

Minutes of UUFSD Board Meeting
Tuesday, September 20, 2016, 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*

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

NEW ACTION ITEMS

-Alisa to send proposal for new chalice to Design Review Committee

-Heather to request that Personnel Committee research UUA policy regarding staff sabbaticals
[DONE]

-Alisa to reach out to UUA representative Sara Gibb-Millsbaugh to get an overview of leadership development materials

-Alison has volunteered to organize the fundraising brunches again this year.

- Mark to communicate to Memorial Wall Committee that the Fellowship will try to raise the initial \$7000 needed for the artist to start work on the next phase of the wall, and that we would like him to start in December or January if we have raised the money by then.

- Board members to reach out to certain committees for which they are liaisons (RE, Music/Worship, Member Engagement, Social Action & Justice, and Capital Campaign/DreamFundors/Buildings & Grounds) to set up dates for the to come to a future Board meeting to discuss each committee's mandate, challenges, successes, and needs. Committee liaisons to let Alisa know when each committee wants to come. The Communications Committee will be discussed at the October Board meeting.

OLD ACTION ITEMS

-Alisa to check with Christie Turner about expanding the nominating committee beyond Board positions to other committee leadership positions.

-Rev. Meghan to reach out to other ministers to find out best practices for absentee voting.

DECISION ITEMS

Adoption of Minutes from August Board Retreat. Mark made a motion to approve the minutes, which was seconded by Clint and passed unanimously.

Recognition of Legacy Donations. Mark made a motion to approve in principle the notion of on-site recognition of people who commit to give legacies, in the form of a tree, plaque, or similar, with Design Review Committee support, which was seconded by Heather and passed unanimously.

Site Rental and Use Policy. After discussion, the Board adopted the following resolution:

RESOLUTION MODIFYING SITE RENTAL AND POLICY:

The Board of Directors upon motion made by Mark Tuller and duly seconded by Alison Schlick, unanimously adopted the following resolution, September 20, 2016:

WHEREAS, UUFSD Policy and Procedure 750 governs Site Rental and Use; and

WHEREAS, Congregational Administrator Tracey Weiss has recommended that this policy be amended to require payment for the day prior to an event where access to the site is needed then to drop off, store, or set up items for the event; and

WHEREAS, the Board believes adopting this change is in the best interest of the Fellowship because it will reduce conflicts between events held at UUFSD;

NOW THEREFORE BE IT:

RESOLVED, the UUFSD Policy and Procedure 750 is hereby amended by adding the following sentence under the section entitled "Rental Fee Schedule":

If access to the facilities is needed the day prior to an event, for example to drop off, store, or set up items for the event, then the site must be reserved and the applicable payment made for the day prior in addition to the day of the event.

ITEMS FOR CELEBRATION / TRACKING SUCCESS

- Alice Bowden is the new webmaster
- Stu Anderson and Ken Schultz repaired the umbrellas in the amphitheater
- Lisa Ackerman is a new member of the Personnel Committee
- There has been a generous anonymous donation to the general fund

INFORMATION ITEMS

RE Report. The RE Director's report notes that Sunday mornings have been challenging because of the classroom construction. Alison also provided notice that she would like to take a sabbatical from September – December 2018.

Update on Classroom Construction. Clint reported that the city's stop work order is still in effect. The plans need to be resubmitted before the city will issue the permits needed to lift the stop work order. The YRUU classroom should be usable in 1-2 weeks, so long as we get the permits in that timeframe. The Americans with Disabilities Act requires that at a minimum, 20% of the cost of the work is spend on accessibility upgrades. The Fellowship may want to do more than that to make the site more usable.

Update on Conditional Use Permit Application. Clint reported that the application has been withdrawn for now because the city was requiring a biological survey. There is an apparent conflict between the clearing the Fire Marshal is requiring and the Coastal Commission requirements.

Choir Accompanist. Rev. Meghan has made Lynne Talley as the lead accompanist. Staff would like to thank Monique Kunewalder for her many years of dedicated service to the Fellowship and is considering an evening musical celebration.

Worship Committee. More members are needed because Christy Turner is stepping down as chair and Abby Laurent is having a baby.

Settled Minister Search. At the October Board meeting, the Board will be asked to approve a draft package including the salary package and letter of agreement. Chris Butler will be presenting.

Finance Report. Glen reported that revenue is 110% of the budget and expenses are 93% of the budget. We have a \$9500 surplus. There is a negative balance in the coffee fund, which could perhaps be backfilled by the surplus in Fun & Fellowship Committee Fund.

Memorial Wall. Clint reported that the artist will be available to start work again soon on the next phase of the wall but needs \$7000 to start work, and another \$7000 when the work is complete. There will need to be an appeal to the congregation to raise the initial funds because there is no funding currently available.

ITEMS FOR THOUGHTFUL DISCUSSION

Finance Committee. Mark led the discussion regarding the Finance Committee.

-The Finance Committee is chaired by Mark Tuller and is comprised of former chair Steve Rosen, Caroline DeMar, Charlotte Wilson, Stu Anderson, John Drummond, Rigdon Currie, and Glen Bowden, *ex officio*.

-Mandate: the Finance Committee is governed by UUFSD Policy and Procedure 440, last updated and approved by the Board in September 2015 (see handout).

-Challenges:

(1) Legacy and endowment is only at \$9000. The legacy program has been repeatedly pushed off for timing reasons. A subcommittee is trying to remedy this by reaching out to about 20 possible donors.

