

Minutes of UUFSD Board Meeting
Tuesday, January 19, 2016, 7:00 pm – 9:30 pm
UUFSD Minister's Office

Board Members present:

Alisa Guralnick, *President*
Ashley Phillips, *Vice-President*
Alison Schlick
Rich Franzwa
Bob Quick
Clint Stoddard
Mark Tuller, *Corporate Secretary*

Also present:

Rev. Meghan Cefalu, Minister, *ex officio*
Glen Bowden, *Treasurer, ex officio*
Alison Crotty, RE Director
Kathy Faller, visitor
Robin Sales, visitor

Alison Schlick opened the meeting with a beautiful picture book of "Stopping by Woods on a Snowy Evening," the chalice was lit, and attendees checked in. The minutes of the last meeting had been approved via email.

The Board celebrated the well-attended holiday services, the challenging and enriching Sunday services, the music from the choir and band, the success of the holiday bonus requests, and the hard work of the clean-up crew after the recent storm.

NEW ACTION ITEMS

- **Ashley and Mark** are a committee with Kathy Faller and Robin Sales to prepare a Policy & Procedure clarifying the role of Casas de Luz per the Board's discussion. **Alison Schlick** also volunteered to be an editor of the P&P.
- **All Board members** to consider joining Rev. Meghan's Serving with Grace class beginning Wednesday, February 10 for six weeks; email Tracey in the office.
- **All Board members** to be prepared to introduce themselves at the Congregational Meeting on January 31 with something personal and humanizing about themselves.

OPEN ACTION ITEMS FROM PRIOR MEETINGS

- **Alisa and Ashley** to do any necessary paperwork concerning Rev. Meghan's interim ministry thus far and re-upping for year two. **Extension agreed to by both sides & paperwork in process**
- **Bob** will reach out to several members to try to arrange leadership for the upcoming pledge drive, and perhaps reestablish the Stewardship Committee. **Good progress—Bob Quick reported on the progress in staffing this committee. He has several volunteers and a first meeting is scheduled.**
- **Ashley, Alisa, & John Sherman** to explore January Spirit Level grant before deadline. **OPEN**
- **Rev. Meghan** to bring to Sacred Circle facilitators the idea of having Sacred Circle help in the kitchen.
- **Glen** will ask about the status of the *contribute button* on the UUFSD website at the next Finance Committee meeting. **No real progress.**
- **Alison** reported that the contacts to inform groups using the campus that a \$100 cleaning deposit would be required are moving forward. **In the works—Is this done?**

- ~~Ashley and Mark~~ to be a subcommittee to work with the Finance Committee regarding handling and documenting of bequests with conditions, earmarked gifts, and the like (with prejudice against accepting gifts with unduly restrictive conditions or that are not consistent with our mission). **DONE—we met with Finance Committee, see minutes**
- ~~Irv Himelblau~~ to propose an amendment of the Generosity Sunday policy to permit Generosity Sunday every month of the year, run it by the Social Action Committee and Policies & Procedures Committee, and the Stewardship Committee to the extent there is one (perhaps Didge Masser-Frye who chaired last year's Pledge Drive), in anticipation of a Board vote in January. **DONE. Policy adopted at this 1/19/2016 Board meeting.**
- ~~Ashley~~ to assist Ken Schultz and Tracey in establishing an Emergency Call contact list and to generally work on site use issues such as labeling of breaker boxes, event checklist, how to lock up, etc. **DONE—emergency contacts to be Ken Schultz, Jim Hagan, and Stu Anderson**
- ~~Alisa~~ to invite Kathy Faller to the next Board meeting to discuss Casas de Luz and invite a written document to circulate in advance. **That much is DONE; it's a continuing project, as discussed in the minutes**
- ~~Alisa~~ to add formal Board authorization of the Capital Campaign and Master Plan to the January Board agenda and ~~Mark~~ to prepare a proposed minute. **DONE**
- ~~January Congregational Meeting To-Do's~~ **DONE**

DECISIONS AND DISCUSSIONS

Extension of Rev. Meghan's interim ministry. As noted, this is confirmed, subject to paperwork.

Earmarked gifts and conditional bequests. Mark reported on the Finance Committee's discussion. In general we decided it's not a problem requiring an advance decision. We want to encourage gifts and we will deal with proposed earmarked or conditional gifts on an ad hoc basis. Generally we'll try to negotiate away the condition so the gift can be used for general purposes or for Endowment as provided in the bylaws, or negotiate an easy-to-administer condition such as for the Capital Campaign. If other conditions were attached, the Board would have to deal with it on an ad hoc case-by-case basis. There is a bylaw provision covering this: "The Board may refuse gifts with restrictions which it deems unmanageable. . . etc." (Art. XI ENDOWMENT FUNDS, Sec. 2 FUNDING, subsec. (5))

Sandy Hill Nursery School and classroom renovations. There was discussion of the progress of the classroom renovations, the potential for cost overruns, and the issue of change orders. Some change orders such as a second window and additional shelving or cabinets benefit both Sandy Hill and UUFSD. Because Sandy Hill already understands that it will share in the renovation costs in some way, such as a rent increase, it was decided to have a group deal with the Sandy Hill Board in due course (not until the renovations are largely complete)—John Drummond from the Finance Committee, Clint Stoddard and Greg Brown from Dream Builders, and Alison Crotty because of her daily relationship with Shani Woody the Sandy Hill director.

