

AGENDA FOR UUFSD BOARD MEETING - 1/12/2014

12:10 12:15

**Check-in and Chalice Lighting
Join Hands and Recitation of Board Covenant**

We covenant to build a religious community guided by love and sustained by respectful relationships. Believing that building healthy relationships is a spiritual practice, we aim to listen appreciatively, speak with care, express gratitude, honor our differences, and assume good intentions. We endeavor to communicate directly, honestly, and compassionately, particularly when we are in conflict. When we hurt one another, we will try to forgive, make amends and reconnect in a spirit of love. In celebration of the common purpose that unites us, we will do our best to abide by this covenant.

12:15 - 12:20: Review and approve agenda

12:20 - 12:50: Consent Agenda

- Approve November minutes
- Review and Confirm Vote on changes to By-Laws (Caroline DeMar).
- Review and update of Board Liaison Assignments (Ruth)

12:50 - 1:05: Staff and Committee liaison reports

- Treasurer
- Church Administrator
- RE
- Minister's report

1:05 - 1:20 Proposed Resolution on Employee Retirement

1:20 - 1:30 Review of Vanguard account and liquidity needs

1:30 - 1:35 Preparing for the Review of the Two Services Experience:

We will be conducting a review of the Two Services Experience in May, but in order to allow the Treasurer to prepare a budget, we will need to have an initial review and a preliminary sense about moving forward no later than April. It might be necessary to prepare a core budget, then add whatever additional costs and revenue might be attributable to the two services.

We also said we'd put this to a vote to the whole Fellowship. We need to begin to lay the groundwork for doing this.

Katherine Sturch has laid out a process for evaluating the effort. I would like a team of 3 to take a look at that, and suggest some other issues we as a Board need to consider in time for February's Board meeting. Among Questions we should consider:

- How do we define success?
- How do we attribute outcomes to the existence of the two services? (For example, if we have grown, can we link it to the existence of two services, and if so, how?)
- What problems has it created, are there solutions? (For example, Poor attendance at RE classes in the first service ... loss revenue from lunches ...)
- What tangible benefits has it produced?
- Many others ...

1:35 - 1:45 Update on Key Issues and Assignment of Board Liaison to issue areas

1. **Strategic Plan** – Status of the Implementation Plan – John Atcheson
2. **Capital Improvement** - Reviewing where we are in the capital improvement process both planning and fundraising. John Atcheson
3. **Membership Engagement, Enrichment, and Leadership Development** – Building a process and structure that engages members from their first experience through their time at the Fellowship in order to identify their passions, help them understand their obligations, and prepare them to be effective leaders and participants in the Fellowship's broader objectives. John Atcheson
4. **Training and Development** – Reviewing current efforts, brainstorming, planning trainings and supporting committee structures and systems for improving the membership experience and effectiveness.
5. **Revenue Generation** - Looking at previous functions and achievements of our stewardship process and **making sure we are on track budget-wise**, and what to do to support that.

1:45 - 1:50 Review of Action Items/Decisions
Items for next meeting

1:50 - 1:55 Schedule greeters and snacks

1:55 - 2:00 Check out

UUFSD Board of Directors Meeting—January 12, 2014

Present:

John Atcheson, Caroline DeMar, Steve Rosen, Maria Penny, Don Jones, Alison Crotty, Ruth Gregory. Not in attendance were Eli Snider, Bev Majors, Rev. David, and Elizabeth Lindsay.

The Board approved the Agenda and the November Minutes.

The Board approved a request by Betsy Gilpin that a luncheon/brunch be scheduled to raise funds for DeBenneville camp scholarships.

Changes to the By-Laws

Caroline presented changes to the By-Laws which address changing membership status from voting to inactive, Article III, Section 3, #1 and #2. There are changes in Article VI, Section 3, Board of Directors Election and Term of Office which will even out the terms of current members so beginning in 2016, all Directors will be elected to serve full three-year terms in staggered years. The Board approved the changes.

Liaison Assignments

Board Liaison assignments were reviewed: Maria connects with Finance and Buildings and Grounds; Caroline connects with Nominations and Stewardship; Steve works with Design and Review; John works with Social Action; Don will take Bev's place with Religious Education since she has assumed Treasurer's duties.

Proposed Resolution on Employee Retirement

Steve presented an Adoption Resolution of the 2014 Restatement-Unitarian Universalist Organization Retirement Plan which effects UUFSD employees and follows UUA guide lines to modernized employee benefit plans. The Board approved the Resolution which will be implemented July 1, 2014.

Vanguard Accounts

Steve reviewed the Vanguard accounts and their ability to meet UUFSD cash flow needs in the future. The Board determined there is adequate liquidity, and therefore no need to make any changes to the accounts as they are adequate to meet Fellowship requirements.

Preparing of the Review of the Two Services Experience

John led discussion about the need to begin evaluating the Two Services Effort in order to bring it to the whole Fellowship for vote in the spring.

ACTION: John, Maria and Don will meet with the Two Services committee to determine guidelines to assess the successes and problems with the Two Services Experiment. They will report to the Board at the February meeting.

Updates

Strategic Plan: Walter Kanzler is putting a master plan together for capital

improvements.

Capital Improvement Funding: The committee foresees that \$50,000 will be needed to develop the master plan and that no more than \$200K will be required for any further implementation actions prior to sharing the plan with the Fellowship before the next Congregational meeting in June.

Revenue Generation: Income for the Fellowship is on target for the year.

Training and Development: There is concern about engaging members to fill volunteer positions in the future. Programs are running OK now but it is very hard to get members to volunteer for key activities such as Membership and Stewardship.

Religious Education: The RE program has 115 children signed up for classes and Alison I working on restructuring parts of the program to meet needs in the two service experience. There are openings for one teacher and two assistants during the first service and finding those volunteers has been difficult.

The Congregational Meeting is scheduled for January 19 after the second service to vote on the changes to the By-laws and the new Covenant of Right Relations.

The next Board meeting will be February 16 at 12:30. Steve will bring snacks.

Minutes: UUFSD Board Meeting—February 16, 2014

Participating Attendees: John Atcheson, Bev Majors, Eli Snider, Don Jones, Maria Penny, Steve Rosen, Rev. David, Alison Crotty, Elizabeth Lindsay, Ruth Gregory. Scott Thatcher represented the Pledge Committee and Heather Stroud represented the Personnel Committee.

The Board approved the Agenda and the January minutes.

STAFF AND COMMITTEE LIAISON REPORTS

Pledge Committee: Scott Thatcher reported the committee has set the 2014 pledge target at \$315,000 which is approximately 13% above last year and is ready to mail pledge letters. This goal should be reachable due to the increase in membership and the improved economy. There will be a matching campaign fund established from members willing to participate to encourage members to increase their pledge over last year.

Treasurer's Report: Bev reported we are 58.3% through the fiscal year with revenue at 64%, \$226,336 and expenses at 59%, 208,972. Sunday collection is at 75% of the year which may be due to the two service format. There has been no change in the Capital Campaign account since December; it remains at \$445,014. The Vanguard accounts remain about the same and tax statements for Charitable Contributions have been given out or mailed.

Church Administrator: Elizabeth reported membership stands at 274.

Religious Education: Alison was pleased to report there are 127 children in the RE program with 119 of them registered. Sunday attendance averages 45 kiddos. She is receiving Sunday morning help from three YRUU volunteers which helps a lot with classes. The RE committee will be surveying parents asking for input as they plan for the coming year and the possibility of continuing the two service format. A donation of \$500 was received from a YRUU family for teen programs.

Minister's Report: Rev. D is pleased with the reboot of the Pastoral Care Committee which has created the slogan, "Creating a Community of Caring." They plan to present a program in the near future about empty nesting and have been providing support recently to member families in crisis. The reboot of the Social Action committee is going well. Average attendance is 170 which is a marked increase from 133 before the two service experiment. He reminded members that District Assembly will be held at First Church April 25-26 and encouraged attendance.

Key Issues Update

Strategic Plan: John reported that Walter Kanzler has been working on the Implementation Plan and has sent information to a number of architectural firms who have indicated interested in the proposed ideas.

Capital Improvement: The Capital Improvement campaign will reengage when the Master Plan for capital improvements has been completed. It is currently being prepared for bidding. It will likely begin sometime in late summer/fall when the RFP is received from the architect. John mentioned there is an opportunity for another Spirit Level Grant and the proposal needs to be submitted by March 1. He will write the application and asked Board members to send ideas of projects for the grant to him soon.

ACTION: Board members will send ideas for grant projects to John.

Membership Engagement, Enrichment, and Leadership Development/Training & Development : Rev D and John are working with the Membership Committee and the Nominating Committee to to engage members, improve the membership experience, provide educational opportunities on UU, and improve leadership development.

ACTION: We will work with Membership to see if the greeter function be covered by members.

The next meeting is March 16; John will bring snacks.

The Board went in to Executive Session.

MINUTES: UUFSD Board Meeting—March 16, 2014

Attendees: John Atcheson, Caroline DeMar, Steve Rosen, Bev Majors, Don Jones, Rev. David, Alison A. G. L. M. Crotty, Jill Reis, Ruth Gregory. Alisa Guralnick and Heather Stroud represented the Personnel Committee and Carol Blakistone represented the RE Committee. Maria Penny and Eli Snider were absent.

The Board approved the Agenda and the February Minutes.

STAFF AND COMMITTEE LIAISON REPORTS

Treasurer: Bev reported that with two-thirds of this year completed, overall revenue looks good at almost 70% of budget. Likewise overall expenses look in line at 64% of budget. There are a few accounts that are above the two-thirds ratio but should not pose a problem by the end of the year.

Church Administrator: Since Elizabeth is recouping from her broken ankle there was no report. The Office tasks are being covered by staff from a temp agency.

Religious Education: Alison presented a comprehensive report on the "hits and misses" of the RE program in the two service format, including staffing recommendations for handling existing and anticipated growth. There are 127 children registered in RE with an average of 48, 37%, attending on Sundays. Participation has been strong in all classes with the exception of grades 1-3 and 4-6 where attendance has been low during the first service and attendance has been going down in the K-6 class at the second service. She indicated it has been very difficult to get volunteers to teach the 1-3 and 4-6 classes and that the majority of current teachers do not have children in the RE program; basically parents are not volunteering in RE.

Alison researched UU churches in the southwest that have similar numbers of membership and concluded our number of registered RE students, 127, is comparable to much larger congregations with memberships of over 300. Alison feels we need continuity in our classes and that we need a PreK-K, 1-3, and 4-6th offering at both services with the same teachers in each time slot. The RE Committee is proposing that we have three paid lead teachers added to cover both services for Prek-k, 1-3 and 4-6 for the fall. Also, they would like to add an assistant to the RE Director for Sundays. These staff additions would add \$6480 to the budget.

The Committee is preparing an open ended survey for parents asking why they are not attending classes on Sundays and what can be done to remedy the situation.

ACTION: Alison will contact congregations with paid teachers to learn if the added expense increased class participation. She will also check on how many children are participating in RE whose parents are not members of the Fellowship.

Minister's Report: Rev. David reported he has been working with various Committees moving projects forward; the Committee on Ministry is preparing an evaluation methodology for staff and Minister and the Pastoral Care team is coming together well. Rev. David and John have been working with the Membership Committee to develop a framework of opportunity and obligation for new members with an emphasis on leadership. Members are encouraged to attend the District Assembly April 25-26 at First Church and a Cluster BBQ/ concert on August 23.

The Two Services Task Force is preparing a survey for the Congregation on the pros and cons of the two service format.

Site Use Policy: There was discussion about use of the campus by outside organizations and the burden it creates scheduling Fellowship activities when the spaces are taken. Some of the activities include a Fellowship member(s) but others do not. Also, the question was raised about who makes the decisions on content of concerts held at the Fellowship and use of Fellowship equipment off campus.

ACTION: Rev. David and John will speak with members connected with the outside organizations that are using the facilities and perhaps draft a letter from the Board about equipment usage. It was determined that the Music Director will review proposed concerts and decide the appropriateness of the material for the Fellowship.

The Board met in closed Executive session.

Minutes: UUFSD Board Meeting - April 27, 2014

Attendees: John Atcheson, Caroline DeMar, Don Jones, Bev Majors, Eli Snyder, Maria Penny, Steve Rosen, Rev. David, and Allison Crotty. Dave Masser-Frye represented the Pledge committee.

The Board approved the Agenda and the March minutes.

STAFF AND COMMITTEE LIASON REPORTS

Pledge Committee: Dave Masser-Frye reported to the Board that although final numbers for the 2014-2015 Pledge Campaign are not yet in, it appears that a working estimate for budgeting is around \$290,000. Although this number is below the target of \$314,000, it still represents an increase of \$12,000 above last year's pledge amount. The number of pledging units is about the same at 190. Raises in unit pledges outpaced decreases 2 to 1. **ACTION ITEM:** Involved parties to have a last meeting to brainstorm increasing pledges.

Treasurer's Report: Bev Majors reported that UUFSD is still ahead of last year budget wise. Our revenues verses expenses are still in the 'black' as of March 31st. Bev will be working on the proposed budget numbers for the Board to use at their May 10th Budget meeting.

Religious Education: Allison reported things were going fine in RE. She is still researching paid staff information from other congregations. She mentioned that some feedback she received highlighted the fact that “paying teachers frees up parents and volunteers to do other things” within a community.

Minister's Report: Rev. D attended a District meeting last month, in which was discussed the concept of 'Regionalization' within the UU. More info forthcoming. He also suggested a Board retreat sometime in August, with the focus being on 'Visions for 2014-2015'. He is also still working on temporarily filling the Church Administrator position. He also announced that Susan Hahm and Robin Mitchell were leaving the Worship Committee; Abbey Laurent and Diane Masser-Frye would fill those vacancies.

The Board next discussed the Congregational Meeting. The meeting will be June 15th, with all the appropriate announcements and formal notifications scheduled. On June 15th, there will be one service only at 11:00AM, followed by the meeting and an “Ice Cream Social” at the conclusion.

The Two Service Task Force did not as yet have their evaluation for the Board but they are distributing a survey in the next few Sundays.

Site use: Rev. D and John will be approaching groups using facilities in regards to our site-use policy, making sure the needs of the Fellowship are met.

Strategic Plan: The final four architects from the election process are scheduled to come to the Fellowship May 19th to make final presentations prior to our selection of the architect for the Master Plan.

There was a briefing on the ongoing effort to develop a membership engagement team (MET) . The MET is intended to increase member involvement and education from the moment they enter the Fellowship with an eye toward identifying their passions and getting them prepared for leadership in the areas they are interested in.

Eli Snyder reported that plans for the May Auction are coming along. The Young Adults, who are facilitating the Auction this year, are still in need of items for the Auction. They are also finalizing food menu and preparation for the May event!

The Board scheduled a May 10th special meeting at 9AM to consider and finalize the 2014-2015 Budget, which will be presented at the Congregational Meeting June 15.

The next Board meeting is scheduled for May 17th. John will bring snacks.

UUFSD Board of Directors' Minutes for Meetings in May, 2014

Present: John Atcheson, President, Bev Majors, Treasurer, Caroline DeMar, Maria Penny, Don Jones, Steve Rosen, Eli Snider, Rev. David Miller

Board Notes for May 10th

The Board met to review and amend the budget for 2014. After extensive discussion concerning how to address potential shortfalls, John Atcheson determined that it would be better to make these decisions when the pledge numbers were firmed up, since we did not have sufficient information to make these kinds of decisions. We scheduled a meeting for May 18th and adjourned.

Board notes for May 18th

The Board met on May 18th in a special session on the Budget. We faced a shortfall of more than \$40K, and we worked down the budget lines – starting with revenue – to achieve a balance. We approved a budget that had extensive increases in salaried payments, and what several felt were some optimistic assumptions about revenue, and we still did not have final data on the Pledge Drive. Based on available data on Reserves that suggested we had a record amount on hand, we felt we had a relatively good cushion should the revenue assumptions prove overly optimistic.

After the meeting, several concerns emerged. First, it was determined that there could be some claims on the Reserves before the end of the fiscal year which could reduce it. Second, Caroline De Mar pointed out that we were making decisions on personnel that could represent a substantial “mortgage” on out years essentially in perpetuity. Several board members expressed concern that we still did not have solid data on the pledge numbers, and that absent such data, it was not prudent to lock us into a budget that had optimistic assumptions, and long term obligations. We elected to hold another budget meeting on May 28, by which time we expected more firm data on the Pledge Drive.

Board Notes on May 28th Budget Meeting

We convened at 6 PM. We had good data on the Pledge Drive, and on the outcome of the Auction, so we could work with revenue data that was nearly final (there are always some changes throughout the year as new members join, old ones leave etc). The budget showed a nominal surplus (based on earlier revenue assumptions). Once again, we began at the top of the spreadsheet and adjusted revenue numbers according to the latest data. We reduced lunch revenue, special event revenue, and pledge revenue to reflect analysis and data available since the previous meetings. At the conclusion of this process, we had a budget of \$376,956, and the budget was approved unanimously.

Detailed Budget attached.

Minutes for UUFSD Board of Directors Meeting – June 8, 2014

Attendees: John Atcheson, Caroline DeMar, Don Jones, Bev Majors, Eli Snyder, Maria Penny, Steve Rosen, Rev. David, and Allison Crotty. Kathryn Sturch and Susan Pernia represented the Two–Services Evaluation Team.

The Board approved the Agenda and the April and May Minutes.

Two–Services Evaluation

Kathryn and Susan gave a detailed summary of the results of their survey of our members regarding the 9-month trial of a two-services format, aided by an excellent PowerPoint presentation. They reported that, in general, the majority of the congregation rated the trial a success though a number of specific concerns were raised. Susan will present a short summary of the survey to the congregation at the June 15 Congregational meeting, highlighting both the successes and problems noted in the survey. The Board voted to seek congregation approval of continuing the two services format with the proviso that a yes vote will include a commitment by the Board to address the concerns associated with two services in the coming months. The PowerPoint Presentation is attached (**Secretary's note: To be added**).

Staff and Committee Liaison Reports

RA – there was a discussion about the need to develop metrics for determining whether increased budgeting for staffing yielded the desired results. It was agreed that Don Jones would work with RA staff to develop one and report back to the Board at a later date.

Minister's Report:

Rev D. stated that the SUUN will be requesting that each member congregation select a second representative, due to the large volume of work that needs to be accomplished.

Rev. D noted that he will be attending the UUA General Assembly from June 23 to June 29 and will be taking a two week vacation in July. He reported that the Office Administrator has not been cleared to return to work, although she now used up the UUFSD disability benefits and will now receive UUA benefits. Her substitute, Tracy Weiss, has been doing well. The new bookkeeper has begun work and the Treasurer, Bev Majors, stated that this will be very helpful.

The Board voted unanimously to approve the SUUN Constitution.

Update of Key Issues:

The agenda for the Congregational Meeting was discussed. An architect has been selected by the Strategic Plan Implementation Task Force. John Atcheson will inform the congregation of this as well as summarize the status of the strategic plan at this time.

John reported that our application for a \$25,000 Spirit Level Grant to fund the hiring of an architect was granted and \$42,000 in matching funds has been raised by John Sherman, chairman of the Capital Campaign committee.

Among other issues, Stewardship Team, volunteerism, increased opportunities for “socialization/community experiences” of members, the engagement/enrichment of membership and the need for more continuity in committees from year to year will be addressed in the August Board Retreat. Date to be arranged.

Action Items: Susan Pernia will prepare a summary of the Two-Services Survey for the congregational meeting. John Atcheson will refine the wording of the Yes/No Two-Services ballot. Bev Majors will produce for the Congregational Meeting a PowerPoint summary of the proposed Board-approved 2014-15 Budget. She will also make available paper copies of the budget for those who desire them. Caroline DeMar will arrange for counting quorum at the meeting. Steve Rosen will count votes and Maria Penny will confirm. Rev D will ask Richard Johnson to manage the audio-visual component of the Congregational Meeting.

**UUFSD CONGREGATIONAL MEETING:
JUNE 15, 2014**

- I. Status of Capital Improvement and Strategic Plan Activities;
- II. Presentation and approval of Budget;
- III. Election of New Board Members and Officers;
- IV. Presentation and Vote on Continuation of Two Services



UUFSD BOARD MEETING

TWO SERVICES PILOT PROGRAM

SURVEY FINDINGS

June 8, 2014

Survey Finding Outline

- Purpose of Two Services Pilot and Survey
- Overview of Survey Results
- Demographics of Respondents
- Findings for Specific Survey Questions
- Cross-Question Findings
- Key Benefits and Issues
- Next Steps

Congregational Reasons for Two Services (per approved pilot plan)

- Enabling more people to experience our UU faith
- Providing greater flexibility for current and new members
- Expanding seating opportunities for services
- Increasing diversity in our community
- Alleviating parking issues
- Increasing Membership at UUFSD
- Implementing Strategic Plan goal to strengthen reflection, connection, and transformation among members/friends and the larger community

Purpose of Two Services Survey

- Secure feedback from Congregation on Two Services Pilot Program post-nine months of implementation
- Gather specific findings associated with each specific reason for piloting a two services program
- Apply findings to enhance Sunday services for next year, whether the congregation votes to continue this program or to go back to a single service

Survey Results Overview

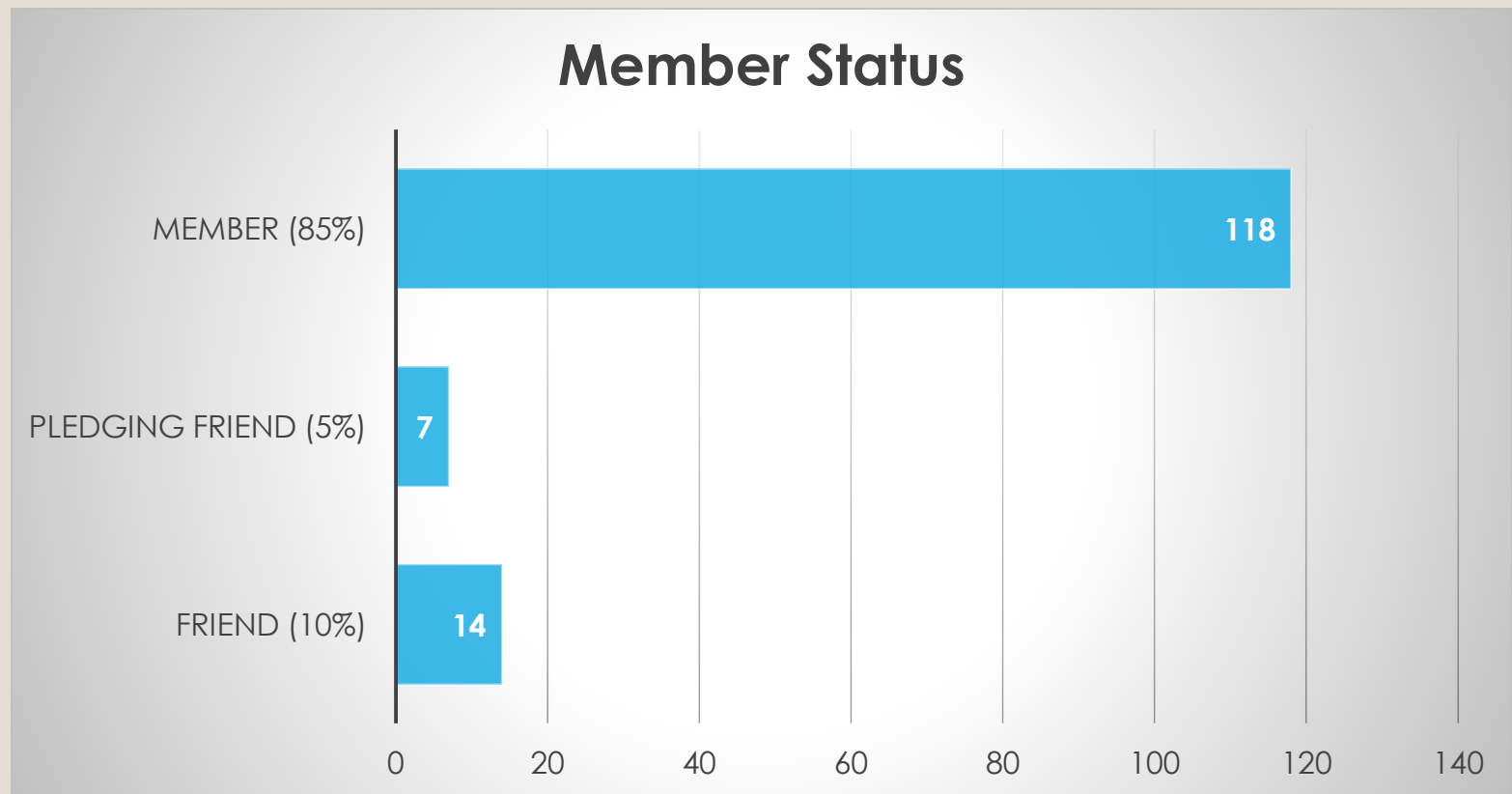
- 142 Total Responses – over half the Congregation!
 - 80 On-Line Submittal to Survey Monkey tool
 - 62 Hard Copy Submittals
 - 42% of respondents did NOT have narrative responses
- Survey Monkey data downloaded to Excel
- Hard Copy responses added to Excel file for compilation
- Congregation asked to rate specific responses:

