

**UNITARIAN UNIVERSALIST FELLOWSHIP OF SAN DIEGUITO
BOARD MINUTES
SEPTEMBER 2019**

Meeting called to order at 1:30 PM.

Present: J Ballard, K Byrnes, L Giannelli Pratt (by phone), VP D Gottdank, D Kiddy, R Macdonald, S Miller, Rev T Perchlik, Pres. A Schuller

Guests: A Braun, J Darling, A McCleod

August Board meeting and Board Retreat minutes were approved.

Board Covenant was approved.

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

1. **DRE:** Alison reports expansion of her role has occurred as she saw the need arise. She and Minister are revising her job description, pending Board approval. She is asking the Board to consider how her work with young adults and adults in OWL & pastoral counseling should be documented. The Board requests monthly attendance and enrollment for all children and youth by age group. Information on how many adults are served is welcome.
2. **Kitchen:** discussed who should oversee use of the kitchen by outside renters to ensure checklist is complete and no damages.
Action: Rich will ask Trent Ulm and/or Men's Group if they are willing to do this.
3. **RE Committee:** clarification regarding approval of RE fundraisers- per our P&P- all fundraisers must be approved by Stewardship
4. **B&G:** trench is now complete, on time

OLD BUSINESS

1. **Board Member Responsibilities:** approved with revisions (attached)
Action: Jill will add to P&P
2. **Follow-up on unpaid pledges and kitchen policies:** in process.
3. **Membership Coordinator:** Board agreed via online communications prior to the meeting that we would increase the membership coordinator hours to 15 per week, and add volunteer coordination to the job description. We have enough remaining in the Spirit Level grant to fund 15 hours per week for 1 year. Alana has asked Finance to explore how we might finance this position after this year. Sarah reports Finance wants info to show this position is an effective use of our funds. We will use the coming year for this evaluation.

NEW BUSINESS

1. **KUDOS:** to R Macdonald for successful fellowship auction dinner at Il Fornaio; D Gottdank for making sure the trench work was completed; and R DeMuth for successful completion of FIMA grant which awarded us \$100,000 for safety upgrades
2. **RE Committee invitation:** agreed we will ask committee to meet with Board to meet/greet, share struggles and brainstorm solutions. Our regional UUA staff person, S Millspaugh, has suggested we utilize Annie Scott (UUA Congregational Life Staff with long experience with RE) for facilitating future collaboration with RE.
ACTION: Alison will solicit available dates from RE Committee for initial meeting with Board
3. **Approval to hire members' relatives:** Board voted to approve hiring of Derek Stone & Guthry Hahm as Set-up staff.
4. **Emotional Support Animal (ESA) Policy:** 1st UU Church of SD policy on ESA reviewed. The Board agreed to the general rule that we will only allow Service Animals per the ADA definition.

ESA's will be allowed only on a case by case basis, with approval of the minister, and documentation of need by a medical or mental health professional.

ACTION: Alana will research our liability insurance coverage of animals on site, and revise our policy to include the above changes.

5. **UUA Commission on Institutional Change:** Anti-racism and multiculturalism presented by Rev Thomas. UUA is asking us for reflection and information on efforts toward anti-racism and multi-culturalism. He presented specific questions for us to consider (see Interim Minister Report). A need is seen for the Board to model commitment to this work. The Board discussed for 30 minutes. Possible strategies:

- Set aside part of each Board meeting and rotate responsibility to bring antiracism material to discuss
- Board participation in Beloved Conversations and/or SURJ Anti-Racism workshops to be held at UUFSD in January
- Individual work on anti-racism
- Tackle each of the UUA questions at future board meetings- what have we done, what more could be done, who should be involved

ACTION: Decision was made that board members will include reflections on racism with each Board meeting check-in (what we have learned, what we struggle with). Alana will send a TED Talk video she found useful for our personal review

6. **Member Information Sheet:** Alana presented draft of new checklist to elicit skills, interests, and UUFSD involvement, past & present. She would like to have entire membership complete this, as old data is scattered and incomplete. Format could be both paper and electronic. The question was posed- who will own this? How will others access it? We may want to look at congregation management software- perhaps our Membership Coordinator could assist with this.

ACTION: all board members to submit input on form to Alana.

