

UNITARIAN UNIVERSALIST FELLOWSHIP OF SAN DIEGUITO
BOARD MEETING MINUTES
AUGUST 21, 2019

Meeting called to order at 1:30 PM.

Present: J Ballard, K Byrnes, VP D Gottdank, R Macdonald, S Miller, Rev T Perchlik, Pres. A Schuller

Absent: L Pratt

Guests: C Butler, C DeMar, T Weiss

June Board minutes were approved.

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

1. **RE:** did not receive attendance data. Newly formed RE Committee will be asked to do this. Question raised- is designated chair, Katy Berry, a UUFSD member?
Actions: Rich will check Katy's membership status (addendum- Rich found she is not a member). Thomas will inform Alison and Katy that our policy is committee chairs must be members.
2. **Treasurer:** July financial reports are on an accrual basis. Sarah is working with Glen to learn formatting that board requested (with % of current budget used), and future reports will be on cash basis. She is also working on culling old financial records, and sending quarterly pledge invoices. End of year reports show we are in the black by \$4800.
3. **Minister report** received after the meeting and not discussed.

OLD BUSINESS

1. **Stewardship staffing:** deferred. Jill & Rich will work on.
2. **Accepting Gift Policy:** motion, seconded, and carried (MSC) unanimously to accept policy (attached) **Action:** Jill will put in P&P format and add to our manual.

NEW BUSINESS

1. **Check signers:** MSC unanimously to remove Glen Bowden and Chris Butler from approved check signers, and to add Sarah Miller, John Sherman, and Richard Macdonald as check signers.
2. **Two signatures on checks:** Union Bank cannot enforce, but our policy has been to require 2 signatures on checks over \$5000. Requirement is already printed on our checks. The Board confirmed we intend to continue this policy.
3. **Board member replacement:** E Dunn has resigned. 3 candidates are interested. Board voted 4:2 for Duane Kiddy to fill the vacant position.
4. **Trench Drain Repair:** Alana got a 2nd bid, which came in much higher than C Kolb's, so contract given to C Kolb. He agrees to start on Aug 26, and complete in 3 weeks. Contract includes \$50/day penalty for every day late. MSC to approve using \$2400 plus \$1000 contingency funds if needed, from B&G Reserve Funds
5. **Kitchen Policies:** proposed policies received from Louise Garrett. **Action:** Kay agrees to review and condense proposed policies
6. **Gratitude Services:** Worship Associates will recognize volunteers on a monthly basis. Input to come from congregation, minister, and board.
7. **Snacks:** board decided to forgo meeting snacks from here forward.

8. **UUFSD Business Card:** Caroline DeMar presented prototype of proposed cards she is offering to make available to members to give to acquaintances. Board approves of concept. Any suggestions for format or content to be sent to Caroline.
9. **Site Rental Rates:** Tracey Weiss and Chris Butler present for discussion and revision of rates. New schedule attached, with updates agreed upon via email after the meeting.
10. **Unpaid Pledges:** 16 people did not pay full pledges in 2018-19, 5 of them paid nothing. Unpaid 2018-19 pledges total \$10,158. Board agreed to forgive any unpaid pledges greater than 1 year old and remove from accounts receivable. **Action: Dale will send old letter to Sarah, who will draft a new one, to request payment of 2018-19 pledge. For those who haven't paid anything last year- we will eventually need to notify them that they are no longer considered members.**

Meeting adjourned 4:00 PM

Respectfully submitted by Jill Ballard, Board Secretary

Next meeting: Board Retreat, August 30, 9:00-4:00 PM

**BOARD & STAFF REPORTS
AUGUST 2019**

CONGREGATIONAL ADMINISTRATOR

MEMBERSHIP STATISTICS

Total number of members: 230

Members emeritus: 7

Pledging friends: 17

Friends: 50

8/16 /19 - Total of members, members emeritus, pledging friends and friends: 304

SUNDAY ATTENDANCE

Date	10:00am single service	
June 16	146	Meghan's final sermon
June 23	110	
June 30	90	
July 7	69	
July 14	98	
July 21	85	
July 28	115	
August 4	126	
August 11	120	

STAFF CHANGES/ADDITIONS:

- Welcome to our Interim Minister, Thomas Perchlik!
- Welcome to our Membership Coordinator, Jeanette von Gunten!
- Welcome to Byrht Renfrow, Guthry Hahm, and Derek Stone, our Setup Staff!
- Thank you to Logan Schlick for the hard work he has done as our Setup Staff person.
- Our other Setup Staff person, Logan Magin, quit with no notice in July.

