

**Minutes of UUFSD Board Meeting**  
**Tuesday, September 19, 2017, 7:00 pm**  
**Rev. Meghan's Office**

Board Members present:

Mark Tuller, *President*  
Alisa Guralnick, *Secretary*  
Swagatam Mukhopadhyay  
Rich Franzwa  
Robin Sales  
Linda Gianelli Pratt

Also present:

Rev. Meghan, *ex officio*  
Alison McLeod  
Glen Bowden, Treasurer  
Alice Brzovic

Absent: Bob Quick, *Vice President*

Mark convened the meeting at 7:04 pm, read opening words, the chalice was lit, and members checked in.

**OLD ACTION ITEMS** – from Board Retreat- updates in **RED**

-Board member committee liaisons to communicate to their committees that the Board is there to support them but chairs have authority to make decisions affecting their own committee without Board input. In general: Mark reviewed the responsibilities of the board liaisons, and reviewed who was the liaison for each committee; a record was made as to who is the chairperson, if any. Transparency is a key for the liaisons - to help bring issues to the board, and to assist on committees as appropriate. Some liaisons are also chairs or co-chairs.

-Alisa to send out SignUp Genius for Sunday morning Board table sign up and for Board meeting hosting (host to provide opening words and snack). **DONE**

-Board members are encouraged to sign up to usher on Sunday mornings and should contact volunteer coordinator Alana Schuler.

- Planning for Rev. Meghan's Installation: on Sunday, December 3- Robin Sales and Linda Giannelli-Pratt volunteered to help plan and communicate. Plan and committee are in place. Linda G-P: speaker TBD, regional UU ministers will be invited; will be announced during services and in newsletter; roles defined, band will play.

- Following up from spring Leadership Development Council participants: Alisa and Linda G-P; Alisa and Linda to propose fall '17 and spring '18 dates with LDC and work with LDC to schedule and facilitate. Fri 10/6 and Sat 10/7 for the Fall; and Fri 3/2 and Sat 3/3 for the Spring were calendared. In Process: invitations sent to ~25 people, RSVPs coming in.

-Mark T. will work with Meghan to create and provide a staff monthly report template to staff before the first (September) board meeting. Mark met with the staff, asked for 'short and telegraphic' reports but- no template per se.

- All board members: Read and review Policy #474, Social Action Justice as slightly amended to reflect comments at the Retreat, and send comments/input to Mark Tuller via email, prior to September board meeting. **DONE**

### **New Action Items:**

**ACTION:** Board to address the issue of earmarked donations more fully in a future meeting, in order to create a policy.

**ACTION:** ALL board members to review list of board goals and report back your thoughts by the next board meeting.

**ACTION:** Alisa to send out the list of invitees for Leadership Development Dinner/workshop to board. Linda G-P will help with confirming attendees.

**ACTION:** Glen will follow up with both Tracey and Betsy regarding accurate and current membership numbers, as well as whether any follow-up has occurred with any members who may have resigned.

### **DECISION ITEMS**

#### **Adoption of Minutes from August 19, 2017 Board Retreat Meeting.**

A motion was made to approve the minutes as amended.

Move: Linda Gianelli-Pratt

Second: Swag Mukhopadhyay

Call: Passed

#### **Motion to approve Policy # 474 on Social Action Justice Committee, as amended.**

Move: Robin Sales

Second: Linda Giannelli-Pratt

Call: Pass

#### **Motion for UUFSD to sponsor Sharon Weld as an aspirant, during her studies at Starr King.**

Move: Rich Franzwa

Second: Swag Mukhopadhyay

Call: Pass

#### **Motion to formally appoint the new members of the Committee on Ministry: Christie Turner, Glen Bortnick and Tiffany Fox.**

Move: Mark Tuller

Second: Rich Franzwa

Call: Pass

### **INFORMATION ITEMS**

#### **Items to celebrate:**

- House band concert at Joyce Ququndah's house- well attended, auction based, raised about \$1000.

- Rev M's installation event planning is well in hand – Installation Committee established (Dec 3, 2017) per Linda G-P; fundraising via credit card is established (\$1500 estimated budget)
- Bev Conner's memorial service was well-attended and went very well.