7. **Site Rental Policy:** Jill submitted draft of updated Policy 750 "Special Use of Facilities" to reflect rental fee revisions already approved. Board approved the policy updates.

ACTION: Rich will update the webpage regarding rentals to reflect these changes.

Meeting adjourned 4:00 PM

Respectfully submitted by Jill Ballard, Board Secretary

NEXT MEETING: Note date change- October 30, 1:30 PM

**BOARD LIAISON & STAFF REPORTS
SEPTEMBER 2019**

CONGREGATIONAL ADMINISTRATOR

MEMBERSHIP STATISTICS

Total number of members: 220
Members emeritus: 7
Pledging friends: 17
Friends: 51

9/13/19 - Total of members, members emeritus, pledging friends and friends: 295

SUNDAY ATTENDANCE

Date	9:00am	11:00am
Aug 18	166 (Rev Thomas' first service)	Single Service at 10:00am
Aug 25	120	Single service at 10:00am
Sep 1	No count turned in	No count turned in
Sep 8	103	54

STAFF CHANGES/ADDITIONS:

Jeanette VonGunten quit as Membership Coordinator.
We are currently advertising for the position.

OFFICE/CAMPUS STORAGE

I will be working with Sarah Miller, our new Treasurer, to go through old financial files in the office as well as around the campus to decide what we need to keep and what we can have destroyed. This will hopefully free up some space for the last two fiscal years of financial documents that currently have no long-term home.

T. Weiss

DIRECTOR OF MUSIC

1. Trainings for the Simplified Founders Hall AV system are scheduled for Saturdays, Oct. 5 and Oct. 26 from 1 -2. Please encourage any committee chairs or other interested members to attend.
2. Derek Stone is interested in learning sound. Hopefully Byrht will be also. Caroline Miller may not be in town much longer, and we need others who can run our systems besides Joe, so that we are not stuck without sound, should Joe be unavailable for any reason.
3. There is some interest in children and/or youth singing for Christmas Eve. Right now, the Willage and I are putting out the word on this. Please encourage anyone you know who might be interested to call or email me. We may end up with one or two groups. We'll probably have a few rehearsals between services beginning in Oct.
4. The choir has two new members, and is happily back from summer break.

5. Both pianos are having some issues. I am expecting to be able to get them fixed within our current music budget. The keyboard is only a year old, however, I'm finding that the warranty is fairly useless. I do want to make the Board aware that a previous technician recommended a new piano for Founders Hall a couple of years ago, saying that the repairs needed weren't worth doing on that piano. At that time, I did find another technician who was able to solve the immediate problem we were having, at least for the short run. The current problem is different, I believe. But the tech who was able to solve the previous problem has left town. So I'm working on this, looking for a new technician, and hoping that the Baldwin will serve us for several more years without major repair.

C Lehman

DIRECTOR OF RELIGIOUS EDUCATION

Registration is going well and we are looking forward to our first day of RE this Sunday. Here is the registration process explanation:

- There are RE greeters before and after each service. The RE greeter will be standing with the Welcoming Greeters. They have registration forms on hand to get new and visiting families, as well as members and long term visitors.
- After the service in the Core area there is an RE Table in which RE Committee members and Colin Watts will be at. They will have registration forms there as well as sample curriculum.
- The Registration forms and fees collected are put into the RE designated box and placed in my office. It is ultimately Colin's responsibility because I am busy teaching at the end of the second service.
- The checks are given to Gabrielle on Tuesday and placed in an account. Since I do not have access to the money, it goes to the General Fund, I do not know which account. Same for the online razoo link.
- Kristen Brandley, a member of the RE Committee, inputs the registration data into a Google Doc spreadsheet. She received the forms collected so far on Friday the 13th.
- That information will be given to the Board in the DRE's monthly board update.

I am anticipating a large haul of forms this Sunday as it is the first day of RE classes.

There are things that the Board needs to consider that I raise here:

1. I have started an "Emerging Adult" group for young adults, the age range is 18-29. We finished our OWL class this summer and had 11 participants. These are not children, but young adults. I don't know where or how you want to "count" them in the numbers that RE serves.
2. Adult OWL ages 35-60 starts in January. Again, they will be served by the RE Program but are not children. The question becomes, "Do you want to differentiate between ages?"
3. I do a lot of Pastoral Counseling with not only youth and children, but also young adults and adults. Should I have paperwork on them? Where should they go in the numbers?

