>	<u>6,526.00</u>	<u>100.0%</u>	<u>12,026.00</u>

UUFSD
PROFIT & LOSS BUDGET VS ACTUAL
JULY-OCTOBER, 2016

	<u>Jul - Oct 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Finance Expenses					
OPS.FIN.02 Bookkeeping Supplies	127.79	240.00	(112.21)	53.25%	725.00
OPS.FIN.06 Credit Card Fees	372.42	620.00	(247.58)	60.07%	1,860.00
OPS.FIN.05 Other Finance Exp.	(4.30)	100.00	(104.30)	-4.3%	300.00
OPS.FIN.04 Pledge Campaign Exp.	0.00	0.00	0.00	0.0%	0.00
OPS.FIN.03 Accounting Fees	2,862.50	2,333.32	529.18	122.68%	7,000.00
OPS.FIN.01 Payroll Fees	124.25	0.00	124.25	100.0%	0.00
OPS.INT.01 UUA Loan Expense	0.00	0.00	0.00	0.0%	0.00
Total Finance Expenses	3,482.66	3,293.32	189.34	105.75%	9,885.00
Religious Exploration					
COM.REL.03 RE Program Exp.	556.86	1,333.32	(776.46)	41.77%	4,000.00
COM.OWL.03 COA/OWL Exp.	335.47	250.00	85.47	134.19%	750.00
Total Religious Exploration	892.33	1,583.32	(690.99)	56.36%	4,750.00
Site Operations					
OPS.SIT.10 Audio/Visual Exp.	0.00	100.00	(100.00)	0.0%	300.00
OPS.SIT.06 Monitoring Services	0.00	0.00	0.00	0.0%	0.00
OPS.SIT.03 Gas & Electric	1,412.16	1,550.00	(137.84)	91.11%	4,650.00
OPS.SIT.07 B&G Maintenance	3,500.10	1,883.32	1,616.78	185.85%	5,650.00
OPS.SIT.01 Property Insurance	0.00	0.00	0.00	0.0%	3,990.00
OPS.SIT.02 Real Estate Taxes	0.00	1,845.00	(1,845.00)	0.0%	3,690.00
OPS.SIT.05 Water	882.15	684.68	197.47	128.84%	2,054.00
Total Site Operations	5,794.41	6,083.00	(268.59)	95.57%	20,334.00
Payroll Expenses					
PER.MIS.01 Misc. Personnel	0.00	40.00	(40.00)	0.0%	200.00
PER.SIT.07 Worker's Comp Ins.	2,220.77	3,000.00	(779.23)	74.03%	3,000.00
PER.SIT.12 - ER Payroll Taxes	1,333.27	549.32	783.95	242.71%	1,648.00
Site Support Staff					
PER.SIT.01 -Childcare Wage	1,598.23	1,175.00	423.23	136.02%	3,525.00
PER.SIT.02 - Custodian	1,800.00	1,900.00	(100.00)	94.74%	5,750.00
PER.SIT.03 - Site Caretaker	1,319.42	1,500.00	(270.58)	82.98%	4,770.00
PER.SIT.04 - Special Event Wage	0.00	0.00	0.00	0.0%	0.00
PER.SIT.09 - Sound Technician	3,341.25	2,500.00	841.25	133.65%	7,500.00
PER.SIT.10 - Youth Support	0.00	0.00	0.00	0.0%	0.00
PER.SIT.11 - Lead Teach & Asst.	1,050.00	1,915.00	(865.00)	54.83%	5,745.00
Total Site Support Staff	9,108.90	9,080.00	28.90	100.32%	27,290.00
Congregational Administrator					
PER.OFF.01 Cong. Adm. Wages	11,837.00	11,535.32	301.68	102.62%	34,606.00
PER.OFF.02 Cong. Adm. UUA Pens.	1,111.50	1,153.32	(41.82)	96.37%	3,460.00
PER.OFF.03 - ER Payroll Taxes	768.18	882.32	(114.14)	87.06%	2,647.00
PER.OFF.04 Cong. Adm. Medical	3,557.61	3,874.00	(316.39)	91.83%	11,822.00
PER.OFF.07 Cong. Adm LTD Ins	0.00	115.32	(115.32)	0.0%	346.00
PER.OFF.08 - Admin. Prof. Exp.	0.00	66.68	(66.68)	0.0%	200.00
Total Congregational Administrator	17,274.29	17,626.96	(352.67)	98.0%	52,881.00
Music Expenses					
PER.MUS.03 - Benefits	178.70				
PER.MUS.11 Accompanist Wages	960.00	2,400.00	(1,440.00)	40.0%	7,200.00
PER.MUS.12 Music Substitute	360.00				
Choir Director					
PER.MUS.01 Choir Director Wa	6,092.28	5,866.68	225.60	103.85%	17,600.00