(2) The Sandy Hill rent negotiations have stalled.

(3) Our insurance may need to be updated because of the classroom renovations

(4) Lack of reserve funds for buildings and grounds, kitchen appliances, and music equipment. Despite thorough analysis, the Finance Committee has failed to convince the Board to include this in the budget.

(5) Leadership development is needed. The mean age on the Committee is high and there is a need to recruit younger people.

-Kudos to Stu Anderson and Glen Bowden in particular for their hard work and contributions. The whole group needs a collective thank-you.

Team Genero\$ity. Mark led the discussion regarding Team Genero\$ity.

-Chairs are Glen and Alice Bowden.

-Mandate: to raise enough money to cover the annual expenses of the Fellowship:

- \$300k in pledges
- \$16k from the auction
- \$8k from other fundraising
- \$3k from luncheons
- \$13k from collection plates
- \$3500 from site rentals
- \$3500 from use rentals

-Ideas for fundraising:

- Have members tell personal stories about why they give
- Remind everyone of UUA expectations for giving

The President declared the meeting adjourned at 9:00 pm. The next scheduled Board meeting is on Tuesday, October 18, from 7:00 to 9:00 pm at Rev. Meghan's office.

Respectfully submitted,
Heather Stroud, *Secretary*

Attachments:

- Agenda for September, 2016 Board meeting
- Minister's Report
- Administrator's Report
- RE Director's Report
- Music Director's Report
- Report from Barbara Blomgren regarding Memorial Wall
- Financials
- Revised UUFSD Policy and Procedure 750: Special Use of Facilities (with added language underlined)

UUFSD Board Meeting Agenda September 20, 2016

1. Chalice Lighting and Check-in
2. Opening words (*Clint*)
3. Items for celebration; tracking success
4. Review and approve minutes and agenda from board retreat
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
 - ADD next month: Update from Clint/ Buildings and Grounds/ Renovations/ Stop Work/ CUP
 - b. Monthly reports, as needed, from Committees
 - c. Quick updates
 - Settled Minister Search Committee (Alisa)
 - Staffing Issues / Monique (Alisa/Meghan)
 - Buildings & Grounds permit status (Clint)
 - Alice Bowden- Team G and webmaster too! (Glen)
 - d. Leadership Development (from board retreat) – next steps?
6. Short decision items, if any

< Break for snacks >

7. Monthly Financial Review
8. Thoughtful discussion topic for the month:
 - a. Finance Committee / Team G / Pledge (Mark T)
 - Memorial Walkway / artist issue
 - Moving Forward
 - b. Scheduling discussions for committees/ areas of congregational life, for months October through April (May is for the budget)
 - 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. Communications Committee (rescheduled to October) ('professionalized' / staff)
 2. RE ('professionalized' / staff)
 3. Music ('professionalized' / staff)
 4. Member engagement ('professionalized' / staff)
 5. Worship Committee
 6. Social Action & Justice
 7. Capital Campaign/ DreamFundors/Buildings & Grounds
9. Leftovers [second thoughts on things, items we forgot, etc.]
10. Review of action items/decisions
11. Items for next month's meeting
12. Who do we need to thank this month?
 - a. Steve Rosen (Wells Fargo)

- b. Stu and Kenny Anderson (umbrella repairs)
- 13. Process check and check out
- 14. Adjourn

Report to the Board of Directors
Rev. Meghan Conrad Cefalu
September 19, 2016

Staff

- We will be attending a UUA Regional Staff Development Day together on Saturday, November 5th at Chalice UU in Escondido.
- Our newest staff member, Chris Lehman, has integrated herself nicely into the team.
- Monique Kundwalder continues to be upset about my choice last June to hire Lynn Talley as the full time accompanist and has decided she can no longer play for us on the days when Lynn cannot. She has expressed that she might leave the fellowship entirely. (Chris has found several accompanists to fill in as needed.) Many staff hours (!) have been spent with Monique hearing her concerns and encouraging her to remain as a beloved member of our congregation. The staff would like to hold a gratitude celebration of Monique's gifts to the congregation over the many years she has played for us. We are in the preliminary planning stage and are aiming for a weekend evening in November and trying to find a lay person to head that up.
- I am working with each member of the main staff to develop their goals for the year.

Programs

- I am excited about the 4-week Non Violent Communication class that Adrienne has set up beginning Oct 11. I encourage any and all to attend, especially the leaders in the fellowship.
- A new Racial Justice/Black Lives Matter task force of the Social Justice Action committee has begun meeting and has plans to bring a substantial program to the fellowship early next year.
- The Environmental Justice Task Force is also actively discussing implementing the Green Sanctuary certification program beginning in the late winter/early spring.

Worship

- I lead a half-day retreat for the Worship Associates on August 27. We have two brand new Worship Associates joining the team: Tanya Strauss and Patricia Cofe-Stone.
- We are still trying to get the chalice situation fixed with a new, sturdier base and new chalice. ~)<
- The Worship Committee needs new leadership to replace Christie Turner and soon Abby Laurent who will be having a baby in December. We are actively seeking new folks to join the committee.

Pastoral Care

- The pastoral care demands have continued with deaths affecting several members of the congregation.
- The Pastoral Care Committee is reorganizing and getting more focused on keeping track of all the members in our congregation who are in need.