A McCleod

TREASURER

Activities since the last board meeting:

1) Worked on getting up to speed on QuickBooks, the accounts, the budget, the various components of UUFSD's financials, and the systems in place to manage them and the people responsible.

2) Per Alana's request, applied for UUFSD business credit cards at Union Bank for Tracey's and Alison's use.

3) Had a session with Jill, who provided me with a list of "problem accounts" in QuickBooks. We developed an action plan to simplify the QB account list, make it easier to track money for different purposes, and make it better reflect how we actually think about and use our funds. Actioning my part of that list is my next project. Additionally:

- Jill agreed to follow up with Libby and the \$4772 in the Concert Fund account.
- The Board needs to decide on what to do with the \$5714 in the DeBenneville account.
- The Board needs to create policies regarding the use of the Minister's and DRE's discretionary funds.
- I need to work with Kay Byrnes to resolve the dispensation of the \$2121 in the Special Collection/Generosity Sundays account. This account should go to \$0 between every Generosity Sunday, and certainly shouldn't have \$2k+ in it.

4) After Rich provided me with an accurate list of members in arrears, I have been working through that list, sending each member a personalized email regarding their open pledge account and engaging with them on how to bring their account up to date (so far 20 emails and about 20 more to go). This approach is showing some results as I have heard back from 5 people so far. I can't say as yet how much money this will bring in, but I'm encouraged that these members are engaged on the issue.

4a) I'll add an observation here on how difficult it was for Rich to get an accurate list of members in arrears and how that reflects on our policies and procedures. It is my understanding that there were discrepancies between the QB and ACS list of members. There are people listed as members who have left the fellowship (I just heard back from one to whom I'd written an arrears email). There are people listed as members who don't have a pledge on file. We should take a hard look at this and see how we can do better.

5) We had a small kerfuffle regarding entries of unknown authorship in QB. This also speaks to policies and procedures regarding access to our books and who is authorized to make changes.

6) Once the above task list is accomplished, Tracey has asked me to go through the finance-related files and prune them. She is totally out of file space in the office and it's time to find and shred the outdated paper work that the Fellowship no longer needs to keep, either for our purposes or legally, or should get rid of in order to be in compliance with laws and regulations.

S Miller

BUILDINGS & GROUNDS

Nothing to report

D Gottdank

DESIGN REVIEW

Nothing to report
D Gottdank

DREAMBUILDERS

Per Jon Luft –“Chris Kolb is nearing completion on the trench drain repair project. The final tasks are to reinstall the brick pavers and place self-leveling sealant between trench frame and existing concrete slab. Fitting the pavers is hand work only and will likely not be complete before the end of the day today. Chris is aware of his deadline early next week but at this point, based on my observation of progress of work there is no cause for concern at this time and the finished project will meet the Fellowship’s expectations.”

All submissions have been made to the city of Solana Beach for the CUP. we are still looking at getting on the city council docket before the end of the year. previous contact with the coastal commission indicate that there should be no unforeseen problems.

DB is exploring options for a new storage shed. the initial concept of attaching a shed to the bathroom / library building is not workable and will not provide adequate storage space.

D Gottdank

ENVIRONMENTAL JUSTICE

EJTF is hosting Nicole Capretz on 10/27 after the second service. They are expecting a large turn-out and it will be held in Founders Hall.

L Giannelli Pratt

FINANCE

Nothing to report.
R Macdonald

KITCHEN

Currently No committee exists.

Louise Garret is currently the Person in Charge, Kay Byrnes is currently co-liaison.

Notes:

- Kitchen operation and guidelines are currently being updated
- Rental agreement and procedures to be reviewed and updated as needed
- Establish Sunday morning Coffee Hour kitchen helpers schedule and signups
- Determine if board member or other designated representatives provide direct oversight and monitoring when Kitchen is rented out to private parties or congregation member usage.

Recommendations:

Revisit restarting a congregation “Job Fair”. Most committees and other volunteer groups struggle to find participants.

D Kiddy

NOMINATIONS/LDC

LDC is working on the invitations and agenda for the Nov 2 Brunch. The Board will need a signup sheet for food. Work has begun on their committee policy & procedures.

