

**Minutes of UUFSD Board Meeting
Tuesday, January 17, 2017, 7:00 pm
Rev. Meghan's Office**

Board Members present:

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

Also present:

Rev. Meghan Cefalu, *ex officio*
Glen Bowden, *Treasurer*
Alison Crotty
Adrienne McCord

Alisa convened the meeting at 7:05 pm, Heather read opening words, the chalice was lit, and members checked in.

NEW ACTION ITEMS

-Bob to ask ushers to do the attendance count at Sunday services. Everyone should be counted, no matter what age.

-Board members are encouraged to come to the Search Committee's dinner with Rev. Meghan this Friday.

-Alisa to send thank-you notes to Debbie Ploeser for her contributions in the kitchen, Lisa Shaffer for going with Chris Kolb to meet with Solana Beach permitting staff, Betsy Gilpin and Niel Lynch for lining up a speaker on nuclear power waste, and Tiffany Fox for organizing the Willage. [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) [DONE]
- April: Capital Campaign or Leadership Development, TBD

DECISION ITEMS

Adoption of Minutes from December Board Meeting. Mark made a motion to approve the minutes, which passed unanimously.

Adoption of Resolution Approving Revisions to Policy 150 (Cash Management on Sundays). After discussion, the Board adopted the following resolution:

RESOLUTION APPROVING REVISIONS TO POLICY 150:

The Board of Directors, upon motion made by Heather Stroud and seconded by Alison Schlick, unanimously adopted the following resolution, January 17, 2017:

WHEREAS, the Finance Committee has proposed revisions to Policy 150, in consultation with the Finance Committee, Worship Committee, and ushers; and

WHEREAS, the Board agrees that the proposed revisions to Policy 150 are desirable and in the best interest of the Fellowship; and

NOW THEREFORE BE IT:

RESOLVED, the proposed revisions to Policy 150 are approved.

INFORMATION ITEMS

Tracey’s Report. Tracey has requested to be able to charge for a half-day facility rental when there is a request for four hours or less of use, which the Board generally supports. This is not inconsistent with Policy 750 (Special Use of UUFSD Facilities), which charges the Congregational Administrator with maintaining the fee schedule and coordinating rentals. See attached report from Congregational Administrator.

Search Committee Update. Alisa reported on the Search Committee’s plan for conducting the Congregational Meeting on January 22. The Search Committee will verify a quorum by handing out ballots and checking off voting members from a list until we have reached a quorum. The settled minister vote will be first, then Christie Turner will run the Nominating Committee election while settled minister votes are being counted. Alison reported there will be childcare available.

Classroom Project Update. Clint reported that Lisa Shaffer and our contractor Chris met with city staff to try to expedite the permitting process. Chris got the access road engineering back from the city and the permit for the Pinecones/YRUU renovation may be issued tomorrow. This would allow Chris to complete the roofs and stucco. Chris will start renovating the bathrooms simultaneously, with Ken Shultz acting as project manager.

Finance Report. Glen reported that for the first six months of the fiscal year, we are ahead on pledges. Expenditures are slightly over budget. There is a surplus of \$30,500. The year-end staff bonus drive collected \$3,500 more than last year.

ITEMS FOR THOUGHTFUL DISCUSSION

Religious Education Program. Alison Crotty led the discussion (see handout).

-Successes:

- Trick-or-treating to raise funds for Heifer Project
- Las Colinas women's prison toy and book drive has started and will go through February
- Parent Effectiveness Training (8-week course) has 3 families from Fellowship participating
- OWL course for 5-6 year-olds has begun. Alison is leading the class along with Ernie Dun.
- Young adult OWL teacher training is in March at First Church. The training will be \$250/person.
- We have had approximately one intergenerational service per month through the fall/winter.