UUFSD
PROFIT & LOSS BUDGET VS ACTUAL
JULY-OCTOBER, 2016

	<u>Jul - Oct 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
PER.MUS.02 Choir Dir. Prof. Exp	100.00	416.68	(316.68)	24.0%	1,250.00
Total Choir Director	6,192.28	6,283.36	(91.08)	98.55%	18,850.00
Music ER Payroll Tax	408.38	632.32	(223.94)	64.58%	1,897.00
Total Music Expenses	8,097.36	9,315.68	(1,218.32)	86.92%	27,947.00
Director of RE					
PER.DRE.01 DRE Wages	18,000.00	17,333.32	666.68	103.85%	52,000.00
PER.DRE.02 DRE - UUA Pension	1,557.72	1,733.32	(175.60)	89.87%	5,199.96
PER.DRE.03 - ER DRE Payroll Tax	1,069.84	1,326.00	(256.16)	80.68%	3,978.00
PER.DRE.04 DRE Medical	3,944.70	2,503.00	1,441.70	157.6%	7,509.00
PER.DRE.05 DRE Dental	232.65				
PER.DRE.06 DRE Life Ins.	58.68	110.32	(51.64)	53.19%	331.00
PER.DRE.07 DRE LTD Ins.	193.13	173.32	19.81	111.43%	520.00
PER.DRE.09 DRE Professional Exp	544.99	833.32	(288.33)	65.4%	2,500.00
Total Director of RE	25,601.71	24,012.80	1,589.11	106.62%	72,037.96
Minister Expense					
PER.MIN.09 - Sett'd Min Search	1,979.64	1,666.68	312.96	118.78%	5,000.00
Minister Benefits					
PER.MIN.00 in Lieu of FICA	2,065.50	2,244.00	(178.50)	92.05%	6,732.00
PER.MIN.02 Minister Housing	10,384.65	10,000.00	384.65	103.85%	30,000.00
PER.MIN.03 Minister UUA Pensi	2,906.65	2,933.32	(26.77)	99.09%	8,800.00
PER.MIN.04 Minister Medical	4,023.63	3,874.68	148.95	103.84%	11,624.00
PER.MIN.06 Minister Life Ins.	0.00	0.00	0.00	0.0%	0.00
PER.MIN.07 Minister LTD Ins.	0.00	293.32	(293.32)	0.0%	880.00
PER.MIN.08 Minister Profess. E	2,238.71	1,666.68	572.03	134.32%	5,000.00
Total Minister Benefits	21,619.04	21,012.00	607.04	102.89%	63,036.00
Minister Wages					
PER.MIN.01 Minister Salary	18,738.46	19,333.32	(594.86)	96.92%	58,000.00
Minister Wages - Other	1,338.47				
Total Minister Wages	20,076.93	19,333.32	743.61	103.85%	58,000.00
Total Minister Expense	43,675.61	42,012.00	1,663.61	103.96%	126,036.00
Payroll Expenses - Other	0.00				
Total Payroll Expenses	107,311.91	105,636.56	1,675.35	101.59%	311,039.96
Reserves					
RES.BAG.01 - B&G Reserve	0.00	333.32	(333.32)	0.0%	1,000.00
Total Reserves	0.00	333.32	(333.32)	0.0%	1,000.00
Total Expense	131,710.05	126,281.88	6,448.17	105.15%	384,101.96
	(17,599.12)	(1,611.24)	(15,987.88)	1,092.27%	26.04

UUFSD Music Deep Dive

Music Successes to date

- Choir membership has increased from 22 members to 32 members.
- One primary accompanist has been hired; sensitive issues with member accompanists have been handled with love and clarity by staff team.
- Sound difficulties have been clarified (continuing), working relationships between sound staff and volunteers have improved, and two sound trainings have been held.