Tracey Weiss

DIRECTOR OF RELIGIOUS EDUCATION

- Started Young Adult OWL with "emerging adults" ages 18-27. It is the first time we have taught it at the Fellowship and it is very successful. We have 13 participants. My hope is to continue to have this group meet once a month in the evenings, sort of a youth group but for young adults.
- This Summer's curriculum for the one room school house has been World Religions. We have taken a country each Sunday and explored the main religion and how it came to be in place (through colonialization, slavery, trade routes etc.). We look at the indigenous culture and some of the folk lore through stories and music.
- CSW (Commission on Social Witness)

I hold an appointed national position as a Commission on a national committee called the CSW. <https://www.uua.org/uuagovernance/committees/csw>

I am going into my third year of service and it is a lot of work. Every 3 years, the whole of UU'ism votes on a topic (Statement of Conscience or SOC) for in depth study.

That SOC topic is then researched by the CSW, a report is written from the feedback that congregations give us, we hold workshops on it at General Assemblies etc... I am proud that the General Assembly voted to adopt our report and you can see it here. <https://www.uua.org/action/process/csais/corruption-of-our-democracy/2016-2020-csai>

- Our visit to the Las Colinas Women's Correctional Facility went well. Our donations were gratefully received and our youth were able to ask the Deputies questions for an hour. We will be fundraising this next year to help bring better flooring to the visiting room.
- A friend of the RE Program has been hosting a Syrian Refugee family and we donated backpacks and school supplies.
- The new RE Committee members are wonderful and we are off to a good start planning the RE year and special events. We will be hosting a Glow Party this Sunday for the whole Fellowship. Members of this committee include, Katie Berry, chair, Kristen Brandley, Elaine Lewinneck, Steve Bartram, Tanya Strauss, and Katherine Buffington. I am very excited about this team!

Alison Crotty

DIRECTOR OF MUSIC

1. The Simplified Founders Hall Sound System is complete and trainings have begun. Joe is out of town now, but I will ask him to hold more trainings as needed this fall.

2. We will need to train more staff on all of our AV systems, so that we have back up for services and special events if Joe or Caroline are not available. We're checking on the interest/availability of our new set-up staff for this.

3. Full UUFSD Choir rehearsals resume on August 29. Please encourage anyone who may be considering coming to call or email me, or just show up, Aug. 29 at 7 in Founders' Hall. Folks can try it out without feeling obligated to make a commitment.

4. The Concert Across America to End Gun Violence is not happening this September at UUFSD. As far as I know there is not a San Diego location for the event this year.

5. There will be no UUFSD Band house concert fundraiser this year.

Chris Lehman

BUILDINGS & GROUNDS

Barbara Walker informed me Sunday morning that one of the dishwashers is not operating. She asked who she should contact. I assume this is a B&G issue, so I told her to contact Ken.

Dale Gottdank

DESIGN REVIEW

Nothing to report

Dale Gottdank

DREAM BUILDERS

The Conditional Use Permit is still tied up with the City of Solana Beach. The latest holdup is the revised environmental report (updated for 2019 standards) which is generating more questions from the reviewers.

Repair of the trench drain tripping hazard adjacent to Founders Hall and the path to the amphitheater: we are still awaiting a signed contract proposal from Chris Kolb, who has indicated that he could start the project the week of August 27th. Alana has solicited a proposal from an additional contractor which we should receive shortly. This contractor is recommending an expanded scope of work.

Dale Gottdank

NOMINATING COMMITTEE/LEADERSHIP DEVELOPMENT

The next LDC Brunch is scheduled for Nov 2. NomCom is taking over the invitations and program arrangements. The Board will bring food.

The NomCom have decided they do not want to be responsible for recruiting for committee chairs. Instead they are focusing on volunteer engagement. They plan to send out a volunteer survey, look into creating a volunteer database, and work with our new Membership Coordinator.

