

UUFSD BOARD MEETING MINUTES
April 17, 2019

Meeting called to order at 1:30 PM

Present: J Ballard, G Bowden, Rev.M Cefalu, E Dunn, D Gottdank, R MacDonald, L Pratt, R Sales, A Schuller

Absent: none

Guests: C Butler, A Crotty, C Lehman, J Sherman

March Board Meeting minutes approved.

Committee, Staff, and Treasurer Reports: received and attached. Discussion:

1. Board approved increase in Cong. Administrator credit card limit to \$1000.

Old Business

1. **Construction update:** Alana received contract request from C Kolb for reconstruction planning of Founders Hall partitions. Dale outlined 3 options: a.) Hire C Kolb to do reconstruction plans then bid job; b) Ask several companies to bid using their own preconstruction plans; or c.) Hire an architect to do plans, then bid out to several companies. Board prefers 3rd option.

ACTION: Dale will ask Dreambuilders for input regarding hiring an architect, then bidding job, before Board vote.

2. **Auction status:** 35 items donated thus far. Brochure publishing date goal is May 9.

ACTIONS: Board members asked to help solicit on Sundays by asking individual members. Donation form will be handed out by ushers. Linda will start putting brochure together. Jill will find photos or graphics for those items that were submitted without them.

3. **Interim Search Comm Update:** Interim Search Com is in place: T Fox, C Sage, and E Dunn. S Millspaugh is recusing herself as our Regional Rep for the interim search process, being replaced by Sarah Schurr.

4. **Solar Panel Advertising:** An auction item was submitted for signing up to consult with the company that installed our solar panels, with the intent to obtain a rebate from the company should our members purchase their products. Auction item is not accepted. Board reiterates we will not promote specific companies or products as it could endanger our 5013c status, and is not consistent with our purpose as a spiritual community.

ACTION: Linda will write letter to D Hecht and P CofreStone stating Board position.

5. **Music:** C Lehman reports that L Scott will produce 1 concert next year and assist with 1 Social Justice concert. She is willing to train a new concert coordinator, if someone can be found to fill this position. Chris is requesting that Dreambuilders hire a Sound Design

Engineer to ensure quality acoustics in the amphitheater with new construction, and that safety issues be addressed.

ACTION: Chris will arrange a time for her to meet with Dreambuilders, and let Board know when. Board will write letter to Dreambuilders giving support for Music Director's request, and send just prior to their meeting with Chris.

New Business

- 1. RE Budget issues:** Alison provided current RE enrollment is 75, which she based on numbers of children who have attended 4 or more times since January. Class attendance, fluctuates from 0 - 8 (see attachment for monthly averages) Alison states very few families complete enrollment forms. She presented her position that RE support staff should be maintained at current numbers due to value of the program, difficulty of recruiting volunteers, anticipated difficulty of using staff for less than 3 hours per shift. Options discussed, but no decisions made: Holding RE classes at 2nd service only, or combining 2 of the classes. RE Committee is to be reinstated to assist with special programs.
- 2. Pledge Drive:** Rich is working on a brochure describing a mission based budget to the congregation based on the draft the board will work on next week. During the month of May, brochure will go out and congregation will be asked to increase their pledges to support the budget increases. On June 1 all pledges will be totaled. Board will meet June 5 to finalize budget, which must go out with Congregational Meeting notice in June 7 newsletter .
- 3. Budget Draft:** Glen and Chris Butler presented. Board made some initial changes. Board will meet 4/25 to review budget in detail.

Adjourned 4:00 PM

IMPORTANT DATES

April 25, 2 :00 PM Draft Budget Review
May 15, 1:30 PM Regular Board Meeting
June 5, 1:30 Meeting to finalize Budget
June 9 Great Stuff Silent Auction
June 23 Congregational Meeting

Submitted by J Ballard, Board Secretary

**BOARD LIAISON & STAFF REPORTS
APRIL 2019**

MINISTER

I informed the congregation I would be leaving at the end of June during the last two weeks of March. People's reactions and responses have predictably been a combination of grief responses: denial, anger, sadness, disappointment. These were difficult conversations. But I have also been overwhelmed by the amount of support I've received – people telling me their own stories of when they made a major life transition and wishing me well. I believe the congregation and I will have a healthy transition and closure together.

I am now focusing my attention on:

- 1) Finishing up projects – preparing the Racial Justice Task Force to function without me, including running a session of Beloved Conversations again next Winter; bolstering the Pastoral Care team; prepare the three new Worship Associates to work with lay and guest speakers.
- 2) Hiring two new set-up crew people to replace Cole Marcher and Christina Bortnick who are both leaving us for better things.
- 3) Helping Richard create the mission-based budget
- 4) Planning my remaining Sunday services
- 5) Ensuring that the summer Sundays are filled with great speakers.
- 6) Preparing documentation for the incoming Interim Minister.

Rev M Cefalu

CONGREGATIONAL ADMINISTRATOR

Membership Statistics

Total number of members: 244
Members emeritus: 6
Pledging friends: 14
Friends: 53

4/11/19 - Total of members, members emeritus, pledging friends and friends: 317

Sunday Attendance

Date	9:00am	11:00am
March 17	37	96
March 24	65	147
March 31	44	102
April 7 (single service 10:00am)	51	

Upcoming Site Rentals

Memorial on May 11th. Renter had paid \$100 fee and will pay the balance via mail this week.