**Committee reports:**

Robin Sales: Library Committee expressed concerns re: cataloguing of books, keeping Library clean.

Linda Giannelli-Pratt: Environmental Task Force: survey results and canvassing concluded, and results are coming, with a strategic plan TBD in October.

Alisa gave a quick update on the upcoming Leadership Development Dinner/workshop. There have been 25 invited so far, with a back up list. Our goal is to have 15-20 attendees. Board members will prepare and serve food on Friday evening; the Leadership Development Council will deliver the Saturday morning program, with staff and board members at tables to give general information to attendees. Robin Sales and Linda Giannelli-Pratt are not able to attend on Saturday morning.

**Staff Reports:**

**Rev. Meghan's Report.** Meghan brought up an issue: An earmarked contribution to SJA, from Michelle DeVor; Irv may not be clear as to current policy regarding earmarks (which is that earmarks are not generally allowed); we may need a more clear policy, as the Board holds the essentially democratic view that earmarking is contradictory to our values. Glen has clarified this to Irv already. Glen/ Meghan will follow up with Irv.

**New COM** (Committee on Ministry): now that Rev. Meghan is our settled minister, she has chosen her COM: Christie Turner, Glen Bortnick and Tiffany Fox. Rev. Meghan requested that we appoint a board member to conduct Rev M's evaluation- Alisa volunteered, to participate with the COM.

**Financial report**-Glen: Brief- all is normal, early in the congregational year. Still working on collecting from last year's overdue pledges; this year is fine so far. We will be moving \$150K from our checking account to a Vanguard account, to get better interest rates on these funds.

**Congregational Administrator:** Tracey Weiss's staff report shows that member count is down from June; Mark expressed concern that many members have been dropped from our roster, perhaps in contradiction to our policy #230 (i.e. no board members were asked to reach out to those at risk of being dropped); Glen referred to Betsy, Mark asked for clarification. Number reported may be inaccurate. Follow up next month (Glen – see action item.)

**Sandy Hill update** (Mark Tuller): Mark gave a recap of our current approach to renegotiating the Sandy Hill preschool lease with UUFSD, based on the renovations (which are still incomplete). Our proposal has met with a counter-proposal from Sandy Hill. We have met with a broker that is familiar with rental properties such as this one, who did a quick-and-dirty craigslist ad, which resulted in a surprising number of replies. Stu Anderson

acted as 'property manager' to show the property to prospective lessees. John Drummond, Stu and Mark met with a French Montessori school group in particular, who are open to our proposed \$6K/month lease fee. (Sandy Hill pays about \$2100/month). We will continue due diligence with the French Montessori school and will draft a right of first refusal letter to Sandy Hill, in the event that we come closer to a deal with the new school. We discussed the various risks to both working with Sandy Hill and with considering a new, unknown tenant. Mark outlined some possible risks, and the many considerations in moving forward, in the time between now and the end of the current Sandy Hill lease (June 2019).

Negotiations are ongoing and Board members are asked not to comment publicly on these issues.

Stu Anderson is willing to handle Chris Kolb management for the remaining classroom skylight installation and finishing of the classrooms.

**Construction management issue:**

Mark articulated the need for a more professional 'construction management' approach to the Capital Campaign / Dream Builders upcoming capital construction. Dream Builders will be reconvening in late September. Alana Schuler is possibly interested in taking on this role. As the dollars are high and the risks are also high, it will be important to focus on a professional level of oversight and management, to support the Dream Builders team.

**ITEMS FOR THOUGHTFUL DISCUSSION: Monthly Deep Dive**

**Website revamp.** Alice Brzovic led the discussion.

Alice demonstrated a new website template, and she is migrating content from the old to the new CSS web template. This template is one that is provided by UUA; the previous website was a custom-designed template, based on WordPress. The old site is difficult to modify or to add new content; updates regularly cause the system to crash, losing the new content. The new template will be easier to modify, to update content, and to be more stable. (Didge and Adrienne chose this template, and Alice is doing the migration of the content). Alice is hoping to have the new website go 'live' in the next few weeks (?). Alice is working with Sara O'Hara about some possibly quicker content updating techniques.