Strongly Agree; Agree; Neutral; Disagree; Strongly Disagree

**RESPONDENTS ASKED TO PROVIDE NARRATIVE
FREE-FORM COMMENTS AS LAST SURVEY QUESTION**

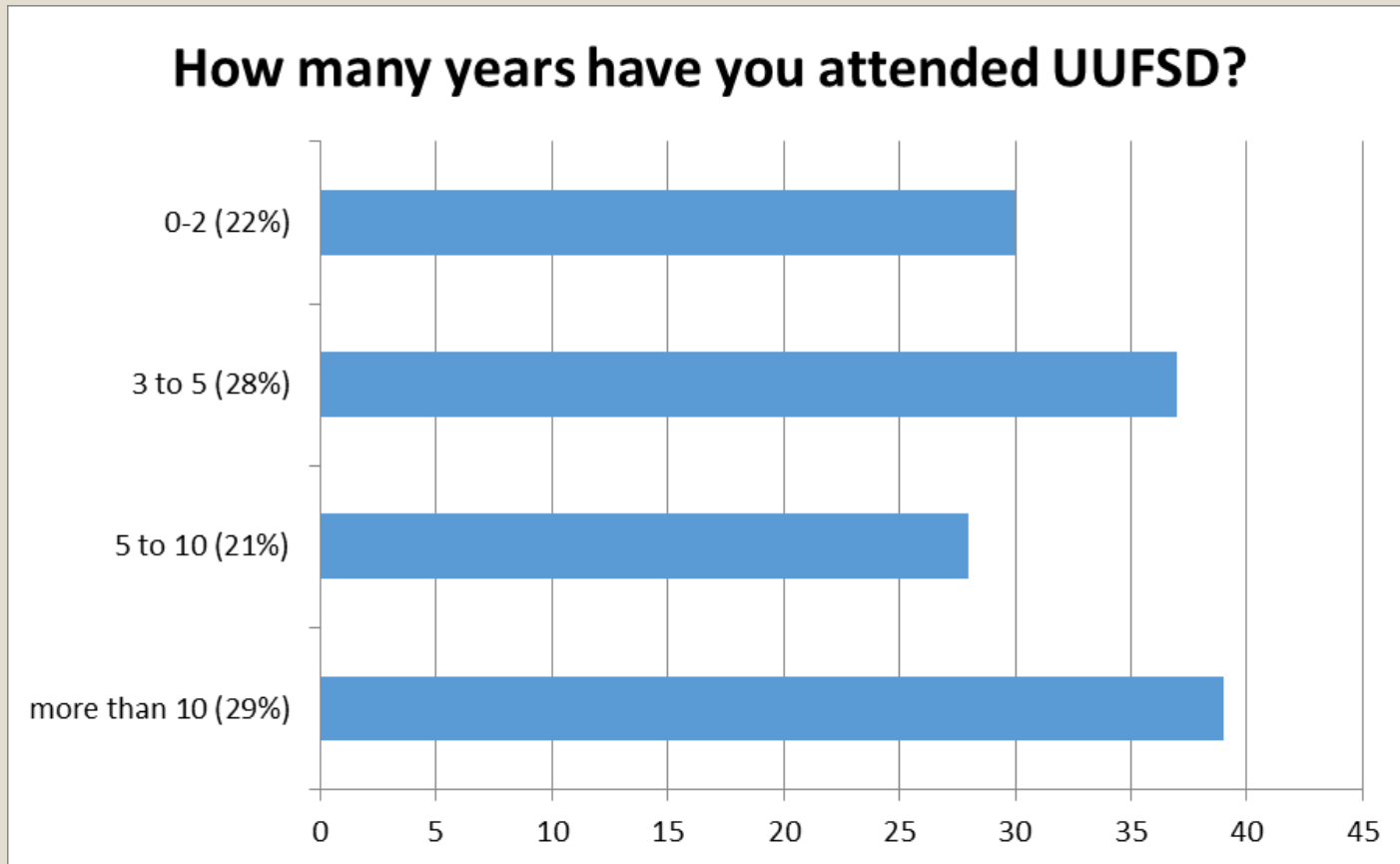
Demographics of Survey Respondents

Majority of respondents are UUFSD Members



Demographics of Survey Respondents

Even mix of responses in terms of years in attendance



Approach to Analyzing Survey Responses

- Questions asking for single-reply answers were mathematically calculated to determine percentages of people having specific responses
- Question asking for narrative responses was compiled by mapping ALL comments to topic areas reflecting our two services goals and other subjects also mentioned

Spectrum of Big Picture Comments

POSITIVE

- The two services are great!

MIXED

- Must continue with 2 services to grow and accommodate current members. Key challenges for volunteers, staff and RE but hope we find a way to resolve them
- I do not benefit from two services and see less of good friends. However, it is time to make the change, so will vote yes
- I really like two services and in favor of continuing, but with children's Sunday activities, we have not attended much at all
- I'm agnostic on whether two services is better - par for a UU

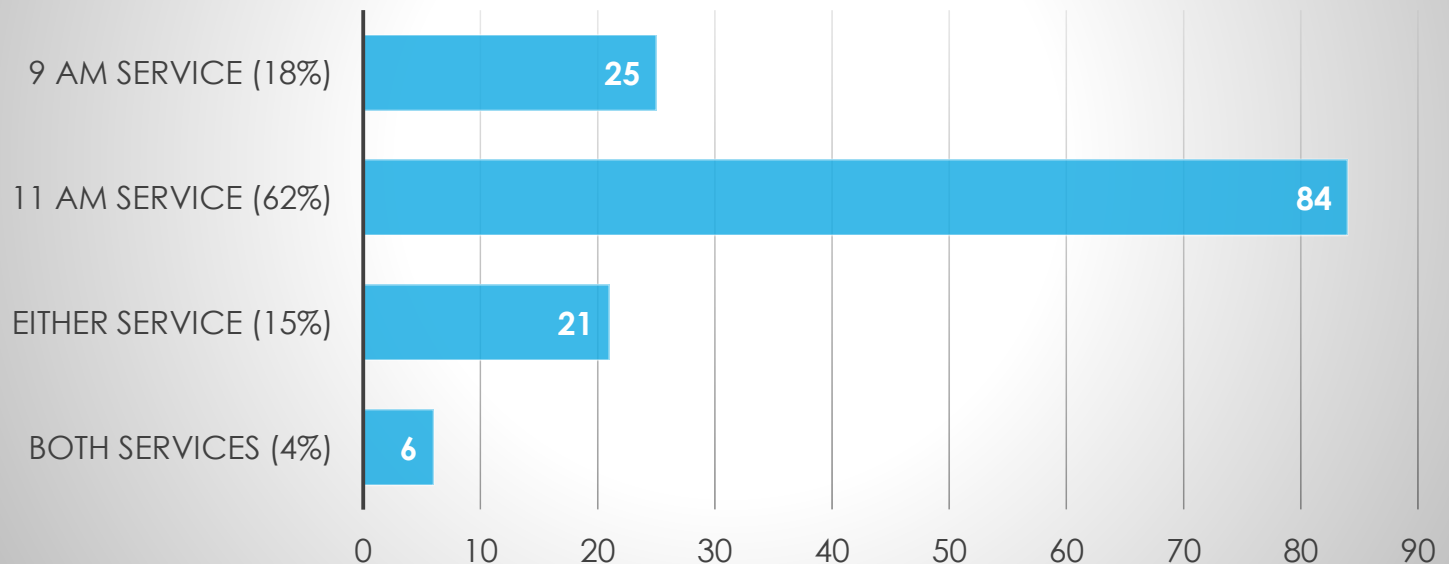
NEGATIVE

- Rather than unifying the congregation, it feels as if we are in two different spheres.

Findings for Specific Survey Questions

Providing greater flexibility for current/new members

With the greater flexibility afforded by a choice of two service times, do you find that you most often attend:



Findings for Specific Survey Questions

* Mentioned More than Once ** Mentioned Many Times

Providing greater flexibility for current/new members

Concerns Expressed

- Prefer 10 AM since time of service does not entice my attendance
- Not going any more since son needs to go at 11 for JRUU and spouse goes at 9 AM for discussion group – so we all can't be together on Sunday
- 9 AM too early and 11 AM too late as it cuts into too much of the day, so we rarely attend*
- Would prefer 2nd service at 10:30
- We would get more attendees for 1st Service if held at 9:15 instead of 9

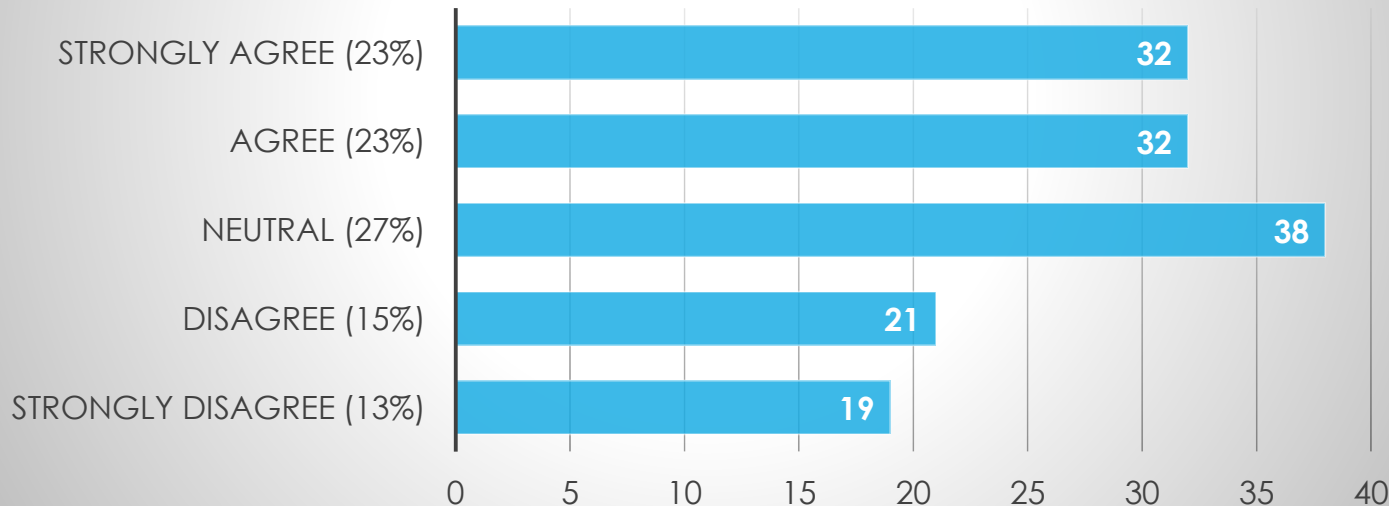
Benefits Expressed

- Two services accommodates other Sunday activities**
- My kids can sleep in**
- I can pick the best time**
- More leisurely mornings
- As parents of two young children we love the flexibility of having two services
- I like the new times we tried for two services

Findings for Specific Survey Questions

Enabling more people to experience our UU faith

Having the choice of a 9 AM and a 11 AM service has increased the likelihood that I will attend a Sunday service at UUFSD.



Findings for Specific Survey Questions

* Mentioned More than Once ** Mentioned Many Times

Enabling more people to experience our UU faith

Concerns Expressed

- Fewer number of people at 9 a.m. services make me wonder if it really can make so much of a difference

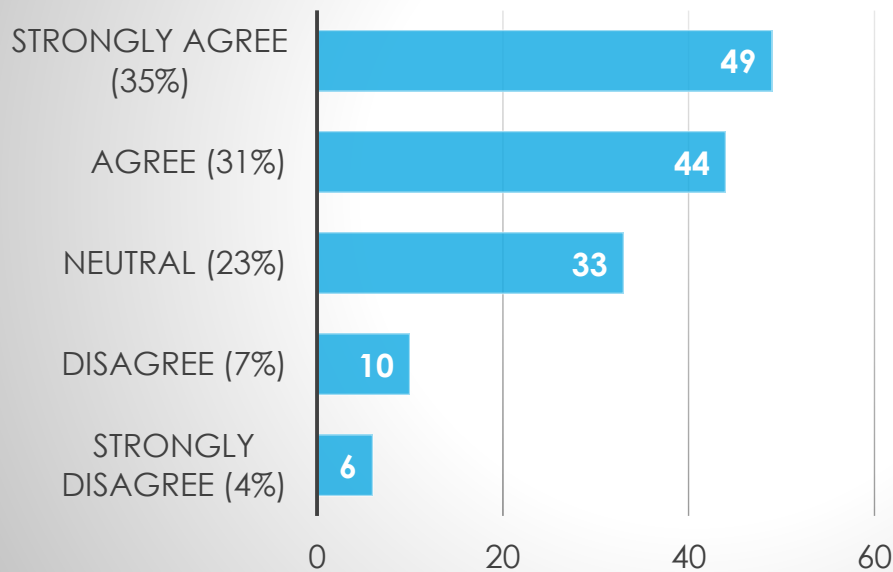
Benefits Expressed

- Two services is a normal and proven way to grow
- More welcoming to visitors
- Important to accommodate more people than with just one service*
- Two services allows for more attendees and more connections*
- More people now able to experience our UU faith
- We have made more space in our community for newcomers

Findings for Specific Survey Questions

Expanded seating opportunities for services

It is easier to find a seat now that there are two services.



Findings for Specific Survey Questions

* Mentioned More than Once ** Mentioned Many Times

Expanded seating opportunities for services

Concerns Expressed

- I never had trouble finding a seat before and still do not
- It is better to have full attendance for one service than have some empty seats when there are two services

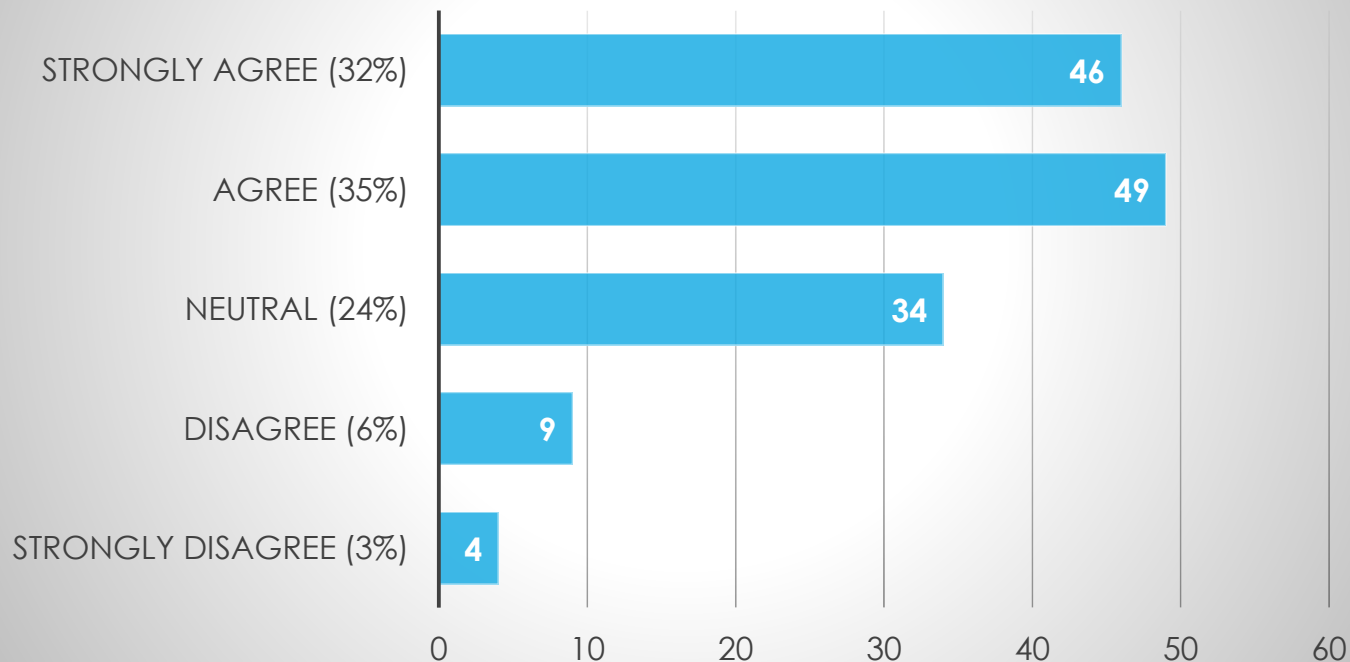
Benefits Expressed

- Now it is easier to find a seat**
- Two services increases the likelihood I'll find a seat in the shade
- Easier to find seats, especially during indoor services*

Findings for Specific Survey Questions

Majority of Congregation feels parking has improved

The parking situation has improved since going to two services.



Findings for Specific Survey Questions

* Mentioned More than Once ** Mentioned Many Times

Improved Parking

Concerns Expressed

- I never had trouble finding a parking place before and still do not
- There are fewer parking places for RE teachers and are often taken by other members
- Certainly, we do not have sufficient parking

Benefits Expressed

- More welcoming to visitors because we have seats and parking*
- We have better parking with two services*
- I love being able to find parking easily*

Findings for Specific Survey Questions

* Mentioned More than Once ** Mentioned Many Times

Increasing Membership at UUFSD - 15% Growth (235 to 272 over one year)

Concerns Expressed

- With 50% membership turnover every 5 years, we need a growth plan supporting vision of capital improvements, program expansion, and staff

(not sure if this is factual – just reporting comment as stated)

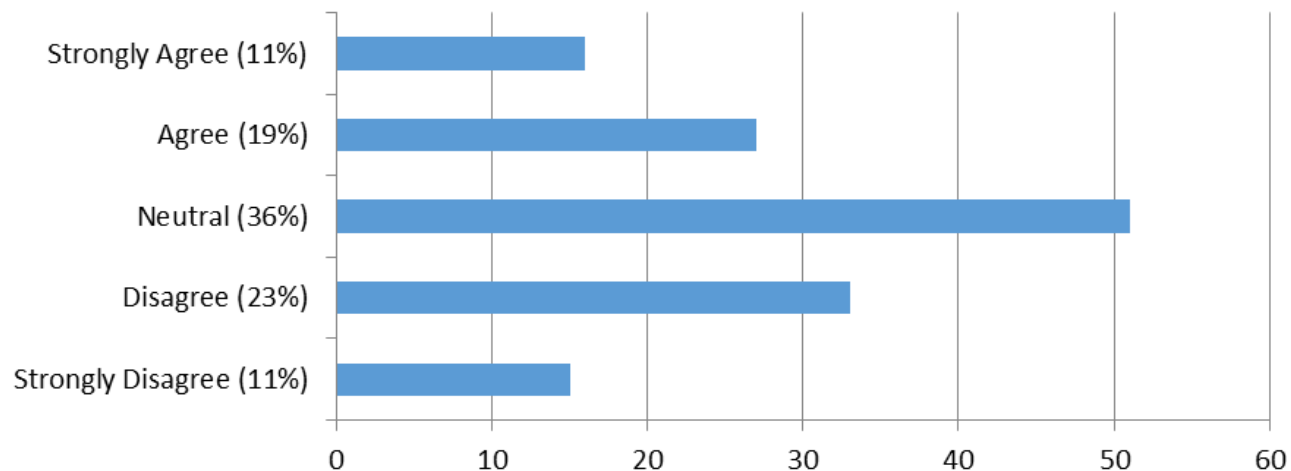
Benefits Expressed

- Time to persuade all those new members to jump in and volunteer
- Attendance and involvement have increased*
- Really must continue with 2 services, not only to grow, but to accommodate current members*
- Important to welcome more people (than with just one service) in order for the fellowship to grow

Findings for Specific Survey Questions

Almost a perfect bell curve of responses, indicating a balanced mix of feelings - also reflected in comments

Having two Sunday services has provided more opportunities for reflection, connection, and transformation among members, friends, and the larger community.



Findings for Specific Survey Questions

* Mentioned More than Once ** Mentioned Many Times

More opportunities for reflection, connection, and transformation

Concerns Expressed

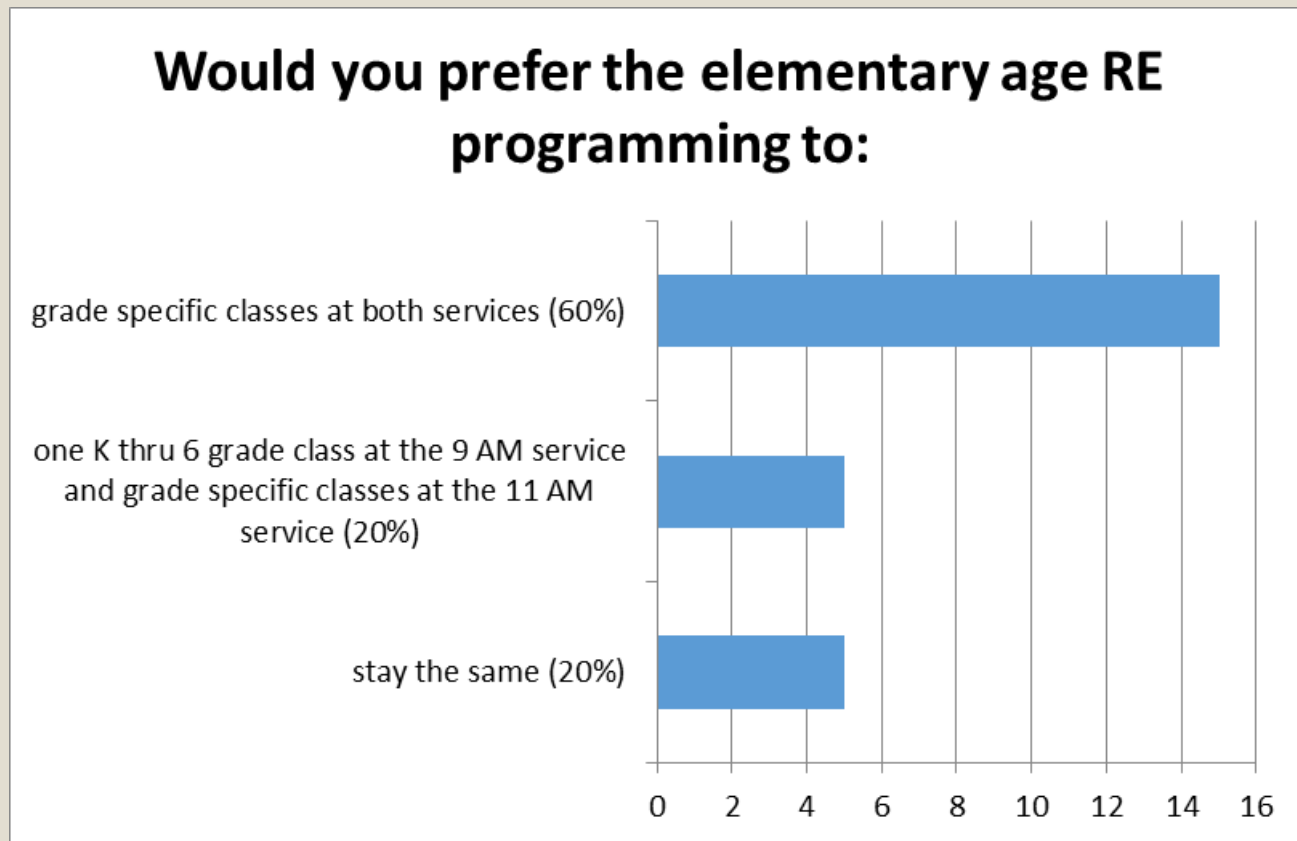
- Some sense of community is lost with the two services**
- Dislike elimination of joys and sorrows at first service*
- Programs between services are distracting due to set up for 2nd service
- Need more small group ministry, such as Adult RE, meals at member homes, alternative worship during week, BBQs, etc.

Benefits Expressed

- Format of 1st service a nice addition
- Worked better than expected
- I like intimacy of early service and coffee hour afterwards -- hope you keep it going!
- Two services allows our experience of community to grow*
- Like experimenting with format; good two services not carbon copies
- More connections in community since new people have joined

Findings for Specific Survey Questions

The majority of RE families would like Grade Specific Classes at Both Services



Specific Survey Findings

* Mentioned More than Once ** Mentioned Many Times

Cross-Survey Comments related to RE

Concerns Expressed

- Would prefer RE to be at one service so kids are all together
- Very concerned about RE since many parents have expressed complaints. Strong RE essential to UUFSD growth*
- RE program was really damaged for elementary school grades
- Consider eliminating RE at one of the services,

Benefits Expressed

- As parents of two young children we love having two services to choose from*
- 11 AM service gives our family more time in the morning, so we like the RE program at 2nd service
- My family likes the K-6 class at second service
- We prefer the more structured RE program at the 11 am service

Findings for Specific Survey Questions

* Mentioned More than Once ** Mentioned Many Times

Cross-Survey Comments related to Music

Concerns Expressed

- Alternative music better fit for 11am when younger people more likely to attend
- Makes it more difficult for choir
- Don't like hallelujahs sung at early service, could go to catholic church for that.