Casa de Luz. Kathy Faller and Robin Sales led a discussion about the relationship of Casas de Luz's activities and fundraising to the rest of the Fellowship's activities, based on the attached document. The Board agreed it wanted to lift up Casas de Luz and place appropriate focus on it and to work in partnership together. There was extended discussion of the 10% "tax" for the general fund imposed by Policy 420—Stewardship Commission, and its impact on internal and external Casas de Luz fundraising. There was also discussion of supporting CDL fundraising

without inducing donor fatigue, and the handling of personal fundraising for a CDL home build, such as a memorial to a loved one or donations-in-lieu-of-gifts situations. The Board decided to appoint Ashley Phillips and Mark Tuller to work with Kathy Faller and Robin Sales to prepare a comprehensive clarification of the CDL/UUFSD relationship in the form of a proposed policy.

Revision to Policy 155—Generosity Sundays. After discussion and upon due motion, the Board unanimously agreed to the changes initially proposed to this policy by the Social Action Committee and as recommended by the Policy & Procedure Committee (attached), basically putting Generosity Sunday on a 12-month schedule.

Authorization of Master Plan, Phase 1, and Capital Campaign. After discussion, and upon motion made and seconded, the Board unanimously adopted the following resolution:

- The Board hereby:
1. Approves the Master Plan
 2. Authorizes a Capital Campaign for funding and implementing the Master Plan
 3. Establishes a goal of \$1.5 million for Phase 1 as revised
 4. Appoints and authorizes the Dream Funders team to carry out the Capital Campaign fundraising in cooperation with the Board, the Finance Committee, the Pledge Team, and the Congregation
 5. Directs the Finance Committee and the Treasurer to separately account for Capital Campaign funds and maintain them in a conservative, non-volatile account such as Vanguard GNMA until needed.

Purchase of sound equipment. Jill Reis, Music Director, after doing legwork, plans to buy extensive sound equipment as detailed in her attached report. Of the cost, \$2014 is available in the Sound Reserve Account, leaving \$336 to be funded from some other source. After discussion led by Treasurer Glen Bowden about where to find the funds, President Alisa moved as follows, and upon a second the Board unanimously decided:

Up to \$350 may be used from the Concert Fund to complete this purchase.

Upcoming Congregational Meeting. Plans for presenters at the meeting were discussed. All Board members were encouraged be present and to be prepared to introduce themselves. The draft agenda for the meeting was presented. The Board should project its transparency and approachability.

Rollover pledges. There was a brief discussion of automatically renewing pledges as a means of making the pledge drive faster and more predictable. It was agreed to take no action at this time, nor mention it at the Congregational Meeting.

Stewardship Committee. Bob Quick reported on the progress in staffing this committee. He has several volunteers and a first meeting is scheduled.

Adjournment at 9:30 pm.
Respectfully submitted,
Mark Tuller, *Corporate Secretary*

Attachments:

- Agenda for January 19, 2016 Board meeting
- Minister's report
- RE Director's report
- Director of Connections' report
- Administrator's report
- Music Director's report
- Casas de Luz report
- P&P Committee's recommendation on Policy 155, Generosity Sundays
- Draft Congregational Meeting Agenda
- Financials

UUFSD Board Meeting Agenda
January 19, 2016

1. Chalice Lighting and Check-in
2. Opening words (*Alison Schlick*)
3. Items for celebration
4. Report on action items from last month
 - a. Extending Meghan's contract (Ashley)
 - b. Earmarked gifts and bequests (Mark)
 - c. Funding of direct mail postcard (Mark)
 - d. Final release of lien for Founders Hall (Mark)
5. Information Items
 - a. Monthly reports: RE, Admin, Dir. Of Connections, Rev. M
 - i. Sent via email; attach to minutes
 - b. Monthly reports, as needed, from Committees
6. Decision Items
 - a. Casas De Luz: discussion of codifying our relationship
 - i. Kathy Faller: wrote a history of our relationship (attached)
 - ii. How shall we proceed best, going forward (Mark to draft P&P)
 - b. Board Adoption of revised Generosity Sunday Policy (No. 155)
 - c. Board Authorization of Master Plan, Capital Campaign, and Phase 1
- < Quick Break for Snacks >
7. Monthly Financial Review (Glen)
8. Discussion / Deep Dive Items
 - a. Congregational meeting: January 31, 2016
 - i. Discussion of State of the Fellowship (board-led update to congregation)
 1. Review Draft Agenda (sent by Alisa) – mood should be warm and fun!
 2. Budget update/ pledge nudge (Glen)
 3. Interim Ministry update- Rev. Meghan
 4. Discussion of Settled Minister Search process (brief overview) – Ashley
 5. Capital Campaign status - (John S. will be part way through a six-Sunday discussion of the CC proposed elements by this date) – JS to present
 6. Nominating Committee re-election (all current members willing to re-up)
 7. Mark T. to propose the idea of a bylaws change with regard to possibly allowing some absentee or proxy votes for some certain issues
 - ii. Anything else need to be addressed at this meeting?
 1. Pledges and automatic renewal/ opt out option
 - a. About 28% of members had the same pledge in 2015 as 2014
 - b. Annual Fundraiser / Auction / Status of Stewardship Committee
 - i. Bob Quick – how's it going?
 - ii. How can we jump-start the Auction?
9. Leftovers [second thoughts on things, items we forgot, etc.]
10. Review of action items/decisions
11. Items for next month's meeting
12. Who do we need to thank this month?
13. Process check and check out
14. Adjourn

Report to the Board of Directors
Rev Meghan Cefalu
January 2016 –UUFSD

Greetings, Board friends. Things are going well at UUFSD from my perspective. Attendance is up on Sunday mornings. We have many visitors each Sunday morning and Adrienne is going a good job helping them get connected. We had a great meeting of prospective new members last week. We have a very large class taking the OWL curriculum that began last Sunday. This is the month when we'll both renew my contract for the coming year and begin the search process for your next settled minister. It is also the month that the Capital Campaign has begun in earnest.