They discussed revisioning Stewardship to be discrete tasks rather than a committee. My reply to them was: *Stewardship is needed for other things beyond the tasks. They need to do the work of overseeing fundraising efforts- thinking about creative ways to accomplish this. They also need to evaluate any fundraising requests by individual UUFSD groups to ensure they fit in to our overall goals, and are appropriately accounted for. We didn't have that this year- so every little thing came to the board. They need to oversee whatever communication occurs re the pledge drive- much simpler now with ongoing pledges- but the communication still needs to be coordinated with finance and go out to inform the congregation well in advance of the budgeting process- In addition- Stewardship needs to keep on top of who has not fulfilled their pledges- so they can be followed-up with, and taken off the membership list if necessary.*

They are talking about asking current leaders (e.g. chairs and board members) what they want for their own further development and for the development of potential leaders within their committees/groups.

Jill Ballard

STEWARDSHIP

2018-19 Pledge Arrears

- There are 16 people/couples who are in arrears for 2018-19 to the total amount of \$10,158.25. (There are another -4 people who owe <~10% who probably pay by credit card and this ~10% represents fees).
- Five people have paid none of their pledge. Two of the people are still active in the congregation, and they have a history of post-Payment (meaning they pay later the next year for the previous year). I don't know the other three people.
- The other people, who owe between 17% and 67% of their pledge, have all paid at least \$100 per member (\$200 per couple) to meet their minimum pledge, so they should not be threatened with inactive membership.
- We can discuss how to move forward with collecting payments in an executive session.
- Also QB has a membership count of 228 members, plus 10 pledging friends. I don't know if this is the "official" count.

Recommendations:

- We forgive arrears for the years prior to 18-19, since they are a mess to collect, memories being what they are.
- Going forward, we need to ensure the following for better financial control:
 1. Define better how to handle 2 different pledges during the year, replacement or additional (has been done both ways in QB); especially true with automatic pledging!
 2. Somehow allow for CC fees as payment so the 10% non-payment goes away, or even better discourage credit cards (I prefer Bill Pay by the bank).
 3. Send statements more frequently to people so they see their payment history and can better plan payment. No surprises!

Rich MacDonald

UUFSD
Facility Rental Fees

Revised 8/21/2019

Facility	Types of Renters				Deposit Terms
	Member for Personal Use	Non-Profit Organizations	UU Organizations approved by Minister, DRE or Music Dir	Private Individuals/Org.	
Amphitheater	No Charge	\$50/hr. 3 hr. Min.	No Charge	\$100/hr. 3 hr. Min	
Founders Hall	No Charge	\$50/hr. 1 hr. Min.	No Charge	\$100/hr. 1 hr. Min	
Kitchen*	No Charge	\$75/hr.	No Charge	\$100/hr.	
Terrace	No Charge	No Charge	No Charge	No Charge	
Library	No Charge	\$30/hr. 1 Hr. Min	No Charge	\$40/hr. 1 Hr. Min.	
Audio/Video	\$40/hr.	\$40/ hr.	\$40/hr	\$40/hr.	
All Facilities Custodial Fee	\$100	\$100	\$100	\$100	
All Facilities Security Deposit	\$1,000	\$1,000	\$1,000	\$1,000	Refundable
Kitchen -only deposit (if not using other facilities)	\$500	\$500	\$500	\$500	Refundable
*Use of refrigerator only (not entire kitchen) is included in rental of any venue.					

UUFSD Policy and Procedure Document

Policy ID: 140

Title: Gifts to UUFSD

Date Approved: August 21, 2019 by the Board of Directors

Purpose

UUFSD wishes to encourage the generosity of members and friends. At the same time, it is important that any gifts are consistent with the mission of the congregation, as well as our financial priorities and aesthetics of our campus.

Policy

All directed gifts valued over \$500, must be approved by the Board of Directors. Directed gifts are those going to any account or function other than the General Fund. The exceptions are gifts to the Minister or DRE Discretionary Funds, and those raised by any approved fundraiser.

Gifts of property that must be sold cannot be accepted.

Any gifts that will change the physical appearance of our campus (such as works of art, a garden, or a structural change) must be approved by the Design Review Committee.