Music Concerns

A primary concern at this time is the number of hours required to fulfill the Music Director duties.

Music Director Position, Weekly Duties

Worship planning	3 -4 hours
<i>*Communications with service leaders, musicians, administrator, sound/set up crew</i>	
Worship services	3 hours (<i>reflects 4 hours, three times per month</i>)
Research/resources	3 -4 hours
Staff Meetings	1.5 hours (<i>now moving to bi-weekly</i>)
Rehearsal preparation	3 -4 hours
Rehearsals	3 hours
Sheet music	2 hours (<i>order, replace, copy, file, inventory</i>)
Miscellaneous communication	2 -5 hours
<i>*Sound, piano maintenance, recruiting, clarifying staff and volunteer roles, UU consortium projects, Dream Builders, concert series, website info, outreach activities</i>	

Music Director Intermittent Duties

Sound trainings	6 hours/year
Budgeting	5 hours/year
Worship committee meetings	8 hours/year
<i>(no longer attending monthly, may be intermittent)</i>	
Board meetings/prep 1	10 hours/year
Staff training	6 hours/year (<i>or more?</i>)
Choir festivals	12 hours/year (<i>optional / not every year</i>)
Special events, e.g. Holiday Party	6 hours/year
Additional services	8 hours/year
<i>(outside of job description, e.g. Christmas Eve)</i>	
Continuing education	60 hours/year (<i>incl. participation in UUMN, other</i>)
*Average amount of weekly time for these intermittent activities: 2-3 hours/week	

****Total time spent weekly, 10 months per year: 22.25 – 29.25 hours (average 25)**

Summer

For two months in the summer, meeting, rehearsal, and service attendance times decrease while worship planning time increases. Overall hours decrease to approximately **15 hours/week**.

Vacation

There is no vacation time built into this part time job.

Summary: The job requires approximately 25 hours every week for 10 months per year and 15 hours every week for two months in the summer.

Requests

1. Establishment of a Music Committee, which takes over some duties (indicated by **), estimated at 5+ hours per week (?)
 - A. ** Sheet Music/ Library - ordering, keeping track of budget, inventory, filing, etc.
 - B. ** Choir communications – schedules, new members, YouTube links, rosters, black folders, stoles, etc.
 - C. ** Admin type jobs – supply music to sub accompanists, arrange for payment of soloists, accompanists, piano tuners.
 - D. ** Congregational communications/ outreach and publicity – write newsletter articles, arrange for pictures and videos of choir, gather materials for website or Facebook.
 - E. Work with Vicky Newman on concert series.
 - F. Attend sound meetings, ** follow up on sound needs - make requests for equipment through a wish list at Music Sunday, special request to the board, or...?
 - G. ** Point person for follow up on meetings with Dream Builders.
 - H. ** Arrange for or follow up/support special music in summer, giving Music Director time off.
 - J. ** Take on leadership for music for special events, e.g. Holiday Party, party for Monique, Connections- type events like Gratitude Fair.
 - K. Develop congregational singing.
 - L. Reach out to youth to encourage participation in music.
 - M. Reach out to community with music.
2. Consider vacation time for Music Director. e.g. several weeks off in summer. (Paid - work handled by committee in Music Director's absence)
3. Consider raising Music Director salary in next fiscal year.

