

UUFSD BOARD MEETING
November 14, 2018

Attending-

Alana, Rich, Dale, Robin, Linda and Rev Meghan

Not Attending-

Jill, Ernie, and Glen

Chalice Lighting and Opening Words:

Check in with each other

Reading the Covenant

Vote to approve 10/17/18 Board Minutes

Committee, Staff & Treasury Reports

Old Business

1. Kitchen: Final payment of \$3,738.50 was made by Church Insurance and claim is closed. New dishwasher to be installed and additional functional issues are being addressed.

Dishwasher has been installed.

2. Casas de Luz employee/1099 issue still being researched.

Likely there is a rider to our existing liability insurance policy that can be added to cover employees of UUFSD (and volunteers) in case of injury in Mexico.

Mark Tuller and Kathy Faller are working with the Insurance Company to determine what can be done.

3. Research, related the purpose of 5 identified funds (DeBenniville Pines, Special Collection, Coffee, Youth Scholarship and Concert) will be tasked to the Finance Committee. Once a report is submitted to the Board, we will discuss a plan to manage the \$ in said funds.

.....Also, has the \$536 in the AV budget been confirmed as available for Music to use for some of their new purchases?

The Finance Committee will research this and then once the report is submitted, then recommendations can be made. Glen is the liaison with the Finance Committee and will relay updates in December.

4. Policies & Procedures: Three issues need to be researched and either upheld or rewritten.

1. Can committees host fundraisers, and if so, for what purpose and does the fellowship financially benefit?

This is a complex issue and will need to allocate time for a “deep dive” at the January meeting. Rich MacDonald take the lead and send his comments. Dale Gottnick agreed to review the “Creating Congregations of Generous People” and is considering working with Rich.

2. Will Board approve fundraisers in lieu of a Stewardship Committee which is yet to be formed?

MOTION- Rich

Until such time that there is a Stewardship Committee, the Board will serve in the role of the Stewardship Committee, thereby approving fundraising events.

SECOND- Dale

In Favor- All

Opposed- None

3. Should policy re members not being allowed to provide a service/class at the fellowship for a fee with a percentage to fellowship be revisited?

The current policies and procedures states that membership classes may collect donations, but it is not possible to have a fee-based class. Non-members donate about 10% to the Fellowship. (Example- Buddhist meditation classes.)

New Business

1. **Church Mutual** to conduct an onsite risk-management walk through in November (date to be determined).

Liability Insurance provider—it should only take an hour.

2. **Holiday party** being held on Friday, 11/30. Board members encouraged to attend. This will be a potluck provided by staff (and Board if desired). Caroling, crafts, potluck. Board members are strongly encouraged to attend.

Robin- one pot of soup

Alana- Wine

Kay- Kwanza dish

Rich- appetizer

Linda- corn bread and soup or chili

Alana, Dale and Rich will share the cost of a Holiday Tree for the party.

3. **Staff bonus** collection beginning this month. Board member needed to make an announcement at services throughout November and early December. Bonuses are given to staff only.

Board Speakers to announce the staff bonuses:

11/18- Rich (9:00) and Alana (11:00)

11/25- Dale (10:00)

12/02- Linda (9:00) and Robin (11:00)

4. **Giving Gratitude.** There are a number of people who have gone above and beyond at the fellowship; we want to acknowledge/thank them. How do we do this?

Sunday Gratitude— CARD and FLOWER and invitation to stand and be recognized

1. Michele Devor- homeless project
2. Louise Garrett- overseeing kitchen
3. John Sherman- garnering special donations
4. Jon Luft- Overseeing the kitchen remodeling project
5. Steve Bartram- Gun violence prevention
6. Patricia Cofre Stone- Auction
7. Glen Bowden- Treasurer

5. **Insight San Diego** group to begin a North County location at our Fellowship in January on Wednesday eves from 7-8:30. Attendees will be asked to make a donation. Will we accept a 50/50 split?

1. Motion to Approve- Rich

MOTION- Rich

The Board approves a trial period up through June 30, 2019 (end of the fiscal year) for Insight San Diego to use Founders Hall on Wednesday evenings from 7:00-8:30 PM and accepts the 50/50 split.