Wedding on May 18th for granddaughter of David and Leticia Fleming. Have paid the \$100 fee.

Purchasing Request

This week I experienced an issue with my business credit card being over the limit. The problem comes when we have an unexpected cost that falls to the administrator to pay (for instance, we had to replace the lock and handle on Sandy Hill’s office door when it broke last week). Combine that with regular charges like postage and copier paper, etc. that came on Monday’s credit card bill, and it pushed my card above its \$500 limit. I was able to use Rev. Meghan’s card today for the purchase I made through Amazon that was initially declined but with her leaving at the end of June, it might be prudent to raise the limit a bit on my card in case we have another emergency purchase.

T Weiss

DIRECTOR OF RELIGIOUS EDUCATION

My Art show opened on Friday, it was a wonderful opening and I am relieved that a year of hard work has paid off. I hope the Board can go and see it and participate in a workshop.

I am on First Churches Search Committee for a new DRE. I am excited about this and we are in the middle of interviews. I hope that a good candidate is there.

These are the averages of attendance numbers for Mar 10-April 14,

Class	1st Service Averages	2nd Service Averages
Childcare	1.8 (ranges from 1 to 3 children)	4.4 (range from 2-8 children)
Prek-K		1 1.2 (1-2 children range)
1st-3rd	2.6 (range 1-5)	1.5 (range 1-3 children down)
4th-6th	1.4 (range from 0-4)	3.8 (range of 2-6 children)
OWL	NA	16
YRUU	NA	5 (range 5-6 youth)
Youth Group Tuesday Nights		6

1st Service Average number of students- 5.75 (no youth programming)
2nd Service Average number of students- 31.9
So each Sunday we are seeing an average of 37.65 students.

A Crotty

TREASURER

There are no financial reports this month. Glen has drafted a preliminary budget, and will send to board after Finance Committee input 4/15.

MUSIC DIRECTOR

1. The April 28, "Pictures at an Exhibition" concert will be postponed to next winter due to several unforeseen circumstances, including a serious health problem of the painter.

2. Libby plans to produce only two concerts next year - "Pictures" (rescheduled) and helping Irv and Livia with a Celtic concert in March. She is willing to help someone else produce more concerts if we can find an interested volunteer.
 3. There will likely be a need for an additional \$400. or so for microphones. I will communicate as soon as I find out what the cost will be. It became clear today, April 14, that two more microphones are needed to mic the choir. Joe brought two of his own, and the sound was much better.
 4. With assistance from Ken Schultz and Rich Franzwa, we used shims under the choir risers outside and they stabilized the risers. I feel the risers are safer with these. We will continue to use them.
 5. As plans move forward for amphitheater renovation, I hope the board will keep in mind that this is an opportunity to make sure that music can be heard outside and that safety and accessibility issues are addressed. I hope that the Dream Builders will find a way to budget a Sound Design Engineer and Acoustical Consultant, as I've requested, to design a system in which the music can be heard well, electrical connections are protected, cords are run under or over the "stage" where no one will trip over them. Additionally, we need to make the "stage" accessible to those with walking and visual difficulties, and design a cover that keeps the sun from interfering with sight lines.
- C Lehman

BUILDINGS & GROUNDS

Nothing to report

DESIGN REVIEW

Nothing to report

DREAM BUILDERS

The CUP application has been submitted to the City of Solana Beach. Chris Faller said that the review time is usually 30 days, after which it needs to be approved by the City Council. After that, Coastal Commission review. We may be able to have story poles erected prior to final approval which would give the Fellowship members a better sense of the progress being made.

The Founders Hall sliding glass door project is almost complete. A final punchlist of 8 items was established with Chris Kolb on April 4. Chris indicated that he expects (ed) to be 100% complete by April 12. The remaining items are mostly weatherstripping and other details. I haven't heard from Jon Luft yet if the project is actually complete. I'll certainly have an update before our meeting.

D Gottdank

ENVIRONMENTAL JUSTICE

Nothing to report.

L GPratt

(See forwarded emails for discussion of solar panels, on meeting agenda)

LIBRARY

nothing to report

R MacDonald

MUSIC

Decision was made that I will no longer be liaison to Music, as music is led by staff, not lay leadership. Chris Lehman will communicate concerns via the minister as her supervisor, or via her own staff report.

J Ballard

LIBRARY

nothing to report

R MacDonald

NOMINATING COMMITTEE

Alana & I met with Christie Turner and NomCom members Tom Packard and Wenda Alvarez. Wenda & Tom agreed that NomCom will take on additional responsibility of creating a database of members interests and talents. They will also take more formal responsibility for succession planning and recruitment for leadership positions. To this end, they are asking each committee chair to submit a list of their responsibilities and recommended skills as chair. They are aware of current vacancies in Personnel (a board appointed committee) and Stewardship. NomCom will create a written description of the NomCom role over the next few months. In addition to 1 board vacancy and board officer positions, they will nominate a slate of 7 minister search committee members to be voted on at our June congregational meeting.

J Ballard

SOCIAL JUSTICE

The SJA met in March. No new initiatives to report. Beloved Conversations was completed.

R Sales

STEWARDSHIP

nothing to report

R MacDonald