My focus this month is on discerning some concrete ways to help the congregation with it's stated goal of feeling more like a community, helping people feel safer to express their thoughts, hopes and fears, and deepening a sense of connection with one another. I will be co-facilitating the Serving With Grace class along with Adrienne and Christie Turner starting next month. I know that this class will be helpful in that regard, as well as beginning to shift the culture of the congregation. I hope that you will please consider taking the class. Past participants have raved about it saying it is both fun and rewarding. ☺

I will also be making some shifts in our worship services, inviting more opportunities for people to a connection/contact with the other attendees. The Sacred Circles will be holding an all-congregation meeting on Feb 7 for prospective new folks to get a taste of the experience. If there is enough interest we'll begin another Circle or add people to an existing one. I've asked Adrienne to help me to encourage people to wear their nametags. Not wearing name tags is one of the barriers to a feeling of community – with a simple fix. Shifting the congregation's culture around wearing their tags may prove more difficult. I hope you all will support the endeavor and (continue to) wear your name tags.

Blessings,
Rev. Meghan

RE Board Report January 2016

It has been an extremely busy month including a wonderful vacation. The Christmas Eve service was one of the most meaningful I have ever attended and had the pleasure of participating in. Thank you for making it so special.

Here are the numbers for November and December. There were three Sundays in this time period in which, due to the holidays, we did not have class.

	11/8/2015	11/15/2015	11/22/2015	12/6/2016	12/13/2016
Childcare	2 (2nd)	1 (1st) 4 (2nd)	2 (1st) 3 (2nd)	3 (2nd)	2 (1st) 3 (2nd)
PreK-K	6	6	2	3	4
1st-3rd	1 (1st) 2 (2nd)	3 (1st) 7(2nd)	5 (2nd)	5 (2nd)	6 (2nd)
4th-6th	2 (1st) 4 (2nd)	7 (2nd)	2 (1st) 4 (2nd)	1 (1st) 6 (2nd)	6 (2nd)
J/YRUU	11	11	9	11	16
Total #	28	39	27	29	37
	November	November	December		
Youth Group	19	16	17		
	December				
Young Adults	7				

Our Whole Lives (OWL) is starting for the Junior High. As of today, we have 23 participants. It hopefully will be a final tally, but there is some shifting around still. This is a tremendously full class and unfortunately we have had to cap the class at this number. There are a few points of interest around this high number of students wanting to take this course.

- A. We should offer more courses of OWL. Not necessarily the Junior High class, but I would like to offer either a Prek – K class or 4th-5th grade class.
- B. We do not have trained OWL facilitators for either of those ages. We would need to find people who want to be trained from the fellowship and then send them to a training when offered. I am working with Kathe Larick, from first church about bringing more trainings to SoCal.

Renovation issues

There have been a few challenges around the renovation. Scheduling was tight around the Fellowship to begin with, so finding space for OWL youth and OWL Parent class has been challenging. I worked with Le Port Montessori to procure room down there yet with their new change in ownership, they neglected to give anyone at UUFSD a key to open the building. I will work on that next week.

I have been in constant contact with Sandy Hill teachers and director over the remodels. It has been a lot of communication and time, but our relationships are stronger because of it.

Greetings Board,

The new year is flying by already, mid December seems years ago. The ramp up to the GVP vigil and Christmas services was full of activity including 'crafts for a cause' during Gathering Hour and outreach. The first sermon of the year, 'Decades' was led by Candace Sage and was a touching event, gathering 9 volunteers to participate in the special sermon. (If you missed it, please watch the video!)

The membership committee held an orientation on the 10th for potential members and we will have a new member circle on the 24th with a recognition on the 31st for those who decide to join UUFSD. I enjoyed my first fellowship orientation and will work with Rev Meghan on new orientation and possibly a revamped Path to Membership details before our next one being held in the spring.

Planning and preparation are underway for the Serving with Grace course starting on February 10th. I hope many of you will attend!

I'm continuing to meet with leadership and committee chairs to learn more while simultaneously updating our Activities booklet. Met with Communication Chair to tighten up some roles and to move forward on some ideas and changes. The newsletter is getting revamped and we are currently calling for artwork, poetry and other submissions. My goal is for our communications/outreach to feel uplifting, personal, with members contributing as much content and material as possible- getting involved and sharing their stories. Connecting.