Benefits Expressed

- Like the band and wish we heard more on non-choir days at 11 AM
- Love opportunities to connect more deeply with few people we've met at church; not through committees but social groups
- As a choir member, I would love to have the choir participate in both services more frequently.

Specific Survey Findings

* Mentioned More than Once ** Mentioned Many Times

Cross-Survey Comments related to Volunteers

Concerns Expressed

- Not convinced extra work required of volunteers is worth it
- Staffing tables on the patio is double the time, too much work
- Only difference is toll taken on limited number of volunteers
- Two services doubles need for volunteers but seems like new members are not volunteering
- It is a long morning volunteering at both services.

Benefits Expressed

- Having two services allows me to attend one service and volunteer at the other service *

Key Benefits Cited for Two Services

- Greater flexibility as to when to come to service
- More welcoming, especially to visitors
- Membership has increased
- Different programs at the two services
- More vibrant community
- Parking and seating much easier to secure
- Allows kids to sleep in

Key Issues Cited for Two Services

- Not able to get enough volunteers
- Too much work for current volunteers
- Not able to get a lot of new volunteers
- RE is perceived to not have gone well this year
- Some members don't like the new times
- Not being able to see as many people

Congregational Meeting:
June 15, 2014

Caroline DeMar had handed out numbers to those attending the Meeting to assure that a quorum was met. The requisite number was met, and David convened the group, and introduced the outgoing Board President, John Atcheson.

Atcheson reviewed the objectives of the meeting, which were: Provide an update on the Capital Improvement Plan; Review and approve the annual budget; elect new Board members and Officers; and vote on whether to extend the two-services.

Following that, he gave a brief update of the Strategic Plan, outlining the goals, and how they related to the Capital Improvement Plan.

Goal 1: Strengthen and enhance congregational practices that support reflection, connection and transformation among members/friends and in the larger community.

Goal 2: Improve governance, member engagement, and staff development.

Goal 3: Create a campus that uses and showcases state-of-the-art practices and infrastructure.

Goal 4: Cultivate UUFSD's spiritual practice of engaging both the congregation and the wider community as a leader and institutional engine of social change.

Atcheson then emphasized the link between the Plan's 3rd Goal, Creating a Sustainable Campus, and planned capital improvements, summarizing actions to date, including:

Setting up a task force; developing a Capital Improvement Plan; issuing a Request for Proposal for architects; selecting finalists and negotiating a contract.

He stated that we are about to kick off a capital campaign to fund this effort. Although we have some money on hand, if we are to realize the dreams we outlined in the Dreamcatcher Process and the Strategic Plan – our dreams – and if we are to walk out talk, we will all need to contribute to making this effort a reality ...

We've made some progress already –the Flat Screen TV's that appeared in Founder's hall and paving the parking lot are a result of grants and matching funds from an anonymous donor ... We've also got a grant with matching funds from generous members that will cover the entire cost of the architects work.

Presentation and Vote on the Budget:

Next, Bev Majors – UUFSD treasurer – presented the budget in preparation to voting on it.

The attendees were provided a summary sheet, and Bev went over key issues: we've increased budgets across the board – but we were not able to meet full requests on all the committees. We have funded additional RE teachers to address issues raised in 2 services TF.

After a brief question and answer session, those present voted unanimously to approve the Budget.

Election of New Board Members:

Acheson thanked departing Board Members:

Caroline DeMar who completed three years of service – she was vice President for two of those years, and Acheson said she was largely responsible for whatever successes we have had.

Next, Acheson thanked Eli Snider and Steve Rosen who stepped in to serve one year stints when vacancies

Acheson then reviewed the nominations for new Board members and Officers:

Lisa Shafer was nominated for President of the Board;
Ashley Philips was nominated for Vice President of the Board;
Clint Stoddard was nominated as a member of the Board;

Acheson asked for and received a motion to approve the nominations; then called for and received a second.

A vote was held and the Congregation unanimously approved the slate.

Briefing on the Two Services Survey results:

Susan Pernia presented the results and took several questions.

Vote to continue the two services:

Acheson then introduced the vote on the continuation of two services by clarifying what the votes meant, consistent with the Board's decision.

A “Yes” vote means we will continue with the two services with the understanding that the Board is committed to addressing the issues expressed by the congregation in the survey.

A “No” vote means we will go back to one service.

Atcheson asked for and received a motion to continue the two services.

He next requested a second.

After much discussion, the motion was tabled, and a second motion, approving the continuation for one year subject to a comprehensive review was offered and seconded.

Much of the concern was over a loss of community from having two services, additional expenses associated with it, and the difficulty of securing volunteers sufficient to effectively conduct two services.

A vote was held and the Congregation approved the second motion.

The meeting was then adjourned.

Minutes of UUFSD Board Meeting and Retreat
Saturday, July 26, 2014, 9:30 a.m. – 3:40 p.m.
Shaffer/Bartram Residence, 569 Kristen Court, Encinitas, CA 92024

Board Members present:

Lisa Shaffer, *President*
Ashley Phillips, *Vice-President*
John Atcheson, *Past President*
Bev Majors, *Treasurer*
Maria Penny
Don Jones
Clint Stoddard

Also present:

Reverend David Miller, *ex officio*
Mark Tuller, *Corporate Secretary*

The UUFSD Board held its annual retreat on July 26, 2014. We convened at 9:30 a.m., lit the chalice, completed a group reading, agreed on general goals and items to be covered during the retreat, and completed a getting-to-know-each other exercise.

(**NOTE:** In view of the retreat format and for ease of use, **ACTION ITEMS** and **DECISIONS** agreed by the Board are presented in lists below, although they arose throughout the retreat. Relevant Board discussions are reported thereafter.)

ACTION ITEMS

-Governance items on website. **Mark Tuller** (with Sara O'Hara) to post copy of by-laws, Board minutes and agendas, and Congregational Meeting minutes to website.

-Due notice of Board meetings. **Mark Tuller** (with Tracey Weiss) to place notice of each Board meeting in the Order of Service a week before the meeting and again the day of the meeting.

-Board agendas. **Lisa Shaffer, Rev. David, and Mark Tuller** to prepare agenda at least a week in advance and send to Board members and publicize as necessary.

-Board book updates. **Mark Tuller** to contact Caroline DeMar and get electronic versions of contact and liaison lists in the Board books, update them, and distribute them to Board members and Rev. David.

-Board member greeting schedule. **Each Board member** to sign up at Doodle.com for Sunday greeting.

-Board member snack schedule. **Each Board member** to sign up at Doodle.com for Board snacks. Need for snacks also depends on lunches scheduled at UUFSD.

-Lisa Shaffer to set up Doodle for snacks starting in September

-Rev. David to bring snacks to August 17 Board meeting after calendaring meeting

-Board greeter identification. **Ashley Phillips** to procure magnetic-back buttons for Board members to wear while greeting: "UUFSD Board Member" or "UUFSD Board Member Greeter"

-Board member liaison responsibilities. **Each Board member** to liaise with designated committees, with particular attention to aligning committees' needs and wants to goals of the Strategic Plan. Liaison function also includes contacting chairs before each Board meeting, asking how Board can assist committee's efforts, working on how Board can make committee's efforts better known, assuring committees have and are aware of the Strategic Plan, finding out successes to share and celebrate, perhaps attending their meetings, and reporting to the Board on committee activities as appropriate (ie, when there are significant milestones or issues that the Board should know about).

-Young Adult group liaison. **Clint Stoddard** to liaise with them, consulting as needed with **Rev. David**, who will continue to serve them as spiritual advisor.

-RE resources assessment process. **Don Jones and Rev. David** to prepare a September Board agenda item regarding the assessment process for RE, in connection with the earlier Board decision to tie augmentation of RE resources to an evaluation of RE attendance and possibly other metrics.

-RE resources assessment process. **Don Jones** to prepare a letter to the RE Committee and Alison Crotty regarding the above and have it reviewed by **Ashley Phillips**. **Don Jones** also to send a progress report for the August Board meeting concerning RE fees in anticipation of the above September agenda item

-Mandatory Religious Exploration fees. The Board decided to make RE fees mandatory for non-pledging families enrolled in RE, with an appropriate waiver provision so nobody is excluded due to financial need. **Don Jones and Rev. David** to work with RE committee on implementation and report back to the Board.

-Q & A sessions. On the first Sunday of each month, **Lisa Shaffer and Rev. David** to offer a Q & A session for members of the congregation to be briefed on Board business.

-Potlucks. **Maria Penny** to work with the Kitchen Committee to develop a schedule and propose a plan, for two potlucks per month, one for each service. The Board recognized that the first service potlucks might extend past the starting time for the 11:00 service and that's ok.

-Pledge Team recruiting. **Lisa Shaffer** to call a number of candidates identified by the group.

-*Website refresh.* So as not to have Sara O'Hara overburdened, **Lisa Shaffer** to reach out to several members with web skills. In parallel, Rev. D is exploring through the cluster having shared, paid web expertise.

-*Volunteer Fair.* **Rev. David** to report to the Board on the status of the Volunteer Fair.

-*Membership numbers.* The Congregational Administrator to report to the Board the number of active members as of February when report to UUA is due and June at the end of the pledge drive.

-*Newsletter article.* **Lisa Shaffer** to prepare article for newsletter describing Board activities for the Congregation.

-*Auction follow-up.* **Rev. David** to follow up with Young Adults to make sure someone is tracking remaining unpaid purchases.

-*Sandy Hill Nursery School needs.* **Rev. David and Clint Stoddard** on behalf of Dream Builders to meet with the Sandy Hill director and board to dream big about Sandy Hill needs that can be put to multi-use, and invite them to the August 24 architectural workshop.

-*Pacific Women's Choir.* In view of space limitations, the Board decided to ask the Choir to find other rehearsal space. **Lisa Shaffer** will contact UUFSD members Sharilyn Parr and Anne Larocca and write an official letter notifying them of need to find off-campus space by the end of the year.

-*SMART Recovery.* In view of space limitations, **Ashley Phillips** to speak with the members involved in this program and with Alison Crotty about the possibility of using the YRUU room instead of the library.

-*Community Resource Center.* In view of the new director of the CRC, Paul Thompson, **Ashley Phillips** to work with the Social Action Committee to invite Paul to a Sunday service.

DECISIONS OF THE BOARD

-*Treasurer election.* The Board elected Bev Connors as Treasurer for a term of one year beginning July 1, 2014, pursuant to the by-laws, by consent.

-*Secretary election.* The Board elected Mark Tuller as Corporate Secretary for a term of one year beginning July 1, 2014 pursuant to the by-laws, by consent.

-*Covenant reading to open Board meetings.* The Covenant of Right Relations adopted by the congregation to be read at the start of each Board meeting, replacing the previously used covenant.

-Board meeting tentative schedule for Board year 2014-15. All meetings at UUFSD at 12:30:

- August 17
- September 21
- October 19
- November 16
- December 14
- January 25
- February 15
- March 22
- April 19
- May 17
- June 14

-Board voting procedure. Ideally, significant Board items will be discussed at a Board meeting and not voted upon until the subsequent meeting, allowing time for reflection.

-Board meeting opening words. Board members to take turns presenting opening words at Board meetings (UU app Illuminations is available).

-Mandatory Religious Exploration fees. Board decided an RE fee is to be mandatory for non-pledging families enrolled in RE and strongly encouraged for member families. The Board delegates the RE fee issue (strategy, collection, fee amounts) to the RE committee for implementation consistent with above condition, with Don Jones and Rev. David to work with RE committee and report back to the Board.

-Promoting increased volunteerism by members of the congregation. The sense of the Board is that there is an expectation of volunteerism by each congregation member, perhaps tied to their birthday month. The Board delegates to the Member Engagement Committee the specific implementation. The Member Engagement Committee is to develop a strategy for promoting greater volunteerism and brief the Board. [Volunteerism in this context refers to volunteering within the fellowship, such as ushers, RE volunteers, food, etc.]

-Board visibility to congregation. The Board decided that increased visibility of Board members and Board functions to the congregation is desirable. On the first Sunday of each month, the Board President Lisa Shaffer and Rev. David to offer a Q & A session for members of the congregation to be briefed on Board business.

-Volunteer recognition. The Membership Engagement Committee is to devise a satisfactory process for celebrating volunteers and report back to the Board. Ideas include focusing on a different set of volunteers each month and having a drawing for a Volunteer of the Month reserved parking space, an annual BBQ, kiosk recognition, etc.

-Internal Board communication. Board members will communicate among themselves via email. The Yahoo group “Chairs” is to be retired.

-Design Review Committee. The Board decided to have a future agenda item regarding the process by which the Design Review Committee consults with the Board and other affected constituencies. The Board requests the DR committee to look into a new podium and chalice holder.

-Facilities usage. In view of the space constraints arising from non-Congregational uses of facilities, the Board decided to put this on the a September agenda. The Congregational Administrator needs clear guidelines to respond to outside requests for usage. In addition, it was decided that in order to free up the library and the hall, the Pacific Women’s Choir and SMART Recovery should be asked to find other space. The Choir should leave by the end of the year (Lisa Shaffer to formally notify them) and SMART Recovery should move to the YRUU room if possible.

-Change by-laws during the year. The Board agreed to focus on this during the year. There is an apparent need to amend the by-laws to accommodate committee realignments: (1) Nominating Committee, Membership Committee, Membership Engagement Committee may be morphing into a combined-function Leadership Development Team (?). (John Atcheson liaison) (2) Newsletter Committee, Publicity Committee, Website Committee morphing into a combined-function Communications Committee. (Mark Tuller liaison)

BOARD DISCUSSIONS AND ALIGNMENTS

Governance. Under the by-laws the Board has the authority to “act in all things” but in practice this includes helping other committees, ministries, and volunteers to succeed in their assigned areas by assistance, celebration, and communication. Under the by-laws three successive absences by a Director forfeits membership on the Board unless excused.

The Board agreed upon the importance of increasing the Board’s outreach and visibility to members of the congregation, so the congregation and other committees can readily share their needs and successes.

Personal expectations for Board members. The Board members are expected to act in community according to the Covenant of Right Relations, to take Board responsibilities seriously by committing to do more than just attending, to be an ambassador to the congregation, and to do a better job of anticipating the events of the congregational year and telling people about them.

Board members taking the welcomer/greeter roles is important, given the need for greeters at two services per week. As reflected in the action items the Board wished

to have some identifier to make themselves more visible, such as a badge. It was noted that the ushers are going to have a stole to define themselves during services.

The Board agreed on the importance of speaking with a single voice after a decision is made. The Fifth Principle affirms the democratic process, which means honoring the process for deciding and the discussion leading to the decision, and also means honoring the decision once it has been made. Consistent with the need for transparency, the minutes should duly reflect the character of the debate and the pros and cons discussed by members, but the Board's final decision should be honored. Minority reports by dissenting members should not be necessary.

Where possible, significant items should be dealt with at two successive meetings, giving an opportunity to discuss at the first meeting and voting at the successive meeting, to give a month to contemplate the issue.

The Board assigned members to act as liaison to each committee. The Board discussed the merged functions of the committees relating to leadership development and communications. It was noted that the Policy Committee needs a chair.

Strategic Plan review. Each Board action and agenda item should relate directly to one of the four Strategic Plan goals. The Board should view all activities through the lens of the Strategic Plan, so that it is a useful and significant document rather than an afterthought. The Strategic Plan goals are:

1. Strengthen and enhance congregational practices that support reflection, connection and transformation among members/friends and in the larger community.
2. Improve governance, member engagement and staff development.
3. Create a campus that uses and showcases state-of-the-art sustainable practices and infrastructure.
4. Cultivate UUFSD's spiritual practice of engaging both the congregation and the wider community as a leader and institutional engine of social change.

Board operations. The Board agreed upon a proposed standard agenda outline for typical Board meetings, with a view to efficiently managing everyone's time, as follows:

1. Check in
2. Opening words; Chalice lighting
3. Items for celebration; tracking success
4. Review and approve minutes and agenda
5. Report on action items from last month
6. Decision Items (relatively short time for each)
7. Discussion Items (specified time of discussion for each)
8. Budget and finance report

9. Information Items (written reports from Minister, RE Director, Congregational Administrator, and oral Committee Liaison reports as appropriate)
10. Leftovers (second thoughts on things, items we forgot, etc.)
11. Items for next month's meeting
12. Process check and check out
13. Adjourn

Assessment process for augmented RE resources. There was discussion of the need to assess and evaluate the RE program in light of the previous Board decision to approve a budget slot for paid teachers as a one-year experiment. The RE Committee, working with Don Jones as Board liaison, is to develop metrics for evaluating the impact of the funded RE teacher slots.

Assessment process for other ministries. There was discussion of respective roles of the Board, the subject matter committees, and the Committee on Ministry regarding the measurement and evaluation of ministries, which include RE Ministry, Music Ministry, Social Justice Ministry, Small Group Ministries, Adult Ed Ministries, Worship Arts Ministry. Compensation and resource allocation are for the Board, while figuring out *how* to measure, evaluate, and hold accountable and *to* measure, etc., are for the Committee on Ministry and the respective subject matter Committee.

Pledge Team. Lisa Shaffer reported that the existing Pledge Team members have agreed to continue next year, and that they seek two additional members to assure continuity in future years.

Volunteerism, volunteer recognition, and succession management. The Board agreed that membership in the Congregation carries an expectation of contributing beyond merely attending, perhaps in the member's birthday month, and that it is the Board's responsibility to communicate that expectation of volunteerism to the congregation. The Board discussed the need for adequate recognition and rewards for volunteers, perhaps on the new announcements kiosk being constructed, perhaps with an annual BBQ, perhaps each month recognizing a different ministry. The Board discussed the need to have an exit strategy for volunteers in particular functions, both to avoid burnout and to permit volunteer opportunities to open up for other members to deepen engagement.

Potlucks. The Board discussed scheduling of potlucks, in view of the two services. It was the sense of the Board that two potlucks each month are desirable in view of the two services. Maria Penny emphasized that a full hour is necessary to run a potluck. Possibilities discussed include a first service potluck on the first Sunday, perhaps combined with a Board President and Minister Q & A, and a second service potluck on the third Sunday, which would permit a full hour for each. Clint Stoddard suggested serving the potluck food in Founders' Hall when there is a Q & A there. Possible Wednesday night monthly potlucks was also discussed. Maria will work with Alejandra et al and report back.

Spiritual Growth Circles. Lisa Shaffer reported that Linda Pratt has agreed to continue to coordinate this ministry.

Communications. The Board discussed the need to refresh the website and to integrate the Communications, IT, and website functions.

Treasurer. Bev Majors reported that the part-time (4.5 hours) bookkeeper is on board, which is a good help.

By-laws and policies. The Board recognized a need to amend the by-laws as necessary during the year. Committee realignments were noted as one area that may necessitate amendments.

DreamBuilders/Capital Campaign. The Board reviewed upcoming activities including the collage project, the docent tours of campus, and the architect meeting on August 24. The role of Sandy Hill Nursery School in the capital campaign was discussed. Lisa Shaffer urged increased outreach to community stakeholders during the process, and observed that the more outreach done during the process the less likelihood of community opposition later. If community groups are enlisted to support the projects (Sandy Hill, Solana Beach, Coastal Commission, neighbors, Montessori, etc.), the impact of any objections will be reduced.

Membership and growth. The Board discussed membership numbers, and noted that numbers are determined as of the February required report to the UUA and again at the end of June after the pledge campaign. At a question from Clint Stoddard about whether exit interviews of departing members had been attempted, Rev. David discussed the results of prior exit interviews. He said that UUFSD loses members at a rate comparable to other churches and for comparable reasons: spiritual needs are not being met (i.e., more emphasis desired on Christian principles, etc.); natural movement; needs have changed (i.e., the specific need that brought them such as divorce has been resolved); family or job precludes Sunday participation (lack of adequate non-Sunday programming).

Facilities. In addition to the decisions and action items above, the Board discussed the needs of the Sunday Morning Discussion Group and a suggestion was made that Rev. David's office is by definition available on Sundays from 9 to 10 am.

Two services issues. The Board also discussed two services issues as they relate to membership growth, and noted that the Worship Committee at its retreat is tackling issues such as the look and feel of the two services, the Order of Service (bulletin), and monthly themes.

Minister's report. Rev. David discussed the scheduling of his time off, and his forthcoming eligibility for sabbatical under his letter agreement. In executive session, the Board also reviewed other personnel and staffing issues.

The Board adjourned at 3:40 p.m.

Respectfully submitted,
Mark Tuller, *Secretary*
August 2, 2014

Minutes approved August 17, 2014

Minutes of UUFSD Board Meeting
Sunday, August 17, 2014, 1:00 pm – 2:20 pm
Founder's Hall, UUFSD

Board Members present:

Lisa Shaffer, *President*
Ashley Phillips, *Vice-President*
John Atcheson, *Past President*
Bev Majors, *Treasurer*
Maria Penny
Clint Stoddard

Absent:

Don Jones

Also present:

Reverend David Miller, *ex officio*
Mark Tuller, *Corporate Secretary*
Heather Stroud, *Personnel Committee*
Alisa Guralnick, *Personnel Committee*
Alison Crotty, *Director of RE*
Jill Reis, *Director of Music*
Tracey Weiss, *Temporary Administrator*

The President convened the Board meeting at 1:00 pm, a virtual chalice was lit, and the Board celebrated good attendance and excellent sermons at summer services and the upcoming architect's visit on August 24.

CONSENT AGENDA

The Board **APPROVED** the agenda and the minutes of the July 26, 2014 Board meeting and retreat.

NEW ACTION ITEMS

-*Young Adult group.* **Clint Stoddard, Lisa Shaffer, and Rev. David** to meet with the Young Adults and hear their concerns and explore their willingness to do future fund-raising, not necessarily an auction.

-*Archives of previous Board minutes.* **Mark Tuller and Tracey Weiss** to find and organize Board minutes into a permanent archive reaching out to Caroline DeMar and Kathryn Sturch.

-*Buildings & Grounds.* **Lisa Shaffer** to email Ken Schultz with the Board's thanks for the Buildings & Grounds clean-up efforts and successful fire marshal report.

-*Memorial Wall funding (CORRECTED).* **Lisa Shaffer** had been asked to contact the Planned Giving Committee (Caroline DeMar and Rigdon Currie) to explore possible interest-free loan or other funding of \$14,000 to secure scheduling of future Memorial Wall work; however it is now clear no immediate or advance funding is necessary for at least two years. **DONE—it turns out this was a miscommunication and no advance fundraising is necessary to secure our place in line**

-*Volunteers.* **Mark Tuller** to send reminder to Board members to send Lisa Shaffer suggested names for volunteer positions. **DONE**

-*College scholarships.* Clint Stoddard raised the issue of a possible college scholarship program and after discussion it was agreed **Clint Stoddard** is to work with **Alison Crotty and Rev. David** on issues of need, competitiveness, and affordability and consider formally raising it at a Board meeting.

REPORT ON PRIOR ACTION ITEMS

[Note: Prior Action Items that are **DONE or are ongoing processes will be removed from the list in future]**

The Board discussed and reported on pending action items.

-Governance items on website. **Mark Tuller** (with Sara O'Hara) to post copy of by-laws, Board minutes and agendas, and Congregational Meeting minutes to website. **DONE—this process is ongoing, with future postings (and catch-up of prior minutes), and will be omitted in future**

-Due notice of Board meetings. **Mark Tuller** (with Tracey Weiss) to place notice of each Board meeting in the Order of Service a week before the meeting and again the day of the meeting. **DONE—same as above**

-Board agendas. **Lisa Shaffer, Rev. David, and Mark Tuller** to prepare agenda at least a week in advance and send to Board members and publicize as necessary. **DONE—same as above**

-Board book updates. **Mark Tuller** to contact Caroline DeMar and get electronic versions of contact and liaison lists in the Board books, update them, and distribute them to Board members and Rev. David. **DONE**

-Board member greeting schedule. **Each Board member** to sign up at Doodle.com for Sunday greeting. **ONGOING**

-Board member snack schedule. **Each Board member** to sign up at Doodle.com for Board snacks. Need for snacks also depends on lunches scheduled at UUFSD.