-Alison's professional activities

- LREDA Vice President
- She helps with pre-District Assembly programming for DREs
- She is on the UUA Renaissance module team
- This is her 10th year on the YRUU Board

-Participation numbers:

- About 100 RE students enrolled total. We have the highest numbers in our cluster.
- Average attendance numbers from Sept. 2016 through present:
 - Child care: 1.7 first service, 2.7 second service
 - PreK-K: 3 first service, 3.5 second service
 - 1st-3rd grade: 3.1 first service, 3.5 second service
 - 4th-6th grade: 3.3 first service, 3.5 second service
 - Jr high/High school: 9.8 (second service only)
 - Youth group: 15.6 (Tuesday evenings)

-There is no RE Committee currently. Linda Ochi helps out with projects as needed. Siena is Alison's paid assistant on Sundays, with Colin Watts on deck to take her place when she graduates.

-Having paid teachers is working well. Alison used to spend a lot of her time trying to find parent volunteers to teach every Sunday.

-Alison is planning to take a sabbatical in Fall 2018

-Challenges:

- Would like to send out an email to parents every week to let them know what children are doing in class.

-Proposed solutions:

- The idea of having a class parent for each class, to help out with emails and administrative tasks, was discussed.

The President declared the meeting adjourned at 9:15 pm. The next scheduled Board meeting is on Tuesday, February 21, from 7:00 to 9:00 pm at Rev. Meghan's office.

Respectfully submitted,
Heather Stroud, *Secretary*

Attachments:

- Agenda for January 2017 Board meeting
- Administrator's Report
- Financial Reports

- Revisions to Policy 150 Recommended by Finance Committee
- Handout for Alison's RE Discussion

UUFSD Board Meeting Agenda
January 17, 2017

1. Chalice Lighting and Check-in
2. Opening words (*Heather*)
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. Short decision items
 - a. Quick updates
 - Search Committee / congregational meeting / Board calls to members (*Alisa*)
 - Leadership Dinner in Spring (hosted w/Leadership Devt Comm) (*Alisa*): Choose a date! 3/31-4/1, 4/14-15 or 6/9-10
 - Buildings and Grounds/ Renovations/ Stop Work/ CUP (*Clint*)
 - Finance Committee: Policy updates (*Mark*)
7. Monthly Financial Review
8. < Break for snacks >
9. Thoughtful discussion topic for the month (*8:00 pm*)
 - a. **Religious Education (*Alison Crotty and Rev. Meghan*)**.
 - 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?
 - Next Up:
 1. Social Action & Justice - *March*
 2. Team Generosity - *February*
 3. April is open – as needed
10. Leftovers [second thoughts on things, items we forgot, etc.]
11. Review of action items/decisions
12. Items for next month's meeting – if any
13. Who do we need to thank this month?
 - a.
 - b.
14. Process check and check out
15. Adjourn

ADMINISTRATOR’S REPORT TO THE BOARD – JANUARY 2017

MEMBERSHIP STATISTICS

Total number of members: 257
 Members emeritus: 6
 Pledging friends: 10
 Friends: 43

As of 1/10/2017 - Total number of members, pledging friends and friends: 316

SUNDAY ATTENDANCE 12/18/17 – 1/ /17

Date	Age Group	9:00am	11:00am
December 18	Adult	59	88
	Child	9	??
	Teen	2	??
	Staff	6	6
December 24	Adult	No counts taken	
	Child		
	Teen		
	Staff		
December 25	Adult	No counts taken	
ONE SERVICE	Child		
	Teen		
	Staff		
January 1	Adult	62	
ONE SERVICE	Child	6	
	Teen	??	
	Staff	5	
January 8	Adult	48	136
	Child	13	11
	Teen	4	11
	Staff	8	8

SITE USE AND RENTALS

Memorial scheduled for February 18th. The renter brought up a question. Should we consider a “half-day” charge for renters? For instance, weddings generally require an entire day for setup so \$900 for the Hall and \$450 for the

kitchen makes sense. A memorial is generally only a few hours. Perhaps it would make more sense to charge half the cost for anything 4 hours or less.