The new Senior Activities group is a go! The first meeting will be held in early February. The word of mouth for senior group led to members contacting me about a group for those in the ages between YA and Seniors. So, the good news is that people want and seemingly are asking for connection opportunities...and we are facilitating that. :)

I'm getting to know members and volunteers on a deeper level now that I'm in my fourth month and it has been very helpful in learning the needs and desires of the congregation. Each week I select a different meeting or committee to review/attend and it's been a great learning experience. The more I know, the more I can share with members and visitors. How can the board help me in my goals? Please invite me to a group or meeting you belong to that I may not know about! Also, looking for a tripod for a iPhone to use/borrow during service while taping songs/story time.

Thank you in advance for signing up for your BOD greeter shift. It is a great opportunity to greet visitors with you and simultaneously get to know you better!

Adrienne McCord
Director of Connections
Unitarian Universalist Fellowship of San Dieguito

ADMINISTRATOR’S REPORT TO THE BOARD – JANUARY 2016

MEMBERSHIP STATISTICS

Total number of members: 245
 Members emeritus: 6
 Pledging friends: 15
 Friends: 63

Total number of members, pledging friends and friends: 329

SUNDAY ATTENDANCE 12/13/15 – 1/10/15

Date	Age Group	9:00am	11:00am
December 13	Adult	55	90
	Child	9	8
	Teen	No count	No count
	Staff	5	5
December 20	Adult	33	125
	Child	8	9
	Teen	No count	7
	Staff	5	5
December 24	Adult	No count turned in	No count turned in
December 27	Adult	89	
Single Service	Child	13	
	Teen	0	
	Staff	3	
January 3	Adult	116	
Single Service	Child	No count	
	Teen	7	
	Staff	4	
January 10	Adult	32	129
	Child	8	30
	Teen	0	No count
	Staff	6	No count

SITE USE AND RENTALS

Just received deposit from a couple getting married on November 12th.

MEMBER NEWS

We will be doing New Member Recognition on January 31 during the single service and before the Congregational meeting.

Maurice Miller passed away on December 18th.

NOTE

Still waiting for those emergency contacts to go with the Site Use Letter, Event Coordinator/Sponsor Responsibilities, and Staff Checklist.

THE BOARD SHOULD KNOW

Elizabeth Michel has kindly offered to ask at the next Design Review Committee if there is someone they know with professional organizing experience who may be willing to donate some time to help with storage and organization in the office (or offer a discount). With the right help, I think we can make this work much more efficiently. As of now, many old electronics, file boxes, etc. are “shoved into a cupboard” because we have nowhere else for it to go.

BIGGEST CONCERN

We still do not have any emergency contacts to go with the Site Use Letter, Event Coordinator/Sponsor Responsibilities, and Staff Checklist.

Respectfully submitted,

Tracey Weiss
Congregational Administrator

Hi Alisa,

Sorry for my late report - I was waiting for my last 2 details to come together since Sunday, so my report could be complete.

Already purchased this year:
3 vocal mics & stands & cables, gaffer tape (\$352)

Current available budget from sound reserve: \$2014

Need to purchase: \$2350
2 PA speakers: QSC K12 \$580 x 2 = \$1160 (concert quality)

2 monitors: QSC K10 \$510 x 2 = \$1020
- can double as PA speakers for smaller concerts/music groups
1 video adapter: \$15
2 XLR 3-ft 1/4 inch cables: \$35
2 speaker stands with bag: \$120

Difference needed: \$336

Pat got us a ridiculously good deal with a contact through Guitar Center, which is saving us over \$800 on our much-needed speakers. If we don't buy both K10 monitors now, the second speaker will be \$700 regular price at a later date.

I hope you can help us! I will wait for your response before I give Pat the go-ahead to set-up our order with her contact. I want to order this week, so we can have time to test-run all our new equipment before Carrie's concert on Feb. 13.

Thank you,
Jill

Casas de Luz and UUFSD

Relationship statement

1 History of Casas de Luz:

The concept for Casas de Luz started in 2005 when the UUFSD Social Action Committee (SAC) suggested an in-kind donation drive to support families in Tijuana, Mexico. The response of UUFSD was so overwhelming, it was suggested that UUFSD could raise the funds to construct a home for a Tijuana family. Reverend Kathy Hurt was very supportive a home build and offered \$1000 as seed money for the project. That year, the Christmas Eve collection was dedicated the home build and set records for amounts received. This first home was built on Mother's Day in May of 2005 with a mission group called YWAM, Youth with a Mission, under the program of Homes of Hope. In 2006 enough money was raised for two homes but YWAM had doubled their prices. So, a decision was made to do the home build independently and Casas de Luz was created. Casas de Luz means homes of light and originated from the idea that we are bringing hope and light into the new homes. Many of the families that receive homes live in structures with no windows, made out of used garage doors and are very dark. Homes built by Casas de Luz consist of windows repurposed from U.S. donors and creating "homes of light".

Over the years, Casas de Luz has evolved into more than just home building. It supports education, community centers and food programs. Two community centers have been built and a new one is being planned for 2016. Each center has its own leadership team and defines its programs. Funding for these programs come from individuals and grants.

A unique program to Casas de Luz, is recycling U.S. originated household materials in the home builds, aka "Repurposing With a Purpose". It involves collecting in-kind U.S. donations and distributing them to families/communities on both sides of the border. Currently there are two personal (private) pickup trucks making weekly pickups and deliveries. These individuals are paying for their own gas, maintenance and Mexican importing taxes. There is a plan to purchase a larger truck because of the high need and availability of donations.