Swag offered to help Alice with the migration. There are several unfinished pages and some pages that may need decisions as to what to keep or not keep; Alice will work with Swag and others to make decisions on that content. There will be an 'upcoming events' section, and an archive for past events, a section for testimonials; links from the email-based newsletter to the website. Swag brought up some ideas to drive financial contributions for original content. Board members asked questions about how the website works in general, and levels of access.

**Next month deep dive: Dream Builders**

**Who can we thank?**

- Alice Brzovic – website revamp
- The Band – c/o Cathy and Greg Leach-Phillips
- Karen Reimus – coordinating recent congressmen's debate

- Jill Ballard - concert flyer

The President declared the meeting adjourned at 9:15 pm. The next scheduled meeting is Tuesday, October 17 at 7pm in the minister's office.

Respectfully submitted,  
Alisa Guralnick, *Secretary*

Attachments:

- Agenda for September 2017 Board meeting
- Minister's report
- RE Director report
- Administrator's Report
- Director of Connections report
- Music Director's Report
- Financial Reports
- Policy 474

## UUFSD Board Meeting Agenda September 19, 2017

1. Chalice Lighting and Check-in
2. Opening words (Robin)
3. Items for celebration; tracking success
4. Review and approve minutes and agenda from board retreat
5. Report on action items from last month
6. Information Items
  - a. Monthly reports: RE, Admin, Dir. Of Connections, Rev. M
    - Sent via email; attach to minutes
  - b. Monthly reports, as needed, from Committees  
(Has every Board liaison contacted their committees to see what their goals and status are, and how the Board or liaison can champion change toward the goals?)
  - c. Review Board goals list—does each goal have a champion?
7. Short decision items
  - a. Appoint Committee on Ministry (COM)—Christie Turner, Glen Bortnick, Tiffany Fox (Rev. Meghan)
  - b. Adopt P&P for Social Justice Action Committee—P&P 724 (Mark)
  - c. Sharon Weld sponsorship (Rev. Meghan)
  - d. Leadership Development dinner planning (Alisa) –invitee list
  - e. Appoint Board member for Rev. Meghan’s evaluation (Rev. Meghan)
  - f. Repeal Workers’ Comp resolution for volunteers since we purchased volunteer insurance
8. Monthly Financial Review
9. Sandy Hill discussion
10. Construction management discussion
  - a. Who is liaison to building things?
  - b. Who is in charge of Chris Kolb?
11. < Break for snacks >
12. Thoughtful discussion topic for the month (8:00 pm)
  - a. **Website Revamp:** Alice Brzovic and Swag Mukhopadhyay
  - b. Next Up:
    - October- Capital Construction (Dream Builders)
    - November - Environmental
13. Leftovers [second thoughts on things, items we forgot, etc.]
14. Review of action items/decisions
15. Items for next month’s meeting – if any
16. Who do we need to thank this month?
17. Process check and check out
18. Adjourn

### **Meghan's Report 9/18/17**

Hi Mark,  
I'm sending this from my phone and I don't know how to make the font smaller.



-Meghan

Report to the board of directors: September

We're off to a good start:

Worship committee is back to meeting monthly (after trying a different model last year) with some new members and new energy.

Looking forward to having a great Committee on Ministry to work with this year.

The Installation team met and is working toward a great event on Dec 3.

The Board needs to discuss and make a decision/policy around earmarked donations. Specifically the additional \$150/month Michelle Devor "pledged" to the social justice action committee.

I will miss next month's board meeting as I will be away on study leave (for continuing education) at a Spiritual Counseling Intensive training in North Carolina. I will arrange for emergency pastoral care coverage for when I'm gone.

### **Alison's Report 9/18/17**

Hi Mark! Here is my board report and my RE goals for this year about extending the program.

RE 2017-2018

I want to start a Young Adults group that meets much like the youth group. We currently have a Young Adult group at the Fellowship for people in their late 20's and 30's. I want to start a group that focuses on 18-25 year olds.

I also want to offer for the first time at UUFSD, OWL for Young Adults. Currently we are slated to start that class in January of 2018.

Those are the 2 main goals of this year, as well as preparing for my sabbatical in the fall of next year. I would be happy to do another deep dive with the Board whenever your schedule permits.