SECOND- Robin

In Favor- All

Opposed- None

6. Ted Wheeler donates a **new wheelchair** to the fellowship to replace existing damaged wheelchair.
7. Rigdon Currie is interested in starting a UUFSD **Entrepreneurial Advisory Council**.
8. Chris Lehman would like to have Libby Scott talk to the Board at our December meeting, about the **Coastal Concerts**.
Libby will be invited to the December Board Meeting to introduce herself to the Board and provide a 5-min overview of the plan to promote UUFSD through the Coastal Concerts. As an option (*Alana to follow-up.*) It needs to be clarified that the 10% rental fee will not be charged; however, all associated staff costs to set up and cleanup will be charged to Coastal Concerts.

Adjourn

Design Review Committee: Nothing to report.

Buildings and Grounds Committee: Ed Mlakar installed the kitchen volunteer parking sign obtained by Ken Schultz. It is located at the only remaining undesignated spot in the upper lot (north side, second from the right). There are two auction spots on that side of the lot which should be relocated next year to the lower lot if we auction reserved spaces.

Cheers,

Dale

Subject: EJTF Re: Committee Reports

Reply-To: Linda Pratt <lgpratt@sbcglobal.net>

Environmental Justice Task Force-

Actions were executed:

1. Butterfly Milkweed plants were planted; and
2. Voter education information about propositions were included in Order of Service and online.

Survey of Fellowship Priorities will be done in January.

Linda Giannelli Pratt

Richard Macdonald <ridumac@gmail.com>
To: Alana Schuller <alanaschuller@gmail.com>

Thu, Nov 8, 2018 at 3:19 PM

Nothing new from the library committee.
Rich

Subject: Music Board Report Nov. 2018

1. I bought a new keyboard, thank to swift approval by the board. We donated our old one, which does work with some intermittent problems, to Casas de Luz. It was much appreciated.
2. I will put a wish list in the OOS on Music Sunday requesting donations towards the keyboard and a Simplified Founders Hall AV system. Joe will put that together.
3. Coastal Concerts promotions will now ramp up as all 4 concerts are set. Libby Scott, Concert Coordinator will come to the next board meeting to give details about her strategies to broaden our community reach.

Please see the attached DRAFT flyer.

- Chris Lehman

RE

UUFSD RE Board Report October/November 2018

As of the service on 11/4/18, the average attendance was as follows:

Childcare: Average for the first service was 2 children (1.75, to be more accurate), and second service was 5.

PreK/K: Average for the first service was 1 child, and second was 2.

1-3: Average for the first service was 2 children (again, 1.75, to be precise), and second was 3.5.

4-6: Average for the first service was 1 child, and second was 3.

JRUU/YRUU has been holding steady at 4-5 participants for each session.

This past 4-week period has included two intergenerational services, so attendance for those two days is not included (except for childcare.) Highlights of this RE session have included a greater number of children in childcare (future RE attendees!), the continued enthusiasm of 1-6 graders, and hard work by our talented and caring staff.

Looking forward, we are coming to the holiday season when it will be a pleasure to talk about feelings of generosity and kindness. Additionally, on December 9th, there will be a meet and greet with the parents, teachers, and children in Founders' Hall.

Robin LS <rls728@hotmail.com>
To: Alana Schuller <alanaschuller@gmail.com>

Thu, Nov 8, 2018 at 3:09 PM

The minutes for the Aug Quarterly SJA will be posted tomorrow on the Social Justice website. Lots going on but no issues to report.

Robin

Treasurer Report Nov 2018

There is a deficit from operations of 26,234 compared with the budget of 19,569. This is about the same as the under collection of pledges. This I attribute to members who only pay their pledges once or twice a year and haven't paid yet.

Re donations are at more than 2 times the budget. Sunday collection is close to budget which is an improvement from previous months. Miscellaneous contributions are more than 1,000 under budget. Some of these come in in big lumps throughout the year.

Admin expenses are 745 under budget. Tracey is doing a really good job with keeping expenses down.