Respectfully submitted,

Tracey Weiss
Congregational Administrator

2:25 PM

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet

12/14/17

As of December 31, 2016

Accrual Basis

	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	
WF S Market Savings x1459	8,690.43
WF S Market Savings x1974	5,754.34
WF Bus Chkg x3757	363,149.46
Vanguard Money Market	38,962.01
Vanguard GNMA	434,913.86
Total Checking/Savings	851,440.10
Accounts Receivable	
Accounts Receivable	153,210.46
Capital Campaign Pledges	429,464.73
Total Accounts Receivable	582,675.19
Other Current Assets	
Prepaid Expenses	102.27
Undeposited Funds	40,737.47
Total Other Current Assets	40,839.74
Total Current Assets	1,474,955.03
TOTAL ASSETS	1,474,955.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,965.82
Total Accounts Payable	1,965.82
Other Current Liabilities	
Bonus Payable	3,825.25
Direct Deposit Liabilities	305.46
Payroll Liabilities	
LIA,PER,01 Payroll Taxes	1,783.82
Medical Liability	1,496.69
UUA Pension Liability	1,058.17
Payroll Liabilities - Other	2,609.00
Total Payroll Liabilities	6,947.68
Total Other Current Liabilities	10,878.39
Total Current Liabilities	12,844.21
Total Liabilities	12,844.21
Equity	
Pledge Prepayments	4,300.00
Dividend Income	9,426.66
Gains/Losses from Investments	-13,381.54
FND.SPG.01 - Spirit Grant Fund	
FND.SPG.02 - Initial Grant	150,000.00
FND.SPG.03 - D. of C. Wages	-32,836.59
FND.SPG.04 - D.o C.ER PayTaxes	-2,513.60
FND.SPG.05 - D. of C. Benefits	-1,634.58
FND.SPG.06 - D. of C. Expenses	-2,500.60
FND.SPG.10 - Bathroom	21,031.25
Total FND.SPG.01 - Spirit Grant Fund	131,545.88
Opening Balance Equity	-1,813.62
Permanent Restricted	
FND.PGE.01 - Endowment Fund	9,410.10
Total Permanent Restricted	9,410.10

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

	Dec 31, 16
Temp. Restricted	
Reserves (pe J. Penny)	
RES.APR.01 - Appliance & Furn.	1,329.09
RES.BAG.01 - S&G Reserve	20,694.90
RES.SAB.01 - Sabbatical Reserve	425.96
RES.SND.01 - Sound Reserve	-117.79
	22,352.16
Total Reserves (pe J. Penny)	22,352.16
Building Funds	
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Campaign Income	1,585,429.46
FND.CAP.03-Cap Campaign Expense	-525,430.86
	1,059,998.60
Total FND.CAP.01 - Capital Campaign	1,059,998.60
Total Building Funds	1,059,998.60
Other Funds	
FND.LIB.02 - Lib Improv't Fund	250.00
FND.COF.02 -Coffee Fund	-422.58
FND.CON.02 - Concert Fund	1,300.43
FND.DEN.02 - DeBenneville Pines	2,629.26
FND.DRE.02 - DRE Discr. Fund	1,174.01
FND.HFH.02 - Casas de Luz	37,360.84
FND.JRU.02 - JRUU Fund	1,100.11
FND.MIN.02 - Min. Discr. Fnd.	1,977.29
FND.MWL.02 - Memorial Wall Fnd.	19,767.44
FND.REL.02 - RE Special Fnd.	2,600.00
FND.SAC.02 - SAC Scholarship/Art	626.43
FND.SPC.02 - Spcl. Coll. Fnd.	2,169.00
FND.YOU.02 - Youth Scholarship	2,724.00
FND.YRU.02 - YRUU Fund	296.22
	73,162.45
Total Other Funds	73,162.45
Reserve Funds	
FND.BGR.02 - S&G Reserve	-2,857.50
	-2,857.50
Total Reserve Funds	-2,857.50
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	362.53
	474.84
Total COM.SAC.04 SAC C/O	474.84
COM.MUS.04 Choir/Music C/O	345.64
COM.LIB.04 Library Comm. Carryo	2,873.03
COM.CNX.04 Joy Comm. C/O	504.89
	4,951.67
Total Committee Funds	4,951.67
Total Temp. Restricted	1,598,007.58
Unrestricted Net Assets	12,742.44
Net Income	151,873.50
	1,462,110.62
Total Equity	1,462,110.62
TOTAL LIABILITIES & EQUITY	1,474,965.03