J Ballard

PERSONNEL

Members: Dana Frieauf (chair), Robin Sales

General Responsibilities: Assist the UUFSD staff in the hiring of new employees, Update Employee Handbook (as needed), assist Minister in annual performance reviews, assist Board and Minister in ensuring UUFSD is meeting all federal and state labor laws, provide Board recommendations on annual salary adjustments, draft (and update as needed) Best Practices for Hiring for approval by the Board and inclusion in UUFSD Procedures, and other related tasks requested by Board or Minister.

September Activities

- Personnel Committee (PC) chair along with Board Liaison met with Membership Coordinator hire, who decided not to take the position, to determine why she was resigning. Board Liaison coordinated with minister on follow-up.
- With input from minister and Board Liaison, updated the job description and advertisement for the Membership Coordinator.
- Updated advertisement posted on Craigslist on September 11, 2019.
- On September 14, 2019, PC met with Rev Thomas to confirm process for hiring the new Membership Coordinator and what Rev Thomas' role will be in the process.
- Per recommendation from Rev Thomas, revised the Membership Coordinator job description to exclude the responsibility associated with reaching out to members to determine their reason for leaving. (Congregational Administrator provided revised description for posting on website.)
- Provided guidance to RE Director on the hiring process of new Childcare worker.
- PC Chair will participate in interview for new Childcare Worker on September 18, 2019.
- Notified Board Liaison that per UUFSD Policy ID 310 on the Hiring of Personnel and Staff, the Board must approve the hiring of two Event Set-up employees who are relatives of UUFSD members.
- At the September 14, 2019 meeting, PC and Rev Thomas reviewed the purpose and responsibilities of the Committee. The responsibilities included above are a summary of the items discussed at the meeting. Work on the Employee Handbook and Best Practices for Hiring will begin later this year or early next year. PC welcomes comments from Board on general responsibilities outlined above.

A Schuller

RELIGIOUS EDUCATION

Purpose: Mission, goals, and annual plan was developed during the last retreat.

Policy: The committee membership is to be staffed by at least 4 members- currently there are 5

Chairperson: Kristen Brandley (interim until Katie Berry and family become members)

Members: Katherine Buffington, Tanya Strauss, Elaine Lewinnek, Katie Berry

This membership meets the staffing criteria of the current policy.

Budget was proposed and adopted at the last congregational meeting.

Procedure: The committee will meet again in October. Usually the meetings will be held monthly.

September's meeting will not be held as agreed by the DRE and committee members.

General notes:

The UUFSD Policy and Procedure Document, Policy ID: 430, Titled Religious Education Committee was approved March 1, 2009. This policy needs to be updated.

- Add, Board Member Liaison be identified
- Clarify "carryover funds", how distributed, RE fundraising events requiring board approval or informed only.

Director Religious Education job description needs to be found. This document will probably need to be updated. Other RE programs, needs of our congregation, and overarching ministry of our youth and adult members should be researched fully and added to this description.

Current discussions revolve around classroom attendance and budgeting of the RE program. Enrollment forms are being completed for 2019/2020 school year. This will provide the numbers and data for participation in the Sunday morning classes. This will not provide the soft numbers of children, young adults, and other members of the congregation and wider community that is ministered to by the DRE and RE program. Follow on research by the Board will need to be conducted to fully realize the scope of the DRE ministry impact and influence throughout the congregation, UUA, and community.

Link on website to Religious Education: Make this link a little more robust. More content, advertising for upcoming events, actively solicit more information from RE committee and DRE.

Young adult program, adult OWL, elementary OWL, and other programming are being implemented.

Priorities:

- DRE job description updated
- RE Committee Policy updated
- Anti-Racism, Anti-Oppression and Multiculturalism Training
- Bring DRE, board members, and congregation back into covenant

D Kiddy

SOCIAL JUSTICE

The Social Justice Action committee (SJA) held the first, of two, visioning workshops on July 21, 2019. Why now? As Robin Sales explains, "it has a lot to do with timing. We are a faith community entering into a time of ministerial transition. It is an opportunity to build and expand relationships: personal relationships, congregational relationships and relationships with community allies. It is a time to contemplate and plan for even greater service by expanding the embrace of our engagement theology and OUR IMPACT." In support of these efforts, SJA members are encouraged to engage in personal one-on-one conversations with other members, visitors, and stakeholders to take the pulse of the congregation. The committee expects that this will help them find ways to attract new volunteers to social justice. The second visioning workshop will meet at the end of September.