Casas de Luz programs are truly transformational not only for the families that receive homes but also for the participants from the U.S. Kids that built a home in the sixth grade now are in high school and want to do more for these communities. Responding to this interest, in 2012 Casas de Luz started high school clubs and an internship program for high school students including CCA, SDA and Westview. In 2015 they raised money for 1 home, but in 2016 they plan to raise money for 2 homes. Currently there are over 250 kids on the email list and 10 interns. Casas de Luz hosts monthly leadership team meetings for our high school leaders.

The financial model for Casas de Luz is that it is 100% volunteer led and all expenditures are funded through sponsors. For example, all home builds have a sponsor who is responsible for raising the funds for that build. UUFSD usually sponsors one build per year even though the individual sponsoring group varies, YRUU, young adults, COA, etc. These sponsors are the recipients of the UUFSD Christmas Eve collection and hosts

additional fundraisers for the projects they initiate. In 2016, YRUU is sponsoring a build and has had an art fair and Restaurant Valentino to raise the \$4500 required for the home. Casas de Luz has identified other sponsors in the wider community, schools, Girl Scout troops, YMCA and individual families. In 2015, on its 10th year anniversary, Casas de Luz built 10 homes with this model.

2 Leadership team:

There is an advising team for Casas de Luz that usually meets twice a year as a group. Individuals meet as needed for specific programs.

Kathy Faller	Head Honcho
Chris Faller	Construction advisor
Sara Knapp	Building Team leader
Jason Knapp	Technology advisor
Eileen Hahn	Community Center Advisor
Kevin West	Economic development programs
Robin Sales	Co-founder and inspiration advisor
Michael Clayton	Repurposing program
Liz Bui	Non-profit Advisor
Noa Eaton/ Kirsten Chaplin	Co-leads for High School Interns

3 Expenses for Casas de Luz:

The expenses for Casas de Luz is in three categories:
Home builds (\$4500 per home plus \$50 per builder)

- Special programs:
- Breakfast club (\$240 per month)
 - Stove fund (\$200 per stove)
 - Library fund (\$500 per year)
 - Misc (Christmas party, other celebrations)

Repurposing truck
There is a small general fund for misc. expenses that has been funded by individual donations. UUFSDs SAC budget only supports the registration and insurance for the future truck. All other expenses are funded through Casas de Luz.

4 Partnerships:

Casas de Luz has a philosophy of partnering with other organizations and people to promote the common interest of supporting families and communities in need. Some of them have been:

- Corazon: home builds, community development, education programs
 - Birthline: furnishing apartments for homeless families
 - Weil foundation: education grants and home builds
 - Youth With a Mission (YWAM): home builds
 - La Jolla Community Church for 2016 Community center
- Home build sponsors:
- Skyline school, YMCA trailblazers, Girl Scouts, Boy Scouts, Earl Warren school, Private sponsors, etc

5 Fundraising Relationship with UUFSD:

There have been many discussions about Casas de Luz fundraising within UUFSD. The operating practice that we have been using is as follows:

UUFSD sponsors can raise funds for a home build according to UUFSD Stewardship policy (coordinate the date, coordinating person, financial accounting, etc.)

Casas de Luz can ask for in-kind donations coordinated with SAC at quarterly meetings (food drives, tool drives, backpacks, etc)

Non UUFSD sponsors can do fundraising independently of UUFSD. If they want to use the UUFSD facility there is a 10% or \$250 annual max. "tax" applied. UUFSD communications methods can be used for advertising the event. The UUFSD tax ID is used for this fundraising and the proceeds are deposited into the UUFSD/Casas de Luz account.

There is no limitation to number of "asks"

SAC manages the donation drive schedule, goal of no more than one per month in addition to Generosity Sunday.

Currently there is no Stewardship committee so prior approval of fundraising is not required.

6 Relationship with UUFSD:

Casas de Luz was born out of UU principles and commitment to service and social action. While we don't want to overwhelm UUFSD with our activities, we are strongly committed to UUFSD. On every home build we wear our Standing on the Side of love T-shirts (made in Mexico) and the opening ceremony starts with a UU prayer. There are usually many questions about UUism and many new members have come to UUFSD from a home build.

We also work closely with SAC and Religious Education to integrate activities. We have spoken in many RE classes about poverty and the homelessness. We especially like to do a home build with the YRUU and COA groups, sharing in their spiritual growth through building.

In 2011 there was some discussion about Casas de Luz taking too much UUFSD resource, although the facts do not support this assertion. However, since then we have consciously restricted the UUFSD activities to one home build, one generosity Sunday and donation drives. We have also been observant about how many communications we do about Casas de Luz. I have been starting to get requests for more and am not sure how to navigate this balance between keeping the interested volunteers and potential sponsors involved, while at the same time not overwhelming people with communication. In UU organizations there are always many opinions and it would help to get some guidance about what is the best or preferred approach.

Financially, we use administration support for book-keeping and accounting; insurance coverage and the non-profit tax ID. All of the subsidiary accounting is done by Casas de Luz for project accounting and donation receipts.

We welcome and stand ready to have transparent and open discussions between Casas de Luz and UUFSD.

January 15, 2016

Recommendation of the Policies & Procedures Committee—review and updating of Policy 155, “Generosity Sunday”

Last month the Social Action Committee (Irv Himelblau) proposed making Generosity Sunday an every-month event, rather than 11 months as under the current Policy 155. The P&P Committee sought input from various committees on the change.