**UUFSD
PROFIT & LOSS STATEMENT
JUL-DEC, 2016**

	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Income					
Fundraising					
REV.AUC.01 - Auction Income	2,130.00	0.00	2,130.00	100.0%	16,000.00
REV.MIS.01 - Fundraising Income	4,554.25	8,000.00	(3,445.75)	56.93%	8,000.00
REV.MIS.05 - Luncheon Income	830.50	1,200.00	(369.50)	69.21%	3,000.00
Total Fundraising	<u>7,514.75</u>	<u>9,200.00</u>	<u>(1,685.25)</u>	<u>81.68%</u>	<u>27,000.00</u>
Interest Income	1.70	0.00	1.70	100.0%	0.00
Pledges					
REV.PLG.01 - Pledge Current Yr	173,259.26	148,614.00	24,645.26	116.58%	297,228.00
Total Pledges	<u>173,259.26</u>	<u>148,614.00</u>	<u>24,645.26</u>	<u>116.58%</u>	<u>297,228.00</u>
RE Program Income					
REV.REL.01 RE Donations	100.00	252.00	(92.00)	63.49%	500.00
REV.REL.02 COA/OWL Fees	0.00	375.00	(375.00)	0.0%	750.00
RE Program Income - Other	40.00				
Total RE Program Income	<u>200.00</u>	<u>627.00</u>	<u>(427.00)</u>	<u>31.9%</u>	<u>1,250.00</u>
REV.MIS.04 Misc. Contributions	13,040.95	4,200.00	8,780.95	206.13%	6,500.00
REV.SUN.01 - Sunday Collection	7,710.96	6,499.98	1,210.98	118.72%	13,000.00
Scripp Sales	56.60	75.00	(18.40)	75.47%	150.00
Site Rental					
REV.SIT.01 Sandy Hill	12,287.10	14,749.98	(2,462.88)	83.3%	29,500.00
REV.SIT.03 - Site Use Contrib.	1,554.86	1,875.00	(320.14)	82.93%	3,750.00
REV.SIT.02 - Spc. Evmt. Rent	2,550.00	1,875.00	675.00	136.0%	3,750.00
Total Site Rental	<u>16,391.96</u>	<u>18,499.98</u>	<u>(2,108.02)</u>	<u>88.61%</u>	<u>37,000.00</u>
Total Income	<u>216,182.18</u>	<u>187,775.96</u>	<u>28,406.22</u>	<u>116.19%</u>	<u>384,128.00</u>
Expense					
COM.MSC.03 - Ministerial Search	275.80				
Boards & Committees					
COM.FND.03 Fundraising Comm. Ex	0.00	250.02	(250.02)	0.0%	500.00
COM.SAC.03 Social Action Comm.	970.37	1,260.00	(289.63)	77.01%	2,520.00
COM.PUB.03 Publicity Exp.	1,514.60	1,405.98	108.62	107.73%	2,812.00
COM.PCC.03 Pastoral Care Comm.	75.10	135.00	(59.90)	55.63%	270.00
COM.MUS.03 Choir & Music Exp.	872.32	675.00	197.32	129.23%	1,350.00
COM.MEM.03 Membership Comm Exp.	21.59	495.00	(473.41)	4.36%	990.00
COM.FNF.03 Fun & Fellowship	53.81	270.00	(216.19)	19.93%	540.00
COM.BRD.03 Board Expenses	0.00	120.00	(120.00)	0.0%	250.00
COM.SUN.03 Worship Comm.	572.13	880.02	(307.89)	65.01%	1,760.00
Total Boards & Committees	<u>4,079.92</u>	<u>5,491.02</u>	<u>(1,411.10)</u>	<u>74.3%</u>	<u>10,982.00</u>
Administration Expenses					
OPS.ADM.01 Postage	440.02	349.98	90.04	125.73%	700.00
OPS.ADM.02 Office Supplies	1,020.53	1,500.00	(479.47)	68.04%	3,000.00
OPS.ADM.03 Copier	3,175.56	2,837.52	338.04	111.91%	5,675.00
OPS.ADM.05 Telephone & Internet	1,880.26	1,980.98	(119.72)	94.01%	4,000.00
OPS.ADM.06 Adm. Mileage Exp	55.08	100.02	(44.94)	55.07%	200.00
OPS.ADM.07 Misc. Supplies	108.24	250.02	(141.78)	43.29%	500.00
Total Administration Expenses	<u>6,679.69</u>	<u>7,037.52</u>	<u>(357.83)</u>	<u>94.92%</u>	<u>14,075.00</u>
Denomination Expenses					