-**Lisa Shaffer** to set up Doodle for snacks starting in September

-**Rev. David** to bring snacks to August 17 Board meeting after calendaring meeting. **NOT DONE, oops**

-Board greeter identification. **Ashley Phillips** to procure magnetic-back buttons for Board members to wear while greeting: "UUFSD Board Member" or "UUFSD Board Member Greeter" **IN PROCESS—Ashley is still looking for a prudent way of procuring these buttons; among other things she is exploring a button-making machine; Rev. David noted that the Minister's Discretionary Fund might be able to fund buttons or machine.**

-Board member liaison responsibilities. **Each Board member** to liaise with designated committees, with particular attention to aligning committees' needs and wants to goals of the Strategic Plan. Liaison function also includes contacting chairs before each Board meeting, asking how Board can assist committee's efforts, working on how Board can make committee's efforts better known, assuring committees have and are aware of the Strategic Plan, finding out successes to share and celebrate, perhaps attending their meetings, and reporting to the Board on committee activities as appropriate (ie, when there are significant milestones or issues that the Board should know about). **ONGOING PROCESS—this will be removed in future**

-Young Adult group liaison. **Clint Stoddard** to liaise with them, consulting as needed with **Rev. David**, who will continue to serve them as spiritual advisor. **ONGOING PROCESS—this will be removed in future**

-RE resources assessment process. **Don Jones and Rev. David** to prepare a September Board agenda item regarding the assessment process for RE, in connection with the earlier Board decision to tie

augmentation of RE resources to an evaluation of RE attendance and possibly other metrics. **FOR SEPTEMBER BOARD MEETING**

-RE resources assessment process. **Don Jones** to prepare a letter to the RE Committee and Alison Crotty regarding the above and have it reviewed by **Ashley Phillips**. **IN PROCESS**. **Don Jones** also to send a progress report for the August Board meeting concerning RE fees in anticipation of the above September agenda item. **DONE—progress report attached**

-Mandatory Religious Exploration fees. The Board decided to make RE fees mandatory for non-pledging families enrolled in RE, with an appropriate waiver provision so nobody is excluded due to financial need. **Don Jones and Rev. David** to work with RE committee on implementation and report back to the Board. **RECONSIDERED AND CHANGED—see decisions**

-Q & A sessions. On the first Sunday of each month, **Lisa Shaffer and Rev. David** to offer a Q & A session for members of the congregation to be briefed on Board business. **IN PROCESS—1st Sunday Q&A will start perhaps October 5**

-Potlucks. **Maria Penny** to work with the Kitchen Committee to develop a schedule and propose a plan, for two potlucks per month, one for each service. The Board recognized that the first service potlucks might extend past the starting time for the 11:00 service and that's ok. **ONGOING—Maria is following up with Alejandra Hoffman-Chan and Pam Parker—the Kitchen Committee feels it can only organize one potluck between services—this allows all members to gather at the same potluck but allows less time for completion of the meal—further discussion needed**

-Pledge Team recruiting. **Lisa Shaffer** to call a number of candidates identified by the group. **CALLS MADE, NO SUCCESS YET - ONGOING**

-Website refresh. So as not to have Sara O'Hara overburdened, **Lisa Shaffer** to reach out to several members with web skills. **DONE—CHRIS BYRNES SAID YES**. In parallel, Rev. D will explore through the cluster having shared, paid web expertise.

-Volunteer Fair. **Rev. David** to report to the Board on the status of the Volunteer Fair.

-Membership numbers. The Congregational Administrator to report to the Board the number of active members as of February when report to UUA is due and June at the end of the pledge drive. **DONE FOR JUNE—this is an ongoing process and will be omitted in future**

-Newsletter article. **Lisa Shaffer** to prepare article for newsletter describing Board activities for the Congregation. **DONE FOR AUGUST—this will be omitted in future**

-Auction follow-up. **Rev. David** to follow up with Young Adults to make sure someone is tracking remaining unpaid purchases. **ONGOING—Bev Majors and Caroline DeMar will speak with Eli Snider about tracking final funds from the auction**

-Sandy Hill Nursery School needs. **Rev. David and Clint Stoddard** on behalf of Dream Builders to meet with the Sandy Hill director and board to dream big about Sandy Hill needs that can be put to multi-use, and invite them to the August 24 architectural workshop. **UNDERWAY**

-Pacific Women's Choir. In view of space limitations, the Board decided to ask the Choir to find other rehearsal space. **Lisa Shaffer** will contact UUFSD members Sharilyn Parr and Anne Larocca

and write an official letter notifying them of need to find off-campus space by the end of the year.
DONE

-*SMART Recovery*. In view of space limitations, **Ashley Phillips** to speak with the members involved in this program and with Alison Crotty about the possibility of using the YRUU room instead of the library. **UNDERWAY**

-*Community Resource Center*. In view of the new director of the CRC, Paul Thompson, **Ashley Phillips** to work with the Social Action Committee to invite Paul to a Sunday service.

DECISION ITEMS AND NEW BUSINESS

HR Issue.

At 1:45 pm the Board went into Executive Session to discuss this item; the Executive Session terminated at 2:05 pm.

Young Adult Liaison and Fund Raising.

Clint Stoddard and John Atcheson reported on the Young Adults' feedback from the successful auction fundraiser they organized. The Board expressed its gratitude and appreciation for the efforts of the Young Adults and asked Clint Stoddard, Lisa Shaffer, and Rev. David to meet with them, discuss their concerns and explore their willingness to do future fundraising.

Budget for Design Review Committee/Buildings and Grounds Committee.

Clint Stoddard reported that the Design Review Committee would like to have its own budget separate from the Buildings & Grounds Committee. After discussion the Board felt that the Treasurer Bev Majors could work this out with the two affected committee chairs, Greg Brown (Design Review) and Ken Schultz (Buildings & Grounds).

DECISION:

After discussion and upon motion the Board **RESOLVED** that the Treasurer **Bev Majors** is delegated authority to work with the committee chairs of the Buildings & Grounds and Design Review Committees to develop and adopt a resolution to the request for separate budgets, without increasing the overall budget adopted at the June 8, 2014 Congregational Meeting.

Memorial Wall Funding (CORRECTED)

Clint Stoddard reported on the funding for the remaining sculptures on the Memorial Wall, based on the report from Barbara Blomgren. The next panel will cost \$14,000, and the sculptor is scheduled to work on this project after his current two-year commission with another organization. Initially it was thought that advance funding was needed to hold our place in line, but after clarification we do not need to pay the sculptor anything until he starts work in two years

Reconsideration of RE Fees

At the DRE's request, the Board revisited its decision to impose mandatory fees for non-member RE participation. We decided that the fees would be presented as "suggested fee" with a higher level for non-members.

The fees for special curricula (OWL and Coming of Age) already differentiates members and non-members – the Board's action was focused on the younger classes.

DECISION:

Upon discussion, the Board unanimously **RESOLVED** that there will be a suggested fee for RE of \$60 per child for non-pledging families and \$40 per child for pledging member families.

Finance Report

Beverly Majors was still working on the year-end report. **Maria Penny** volunteered to help Bev with resolving the problem. Lisa and David will work with Bev to find additional support for the Treasurer function.

Other Reports

Attached are written reports presented at the meeting from the Minister, the Temporary Congregational Administrator, Don Jones regarding RE, and the Memorial Walkway Committee.

The President declared the meeting adjourned at 2:20 pm.

Respectfully submitted,
Mark Tuller, *Secretary*

Attachments

- August 2014 Minister's Report
- Administrator's Report to the Board – August 2014
- Don Jones report on RE
- August 17, 2014 UUFSD Memorial Walls Status Report
- UUFSD Board Agenda August 17, 2014

August 2014 Minister's Report

UUFSD Congregational Year

2014 -2015

I used to think that there would be monumental years in the life of a congregation and more mellow years and what I am finding is that I don't think there will ever really be more mellow years. Each year brings its own incredible combination of joys and sorrows, highlights and challenges and this year I am sure will be no different. As we embark on this year, I write this in the middle of a week that is emphasizing our need for doing whatever we can to increase the world's ability to promote love, healing, wholeness and transformation and in some ways, this feels more urgent to me now more than ever. To me this speaks to the need for us to focus our work together, to understand why we are doing the things we do and how they always in some way lead back to love, healing, wholeness and transformation. I completely understand that there are some aspects of congregational life that are very similar to daily life, we all must eat, celebrate rites of passage, provide pastoral care, raise our annual campaign money and follow policies and procedures, I hope we can always keep the "why" in the front of our minds.

This year will hold some very exciting things for the congregation. We are about to embark on our first Capital Campaign in many years and we are making some important decisions about our future, both with programs and physical space. We have important initiatives underway to coordinate our communications, both externally and internally as well as integrate the membership and leadership development process. We continue this year with two services with the desired hopes of allowing more space, physically and spiritually, for those who need to be fed by the message of Unitarian Universalism. We are also continuing to evolve our understanding of what congregational needs and opportunities look like in the 21st Century.

In order to be a thriving congregation that helps provide a place of deep meaning to those who participate, I look forward to continuing working with the Board on matters of policy, governance and financial health.

Here is a partial list of my thoughts on the status of various aspects of the ministry of the congregation as we begin this year:

- **Worship** – There will be transition in the Worship Committee this year with two primary members, Susan Hahm and Robin Mitchell departing after many years of amazing service. They are being replaced by 4 Lay Leaders who will join staff in working together to create meaningful and engaging worship throughout the year. The Worship Retreat will take place this Saturday, August 16th where will set the themes and calendar for the year.
- **Pastoral Care** – The Pastoral Care program was revised last year and will continue to grow this year. The team provided increased services to the congregation and will continue to expand the culture of caring. There will be a pastoral care team training later this fall for invited members.
- **Music Ministry** – With the Band, the Choir and an increase in Concerts this year, the music ministry of the congregation is thriving. There is discussion to come regarding revitalizing the short-lived but much loved children's choir and Jill is planning for graduate school which may necessitate a new Music Director search, timing to be revealed more as the year progresses.
- **Social Justice** – This ministry of the congregation continues to travel through some changes. Tana Monaco had taken on the effort of coordinating movement forward, but Tana has decided to meet her spiritual needs at First Church. Irv has been serving the committee as chair/coordinator. There are social justice initiatives bubbling up in a variety of places in the congregation that I hope will provide interesting opportunities to live our values out loud.
- **Adult Religious Education** – I will offer another Adult RE class this year, (yet to be determined) and I have asked Alison to design and offer a class centering on cultural competency/anti-racism/anti-oppression themes.
- **COM** – I am very pleased and grateful with the work the Committee on Ministry did last year creating the Covenant of Right Relations. I hope was can weave it more openly into congregational life, a goal for this

year. I will also be working with the COM this year to identify methods of evaluating and reflecting on the “ministries” of the congregation, in other words, how are our programs serving their intended purpose and how are we meeting the needs for growth and health of individuals and this community.

- **Personnel, Current and Future** – Continuing to work with the Board and the Personnel Committee to understand the current and future needs of the congregation and how our staffing meets those needs.
- **Cluster/UUA Involvement** – It is no secret that I believe that we often live in silos of our own making. I plan to continue my involvement with the broader UU world and will continue to do what I can to promote increased congregational involvement. I am looking to General Assembly in Portland this coming June and hoping to promote attendance. I also hope to have a generosity offering this year to support scholarships, especially for young adults and youth to attend. As for the cluster, these are the currently scheduled activities and events:
 - Board Orientation and Training – Summit UU – Sept 20, 1-4PM
 - Leadership Development Committee (Nominations Committee) Workshop – Chalice – Nov 8, 1-4PM
 - SUUN Cluster Conference – First Church – Jan 31, 2014, all day
 - Change Management Workshop – Palomar, --March 14, 2014, 10AM-3PM

As I continue to serve as the ministerial liaison to SUUN, I also continue to serve on the Ministerial Transitions Team for the District, Member of the Standing on the Side of Love National Advisory Team and as a District Consultant for Board and Congregational retreats. There are two things that I have already committed to for the year:

- August 27th – I will be facilitating a retreat for the Western Regional Staff of the UUA.
- January 16th, 17th, and 18th, - A weekend retreat with 4 congregational boards in Arizona.
- Date to be determined – Church of the Desert in Palm Desert.

Other Dates of Note – (as I know them so far this year)

- September 29th – October 2nd – Annual Fall PSWD UUMA Minister’s Retreat
- October 23rd – 28th – Probably out of town in North Carolina
- March 5th -8th – Selma 50th Anniversary March (Maybe)
- Remaining Vacation and Study Leave – Yet to be determined.

ADMINISTRATOR'S REPORT TO THE BOARD - AUGUST 2014

MEMBERSHIP STATISTICS

Total number of members:	253
Members emeritus:	6
Pledging friends:	22
Friends:	62

Total number of members, pledging friends and friends: 343

SITE USE AND RENTALS

An inquiry by a non-member has been made for a Piano Recital on Sunday, December 14th from 1:00 to 4:00pm. Advised caller I would get back to her after Calendaring Meeting.

No other paid events are scheduled so far.

BUILDING AND GROUNDS

The Fire Inspector was here on August 11th. He gave us a clean inspection but had concerns which he only added as notations on the inspection, not violations.

The Fire Alarm Box in the closet to the left of the fireplace in the Founders Hall has a blinking "memory code" light.

Concern over the dry brush around the Pine Cones, Tree Tops, and Footprints classrooms as there is some dead brush close to the buildings he felt could be cut back further. He will check with zone/vegetation management about the Coastal Regulations regarding cutting back/removing certain vegetation.

The AED still says it needed maintenance in December 2013. We must get the display updated.

Upcoming Events

SUUN BBQ, Saturday, August 23, 4:00 – 8:30pm

Board Orientation and Training at Summit, Saturday, September 20th

Respectfully submitted,

Tracey Weiss
Temporary Administrator

Lisa,

I had lunch with Alison a couple of weeks ago. Much of our conversation was directed at getting to know each other personally, a little bit better. As far as Board liaison interaction, Alison relayed her excitement over this year's curriculum of exploring different faiths based on a UU RE program. We talked a little about the need for RE volunteers, as well as some ideas of tracking attendance. I mentioned that, as a board member, my main obligation is voting on how resources are allocated. As liaison, I'm here to present to the board any needs or concerns of RE.

Although I haven't composed the letter for Ashley to review concerning RE, I did mention to Alison that we were probably looking to get a list of all who sign up of RE this year, and take weekly attendance numbers that would probably be compiled by me for board review, since her additional budget was approved with some sort of tracking condition. I did not mention the board decision to charge for non-member fee collection.

The first RE meeting is scheduled for Aug. 24th. I plan to attend.

I am going away this weekend. Feel free to text or call with any questions. If there is another vote about charging non-members an RE fee, I vote no. I think it is to our advantage to allow families in on a free trial basis. Thanks!

Don

P.S. This is my progress report for the 8/17 meeting.

August 17, 2014

UUFSD Memorial Walls Status Report

Barbara Blomgren, Chairman

The funding campaign for the memorial complex began in 2003. Major donations were received from the Bulletes, the Millers, the Kolb estate, and the Spirit Level Foundation, in addition to generous donations from many individual members plus proceeds from events like the early art fairs, Attic Treasures sales, and dedicated luncheons.

By spring 2004 Jerry Thiebolts design for the memorial complex was complete. Permits were obtained after negotiations with the City of Solana Beach and the Coastal Commission. By spring 2009, contractor Chris Kolb had completed five walls and the pathway and center obelisk. In spring 2010 the ceramic mural on the first wall (AGAVE) and the bronze Founders' Plaque were installed. Jerry installed the second mural (BIRD) in October 2011 and the third mural (LOTUS) in June 2014.

To date, costs for all the work described above have been paid in full

UUFSD has no funds allocated to pay for sculpture and installation of the fourth and fifth walls, CHALICE AND SUN and TREE OF LIFE. The cost for each will be \$14,000. per UUFSDs contract with Jerry: 50% advance deposit; \$2,000 when the sculpture is approved before firing; \$5,000 after installation.

Jerry will not be available for the next two years while he completes a large commission for the Church of the Sacred Heart in Ocean Beach.

The current balance in the Memorial Walls Fund is \$2,134.24.

Of existing tiles, 80 have been reserved, 35 of which will need engraving. At \$70 per tile, that is a pending expense of \$2,450. The next few plaques to be reserved should balance the fund.

The memorial complex is intended to serve UUFSD for decades. The concept is that donations to reserve tiles will eventually amortize the cost of finishing the murals as well as annual maintenance of the complex.

The next 61 tile reservations would provide money for the 4th mural: $61 \times (\$300 - \$70) = \$14,030$. Likewise, new reservations 62 through 102 would provide enough for the 5th mural.

Those donations will accrue very slowly over years. To move forward meanwhile with either of the final two murals, we would need to acquire advance funding to supplement then-existing donated funds. Eventually such advances would be refunded to their source from future donations.

UUFSD Board Agenda
August 17, 2014

1. Check in (1-2 minutes per person, allowing you to be present)
2. Opening words; Chalice lighting (TBD)
3. Items for celebration; tracking success
 - Summer service attendance
 - Launch of collage project; building to Aug. 24 architect workshop
 - Other?
4. Review and approve minutes and agenda [note: additional of item on RE fees]
5. Report on action items from last month

-Governance items on website. **Mark Tuller** (with Sara O'Hara) to post copy of by-laws, Board minutes and agendas, and Congregational Meeting minutes to website. **DONE**

-Due notice of Board meetings. **Mark Tuller** (with Tracey Weiss) to place notice of each Board meeting in the Order of Service a week before the meeting and again the day of the meeting. **DONE**

-Board agendas. **Lisa Shaffer, Rev. David, and Mark Tuller** to prepare agenda at least a week in advance and send to Board members and publicize as necessary.

-Board book updates. **Mark Tuller** to contact Caroline DeMar and get electronic versions of contact and liaison lists in the Board books, update them, and distribute them to Board members and Rev. David. **DONE**

-Board member greeting schedule. **Each Board member** to sign up at Doodle.com for Sunday greeting. **ONGOING**

-Board member snack schedule. **Each Board member** to sign up at Doodle.com for Board snacks. Need for snacks also depends on lunches scheduled at UUFSD.

-Lisa Shaffer to set up Doodle for snacks starting in September

-Rev. David to bring snacks to August 17 Board meeting after calendaring meeting

-Board greeter identification. **Ashley Phillips** to procure magnetic-back buttons for Board members to wear while greeting: "UUFSD Board Member" or "UUFSD Board Member Greeter"

-Board member liaison responsibilities. **Each Board member** to liaise with designated committees, with particular attention to aligning committees' needs and wants to goals of the Strategic Plan. Liaison function also includes contacting chairs before each Board meeting, asking how Board can assist committee's efforts, working on how Board can make committee's efforts better known, assuring committees have and are aware of the Strategic Plan, finding out successes to share and celebrate, perhaps attending their meetings, and reporting to the Board on committee activities as appropriate (ie, when there are significant milestones or issues that the Board should know about).

-*Young Adult group liaison.* **Clint Stoddard** to liaise with them, consulting as needed with **Rev. David**, who will continue to serve them as spiritual advisor.

-*RE resources assessment process.* **Don Jones and Rev. David** to prepare a September Board agenda item regarding the assessment process for RE, in connection with the earlier Board decision to tie augmentation of RE resources to an evaluation of RE attendance and possibly other metrics.

-*RE resources assessment process.* **Don Jones** to prepare a letter to the RE Committee and Alison Crotty regarding the above and have it reviewed by **Ashley Phillips**. **Don Jones** also to send a progress report for the August Board meeting concerning RE fees in anticipation of the above September agenda item

-*Mandatory Religious Exploration fees.* The Board decided to make RE fees mandatory for non-pledging families enrolled in RE, with an appropriate waiver provision so nobody is excluded due to financial need. **Don Jones and Rev. David** to work with RE committee on implementation and report back to the Board.

-*Q & A sessions.* On the first Sunday of each month, **Lisa Shaffer and Rev. David** to offer a Q & A session for members of the congregation to be briefed on Board business.

-*Potlucks.* **Maria Penny** to work with the Kitchen Committee to develop a schedule and propose a plan, for two potlucks per month, one for each service. The Board recognized that the first service potlucks might extend past the starting time for the 11:00 service and that's ok.

-*Pledge Team recruiting.* **Lisa Shaffer** to call a number of candidates identified by the group. **CALLS MADE, NO SUCCESS YET - ONGOING**

-*Website refresh.* So as not to have Sara O'Hara overburdened, **Lisa Shaffer** to reach out to several members with web skills. In parallel, Rev. D is exploring through the cluster having shared, paid web expertise. **CHRIS SAID YES.**

-*Volunteer Fair.* **Rev. David** to report to the Board on the status of the Volunteer Fair.

-*Membership numbers.* The Congregational Administrator to report to the Board the number of active members as of February when report to UUA is due and June at the end of the pledge drive.

-*Newsletter article.* **Lisa Shaffer** to prepare article for newsletter describing Board activities for the Congregation. **DONE FOR AUGUST.**

-*Auction follow-up.* **Rev. David** to follow up with Young Adults to make sure someone is tracking remaining unpaid purchases.

-*Sandy Hill Nursery School needs.* **Rev. David and Clint Stoddard** on behalf of Dream Builders to meet with the Sandy Hill director and board to dream big about Sandy Hill needs that can be put to multi-use, and invite them to the August 24 architectural workshop. **UNDERWAY**

-*Pacific Women's Choir.* In view of space limitations, the Board decided to ask the Choir to find other rehearsal space. **Lisa Shaffer** will contact UUFSD members Sharilyn Parr and Anne

Larocca and write an official letter notifying them of need to find off-campus space by the end of the year.

-*SMART Recovery*. In view of space limitations, **Ashley Phillips** to speak with the members involved in this program and with Alison Crotty about the possibility of using the YRUU room instead of the library.

-*Community Resource Center*. In view of the new director of the CRC, Paul Thompson, **Ashley Phillips** to work with the Social Action Committee to invite Paul to a Sunday service.

6. Decision Items (relatively short time for each)

- HR issue (closed session)

7. Budget and finance report – Bev

8. Discussion item

- RE Fees
- Volunteer needs – Art Fair, Dining 4 Dollars, Treasurer backup, Pledge Team
- Capital Campaign update

9. Information Items (written reports from Minister, RE Director, Congregational Administrator, and oral Committee Liaison reports as appropriate)

10. Leftovers (second thoughts on things, items we forgot, etc.)

11. Items for next month's meeting

- RE Fees, assessment of new teacher impact

12. Process check and check out

13. Adjourn

Minutes of UUFSD Board Meeting
Sunday, September 21, 2014, 12:30 pm – 2:10 pm
Palmer Library, UUFSD

Board Members present:

Lisa Shaffer, *President*
Ashley Phillips, *Vice-President*
Bev Majors, *Treasurer*
Don Jones
Maria Penny

Also present:

Reverend David Miller, *ex officio*
Alison Crotty, *Director of RE*
Mark Tuller, *Corporate Secretary*

Absent:

John Atcheson, *Past President*
Clint Stoddard

Jill Reis, *Director of Music*
Tracey Weiss, *Temporary Administrator*

The President convened the Board meeting at 12:30 pm, a virtual chalice was lit, and the Board celebrated the success of the Taste of UU barbecue, the architects' workshops, successful recruitment of a new treasurer (Glen Bowden) and a new Dining 4 Dollars coordinator (Kim Douwes) and the rummage sale, particularly the hard work of the volunteers who made these successes possible.

SUUN Board Workshop

Lisa Shaffer and Rev. David reported on the cluster workshop for UU board members sponsored by San Diego UU Network at Summit UU Fellowship on September 20, 2014, attended by Lisa, Rev. David and Maria Penny from UUFSD. Lisa noted that some congregational boards give their committees broad autonomy within Strategic Plan objectives and budget, and have the committees report at least annually to the Board with reference to these objectives. The UUFSD Strategic Plan has four objectives, which were read aloud as the Opening Words. The Board agreed it would be good to feature our strategic plan more prominently throughout the Fellowship and agreed to put this on the October Board agenda.

CONSENT AGENDA

The Board **APPROVED** the agenda and the minutes of the August 17, 2014 Board public meeting and executive session and the June 8, 2014 Board meeting.

NEW ACTION ITEMS

-*Incorporation of Strategic Plan objectives into the Board and committee activities on an ongoing basis.* **Lisa Shaffer** suggested on the basis of the SUUN board workshop described above that this could be a potential October board agenda item.

-*Committee on Ministry.* **Maria Penny** to solicit Kay Byrnes as a member.

-*Letter or email sent to welcome visitors.* **Rev. David** agreed to work with Betsy Gilpin and **Tracey Weiss** so that Tracey could take on the routine email or letter sent to visitors to welcome them.

-*Written RE Director report and attendance and enrollment records.* **Alison Crotty** to prepare a monthly board report showing attendance and reporting on the impact of the increased budget

(e.g., preparation of supplemental curriculum material to go home with parents); also, Alison to keep a log of enrolled students and attendance and a master list of parents to see who are members, so that the Board can review for future budget purposes.

-Conformance of committee practices and by-laws. **Mark Tuller** to compile running list of discrepancies between the by-laws and practices customarily used by the committees, and amend by-laws as necessary, such as procedure for appointing and confirming Committee on Ministry members. This could be an agenda item in October.