The Unitarian Universalist Fellowship of San Dieguito

08/15/19

Balance Sheet

Accrual Basis

As of July 31, 2019

	Jul 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Chkg	175,645.63
Vanguard VFSUX	50,191.60
Vanguard Money Market	239,523.31
Vanguard CDs	450,244.50
UUFSD Endowment Account	24,973.75
WF Bus Chkg x3757	301.50
Total Checking/Savings	940,880.29
Accounts Receivable	
A/R - Auction	757.00
Accounts Receivable	232,554.21
Capital Campaign Pledges	306,587.55
Total Accounts Receivable	539,898.76
Other Current Assets	
Undeposited Funds	4,325.00
Total Other Current Assets	4,325.00
Total Current Assets	1,485,104.05
TOTAL ASSETS	1,485,104.05
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-300.20
Total Accounts Payable	-300.20
Other Current Liabilities	
Bonus' Payable	321.75
Direct Deposit Liabilities	-3,899.98
Payroll Liabilities	
LIA.PER.01 Payroll Taxes	259.62
Medical Liability	-3,827.43
UUA Pension Liability	-846.93
Payroll Liabilities - Other	-4,171.42
Total Payroll Liabilities	-8,586.16
Total Other Current Liabilities	-12,164.39
Total Current Liabilities	-12,464.59
Total Liabilities	-12,464.59
Equity	
FND.SPG.01 - Spirit Grant Fund	
FND.SPG.02 - Initial Grant	100,000.00
FND.SPG.07 Membership Wages	-9,305.00
FND.SPG. 08 Membership P/R Tax	-545.38
FND.SPG.O4 - D.o C.ER PayTaxes	-224.14
FND.SPG.O6 - D. of C. Expenses	-71,555.97
Total FND.SPG.01 - Spirit Grant Fund	18,369.51
Opening Balance Equity	-1,813.82
Permanent Restricted	
FND.PGE.01 - Endowment Fund	29,304.10
Total Permanent Restricted	29,304.10

The Unitarian Universalist Fellowship of San Dieguito

08/15/19

Profit & Loss

Accrual Basis

July 2019

	Jul 19
Ordinary Income/Expense	
Income	
Revenues	
Fundraising	
REV.AUC.01 - Auction Income	1,531.20
REV.MIS.01 - Fundraising Income	100.00
Total Fundraising	1,631.20
Pledges	
REV.PLG.01 -Pledge Current Yr	209,120.96
Total Pledges	209,120.96
REV.MIS.04 Misc. Contributions	500.00
REV.SUN.01 - Sunday Collection	1,212.10
Site Rental	
REV.SIT.01 Sandy Hill	3,775.00
REV.SIT.03 - Site Use Contrib.	160.00
Total Site Rental	3,935.00
Total Revenues	216,399.26
Total Income	216,399.26
Gross Profit	216,399.26
Expense	
Administration Expenses	
OPS.ADM.01 Postage	42.88
OPS.ADM.02 Office Supplies	148.52
OPS.ADM.03 Copier	538.98
OPS.ADM.05 Telephone & Internet	230.65
OPS.ADM.06 Adm. Mileage Exp	6.96
Total Administration Expenses	967.99
Boards & Committees	
COM.COM.03 Communications Comm.	80.78
COM.CNX.03 - Kitchen Expenses	98.53
COM.SUN.03 Worship Comm.	200.00
Total Boards & Committees	379.31
Finance Expenses	
OPS.FIN.01 Payroll Fees	22.75
OPS.FIN.02 Bookkeeping Supplies	32.25
OPS.FIN.05 Other Finance Exp.	14.00
OPS.FIN.06 Credit Card Fees	128.93
Total Finance Expenses	197.93
Payroll Expenses	
COM.PER.03 - Misc. Personel Exp	139.00
Congregational Administrator	
PER.OFF.01 Cong. Adm. Wages	2,800.00
PER.OFF.02 Cong. Adm. UUA Pens.	280.00
PER.OFF.03 - ER Payroll Taxes	642.39
PER.OFF.04 Cong. Adm. Medical	790.58
Total Congregational Administrator	4,512.97
Director of RE	
PER.DRE.01 DRE Wages	4,174.16
PER.DRE.02 DRE - UUA Pension	409.22
PER.DRE.03 - ER DRE Payoll Tax	690.08
PER.DRE.04 DRE Medical	585.66
PER.DRE.05 DRE Dental	51.70
PER.DRE.07 DRE LTD Ins.	39.84