Sincerely,  
Alison

## ADMINISTRATOR'S REPORT TO THE BOARD – AUGUST/SEPTEMBER 2017

### MEMBERSHIP STATISTICS

Total number of members:	234
Members emeritus:	7
Pledging friends:	10
Friends:	50

As of 9/15/2017 - Total number of members, pledging friends and friends: 301

### SUNDAY ATTENDANCE

Date	9:00am	11:00am
<b>June 4</b>	<b>99</b>	<b>149</b>
<b>June 11</b>	<b>28</b>	<b>100</b>
<b>Begin Single Service</b>		
<b>June 18</b>	<b>78</b>	
<b>June 25</b>	<b>83</b>	
<b>July 2</b>	<b>80</b>	
<b>July 9</b>	<b>93</b>	
<b>July 16</b>	<b>78</b>	
<b>July 23</b>	<b>94</b>	
<b>July 30</b>	<b>95</b>	
<b>August 6</b>	<b>86</b>	
<b>August 13</b>	<b>112</b>	
<b>August 20</b>	<b>128</b>	
<b>August 27</b>	<b>104</b>	
<b>September 3</b>	<b>90</b>	
<b>Return to 2 Services</b>		
<b>September 10</b>	<b>42</b>	<b>129</b>

### SITE USE AND RENTALS

Memorial for Owen Showalter scheduled for October 7th.

### SITE RENTAL QUESTIONS

Board President Mark Tuller mentioned that the Art Class currently recurring on Thursdays (Betsy Gilpin attends and is the sponsor) does not meet our criteria. They were given the space on an emergency basis but should not become permanent.

This brings up another question. A non-member called to see if we have space for her to hold a Life Class for kids on a monthly basis. She is not a non-profit but the class teaches good values.



In the past when asking a group to vacate, a letter has been written to the Coordinator by the Board. I'm guessing we would handle it the same way for the art class. I would like some direction for the lady who wants to do the Life Class. Thank you for your help!

Respectfully submitted,

Tracey Weiss  
Congregational Administrator

Adrienne McCord's report, received via email, at Mark Tuller's request

-----Original Message-----

From: Adrienne [mailto:[wildwaterwoman@yahoo.com](mailto:wildwaterwoman@yahoo.com)]

Sent: Tuesday, September 19, 2017 2:37 PM

To: UUFSD Administrator

Subject: Hello from Adrienne. Membership is coming along nic

Hello from Adrienne. Membership is coming along nicely. So are the communications committee and the fun and fellowship committee. My/our approach to making a more collaborative has been working.

Rev Meghan IJ and I have orientations every month we have an upcoming new member workshop as well as a new member mixer. Additionally I have scheduled some mixers at the beach.

I'd love it if the board would discuss a logo for the fellowship. We have a need for a design/brand.

I also like some volunteers from the board for two events I have coming up will I will be doing external public relations for the fellowship.

Thank you!

## Music Report - 9/18/17

1. I have asked the choir to sing at both services and most are able and willing!
2. I'm hoping to add a sight reading component to choir rehearsal this year - possibly by asking the choir to stay until 9:15 for rehearsals. In this case, I would do sight reading and warm up at 7:00 and extend repertoire work out to 9:15. This is an effort to bring up the level of the choir and make singing more enjoyable. I am waiting for singers to get over the shock of singing 2 services before asking for this additional commitment. Meanwhile, I do hold sectionals at 6:30. These seem to be appreciated - to help individual sections work on notes.
3. I'd like to identify Choir section leaders for each of the 4 vocal parts in the choir - to keep track of issues within the section, who is singing which part, blend and other vocal issues, lead sectional rehearsals in the YRUU room. Haven't gotten to this yet - it's on my list..
4. I'd like to get more visibility for the Music Program in our communications. Wenda is planning to help by submitting articles periodically. Ideas are welcome, especially if there is a volunteer attached to the idea who would like to implement:)
5. I'd like to get youth involved in music more. Past efforts have borne little fruit. Ideas are welcome.
6. I want to do more with congregational singing. It would be good to have the congregation feeling more confident on hymns, to expand our familiarity with hymns, and there are probably many more ways to encourage and expand congregational singing. Nancy Cohen is interested in helping me on this. Ideas welcome.
7. I'd like to get more individuals involved in music - open up participation in special music, or instrumental accompaniment to choir. Wenda and I put a blurb about this in a recent newsletter article. Again, ideas for this are welcome. AND, it's the kind of thing where I need to identify a volunteer or two who have this on their radar.