Committee expenditures are 1,388 over budget. These expenditures don't tend to be made at a steady rate through the year. For example, the 1,800 for the area social action coordinator for the year has already been paid to First Church.

Site Support Staff is 3,275 under budget. Some of this is from Sunday School not starting up until September.

Site Operations is 3,826 over budget, mostly because we paid the annual property insurance and real estate taxes up front.

Other things to note are we had 5,575 in new pledges in October. This is almost equal to the new pledge amounts of 6,000 that were included in the budget. Also, we had 1,400 in new donations to Kitchen Fund.

Glen

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of October 31, 2018

	Oct 31, 18
ASSETS	
Current Assets	
Checking/Savings	
PayPal	3.00
Union Bank Chkg	159,748.44
Vanguard Money Market	701,876.00
UUFSD Endowment Account	24,775.50
WF \$ Market Savings x1459	1.30
WF \$ Market Savings x1974	1.14
WF Bus Chkg x3757	613.50
Total Checking/Savings	887,018.88
Accounts Receivable	
A/R - Auction	967.00
Accounts Receivable	267,706.11
Capital Campaign Pledges	332,998.67
Total Accounts Receivable	601,671.78
Other Current Assets	
Prepaid Expenses	900.00
Undeposited Funds	1,665.00
Total Other Current Assets	2,565.00
Total Current Assets	1,491,255.66
TOTAL ASSETS	1,491,255.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,774.43
Total Accounts Payable	1,774.43
Other Current Liabilities	
Bonus' Payable	-102.25
Payroll Liabilities	
LIA.PER.01 Payroll Taxes	592.79
Medical Liability	-1,168.13
UUA Pension Liability	2,054.88
Payroll Liabilities - Other	-4,171.42
Total Payroll Liabilities	-2,691.88
Reimbursed Expenses	-5.00
Total Other Current Liabilities	-2,799.13
Total Current Liabilities	-1,024.70
Total Liabilities	-1,024.70
Equity	
Dividend Income	33,847.16
FND.SPG.01 - Spirit Grant Fund	
FND.SPG.02 - Initial Grant	100,000.00
FND.SPG.07 Membership Wages	-5,575.00
FND.SPG. 08 Membership P/R Tax	-319.39
FND.SPG.04 - D.o C.ER PayTaxes	-160.65
FND.SPG.06 - D. of C. Expenses	-71,555.97
Total FND.SPG.01 - Spirit Grant Fund	22,388.99
Gains/Losses from Investments	-31,200.26
Opening Balance Equity	-1,813.82

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget Performance
 July through December 2018