K Byrnes

STEWARDSHIP STEERING

We had our first meeting. Kerry Traylor, Caroline DeMar and Louise Garrett will join the committee.

- The auction collected \$15,290, with \$573 outstanding after 2 notifications. Some people wouldn't pay when they were no longer able to make the events they signed up for. We learned we need to publish some rules with our next auction. There were complaints that there were not enough family events, but families did not donate many items, so we need to seek them out in the future.
- Upcoming fundraisers: the Art Fair is scheduled for 11/17. Dining 4 \$ will be held using our new online auction program, and in the core area throughout the month of November. We plan further discussion about promoting donations for specific purposes.
- Rich is working on our website with D Masser Frye to simplify the online payment process and fix broken links. The goal is to have all donations, including pledges, RE fees, and special donations, payable via our website using a single process.

J Ballard

The Unitarian Universalist Fellowship of San Dieguito

Balance Sheet

09/15/19

As of September 15, 2019

Accrual Basis

	Sep 15, 19
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Chkg	165,352.42
Vanguard VFSUX	50,267.19
Vanguard Money Market	39,824.82
Vanguard CDs	650,400.00
UUFSD Endowment Account	24,983.25
Total Checking/Savings	930,827.68
Accounts Receivable	
A/R - Auction	757.00
Accounts Receivable	318,442.03
Capital Campaign Pledges	306,587.55
Total Accounts Receivable	625,786.58
Total Current Assets	1,556,614.26
TOTAL ASSETS	1,556,614.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-320.00
Total Accounts Payable	-320.00
Other Current Liabilities	
Bonus' Payable	321.75
Payroll Liabilities	
LIA.PER.01 - Payroll Taxes	300.29
Medical Liability	-1,895.52
UUA Pension Liability	1,297.70
Payroll Liabilities - Other	-4,171.42
Total Payroll Liabilities	-4,468.95
Total Other Current Liabilities	-4,147.20
Total Current Liabilities	-4,467.20
Total Liabilities	-4,467.20
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.04 - D.o C.ER PayTaxes	-224.14
FND.SPG.06 - 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	29,313.60
Total Permanent Restricted	29,313.60

The Unitarian Universalist Fellowship of San Dieguito

09/15/19

Balance Sheet

Accrual Basis

As of September 15, 2019

	Sep 15, 19
Temp. Restricted	
Building Funds	
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Campaign Income	1,999,420.58
FND.CAP.03-Cap Campaign Expense	-847,302.30
FND.CAP.01 - Capital Campaign - Other	3,525.00
Total FND.CAP.01 - Capital Campaign	1,155,643.28
Total Building Funds	1,155,643.28
Committee Funds	
COM.ADL.04 - Adult Programs C/O	442.20
COM.LIB.04 - Library Comm C/O	3,407.32
COM.MUS.04 - Choir/Music C/O	1,210.00
COM.SAC.04 - SAC C/O	
Backpack Fund	189.39
Families in Need	1,855.86
Homelessness	5,441.02
Human Rights	780.19
Total COM.SAC.04 - SAC C/O	8,266.46
COM.SUN.04 - Worship Comm C/O	647.01
Total Committee Funds	13,972.99
Other Funds	
FND.ART.01	500.00
FND.COF.02 - Coffee Fund	229.04
FND.CON.02 - Concert Fund	4,772.47
FND.DBN.02 - DeBenneville Pines	4,714.51
FND.DRE.02 - DRE Discre. Fund	2,888.99
FND.HFH.02 - Casas de Luz	449.74
FND.JRU.02 - JRUU Fund	1,100.11
FND.LIB.02 - Lib Improv't Fund	250.00
FND.MWL.02 - Memorial Wall Fund	12,444.12
FND.REL.02 - RE Special Fund	2,600.00
FND.SAC.02 - SAC Schlrship/Art	626.43
FND.SPC.02 - Special Coll Fund	2,212.00
FND.YOU.02 - Youth Scholarship	1,275.75
FND.YRU.02 - YRUU Fund	2,310.50
Total Other Funds	36,373.66
Reserves (pe J.Penny)	
RES.BAG.01 - B&G Reserve	10,059.88
RES.AFR.01 - Appliance & Furn	970.11
RES.SAB.01 - Sabbatical Reserve	455.96
RES.SAB.02 - DRE Sabbatical	1,976.81
RES.SND.01 - Sound Reserve	399.72
Total Reserves (pe J.Penny)	13,862.48
Total Temp. Restricted	1,219,852.41
Unrestricted Net Assets	33,322.39
Net Income	262,037.37
Total Equity	1,561,081.46
TOTAL LIABILITIES & EQUITY	1,556,614.26