	<u>Jul - Dec 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
OPS.DEN.04 - Cluster Dues	0.00	500.00	(500.00)	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	6,526.00	500.00	6,026.00	1,305.2%	12,026.00
Finance Expenses					
OPS.FIN.02 Bookkeeping Supplies	186.29	300.00	(113.71)	51.75%	725.00
OPS.FIN.06 Credit Card Fees	550.77	930.00	(379.23)	59.22%	1,060.00
OPS.FIN.05 Other Finance Exp.	12.80	150.00	(137.20)	8.53%	300.00
OPS.FIN.04 Pledge Campaign Exp.	81.31	0.00	81.31	100.0%	0.00
OPS.FIN.03 Accounting Fees	3,390.50	3,499.98	(109.48)	96.87%	7,000.00
OPS.FIN.01 Payroll Fees	157.50	0.00	157.50	100.0%	0.00
OPS.INT.01 UUA Loan Expense	0.00	0.00	0.00	0.0%	0.00
Total Finance Expenses	4,379.17	4,939.98	(560.81)	88.65%	9,885.00
Religious Exploration					
COM.REL.03 RE Program Exp.	693.07	1,999.98	(1,306.91)	34.65%	4,000.00
COM.OWL.03 COA/OWL Exp.	335.47	375.00	(39.53)	89.46%	750.00
Total Religious Exploration	1,028.54	2,374.98	(1,346.44)	43.31%	4,750.00
Site Operations					
OPS.SIT.10 Audio/Visual Exp.	0.00	150.00	(150.00)	0.0%	300.00
OPS.SIT.06 Monitoring Services	0.00	0.00	0.00	0.0%	0.00
OPS.SIT.03 Gas & Electric	2,124.77	2,325.00	(200.23)	91.39%	4,650.00
OPS.SIT.07 B&G Maintenance	5,107.23	2,824.98	2,282.25	100.79%	5,650.00
OPS.SIT.01 Property Insurance	0.00	0.00	0.00	0.0%	3,900.00
OPS.SIT.02 Real Estate Taxes	1,892.21	1,845.00	47.21	102.56%	3,690.00
OPS.SIT.05 Water	1,322.16	1,027.02	295.16	128.74%	2,054.00
Total Site Operations	10,446.39	8,172.00	2,274.39	127.83%	20,334.00
Payroll Expenses					
COM.PER.03 - Misc. Personal Exp	36.00				
PER.MIS.01 Misc. Personnel	0.00	80.00	(80.00)	0.0%	200.00
PER.SIT.07 Worker's Comp Ins.	2,101.99	3,000.00	(898.01)	70.07%	3,000.00
PER.SIT.12 - ER Payroll Taxes	877.88	823.98	53.90	106.54%	1,640.00
Site Support Staff					
PER.SIT.01 -Childcare Wage	2,027.60	1,762.50	265.10	115.04%	3,525.00
PER.SIT.02 - Custodian	2,600.00	2,850.00	(250.00)	91.23%	5,750.00
PER.SIT.03 - Site Caretaker	2,166.42	2,385.00	(218.58)	90.84%	4,770.00
PER.SIT.04 - Special Event Wage	0.00	0.00	0.00	0.0%	0.00
PER.SIT.09 - Sound Technician	5,161.50	3,750.00	1,411.50	137.64%	7,500.00
PER.SIT.10 - Youth Support	0.00	0.00	0.00	0.0%	0.00
PER.SIT.11 - Lead Teach & Asst.	2,490.00	2,872.50	(382.50)	86.68%	5,745.00
Total Site Support Staff	14,445.52	13,620.00	825.52	106.06%	27,290.00
Congregational Administrator					
PER.OFF.01 Cong. Adm. Wages	17,157.00	17,302.98	(145.98)	99.16%	34,606.00
PER.OFF.02 Cong. Adm. UUA Pens.	1,605.50	1,729.98	(124.48)	92.81%	3,460.00
PER.OFF.03 - ER Payroll Taxes	1,435.34	1,323.48	111.86	106.45%	2,647.00
PER.OFF.04 Cong. Adm. Medical	5,138.77	5,811.00	(672.23)	88.43%	11,622.00
PER.OFF.07 Cong. Adm LTD Ins	0.00	172.98	(172.98)	0.0%	346.00
PER.OFF.08 - Admin. Prof. Exp.	0.00	100.02	(100.02)	0.0%	200.00
Total Congregational Administrator	25,336.61	26,440.44	(1,103.83)	95.83%	52,661.00
Music Expenses					
PER.MUS.03 - Benefits	176.70				
PER.MUS.11 Accompanist Wages	1,200.00	3,600.00	(2,400.00)	33.33%	7,200.00