**Unitarian Universalist Fellowship of San Dieguito
Music Director Job Description
Spring 2016**

The music program of UUFSD encourages musicians of all kinds and abilities to participate in the life of the congregation, as well as to serve the broader community. The Music Director is the staff person responsible for creating, facilitating, and supporting a music program that reflects a variety of genres and traditions from around the world, presents music from throughout history, and addresses a broad range of intellectual, spiritual, and emotional expression. The Music Director is mindful and intentional about congregational participation, interweaving multiple generations and abilities. The overall goal is to work with staff and members of the congregation to ensure the music program offers diverse entry points for participation. The Music Director will not only cultivate the musical growth of the congregation, but will also reach beyond our congregation to help the music program convey our Unitarian Universalist message and values to our broader community.

This is a part-time, professional position. As a staff member, the Music Director will report directly to the Minister, and supervise the entire music program and music staff of the congregation.

Responsibilities (12-15 hours per week):

Choir

- From mid-August to mid-June, every Thursday evening conduct choir rehearsals, which are held routinely 7-9pm at the Fellowship. Manage rehearsal logistics with assistance from various choir members.
- September through June, conduct choir performances, on average, twice per month during regular Sunday morning services. Two Sundays each year, in December & May/June, are designated "Music Sundays," in which UUFSD music ensembles perform a full music service around a theme, selected in conjunction with the Minister. There is a half-day Saturday morning rehearsal the day before each "Music Sunday," in which the choir traditionally shares a potluck breakfast.
- Manage the UUFSD music library, with assistance from volunteers. Working within the annual budget, order replacement octavos as needed, and purchasing new music.

Worship

- Collaborate with Minister and other service leaders in the creation of worship services.
- Choose anthems and hymns, in consultation with Minister and service leaders.
- Work with musicians in congregation to arrange "special music" for non-choir services.
- Recruit, encourage, and coach young musicians to provide "special music" for worship services and other congregational events.
- Communicate with accompanist(s) about service plans, hymns, choir music.

- Supervise accompanist(s); create schedule for choir rehearsals & Sunday services.
- Design and implement special musical worship services in coordination with the Worship Committee and the Minister.

Congregational Music

- Support and develop the experience of congregational singing
- Encourage singers/musicians to join the Adult Choir
- Recruit and prepare choir for some special services, such as memorial services, installations, ordinations and other “state occasions.” (Extra stipend may be available when appropriate)
- Serve as an important contact in congregation’s pastoral ministry to the choir.
- Create ad hoc choirs or other musical groups to expand the musical experiences available to adult musicians.

Summer Music

- Work with members and accompanists to hire and schedule musical support for summer services.

General

- Work with members, both through committees and individually as time permits, to plan programs and activities that will enrich congregational life and reach out into the community with music.
- Maintain contact with music colleagues in other UU congregations and with the wider denomination through involvement in the Unitarian Universalist Musician’s Network.
- Participate in the Choral Directors’ Association and/or other professional and denominational organizations, if possible.
- Oversee the annual budget for the Music Program.

Audio/Visual

- Supervise Sound Technician (paid position)
- Ensure a/v needs are met, in conjunction with Sound Technician, including:
 - Purchase/maintain necessary sound equipment for services & concerts
 - Coordinate sound needs for music concerts with Concert Coordinator & artist
 - Facilitate scheduling a substitute sound technician, when needed

Concert Program

- Supervise Concert Coordinator (volunteer position)
 - Approve decisions concerning: choices of musicians, contract agreements, ticket sales, etc.
 - Facilitate Concert Coordinator, when needed (i.e. sound needs, volunteers, etc)

Qualifications and Requirements

- BA degree in music; emphasis in voice, choral, or music education preferred
- 5+ years experience choral directing experience
- Broad knowledge of choral literature, both secular and sacred music; knowledge of Unitarian Universalist body of music preferred
- Dynamic and charismatic leader
- Good verbal and written communication skills; diplomacy skills are important
- Volunteer organization management experience preferred
- 5+ years of experience as a choir member (church or secular)
- Strong level of musicianship and vocal singing skills
- Strong knowledge of choral/vocal technique
- Basic keyboard/piano skills
- Demonstrated ability to instruct and develop musicianship skills