I'm feeling good and supported in my work, and having fun - thanks to board, staff, musicians, congregation.

-Chris

3:03 PM  
 09/16/17  
 Accrual Basis

The Unitarian Universalist Fellowship of San Dieguito  
**Balance Sheet**  
 As of August 31, 2017

	Aug 31, 17
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
PayPal	19.12
Vanguard GNMA	453,469.04
Vanguard Money Market	38,902.01
WF \$ Market Savings x1459	9,691.94
WF \$ Market Savings x1974	5,785.64
WF Bus Chkg x3757	350,139.27
<b>Total Checking/Savings</b>	<b>858,007.02</b>
Accounts Receivable	
Accounts Receivable	293,693.64
Capital Campaign Pledges	603,935.86
<b>Total Accounts Receivable</b>	<b>897,629.50</b>
<b>Total Current Assets</b>	<b>1,755,636.52</b>
<b>TOTAL ASSETS</b>	<b>1,755,636.52</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	127.74
<b>Total Accounts Payable</b>	<b>127.74</b>
Other Current Liabilities	
Bonus Payable	843.75
Direct Deposit Liabilities	305.46
Payroll Liabilities	
LIA.PER.01 Payroll Taxes	3,003.14
Medical Liability	-6,945.64
UUA Pension Liability	271.21
Payroll Liabilities - Other	7,530.00
<b>Total Payroll Liabilities</b>	<b>3,858.71</b>
<b>Total Other Current Liabilities</b>	<b>5,007.92</b>
<b>Total Current Liabilities</b>	<b>5,135.66</b>
<b>Total Liabilities</b>	<b>5,135.66</b>
Equity	
Dividend Income	16,769.09
FND.SPG.01 - Spirit Grant Fund	
FND.SPG.02 - Initial Grant	100,000.00
FND.SPG.03 - D. of C. Wages	-50,144.31
FND.SPG.05 - D. of C. Benefits	-3,371.14
FND.SPG.10 - Bathroom	21,031.25
FND.SPG.04 - D.o C.ER PayTaxes	-3,494.48
FND.SPG.06 - D. of C. Expenses	-3,695.04
SPG.FND.11 - Bathroom Expenses	-15,006.90
<b>Total FND.SPG.01 - Spirit Grant Fund</b>	<b>45,319.38</b>
Gains/Losses from Investments	-13,183.94
Opening Balance Equity	-1,813.82
Permanent Restricted	
FND.PGE.01 - Endowment Fund	10,410.10
<b>Total Permanent Restricted</b>	<b>10,410.10</b>
Temp. Restricted	
Building Funds	
FND.CAP.01 - Capital Campaign	

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Building Funds	
FND.CAP.01 - Capital Campaign	

**The Unitarian Universalist Fellowship of San Dieguito**  
**Profit & Loss Budget Performance**  
 July through August 2017