OLD ACTION ITEMS

-Young Adult group. **Clint Stoddard, Lisa Shaffer, and Rev. David** to meet with the Young Adults and hear their concerns and explore their willingness to do future fund-raising, not necessarily an auction. **Meeting scheduled for Oct. 5.**

-Archives of previous Board minutes. **Mark Tuller and Tracey Weiss** to find and organize Board minutes into a permanent archive reaching out to Caroline DeMar and Kathryn Sturch. **IN PROCESS—this on-going process will be deleted in future. Found minutes back to 2001 with some significant gaps; plan is to create an appropriate permanent storage.**

-Buildings & Grounds. **Lisa Shaffer** to email Ken Schultz with the Board's thanks for the Buildings & Grounds clean-up efforts and successful fire marshal report. **DONE—this will be deleted in future.**

-Memorial Wall funding. **Lisa Shaffer** to contact the Planned Giving Committee (Caroline DeMar and Rigdon Currie) to explore possible interest-free loan or other funding of \$14,000 to secure scheduling of future Memorial Wall work. **DONE—This will be deleted in future. Clarified, not needed right now. No further action.**

-Volunteers. **Mark Tuller** to send reminder to Board members to send Lisa Shaffer suggested names for volunteer positions. **DONE—this will be deleted in future.**

-College scholarships. Clint Stoddard raised the issue of a possible college scholarship program and after discussion it was agreed **Clint Stoddard** is to work with **Alison Crotty and Rev. David** on issues of need, competitiveness, and affordability and consider formally raising it at a Board meeting. **No action**

-Board member snack schedule. **Each Board member** to sign up at Doodle.com for Board snacks. Need for snacks also depends on lunches scheduled at UUFSD. **Several Board members have signed up, but not all.**

-Lisa Shaffer to set up Doodle for snacks starting in September – **DONE—this will be deleted in future.**

-Board greeter identification. **Ashley Phillips** to procure magnetic-back buttons for Board members to wear while greeting: "UUFSD Board Member" or "UUFSD Board Member Greeter" **IN PROCESS.**

-RE resources assessment process. **Don Jones and Rev. David** to prepare a September Board agenda item regarding the assessment process for RE, in connection with the earlier Board

decision to tie augmentation of RE resources to an evaluation of RE attendance and possibly other metrics. **ITEM IS DISCUSSED BELOW—this item will be deleted in future**

-*RE resources assessment process.* **Don Jones** to prepare a letter to the RE Committee and Alison Crotty regarding the above and have it reviewed by **Ashley Phillips**. **IN PROCESS.**

-*Q & A sessions.* On the first Sunday of each month, **Lisa Shaffer and Rev. David** to offer a Q & A session for members of the congregation to be briefed on Board business. **ONGOING: FIRST CHAT SCHEDULED SEPT. 28—this item will be removed in future.**

-*Potlucks.* **Maria Penny** to work with the Kitchen Committee to develop a schedule and propose a plan, for two potlucks per month, one for each service. The Board recognized that the first service potlucks might extend past the starting time for the 11:00 service and that's ok. **ONGOING—Maria reported that the Kitchen Committee has decided to organize and advertise two potlucks per month, one after the 9:00 service and one following the 11:00 service—this item will be deleted in future.**

-*Pledge Team recruiting.* **Lisa Shaffer** to call a number of candidates identified by the group. **One recruit – Jim Hagan. Still need one more. Glen Bowden has been recruited as Treasurer.**

-*Volunteer Fair.* **Rev. David** to report to the Board on the status of the Volunteer Fair. **The Membership Team will undertake this, but to be determined when and what.**

-*Auction follow-up.* **Rev. David** to follow up with Young Adults to make sure someone is tracking remaining unpaid purchases. **ONGOING—Bev Majors and Caroline DeMar will speak with Eli Snider about tracking final funds from the auction**

-*Sandy Hill Nursery School needs.* **Rev. David and Clint Stoddard** on behalf of Dream Builders to meet with the Sandy Hill director and board to dream big about Sandy Hill needs that can be put to multi-use, and invite them to the August 24 architectural workshop. **DONE—the Sandy Hill director spoke with her own Board and with Greg Brown about their space needs; they won't be directly involved in the capital campaign and are aware their rent may be going up—this will be removed in future.**

-*Community Resource Center.* In view of the new director of the CRC, Paul Thompson, **Ashley Phillips** to work with the Social Action Committee to invite Paul to a Sunday service. **DONE—Paul has been invited and perhaps will also present to the UUFSD Board; Rev. David will be having lunch with him—this will be removed in future.**

DECISION ITEMS AND NEW BUSINESS

Committee on Ministry nomination

Denise Clark has resigned from the Committee on Ministry and this vacancy is customarily filled by appointment of the Board (the Board, the minister, and the committee itself each customarily select two members, with Board members not eligible). The Board thanked Denise Clark for her service, and asked Maria Penny to talk with Kay Byrnes about joining the committee.

RE Assessment Strategy

Don Jones led a discussion of how to assess the impact on the RE program of the additional budget resources allocated to the program. The additional money has been used to hire part-time

teachers for the Sunday RE program, to hire a part-time assistant for Alison Crotty, and to make Alison full-time. The Board is principally interested in the budgetary and policy impacts upon the RE program, with the responsibility to manage the on-going RE activities in the hands of the staff and the RE Committee.

Discussion points: Is enrollment the only metric? Other conceivable metrics could be retention level, or conversion of parents to membership, or qualitative measures such as reported satisfaction with the program. It was noted that Charles Dodson of the Committee on Ministry is planning to research evaluation methods used elsewhere for various types of ministries, including RE.

Alison Crotty reported that she had hired four part-time teachers and a part-time assistant (and that due paperwork and criminal background checks have been done). Initial enrollment is going slowly compared to last year with a tendency toward having different kids each time, although the Coming of Age class has 28 enrollees and YRUU is well attended.

Treasurer

The Treasurer, Bev Majors, announced her resignation as Treasurer; she will continue to fill her position on the Board. The Board unanimously passed the following resolution:

RESOLUTION OF APPRECIATION TO BEV MAJORS:

In appreciation of the service that **Bev Majors** has given to the Fellowship as Treasurer, the Board of Directors unanimously adopted the following resolution, September 21, 2014:

WHEREAS, Bev Majors accepted the leadership position of Treasurer of the Fellowship and has devoted many hours of service to the Fellowship in that position; and

WHEREAS, the Fellowship could not function without the tireless efforts of volunteers such as Bev; and

WHEREAS, Bev Majors has resigned as Treasurer;

NOW THEREFORE BE IT:

RESOLVED, The Board accepts with regret **Bev Majors'** resignation as Treasurer.

RESOLVED, The Board extends its profound thanks to her and hereby formally acknowledges the Fellowship's appreciation for her time, diligence, and effectiveness as Treasurer of the Fellowship. Job well done!

The Board thereupon appointed Glen Bowden as the new Treasurer, as follows:

DECISION:

Upon motion made and duly seconded, the Board unanimously **ELECTED Glen Bowden** as the Treasurer of the Fellowship, to fill the remainder of the term until July 1, 2015.

Finance Committee

Maria Penny reported that two members have resigned from the Finance Committee. Chris Butler, a returning member, expressed interest in getting involved in finance-related activities. Lisa is following up with him (emails exchanged; meeting planned for Oct. 1) to explore where and how he might best contribute.

After discussion about the need for up-to-date check signing authority, the Board delegated signing authority as follows:

DECISION:
Upon motion made and duly seconded, the Board unanimously **AUTHORIZED AND DELEGATED TO**
Ashley Phillips, *Vice-President of the Board*
Glen Bowden, *Treasurer*
Steve Rosen
Robin Mitchell
Caroline DeMar
the authority to sign checks on behalf of the Fellowship in any account owned by the Fellowship; and
DELEGATED TO Glen Bowden, *Treasurer*, the authority to implement the above as necessary, such as by signing forms and signature cards at financial institutions.

DISCUSSION ITEMS

Volunteers Discussion

The Board discussed the recent rummage sale and thanked Alejandra Hoffman-Chan and Renae Grieg for leading the event, and all the others who volunteered or contributed to its success. The Board adopted the following resolution:

RESOLUTION OF APPRECIATION TO ALEJANDRA HOFFMAN-CHAN AND RENAE GREIG:
WHEREAS, Alejandra Hoffman-Chan and Renae Greig stepped up to the plate and took the leadership role to organize and carry out the R X 4 Rummage Sale for the Fellowship on September 20, 2014; and
WHEREAS, the Rummage Sale was a great success in financial terms, and also in terms of community building within the Fellowship, outreach to the neighborhood, and benefit to others; and
WHEREAS, Alejandra and Renae recruited and motivated many others to donate sale items and to volunteer help and time to this successful project;
NOW THEREFORE, WE, THE BOARD OF DIRECTORS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF SAN DIEGUITO, DO THIS 21ST DAY OF SEPTEMBER, 2014, HEREBY RESOLVE THAT:

The Fellowship expresses its deep appreciation to Alejandra and Renae for their leadership and constant effort to assure the success of the Rummage

Sale; and the Fellowship also thanks all the others who volunteered their time and help and who donated sale items. Job well done!

Other volunteer information: Kim Douwes has volunteered for Dining for Dollars. Betsy Gilpin has volunteered for Art Fair. Betsy is also resigning from parts of the Membership function; Christie Turner has taken over visitor greeter scheduling and Jill Ballard will take new member pictures. (To welcome visitors, it was suggested that perhaps Tracey Weiss could send out a welcome letter or email.) Caroline DeMar has also agreed to help with Dining for Dollars and Art Fair. Jim Hagan has joined the Pledge Team. Additional participants are still needed.

HR Discussion

The Congregational Administrator, Elizabeth Lindsay, is no longer employed by the Fellowship. Tracey Weissman, who has been acting as temporary congregational administrator, will be converting to a permanent part-time (32.5 hours per week) position as Congregational Administrator, effective October 1.

DreamBuilders and Capital Campaign Task Force Discussion

About 85 people attended the two DreamBuilders workshops with the architects, with numerous issues raised including parking and improvements to the amphitheatre. A projected three years will be required for the project, starting with 4-6 months of planning and permitting, and including 9-12 months of fundraising.

A capital campaign consultant will be hired to do a feasibility study. Typically a consultant will meet with up to 30% of the congregation to gauge general interest level and likely giving level. The Board consensus was that this was a good idea. The fee for the consultant will be several thousand dollars and funds are in hand to cover the cost. Tiffany Fox is leading the effort on the communications strategy for the capital campaign. They expect to hire a marketing person to develop a logo, branding, and a brochure, and they have begun putting together the communications strategy for educating and inspiring the congregation. Both the consultant and marketing person should be on board by early October.

OTHER REPORTS

Minister's Report

Rev. David reported that the Worship Team met and that Christie Turner is preparing spreadsheets of upcoming services. Standing on the Side of Love month has been moved from February to March and will focus on Earth themes. Rev. David reported that he will be gone for some time in October as part of his annual four weeks off and four weeks of study leave. He also acknowledged the work Tracey Weissman has done (as reflected in her Congregational Administrator's report) to clarify site usage policies. It was pointed out that we have chosen not to rent space to for-profit business rentals because then the Fellowship would have to pay unrelated business income taxes.

Congregational Administrator's Report. Attached.

Treasurer's Report

Bev Majors reported that the cash position is fine; however, there is delay in fiscal year-end closing and reporting due to hang-ups in the accounting software ACS, which in turn has delayed July/August reporting. Bev reported that she will be meeting with Jill Ballard and Kathryn Sturch

to close the books for the last fiscal year and support the transition of the new Treasurer Glen Bowden. We now have a part-time bookkeeper who is working out well..

Committee Reports.

-*Spiritual Growth Circles* have changed their name to Sacred Circles, and Ashley Phillips went to their meeting as liaison. Linda Pratt, Vicky Newman, and Glen Bowden are the Sacred Circle Committee with Rev. David. This small group ministry is an important aspect of supporting congregational connection as we expand our membership.

-*Communications Committee*, chaired by Tiffany Fox, met and decided to give a short survey to the entire congregation to learn preferred communications vehicles (email, website, etc.). The goal is to integrate messaging into the format(s) most useful and accessible to the congregation.

-*Social Action Committee* supplied the attached report, discussing a social action project that could be a Fellowship focus for the next year—immigration reform and action.

The President declared the meeting adjourned at 2:10 pm. The next scheduled Board meeting is Sunday, October 19, 2014 at 12:30 pm in Palmer Library.

Respectfully submitted,
Mark Tuller, *Secretary*

Attachments:

- Agenda for September 21, 2014 Board meeting
- Congregational Administrator's report for September, 2014
- Report of Social Action Committee (A Congregational Call to Action)

UUFSD Board Agenda
Sept. 21, 2014

1. Check in (1-2 minutes per person, allowing you to be present)
2. Opening words; Chalice lighting
3. Items for celebration; tracking success
 - Cluster gathering and concert
 - Architect workshops
 - Other?
4. Review and approve minutes and agenda
5. Report on action items from last month

-*Young Adult group.* **Clint Stoddard, Lisa Shaffer, and Rev. David** to meet with the Young Adults and hear their concerns and explore their willingness to do future fund-raising, not necessarily an auction. **Meeting scheduled for Oct. 5.**

-*Archives of previous Board minutes.* **Mark Tuller and Tracey Weiss** to find and organize Board minutes into a permanent archive reaching out to Caroline DeMar and Kathryn Sturch. **IN PROCESS. Found minutes back to 2001 with some significant gaps; plan is to create an appropriate permanent storage.**

-*Buildings & Grounds.* **Lisa Shaffer** to email Ken Schultz with the Board's thanks for the Buildings & Grounds clean-up efforts and successful fire marshal report. **DONE**

-*Memorial Wall funding.* **Lisa Shaffer** to contact the Planned Giving Committee (Caroline DeMar and Rigdon Currie) to explore possible interest-free loan or other funding of \$14,000 to secure scheduling of future Memorial Wall work. **Clarified, not needed right now. No further action.**

-*Volunteers.* **Mark Tuller** to send reminder to Board members to send Lisa Shaffer suggested names for volunteer positions. **Done (by Mark); no response from Board members**

-*College scholarships.* Clint Stoddard raised the issue of a possible college scholarship program and after discussion it was agreed **Clint Stoddard** is to work with **Alison Crotty and Rev. David** on issues of need, competitiveness, and affordability and consider formally raising it at a Board meeting. **No action**

-*Board member snack schedule.* **Each Board member** to sign up at Doodle.com for Board snacks. Need for snacks also depends on lunches scheduled at UUFSD.

-**Lisa Shaffer** to set up Doodle for snacks starting in September - **DONE**

-*Board greeter identification.* **Ashley Phillips** to procure magnetic-back buttons for Board members to wear while greeting: "UUFSD Board Member" or "UUFSD Board Member Greeter" **IN PROCESS.**

-*RE resources assessment process.* **Don Jones and Rev. David** to prepare a September Board agenda item regarding the assessment process for RE, in connection with the earlier Board

decision to tie augmentation of RE resources to an evaluation of RE attendance and possibly other metrics. **FOR SEPTEMBER BOARD MEETING**

-*RE resources assessment process.* **Don Jones** to prepare a letter to the RE Committee and Alison Crotty regarding the above and have it reviewed by **Ashley Phillips**. **IN PROCESS**.

-*Q & A sessions.* On the first Sunday of each month, **Lisa Shaffer and Rev. David** to offer a Q & A session for members of the congregation to be briefed on Board business. **Not yet scheduled**

-*Potlucks.* **Maria Penny** to work with the Kitchen Committee to develop a schedule and propose a plan, for two potlucks per month, one for each service. The Board recognized that the first service potlucks might extend past the starting time for the 11:00 service and that's ok. **ONGOING—Maria is following up with Alejandra Hoffman-Chan and Pam Parker—the Kitchen Committee feels it can only organize one potluck between services—this allows all members to gather at the same potluck but allows less time for completion of the meal—further discussion needed**

-*Pledge Team recruiting.* **Lisa Shaffer** to call a number of candidates identified by the group. **One recruit – Jim Hagan. Still need one more.**

-*Volunteer Fair.* **Rev. David** to report to the Board on the status of the Volunteer Fair.

-*Auction follow-up.* **Rev. David** to follow up with Young Adults to make sure someone is tracking remaining unpaid purchases. **ONGOING—Bev Majors and Caroline DeMar will speak with Eli Snider about tracking final funds from the auction**

-*Sandy Hill Nursery School needs.* **Rev. David and Clint Stoddard** on behalf of Dream Builders to meet with the Sandy Hill director and board to dream big about Sandy Hill needs that can be put to multi-use, and invite them to the August 24 architectural workshop. **UNDERWAY**

-*Community Resource Center.* In view of the new director of the CRC, Paul Thompson, **Ashley Phillips** to work with the Social Action Committee to invite Paul to a Sunday service.

6. Decision Items (relatively short time for each)
 - Nominate someone for Committee on Ministry

7. Budget and finance report – Bev

8. Discussion item
 - RE Assessment strategy
 - Volunteer needs – Art Fair, Dining 4 Dollars, Treasurer backup, Pledge Team
 - Capital Campaign update
 - HR update
 - Communications strategy

9. Information Items (written reports from Minister, RE Director, Congregational Administrator, and oral Committee Liaison reports as appropriate)

10. Leftovers (second thoughts on things, items we forgot, etc.)

11. Items for next month's meeting
12. Process check and check out
13. Adjourn

ADMINISTRATOR'S REPORT TO THE BOARD - AUGUST 2014 [sic September]

MEMBERSHIP STATISTICS

Total number of members:	252
Members emeritus:	7
Pledging friends:	20
Friends:	62

Total number of members, pledging friends and friends: 341

SITE USE AND RENTALS

Had two inappropriate inquiries about site rental (for-profit events requiring payment from attendees).

One request to rent the site for a wedding on September 18, 2015. Have tentatively saved the date pending deposit from couple. They will be calling for a tour appointment.

No other site rental events are scheduled for 2014 at this point.

*Administrator spent several weeks compiling all information on site use (including information gathered from the UUFSD Policies and Procedures Manual) and, along with Rev. D's assistance, put together two comprehensive documents to be used in the future for site rentals by non-members. (Site Rental Application and Building Usage Agreement – Terms and Conditions of Use)

Respectfully submitted,

Tracey Weiss
Temporary Administrator

BUILDING USAGE AGREEMENT – TERMS AND CONDITIONS OF USE

1. A \$100 non-refundable deposit must be received in order to hold your requested date on the calendar. This fee will be applied to the total balance due after the event concludes. Final fees must be paid 30 days in advance of your function.
2. Security deposit of \$1,000 must accompany the signed application. It is held in escrow until after the event. If inspection of premises shows the premises left in good order and no property damage, the check will be returned within 60 days after the event and after any additional charges have been paid.
3. Church buildings are for use by private parties or 501(c) 3 nonprofit organizations. Applicant must be one of these.
4. A “private party” is one at which all those attending are invited guests of the sponsor or actual members of the sponsoring group. The event shall not be advertised to the public.
5. The needs of the Fellowship shall have priority over renters for the use of facilities whenever scheduled events are in conflict.
6. Private functions may serve beer and/or wine only. Beer and wine may not be exchanged for any consideration including money, tickets, tokens, or anything else of value.
7. A public function or party is one that does not meet the specifications in #4, is advertised to the general public, and/or the general public is invited, and/or is held out to the public as a place where alcoholic beverages will be served or otherwise dispensed.
8. If your event is public and you plan to serve or sell beer or wine (consumption or serving of hard liquor is prohibited at UUFSD), you must obtain a one day liquor license from the Department of Alcoholic Beverage Control at your expense.
9. Any group comprised predominantly of persons under the age of 21 shall use the facilities only in the presence of responsible adult leaders or chaperones; a minimum of one adult leader per eight persons under 21 years of age.
10. There may not be an admission charge to any event. Donations may be sought but individuals may not be denied entrance or be asked to leave if they do not choose to donate. Publicity must reflect this policy.
11. All publicity for the event must clearly state: “Not sponsored by the Unitarian Universalist Fellowship of San Dieguito.”
12. The Event Coordinator is responsible for acquiring keys from the Office Administrator or the Staff Coordinator during posted office hours prior to the event. Please return key(s) to the Office Administrator or Staff Coordinator following the event.
13. All functions are to end at 10:00 p.m. and the user must comply with the city noise ordinance. Noise (from bands, jukeboxes, sound systems, etc.) is to be kept at a level that does not disturb the peace (45 decibels) per the City of Solana Beach ordinance.
14. Smoking is prohibited in any church building and on church grounds except for parking lots.
15. The pianos are the property of the Fellowship. Do not set anything on the piano.
16. Items on the Fellowship’s walls (artwork, notices, etc.) are NOT to be removed or altered in any way.
17. Remove anything you have fastened to walls, including tape. Remove anything you brought on site.
18. Barbeques and open fires are explicitly forbidden.
19. Scattering of rice anywhere on the UUFSD property is not permitted.

20. The Caterer and/or Event Coordinator is responsible for making sure all trash or food remnants are taken to the large dumpster in the upper parking lot, that towels are rinsed well and not left soaking on counters, and that the kitchen and any surrounding areas used by the party are clean and tidy when the event is over.
21. None of the Fellowship's audio-visual equipment may be used, such as sound system, unless there is a prior arrangement.
22. Parking by guests and event participants is prohibited in spaces designated for the Minister and Fellowship staff.
23. The Unitarian Universalist Fellowship of San Dieguito, in making its facilities available for use by the nonprofit group designated, neither endorses nor assumes responsibility for the views of said group. The group agrees to make this position clear to its members and guests, and in any materials issued to publicize or promote activities of the group involving facilities of the Fellowship.
24. Non-compliance with the above will result in loss of part, or all, of the Security Deposit, as well as any additional fees required to repair any damages.
25. Applicant, applicant organization, and/or applicant organization's agent agrees to accept full responsibility, to hold the Unitarian Universalist Fellowship of San Dieguito (UUFSD) harmless, to defend UUFSD against all claims, and to indemnify UUFSD for all fees, costs, and damages incurred for any loss or injury to person(s) or property on UUFSD's premises or elsewhere arising out of being on UUFSD premises or resulting from the sale, transfer, or use of intoxicating beverages by anyone associated in any way with this event.

APPLICANT AFFIRMS THAT INFORMATION PROVIDED HEREIN IS CORRECT AND AGREES TO ABIDE BY THE STATED TERMS AND CONDITIONS OF USE.

Applicant's/Agent's signature: _____ Date: _____

Applicant's/Agent's address: _____

Administrator's signature: _____ Date: _____

Unitarian Universalist Fellowship of San Dieguito



1036 Solana Dr. P.O. Box 201, Solana Beach, CA 92075-0201
 Telephone 858.755.9225 Fax 858.755.9017
 Email office@uufsd.org Web: www.uufsd.org

SITE RENTAL APPLICATION

Circle One: **Member** **Non-Member** Today's Date _____

EVENT _____ TIME _____

DAY(S)/DATE(S) _____

NAME (S) _____

ADDRESS _____
 Street/mailling address City State Zip

PHONE () _____ () _____ () _____ () _____
 Home Business Cell Fax/email

OFFICIATING PERSON _____ PHONE _____

A NON-REFUNDABLE CUSTODIAL FEE OF \$100 is required to reserve the date. Checks should be made payable to UUFSD. The balance of payment is due one month prior to the date of the event. (Please refer to the Fee Schedule.)

FACILITIES	Fee	Amount Due	Date Paid	Check No.
<input type="checkbox"/> Amphitheater	\$ 650.00	_____	_____	_____
<input type="checkbox"/> Founders Hall	900.00	_____	_____	_____
<input type="checkbox"/> Kitchen/Terrace	450.00	_____	_____	_____
<input type="checkbox"/> Palmer Library	150.00	_____	_____	_____
<input type="checkbox"/> Custodial	100.00	_____	_____	_____
<input type="checkbox"/> Professional sound technician (Hourly rate varies.)		_____	_____	_____
TOTAL AMOUNT DUE		\$ _____		

SECURITY DEPOSIT OF \$1000 should accompany the signed application. It is held in escrow until after the event. If inspection of premises shows no damage, the check is returned immediately.

It is hereby agreed:

1. The undersigned will indemnify and hold harmless the Unitarian Universalist Fellowship of San Dieguito from all claims arising from use of Fellowship premises as described, including all costs of litigation resulting from such use;
2. The undersigned assumes all financial responsibility and promises to pay the Fellowship for any damage beyond normal wear and tear resulting from such use;
3. The undersigned has read the information on rental time and terms and conditions of use and agrees to comply with the general requirements;
4. The undersigned will restore the Fellowship premises to the condition in which they were found;
5. The undersigned assumes responsibility for safe and legal parking for attendees.

Signature

Date

(This application is subject to the approval of the Unitarian Universalist Fellowship)

FOR RENTALS OTHER THAN WEDDINGS, MEMORIAL SERVICES, RITUALS

Name of nonprofit organization (if applicable):

Mission of nonprofit organization:

Please describe activities at event:

Time requested (from beginning of set-up to end of clean-up)

: _____

Official start time of event:

Please check all that apply:

_____ event is open to the public _____ event will be advertised to the public _____ event is private party

_____ event is for organization members and guests only _____ Beer/wine will be served at this event

A CONGREGATIONAL CALL TO ACTION

At our quarterly meeting on Sept. 7, members of the Social Action Committee were energized and inspired by the participation of 20 people who discussed the possibility of adopting a social action project that would be a focus for our Fellowship for the next year or so. Other UU congregations throughout the country have found that centering energy on an issue leads to more meaningful involvement, collective growth and effective action.

