

UUFSD BOARD MEETING MINUTES
May 15, 2019

Meeting called to order at 1:30 PM

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

Absent: G Bowden

Guests: A Knappenberger

April Board Meeting minutes approved.

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

- 1. Dreambuilders-** verbal report from D Gottdank. Site improvement project timeline proposed based on expectation that CUP will be approved by mid-summer.
 - a.** FH partition can start immediately. 2 architects on board to provide bids. Will need storage for items in west closet.
 - b.** FH canopy over east patio to start fall/winter
 - c.** Admin building- DB plan to wait to start design work until settled minister starts- mid 2020 (Board discussion- we want to start ASAP, and not wait for settled minister)
 - d.** Amphitheater & parking- there are not enough funds for this project; 2nd capital campaign needed, to start early 2021 after settled minister in place
 - e.** We need architect quotes for items a through c.

ACTION: -Dale will report back to DB- to start admin building ASAP, and DB to communicate to C Kolb re plans.

Addendum: Chris Faller reported there are enough funds for amphitheater project. Board agreed at 5/29 budget meeting to prioritize amphitheater, before admin building, per prior congregation vote. Dale will ask DB to revise their schedule.

2. No reports received from minister or DRE

Old Business

- 1. Auction:** Linda reports brochure will be completed today. We have 85 items- some new items since brochure deadline. Our sound technician will provide music., set-up staff to et-up and take down tables. \$14K needed to make up our fundraising budget.

ACTION: Jill will create brochure addendum

2. Letter to D Hecht & P Cofre Stone re solar panels- Linda sent 5/15

3. Interim Minister Search- Candidate has been chosen and has accepted position, pending contract and background check, which has been initiated. Executive Session held for 10 minutes for further discussion with A. Knappenberger.

4. Letter to Dreambuilders in support of Music needs: Chris Lehman scheduled meeting with DB for July.

ACTION: Jill will write letter

New Business

1. Hiring Contractor & Other Professionals Policy: Dale presented updated policy #350. Board voted to remove Part 2, which addresses hiring of personnel & staff positions, and ask Personnel Committee for input prior to writing separate P&P. Specific questions- which staff can be UUFSD members? Can staff become members after being hired? Retitle this P&P- Policies & Procedures for Hiring Contractors

ACTION: Jill will publish changes to P&P

2. Criteria for services indoors vs outdoors- deferred

3. Regional Transitions Coach: Has been assigned to us. Will guide settled minister search. Alana signed contract & will have telephone conference with her on Friday.

4. Site Rental Rates: Alana presented matrix of local congregations' rates. Sent to finance to review and revise our rates.

5. Membership Coordinator: Enough grant money remains to hire a replacement for Kay Bolden for approximately 18 months. Board voted to proceed with hiring.

ACTION: Alana will inform Personnel

6. Rental Request: Sandy Hill parent would like to rent FH for Jiu-Jitsu class for children. Board voted to approve rental at \$40/hour (subject to change with new rental rate review, and with FH construction) pending references and assurance that teacher has his own liability insurance.

7. Congregational Meeting Absentee ballots: deferred

8. Policy regarding gifts to UUFSD: deferred

9. RE Budget: letters of concern received from several parents and from Finance Committee. After much discussion, the board agreed that congregants need more information, and Board needs to know more about RE family needs.

ACTIONS: Rev. Meghan will speak to Regional Staff regarding who might best help us with congregational forums. Alana will write response to Finance Committee. Jill will draft letter to go to congregation explaining RE 2019-20 budget, welcoming further questions & input, and intention to hold forums for further dialogue this summer.