	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
PER.MUS.12 Music Substitute	300.00				
Choir Director					
PER.MUS.01 Choir Director Wage	8,799.96	8,800.02	(0.06)	100.0%	17,600.00
PER.MUS.02 Choir Dir. Prof. Exp	100.00	625.02	(525.02)	16.0%	1,250.00
Total Choir Director	8,899.96	9,425.04	(525.08)	94.43%	18,850.00
Music ER Payroll Tax	753.22	948.48	(195.26)	79.41%	1,897.00
Total Music Expenses	11,389.88	13,973.52	(2,583.64)	81.51%	27,947.00
Director of RE					
PER.DRE.01 DRE Wages	26,000.00	25,999.98	0.02	100.0%	52,000.00
PER.DRE.02 DRE - UUA Pension	2,250.04	2,509.98	(349.94)	86.54%	5,199.98
PER.DRE.03 - ER DRE Payroll Tax	1,986.85	1,989.00	(2.15)	99.89%	3,978.00
PER.DRE.04 DRE Medical	5,697.90	3,754.50	1,943.40	151.76%	7,500.00
PER.DRE.05 DRE Dental	396.05				
PER.DRE.06 DRE Life Ins.	58.68	165.48	(106.80)	35.46%	331.00
PER.DRE.07 DRE LTD Ins.	310.49	250.98	59.51	119.43%	520.00
PER.DRE.09 DRE Professional Exp	1,389.25	1,249.98	139.27	111.14%	2,500.00
Total Director of RE	38,029.26	36,018.90	2,010.36	105.56%	72,037.98
Minister Expense					
PER.MIN.09 - Sett'd Min Search	2,078.64	2,500.02	(421.38)	83.15%	5,000.00
Minister Benefits					
PER.MIN.00 In Lieu of FICA	2,983.50	3,360.00	(376.50)	88.64%	6,732.00
PER.MIN.02 Minister Housing	15,000.05	15,000.00	0.05	100.0%	30,000.00
PER.MIN.03 Minister UUA Pension	4,198.35	4,399.98	(201.63)	95.42%	8,800.00
PER.MIN.04 Minister Medical	5,811.91	5,812.02	(0.11)	100.0%	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	439.98	(439.98)	0.0%	880.00
PER.MIN.08 Minister Profess. Ex	2,945.09	2,500.02	445.07	117.84%	5,000.00
Total Minister Benefits	30,939.90	31,518.00	(578.10)	98.17%	63,036.00
Minister Wages					
PER.MIN.01 Minister Salary	27,661.54	28,999.98	(1,338.44)	95.39%	58,000.00
Minister Wages - Other	1,338.47				
Total Minister Wages	29,000.01	28,999.98	0.03	100.0%	58,000.00
Total Minister Expense	62,018.55	63,018.00	(999.45)	98.41%	126,036.00
Payroll Expenses - Other	0.00				
Total Payroll Expenses	154,235.69	156,974.84	(2,739.15)	98.26%	311,039.98
Reserves					
RES.BAG.01 - B&G Reserve	0.00	499.98	(499.98)	0.0%	1,000.00
Total Reserves	0.00	499.98	(499.98)	0.0%	1,000.00
Total Expense	187,651.20	185,990.32	1,660.88	100.89%	384,101.98
Net Income	55,535.98	1,785.84	28,745.34	1,708.81%	28.04