While continuing to support, honor and celebrate projects already underway, this project would become a major focus for educating ourselves and taking action. We also considered several different possibilities, including gun control, mental health, prison reform and environmental justice. Because so much groundwork has been laid on immigration reform and action and the leadership is in place, SAC has taken the individual projects centered on immigration and border issues and is integrating them into a comprehensive strategy designed to assist and enable immigrants and their relatives with legal, humanitarian, and social support and to influence political action on issues of local, state and national reform.

As a part of this strategy, plans are in place to involve UUFSD's music and RE programs, to join other cluster-wide efforts already underway, and to link with other faith groups and organizations in our neighborhood. Our hope is to make UUFSD a strong ally assisting immigrants, learning about immigration reform issues, and taking action. We invite you to join the SAC in this vital campaign. Please stop by the Social Action table in the courtyard to talk with members and learn how you can help us shape and create this important effort.

Minutes of UUFSD Board Meeting
Sunday, October 19, 2014, 12:30 pm – 2:15 pm
Palmer Library, UUFSD

Board Members present:

Lisa Shaffer, *President*
Ashley Phillips, *Vice-President*
John Atcheson, *Past President*
Clint Stoddard
Maria Penny

Also present:

Reverend David Miller, *ex officio*
Alison Crotty, *Director of RE*
Tracey Weiss, *Congregational Administrator*
Mark Tuller, *Corporate Secretary*
Sam Blakistone, *YRUU representative*

Absent:

Bev Majors
Don Jones

Glen Bowden, *Treasurer*
Jill Reis, *Director of Music*

The President convened the Board meeting at 12:30 pm, the chalice was lit and those present checked in. The Board reflected on the words from this morning's wonderful service.

Strategic Plan implementation

The Board read the four goals of the Fellowship's Strategic Plan:

1. Strengthen and enhance congregational practices that support reflection, connection and transformation among members/friends and in the larger community.
2. Improve governance, member engagement and staff development.
3. Create a campus that uses and showcases state-of-the-art sustainable practices and infrastructure.
4. Cultivate UUFSD's spiritual practice of engaging both the congregation and the wider community as a leader and institutional leader of social change.

The Board agreed to consider each issue through the lens of how it contributes to the four goals. The staff agreed to write reports tied to the four goals.

Celebrations

The Board celebrated the success of the Peter Mayer concert this weekend, which was an inspiring event that also was sold out and cleared about \$600 for the Fellowship and SUUN; the Death Café event; the new information kiosk built by Joe Penny; Tracey Weiss's joining the staff as Congregational Administrator; and the progress made with the architects in the Dream Builders process.

Consent Agenda

The Board **APPROVED** the agenda for today's meeting and the minutes of the September 21, 2014 Board meeting.

NEW ACTION ITEMS

-Incorporation of Strategic Plan objectives into the Board and committee activities on an ongoing basis. **Board members** to consider each Board item through the lens of how it contributes to the four Strategic Plan objectives, and **Board member liaisons to committees** to assist committees to do the same. **Staff members** to write reports that tie activities and initiatives to the four goals.

-Stock donation form on website. **Maria Penny** to work with **Tracey Weiss** to add a new section to the form on the website for processing stock donations; the new section to indicate the donor and the gift, and to be sent directly to Tracey Weiss by the donor or the broker to enable stock donations to be accurately reconciled with donors. Sara O'Hara should be able to add or substitute the new form.

-Socially responsible investing. **Maria Penny** to check with the Finance Committee on whether our investments are in socially and environmentally responsible funds, and report back to the Board.

-Credit card for Tracey Weiss. **Maria Penny** to help **Tracey Weiss** get a credit card.

-Check signing. **Ashley Phillips** to contact Caroline DeMar, Steve Rosen, or Robin Mitchell to accompany her to the bank to enable her to be added to the signatory card.

-Finance resolutions. **Mark Tuller** to print out finance and treasurer resolutions and send to Maria Penny. **DONE.**

-"Director of Congregational Life." **Lisa Shaffer and Rev. David** to pursue grants with Spirit Level Foundation or elsewhere for funding a congregational in-reach and membership coordinator.

-Capital Campaign major donor pitch. **Rev. David, Lisa Shaffer, and Ashley Phillips** to work with John Sherman to develop an appropriate pitch.

-Volunteer recruitment pitch at Sunday service. **Rev. David, Lisa Shaffer, and Ashley Phillips** to develop an appropriate pitch. David and Lisa will schedule a "generosity summit" to address needed volunteer recruitment and coordination related to fund-raising.

-Thanking volunteers. **Lisa Shaffer** to include recognition of volunteers in each newsletter article. **Ashley Phillips** to send hand-written thank you notes.

-Board governance training. **The Board** to revisit whether to pursue Skype Board governance training early next year, as offered by Beth Ellen Holimon.

-Community Resource Center. **Ashley Phillips** to work with Rev. David and the Worship Committee to invite new CRC Director Paul Thompson to be introduced to the congregation at a worship service.

OLD ACTION ITEMS

-Committee on Ministry. **Maria Penny** to solicit Kay Byrnes as a member. **Success. However, due to resignations there are still two slots to be filled by the minister and by the COM.**

-Letter or email sent to welcome visitors. **Rev. David** agreed to work with Betsy Gilpin and **Tracey Weiss** so that Tracey could take on the routine email or letter sent to visitors to welcome them. **Tracey Weiss reported she has been sending out letters to visitors using a format supplied by Betsy Gilpin, and also putting the visitor information in the ACS software.**

-Written RE Director report and attendance and enrollment records. **Alison Crotty** to prepare a monthly board report showing attendance and reporting on the impact of the increased budget (e.g., preparation of supplemental curriculum material to go home with parents); also, Alison to

keep a log of enrolled students and attendance and a master list of parents to see who are members, so that the Board can review for future budget purposes. **ONGOING—this item will be omitted in future.**

-Conformance of committee practices and by-laws. **Mark Tuller** to compile running list of discrepancies between the by-laws and practices customarily used by the committees, and amend by-laws as necessary, such as procedure for appointing and confirming Committee on Ministry members. This could be an agenda item in October. **ONGOING—this will be a future agenda item but probably not until the Spring.**

-Young Adult group. **Clint Stoddard, Lisa Shaffer, and Rev. David** to meet with the Young Adults and hear their concerns and explore their willingness to do future fund-raising, not necessarily an auction. **DONE.** **Clint, Lisa, and Rev. David had lunch with the Young Adults on October 5. The young adults are interested in responding on an individual basis to volunteer needs, but not as a group. They are unique, willing people, but not really a willing group. This item will be omitted in future.**

-Archives of previous Board minutes. **Mark Tuller and Tracey Weiss** to find and organize Board minutes into a permanent archive reaching out to Caroline DeMar and Kathryn Sturch. **IN PROCESS—this on-going process will be deleted in future. Found minutes back to 2001 with some significant gaps; plan is to create an appropriate permanent storage.**

-College scholarships. Clint Stoddard raised the issue of a possible college scholarship program and after discussion it was agreed **Clint Stoddard** is to work with **Alison Crotty and Rev. David** on issues of need, competitiveness, and affordability and consider formally raising it at a Board meeting. **No action.**

-Board greeter identification. **Ashley Phillips** to procure magnetic-back buttons for Board members to wear while greeting: “UUFSD Board Member” or “UUFSD Board Member Greeter” **IN PROCESS—Ashley has ordered buttons—this item will be removed in future.**

-Q & A sessions. On the first Sunday of each month, **Lisa Shaffer and Rev. David** to offer a Q & A session for members of the congregation to be briefed on Board business. **First session was held in early October, with 12 people attending. Session was useful and will be continued. ONGOING—this item will be removed in future.**

-Pledge Team recruiting. **Lisa Shaffer** to call a number of candidates identified by the group. **One recruit – Jim Hagan. Still need one more.**

-Volunteer Fair. **Rev. David** to report to the Board on the status of the Volunteer Fair. **The Membership Team will undertake this, but to be determined when and what.**

-Auction follow-up. **Rev. David** to follow up with Young Adults to make sure someone is tracking remaining unpaid purchases. **ONGOING—Bev Majors and Caroline DeMar will speak with Eli Snider about tracking final funds from the auction**

-Sandy Hill Nursery School needs. **Rev. David and Clint Stoddard** on behalf of Dream Builders to meet with the Sandy Hill director and board to dream big about Sandy Hill needs that can be put to multi-use, and invite them to the August 24 architectural workshop. **DONE—the Sandy Hill director spoke with her own Board and with Greg Brown about their space needs; they won't be**

directly involved in the capital campaign and are aware their rent may be going up—this will be removed in future.

-Community Resource Center. In view of the new director of the CRC, Paul Thompson, **Ashley Phillips** to work with the Social Action Committee to invite Paul to a Sunday service. **DONE—Paul has been invited and perhaps will also present to the UUFSD Board; Ashley will reiterate the invitation to come to a service; Rev. David had lunch with Paul to discuss his plans and toured the facility—this will be removed in future.**

Budget and Finance report

Maria Penny reported that an ad hoc task force of Jill Ballard and Kathryn Sturch is still unscrambling the ACS financial system, so that fiscal year close and monthly reports are not available; Maria was reasonably confident that the Fellowship is solvent, but an exact report must await final reconciliation of the books.

The remaining problems are mainly in reconciling and correctly entering stock donations, stemming from stock donations arriving without an indication of the donor. Because most stock donors simply print the form available on the website with broker's instructions for donating stock, it was agreed that the website form should be amended as described above to ease reconciliation. It was noted that John Sherman, Steve Rosen, and Caroline DeMar manage the capital accounts, and that Steve Rosen on the Finance Committee sells stock donations as soon as possible.

Glen Bowden is ready to take over as Treasurer once everything is cleared up. A new member of the Fellowship, Chris Butler, has indicated a desire to work with the investment subgroup for the capital campaign, although he cannot join the Finance Committee.

Rev. David reported that the UUA is divesting fossil fuels from its investments, and the Board discussed the need for the Fellowship's accounts to be socially and environmentally responsible. Maria Penny was asked to investigate this with the Finance Committee.

The Board discussed other finance issues, including obtaining a credit card for Tracey Weiss, arranging online access to the Vanguard account for Glen Bowden, and arranging signatory authority for check signing. It was determined that existing resolutions should be sufficient to authorize these actions.

Volunteer recruitment

Rev. David noted that the Fellowship is shifting in size from a "pastoral" size where most roles are done by volunteers, to a "program" size where staff takes over more roles. In the larger size, some responsibilities demand more time and consistency than a volunteer group can provide, such as membership coordination. While there is still a need for extensive volunteer participation, volunteers need to be able to sign up for manageable, bite-sized work. Although the Membership Engagement Team (formerly the Nominations Committee) is charged with providing a seamless membership experience, it would be useful to have professional staff assistance.

Lisa Shaffer and Rev. David discussed seeking grants to hire a staff member for congregational in-reach and membership coordination/engagement, such as a "Director of Congregational Life." Lisa has been in touch with the Spirit Level Foundation, which is a local foundation focusing on development of UU congregations in Southern California. One idea is seeking a front-loaded matching grant to hire such a staff member, with the Fellowship's contribution ramping up as the

new staff member generated additional membership engagement and pledges. Lisa Shaffer and Rev. David will pursue a grant application to Spirit Level Foundation in the regular grant cycle beginning in 2015.

DECISION ITEMS AND NEW BUSINESS

Fund raising

Dining 4Dollars. Sign-ups to host Dining4Dollars events organized by Kim Douwes are going slowly. Kim will decide whether to delay the date when seats at these events are offered, based on her success in recruiting additional hosts.

Art Fair. Betsy Gilpin had an accident while traveling. Betsy may not be able to lead the Art Fair effort as a result. The Board wished Betsy a quick recovery. UPDATE: Betsy returned and is planning to proceed as scheduled.

Stewardship Committee. Currently there is no Stewardship Committee (or Generosity Team, as it may become known), so there is no overall structure to raising money, although there are an ad hoc Pledge Team and volunteers for specific events. Caroline DeMar has offered to be *part of a* Generosity Team. Also, Chris Butler, a new member, has expressed interest. The Board discussed possible ways to address fundraising issues, such as having a fundraising summit, advertising, and making a volunteer pitch at services. The Board agreed that Rev. David, Lisa, and Ashley Phillips will work with John Sherman to develop an appropriate pitch.

It was felt we need a Generosity Leader, to have overall responsibility for locating and organizing volunteers to carry out a Fall fundraiser (such as Dining4Dollars); a Spring Pledge Drive; a Spring fundraiser (such as an auction); the Capital Campaign; and lunches and potlucks.

Volunteer recognition

The Board discussed how to most effectively recognize and publicly thank the dedicated volunteers who offer their service to the Fellowship. Ideas included sending personalized thank you notes, public acknowledgement at services or at other events, lunch certificates, posting on the new bulletin board, a volunteers brunch, and a regular column in the newsletter, among others. Ashley Phillips offered to send real thank you notes to recent volunteers, and Lisa Shaffer will send out formal Board resolutions of appreciation to appropriate volunteers.

DECISION:

After discussion and upon suggestion from Rev. David, the Board **DECIDED** to publicly recognize volunteers at the first potluck meal of the year; and to send personal thank you notes and formal Board resolutions of appreciation to volunteers who have completed substantial service.

The Board proceeded to adopt formal resolutions of appreciation and recognition to the following volunteers:

RESOLUTION OF APPRECIATION TO SUSAN HAHM:

In appreciation of the service that **Susan Hahm** has given to the Fellowship as Chair of the Worship Committee, the Board of Directors unanimously adopted the following resolution, October 19, 2014:

WHEREAS, Susan Hahm accepted the leadership position of Chair of the Worship Committee of the Fellowship and has devoted many hours of service to the Fellowship in that position; and

WHEREAS, the Fellowship could not function without the tireless efforts of volunteers such as Susan; and

WHEREAS, Susan Hahm has resigned from the Worship Committee;

NOW THEREFORE BE IT:

RESOLVED, The Board accepts with regret **Susan Hahm's** resignation as Chair of the Worship Committee; and

RESOLVED, The Board extends its profound thanks to her and hereby formally acknowledges the Fellowship's appreciation and gratitude for her time, diligence, and effectiveness as Chair of the Worship Committee. Job well done!

RESOLUTION OF APPRECIATION TO GLEN BOWDEN AND ALICE BRZOVIC

In appreciation of the service that **Glen Bowden** and **Alice Brzovic** have given to the Fellowship as coordinators of the ushers, the Board of Directors unanimously adopted the following resolution, October 19, 2014:

WHEREAS, Glen Bowden and **Alice Brzovic** accepted the leadership position of coordinating ushers for the Fellowship's Sunday services, and have devoted many hours of service to the Fellowship in that role; and

WHEREAS, the Fellowship could not function without the tireless efforts of volunteers such as Alice and Glen; and

WHEREAS, Glen and Alice have resigned as usher coordinators;

NOW THEREFORE BE IT:

RESOLVED, The Board accepts with regret the resignation of **Alice Brzovic** and **Glen Bowden** as coordinators of ushers;

RESOLVED, The Board extends its profound thanks to each of them and hereby formally acknowledges the Fellowship's appreciation for their time, diligence, and effectiveness as in that volunteer role. Job well done!

RESOLUTION OF APPRECIATION TO JOHN SHERMAN

In appreciation of the service that **John Sherman** has given to the Fellowship as Chair of the Stewardship Committee, the Board of Directors unanimously adopted the following resolution, October 19, 2014:

WHEREAS, John Sherman accepted the leadership position of Chair of the Stewardship Committee of the Fellowship and has devoted many hours of service to the Fellowship in that position; and

WHEREAS, the Fellowship could not function without the tireless efforts of volunteers such as John; and

WHEREAS, John Sherman has resigned as Chair of the Stewardship Committee;

NOW THEREFORE BE IT:

RESOLVED, The Board accepts with regret **John Sherman's** resignation as Chair of the Stewardship Committee.

RESOLVED, The Board extends its profound thanks to John and hereby formally acknowledges the Fellowship's appreciation for his time, diligence, and effectiveness as Chair of the Stewardship Committee of the Fellowship. Job well done!

Pet policy

The Board discussed a formal policy for pets on the campus, particularly during Sunday services. Among the points discussed were the disruptive effect of pets during Sunday services, concerns over allergies, apprehension of some people toward dogs, liability issues particularly in view of the Sandy Hill Nursery School uses during the week, the need to respect all living things, concern over health issues of pets in proximity to the kitchen and food, the need to respect service animal use as prescribed by the Americans with Disabilities Act (ADA), the strong bond between pet owners and their animals, and the past customs of the Fellowship.

DECISION:

Upon motion of Lisa Shaffer and seconded by Ashley Phillips, the Board **DECIDED** by a vote of 4 to 1 (John Atcheson opposed) to move forward as follows: Acknowledging respect for all living things, the Board will have prepared a formal policy regarding pets for discussion and possible adoption at the next Board meeting. **Lisa Shaffer** will draft a proposed formal policy that as a first step will be limited to Sunday worship service and kitchen areas. The proposed policy would restrict animals from kitchen and food service areas and ask people not to bring animals on campus during Sunday service, except service animals recognized under the Americans with Disabilities Act, because of safety and liability issues, and the desire to keep services from being disrupted.

Dream Builders/Capital Campaign Update

Clint Stoddard and John Atcheson reported that the Dream Builder team had met with the architects after the two congregational presentations to hear their ideas and feedback. A number of creative possibilities were presented, and although they are still nebulous they will be concretized into 3D drawings as they mature. The architects are experienced in dealing with congregational projects, and have a timeline in mind for outreach to the neighbors and congregation. The next meeting with the architects is on November 11.

The Capital Campaign Task Force (CCTF) is putting together a timetable for the campaign. A UUA campaign consultant is on board, as is a graphic designer who is putting together a logo and integrated design for communications. The initial phase of the campaign will be seeking major gifts, and John Sherman, Lisa Shaffer, and Rev. David have been talking about approaching donors. The campaign starts with the half million dollars already in hand.

HR Update

Rev. David reported that Tracey Weiss is now officially on board as Congregational Administrator, on a 32.5 hour week. This means the office is usually open from 9:00 to 4:00, but that flexibility for comp time is built into the schedule, so that Tracey can attend Sunday board meetings or be available for other special requirements. The Board welcomed Tracey to the staff.

The part time bookkeeper is doing well and could be given more tasks; Cara Cast, the sexton, has not been using all her budgeted hours, partly because the cleaning crew has been doing well.

Julie Paxton, the accompanist, is pregnant and will be out in April or May, so we will need to hire a part time accompanist. Rev. David noted that Caroline Miller the sound tech is a classically trained pianist. Also Jill Reis may leave in August to attend grad school. The Personnel Committee knows of this possibility; Andrea Newell has indicated availability as interim Music Director.

Other Updates

-Board governance training. Beth Ellen Holimon, who has experience in non-profit management and training, has offered to facilitate a Board governance training session via Skype, even though she and her husband are moving to South Carolina. It was agreed to review this next month, and perhaps set up training early next year.

-Communications Committee. Rev. David reported that Tiffany Fox, the Chair of this committee, is organizing the results of the congregational survey on communications needs. Irv Himelblau is transitioning out of external publicity, although he is continuing with the newsletter and quarterly magazine. The Communications Committee is seeing whether Katherine Buffington and Kay Byrnes can take on external publicity.

The President declared the meeting adjourned at 2:15 pm. The next scheduled Board meeting is Sunday, November 16, 2014 at 12:30 pm in Palmer Library.

Respectfully submitted,
Mark Tuller, *Secretary*

Attachments:

- Agenda for October 19, 2014 Board meeting
- Minister's report for October, 2014
- Director of RE's report for October, 2014
- Congregational Administrator's report for October, 2014

UUFSD Board Agenda
Oct. 19, 2014

1. Check in (1-2 minutes per person, allowing you to be present)
2. Opening words; Chalice lighting
3. Review of Strategic Plan
4. Items for celebration; tracking success
5. Review and approve minutes and agenda
6. Report on action items from last month

-Incorporation of Strategic Plan objectives into the Board and committee activities on an ongoing basis. **Lisa Shaffer** suggested on the basis of the SUUN board workshop described above that this could be a potential October board agenda item. **See agenda.**

-Committee on Ministry. **Maria Penny** to solicit Kay Byrnes as a member. **Success!**

-Letter or email sent to welcome visitors. **Rev. David** agreed to work with Betsy Gilpin and **Tracey Weiss** so that Tracey could take on the routine email or letter sent to visitors to welcome them.

-Written RE Director report and attendance and enrollment records. **Alison Crotty** to prepare a monthly board report showing attendance and reporting on the impact of the increased budget (e.g., preparation of supplemental curriculum material to go home with parents); also, Alison to keep a log of enrolled students and attendance and a master list of parents to see who are members, so that the Board can review for future budget purposes.

-Conformance of committee practices and by-laws. **Mark Tuller** to compile running list of discrepancies between the by-laws and practices customarily used by the committees, and amend by-laws as necessary, such as procedure for appointing and confirming Committee on Ministry members. This could be an agenda item in October.

Action Items Continued From Prior Meetings

-Young Adult group. **Clint Stoddard, Lisa Shaffer, and Rev. David** to meet with the Young Adults and hear their concerns and explore their willingness to do future fund-raising, not necessarily an auction. **Meeting held Oct. 5.**

-Archives of previous Board minutes. **Mark Tuller and Tracey Weiss** to find and organize Board minutes into a permanent archive reaching out to Caroline DeMar and Kathryn Sturch. **IN PROCESS. Found minutes back to 2001 with some significant gaps; plan is to create an appropriate permanent storage.**

-College scholarships. Clint Stoddard raised the issue of a possible college scholarship program and after discussion it was agreed **Clint Stoddard** is to work with **Alison Crotty and Rev. David** on issues of need, competitiveness, and affordability and consider formally raising it at a Board meeting. **No action**

-Board greeter identification. **Ashley Phillips** to procure magnetic-back buttons for Board members to wear while greeting: "UUFSD Board Member" or "UUFSD Board Member Greeter" **IN PROCESS.**

-*Q & A sessions.* On the first Sunday of each month, **Lisa Shaffer and Rev. David** to offer a Q & A session for members of the congregation to be briefed on Board business. **First session held. Report at meeting.**

-*Pledge Team recruiting.* **Lisa Shaffer** to call a number of candidates identified by the group. **One recruit – Jim Hagan. Still need one more.**

-*Volunteer Fair.* **Rev. David** to report to the Board on the status of the Volunteer Fair.

-*Auction follow-up.* **Rev. David** to follow up with Young Adults to make sure someone is tracking remaining unpaid purchases. **ONGOING—Bev Majors and Caroline DeMar will speak with Eli Snider about tracking final funds from the auction**

-*Sandy Hill Nursery School needs.* **Rev. David and Clint Stoddard** on behalf of Dream Builders to meet with the Sandy Hill director and board to dream big about Sandy Hill needs that can be put to multi-use, and invite them to the August 24 architectural workshop. **UNDERWAY**

-*Community Resource Center.* In view of the new director of the CRC, Paul Thompson, **Ashley Phillips** to work with the Social Action Committee to invite Paul to a Sunday service. – **Rev D met with Paul Thompson.**

7. Budget and finance report – Glen

8. Discussion item

- Fund-raising strategy: how to organize array of fund-raising efforts; who will organize Spring event; how to strengthen our culture of generosity
- Update on volunteer needs – Art Fair, Pledge Team, MET, Membership, recognition
- Board governance training – is there interest?
- Capital Campaign update
- HR update; clarification of Administrator’s role
- Communications strategy
- Pet policy

9. Information Items (written reports from Minister, RE Director, Congregational Administrator, and oral Committee Liaison reports as appropriate)

10. Leftovers (second thoughts on things, items we forgot, etc.)

11. Items for next month’s meeting

12. Process check and check out

13. Adjourn

As we walk this spiritual path together, we are mindful of our common need to love and be loved, to support and be supported, to listen and be heard, and to forgive and be forgiven. Therefore, we strive to build a religious community dedicated to communicating directly, respectfully, patiently and lovingly. We strive to be kind to each other and to establish a place of trust and safety. We welcome and respect differences of opinion. When conflict arises we seek clarity and listen more than we speak. Mindful of our own assumptions, we work to achieve reconciliation when we disagree. When the inevitable challenges come in our interactions we will stay in community and reaffirm the values that brought us together.