Adjourned: 3:30PM

NEXT MEETING: Budget meeting May 29, 1:30PM Palmer Library
Regular Board Meeting: June 19, 1:30 PM

Submitted by J Ballard, Board Secretary

The Unitarian Universalist Fellowship of San Dieguito

05/09/19

Balance Sheet

Accrual Basis

As of April 30, 2019

	Apr 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Chkg	204,722.46
Vanguard Money Market	285,373.25
Vanguard CDs	450,002.50
UUFSD Endowment Account	24,925.75
WF Bus Chkg x3757	3,644.80
Total Checking/Savings	968,668.76
Accounts Receivable	
A/R - Auction	757.00
Accounts Receivable	109,762.98
Capital Campaign Pledges	310,577.55
Total Accounts Receivable	421,097.53
Other Current Assets	
Undeposited Funds	80.00
Total Other Current Assets	80.00
Total Current Assets	1,389,846.29
TOTAL ASSETS	1,389,846.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-243.60
Total Accounts Payable	-243.60
Other Current Liabilities	
Bonus' Payable	321.75
Payroll Liabilities	
LIA.PER.01 Payroll Taxes	300.29
Medical Liability	-2,537.72
UUA Pension Liability	-15.33
Payroll Liabilities - Other	-4,171.42
Total Payroll Liabilities	-6,424.18
Reimbursed Expenses	4.25
Total Other Current Liabilities	-6,098.18
Total Current Liabilities	-6,341.78
Total Liabilities	-6,341.78
Equity	
FND.SPG.01 - Spirit Grant Fund	
FND.SPG.02 - Initial Grant	100,000.00
FND.SPG.07 Membership Wages	-9,075.00
FND.SPG. 08 Membership P/R Tax	-545.38
FND.SPG.O4 - D.o C.ER PayTaxes	-214.96
FND.SPG.O6 - D. of C. Expenses	-71,555.97
Total FND.SPG.01 - Spirit Grant Fund	18,608.69
Opening Balance Equity	-1,813.82
Permanent Restricted	
FND.PGE.01 - Endowment Fund	29,280.35
Total Permanent Restricted	29,280.35
Temp. Restricted	
Building Funds	

The Unitarian Universalist Fellowship of San Dieguito

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Accrual Basis

As of April 30, 2019

	Apr 30, 19
YRUU	-808.87
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Campaign Income	2,003,336.96
FND.CAP.03-Cap Campaign Expense	-826,136.94
Total FND.CAP.01 - Capital Campaign	1,177,200.02
Total Building Funds	1,176,391.15
Committee Funds	
COM.ADL.04 - Adult Prms C/O	442.20
COM.CNX.04 Joy Comm. C/O	366.10
COM.LIB.04 Library Comm. Carryo	3,287.36
COM.MUS.04 Choir/Music C/O	2,227.00
COM.SAC.04 SAC C/O	
Backpack Fund	40.83
Families in Need	4,391.43
Homelessness	3,685.11
Human Rights	1,185.19
Total COM.SAC.04 SAC C/O	9,302.56
COM.SUN.04 - Worship Comm C/O	647.01
Total Committee Funds	16,272.23
Other Funds	
FND.ART.01	2,393.90
FND.COF.02 -Coffee Fund	-669.98
FND.CON.02 - Concert Fund	4,772.47
FND.DBN.02 - DeBenneville Pines	4,714.51
FND.DRE.02 - DRE Discre. Fund	4,085.78
FND.HFH.02 - Casas de Luz	19,233.95
FND.JRU.02 -JRUU Fund	1,100.11
FND.LIB.02 - Lib Improv't Fund	250.00
FND.MIN.02 - Min. Discr. Fnd.	-764.73
FND.MWL.02 - Memorial Wall Fnd.	17,170.24
FND.REL.02 - RE Special Fnd.	2,600.00
FND.SAC.02 - SAC Schlrship/Art	626.43
FND.SPC.02 - Spcl. Coll. Fnd.	4,567.00
FND.YOU.02 - Youth Scholarship	1,275.75
FND.YRU.02 - YRUU Fund	1,679.11
Total Other Funds	63,034.54
Reserve Funds	
FND.BGR.02 - B&G Reserve	-2,470.00
Total Reserve Funds	-2,470.00
Reserves (pe J.Penny)	
RES.BAG.01 - B&G Reserve	12,550.58
RES.AFR.01 - Appliance & Furn.	970.11
RES.SAB.01 - Sabbatical Reserve	455.96
RES.SAB.02-Dir of RE Sabbatical	1,976.81
RES.SND.01 - Sound Reserve	399.72
Total Reserves (pe J.Penny)	16,353.18
Total Temp. Restricted	1,269,581.10
Unrestricted Net Assets	28,410.20
Net Income	52,121.55
Total Equity	1,396,188.07
TOTAL LIABILITIES & EQUITY	1,389,846.29