UUFSD Policy and Procedure Document
Policy ID: 150
Title: Cash Management on Sundays
 Date Approved: March 24, 2013 by the Board of Directors
 Reviewed and Updated: January 17, 2017.

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Purpose

To ensure the safe collection, counting, and deposit of cash and checks received on Sunday mornings.

Policy

The Fellowship office has a locked safe with a slot for receiving envelopes. Everyone who handles cash on Sundays is responsible for making sure the cash is placed in the safe on Sunday for the office staff for processing at a later time. At no time is cash to be left unattended outside of the office safe.

Responsibilities and Procedures

Sunday Service Ushers & Worship Associate	1. Worship Associate reminds that checks should be written to UUFSD with an appropriate memo line (e.g., Generosity Sunday). Ushers collect money (cash and checks) from the morning offering. Together, they move to a place where they will not disturb the congregation. <u>If time permits, they organize, smooth, and face the bills by denomination. They separate the checks and change, and place the money in envelopes clearly marked with "Sunday Service Collection," "1st service" or "2nd service" as necessary, the date, and the Ushers' names.</u> Together they place the envelope(s) in the safe. (Empty envelopes shall be kept in the Ushers box.)
Kitchen Volunteer	2. Collects the coffee cash, and places it in an envelope clearly marked with "Coffee Fund", <u>the date, and the volunteer's name.</u> (Envelopes are kept in a labeled drawer in kitchen.) Places envelope in the office safe.
Luncheon Coordinator or Chairperson	3. Counts and places the luncheon cash and checks in an envelope marked with "Luncheon Proceeds", enters date and separate total amounts of checks

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Policy ID: 150 January 17, 2017

	and cash, <u>and the volunteer's name</u> . (Envelopes are kept in a labeled drawer in kitchen.) Places envelope in the office safe. Reports amounts to the Luncheon Chairperson.
Book Sale Table Volunteer	4. Places the book sale cash in an envelope clearly marked with "Library Fund", the date, <u>and the volunteer's name</u> , and places it in the office safe.
Two members from Finance Committee. The Finance Committee may appoint two responsible parties not on the Committee.	5. Remove cash and checks from the envelopes; count each type of cash separately (service, coffee hour, book table, etc.); write out a list of cash subtotals on the form provided for this purpose, stamp checks with endorsement stamp and place checks in envelope on Congregational Administrator's desk; complete a deposit slip for the cash, fill out accounting distribution form, deposit cash in bank, and return form with deposit receipt to Office Administrator. (Currently, the Fellowship banks at Wells Fargo.) (All cash on Generosity Sunday goes to recipient charity.)
Congregational Administrator/Bookkeeper	6. In accordance with Office procedures, completes a deposit slip for total of check amounts and deposits checks in bank.
Bookkeeper	7. In accordance with Office procedures, processes checks and cash subtotals through the Fellowship accounting system.