October 2014 Minister's Report

UUFSD Congregational Year

2014-2015

October update:

- **Worship** - Working with new Worship Committee on assigning new roles and planning the rest of the year. Have firm plans through the end of the calendar year.
- **Pastoral Care** - The team is up and running and planning three new workshops for the congregation this year. We are trying to schedule a new training and have decided to expand the team with non-listening trained members. What that means is those who will not be trained pastoral listeners, but will be helping with other facets of expanding the services of the program.
- **Music Ministry** - Jill is still considering leaving in August for graduate school and Julie is pregnant © and will be out for some time starting in May. I have spoken to the personnel committee about a possible search and Andrea Newall about filling in again as interim.
- **Social Justice** - Working on understanding how to present and create congregational buy-in for the immigration initiative. Members of the committee and of the congregation are still working on our many UUFSD Social Action programs.
- **Adult Religious Education** - I will offer another Adult RE class this year, (yet to be determined) and I have asked Alison to design and offer a class centering on cultural competency/anti-racism/anti-oppression themes. (Update - I am thinking about offering Meaning and the Five Senses again in Spring.)
- **COM** - The Covenant on Right Relations is now being used by the Board and the Sacred Circles. We are negotiating with the Design Review Committee about where to hang the framed copies. The Conflict Process has been posted and announced and the COM is continuing to actively investigate evaluation methodologies for our congregational ministries. We have had another resignation, Candace Sage due to personal reasons. We have added Kay Twomey Byrnes and continue to search for an appointment from the COM and now from me.
- **Personnel, Current and Future** - Probing funders about the possibility of hiring a Inreach/Membership Staff person.
- **Cluster/UUA Involvement** - Update:
 - o A very successful Board Orientation and Training was held - Summit UU - Sept 20, 1-4PM
 - o Leadership Development Committee (Nominations Committee) Workshop - Chalice - Nov 8, 1-4PM - Postponed and combined with the Cluster Conference.
 - o SUUN Cluster Conference - First Church - Jan 31,2014, all day
 - o Change Management Workshop - Palomar, -March 14, 2014,10AM-3PM



I continue to serve on the Ministerial Transitions Team for the District, Member of the Standing on the Side of Love National Advisory Team and as a District Consultant for Board and Congregational retreats. Upcoming Commitments:

- November 2nd - Church of the Desert Board retreat in Palm Desert
- November 12th - Shift Happens Workshop - Claremont School of Theology
- January 16th, 17^{*}, and 18th, - A weekend retreat with 4 congregational boards in Arizona.

Other Dates of Note -

- October 23nd - 28th - Vacation - Out of town in North Carolina
- March 5th - 8th - Till hoping to attend - Selma 50th Anniversary March

RE Board Report October 2014

RE Attendance Numbers as of October 12, 2014 (5 Sundays)

Class	Total Enrollment	9:00 Average Attendance	11:00 Average Attendance
Toddlers	16	4	3
PreK-K	9	5	NA
1-3	21	4	3
4-6	23	4	6
JRUU	26	NA	23
YRUU on Sundays	16	NA	7
YRUU Youth Group	16 (Total YRUU 23)	10 (3 Tuesdays)	7 students come to youth group that don't attend Sunday worship.
Total RE	118		

Dia de los Muertos Potluck

We will be having an RE Potluck on November 2nd in between services. Because of the holiday, we will have a piñata, face painting and food! Everyone is welcome.

Coming of Age

The program is going exceedingly well and I am pleased with everything that we have been able to accomplish this month. We did an Initiation Ceremony where the students came dressed up and took professional photographs thanks to MB Taylor. Susan Pernia provided a wonderful dinner for the families, and Reverend David gave a homily during the ceremony.

We have officially recognized the Coming of Age students as entering the program by introducing them to the congregation. They have done their first congregational visit and went to the First Unitarian Universalist Church in Hillcrest to see how other UU's worship.

Max Henkart, the lead facilitator and myself did a COA Fun night in which we played games, did a night worship at the top of the fellowship and came up with a class covenant. Thank you to Karla Milmoie who arranged for pizza and then provided ice cream and fresh baked cookies.

RE Staff as of 10/16/2014

Childcare Providers

Melanie Lindberg
Emersen Phillips
Danielle Rubenfield

Teachers

YRUU
4-6
1-3
Substitute for 1-3, 4-6

Katy Kelsoe
Ann Linn
Lara Anderson
Dianne Graham*

* going through the hiring process

ADMINISTRATOR'S REPORT TO THE BOARD - OCTOBER 2014

MEMBERSHIP STATISTICS

Total number of members:	251
Members emeritus:	7
Pledging friends:	20
Friends:	61

Total number of members, pledging friends and friends: 339

SITE USE AND RENTALS

Had an inquiry about site rental for a memorial service from a frequent visitor/non-member to be held between November 8th – 18th. She will get back to me in a few days.

Had an inquiry from a University about holding a concert on January 15th. Organizer will follow up with me later.

Had an inquiry about a wedding from a couple from First Church of San Diego. I wrote them back and am waiting for a reply.

Have not heard back from the gentlemen who called about holding a wedding in September of 2015. Will follow up later as the date is still quite a ways off.

No other site rental events are scheduled for 2014 at this point.

VISITORS

I have been sending follow up letters to first time visitors from the forms Betsy Gilpin sent me. So far, no one has responded with any questions or requests for further information.

Respectfully submitted,

Tracey Weiss
Temporary Administrator

Minutes of UUFSD Board Meeting
Sunday, November 16, 2014, 12:30 pm – 2:15 pm
Palmer Library, UUFSD

Board Members present:

Lisa Shaffer, *President*
Ashley Phillips, *Vice-President*
John Atcheson, *Past President*
Clint Stoddard
Maria Penny
Don Jones
Bev Majors

Also present:

Reverend David Miller, *ex officio*
Alison Crotty, *Director of RE*
Mark Tuller, *Corporate Secretary*
Sam Blakistone, *YRUU representative*
Jill Ballard

Absent:

Glen Bowden, *Treasurer*
Jill Reis, *Director of Music*
Tracey Weiss, *Congregational Administrator*

The President convened the Board meeting at 12:30 pm, the chalice was lit with words from Rev. David, those present checked in, and the Board reviewed the four objectives of the Strategic Plan.

Celebrations

The Board celebrated the legal workshop on immigration, the Day Laborers' Lunch Program, the Dia de los Muertos activities, and the success of the new information kiosk.

Consent Agenda

The Board **APPROVED** the agenda for today's meeting and the minutes of the October 19, 2014 Board meeting. The Board **RATIFIED** the email poll of directors that previously approved waiving the facilities fee for the Ken Anderson gospel workshop.

NEW ACTION ITEMS

-*Sunday attendance numbers.* **Rev. David** to ask **Tracey Weiss** to include these in her report.

-*Montessori gate.* **Alison Crotty** to continue opening and unlocking the gate to assure access to the Fellowship, propping the gate open if needed.

-*Restricting climbing on the side slope of the amphitheatre.* **Alison Crotty** and **Clint Stoddard** (as liaison to the Design Review Committee) to pursue with the DR committee a method of stopping climbing on the slope, such as a colorful rope or sign or barrier.

-*Nominating Committee preparation for Congregational Meeting on January 11, 2015 at 10:30 am.* **John Atcheson** to work with Nominating Committee in advance.

-*Committee liaison reminders.* **Board members** to ask for news from their respective committees before each Board meeting, and to email them to focus on the four Strategic Plan objectives.

-*Reconciling pledges with monthly automatic transfers.* **Maria Penny** as liaison to have the Finance Committee run a list of automatic deposits and give it to the Pledge Committee to compare with the actual

pledge sheets to check if monthly automatic transfers are working. Gabrielle, the part-time bookkeeper, to do a monthly report.

-Luncheon scheduling. **Lisa Shaffer, Maria Penny, and Rev. David** to meet with the Luncheon Committee (Alejandra Hoffman-Chan and Pam Parker) to discuss strategies for socializing around food, and to see whether a schedule of two luncheons per month is realistic.

OLD ACTION ITEMS

-Incorporation of Strategic Plan objectives into the Board and committee activities on an ongoing basis. **Board members** to consider each Board item through the lens of how it contributes to the four Strategic Plan objectives, and **Board member liaisons to committees** to assist committees to do the same. **Staff members** to write reports that tie activities and initiatives to the four goals. **Ongoing—this will be omitted in future**

-Stock donation form on website. **Maria Penny** to work with **Tracey Weiss** to add a new section to the form on the website for processing stock donations; the new section to indicate the donor and the gift, and to be sent directly to Tracey Weiss by the donor or the broker to enable stock donations to be accurately reconciled with donors. Sara O'Hara should be able to add or substitute the new form. **Underway—Finance Committee will approve a form and send it to Lisa Shaffer for final OK**

-Socially responsible investing. **Maria Penny** to check with the Finance Committee on whether our investments are in socially and environmentally responsible funds, and report back to the Board. **DONE, NOTHING TO CHANGE—we don't have individual stocks; we have GNMA's—this will be omitted in future**

-Credit card for Tracey Weiss. **Maria Penny** to help **Tracey Weiss** get a credit card. **DONE—this will be omitted in future**

-Check signing. **Ashley Phillips** to contact Caroline DeMar, Steve Rosen, or Robin Mitchell to accompany her to the bank to enable her to be added to the signatory card. **DONE—now Ashley Phillips, Caroline DeMar, Steve Rosen, Robin Mitchell, and Glen Bowden have signing authority, and Bev Majors and Betsy Gilpin have been dropped—this item will be omitted in future**

-Finance resolutions. **Mark Tuller** to print out finance and treasurer resolutions and send to Maria Penny. **DONE—this will be omitted in future**

-“Director of Congregational Life.” **Lisa Shaffer and Rev. David** to pursue grants with Spirit Level Foundation or elsewhere for funding a congregational in-reach and membership coordinator. **Update provided at the meeting—see below—this item will be omitted in future**

-Capital Campaign major donor pitch. **Rev. David, Lisa Shaffer, and Ashley Phillips** to work with John Sherman to develop an appropriate pitch. **After consultation with UUA consultant, major donor pitch will be planned for spring when architectural drawings are available. John Sherman will do low-key message soon for donors who may be interested in tax benefits of a donation in this current year—DONE. This item will be omitted in future**

-Volunteer recruitment pitch at Sunday service. **Rev. David, Lisa Shaffer, and Ashley Phillips** to develop an appropriate pitch. **DONE.** David and Lisa will schedule a “generosity summit” to address needed volunteer recruitment and coordination related to fund-raising. **DONE—generosity summit on December 3—this item will be omitted in future**

-*Thanking volunteers.* **Lisa Shaffer** to include recognition of volunteers in each newsletter article. **Ashley Phillips** to send hand-written thank you notes. **Ongoing—this item will be omitted in future**

-*Board governance training.* **The Board** to revisit whether to pursue Skype Board governance training early next year, as offered by Beth Ellen Holimon. **Board secretary will help Board president remember to put this on the agenda for January.**

-*Community Resource Center.* **Ashley Phillips** to work with Rev. David and the Worship Committee to invite new CRC Director Paul Thompson to be introduced to the congregation at a worship service. **Rev. David will do this.**

Older Action Items:

-*Conformance of committee practices and by-laws.* **Mark Tuller** to compile running list of discrepancies between the by-laws and practices customarily used by the committees, and amend by-laws as necessary, such as procedure for appointing and confirming Committee on Ministry members. This could be an agenda item in October. **Ongoing and see discussion below.**

-*College scholarships.* Clint Stoddard raised the issue of a possible college scholarship program and after discussion it was agreed **Clint Stoddard** is to work with **Alison Crotty and Rev. David** on issues of need, competitiveness, and affordability and consider formally raising it at a Board meeting. **No action—it was agreed to back-burner this—this item will be omitted in future**

-*Q & A sessions.* On the first Sunday of each month, **Lisa Shaffer and Rev. David** to offer a Q & A session for members of the congregation to be briefed on Board business. **Next session scheduled for February—this item will be omitted in future.**

-*Pledge Team recruiting.* **Lisa Shaffer** to call a number of candidates identified by the group. **One recruit – Jim Hagan. Still need one more—no change.**

-*Auction follow-up.* **Rev. David** to follow up with Young Adults to make sure someone is tracking remaining unpaid purchases. **ONGOING—Bev Majors has started work on this.**

Report on accounting reconciliation and year-end close; Finance Committee report

Jill Ballard joined the meeting to report on progress in reconciling the accounting system; her report is attached. After considerable work involving sorting out and updating the ACS system and reconciling four pages of entries, the 2013-14 fiscal year finally closed (although 20 deposit and withdrawal entries cannot be reconciled, netting to \$9,000 in deposits that will likely have to be voided). Overall the fiscal year ended about \$5,500 underspent, with about \$40,500 in operating reserves.

Going forward, in the current fiscal year the July and August bank accounts have been balanced, and now that the ACS system has been updated Glen Bowden will do the September reconciliation.

Pledge income fiscal year-to-date is only at \$50,000 out of a budgeted \$292,000. The Finance Committee will be sending out pledge reminders for the end of the year. The Pledge Committee will need to check actual pledge sheets to see if monthly automatic transfers are working properly; the Finance Committee will run a list of automatic deposits and give to the Pledge Committee to compare. Gabrielle, the part-time bookkeeper, will do a monthly report on this issue. It was suggested that in generating letters or emails to

follow up on pledges, the les should mention the accounting issues and directly ask whether the Fellowship's records match the pledging member's records.

The Board expressed its thanks for the long and difficult effort put in by Jill Ballard, Kathryn Sturch, Robin Mitchell, Bev Majors, and others in reconciling and closing the 2013-14 fiscal year.

Maria Penny reported for the Finance Committee that they are dealing with the tracking of stock donations; Steve Rosen and Glen Bowden are working with reports from the investment account. There is enough liquidity to pay the Dream Catcher bills.

DECISION ITEMS

Pet Policy

The Board discussed the draft Pet Policy, and decided to add enforcement and communication elements as required by the Policy on policies (Policy ID: 100). Specifically, enforcement should be flexible and considerate; responsible persons should be the Board greeter during services, the Congregational Administrator during the week, and the event chairman or coordinator during special events. The policy should be described in the newsletter by Lisa Shaffer (**DONE**) and posted on the kiosk. The Board decided not to have a sign posted on the kitchen.

DECISION:

After discussion and upon motion duly seconded, by a vote of 6 to 1 (John Atcheson opposed) the Board **ADOPTED** the proposed Pet Policy, with the changes agreed to, as Policy 752, and **DIRECTED** that the policy be properly formatted and added to the Policies and Procedures book, and posted publicly as appropriate.

The Policy as finally adopted and formatted is attached hereto.

DISCUSSION AND REPORT ITEMS

By-Laws amendment

The Board discussed Lisa Shaffer's idea to enlarge the Board to nine members, and create a leadership team of the President, Vice-President-and-presumed-next-President, and Past President. There was considerable interest in the idea of strengthening the Board with more members to distribute duties more widely and in creating the continuity of a leadership team of present, past, and future Presidents. It was also felt this idea could fit well with role of a possible Director of Congregational Life. Due to time limitations, it was decided to continue the discussion at future Board meetings.

Report on possible grant for a Director of Congregational Life

Lisa Shaffer spoke further with Lawrence Hess, the founder of the Spirit Level Foundation. Lawrence could not commit the Foundation in advance of their formal proposal process, but encouraged us to submit a proposal. While they are not willing to waive or alter their requirement for upfront matching funds, they would be willing to extend their grant over three years. Lisa and John Atcheson have found \$50,000 for such a match. Rev. David is working with the Personnel Committee to do a formal analysis and prepare a final job description (the candidate would chair the Membership Engagement Team, for example). In short, this project looks promising and is moving forward.

Fund-raising. Lisa Shaffer reported that the Generosity Summit will be held Wednesday night, December 3, to generate ideas for additional fund-raising.

Volunteer needs and brunches. Maria Penny reported that there are no plans for a volunteer recognition brunch before January, according to Alejandra Hoffman-Chan. It was suggested that Alejandra in her role as chair of the Luncheons Committee could come to a future Board meeting to discuss luncheon scheduling. It was also suggested that Lisa Shaffer, Maria Penny, and Rev. David should meet with the Luncheon Committee (Alejandra and Pam Parker) in the meantime to see whether a schedule of two opportunities per month to socialize around food is realistic.

Dream Catchers report

John Atcheson reported that the committee had met with the architects, who had some exciting proposals. For example, the core area could be made more inviting by relocating the kitchen building and opening up the central area. Further meetings are coming, including another congregational meeting with the architects scheduled for December 21. A logo and tag line for capital campaign fund-raising has been adopted: "Filling up and overflowing".

January 2015 Congregational meeting

The January Congregational meeting required by the by-laws will be at 10:30 on January 11, 2015.

The only agenda items so far are:

- Information report by Lisa Shaffer
- Nominations by the Nominating Committee and vote (John Atcheson is liaison to the Committee)
- Budget Report

Pastoral Care Team

Lisa Shaffer reported that Kelly Kelsoe has stepped up to this.

Staff reports

In addition to the attached reports, Alison Crotty reported that RE will host a meet-and-greet on December 21.

Prior to adjourning, the Board discussed whether the December Board meeting scheduled for December 14 was necessary, in view of the holiday season and lack of pressing business.

DECISION:

Upon motion seconded and carried, the Board **CANCELED** the Board meeting scheduled for December, unless an urgent issue arises that must be addressed, such as the budget.

The President declared the meeting adjourned at 2:15 pm. The next scheduled Board meeting is Sunday, January 25, 2015 at 12:30 pm in Palmer Library.

Respectfully submitted,
Mark Tuller, *Secretary*

Attachments:

- Agenda for November 16, 2014 Board meeting
- Finance report for November, 2014
- Minister's report for November, 2014
- Director of RE's report for November, 2014
- Congregational Administrator's report for November, 2014
- Final Pet Policy, Policy ID: 752

UUFSD Board Agenda
Nov. 16, 2014

1. Check in (1-2 minutes per person, allowing you to be present)
2. Opening words; Chalice lighting
3. Review of Strategic Plan
4. Items for celebration; tracking success
Immigration activities; new kiosk, Dia de los Muertos
5. Review and approve minutes and agenda
6. Report on action items from last month

-Incorporation of Strategic Plan objectives into the Board and committee activities on an ongoing basis. Board members to consider each Board item through the lens of how it contributes to the four Strategic Plan objectives, and **Board member liaisons to committees** to assist committees to do the same. **Staff members** to write reports that tie activities and initiatives to the four goals. *Ongoing*

-Stock donation form on website. Maria Penny to work with **Tracey Weiss** to add a new section to the form on the website for processing stock donations; the new section to indicate the donor and the gift, and to be sent directly to Tracey Weiss by the donor or the broker to enable stock donations to be accurately reconciled with donors. Sara O'Hara should be able to add or substitute the new form.

-Socially responsible investing. Maria Penny to check with the Finance Committee on whether our investments are in socially and environmentally responsible funds, and report back to the Board.

-Credit card for Tracey Weiss. Maria Penny to help **Tracey Weiss** get a credit card.

-Check signing. Ashley Phillips to contact Caroline DeMar, Steve Rosen, or Robin Mitchell to accompany her to the bank to enable her to be added to the signatory card.

-Finance resolutions. Mark Tuller to print out finance and treasurer resolutions and send to Maria Penny. **DONE.**

-"Director of Congregational Life." Lisa Shaffer and Rev. David to pursue grants with Spirit Level Foundation or elsewhere for funding a congregational in-reach and membership coordinator. **Update to be provided at the meeting.**

-Capital Campaign major donor pitch. Rev. David, Lisa Shaffer, and Ashley Phillips to work with John Sherman to develop an appropriate pitch. **After consultation with UUA consultant, major donor pitch will be planned for spring when architectural drawings are available. John Sherman will do low-key message soon for donors who may be interested in tax benefits of a donation in this current year.**

-Volunteer recruitment pitch at Sunday service. Rev. David, Lisa Shaffer, and Ashley Phillips to develop an appropriate pitch. David and Lisa will schedule a "generosity summit" to address needed volunteer recruitment and coordination related to fund-raising. **No action so far.**

-*Thanking volunteers.* **Lisa Shaffer** to include recognition of volunteers in each newsletter article. **Ashley Phillips** to send hand-written thank you notes. **Ongoing.**

-*Board governance training.* **The Board** to revisit whether to pursue Skype Board governance training early next year, as offered by Beth Ellen Holimon. **Board secretary will help Board president remember to put this on the agenda for January.**

-*Community Resource Center.* **Ashley Phillips** to work with Rev. David and the Worship Committee to invite new CRC Director Paul Thompson to be introduced to the congregation at a worship service.

Older Action Items:

-*Conformance of committee practices and by-laws.* **Mark Tuller** to compile running list of discrepancies between the by-laws and practices customarily used by the committees, and amend by-laws as necessary, such as procedure for appointing and confirming Committee on Ministry members. This could be an agenda item in October. **See agenda below.**

-*College scholarships.* Clint Stoddard raised the issue of a possible college scholarship program and after discussion it was agreed **Clint Stoddard** is to work with **Alison Crotty and Rev. David** on issues of need, competitiveness, and affordability and consider formally raising it at a Board meeting. **No action.**

-*Q & A sessions.* On the first Sunday of each month, **Lisa Shaffer and Rev. David** to offer a Q & A session for members of the congregation to be briefed on Board business. **First session held. No further sessions yet scheduled ... David?**

-*Pledge Team recruiting.* **Lisa Shaffer** to call a number of candidates identified by the group. **One recruit – Jim Hagan. Still need one more.**

-*Auction follow-up.* **Rev. David** to follow up with Young Adults to make sure someone is tracking remaining unpaid purchases. **ONGOING—Bev Majors and Caroline DeMar will speak with Eli Snider about tracking final funds from the auction**

7. Budget and finance report – **Jill Ballard will give a brief update on the budget as soon as she is able to join us during the art fair. Update from the Finance Committee from Maria.**

8. Decision Items

- Pet Policy
- Gospel workshop waiver of custodial fee **Minutes will record that email poll of directors voted to waive the fee.**

9. Discussion item

- By-laws update

I would like to propose some changes to the by-laws: I think we should have a system like many other organizations do, wherein the Vice President is presumed to be the next President, and the outgoing President serves as the Past President after his/her term as president, creating a 3-person leadership team. The reason for this is to have continuity and support for the leadership and the Board. I would also like us to consider returning to a 9-person board. In the past, there were 9 people on the Board but there was difficulty recruiting enough candidates. I think we can overcome that problem, and by having more people, we can more easily distribute the duties for greeting and committee liaison. If you have other ideas about by-law updates, please let Mark and me know and we'll add them to the discussion.

- Fund-raising Strategy: how to organize array of fund-raising efforts; who will organize Spring event; how to strengthen our culture of generosity – David, Lisa, & Ashley will be discussing this before the Board meeting and will bring a proposal to the Board meeting
- Update on Volunteer needs –Pledge Team, MET, Membership
 - Status of planning for Potluck to recognize volunteers? (Maria)
- Capital Campaign update
- Communications strategy

10. Information Items (written reports from Minister, RE Director, Congregational Administrator, and oral Committee Liaison reports as appropriate)

11. Leftovers (second thoughts on things, items we forgot, etc.)

12. Items for next month's meeting

13. Process check and check out

14. Adjourn

BOARD REPORT November 2014

2013-14 fiscal year closed BUT still about 20 outstanding entries (down from about 4 pages) -\$30K in deposits and \$21 K in withdrawals and voided deposits- cannot match them up. Leaves a net of \$9000 deposits that will probably need to be voided. These are from both last year's and this year's budget- so both years will be off.

End of 2013-14 financial statements attached

- \$5575 underspent (but keep in mind about \$9000)
- \$40,540 operating reserves
- Bank accounts are mostly balanced except both WF checking and MS Operating should be 0

July & August bank accounts have been balanced.