	<u>Jul - Aug 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Income</b>					
<b>Revenues</b>					
<b>Fundraising</b>					
REV.AUC.01 - Auction Income	465.00	0.00	465.00	100.0%	17,000.00
REV.MIS.01 - Fundraising Income	0.00	1,333.30	-1,333.30	0.0%	8,000.00
REV.MIS.05 - Luncheon Income	0.00	416.70	-416.70	0.0%	2,500.00
<b>Total Fundraising</b>	<b>465.00</b>	<b>1,750.00</b>	<b>-1,285.00</b>	<b>26.57%</b>	<b>27,500.00</b>
<b>Interest Income</b>					
	1,032.74				
<b>Pledges</b>					
REV.PLG.01 -Pledge Current Yr	58,771.21	52,663.00	6,108.21	111.6%	315,978.00
<b>Total Pledges</b>	<b>58,771.21</b>	<b>52,663.00</b>	<b>6,108.21</b>	<b>111.6%</b>	<b>315,978.00</b>
<b>RE Program Income</b>					
REV.REL.01 RE Donations	8.00	83.30	-75.30	9.6%	500.00
REV.REL.02 COA/OWL Fees	0.00	216.70	-216.70	0.0%	1,300.00
<b>Total RE Program Income</b>	<b>8.00</b>	<b>300.00</b>	<b>-292.00</b>	<b>2.67%</b>	<b>1,800.00</b>
REV.MIS.04 Misc. Contributions	709.75	2,083.30	-1,373.55	34.07%	12,500.00
REV.SUN.01 - Sunday Collection	1,859.09	2,500.00	-640.91	74.36%	15,000.00
Scripp Sales	10.16	12.50	-2.34	81.28%	75.00
<b>Site Rental</b>					
REV.SIT.01 Sandy Hill	4,298.08	4,218.50	79.58	101.89%	25,311.00
REV.SIT.02 - Spc. Evnt. Rent	100.00	1,083.30	-983.30	9.23%	6,500.00
REV.SIT.03 - Site Use Contrib.	395.88	0.00	395.88	100.0%	0.00
<b>Total Site Rental</b>	<b>4,793.96</b>	<b>5,301.80</b>	<b>-507.84</b>	<b>90.42%</b>	<b>31,811.00</b>
<b>Total Revenues</b>	<b>67,649.91</b>	<b>64,610.60</b>	<b>3,039.31</b>	<b>104.7%</b>	<b>404,664.00</b>
<b>Total Income</b>	<b>67,649.91</b>	<b>64,610.60</b>	<b>3,039.31</b>	<b>104.7%</b>	<b>404,664.00</b>
<b>Gross Profit</b>	<b>67,649.91</b>	<b>64,610.60</b>	<b>3,039.31</b>	<b>104.7%</b>	<b>404,664.00</b>
<b>Expense</b>					
<b>Administration Expenses</b>					
OPS.ADM.01 Postage	78.57	150.00	-71.43	52.38%	900.00
OPS.ADM.02 Office Supplies	261.36	458.30	-196.94	57.03%	2,750.00
OPS.ADM.03 Copier	1,140.35	1,050.00	90.35	108.61%	6,300.00
OPS.ADM.05 Telephone & Internet	531.80	750.00	-218.20	70.91%	4,500.00
OPS.ADM.06 Adm. Mileage Exp	4.82	25.00	-20.18	19.28%	150.00
OPS.ADM.07 Misc. Supplies	0.00	50.00	-50.00	0.0%	300.00
<b>Total Administration Expenses</b>	<b>2,016.90</b>	<b>2,483.30</b>	<b>-466.40</b>	<b>81.22%</b>	<b>14,900.00</b>
<b>Bank Service Charges</b>					
	3.00				
<b>Boards &amp; Committees</b>					
COM.BRD.03 Board Expenses	0.00	125.00	-125.00	0.0%	125.00
COM.COM.03 Communications Comm.	115.40	158.30	-42.90	72.9%	950.00
COM.FND.03 Fundraising Comm. Ex	12.90	83.30	-70.40	15.49%	500.00
COM.FNF.03 Fun & Fellowship	0.00	75.00	-75.00	0.0%	450.00
COM.MEM.03 Membership Comm Exp.	120.00	233.30	-113.30	51.44%	1,400.00
COM.MUS.03 Choir & Music Exp.	241.49	416.70	-175.21	57.95%	2,500.00
COM.PCC.03 Pastoral Care Comm.	0.00	25.00	-25.00	0.0%	150.00
COM.SAC.03 Social Action Comm.	0.00	433.30	-433.30	0.0%	2,600.00
COM.SUN.03 Worship Comm.	436.74	416.70	20.04	104.81%	2,500.00
<b>Total Boards &amp; Committees</b>	<b>926.53</b>	<b>1,966.60</b>	<b>-1,040.07</b>	<b>47.11%</b>	<b>11,175.00</b>
<b>Denomination Expenses</b>					
OPS.DEN.01 - UUA dues	3,500.00	0.00	3,500.00	100.0%	3,500.00
OPS.DEN.02 - PSWD Dues	1,000.00	0.00	1,000.00	100.0%	1,000.00
OPS.DEN.04 - Cluster Dues	0.00				500.00
<b>Total Denomination Expenses</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>100.0%</b>	<b>5,000.00</b>
<b>Finance Expenses</b>					
OPS.FIN.02 Bookkeeping Supplies	60.50	108.30	-47.80	55.86%	650.00
OPS.FIN.03 Accounting Fees	1,392.00	1,250.00	142.00	111.36%	7,500.00
OPS.FIN.04 Pledge Campaign Exp.	0.00				300.00