Basically we agree with the proposal but recommend that some flexibility be built into the policy, so we recommend the Board accept the following (see attachment for full language):

Beneficiaries will be selected for each of ~~11~~ 12 months. ~~There is no Generosity Sunday during the Pledge Sunday month. (If the pledge team concludes Generosity Sunday would impede the pledge drive, it may request the Board to suspend Generosity Sunday during one month of the pledge drive and the Board, after consulting with the Social Action Committee, may decide to do so if in the best interests of the Fellowship.)~~

Obviously the Board could decide to suspend Generosity Sunday at any time; the purpose of the escape clause is to remind everyone that this possibility is available to be exercised if in the best interests of the congregation.

The above change would have a direct impact of foregone UUFSD general revenue from one plate collection a year, about \$275.

We also corrected some typos and made minor conforming changes.

Recommended by the P&P Committee (2-1, Steve Bartram not agreeing).

*Respectfully submitted by the Policy & Procedure Committee,
Mark Tuller, Chair
Candace Sage
Steve Bartram*

UUFSD Policy and Procedure Document

Policy ID: 155

Title: Generosity Sunday

Date Approved: May 12, 2013 by the Board of Directors

Updated by the Board of Directors: January 19, 2016

Purpose

The congregation participates in outreach and social justice work by designating one Sunday in each month as Generosity Sunday. On these Sundays, the offering is donated to an organization or project that serves the community or the cause of social justice.

Policy

Application forms and related applicant information will be maintained on the UUFSD website.

The Social Action Committee (SAC) administers the Generosity Sunday process, including communication and coordination as appropriate with Worship Committee, UUFSD Treasurer and/or staff.

The SAC is responsible for final selection of Generosity Sunday recipients in accordance with procedures below.

Beneficiaries will be selected for each of 11-12 months. ~~There is no Generosity Sunday during the Pledge Sunday month.~~ (If the pledge team concludes Generosity Sunday would impede the pledge drive, it may request the Board to suspend Generosity Sunday during one month of the pledge drive and the Board, after consulting with the Social Action Committee, may decide to do so if in the best interests of the Fellowship.)

Beneficiary selection considerations are guided by the following criteria:

- ~~The Social Action Committee shall~~ Alignment with Unitarian Universalist values.
- Current designation as a 501(c) (3) tax exempt organization or equivalent, if a foreign charitable organization.
- Past, current or future congregation member volunteer involvement.
- Percentage of organization's budget that goes to programs versus administrative costs. GS applicants may request program or general operations support.
- UUFSD general operations are not eligible for Generosity Sunday funding.
- UUFSD may undertake a congregation-sponsored social action project, for which GS funds may be designated. In cases such as this, tax-deductible contributions may be payable to UUFSD and specifically designated for the intended project or program.

If a qualified organization is not selected in the initial review cycle following its application receipt, the organization may be reconsidered for up to 12 months from receipt. Organizations may reapply annually.

Procedure

Social Action Committee designates a Generosity Sunday Coordinator. The GS Coordinator must be a member of the Social Action Committee and will be responsible for implementation of the procedure outlined below. The GS Coordinator will include at least two other SAC members in the process outlined below to enhance the open and unbiased preliminary review.

Applicants

Organizations complete and submit a Generosity Sunday Application form. The current, approved application form and related requirements are included as **EXHIBIT 1** to this policy.

1. Application Availability

Receive applications via email or other automated electronic means. UUFSD administrative staff should not need to be involved in the application process.

2. Applicant Notification

Notify applicant of its application status within 90 days of receipt.

3. Application Preliminary Review

Review the application confirming.

- all questions are answered.
- current **Board of Directors roster is included**
- most recent fiscal year-end financial statements are included
- Federal Tax Exemption (**IRS) Determination Letter – 501(c)(3)** – is included.

4. Applicant Follow Up

Follow-up activity with organizations submitting incomplete applications may be undertaken at the discretion of the Generosity Sunday Coordinator. If there is an abundance of qualified, complete applications, organizations that have submitted incomplete applications may be encouraged to reapply at a later time.

5. Application Review - Preliminary Consideration

Meet at least semi-annually to cooperatively review applications and forward a list to the SAC. **EXHIBIT 2** is a sample Beneficiary Selection List illustrating how recommendations might be tracked and communicated. However, the list may be more or less detailed and/or provided in another format. The list will include all completed

applications for the period referenced, along with a brief overview of each organization and/or project. The list will be submitted to the Social Action Committee chairperson for distribution to committee members in advance of a regularly scheduled SAC meeting at which final selection will occur.

6. Application Review - Preliminary Consideration *continued*

The following criteria will be used to prioritize organizations:

- Alignment with Unitarian Universalist values.
- Current designation as a 501(c) (3) tax exempt organization or equivalent, if a foreign charitable organization.
- Past, current or future congregation member volunteer involvement.
- Percentage of organization's budget for programs versus administrative costs. (GS applicants may request program or general operations support.)

7. Communications

Ensuring accurate, timely, effective and streamlined communications is an important part of the GS Coordinator's responsibilities. Therefore, the GS Coordinator or other SAC member assigned by the GS Coordinator, will be the point of contact for all parties, including the applicant, the SAC, any congregation or staff member referring the applicant, UUFSD staff, treasurer and Worship Committee, and will copy other parties on electronic communications as appropriate.