ADMINISTRATOR'S REPORT TO THE BOARD – AUGUST 2016

MEMBERSHIP STATISTICS

Total number of members:	247
Members emeritus:	6
Pledging friends:	9
Friends:	43

As of 9/14/16 - Total number of members, pledging friends and friends: 305

SUNDAY ATTENDANCE 6/19/16 – 9/4/16

Date	Age Group	One Svc 10:00am	
June 19	Adult	120	
	Child	10	
	Teen	6	
	Staff	6	
June 26	Adult	91	
	Child	16	
	Teen	??	
	Staff	4	
July 3	Adult	90	
	Child	5	
	Teen	??	
	Staff	4	
July 10	Adult	92	
	Child	12	
	Teen	??	
	Staff	4	
July 17	Adult	193!	
	Child	23	
	Teen	4	
	Staff	5	
July 24	Adult	90	
	Child	16	
	Teen	4	
	Staff	3	
July 30	Adult	101	
	Child	16	
	Teen	??	

	Staff	??	
August 7	Adult	93	
	Child	14	
	Teen	1	
	Staff	??	
August 14	Adult	124	
	Child	13	
	Teen	??	
	Staff	5	
August 21	Adult	120	
	Child	20	
	Teen	??	
	Staff	4	
August 28	Adult	129-134	
	Child	23	
	Teen	6	
	Staff	5	
September 4	Adult	Count wasn't taken	
	Child		
	Teen		
	Staff		

MEMBER CHANGES

Stuart Smith passed away last week. Carol and her daughter Alison are planning to hold a memorial on October 23rd.

SITE USE AND RENTALS

Memorial coming September 17th for Diane Masser-Frye's father

RENTALS SUGGESTION

Frequently when members use our facilities for weddings or Birthdays, they ask at the last minute to come in the day before to set up for their wedding or to have items delivered and stored for the event. This can cause issues when there are other events on those days. My suggestion is that we make a change in the rental policy for member weddings that if they will require setup the day before the wedding, they pay an additional non-refundable deposit of \$100 as they are requiring use of our facilities for two days rather than just one. In fact, we should make that option available to non-member renters as well. This will avoid schedule conflicts in the future. Please let me know your thoughts.

Respectfully submitted,
Tracey Weiss
Congregational Administrator

RE Board Report September 2016

Construction Issues

- The classroom situation is ongoing and while we have come to a workable situation for Sandy Hill, the RE Program continues to struggle with this challenge. I wanted to make the board aware that the JRUU/YRUU are meeting on the playground. Which will become awkward when we have a speaker come visit us. Hopefully the permit is attained soon and the construction can be finished on all of the classrooms.
- Childcare was locked out of the Pinecones classroom this Sunday. We were unable to unlock one of the locks on the door. So they, too, had to meet on the playground. It was a very busy playground.

Class Changes

- We have changed up the paid teaching positions and have added a new class at the 11:00 service. The JRUU/YRUU class is being taught by myself and we are doing an outside speaker curriculum. It was a hard decision to come to, because I enjoyed having young adults teach this course. However, I felt that it was really important for the health and growth of our congregation, that we offer an 11:00 PreK-K class. Liora and Sheryl have team taught the 9:00 Chalice Children curriculum for the PreK-K age group for almost 20 years. As volunteers they work exceedingly well together but are only interested in teaching at the first service. The past 2 years, I have split the 4 and 5 year olds that come at the second service between the childcare givers and the 1st-3rd class. In the spring, our classes were very full, and I felt that it would be very beneficial to have a separate class for the 4-5 year olds at the 11:00 service.
- So I have asked one of our childcare workers to teach at the 11:00 service for the PreK-K class. She will assist Sheryl and Liora at the 9:00 service, which will work out beautifully. What is needed now is another childcare worker. I am starting to look for one now. The class schedule is as follows, I will be changing it on the website etc:

9:00	11:00
Childcare	Childcare
PreK-K	PreK-K
1 st -3 rd	1 st -3 rd
4 th -6 th	4 th -6 th
	JRUU/YRUU

Sabbatical

I would like to officially ask the Board to consider granting me a sabbatical from September through December of 2018.

That semester is between big programs such as Coming of Age and Our Whole Lives, our minister will be settled for a year, and I feel that would be the best time to take one. I look forward to discussing this further with you.

Hello Alisa and Board,

Here is a brief music report.

1. Monique has resigned as of this past week. I have not told the choir yet, but this needs to happen very soon – e.g. this Thursday. I am looking for the right way to word it.

2. Wenda organized Summer Singers over the summer and it went well. Lynne and Monique participated.

3. Choir has begun and is going well. We have 28 singers currently, including 7 new members, 5 of whom are from outside of the Fellowship. The choir has neither enthusiastically embraced singing at 9:00 service periodically, nor have singers said they will not sing. We are on the schedule for alternating between the 9:00 and 11:00 services. Several singers have stepped up to sing at services where the choir is not scheduled. I hope to incorporate more instrumentalists and youth going forward.

4. We have added two new pianists to the sub list, Kathleen Kranz and Katie Klaerich. Both are excellent musicians and accompanists, and are delightful to work with. Also, Jeanne Saier, another excellent pianist who has played in the past, is often available.

5. The sound staff is looking at how we might train committee chairs on the inside system, so that they can set up microphones and run power points. We hope to begin this process with a training after services on Oct. 30.