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget Performance
 July 2018 through April 2019

	Annual Budget	Jul '18 - Apr 19	Annual Bud. Remaining	% of Annual Bud. Used
Revenues				
Fundraising				
REV.AUC.01 - Auction Income	18,000	4,421	13,579	24.6%
REV.MIS.01 - Fundraising Income	8,000	8,659	-659	108.2%
REV.MIS.05 - Luncheon Income	1,500	0	1,500	0.0%
Total Fundraising	27,500	13,080	14,420	47.6%
Interest Income		1		
Pledges				
REV.PLG.01 -Pledge Current Yr	329,402	276,766	52,636	84.0%
REV.PLG.02 -Pledge Pre-Pay		1,800		
Total Pledges	329,402	278,566	52,636	84.6%
RE Program Income				
REV.REL.01 RE Donations	1,000	880	120	88.0%
REV.REL.02 COA/OWL Fees	200	60	140	30.0%
Total RE Program Income	1,200	940	260	78.3%
REV.MIS.04 Misc. Contributions	13,000	15,149	-2,149	116.5%
REV.SUN.01 - Sunday Collection	14,000	11,972	2,028	85.5%
Scripp Sales	250	139	111	55.5%
Site Rental				
REV.SIT.01 Sandy Hill	42,000	35,250	6,750	83.9%
REV.SIT.02 - Spc. Evnt. Rent	4,000	2,088	1,913	52.2%
REV.SIT.03 - Site Use Contrib.	5,000	2,844	2,157	56.9%
Total Site Rental	51,000	40,181	10,819	78.8%
Revenues - Other	0	0	0	
Total Revenues	436,352	360,028	76,324	82.5%
Administration Expenses				
OPS.ADM.01 Postage	700	401	299	57.3%
OPS.ADM.02 Office Supplies	2,500	146	2,354	5.8%
OPS.ADM.03 Copier	7,000	5,403	1,597	77.2%
OPS.ADM.05 Telephone & Internet	3,000	2,232	768	74.4%
OPS.ADM.06 Adm. Mileage Exp	150	128	22	85.4%
OPS.ADM.09 - Miscellaneous	400	318	82	79.6%
Total Administration Expenses	13,750	8,629	5,121	62.8%
Bank Service Charges		79		
Boards & Committees				
COM.BRD.03 Board Expenses	125	117	8	93.9%
COM.COM.03 Communcations Comm.	1,250	1,534	-284	122.7%
COM.FND.03 Fundraising Comm. Ex	500	237	263	47.5%
COM.MEM.03 Membership Comm Exp.	1,000	1,071	-71	107.1%
COM.MUS.03 Choir & Music Exp.	2,000	2,680	-680	134.0%
COM.PCC.03 Pastoral Care Comm.	150	0	150	0.0%
COM.SAC.03 Social Action Comm.	6,325	5,346	979	84.5%