8. Selection

At the soonest regularly scheduled meeting following receipt of the Beneficiary Selection list, SAC members shall use the list to make final beneficiary selection(s) by a rating or voting system deemed most appropriate for ensuring compliance with this policy's criteria and broad SAC participation.

9. GS Offering

In keeping with UUFSD's Sunday offering policies and procedures, staff, treasurer and/or Finance Committee members will count and document GS offering and notify GS Coordinator, and other who may be designated by the SAC, of the total received within five business days. The GS donation will not include UUFSD pledge payments or other funds received with the offering and determined to be intended for non-Generosity Sunday purposes. **To ensure accurate donation communication, only the GS Coordinator should communicate the donation amount to the applicant.**

10. Disbursement(s)

UUFSD will issue a check for 100 percent of the GS donation to beneficiary(s) within four (4) weeks of GS offering and will also notify GS Coordinator of check issuance.

Notice of Congregational Meeting
January 31, 2016
Founders Hall
11:15 (after the single service that day)

Please be sure to attend this semi-annual Congregational Meeting.
A quorum of voting members is required to be present!

Agenda

- **State of the Fellowship—“We Listened!”**
 - President Alisa Guralnick
- **Budget Report**
 - Treasurer Glen Bowden
- **Interim Ministry – Update**
 - Rev. Meghan
- **Settled Minister Search Process**
 - Vice-President Ashley Phillips
- **Capital Campaign Update**
 - Dream Funders Chair John Sherman
- **VOTE—Election of the Nominating Committee**
 - Nominees for Nominating Committee: Christie Turner, Alejandra Hoffman-Chan, Diane Masser-Frye
 - Additional nominations from the floor are allowed
 - THIS VOTE REQUIRES A QUORUM TO BE PRESENT
- **Discussion of whether we need proxy/absentee voting**
 - Secretary Mark Tuller

2:50 PM
01/16/16
Cash Basis

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
WF \$ Market Savings x1459	8,688.36
WF \$ Market Savings x1974	5,782.02
WF Bus Chkg x3757	511,460.58
Vanguard Money Market	138,288.72
Vanguard GNMA	103,880.43
Total Checking/Savings	768,100.11
Accounts Receivable	
Accounts Receivable	82.39
Total Accounts Receivable	82.39
Other Current Assets	
Undeposited Funds	45,834.08
Total Other Current Assets	45,834.08
Total Current Assets	814,016.58
TOTAL ASSETS	814,016.58
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,322.20
Total Accounts Payable	-2,322.20
Other Current Liabilities	
Bonus' Payable	2,960.00
LIA.NOT.08- Member Loan - CD	5,000.00
Payroll Liabilities	
Medical Liability	175.24
UUA Pension Liability	-165.73
Payroll Liabilities - Other	-3.52
Total Payroll Liabilities	5.99
Total Other Current Liabilities	7,965.99
Total Current Liabilities	5,643.79
Total Liabilities	5,643.79
Equity	
Dividend Income	1,179.03
Gains/Losses from Investments	-8,593.68
FND.SPG.01 - Spirit Grant Fund	
FND.SPG.02 - Initial Grant	100,000.00
FND.SPG.03 - D. of C. Wages	-8,605.78
FND.SPG.04 - D. of C. -Taxes	-588.48
FND.SPG.06 - D. of C. Expenses	-1,657.79
Total FND.SPG.01 - Spirit Grant Fund	89,147.95
Opening Balance Equity	-1,813.82
FND.COP.02 Copier Buyback Fund	1,115.64
Permanent Restricted	
FND.PGE.01 - Endowment Fund	9,410.10
Total Permanent Restricted	9,410.10