Respectfully yours,

Chris Lehman, Music Director

Report to the Board of Directors on the UUFSD Memorial
Submitted by Barbara Blomgren on September 20, 2016

Background

Around 2003, plans took shape in response to long-cherished hopes of building a permanent memorial in the heart of the fellowship. With a matching grant from the Spirit Level Foundation, members contributed generously toward the initial costs of fulfilling that dream.

In 2007, UUFSD contracted with artist Gerald (Jerry) Thiebolt of Clay Associates to design and install the memorial. Incorporating lines from "When Clay Sings," by Caldecott winner, author/illustrator Byrd Baylor, Jerry's design consists of five walls holding sculptured murals including enough individual memorial tiles to last the fellowship well into its second century.

The money raised at the time was enough to build the five walls, plus a pathway, and to pay for creation and installation of the first three murals: AGAVE, BIRD, and LOTUS. The path features decorative tiles hand-made by members of the congregation. Rising in the center of the memorial is an obelisk topped by the James Hubbell sculpture already owned by the fellowship, which has been rechristened REMEMBRANCE.

Contractor Chris Kolb was engaged to build the infrastructure of the walls, which were completed in 2009.

The first mural, AGAVE, was dedicated in May 2010. Agave, the Century Plant, is ubiquitous to desert regions and has long been revered by native peoples for usefulness in sustenance and healing.

The second mural, BIRD, was completed in September 2011. Bird represents freedom and perspective and symbolically bridges the gap between the mundane and the spiritual in life.

The third mural, LOTUS, was installed in June 2014. With its strong stem, the lotus traditionally symbolizes the unbreakable bonds of human love and family.

The three murals contain of almost 300 individual tiles, of which 70 have been reserved or engraved to date. Jerry's designs for the fourth and fifth walls illustrate the themes CHALICE AND SUN and TREE OF LIFE. They will contain another 190 tiles.

Approximate costs to date:

2004-2008: ~\$63,250 (\$1,750 for preliminary design, model, drawings, samples; \$1,100 for portion of oversight, permits, pathway; \$60,400 for construction of five walls).

2009-2010: ~\$17,500 (\$7,000 to begin mural I; \$2,000 upon UUFSD approval; \$5,000 final payment for mural I (Agave); \$1,100 for portion of oversight, permits, pathway; \$2,400 for repair of Hubbell sculpture.)

2010-2011: ~\$16,200 (\$7,000 to begin mural II; \$2,000 upon UUFSD approval; \$5,000 final payment for mural II (Bird); \$2,200 for balance of oversight, permits pathway.)

2012-2014: ~\$14,000 (\$7,000 to begin mural III; \$2,000 upon UUFSD approval; \$5,000 final payment for mural III (Lotus).

Remaining work and future costs:

In 2014 when Jerry finished the third mural, the initial UUFSD funds raised were exhausted. Jerry had a commission to produce a memorial wall Sacred Heart Catholic Church in Ocean Beach that he estimated would take him two years. Those two years have now passed.

I spoke with Jerry on September 19, 2016. He anticipates that he will be installing the Ocean Beach church wall during November 2016. There is a good chance that he could begin work on a fourth mural for UUFSD as early as December 2016. He would elect to work first on the larger of our two remaining murals, the one on the right as you enter the memorial complex from the patio: CHALICE AND SUN.



Each mural costs \$14,000, paid to Jerry as follows: \$7,000 as work begins; \$2,000 upon approval by UUFSD before firing; and \$5,000 upon the completion of installation. The process is time-consuming and vulnerable to occasional delays, so the best case scenario would see the wall's completion by the end of 2017.

It's important to explain that the \$300 minimum donation per tile goes toward the cost of engraving the tile and maintaining/repairing the murals if there is damage. Donations and tile reservations have slowed almost to a halt, although periodically we remind and encourage members to donate and reserve tiles ahead of need for themselves, spouses/partners, and children, or for other living or deceased fellowship members, or to join with other members to donate tiles honoring present or past members.

Over many years, individual donations should eventually amortize the large initial outlays for building the Memorial. However, we won't be able to have the last two murals completed without an additional \$28,000.

I understand that the Board is eager to complete Memorial Complex as soon as feasible and that the recently awarded Spirit Level Foundation grant could provide an avenue toward that goal. Jerry too is committed to completing his commission with UUFSD before time passing makes the work too difficult. Jerry is unique in his capacity to create such monumental work, and he is always on the lookout for competent assistance. I urged him to increase his efforts to find someone with applicable experience, talent, and interest in assisting him.

The Memorial Walls policy statement and a form and instructions for each minimum \$300 per tile donation and location selection are available at uufsd.org/giving/memorial-walkway, or by contacting me at 858-453-7414 or bwblomgren@san.rr.com

The UUFSD Memorial project was shepherded initially by the Design Review Committee. In 2010 coordination for completion of the murals, plus tile donations and reservations, location assignments, engraving, and installation moved to the Memorials Committee, of which I am currently the chairman and sole member. **I have reached an age when it would be prudent to recruit and orient a couple more members to succeed me, and I would welcome assistance from the Board in this regard.**