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

	Annual Budget	Jul - Aug 19	Annual Budget Remaining	% of Annual Budget Used
Ordinary Income/Expense				
Income				
Revenues				
Fundraising				
REV.AUC.01 - Auction Income	16,000.00	3,146.20	12,853.80	19.66%
REV.MIS.01 - Fundraising Income	8,000.00	100.00	7,900.00	1.25%
REV.MIS.05 - Luncheon Income	0.00	0.00	0.00	0.00%
Total Fundraising	24,000.00	3,246.20	20,753.80	13.53%
Pledges				
REV.PLG.01 - Pledge Current Yr	344,175.00	54,989.07	289,185.93	15.98%
Total Pledges	344,175.00	54,989.07	289,185.93	15.98%
RE Program Income				
REV.REL.01 - RE Donations	1,000.00	0.00	1,000.00	0.00%
REV.REL.02 - COA/OWL Fees	200.00	0.00	200.00	0.00%
Total RE Program Income	1,200.00	0.00	1,200.00	0.00%
REV.MIS.04 - Misc Contributions	13,000.00	1,275.00	11,725.00	9.81%
REV.SUN.01 - Sunday Collection	14,500.00	2,249.10	12,250.90	15.51%
Scripp Sales	200.00	27.70	172.30	13.85%
Site Rental				
REV.SIT.01 - Sandy Hill	45,000.00	7,550.00	37,450.00	16.78%
REV.SIT.02 - Special Evt Rent	1,500.00	100.00	1,400.00	6.67%
REV.SIT.03 - Site Use Contrib	2,500.00	360.00	2,140.00	14.40%
Total Site Rental	49,000.00	8,010.00	40,990.00	16.35%
Revenues - Other	0.00	0.00	0.00	0.00%
Total Revenues	446,075.00	69,797.07	376,277.93	15.65%
Total Income	446,075.00	69,797.07	376,277.93	15.65%
Gross Profit	446,075.00	69,797.07	376,277.93	15.65%
Expense				
Administration Expenses				
OPS.ADM.01 - Postage	550.00	42.88	507.12	7.80%
OPS.ADM.02 - Office Supplies	2,000.00	227.04	1,772.96	11.35%
OPS.ADM.03 - Copier	6,600.00	1,045.57	5,554.43	15.84%
OPS.ADM.05 - Phone & Internet	2,750.00	466.99	2,283.01	16.98%
OPS.ADM.06 - Office Mileage	150.00	20.88	129.12	13.92%
OPS.ADM.07 - Misc Supplies	450.00	0.00	450.00	0.00%
OPS.ADM.09 - Miscellaneous	0.00	0.00	0.00	0.00%
Total Administration Expenses	12,500.00	1,803.36	10,696.64	14.43%
Board & Committee Expenses				
COM.BRD.03 - Board Expenses	150.00	0.00	150.00	0.00%
COM.COM.03 - Communications Comm	1,600.00	272.55	1,327.45	17.03%
COM.CNX.03 - Kitchen Expenses	1,000.00	137.02	862.98	13.70%
COM.FND.03 - Stewardship	500.00	0.00	500.00	0.00%
COM.FNF.03 - Fun & Fellowship	1,000.00	0.00	1,000.00	0.00%
COM.MEM.03 - Membership Comm	1,200.00	0.00	1,200.00	0.00%
COM.MUS.03 - Choir & Music	1,600.00	0.00	1,600.00	0.00%
COM.PCC.03 - Pastoral Care Comm	150.00	0.00	150.00	0.00%
COM.PGC.03 - Planned Giving	200.00	0.00	200.00	0.00%
COM.SAC.03 - Social Action Comm	5,025.00	302.12	4,722.88	6.01%
COM.SUN.03 - Worship Comm	3,100.00	200.00	2,900.00	6.45%
Total Board & Committee Expenses	15,525.00	911.69	14,613.31	5.87%
Denomination Expenses				
OPS.DEN.01 - UUA Dues	19,500.00	0.00	19,500.00	0.00%
OPS.DEN.04 - Cluster Dues	500.00	0.00	500.00	0.00%
Total Denomination Expenses	20,000.00	0.00	20,000.00	0.00%

