

UNITARIAN UNIVERSALIST FELLOWSHIP OF SAN DIEGUITO

BOARD MINUTES

November 20, 2019

Meeting called to order at 1:35 PM.

Present: J Ballard, K Byrnes, VP D Gottdank, D Kiddy, R Macdonald, Rev T Perchlik, Pres. A Schuller, LG Pratt

Absent: none

Guests: Al Braun

Check-in:

October Board minutes were **approved**.

Committee, Staff & Treasury Reports – Discussion

Minister's Report-

1. Rev. Thomas was concerned that the Board can take no action unless we are at a public meeting. Alana confirmed that this is not accurate, and that the Board can take action via email. Rev. Thomas stated that we need to be clear about this.
ACTION: Kay will research nonprofit rules and report back to Board at next meeting.
2. Rev Thomas's salary and housing are listed separately in contract but are combined in budget as only salary. This needs to be separated for tax purposes so he does not get taxed at 15%.
3. Question about revised job description for Director of Education. The DRE job des revision will come to the Board for approval once complete.
4. Evaluation of Rev Thomas needs to be completed by 6 months – February.

Treasurer's Report-

1. Allocate \$41,928 (revised by Treasurer) housing component for Rev Thomas for 12-months. Motion made by Jill and seconded by Rich, approved by all.
2. Finance Committee will set up separate Vanguard and bank accounts for the 1) permanently restricted endowment; 2) temporary restricted and general fund; and 3) capital campaign.

Stewardship Report-

1. Art Fair brought in \$2,335. (yay!)
2. Dining 4 Dollars brought in close to \$8,000.
3. Wreath's brought in close to \$700.
4. Auction will still be open through November.

Old Business:

1. Kitchen Policy update/discussion (**Kay**)

The concern is that the kitchen policy is still quite lengthy and may be complicated for those leasing the kitchen space. However, it has been reduced by about 50% and the information is important. This will be put in a binder and the checklist for the kitchen should be given when the contract is signed. Alana moves to pass the policy for the kitchen (page 1 of the document) and Dale seconded, *Board approved*.

2. **General Fund Deficit:**

Update on funds available from DeBeneville (**Dale/Sarah**)

Board reviewed various funds to transfer to General Fund to make up some of the deficient. Total \$8563. Other fund possibilities are pending- Youth funds, DeBeneville, Concert and DRE Sabbatical.

Take nothing from the Youth Funds- anonymous donor for RE.

\$500 from DeBeneville- *Board approved*

\$1700 from Concert Fund- *Board approved*

This will bring deficit down to \$10,000. Final deficit status won't be known until Balance Sheet adjustments made in the next month.

Residual from DRE Sabbatical funding may it roll it into the RE fund or seed money for Minister's Sabbatical.

ACTION: Sarah will talk with Alison about what her preferences are for the DRE Sabbatical funds.

It is important to let the Congregation know about the deficit, but there is no urgency to fill the deficit now. This can be done in six-months, and perhaps link it with the Pledge Appeal.

Alana recommended that Kathy Faller offer her experience with audits with Finance Committee.

3. Review of Stewardship Steering Committee P&P (**Rich, Jill, Duane**)

Board approved

4. Update on NomCom Responsibilities & LDC (**Jill**)

Policy Update for Leadership Development Council- *Board approved*.

New Business

1. Request from Search Committee to approve a letter to congregation requesting donations towards "Signing Bonus." (**Alana**)

2. Letter from John Atcheson, Search Committee, regarding asking congregants to help with the additional funds needed for signing bonus. \$10,000 raised already, and the goal is to raise \$15,000 + FICA offset.
3. Discussion about the ongoing pledge drive and one-time donation for minister salary. Three income sources-
 - A. Pledge we make- commitment to monthly or annual giving
 - B. Donations to specific things- Fund Drive
 - C. General Appeal- Donation to the General Fund
This could be used for the settled minister signing bonus. Be specific about the amount of money that needs to be raised. The Search Committee can send it out. *Board approved*
4. Proxy voting – Proposal to change Bylaws to allow proxy voting for calling ministers only. (Jill)
Board approved and details will be written up when needed.
5. Proposal to change wording in the 'inactive membership section' of Bylaws (Jill)
Board approved and will be forwarded to Congregation for adoption.
6. Proposal to change wording in the Bylaws to say 'Minister is a *nonvoting* ex-officio member of the Board.' (Jill)
Board approved and will be forwarded to Congregation for adoption.
7. New Secretary- Jill has stepped down as Secretary and Linda has accepted this responsibility for the remainder of her term.

Meeting adjourned 3:15 PM

Respectfully submitted by Linda Giannelli Pratt, Board Secretary

Next meetings:

Regular meeting: Wednesday December 18, 2010 @ 1:30 PM

Holiday Potluck—*Action: everyone brings some tye of food and/or beverages to share.*