Glen can start Sept. Bank reconciliation. I suggest you ask Gabrielle to spend some time with Glen reviewing ACS entries (& pay extra if need to)

Pledge income as of 11/15/14 = \$ 50K [~ 1/6 of budget
292K]

J Ballard 11/15/14

Date : 11/13/2014
Time : 9:17:10 PM

Unitarian Universalist Fellowship of San Dieguito
Balance Sheet Analysis
June 2014

Page : 1

Accounts	Current Balance (Last Year)	Current Balance (This Year)
Assets		
Bank Accounts		
BNK.CHK.01 - Wells Fargo Checking	\$0.00	(\$574.38)
BNK.CHK.02 - Wells Fargo Business Checkir	\$227,378.97	\$290,247.05
BNK.MON.01 - Wells Fargo Savings Ops	\$5,777.01	\$5,779.66
BNK.MON.04 - MS Operating Account	\$153,174.21	\$30.77
BNK.MON.05 - Wells Fargo Endowment	\$8,681.32	\$8,684.21
BNK.MON.06 - Vanguard Brokerage Account	\$0.00	\$175,362.43
BNK.MON.07 - Vanguard Stock Holdings Accc	\$0.00	\$100,000.00
BNK.MON.08 - Vanguard CD Acct.	\$0.00	\$50,000.00
Total Bank Accounts	\$395,011.51	\$629,529.74
Total Chart of Accounts - List Only	\$395,011.51	\$629,529.74
Liabilities, Fund Principal, & Restricted Funds		
Liabilities		
UUFS Member Loans		
LIA.NOT.08 - Member Loan - CD	\$5,000.00	\$5,000.00
Total UUFS Member Loans	\$5,000.00	\$5,000.00
UUA Loan		
LIA.NOT.01 - UUA Building Loan	\$34,614.22	\$13,699.49
Total UUA Loan	\$34,614.22	\$13,699.49
Payroll Liabilities		
LIA.PER.01 - Payroll Liabilities	(\$193.00)	(\$384.49)
Total Payroll Liabilities	(\$193.00)	(\$384.49)
Total Liabilities	\$39,421.22	\$18,315.00
Fund Principal		
UUFS		
FND.FND.01 - UUFS Principal Fund	(\$22,962.63)	\$16,517.31
Total UUFS	(\$22,962.63)	\$16,517.31
Excess Cash Received	\$15,414.89	\$5,708.67
Total Fund Principal and Excess Cash Received	(\$7,547.74)	\$22,225.98
Restricted Funds		
Total Temporarily Restricted	\$354,456.71	\$580,306.91
Total Permanently Restricted	\$8,681.32	\$8,681.85
Total Restricted Funds	\$363,138.03	\$588,988.76
Total Liabilities, Fund Principal, & Restricted Funds	\$395,011.51	\$629,529.74

Operating Reserve (Assets minus Restricted Funds) = \$40,540.24

Date : 11/08/2014
Time : 9:45:34 AM

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
July 2013 to June 2014

Page : 1

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
Revenues				
Pledges				
REV.PLG.01 - Pledges - current year	\$279,000.00	\$263,420.99	\$15,579.01	94.42 %
REV.PLG.02 - Pledge Pre-payments	\$0.00	\$22,851.62	(\$22,851.62)	0.00 %
REV.PLG.03 - Pledge post-payments	\$0.00	\$4,007.00	(\$4,007.00)	0.00 %
Total Pledges	\$279,000.00	\$290,279.61	(\$11,279.61)	104.04 %
Sunday Collection				
REV.SUN.01 - Sunday Collection	\$10,000.00	\$13,402.13	(\$3,402.13)	134.02 %
Total Sunday Collection	\$10,000.00	\$13,402.13	(\$3,402.13)	134.02 %
Site Rental				
Sandy Hill Rental				
REV.SIT.01 - Sandy Hill Rental Income	\$21,007.00	\$22,231.60	(\$1,224.60)	105.83 %
Total Sandy Hill Rental	\$21,007.00	\$22,231.60	(\$1,224.60)	105.83 %
Special Event Rental				
REV.SIT.02 - Special Event Income	\$3,000.00	\$10,598.60	(\$7,598.60)	353.29 %
Total Special Event Rental	\$3,000.00	\$10,598.60	(\$7,598.60)	353.29 %
Total Site Rental	\$24,007.00	\$32,830.20	(\$8,823.20)	136.75 %
Miscellaneous Revenue				
Fundraising				
REV.AUC.01 - Auction Income	\$22,000.00	\$16,833.89	\$5,166.11	76.52 %
REV.MIS.01 - Fundraising Income	\$6,000.00	\$11,332.21	(\$5,332.21)	188.87 %
REV.MIS.05 - Luncheon Income	\$5,000.00	\$1,422.50	\$3,577.50	28.45 %
Total Fundraising	\$33,000.00	\$29,588.60	\$3,411.40	89.66 %
Scrip Sales				
REV.MIS.02 - Scrip Income	\$450.00	\$428.32	\$21.68	95.18 %
Total Scrip Sales	\$450.00	\$428.32	\$21.68	95.18 %
Other Contributions				
REV.MIS.04 - Other Contributions	\$6,644.00	\$7,007.67	(\$363.67)	105.47 %
REV.REL.01 - RE Fees	\$1,000.00	\$1,740.00	(\$740.00)	174.00 %
REV.REL.02 - OWL or COA Fees	\$600.00	\$0.00	\$600.00	0.00 %
Total Other Contributions	\$8,244.00	\$8,747.67	(\$503.67)	106.11 %
Total Miscellaneous Revenue	\$41,694.00	\$38,764.59	\$2,929.41	92.97 %
Interest				
REV.INT.01 - Interest Income	\$25.00	\$387.65	(\$362.65)	1550.60 %
Total Interest	\$25.00	\$387.65	(\$362.65)	1550.60 %
Total Revenues	\$354,726.00	\$375,664.18	(\$20,938.18)	105.90 %

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
July 2013 to June 2014

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
Expenses				
Board and Other Committees				
COM.BRD.03 - Board Discretionary Expense	\$300.00	\$0.00	\$300.00	0.00 %
COM.CNX.03 - Joy Committee Expenses	\$0.00	\$88.55	(\$88.55)	0.00 %
COM.MEM.03 - Membership Comm Expense	\$250.00	\$687.89	(\$437.89)	275.16 %
COM.MUS.03 - Choir and Music Comm Exp	\$2,000.00	\$1,977.73	\$22.27	98.89 %
COM.PCC.03 - Pastoral Care Committee Ex	\$0.00	\$23.51	(\$23.51)	0.00 %
COM.PUB.03 - Publicity Committee Expense	\$1,500.00	\$1,619.01	(\$119.01)	107.93 %
COM.SAC.03 - Social Action Comm Expense	\$1,000.00	\$316.26	\$683.74	31.63 %
COM.SUN.03 - Worship Committee (Sunday	\$1,700.00	\$1,428.13	\$271.87	84.01 %
Total Board and Other Committees	\$6,750.00	\$6,141.08	\$608.92	90.98 %
Operations				
Administration Expenses				
OPS.ADM.01 - Postage	\$800.00	\$1,011.12	(\$211.12)	126.39 %
OPS.ADM.02 - Office Supplies	\$2,090.00	\$2,533.37	(\$443.37)	121.21 %
OPS.ADM.03 - Copier Expense	\$6,000.00	\$8,129.91	(\$2,129.91)	135.50 %
OPS.ADM.04 - Bulk Mailing Expense	\$400.00	\$388.64	\$11.36	97.16 %
OPS.ADM.05 - Telephone and Internet	\$2,400.00	\$2,242.00	\$158.00	93.42 %
OPS.ADM.06 - Office Mileage	\$550.00	\$399.74	\$150.26	72.68 %
OPS.ADM.07 - Misc Cong Supplies	\$250.00	\$111.70	\$138.30	44.68 %
OPS.ADM.08 - Website	\$100.00	\$144.15	(\$44.15)	144.15 %
Total Administration Expenses	\$12,590.00	\$14,960.63	(\$2,370.63)	118.83 %
Denominational Expenses				
OPS.DEN.01 - UUA Dues	\$14,220.00	\$14,220.00	\$0.00	100.00 %
OPS.DEN.02 - PSWD Dues	\$5,600.00	\$5,688.00	(\$88.00)	101.57 %
Total Denominational Expenses	\$19,820.00	\$19,908.00	(\$88.00)	100.44 %
Finance Expenses				
COM.FND.03 - Fundraising Comm Expense	\$2,250.00	\$1,061.00	\$1,189.00	47.16 %
OPS.FIN.01 - Payroll - Wells Fargo	\$2,000.00	\$2,200.00	(\$200.00)	110.00 %
OPS.FIN.02 - Bookkeeping Supplies/ACS	\$950.00	\$815.33	\$134.67	85.82 %
OPS.FIN.03 - Accounting Fees	\$0.00	\$700.00	(\$700.00)	0.00 %
OPS.FIN.04 - Pledge Campaign Expense	\$1,000.00	\$785.13	\$214.87	78.51 %
OPS.FIN.05 - Other Finance Expenses	\$800.00	\$336.31	\$463.69	42.04 %
OPS.FIN.06 - Credit Card Fees	\$1,500.00	\$2,139.85	(\$639.85)	142.66 %
Total Finance Expenses	\$8,500.00	\$8,037.62	\$462.38	94.56 %
Site Operations				
OPS.SIT.01 - Insurance	\$3,800.00	\$853.66	\$2,946.34	22.46 %
OPS.SIT.02 - Real Estate Taxes	\$3,500.00	\$3,527.40	(\$27.40)	100.78 %
OPS.SIT.03 - Gas and Electric	\$3,800.00	\$3,822.93	(\$22.93)	100.60 %
OPS.SIT.05 - Water	\$1,800.00	\$2,358.26	(\$558.26)	131.01 %
OPS.SIT.06 - Monitoring Services	\$500.00	\$480.00	\$20.00	96.00 %
OPS.SIT.07 - B&G Routine Maintenance	\$4,370.00	\$7,037.91	(\$2,667.91)	161.05 %
OPS.SIT.08 - B&G Capital Improvements	\$4,000.00	\$414.49	\$3,585.51	10.36 %
OPS.SIT.10 - Audio Visual Expenses	\$200.00	\$215.00	(\$15.00)	107.50 %
Total Site Operations	\$21,970.00	\$18,709.65	\$3,260.35	85.16 %
Loan Expense				
OPS.INT.01 - UUA Loan Interest	\$400.00	\$197.03	\$202.97	49.26 %
OPS.INT.02 - Member Loan Interest	\$150.00	\$150.00	\$0.00	100.00 %
OPS.PRN.01 - UUA Loan Principal	\$17,000.00	\$17,555.65	(\$555.65)	103.27 %
Total Loan Expense	\$17,550.00	\$17,902.68	(\$352.68)	102.01 %
Total Operations	\$80,430.00	\$79,518.58	\$911.42	98.87 %
Personnel				
Minister Expenses				

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
July 2013 to June 2014

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
PER.MIN.00 - Minister In Lieu of FICA	\$5,379.00	\$5,574.12	(\$195.12)	103.63 %
PER.MIN.01 - Minister Salary	\$39,146.00	\$40,571.68	(\$1,425.68)	103.64 %
PER.MIN.02 - Minister Housing Allowance	\$31,167.00	\$33,659.09	(\$2,492.09)	108.00 %
PER.MIN.03 - Minister UUA Pension	\$7,569.00	\$6,202.50	\$1,366.50	81.95 %
PER.MIN.04 - Minister Medical Benefit	\$7,400.00	\$7,520.25	(\$120.25)	101.62 %
PER.MIN.06 - Minister Life Insurance	\$540.00	\$450.00	\$90.00	83.33 %
PER.MIN.07 - Minister LTD Insurance	\$703.00	\$644.49	\$58.51	91.68 %
PER.MIN.09 - Minister Professional Expense	\$5,000.00	\$5,977.99	(\$977.99)	119.56 %
Total Minister Expenses	\$96,904.00	\$100,600.12	(\$3,696.12)	103.81 %
Director of RE				
PER.DRE.01 - DRE Wages	\$43,147.00	\$45,556.04	(\$2,409.04)	105.58 %
PER.DRE.02 - DRE UUA Pension	\$4,315.00	\$3,664.00	\$651.00	84.91 %
PER.DRE.04 - DRE Medical Benefit	\$5,995.00	\$4,868.19	\$1,126.81	81.20 %
PER.DRE.06 - DRE Life Insurance	\$331.00	\$303.71	\$27.29	91.76 %
PER.DRE.07 - DRE LTD Insurance	\$431.00	\$359.60	\$71.40	83.43 %
PER.DRE.09 - DRE Professional Expenses	\$2,000.00	\$1,875.53	\$124.47	93.78 %
Total Director of RE	\$56,219.00	\$56,627.07	(\$408.07)	100.73 %
Music Director/Accompanist				
PER.MUS.01 - Music Director Wages	\$12,978.00	\$13,743.50	(\$765.50)	105.90 %
PER.MUS.02 - Music Director Professional E	\$1,250.00	\$1,540.00	(\$290.00)	123.20 %
PER.MUS.11 - Accompanist Wages	\$7,900.00	\$7,000.00	\$900.00	88.61 %
PER.MUS.12 - Music Substitute Wages	\$200.00	\$0.00	\$200.00	0.00 %
Total Music Director/Accompanist	\$22,328.00	\$22,283.50	\$44.50	99.80 %
Congregational Administrator				
PER.OFF.01 - Cong. Administrator Wage	\$38,000.00	\$34,935.07	\$3,064.93	91.93 %
PER.OFF.02 - Cong. Administrator UUA Pen	\$3,800.00	\$3,166.65	\$633.35	83.33 %
PER.OFF.04 - Cong. Administrator Medical E	\$5,900.00	\$5,867.25	\$32.75	99.44 %
PER.OFF.06 - Cong. Administrator Life Insur	\$292.00	\$0.00	\$292.00	0.00 %
PER.OFF.07 - Cong. Administrator LTD Insu	\$380.00	\$348.37	\$31.63	91.68 %
PER.OFF.08 - Administrator Professional Ex	\$500.00	\$148.53	\$351.47	29.71 %
Total Congregational Administrator	\$48,872.00	\$44,465.87	\$4,406.13	90.98 %
Site Support Staff				
PER.SIT.01 - Childcare Wage	\$4,970.00	\$4,347.28	\$622.72	87.47 %
PER.SIT.03 - Site Caretaker Payroll Wages	\$8,408.00	\$6,819.50	\$1,588.50	81.11 %
PER.SIT.04 - Special Event Wages	\$600.00	\$1,098.00	(\$498.00)	183.00 %
PER.SIT.09 - Sound technician Wages	\$5,820.00	\$8,953.00	(\$3,133.00)	153.83 %
PER.SIT.10 - Youth Support Staff	\$750.00	\$1,112.74	(\$362.74)	148.37 %
Total Site Support Staff	\$20,548.00	\$22,330.52	(\$1,782.52)	108.67 %
Other Personnel Expenses				
PER.MIS.01 - Miscellaneous Personnel	\$200.00	\$154.00	\$46.00	77.00 %
PER.OFF.09 - Contract Labor - Office	\$0.00	\$13,050.73	(\$13,050.73)	0.00 %
PER.SIT.06 - ER Portion Payroll Tax	\$8,175.00	\$9,622.33	(\$1,447.33)	117.70 %
PER.SIT.07 - Worker's Compensation	\$2,500.00	\$2,496.66	\$3.34	99.87 %
Total Other Personnel Expenses	\$10,875.00	\$25,323.72	(\$14,448.72)	232.86 %
Total Personnel	\$255,746.00	\$271,630.80	(\$15,884.80)	106.21 %
Religious Exploration				
COM.OWL.03 - OWL or COA Expenses	\$600.00	\$1,690.43	(\$1,090.43)	281.74 %
COM.REL.03 - RE Program Expenses	\$3,000.00	\$1,907.62	\$1,092.38	63.59 %
Total Religious Exploration	\$3,600.00	\$3,598.05	\$1.95	99.95 %
Reserves				
RES.AFR.01 - Appliance & Furnishing Reser	\$1,200.00	\$2,200.00	(\$1,000.00)	183.33 %
RES.BAG.01 - B&G Reserve	\$7,000.00	\$7,000.00	\$0.00	100.00 %
Total Reserves	\$8,200.00	\$9,200.00	(\$1,000.00)	112.20 %

Date : 11/08/2014
Time : 9:45:35 AM

Unitarian Universalist Fellowship of San Dieguito
Analysis of Revenues & Expenses - Detail Portrait YTD
July 2013 to June 2014

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Accounts	Annual Budget (This Year)	YTD Actual (This Year)	Annual Bud. Remaining (Encumbered)	% of Annual Budget Used (This Year)
Total Expenses	<u>\$354,726.00</u>	<u>\$370,088.51</u>	<u>(\$15,362.51)</u>	<u>104.33 %</u>
Net Total	\$0.00	\$5,575.67	(\$5,575.67)	0.00 %

Unitarian Universalist Fellowship of San Dieguito
Summary of Restricted Accounts - Portrait
July 2013 to June 2014

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<u>Temporary Restricted</u>				
Committee Funds				
COM.BAG.04 - Building & Grounds Carryover Fun	\$160.63	\$0.00	\$160.63	\$0.00
COM.CFH.04 - Coffee House Account	\$0.00	\$30.00	\$30.00	\$0.00
COM.CNX.04 - Joy Comm Carryover Fund	\$555.91	\$59.29	\$168.21	\$446.99
COM.LIB.04 - Library Comm. Carryover Fund	\$1,098.71	\$575.86	\$44.17	\$1,630.40
COM.MEM.04 - Membership Carryover Fund	\$269.18	\$132.14	\$401.32	\$0.00
COM.REL.04 - RE Carryover Fund	\$648.37	\$0.00	\$88.54	\$559.83
COM.SAC.04 - SAC Comm. Carryover Fund	\$1,178.28	\$0.00	\$738.91	\$439.37
Total Committee Funds	\$3,911.08	\$797.29	\$1,631.78	\$3,076.59
Building Funds				
FND.CAP.01 - Capital Campaign	\$302,976.32	\$252,435.11	\$35,438.08	\$519,973.35
Total Building Funds	\$302,976.32	\$252,435.11	\$35,438.08	\$519,973.35
Other Funds				
FND.COF.02 - Coffee Fund	\$1,018.73	\$2,002.65	\$2,601.85	\$419.53
FND.CON.02 - Concert Fund	\$2,483.93	\$2,626.60	\$2,988.36	\$2,122.17
FND.DBN.02 - deBenneville Pines Fund	\$329.42	\$14,287.50	\$14,098.88	\$518.04
FND.DRE.02 - DRE Discretionary Fund	\$862.34	\$0.00	\$743.73	\$118.61
FND.HFH.02 - Homes for Hope Fund	\$1,164.60	\$39,974.39	\$34,374.68	\$6,764.31
FND.JRU.02 - JRUU Fund	\$618.11	\$500.00	\$0.00	\$1,118.11
FND.MIN.02 - Minister's Discretionary Fund	\$3,809.43	\$3,021.28	\$1,542.91	\$5,287.80
FND.MWL.02 - Memorial Wall Fund	\$5,614.24	\$1,800.00	\$5,280.00	\$2,134.24
FND.REL.02 - RE Special fund	\$3,600.00	\$50.00	\$50.00	\$3,600.00
FND.SAC.02 - SAC Scholarship/Art Fund	\$621.64	\$50.00	\$0.00	\$671.64
FND.SPC.02 - Special Collection Fund	\$550.35	\$11,363.46	\$10,712.18	\$1,201.63
FND.YOU.02 - Youth Scholarship	\$1,616.00	\$800.00	\$0.00	\$2,416.00
FND.YRU.02 - YRUU Fund	\$1,138.56	\$540.00	\$459.05	\$1,219.51
Total Other Funds	\$23,427.35	\$77,015.88	\$72,851.64	\$27,591.59
Reserve Funds				
FND.APF.02 - Appliance & Furnishing Reserve	\$2,099.29	\$1,200.00	\$876.58	\$2,422.71
FND.BGR.02 - B&G Reserve	\$11,280.95	\$5,000.00	\$0.00	\$16,280.95
FND.MUS.02 - Music/Audio Reserve Fund	\$1,432.14	\$200.00	\$0.00	\$1,632.14
Total Reserve Funds	\$14,812.38	\$6,400.00	\$876.58	\$20,335.80
Total Temporary Restricted	\$345,127.13	\$336,648.28	\$110,798.08	\$570,977.33

Date : 11/08/2014
Time : 9:56:01 AM

Unitarian Universalist Fellowship of San Dieguito
Summary of Restricted Accounts - Portrait
July 2013 to June 2014

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Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<u>Permanent Restricted</u>				
Endowment Fund				
FND.PGE.01 - Planned Giving/Endowment Fund	\$8,681.32	\$0.53	\$0.00	\$8,681.85
Total Endowment Fund	<u>\$8,681.32</u>	<u>\$0.53</u>	<u>\$0.00</u>	<u>\$8,681.85</u>
Total Permanent Restricted	<u>\$8,681.32</u>	<u>\$0.53</u>	<u>\$0.00</u>	<u>\$8,681.85</u>

November 2014 Minister's Report

UUFSD Congregational Year

2014 -2015

November update:

- **Worship** – Plans are coming into place nicely for the holiday season.
- **Pastoral Care** – Very excited about the new direction being led by Kelly Kelsoe. We are going to have a kickoff in February for “Creating a Community of Care,” where we will be recruiting geographically based teams (who will get t-shirts) that sign up to help provide caring ministry to those in need based on zip codes and neighborhoods organized by the Pastoral Care Team Members.
- **Music Ministry** – No big news, working with Jill on Music Sunday.
- **Social Justice** – I have been working with Steve Bartram and Irv to plan and promote a candlelight vigil for the second anniversary of the Sandy Hook shooting. This will be open to the public and I will be working to have clergy and congregation members from other UU and Interfaith congregations.
- **Adult Religious Education** – I have been asked and have agreed to do a 5 session class based on my Shift Happens curriculum for the Young Adults. It seems as if 8 – 12 Young Adults are interested in participating.
- **COM** – (no change) The Covenant on Right Relations is now being used by the Board and the Sacred Circles. We are negotiating with the Design Review Committee about where to hang the framed copies. The Conflict Process has been posted and announced and the COM is continuing to actively investigate evaluation methodologies for our congregational ministries. We have had another resignation, Candace Sage due to personal reasons. We have added Kay Twomey Byrnes and continue to search for an appointment from the COM and now from me.
- **Joy Committee** – Met with Susan Pernia and talked about plans for the year. Looking forward to some wonderful programming and community building, including drumming, possible movie nights and eventually some Wednesday night programming. I would like to show the movie The Way with Martin Sheen and invite Chris and Kathy Faller to talk about their experience of the same pilgrimage.
- **Cluster/UUA Involvement** – Update:
 - SUUN Cluster Conference – First Church – Jan 31, 2014, all day
 - Change Management Workshop – Palomar, --March 14, 2014, 10AM-3PM

I continue to serve on the Ministerial Transitions Team for the District, Member of the Standing on the Side of Love National Advisory Team and as a District Consultant for Board and Congregational retreats. Upcoming Commitments:

- January 16th, 17th, and 18th, - A weekend retreat with 4 congregational boards in Arizona.

Other Dates of Note –

- March 5th -8th – Still hoping to attend - Selma 50th Anniversary March

RE Board Report November 2014
 The Dia de los Muertos Celebration was a great success.
 Here are the numbers!

RE Average Attendance		Sept 12- Oct 12		Oct-12- Nov 12	
Class	Total Enrollment	9:00	11:00	9:00	11:00
Toddlers	17	4	3	3	2
PreK-K	9	5	NA	4	NA
1-3	21	4	3	4	3
4-6	23	4	6	5	5
JRUU	26	NA	23	NA	24
YRUU on Sundays	16	NA	7	NA	5
YRUU Youth Group	17 (Total YRUU 23)	10		13	
Total RE	120				

ADMINISTRATOR'S REPORT TO THE BOARD - NOVEMBER 2014

MEMBERSHIP STATISTICS

Total number of members:	251
Members emeritus:	7
Pledging friends:	20
Friends:	61

Total number of members, pledging friends and friends: 339

SITE USE AND RENTALS

There will be a memorial service on November 22, 2014. Renter has already paid the full amount of \$2,100 to hold the space.

Had an inquiry from a frequent visitor to hold a wedding in December. He and his fiancée are not members and so I offered the site at the normal rental rates. I have not heard back from him but will follow up soon. If he does not commit by November 27th I will advise that the date is not available.

No other site rental events are scheduled for 2014 at this point.

VISITORS

I continue to send follow up letters to first time visitors. No return emails thus far. We will begin sending hard copy letters soon.

Respectfully submitted,

Tracey Weiss
Temporary Administrator

UUFSD Policy and Procedure Document**Policy ID: 752****Title: Pets**

Date Approved: November 16, 2014 by the Board of Directors

Purpose

The intent of this pet policy is to keep UUFSD a safe and welcoming place for everyone. We recognize and affirm our 7th principle: Respect for the interdependent web of all existence of which we are a part. We recognize the deep connection many people have with their pets. However, we also recognize that some people are allergic to animals and some are uncomfortable around animals. The presence of pets, even on a leash, can be distracting during a worship service, and animal behavior is not always predictable or controllable.

Policy

In response to concerns about hygiene, safety, and desire for reverence in worship, we hereby ask members and guests not to bring pets to the Fellowship on Sundays. Service animals are not covered by this policy.¹

At other times of the week, if pets are brought to the Fellowship, they must be on a leash or in a crate and supervised at all times. Pets are not allowed in the kitchen or other areas where food is being prepared or served at any time. Pets that are visiting the campus must be house-trained. Owners are expected to clean up any mess from their pets. Owners will be held responsible for any costs incurred due to soiling or other damage to Fellowship property by visiting animals.

Procedure

This policy is intended to be flexibly enforced. Communication is the first resort. If a pet is in violation of this policy, the responsible person enforcing the policy shall request the owner of the pet to respect the policy going forward. If necessary the responsible person shall ask the owner of the pet to remove the pet from the Fellowship grounds.

During Sundays, the Board greeter on duty shall be responsible for enforcing this policy. During the week, the Congregational Administrator shall be responsible. At specific events, such as Saturday work parties, the coordinator or chairman of the event shall be responsible.

¹ Under current regulations of the Americans with Disabilities Act, a service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

NO DECEMBER 2014 MEETING

This is to memorialize that the UUFSD Board meeting for December, 2014 was cancelled. There are no minutes.

Mark Tuller, *Corporate Secretary*
January 22, 2015