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

	Annual Budget	Jul - Aug 19	Annual Budget Remaining	% of Annual Budget Used
Finance Expenses				
OPS.FIN.01 - Payroll Fees		22.75	-22.75	
OPS.FIN.02 - Bookkeeping Exp	650.00	64.50	585.50	9.92%
OPS.FIN.03 - Accounting Fees	9,000.00	2,399.20	6,600.80	26.66%
OPS.FIN.05 - Other Finance Exp	500.00	14.00	486.00	2.80%
OPS.FIN.06 - Credit Card Fees	1,350.00	294.52	1,055.48	21.82%
OPS.FIN.07 - Audit Reserve	6,000.00	0.00	6,000.00	0.00%
Total Finance Expenses	17,500.00	2,794.97	14,705.03	15.97%
Payroll Expenses				
COM.PER.03 - Misc Personel Exp		174.00	-174.00	
Congregational Administrator				
PER.OFF.01 - Admin Wages	37,500.00	7,168.00	30,332.00	19.11%
PER.OFF.02 - Admin UUA Pension	3,750.00	700.00	3,050.00	18.67%
PER.OFF.03 - ER Payroll Taxes	2,869.00	642.39	2,226.61	22.39%
PER.OFF.04 - Admin Medical	10,300.00	1,976.45	8,323.55	19.19%
PER.OFF.07 - Admin LTD Ins	0.00	0.00	0.00	0.00%
PER.OFF.08 - Admin Prof Exp	200.00	0.00	200.00	0.00%
Total Congregational Administrator	54,619.00	10,486.84	44,132.16	19.20%
Director of RE Expense				
PER.DRE.01 - DRE Wages	55,240.00	10,585.56	44,654.44	19.16%
PER.DRE.02 - DRE UUA Pension	5,524.00	1,023.05	4,500.95	18.52%
PER.DRE.03 - ER Payoll Taxes	4,226.00	690.08	3,535.92	16.33%
PER.DRE.04 - DRE Medical	8,413.00	1,464.15	6,948.85	17.40%
PER.DRE.05 - DRE Dental		129.25	-129.25	
PER.DRE.06 - DRE Life Ins	0.00	0.00	0.00	0.00%
PER.DRE.07 - DRE LTD Ins	553.00	99.60	453.40	18.01%
PER.DRE.09 - DRE Prof Exp	2,500.00	177.94	2,322.06	7.12%
Total Director of RE Expense	76,456.00	14,169.63	62,286.37	18.53%
Minister Expense				
Minister Benefits				
PER.MIN.00 - in Lieu of FICA	6,120.00	800.31	5,319.69	13.08%
PER.MIN.02 - Minister Housing	0.00	5,071.25	-5,071.25	
PER.MIN.03 - Minister UUA Pens	8,000.00	1,103.85	6,896.15	13.80%
PER.MIN.04 - Minister Medical	16,093.00	2,005.22	14,087.78	12.46%
PER.MIN.06 - Minister Life Ins	563.00	0.00	563.00	0.00%
PER.MIN.07 - Minister LTD Ins	900.00	0.00	900.00	0.00%
PER.MIN.08 - Minister Prof Exp	8,000.00	0.00	8,000.00	0.00%
Total Minister Benefits	39,676.00	8,980.63	30,695.37	22.63%
Minister Wages				
PER.MIN.01 - Minister Salary	80,000.00	7,513.34	72,486.66	9.39%
Total Minister Wages	80,000.00	7,513.34	72,486.66	9.39%
PER.MIN.09 - Sett'd Min Search	11,091.00	529.03	10,561.97	4.77%
PER.MIN.10 - Moving Expenses	5,000.00	7,000.00	-2,000.00	140.00%
Total Minister Expense	135,767.00	24,023.00	111,744.00	17.69%
Music Expenses				
Choir Director				
PER.MUS.01 - Choir Dir Wage	30,385.00	5,822.60	24,562.40	19.16%
PER.MUS.02 - Choir Dir Prof Exp	2,170.00	0.00	2,170.00	0.00%
PER.MUS.03 - Choir Dir Benefits	211.00	0.00	211.00	0.00%
Total Choir Director	32,766.00	5,822.60	26,943.40	17.77%
Music ER Payroll Tax				
PER.MUS.11 - Accompanist	10,400.00	1,733.34	8,666.66	16.67%
PER.MUS.12 - Music Substitute	0.00	0.00	0.00	0.00%
Total Music Expenses	45,490.00	7,643.75	37,846.25	16.80%
PER.MIS.01 - Misc Personnel	300.00	0.00	300.00	0.00%