The Unitarian Universalist Fellowship of San Diegoito
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	Annual Budget	Jul '18 - Apr 19	Annual Bud. Remaining	% of Annual Bud. Used
COM.SUN.03 Worship Comm.	2,700	2,805	-105	103.9%
Total Boards & Committees	14,050	13,791	259	98.2%
Denomination Expenses				
OPS.DEN.01 - UUA dues	13,860	13,860	0	100.0%
OPS.DEN.02 - PSWD Dues	4,480	4,480	0	100.0%
OPS.DEN.04 - Cluster Dues	500	0	500	0.0%
Total Denomination Expenses	18,840	18,340	500	97.3%
Finance Expenses				
OPS.FIN.01 Payroll Fees		102		
OPS.FIN.02 Bookkeeping Supplies	650	429	221	66.0%
OPS.FIN.03 Accounting Fees	9,000	8,074	926	89.7%
OPS.FIN.05 Other Finance Exp.	2,475	364	2,111	14.7%
OPS.FIN.06 Credit Card Fees	1,200	1,119	81	93.3%
Total Finance Expenses	13,325	10,088	3,338	75.7%
Payroll Expenses				
COM.PER.03 - Misc. Personel Exp		307		
Congregational Administrator				
PER.OFF.01 Cong. Adm. Wages	36,427	30,800	5,627	84.6%
PER.OFF.02 Cong. Adm. UUA Pens.	3,642	3,080	562	84.6%
PER.OFF.03 - ER Payroll Taxes	2,787	2,212	575	79.4%
PER.OFF.04 Cong. Adm. Medical	11,762	8,696	3,066	73.9%
PER.OFF.06 Cong. Adm. Life Ins.	248	0	248	0.0%
PER.OFF.07 Cong. Adm LTD Ins	367	0	367	0.0%
PER.OFF.08 - Admin. Prof. Exp.	200	0	200	0.0%
Total Congregational Administrator	55,433	44,789	10,644	80.8%
Director of RE				
PER.DRE.01 DRE Wages	54,264	45,875	8,389	84.5%
PER.DRE.02 DRE - UUA Pension	5,533	4,501	1,032	81.4%
PER.DRE.03 - ER DRE Payoll Tax	4,151	3,282	869	79.1%
PER.DRE.04 DRE Medical	8,413	7,011	1,402	83.3%
PER.DRE.06 DRE Life Ins.	352	0	352	0.0%
PER.DRE.07 DRE LTD Ins.	553	438	115	79.2%
PER.DRE.09 DRE Professional Exp	2,500	2,626	-126	105.1%
Total Director of RE	75,766	63,733	12,033	84.1%
Minister Expense				
Minister Benefits				
PER.MIN.00 in Lieu of FICA	7,038	5,955	1,083	84.6%
PER.MIN.02 Minister Housing	30,000	25,385	4,615	84.6%
PER.MIN.03 Minister UUA Pension	9,200	7,785	1,415	84.6%
PER.MIN.04 Minister Medical	12,901	12,247	654	94.9%
PER.MIN.06 Minister Life Ins.	636	0	636	0.0%
PER.MIN.07 Minister LTD Ins.	936	0	936	0.0%
PER.MIN.08 Minister Profess. Ex	9,600	8,405	1,195	87.5%
Total Minister Benefits	70,311	59,776	10,535	85.0%
Minister Wages				
PER.MIN.01 Minister Salary	62,000	52,462	9,538	84.6%

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	Annual Budget	Jul '18 - Apr 19	Annual Bud. Remaining	% of Annual Bud. Used
Minister Wages - Other				
Total Minister Wages	62,000	52,462	9,538	84.6%
Total Minister Expense	132,311	112,238	20,073	84.8%
Music Expenses				
Choir Director				
PER.MUS.01 Choir Director Wage	29,848	25,212	4,636	84.5%
PER.MUS.02 Choir Dir. Prof. Exp	2,170	-1,195	2,170	-55.1%
PER.MUS.03 - Benefits	211	0	211	0.0%
Total Choir Director	32,229	24,017	8,212	74.5%
Music ER Payroll Tax	2,283	1,959	324	85.8%
PER.MUS.11 Accompanist	9,000	7,500	1,500	83.3%
PER.MUS.12 Music Substitute	0	0	0	
Total Music Expenses	43,512	33,476	10,036	76.9%
PER.MIS.01 Misc. Personnel	175	0	175	0.0%
PER.SIT.07 Worker's Comp Ins.	1,850	1,499	351	81.0%
Site Support Staff				
PER.SIT.01 -Childcare Wage	5,500	3,101	2,399	56.4%
PER.SIT.02 - Custodian	5,850	5,136	714	87.8%
PER.SIT.03 - Site Caretaker	6,350	4,666	1,684	73.5%
PER.SIT.09 - Sound Technician	9,000	8,898	102	98.9%
PER.SIT.11 - Lead Teach & Asst.	6,850	4,751	2,099	69.4%
PER.SIT.12 - ER Payroll Taxes	2,567	2,056	511	80.1%
Total Site Support Staff	36,117	28,609	7,508	79.2%
Payroll Expenses - Other		760		
Total Payroll Expenses	345,164	285,410	59,754	82.7%
Religious Exploration				
COM.OWL.03 COA/OWL Exp.	200	245	-45	122.5%
COM.REL.03 RE Program Exp.	3,800	1,417	2,383	37.3%
Total Religious Exploration	4,000	1,662	2,338	41.6%
Site Operations				
OPS.SIT.01 Property Insurance	3,800	4,260	-460	112.1%
OPS.SIT.02 Real Estate Taxes	3,785	3,970	-185	104.9%
OPS.SIT.03 Gas & Electric	150	516	-366	344.2%
OPS.SIT.04 - Solar Loans	4,405	1,468	2,937	33.3%
OPS.SIT.05 Water	3,200	2,885	315	90.2%
OPS.SIT.07 B&G Maintenance	7,370	6,379	991	86.6%
OPS.SIT.10 Audio/Visual Exp.	536	567	-31	105.9%
Total Site Operations	23,246	20,046	3,200	86.2%
Total Expenses	432,375	358,045	74,330	82.8%
Net Income	3,977	1,983		