	<u>Jul - Dec 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
OPS.ADM.06 Adm. Mileage Exp	64	100	-36	64%	200
OPS.ADM.07 Misc. Supplies	300	75	225	400%	150
OPS.ADM.09 - Miscellaneous	35				
Total Administration Expenses	6,508	6,196	312	105%	12,393
Denomination Expenses					
OPS.DEN.04 - Cluster Dues	0	250	-250	0%	500
OPS.DEN.02 - PSWD Dues	0	3,276	-3,276	0%	6,552
OPS.DEN.01 - UUA dues	7,560	7,560	0	100%	15,120
Total Denomination Expenses	7,560	11,086	-3,526	68%	22,172
Finance Expenses					
OPS.FIN.02 Bookkeeping Supplies	1,390	482	908	288%	963
OPS.FIN.06 Credit Card Fees	1,097	775	322	142%	1,550
OPS.FIN.05 Other Finance Exp.	3	75	-72	4%	150
OPS.FIN.04 Pledge Campaign Exp.	0	150	-150	0%	300
OPS.FIN.03 Accounting Fees	3,386	3,500	-114	97%	7,000
OPS.FIN.01 Payroll Fees	1,260	1,163	97	108%	2,325
OPS.INT.01 UUA Loan Expense	0	75	-75	0%	150
Total Finance Expenses	7,136	6,220	916	115%	12,438
Religious Exploration					
COM.REL.03 RE Program Exp.	1,458	1,350	108	108%	2,700
COM.OWL.03 COA/OWL Exp.	0	1,500	-1,500	0%	3,000
Total Religious Exploration	1,458	2,850	-1,392	51%	5,700
Site Operations					
OPS.SIT.10 Audio/Visual Exp.	222	100	122	222%	200
OPS.SIT.06 Monitoring Services	0	246	-246	0%	492
OPS.SIT.03 Gas & Electric	2,469	2,323	146	106%	4,645
OPS.SIT.07 B&G Maintenance	2,464	2,635	-171	94%	5,270
OPS.SIT.01 Property Insurance	0	1,843	-1,843	0%	3,685
OPS.SIT.02 Real Estate Taxes	1,845	1,802	43	102%	3,605
OPS.SIT.05 Water	908	1,935	-1,027	47%	3,870
Site Operations - Other	118				
Total Site Operations	8,026	10,884	-2,858	74%	21,767
Payroll Expenses					
COM.PER.03 - Misc. Personel Exp	284				
PER.MIS.01 Misc. Personnel	108	100	8	108%	200
PER.SIT.07 Worker's Comp Ins.	2,116	2,100	16	101%	4,200
Site Support Staff					
PER.SIT.01 -Childcare Wage	2,977	2,450	527	122%	4,900
PER.SIT.02 - Custodian	2,860	5,000	-2,140	57%	10,000
PER.SIT.03 - Site Caretaker	2,551	2,900	-349	88%	5,800
PER.SIT.04 - Special Event Wage	0	650	-650	0%	1,300
PER.SIT.09 - Sound Technician	3,795	3,575	220	106%	7,150
PER.SIT.10 - Youth Support	0	540	-540	0%	1,080
PER.SIT.11 - Lead Teach & Asst.	1,123	1,250	-127	90%	2,500
Site ER Payroll Taxes	945	869	76	109%	1,739
Total Site Support Staff	14,251	17,234	-2,983	83%	34,469
Congregational Administrator					
PER.OFF.05 Cong. Adm. Dental	336				
PER.OFF.01 Cong. Adm. Wages	16,133	16,055	78	100%	32,110
PER.OFF.02 Cong. Adm. UUA Pens.	535	1,204	-669	44%	2,408

	Jul - Dec 15	Budget	\$ Over Budget	% of Budget	Annual Budget
PER.OFF.04 Cong. Adm. Medical	3,554	4,170	-616	85%	8,340
PER.OFF.07 Cong. Adm LTD Ins	152	161	-9	94%	321
PER.OFF.08 - Admin. Prof. Exp.	0	100	-100	0%	200
Cong.Admin ER Payroll Taxes	732	1,228	-496	60%	2,456
Total Congregational Administrator	21,442	22,918	-1,476	94%	45,835
Music Expenses					
PER.MUS.12 Music Substitute	120				
PER.MUS.11 Accompanist Wages	1,650	3,600	-1,950	46%	7,200
Choir Director					
PER.MUS.02 Choir Dir. Prof. Exp	704	625	79	113%	1,250
PER.MUS.01 Choir Director Wage	7,000	6,839	161	102%	13,678
Music ER Payroll Tax	584	799	-215	73%	1,597
Total Choir Director	8,288	8,263	25	100%	16,525
Total Music Expenses	10,058	11,863	-1,805	85%	23,725
Director of RE					
PER.DRE.05 DRE Dental	168				
DRE - ER Payroll Tax	1,529	1,721	-192	89%	3,443
PER.DRE.02 DRE - UUA Pension	2,612	2,189	423	119%	4,379
PER.DRE.09 DRE Professional Exp	1,106	1,000	106	111%	2,000
PER.DRE.01 DRE Wages	22,470	22,500	-30	100%	45,000
PER.DRE.07 DRE LTD Ins.	216	216	0	100%	432
PER.DRE.06 DRE Life Ins.	166	168	-2	99%	336
PER.DRE.04 DRE Medical	3,181	3,174	7	100%	6,348
Total Director of RE	31,448	30,968	480	102%	61,938
Minister Expense					
Minister Benefits					
PER.MIN.07 Minister LTD Ins.	59	390	-331	15%	780
PER.MIN.07 Minister Profess. Ex	2,137	3,000	-863	71%	6,000
PER.MIN.06 Minister Life Ins.	45	270	-225	17%	540
PER.MIN.04 Minister Medical	4,392	4,651	-259	94%	9,302
PER.MIN.02 Minister Housing	15,365	15,990	-625	96%	31,980
PER.MIN.03 Minister UUA Pension	4,164	4,199	-35	99%	8,397
PER.MIN.00 in Lieu of FICA	3,034	2,984	50	102%	5,967
Total Minister Benefits	29,196	31,484	-2,288	93%	62,966
Minister Wages					
Minister ER Payroll Tax	0	0	0	0%	0
PER.MIN.01 Minister Salary	23,925	23,010	915	104%	46,020
Total Minister Wages	23,925	23,010	915	104%	46,020
Total Minister Expense	53,121	54,494	-1,373	97%	108,986
Payroll Expenses - Other	-8				
Total Payroll Expenses	132,820	139,677	-6,857	95%	279,353
Reserves					
RES.BAG.01 - B&G Reserve	0	500	-500	0%	1,000
Total Reserves	0	500	-500	0%	1,000
Total Expense	168,710	183,015	-14,305	92%	366,028
Net Ordinary Income	17,841	2,460	15,381	725%	5,120
	<u>17,841</u>	<u>2,460</u>	<u>15,381</u>	<u>725%</u>	<u>5,120</u>