	<u>Jul - Nov 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jul - Nov 18</u>	<u>Annual Budget</u>
Revenues						
Fundraising						
REV.AUC.01 - Auction Income	4,661	0	4,661	100.0%	4,661	18,000
REV.MIS.01 - Fundraising Income	2,064	8,000	-5,936	25.8%	6,207	8,000
REV.MIS.05 - Luncheon Income	0	625	-625	0.0%	0	1,500
Total Fundraising	6,725	8,625	-1,900	78.0%	10,868	27,500
Interest Income	1				1	
Pledges						
REV.PLG.01 -Pledge Current Yr	128,907	137,252	-8,345	93.9%	139,463	329,402
Total Pledges	128,907	137,252	-8,345	93.9%	139,463	329,402
RE Program Income						
REV.REL.01 RE Donations	730	417	313	175.1%	730	1,000
REV.REL.02 COA/OWL Fees	60	83	-23	72.3%	60	200
Total RE Program Income	790	500	290	158.0%	790	1,200
REV.MIS.04 Misc. Contributions	4,339	5,417	-1,078	80.1%	12,104	13,000
REV.SUN.01 - Sunday Collection	5,657	5,833	-176	97.0%	6,013	14,000
Scripp Sales	48	104	-56	46.2%	48	250
Site Rental						
REV.SIT.01 Sandy Hill	17,625	17,500	125	100.7%	21,150	42,000
REV.SIT.02 - Spc. Evnt. Rent	558	1,667	-1,109	33.5%	558	4,000
REV.SIT.03 - Site Use Contrib.	1,338	2,083	-745	64.2%	1,350	5,000
Total Site Rental	19,521	21,250	-1,729	91.9%	23,058	51,000
Revenues - Other	0	0	0	0.0%	0	0
Total Revenues	165,988	178,981	-12,993	92.7%	192,344	436,352
Total Income	165,988	178,981	-12,993	92.7%	192,344	436,352
Gross Profit	165,988	178,981	-12,993	92.7%	192,344	436,352
Expense						
Administration Expenses						
OPS.ADM.01 Postage	207	292	-85	70.9%	214	700
OPS.ADM.02 Office Supplies	824	1,042	-218	79.1%	955	2,500
OPS.ADM.03 Copier	2,650	2,917	-267	90.8%	2,650	7,000
OPS.ADM.05 Telephone & Internet	1,094	1,250	-156	87.5%	1,098	3,000
OPS.ADM.06 Adm. Mileage Exp	67	63	4	106.3%	67	150
OPS.ADM.07 Misc. Supplies	70	0	70	100.0%	70	0
OPS.ADM.09 - Miscellaneous	151	167	-16	90.4%	151	400
Total Administration Expenses	5,063	5,731	-668	88.3%	5,205	13,750
Bank Service Charges	79				79	
Boards & Committees						
COM.BRD.03 Board Expenses	78	25	53	312.0%	88	125
COM.COM.03 Communcations Comm.	974	791	183	123.1%	1,085	1,250
COM.FND.03 Fundraising Comm. Ex	452	208	244	217.3%	452	500
COM.FNF.03 Fun & Fellowship	0	0	0	0.0%	0	0
COM.MEM.03 Membership Comm Exp.	713	417	296	171.0%	789	1,000
COM.MUS.03 Choir & Music Exp.	1,881	833	1,048	225.8%	2,026	2,000
COM.PCC.03 Pastoral Care Comm.	0	63	-63	0.0%	0	150
COM.SAC.03 Social Action Comm.	3,960	3,685	275	107.5%	4,036	6,325
COM.SUN.03 Worship Comm.	1,281	1,125	156	113.8%	1,281	2,700
Total Boards & Committees	9,339	7,147	2,192	130.7%	9,757	14,050
Denomination Expenses						