Respectfully submitted,
Barbara Blomgren

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

	<u>Aug 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
WF \$ Market Savings x1468	8,689.46
WF \$ Market Savings x1874	5,783.62
WF Bus Chkg x3767	248,376.69
Vanguard Money Market	38,902.01
Vanguard GNMA	413,354.58
Total Checking/Savings	<u>715,106.36</u>
Accounts Receivable	
Accounts Receivable	259,117.82
Capital Campaign Pledges	543,581.62
Total Accounts Receivable	<u>802,699.44</u>
Other Current Assets	
Prepaid Expense	567.83
Undeposited Funds	1,507.89
Total Other Current Assets	<u>2,075.72</u>
Total Current Assets	<u>1,519,881.52</u>
TOTAL ASSETS	<u>1,618,881.62</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-3,635.85
Total Accounts Payable	<u>-3,635.85</u>
Other Current Liabilities	
Direct Deposit Liabilities	
Payroll Liabilities	-7,499.87
Payroll Liabilities	
LIA.PER.01 Payroll Taxes	1,674.90
Medical Liability	655.42
UUA Pension Liability	386.61
Payroll Liabilities - Other	2,694.32
Total Payroll Liabilities	<u>5,411.25</u>
Total Other Current Liabilities	<u>-2,088.62</u>
Total Current Liabilities	<u>-5,724.47</u>
Total Liabilities	-5,724.47
Equity	
Pledge Prepayments	7,340.00
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	-24,951.96
FND.SPG.04 - D. of C. ER Pay Taxes	-1,557.35
FND.SPG.06 - D. of C. Expenses	-2,500.60
FND.SPG.10 - Bathroom	21,031.25
Total FND.SPG.01 - Spirit Grant Fund	<u>92,021.34</u>
Opening Balance Equity	-1,813.82
Permanent Restricted	
FND.PGE.01 - Endowment Fund	9,410.10
Total Permanent Restricted	<u>9,410.10</u>

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

	Aug 31, 16
Temp. Restricted	
Reserves (pe J.Penny)	
RES.AFR.01 - Appilance & 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	1,575,424.49
FND.CAP.03-Cap Campaign Expense	-491,000.73
Total FND.CAP.01 - Capital Campaign	1,084,423.76
Total Building Funds	1,084,423.76
Other Funds	
FND.LIB.02 - Lib Improv't Fund	250.00
FND.COF.02 -Coffee Fund	-757.16
FND.CON.02 - Concert Fund	2,360.49
FND.DBN.02 - DeBenneville Pineo	2,013.25
FND.DRE.02 - DRE Discor. Fund	1,174.01
FND.HFH.02 - Casas de Luz	30,936.23
FND.JRU.02 -JRUU Fund	1,100.11
FND.MIN.02 - Min. Discor. Fnd.	2,478.29
FND.MWL.02 - Memorial Wall Fnd.	1,843.04
FND.REL.02 - RE Special Fnd.	2,600.00
FND.SAC.02 - SAC Schirship/Art	626.43
FND.SPC.02 - Spol. Coll. Fnd.	1,053.10
FND.YOU.02 - Youth Scholarship	2,754.00
FND.YRU.02 - YRUU Fund	383.16
Total Other Funds	48,814.95
Committee Funds	
COM.SUN.04 - Worship Comm C/O	311.47
COM.ADL.04 - Adult Prmc C/O	442.20
COM.SAC.04 SAC C/O	
Backpack Fund	400.00
Human Rights	2,442.53
Total COM.SAC.04 SAC C/O	2,842.53
COM.MUS.04 Choir/Music C/O	645.64
COM.LIB.04 Library Comm. Carryo	2,624.03
COM.CNX.04 Joy Comm. C/O	504.69
Total Committee Funds	7,370.56
Total Temp. Restricted	1,162,961.43
Unrestricted Net Assets	12,767.30
Net Income	240,751.85
Total Equity	1,525,605.99
TOTAL LIABILITIES & EQUITY	1,618,881.62

UUFSD
PROFIT &
LOSS
As of
8/31/16

	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Revenues				
Fundraising				
REV.AUC.01 - Auction Income	1,805.00	0.00	1,805.00	100.
REV.MIS.01 - Fundraising Income	0.00	0.00	0.00	0.
REV.MIS.05 - Luncheon Income	89.10	0.00	89.10	100.
Total Fundraising	1,894.10	0.00	1,894.10	100.
Interest Income	0.15	0.00	0.15	100.
Pledges				
REV.PLG.01 -Pledge Current Yr	54,692.25	49,538.00	5,154.25	110.4
Total Pledges	54,692.25	49,538.00	5,154.25	110.4
RE Program Income				
REV.REL.01 RE Donations	0.00	84.00	-84.00	0.
REV.REL.02 COA/OWL Fees	0.00	125.00	-125.00	0.
Total RE Program Income	0.00	209.00	-209.00	0.
REV.MIS.04 Misc. Contributions	2,773.00	1,420.00	1,353.00	195.2
REV.SUN.01 - Sunday Collection	1,619.47	2,166.66	-547.19	74.7
Scripp Sales	2.85	25.00	-22.15	11.
Site Rental				
REV.SIT.01 Sandy Hill	4,036.78	4,916.66	-879.88	82.
REV.SIT.03 - Site Use Contrib.	248.11	625.00	-376.89	39.
REV.SIT.02 - Spc. Evnt. Rent	200.00	625.00	-425.00	32.
Total Site Rental	4,484.89	6,166.66	-1,681.77	72.7
Total Revenues	65,466.71	59,525.32	5,941.39	109.9
Total Income	65,466.71	59,525.32	5,941.39	109.9
Gross Profit	65,466.71	59,525.32	5,941.39	109.9
Expense				
Boards & Committees				
COM.FND.03 Fundraising Comm. Ex	0.00	83.34	-83.34	0.
COM.SAC.03 Social Action Comm.	288.44	420.00	-131.56	68.6
COM.PUB.03 Publicity Exp.	504.12	468.66	35.46	107.5
COM.PCC.03 Pastoral Care Comm.	0.00	45.00	-45.00	0.
COM.MUS.03 Choir & Music Exp.	168.70	225.00	-56.30	74.9
COM.MEM.03 Membership Comm Exp.	21.59	165.00	-143.41	13.0
COM.FNF.03 Fun & Fellowship	0.00	90.00	-90.00	0.
COM.BRD.03 Board Expenses	0.00	40.00	-40.00	0.
COM.SUN.03 Worship Comm.	12.13	293.34	-281.21	4.1
Total Boards & Committees	994.98	1,830.34	-835.36	54.3