**The Unitarian Universalist Fellowship of San Dieguito**  
**Profit & Loss Budget Performance**  
 July through August 2017

	<u>Jul - Aug 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Income</b>					
<b>Revenues</b>					
<b>Fundraising</b>					
REV.AUC.01 - Auction Income	465.00	0.00	465.00	100.0%	17,000.00
REV.MIS.01 - Fundraising Income	0.00	1,333.30	-1,333.30	0.0%	8,000.00
REV.MIS.05 - Luncheon Income	0.00	416.70	-416.70	0.0%	2,500.00
<b>Total Fundraising</b>	<b>465.00</b>	<b>1,750.00</b>	<b>-1,285.00</b>	<b>26.57%</b>	<b>27,500.00</b>
<b>Interest Income</b>					
	1,032.74				
<b>Pledges</b>					
REV.PLG.01 - Pledge Current Yr	58,771.21	52,663.00	6,108.21	111.6%	315,978.00
<b>Total Pledges</b>	<b>58,771.21</b>	<b>52,663.00</b>	<b>6,108.21</b>	<b>111.6%</b>	<b>315,978.00</b>
<b>RE Program Income</b>					
REV.REL.01 RE Donations	8.00	83.30	-75.30	9.6%	500.00
REV.REL.02 COA/OWL Fees	0.00	216.70	-216.70	0.0%	1,300.00
<b>Total RE Program Income</b>	<b>8.00</b>	<b>300.00</b>	<b>-292.00</b>	<b>2.67%</b>	<b>1,800.00</b>
REV.MIS.04 Misc. Contributions	709.75	2,083.30	-1,373.55	34.07%	12,500.00
REV.SUN.01 - Sunday Collection	1,859.09	2,500.00	-640.91	74.36%	15,000.00
Scripp Sales	10.16	12.50	-2.34	81.28%	75.00
<b>Site Rental</b>					
REV.SIT.01 Sandy Hill	4,298.08	4,218.50	79.58	101.89%	25,311.00
REV.SIT.02 - Spc. Evt. Rent	100.00	1,083.30	-983.30	9.23%	6,500.00
REV.SIT.03 - Site Use Contrib.	395.88	0.00	395.88	100.0%	0.00
<b>Total Site Rental</b>	<b>4,793.96</b>	<b>5,301.80</b>	<b>-507.84</b>	<b>90.42%</b>	<b>31,811.00</b>
<b>Total Revenues</b>	<b>67,649.91</b>	<b>64,610.60</b>	<b>3,039.31</b>	<b>104.7%</b>	<b>404,664.00</b>
<b>Total Income</b>	<b>67,649.91</b>	<b>64,610.60</b>	<b>3,039.31</b>	<b>104.7%</b>	<b>404,664.00</b>
<b>Gross Profit</b>	<b>67,649.91</b>	<b>64,610.60</b>	<b>3,039.31</b>	<b>104.7%</b>	<b>404,664.00</b>
<b>Expense</b>					
<b>Administration Expenses</b>					
OPS.ADM.01 Postage	78.57	150.00	-71.43	52.38%	900.00
OPS.ADM.02 Office Supplies	261.36	458.30	-196.94	57.03%	2,750.00
OPS.ADM.03 Copier	1,140.35	1,050.00	90.35	108.61%	6,300.00
OPS.ADM.05 Telephone & Internet	531.80	750.00	-218.20	70.91%	4,500.00
OPS.ADM.06 Adm. Mileage Exp	4.82	25.00	-20.18	19.28%	150.00
OPS.ADM.07 Misc. Supplies	0.00	50.00	-50.00	0.0%	300.00
<b>Total Administration Expenses</b>	<b>2,016.90</b>	<b>2,483.30</b>	<b>-466.40</b>	<b>81.22%</b>	<b>14,900.00</b>
<b>Bank Service Charges</b>					
	3.00				
<b>Boards &amp; Committees</b>					
COM.BRD.03 Board Expenses	0.00	125.00	-125.00	0.0%	125.00
COM.COM.03 Communications Comm.	115.40	158.30	-42.90	72.9%	950.00
COM.FND.03 Fundraising Comm. Ex	12.90	83.30	-70.40	15.49%	500.00
COM.FNF.03 Fun & Fellowship	0.00	75.00	-75.00	0.0%	450.00
COM.MEM.03 Membership Comm Exp.	120.00	233.30	-113.30	51.44%	1,400.00
COM.MUS.03 Choir & Music Exp.	241.49	416.70	-175.21	57.95%	2,500.00
COM.PCC.03 Pastoral Care Comm.	0.00	25.00	-25.00	0.0%	150.00
COM.SAC.03 Social Action Comm.	0.00	433.30	-433.30	0.0%	2,600.00
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<b>Total Boards &amp; Committees</b>	<b>926.53</b>	<b>1,966.60</b>	<b>-1,040.07</b>	<b>47.11%</b>	<b>11,175.00</b>
<b>Denomination Expenses</b>					
OPS.DEN.01 - UUA dues	3,500.00	0.00	3,500.00	100.0%	3,500.00
OPS.DEN.02 - PSWD Dues	1,000.00	0.00	1,000.00	100.0%	1,000.00
OPS.DEN.04 - Cluster Dues	0.00				500.00
<b>Total Denomination Expenses</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>100.0%</b>	<b>5,000.00</b>
<b>Finance Expenses</b>					
OPS.FIN.02 Bookkeeping Supplies	60.50	108.30	-47.80	55.86%	650.00
OPS.FIN.03 Accounting Fees	1,392.00	1,250.00	142.00	111.36%	7,500.00
OPS.FIN.04 Pledge Campaign Exp.	0.00				300.00