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

	<u>Annual Budget</u>	<u>Jul - Aug 19</u>	<u>Annual Budget Remaining</u>	<u>% of Annual Budget Used</u>
PER.SIT.07 - Worker's Comp Ins	1,750.00	2,100.00	-350.00	120.00%
Site Support Staff				
PER.SIT.01 - Childcare Wage	4,500.00	389.07	4,110.93	8.65%
PER.SIT.02 - Custodian	6,110.00	1,250.00	4,860.00	20.46%
PER.SIT.03 - Site Caretaker	5,750.00	1,103.75	4,646.25	19.20%
PER.SIT.09 - Sound Technician	9,000.00	1,080.00	7,920.00	12.00%
PER.SIT.11 - Lead Teach & Asst.	4,550.00	206.25	4,343.75	4.53%
PER.SIT.12 - ER Payroll Taxes	2,567.00	531.90	2,035.10	20.72%
Total Site Support Staff	32,477.00	4,560.97	27,916.03	14.04%
Payroll Expenses - Other		31.50		
Total Payroll Expenses	346,859.00	63,189.69	283,700.81	18.22%
Religious Exploration				
COM.OWL.03 - COA/OWL Exp	200.00	0.00	200.00	0.00%
COM.REL.03 - RE Program Exp	2,850.00	780.61	2,069.39	27.39%
Total Religious Exploration	3,050.00	780.61	2,269.39	25.59%
Site Operations				
OPS.SIT.01 - Property Insurance	3,960.00	0.00	3,960.00	0.00%
OPS.SIT.02 - Real Estate Taxes	3,970.00	0.00	3,970.00	0.00%
OPS.SIT.03 - Gas & Electric	150.00	20.82	129.18	13.88%
OPS.SIT.04 - Solar Loans	4,405.00	0.00	4,405.00	0.00%
OPS.SIT.05 - Water	3,850.00	564.13	3,285.87	14.65%
OPS.SIT.07 - B&G Maintenance	3,870.00	1,664.18	2,205.82	43.00%
OPS.SIT.10 - Audio/Visual Exp	436.00	0.00	436.00	0.00%
Total Site Operations	20,641.00	2,249.13	18,391.87	10.90%
Total Expense	436,075.00	71,729.45	364,377.05	16.45%
Net Ordinary Income	10,000.00	-1,932.38	11,900.88	-19.32%
Net Income	10,000.00	-1,932.38	11,900.88	-19.32%

BOARD MEMBER RESPONSIBILITIES
Revised August 2019

1. Works with the other Board Members, the Minister, Treasurer, Director of Religious Education, Congregational Administer, and other congregational leadership to create a beloved community guided by love and sustained by respectful relationships;
2. Recognizes that all powers of the Board are subordinate to the will of the congregation and the Bylaws of the Fellowship;
3. Takes a leadership role in the Fellowship by action and example to promote, monitor and achieve the Fellowship's short- and long-term objectives and goals;
4. Participates with the other Board members in the oversight and approve of expenditures of annual operating budget funds and other special funds and for the protection of investments, endowments, and Fellowship property;
5. Participates in the establishment and continuing review of Fellowship policies and operating procedures;
6. Serves as a liaison to at least one committee and provides committee reports to the Board;
7. Takes a turn being at the welcome table on Sundays
8. Takes a turn bringing opening words for monthly Board meetings

Time-commitment which is estimated to be as follows:

1. Board Meetings: 2.5 hours each month
2. Board Retreat: 8 hours once per year
3. Committee Liaison: 1-2 hours each month
4. Congregational Meetings: 1 hour twice per year
5. Welcome Table: 1 hour twice per year
6. Communications via email, phone and text : time varies