Administration Expenses				
OPS.ADM.01 Postage	141.00	116.66	24.34	120.8
OPS.ADM.02 Office Supplies	315.96	500.00	-184.04	63.1
OPS.ADM.03 Copier	1,158.47	945.84	212.63	122.4
OPS.ADM.05 Telephone & Internet	818.31	666.66	151.65	122.7
OPS.ADM.06 Adm. Mileage Exp	12.96	33.34	-20.38	38.8
OPS.ADM.07 Misc. Supplies	17.91	83.34	-65.43	21.4
Total Administration Expenses	2,464.61	2,345.84	118.77	105.0
Denomination Expenses				
OPS.DEN.04 - Cluster Dues	0.00	0.00	0.00	0.
OPS.DEN.02 - PSWD Dues	0.00	0.00	0.00	0.
OPS.DEN.01 - UUA dues	0.00	0.00	0.00	0.
Total Denomination Expenses	0.00	0.00	0.00	0.
Finance Expenses				
OPS.FIN.02 Bookkeeping Supplies	69.29	120.00	-50.71	57.7
OPS.FIN.06 Credit Card Fees	115.49	310.00	-194.51	37.2
OPS.FIN.05 Other Finance Exp.	6.00	50.00	-44.00	12.
OPS.FIN.04 Pledge Campaign Exp.	0.00	0.00	0.00	0.
OPS.FIN.03 Accounting Fees	1,828.75	1,166.66	662.09	156.7
OPS.FIN.01 Payroll Fees	0.00	0.00	0.00	0.
OPS.INT.01 UUA Loan Expense	0.00	0.00	0.00	0.
Total Finance Expenses	2,019.53	1,646.66	372.87	122.6
Religious Exploration				
COM.REL.03 RE Program Exp.	445.59	666.66	-221.07	66.8
COM.OWL.03 COA/OWL Exp.	261.35	125.00	136.35	209.0
Total Religious Exploration	706.94	791.66	-84.72	89.
Site Operations				
OPS.SIT.10 Audio/Visual Exp.	0.00	50.00	-50.00	0.
OPS.SIT.06 Monitoring Services	0.00	0.00	0.00	0.
OPS.SIT.03 Gas & Electric	634.89	775.00	-140.11	81.9
OPS.SIT.07 B&G Maintenance	795.84	941.66	-145.82	84.5
OPS.SIT.01 Property Insurance	0.00	0.00	0.00	0.
OPS.SIT.02 Real Estate Taxes	0.00	0.00	0.00	0.
OPS.SIT.05 Water	297.82	342.34	-44.52	87.
Total Site Operations	1,728.55	2,109.00	-380.45	81.9
Payroll Expenses				
COM.PER.03 - Misc. Personel Exp	36.00			
PER.MIS.01 Misc. Personnel	0.00	0.00	0.00	0.
PER.SIT.07 Worker's Comp Ins.	2,769.77	0.00	2,769.77	100.
PER.SIT.12 - ER Payroll Taxes	1,739.62	274.66	1,464.96	633.3
Site Support Staff				
PER.SIT.01 -Childcare Wage	757.12	587.50	169.62	128.8
PER.SIT.02 - Custodian	1,000.00	950.00	50.00	105.2
PER.SIT.03 - Site Caretaker	385.92	795.00	-409.08	48.5
PER.SIT.04 - Special Event Wage	0.00	0.00	0.00	0.
PER.SIT.09 - Sound Technician	1,117.50	1,250.00	-132.50	89.
PER.SIT.10 - Youth Support	0.00	0.00	0.00	0.