The Unitarian Universalist Fellowship of San Dieguito
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OPS.DEN.01 - UUA dues	13,860	13,860	0	100.0%	18,340	13,860
OPS.DEN.02 - PSWD Dues	4,480	4,480	0	100.0%	0	4,480
OPS.DEN.04 - Cluster Dues	0		0	0.0%	0	500
Total Denomination Expenses	18,340	18,340	0	100.0%	18,340	18,840
Finance Expenses						
OPS.FIN.01 Payroll Fees	102				102	
OPS.FIN.02 Bookkeeping Supplies	269	271	-2	99.3%	300	650
OPS.FIN.03 Accounting Fees	3,788	3,750	38	101.0%	3,788	9,000
OPS.FIN.04 Pledge Campaign Exp.	0	0	0	0.0%	0	0
OPS.FIN.05 Other Finance Exp.	168	1,031	-863	16.3%	168	2,475
OPS.FIN.06 Credit Card Fees	442	500	-58	88.4%	577	1,200
Total Finance Expenses	4,769	5,552	-783	85.9%	4,935	13,325
Payroll Expenses						
COM.PER.03 - Misc. Personel Exp	203				307	
Congregational Administrator						
PER.OFF.01 Cong. Adm. Wages	15,400	15,175	225	101.5%	16,800	36,427
PER.OFF.02 Cong. Adm. UUA Pens.	1,540	1,518	22	101.4%	1,680	3,642
PER.OFF.03 - ER Payroll Taxes	964	1,161	-197	83.0%	964	2,787
PER.OFF.04 Cong. Adm. Medical	4,348	4,901	-553	88.7%	4,743	11,762
PER.OFF.06 Cong. Adm. Life Ins.	0	103	-103	0.0%	0	248
PER.OFF.07 Cong. Adm LTD Ins	0	153	-153	0.0%	0	367
PER.OFF.08 - Admin. Prof. Exp.	0	83	-83	0.0%	0	200
Total Congregational Administrator	22,252	23,094	-842	96.4%	24,187	55,433
Director of RE						
RE Director Sabbatical	0				300	
PER.DRE.01 DRE Wages	22,917	22,610	307	101.4%	25,004	54,264
PER.DRE.02 DRE - UUA Pension	2,251	2,305	-54	97.7%	2,455	5,533
PER.DRE.03 - ER DRE Payoll Tax	1,612	1,730	-118	93.2%	1,612	4,151
PER.DRE.04 DRE Medical	3,221	3,505	-284	91.9%	3,514	8,413
PER.DRE.05 DRE Dental	284		284	100.0%	310	
PER.DRE.06 DRE Life Ins.	0	147	-147	0.0%	0	352
PER.DRE.07 DRE LTD Ins.	219	230	-11	95.2%	239	553
PER.DRE.09 DRE Professional Exp	1,390	1,042	348	133.4%	1,390	2,500
Total Director of RE	31,894	31,569	325	101.0%	34,825	75,766
Minister Expense						
Minister Benefits						
PER.MIN.00 in Lieu of FICA	2,978	2,933	45	101.5%	3,248	7,038
PER.MIN.02 Minister Housing	12,692	12,500	192	101.5%	13,846	30,000
PER.MIN.03 Minister UUA Pension	3,892	3,833	59	101.5%	4,246	9,200
PER.MIN.04 Minister Medical	6,123	5,375	748	113.9%	6,680	12,901
PER.MIN.06 Minister Life Ins.	0	265	-265	0.0%	0	636
PER.MIN.07 Minister LTD Ins.	0	390	-390	0.0%	0	936
PER.MIN.08 Minister Profess. Ex	3,630	4,000	-370	90.8%	4,864	9,600
Total Minister Benefits	29,315	29,296	19	100.1%	32,884	70,311
Minister Wages						
PER.MIN.01 Minister Salary	26,231	25,833	398	101.5%	28,615	62,000
Minister Wages - Other	0				0	
Total Minister Wages	26,231	25,833	398	101.5%	28,615	62,000
Total Minister Expense	55,546	55,129	417	100.8%	61,500	132,311
Music Expenses						
Choir Director						

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget Performance
 July through December 2018

	<u>Jul - Nov 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jul - Nov 18</u>	<u>Annual Budget</u>
PER.MUS.01 Choir Director Wage	12,584	12,437	147	101.2%	13,732	29,848
PER.MUS.02 Choir Dir. Prof. Exp	-1,195	904	-2,099	-132.2%	-1,195	2,170
PER.MUS.03 - Benefits	0	88	-88	0.0%	0	211
Total Choir Director	11,389	13,429	-2,040	84.8%	12,537	32,229
Music ER Payroll Tax	963	951	12	101.2%	963	2,283
PER.MUS.11 Accompanist Wages	3,750	3,750	0	100.0%	0	9,000
PER.MUS.12 Music Substitute			0	0.0%	3,750	
Total Music Expenses	16,101	18,130	-2,029	88.8%	17,249	43,512
PER.MIS.01 Misc. Personnel	0	42	-42	0.0%	0	100
PER.SIT.07 Worker's Comp Ins.	-491	1,850	-2,341	-26.6%	-491	1,850
Site Support Staff						
PER.SIT.01 -Childcare Wage	1,326	2,292	-966	57.9%	1,444	5,500
PER.SIT.02 - Custodian	2,545	2,438	107	104.4%	2,770	5,850
PER.SIT.03 - Site Caretaker	2,081	2,646	-565	78.6%	2,291	6,350
PER.SIT.09 - Sound Technician	3,278	3,750	-472	87.4%	3,499	9,000
PER.SIT.11 - Lead Teach & Asst.	1,493	2,854	-1,361	52.3%	1,673	6,850
PER.SIT.12 - ER Payroll Taxes	873	1,070	-197	81.6%	1,343	2,567
Total Site Support Staff	11,596	15,050	-3,454	77.1%	13,019	36,117
Payroll Expenses - Other	1,221				1,690	
Total Payroll Expenses	138,322	144,864	-6,542	95.5%	152,287	345,089
Religious Exploration						
COM.OWL.03 COA/OWL Exp.	0	83	-83	0.0%	0	200
COM.REL.03 RE Program Exp.	907	1,583	-676	57.3%	1,079	3,800
Total Religious Exploration	907	1,666	-759	54.4%	1,079	4,000
Site Operations						
OPS.SIT.01 Property Insurance	1,990	0	1,990	100.0%	1,990	3,800
OPS.SIT.02 Real Estate Taxes	1,985	3,785	-1,800	52.4%	1,985	3,785
OPS.SIT.03 Gas & Electric	516	63	453	819.4%	516	150
OPS.SIT.04 - Solar Loans	0		0	0.0%	0	4,405
OPS.SIT.05 Water	1,766	1,333	433	132.5%	1,766	3,200
OPS.SIT.07 B&G Maintenance	3,407	3,071	336	110.9%	3,538	7,370
OPS.SIT.10 Audio/Visual Exp.	93	223	-130	41.7%	93	536
Total Site Operations	9,758	8,475	1,283	115.1%	9,889	23,246
Total Expense	186,576	191,775	-5,199	97.3%	201,571	432,300
	-20,588	-12,794	-7,794	160.9%	-9,227	4,052
Net income	-20,588	-12,794	-7,794	160.9%	-9,227	4,052