The Unitarian Universalist Fellowship of San Dieguito

Profit & Loss

July 2019

08/15/19

Accrual Basis

	<u>Jul 19</u>
PER.DRE.09 DRE Professional Exp	170.95
Total Director of RE	6,121.61
Minister Expense	
Minister Benefits	
PER.MIN.00 in Lieu of FICA	270.69
PER.MIN.02 Minister Housing	1,846.01
PER.MIN.03 Minister UUA Pension	353.85
PER.MIN.04 Minister Medical	556.68
Total Minister Benefits	3,027.23
Minister Wages	
PER.MIN.01 Minister Salary	3,815.50
Total Minister Wages	3,815.50
PER.MIN.10 - Moving Expenses	7,000.00
Total Minister Expense	13,842.73
Music Expenses	
Choir Director	
PER.MUS.01 Choir Director Wage	2,296.00
Total Choir Director	2,296.00
Music ER Payroll Tax	
PER.MUS.11 Accompanist	87.81
PER.MUS.11 Accompanist	866.67
Total Music Expenses	3,250.48
PER.SIT.07 Worker's Comp Ins.	2,100.00
Site Support Staff	
PER.SIT.01 -Childcare Wage	176.79
PER.SIT.02 - Custodian	705.00
PER.SIT.03 - Site Caretaker	498.75
PER.SIT.09 - Sound Technician	705.00
PER.SIT.11 - Lead Teach & Asst.	75.00
PER.SIT.12 - ER Payroll Taxes	-625.36
Total Site Support Staff	1,535.18
Payroll Expenses - Other	8.75
Total Payroll Expenses	31,510.72
Religious Exploration	
COM.REL.03 RE Program Exp.	375.33
Total Religious Exploration	375.33
Site Operations	
OPS.SIT.03 Gas & Electric	10.82
OPS.SIT.05 Water	564.13
OPS.SIT.07 B&G Maintenance	192.79
Total Site Operations	767.74
Total Expense	34,199.02
Net Ordinary Income	182,200.24
Net Income	182,200.24

The Unitarian Universalist Fellowship of San Dieguito

08/15/19

Balance Sheet

Accrual Basis

As of July 31, 2019

	Jul 31, 19
Temp. Restricted	
Building Funds	
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Campaign Income	1,998,887.98
FND.CAP.03-Cap Campaign Expense	-841,769.05
FND.CAP.01 - Capital Campaign - Other	3,525.00
Total FND.CAP.01 - Capital Campaign	1,160,643.93
Total Building Funds	1,160,643.93
Committee Funds	
COM.ADL.04 - Adult Prms C/O	442.20
COM.LIB.04 Library Comm. Carryo	3,347.22
COM.MUS.04 Choir/Music C/O	1,210.00
COM.SAC.04 SAC C/O	
Backpack Fund	792.91
Families in Need	3,091.53
Homelessness	5,229.02
Human Rights	780.19
Total COM.SAC.04 SAC C/O	9,893.65
COM.SUN.04 - Worship Comm C/O	647.01
Total Committee Funds	15,540.08
Other Funds	
FND.ART.01	500.00
FND.COF.02 -Coffee Fund	95.09
FND.CON.02 - Concert Fund	4,772.47
FND.DBN.02 - DeBenneville Pines	4,714.51
FND.DRE.02 - DRE Discre. Fund	3,107.46
FND.HFH.02 - Casas de Luz	5,055.17
FND.JRU.02 -JRUU Fund	1,100.11
FND.LIB.02 - Lib Improv't Fund	250.00
FND.MWL.02 - Memorial Wall Fnd.	17,520.24
FND.REL.02 - RE Special Fnd.	2,600.00
FND.SAC.02 - SAC Schlrship/Art	626.43
FND.SPC.02 - Spcl. Coll. Fnd.	2,212.00
FND.YOU.02 - Youth Scholarship	1,275.75
FND.YRU.02 - YRUU Fund	2,310.50
Total Other Funds	46,139.73
Reserve Funds	
FND.APF.02 - App. & Furn. Res.	-20.70
Total Reserve Funds	-20.70
Reserves (pe J.Penny)	
RES.BAG.01 - B&G Reserve	10,080.58
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)	13,883.18
Total Temp. Restricted	1,236,186.22
Unrestricted Net Assets	33,322.39
Net Income	182,200.24
Total Equity	1,497,568.64
TOTAL LIABILITIES & EQUITY	1,485,104.05