PER.SIT.11 - Lead Teach & Asst.	0.00	957.50	-957.50	0.
Total Site Support Staff	3,260.54	4,540.00	-1,279.46	71.8
Congregational Administrator				
PER.OFF.01 Cong. Adm. Wages	5,320.00	5,767.66	-447.66	92.2
PER.OFF.02 Cong. Adm. UUA Pens.	494.00	576.66	-82.66	85.6
PER.OFF.03 - ER Payroll Taxes	0.00	441.16	-441.16	0.
PER.OFF.04 Cong. Adm. Medical	1,581.16	1,937.00	-355.84	81.6
PER.OFF.07 Cong. Adm LTD Ins	0.00	57.66	-57.66	0.
PER.OFF.08 - Admin. Prof. Exp.	0.00	33.34	-33.34	0.
Total Congregational Administrator	7,395.16	8,813.48	-1,418.32	83.9
Music Expenses				
PER.MUS.03 - Benefits	70.68			
PER.MUS.11 Accompanist Wages	120.00	1,200.00	-1,080.00	10.
Choir Director				
PER.MUS.01 Choir Director Wage	2,707.68	2,933.34	-225.66	92.3
PER.MUS.02 Choir Dir. Prof. Exp	0.00	208.34	-208.34	0.
Total Choir Director	2,707.68	3,141.68	-434.00	86.1
Music ER Payroll Tax	0.00	316.16	-316.16	0.
Total Music Expenses	2,898.36	4,657.84	-1,759.48	62.2
Director of RE				
PER.DRE.01 DRE Wages	8,000.00	8,666.66	-666.66	92.3
PER.DRE.02 DRE - UUA Pension	692.32	866.66	-174.34	79.8
PER.DRE.03 - ER DRE Payoll Tax	0.00	663.00	-663.00	0.
PER.DRE.04 DRE Medical	1,753.20	1,251.50	501.70	140.0
PER.DRE.05 DRE Dental	103.40			
PER.DRE.06 DRE Life Ins.	0.00	55.16	-55.16	0.
PER.DRE.07 DRE LTD Ins.	105.11	86.66	18.45	121.2
PER.DRE.09 DRE Professional Exp	0.00	416.66	-416.66	0.
Total Director of RE	10,654.03	12,006.30	-1,352.27	88.7
Minister Expense				
PER.MIN.09 - Sett'd Min Search	1,359.28	833.34	525.94	163.1
Minister Benefits				
PER.MIN.00 in Lieu of FICA	918.00	1,122.00	-204.00	81.8
PER.MIN.02 Minister Housing	4,615.40	5,000.00	-384.60	92.3
PER.MIN.03 Minister UUA Pension	1,291.80	1,466.66	-174.86	88.0
PER.MIN.04 Minister Medical	1,788.28	1,937.34	-149.06	92.3
PER.MIN.06 Minister Life Ins.	0.00	0.00	0.00	0.
PER.MIN.07 Minister LTD Ins.	0.00	146.66	-146.66	0.
PER.MIN.08 Minister Profess. Ex	389.30	833.34	-444.04	46.7
Total Minister Benefits	9,002.78	10,506.00	-1,503.22	85.6
Minister Wages				
PER.MIN.01 Minister Salary	7,584.61	9,666.66	-2,082.05	78.4
Minister Wages - Other	1,338.47			
Total Minister Wages	8,923.08	9,666.66	-743.58	92.3
Total Minister Expense	19,285.14	21,006.00	-1,720.86	91.8
Total Payroll Expenses	48,038.62	51,298.28	-3,259.66	93.6
Reserves				

RES.BAG.01 - B&G Reserve	<u>0.00</u>	<u>166.66</u>	<u>-166.66</u>	<u>0.</u>
Total Reserves	<u>0.00</u>	<u>166.66</u>	<u>-166.66</u>	<u>0.</u>
Total Expense	<u>55,953.23</u>	<u>60,188.44</u>	<u>-4,235.21</u>	<u>92.9</u>
Net Profit	<u><u>9,513.48</u></u>	<u><u>-663.12</u></u>	<u><u>10,176.60</u></u>	<u><u>-1,434.6</u></u>

UUFSD Policy and Procedure Document

Policy ID: 750

Title: Special Use of UUFSD Facilities

Date Approved: September 20, 2016, the Board of Directors

Purpose

Our site is primarily for the use of the UUFSD membership and staff in conducting our regular services, operations, and other Fellowship sponsored programs. However, we also welcome the opportunity to make our site available, when such use does not conflict with our tax exempt status or regularly scheduled Fellowship activities, to members and non-members as outlined in this policy. Anyone using this site is expected to respect that this is a religious institution and to conduct their programs in accord with the Principles and Purposes of the Unitarian Universalist Association of Congregations.

The Internal Revenue Service, in granting tax-exempt status, requires that a 501(c)(3) organization's activities must be directed exclusively toward charitable, educational, religious, or other exempt purposes. Such an organization's activities may not serve the private interests of any individual or organization. Rather, beneficiaries of an organization's activities must be recognized objects of charity (such as the poor or the distressed) or the community at large (for example, through the conduct of religious services or the promotion of religion).¹ For this reason, UUFSD facilities may not be used for activities that result in personal financial benefits for individuals or commercial organizations other than payments for goods and services procured in support of the Fellowship-related programs.

When our site is not being used for regular services, operations, and other Fellowship-sponsored activities organized by the various committees and groups within the congregation, it can be made available:

- for members to hold ceremonies at important times of their lives, such as weddings and memorial services.
- for members who coordinate Fellowship business or organizes and conducts activities on a regular basis within the mission of the Fellowship to sponsor qualified non-profit groups (501c3 or equivalent organizations) whose goals are consistent with Fellowship goals and principles.
- for non-member non-profit groups to hold community or educational activities (musical performances, lectures, meetings, etc.) provided such activities are consistent with Fellowship goals and principles.