**BOARD LIAISON & STAFF REPORTS
MAY 2019**

Congregational Administrator

MEMBERSHIP STATISTICS

Total number of members: 247
Members emeritus: 6
Pledging friends: 14
Friends: 52

5/9/19 - Total of members, members emeritus, pledging friends and friends: 319

SUNDAY ATTENDANCE

Date	9:00am	11:00am
April 14	44	71
April 21	90	114
April 28	30	95
May 5	42	90

SITE RENTALS

- Wedding on May 18th for granddaughter of David and Leticia Fleming. Have paid the \$100 fee.
- Memorial Service on June 22nd for long time member Frank Sutton. Mary Jo will be mailing a check for \$100 this week.
- A Sandy Hill parent has requested rental space for her husband who is a Jiu Jitsu instructor (Thursdays in the afternoon). I have inquired with a local academy where he teaches to get a reference and have sent relevant info about his background to Alana for review.
- Jim Millard, the Arts Ministry Watercolor Class instructor is no longer able to hold his Thursday classes due to a debilitating injury.

UURISE FUNDRAISER

Katia Hansen from UURISE was very pleased with the results of their Fundraiser which we sponsored. There was some mention from the Board about requesting a 10% portion of net profit next year (per our policies). They like to schedule their Fundraiser at least 6 months ahead of time for the following year. It would be helpful to have a final determination on that before then. Will we be continuing as sponsors or will we charge the 10% fee next year?

Tracey Weiss

Music Director

1. The choir and band are quite thin right now. Some regulars are too busy and some are a little burned out, needing a break. The time commitment for both groups is demanding. As for choir, we have begun placing the second choral piece before the sermon so that choir members can leave early from the second service. This helps, but does not completely alleviate the problem. I have not made it a requirement for choir members to sing at both services, but they are encouraged to do so. Even so, some are reluctant to join and then not sing at both services - this may feel uncomfortable too. I have put out invitations to former members to join for a limited time, if not consistently. This has met with limited success - one former member did join for Music Sunday.

Board, please encourage anyone you run into who may be interested in participating in music in any way to contact me.

2. I plan to attend the Dream Builders meeting on July 3. There's a slight chance that could be delayed, depending on the permit process. I'll keep the board posted.

3. Joe has purchased the equipment for the Simplified Founders' Hall AV system. It is in the closet to the right of the fireplace on a cart. He will schedule trainings for interested volunteers, beginning on some Sundays soon.

4. Thanks to the March 17 fundraiser for music and A/V, we do have enough funding to purchase the 2 additional needed choir mics.

5. Music Sunday, June 2 is going to be fun! It will be about finding a rhythm of life that includes joy and ease. We have jazz, pop, and funk - with dancers.

Chris Lehman

Treasurer

Here are my comments on the attached financial statements:

1. My estimate of the amount remaining in the Spirit Level Fund at the time Kay leaves is \$18,285. She is supposed to get $\frac{1}{4}$ of \$50,000 per year or \$12,500 plus \$956 for payroll taxes. She has, in fact, only been paid \$6,145 to date. So she has only been working half the allowable time. This is why there is so much left in the fund.
2. The Minister's discretionary fund has a negative balance of \$765. This was supposed to be eliminated through the annual bonus. Megan needs to pay this back.
3. The B&G Reserve should be \$10,080. The negative balance in FND.BRG.02 should be reclassified and brought to a zero balance.
4. The Communications, Membership, Choir & Music, and Worship Committees are all over budget on an annual basis.
5. The DRE Professional Expense is slightly over budget but there is over \$4,000 in the DRE discretionary fund.