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OPS.FIN.04 Pledge Campaign Exp.	0.00				300.00

**UUFSD Policy and Procedure Document**

**Policy ID: 474**

**Title: Social Justice Action Committee**

**Date Approved:** September 19, 2017 by the Board of Directors

**Purpose**

To specify the responsibilities and operations of UUFSD Social Justice Action.

**Policy**

UUFSD Social Justice Action (SJA) is our umbrella social action committee. Unitarian Universalism aspires to make our world a better place for all living things. SJA's mission is to operate programs that enable us to live our UU principles through action.

SJA engages in programs that assist those in immediate need; empower those who require new skills and resources to take control of their lives; and preserve the ecological balance of our planet. Examples: Human Rights, Racial Justice, Immigration Reform & Education, Mental Health, Generosity Sunday, Community Resource Center Food Distribution, Environmental Justice, Indivisible Chapter, San Diego Food Bank, Gun Violence Prevention, Backpack Project, Casas de Luz Home Builds, LGBTQ.

**Procedure**

*Programs.* SJA is delegated ample authority to establish and carry out its programs. To encourage participation, it generally operates on a decentralized and entrepreneurial basis. Each program has a coordinator or coordinators, and members are encouraged to advocate for and coordinate projects that engage their passion. Programs may therefore arise and pass away in the normal course. Programs must be consistent with UU principles, be approved by the SJA, and have a funding plan.

*Meetings, Members, Voting Rights.* The SJA meets periodically (usually quarterly) as a body and participants include "SJA Permanent Members", "SJA Members at Large", and "SJA Visitors". Policy decisions are made by consensus whenever possible. When differences cannot be resolved by consensus, decisions on issues that come before the committee, i.e., new programs, Generosity Sunday applicants, and the SJA yearly budget, will be based on a vote by the majority of SJA Permanent Members and SJA Members at Large present at the meeting. SJA Visitors do not have the right to vote.

SJA Permanent Members (voting): SJA Chairperson, SJA Co-Chairperson, Program Coordinators.

SJA Members at Large (voting): SJA Members at Large participate in the daily planning and implementation of actions of the various SJA programs. SJA Members at Large are self designated UUFSD members and friends who have indicated an intention and demonstrated an ongoing commitment to one or more of the programs.

SJA Visitors (non-voting): In addition to the SJA Permanent Members and SJA Members at Large, the SJA quarterly meetings are open to the fellowship community and visitors are encouraged to participate. SJA Visitors can participate in the meeting dialogue but do not have the right to vote.