¹ IRS Pub. 1828: [Tax Guide for Churches and Religious Organizations](#)

- for members to hold classes, art shows, and other demonstrations or exhibits. No member may receive direct financial benefits from the use of the facilities. However, money may be collected to cover direct costs and/or to contribute to the Fellowship.
- on a fee basis for non-members to hold celebrations such as weddings, memorial services or other events, provided that such events are consistent with UU Principles. The Board or its designee will be the sole arbiter of whether an event is permissible under this provision.

Consistent with our designation as a religious organization, we do not allow the site to be used for meetings supporting any particular political candidate or organization.

Any use other than those specifically covered above must be approved in advance by the Board of Directors or its Designee. The Congregational Administrator is responsible for the day-to-day decision-making and for obtaining any necessary documentation regarding the group requesting use. For any event which does not meet the criteria described above, the Administrator will refer the matter to the Board of Directors.

Exception to this Policy

This policy does not apply to the rental of classrooms and other spaces by Sandy Hill nursery school. The agreements between UUFSD and Sandy Hill are documented in a separate lease.

This policy does not apply to authorized fund raising events for the Fellowship. The requirements for these events are established by the Board in consultation with the Stewardship Committee and other appropriate committees.

Policy

All Parties Using the Site:

- We expect that those using the site will recognize that it is a religious center and will treat it with respect.
- We reserve the right, at the sole direction of the UUFSD Board of Directors, to refuse the use of the facilities to any member, non-member, or group.
- We limit the use to the purposes outlined in the “Purpose” section, above. Any questions concerning the proper interpretation of this policy should be directed to the President of the Board.
- Any Sunday rentals will not begin before 2:00 p.m.

Rental Fee Schedule:

- The Church Administrator maintains a fee schedule listing the prices for renting various facilities on our site.
- The fee schedule for site rentals is to be reviewed every three years by an ad hoc committee appointed by the Board. The goals for setting the fees should include: (1) recovering any additional maintenance or other costs directly resulting from the rental program, (2) ensuring consistency with local market pricing, and (3) generating revenue.
- All rentals and use require, at a minimum, a \$100 custodial fee to ensure that our site remains clean and ready for Fellowship use. This fee is nonrefundable.
- If access to the facilities is needed the day prior to an event, for example to drop off, store, or set up items for the event, then the site must be reserved and the applicable payment made for the day prior in addition to the day of the event.
- The Board may waive or reduce any fee when this seems warranted by the individual circumstances.

Special Conditions:

This section of the policy defines various circumstances where the fees may be reduced or waived.

Members Using the Site:

There is no site use charge for those who are current UUFSD voting members and have been members for at least one year and their immediate family members (spouse/partner and children) to use the site for weddings and memorial services. The members do not have to sign a hold harmless agreement for this type of use. Reimbursement may be requested for ceremonies that require more than 4 hours of basic set-up and custodial services.

Other UU Organizations Using the Site:

There will be no charge for site use by other Unitarian Universalist congregations or organizations that are hosted or approved by the Minister, Director of RE or the Music Director. There is also no requirement for a hold harmless agreement.

Members Sponsoring a Non-Profit Group:

If a committee or recognized group wishes to sponsor a qualified (501c3 or equivalent) non-profit group to use the site, all fees except the custodial fee may be waived in the following conditions:

- 1) The UUFSD group or committee sponsoring the event agrees to be responsible for the group, and to ensure that the site is left in the same condition as before the event.
- 2) The UUFSD member, group or committee agrees to have a member at the event, to unlock and lock up, and to be available to handle any problems that may arise.
- 3) The organization completes the UUFSD hold harmless agreement.
- 4) The member assures that any money collected is shared with the Fellowship and such money is submitted to the administrative assistant at the office when it is received.

Organizations requesting use of the facility with a fee waiver may make a tentative reservation at any time. Confirmation cannot be provided more than three months before the planned use unless the organization pays the “other non-profit use” fee.

Other Non-Profit Use:

Use of the site by a non-profit group, is allowed with the following conditions:

- 1) The group agrees to pay ½ the normal rental rate, and conform to all regular conditions that would apply to any other outside group (see below).
- 2) The organization completes the UUFSD hold harmless agreement.

Reservations for this category can be confirmed upon receipt of a deposit.

Public Use of the Site:

Other applicants (non-members or those who have not been voting members for one year or more) will pay the custodial fee plus the normal rental rate, and will complete all needed paperwork, including the hold harmless agreement.

Procedure

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| Applicant for Use or Rental | 1. Contacts the Congregational Administrator. |
| Congregational Administrator | 2. Checks the date of the proposed event and advises Applicant whether the date is available. |
| | 3. Advises Applicant of all applicable rates and fees. |
| | 4. Ensures that the event is consistent with this policy. In the event of any doubts on the interpretation of this policy, or if applicant is seeking a waiver from the policy, consults with the Minister or President of the Board, or its designee. Obtains any needed approvals as outlined in the policy section above. |
| | 5. If the date is available, the use is appropriate, and the Applicant wishes to proceed, provides the Applicant with the forms in use at the time. |
| Applicant | 6. Completes and submits all forms and required deposits to hold the date. |
| | 7. 30 days prior to the event, pays the balance of the rental fee due. |
| Congregational Administrator and Applicant | 8. Coordinate together all details relating to the event. Applicant may involve others (for example, an "Event Coordinator") who may act as agents for the Applicant. |
| Congregational Administrator | 9. After the event, receives a report of the event and clean up from the custodian or event coordinator. Requests reimbursement for additional expenses, if any, related to set-up or clean-up. |