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of October 31, 2018

	Oct 31, 18
Permanent Restricted	
FND.PGE.01 - Endowment Fund	29,130.10
Total Permanent Restricted	29,130.10
Temp. Restricted	
Building Funds	
YRUU	108.10
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Campaign Income	1,958,352.70
FND.CAP.03-Cap Campaign Expense	-798,158.55
Total FND.CAP.01 - Capital Campaign	1,160,194.15
Total Building Funds	1,160,302.25
Committee Funds	
COM.ADL.04 - Adult Prms C/O	442.20
COM.CNX.04 Joy Comm. C/O	504.69
COM.LIB.04 Library Comm. Carryo	2,813.91
COM.SAC.04 SAC C/O	
Backpack Fund	40.83
Families in Need	1,519.71
Homelessness	2,150.32
Human Rights	458.79
Total COM.SAC.04 SAC C/O	4,169.65
COM.SUN.04 - Worship Comm C/O	947.01
Total Committee Funds	8,877.46
Other Funds	
FND.ART.01	1,675.00
FND.COF.02 -Coffee Fund	-531.61
FND.CON.02 - Concert Fund	4,033.40
FND.DBN.02 - DeBenneville Pines	3,535.31
FND.DRE.02 - DRE Discre. Fund	1,573.96
FND.HFH.02 - Casas de Luz	9,003.89
FND.JRU.02 -JRUU Fund	1,100.11
FND.LIB.02 - Lib Improv't Fund	250.00
FND.MIN.02 - Min. Discr. Fnd.	-1,617.77
FND.MWL.02 - Memorial Wall Fnd.	16,866.24
FND.REL.02 - RE Special Fnd.	2,600.00
FND.SAC.02 - SAC Schlrship/Art	626.43
FND.SPC.02 - Spcl. Coll. Fnd.	4,464.06
FND.YOU.02 - Youth Scholarship	1,275.75
FND.YRU.02 - YRUU Fund	79.11
Total Other Funds	44,933.88
Reserves (pe J.Penny)	
RES.BAG.01 - B&G Reserve	8,003.74
RES.AFR.01 - Appliance & Furn.	1,025.11
RES.SAB.01 - Sabbatical Reserve	455.96
RES.SAB.02-Dir of RE Sabbatical	3,620.32
RES.SND.01 - Sound Reserve	399.72
Total Reserves (pe J.Penny)	13,504.85
Total Temp. Restricted	1,227,618.44
Unrestricted Net Assets	30,560.20
Net Income	181,749.55
Total Equity	1,492,280.36
TOTAL LIABILITIES & EQUITY	1,491,255.66