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DRE's UUFSD Projects

1. Trick or Treat for Heifer International raised 183.78
2. Las Colinas Donations
 - a. Still getting donations from people in the Fellowship, toys and books. Books can be children's ages or adult.
 - b. Successful donation last spring at the Las Colinas Facility, they were overwhelmed with gratitude.
 - c. YRUU students started a Social Action Club at the San Dieguito Academy and their first project is Las Colinas. The toy drive is going on currently and ending in February.
3. Parent Education Training
 - a. Promoted and worked to bring this educational program to UUFSD. We have 3 families enrolled in the class and I gave a full scholarship to one for 200.00
 - b. In September gave a free program by PET to our RE families. Due to the positive response, we are now having the 8 week course.
4. OWL 5 and 6 year olds
 - a. 9 children (maybe 10) participating in the program with their parents.
 - b. Ernest Dun, a new member and I are teaching the course.
 - c. Worked with Kathe Larick at First Church to get anatomically correct dolls for the cluster. They just arrived today and I will pick them up on Thursday.
 - d. Ordered books for parents out of OWL slush fund, encouraged them to up their pledge if they like the programming.
5. Young Adult OWL Training in March
 - a. There will be a training that will be for Young Adults at the end of March at First Church. I, Ernest Dun and Katherine Buffington are the participants going to be trained from UUFSD. My intent is to offer this next year and really take our life long learning curriculum a step further.
6. Intergenerational services with Reverend Meghan
 - a. We managed to do an Intergenerational service with all the members of the congregation once a month starting in September of 2016. January, because of candidating, looks to be challenging, but we hope to do more Intergen services this spring.

7. Continuing work with Sandy Hill. I am going to start attending their board meetings so they feel that there is a face to the fellowship.

7. OWL and Pastoral Care

- a. An interesting side note of OWL is that I have had a transgendered teen in each class starting in 2007. I had one transgender student in the 2010 OWL class and I had 3 transgender students in my 2013 class. That is a tremendous average, considering the class is around 21- 22 participants. We finished OWL this past spring of 2016, and I am not sure if there was a trans youth in there, but we shall see. 2 out of the 3 transgendered students came out to me during their senior years of high school.
- b. Of those 2, I have pastorally cared for each. One youth, I met with them and their parents, talking about therapy and communication issues. That youth saw the surgeon today for a consultation for "top" surgery. The family is immensely supportive and anxious of course, but they are doing everything right.
- c. The other transgender youth did not have a very successful time communicating with their parents. They live in Washington DC now, taking a gap year in between high school and college. I have been in consistent contact with this young adult and even purchased their first binder.
- d. The usual anxiety/stress/depression issues are more routine in my pastoral care. There was a teen that tried to commit suicide this past spring, but is doing much better and blossoming. Knock on wood, there has been no attempts by anyone this fall that I am aware of.

DRE Professional Activities

1. PSWD Liberal Religious Education Association (LREDA) Vice President for 3 years. This is my 4th year as serving the board in this capacity. I organize a mentoring program for all the new DRE's of the district, help arrange for trainings called, Renaissance modules that are offered twice a year. That consists of bringing in trainers, organizing transportation, lodging, meals, payment etc.
 - a. I also help plan and run Pre-District Assembly programming for the DRE's of the district.
2. I have finished my 5th Ren Mod, meaning I get a special pin and am considered ... idk, more qualified as a DRE.
3. UUA Renaissance Module Team
 - a. I am entering my 2nd year on the national Ren Mod team. I am the only DRE on the board, and I help form policies and procedures from the UUA regarding these DRE trainings.
 - b. We also are looking at updating curriculum etc...

4. PSWD YRUU Adult position

- a. I am finishing up my 10th year as one of the elected adults to the YRUU PSWD Board. This consists of helping plan cons (3 a year), constant contact in a running FB chat, letters of recommendation for board members and former board members. I attend the retreat in the fall, and at the meetings at both winter and summer YRUU Camp at DeBennerville.
- b. Regionalization: The UUA's move to regions has the PSWD YRUU Board wondering if they can continue their autonomy in programming without going towards a system like the PNW District which has adults more in charge of their programming. I would like to see the students still retain their roles as they are seen now. We have discussed at our board meetings how to maintain their independence and just this week had a zoom meeting with the Adult PSWD Board.
- c. District Assembly- For some reason, people in the district view me as a youth specialist without the title. So for the DA in Santa Barbara I stepped in and stayed the night when the youth advisor from there did not show up, and this DA, in Arizona, I am helping the organizers of the event, by ensuring that the youth needs are met and have adequate supervision.