Glen Bowden

President

CAMPUS SECURITY

Ron demuth is working on the application for up to \$100,000 FEMA grant, and submitting by 5/12 deadline.

In mid-March, Alana arranged for the San Diego Law Enforcement Coordination Center (SD-LECC) to visit the Fellowship and prepare a "Vulnerability Assessment" (a 'VA') customized to our location and activities. The VA forms the basis for what we propose to do to mitigate our vulnerabilities.. The following items are under consideration:

a. Solar-powered motion-activated night floods for every building entry and along many walkways. I have several of these \$125 units at my home; commercial items may be only \$200-\$250.

b. A PA system capable of broadcasting from the amphitheater and Founder's Hall to speakers at several campus locations: the plaza, classrooms, playground, ... We may want to talk to the sound crew about their ideas and recommendations.

c. plastic lamination (ballistic film) for the interior doors and windows of Founder's Hall and other buildings to minimize glass shrapnel from breakage by blunt force or gunfire, and non-see-through window film or blackout drapes we can quickly drop down over the plaza- and side windows. The drapes make it harder for a shooter to know where to direct fire and thus could enable people to huddle in an interior area that a shooter can't easily hit with direct fire.

d. rekeying using a master/submaster keying system, or possibly electronic keying (magnetic prox cards) and card readers detector at the entry to important doors. I prefer prox cards because we can easily kill obsolete cards, and if we want we can maintain an audit record of who accessed which spaces, as well as when.

e. 'panic button' kiosks at Founder's Hall, the amphitheater stage, and at two-three other locations (near classrooms, in parking lot). These should be able to alert first responders, activate a flashing strobe and siren.

f. bollards at places where a vehicle could access the pedestrian campus from the parking lot and private drive. For aesthetics, these might be disguised as concrete benches or small concrete tables that are actually securely anchored in the ground.

f. Incident planning, development of response procedures, training, and rehearsal on likely crisis types (e.g. distraught parent/families, people in emotional crisis, active shooter/vehicle versus pedestrian/ other type of physical attack).

g. informational signage on emergency evacuation routes and mustering zones, shelter-in-place locations, and similar.

h. Solar or line-powered CCTV/WiFi cameras in key locations, with either built-in storage or connection to a DVR. Personally, I think cameras have limited deterrence potential, but they're useful for investigators to sort

out what and when something happened.

i. solar-powered trail cameras may be useful on the upper campus and ridge areas above the developed parts of campus, to alert us in the event there's movement in those areas. These could be WiFi-connected and tied to the campus' monitoring and alert systems.

In addition, Ron is reaching out to the San Diego Sherriff's North Coastal Station Commander for Solana Beach/Del Mar/Encinitas to understand their existing patrol schedules and ask for heightened patrol awareness and first-responder availability for the UUFSD/LePort School/Sandy Hill campuses on Solana Drive on a permanent basis.

Jill Ballard for Alana Schuller

Buildings and Grounds

Repair of the railroad tie steps behind the kitchen is being referred to Dream Builders. Chris Kolb May be hired to perform this work since extra precautions are required due to chemical preservatives in the wood.

Dale Gottdank

Design Review

Nothing to report.

Dream Builders

The next Dream Builders meeting is Tuesday, May 14th, the night before our board meeting. I'll provide a verbal report.

Dale Gottdank

Environmental Justice Task Force

Debbie and Linda have both resigned as co-chairpersons for EJTF. Debbie will send a message out to members to convene a meeting on June 2nd (Tracy was notified) to nominate and vote on new leadership.

Linda Pratt

Nominating Committee/Leadership Development

The NomCom is holding 2 information sessions for people interested in the search comm and board positions- 5/17 by teleconference, and 5/19 between services. I have not heard back from them regarding any confirmed candidates.

Th Non-Violent Communication class had 43 attendees, approximately half from UUFSD and half from community at large. \$678 in book sales was generated which will be donated to general fund.

Jill Ballard