

Minutes of UUFSD Board Meeting

August 3, 2021 10:00 AM - 12:00 PM

At the home of Liora Kian-Gutierrez

Present:

- Liora Kian-Gutierrez, *President*
- Brenda Post, *Vice-President*
- Sarah Miller, *Treasurer*
- Louise Lin Garrett
- Angie Knappenberger
- Duane Fowler

Absent:

- Rev Jo, *Advisory non-voting member*
- Scott Elliott

Lighting of Chalice & Chalice Reading. Recitation of Board Covenant.

APPROVAL OF REPORTS

Approval of Board Meeting Minutes from June 17, 2021 Board Meeting

DECISION: All Agreed

NEW AGENDA ITEMS

Board Secretary. Appointed UUFSD member Dr. Jan Berlin to the position of Board Secretary.

DECISION: All Agreed

Scheduling board meetings. It was decided that the Board would meet twice a month, on the first and third Wednesdays of the month.

ACTION: Liora confirmed with Scott that this decision will work for him.

Eli Snider's Ordination at UUFSD

Date of ordination: Lisa Shaffer and ordination committee has checked the UUFSD master calendar with Tracey and the confirmed date is Saturday, November 13, 2021.

Congregational vote discussion: After a lengthy discussion and consultation with the UUA Ordination Manual, all UUFSD P&P, UUFSD Bylaws, it was decided that no congregational vote would be needed (Board approval was given in June 2021).

DECISION: All Agreed

Ordination Committee questions from Lisa:

- Can the committee reach out to individual members to do fundraising? Any sensitivities here? Confirmed via email from Lisa to Rich that it is not a problem. The committee feels that the ordination will cost \$2000.
- Is the rental fee for Founders Hall waived? **YES**
- The idea is to have the ordination at 1:00 in the afternoon, with a reception on the patio afterwards. According to the committee, Eli will organize a “private” dinner Friday night with friends and family somewhere else, so no congregational impact for that. It would be special for Eli to give his first sermon as an ordained minister at UUFSD. Eli is open to give his first sermon on November 14, 2021.

Member Concerns. The Board has received a number of letters from members expressing concerns about the June congregational meeting process and the well-being of the Fellowship.

ACTION: Liora spoke with a member of the Right Relations committee. This topic is ongoing.

Request to hold High Holiday services at UUFSD. Discussed a request from Rabbi Laurie to host High Holiday services at UUFSD.

RESOLUTION: Due to the COVID Delta variant, the Synagogue withdrew its request..

BOARD ACTIONS COMPLETED BY EMAIL

Motion from July 15, 2021 via email

Motion: to waive the Site Fee for the **Exam Space for Qualified Water Efficient Landscaper (QWEL) certification program** as requested by Wenda Alvarez with understanding that the cleanup and other custodial duties will be performed by Wenda Alvarez and her assistants/partners.

DECISION: All Agreed

FUTURE BUSINESS

- Board review of congregational meeting
- Budget and Budget Process – next steps for better transparency and fiscal health for the congregation
- 8th Principle passed – what’s next?
- Donna Todd requested to rent space for yoga classes.

BOARD MEETING ENDED 12:00 PM

Next Board Meeting: Wednesday, August 18, 2021 via zoom

Retreat will be held for new board and returning board members on August 28, 2021

Notes taken by Liora Kian-Gutierrez

Minutes prepared by Louise Lin Garrett

APPENDED TO THIS OFFICIAL RECORD

- FY 2020-2021 Year End Financial Reports

FINANCIAL REPORTS

NOTE: The Fiscal Year 2020-2021 Year End financial reports were actually presented by the treasurer to the Board at a later date, but for purposes of the official record, it was decided that they would most naturally be looked for in the records of this meeting, so they are appended here instead.

TREASURER'S REPORT

One result of last year's audit was a commitment to move to best accounting practices for all our accounts, not just the General Fund. We are therefore in transition from our previous hybrid accounting system to full on Fund Accounting. The latter is not yet fully implemented, which means we can't yet run P&L by class. Until we can run P&L by class, we will see income and expenses from all funds mixed together, and this will have an effect on the net income shown in the BS.

This also affected the FY 2020-2021 year end *Net Income* and *Unrestricted Net Assets* numbers, which inadvertently included about \$8k of growth in our investment funds.

Therefore, our *Net Income* in the General Fund for last year was

- \$6353
- \$8063 – Investment income not part of GF
- \$14,416 – total Net Income for GF

And our *Unrestricted Net Assets* at the end of last year are commensurately less as well.

Note that for FY2020-2021, we had actually budgeted a \$47k deficit to be covered by Covid Grants, so we are doing better than expected.

This came about because, compared to our budget, we took in a higher percentage of pledged income (\$340k rather than \$312k), but less in "other income" (about \$13k less), for a total of \$15k more income than expected.

Our expenses were less than expected because we didn't have any on site activities last year and so didn't pay for printing orders of service, set up staff, or child care. Our water bill also went down, and we saved on the audit expenses. So, we spent about \$15k less than we budgeted for.

Between about \$15k more in income and \$15k less in expenses, our deficit ended up being about \$30k less than was anticipated.

The Covid Grants have therefore allowed us to cancel out the negative *Unrestricted Net Assets* that had accumulated from 2014-2018, and left us with the first reasonably healthy reserves we've had in years. This is a one-time cash infusion that really helped us get back on track and it should not be squandered.

Respectfully,
Sarah Miller, Treasurer

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	Jul '20 - Jun 21	Annual Budget	\$ Over Budget	% of Budget	Notes
Ordinary Income/Expense					
Income					
Net Assets Released from Restriction	828.87				1
Revenues					
Pledges					
REV.PLG.01 - Pledge Income	340,384.61	312,748.00	27,636.61	108.84%	2
Total Pledges	340,384.61	312,748.00	27,636.61	108.84%	
Site Rental					
REV.SIT.01 - Sandy Hill	45,300.00	45,000.00	300.00	100.67%	
REV.SIT.02 - Special Event	-500.00	0.00	-500.00	100.0%	3
Total Site Rental	44,800.00	45,000.00	-200.00	99.56%	
Fundraising					
REV.AUC.01 - Auction	0.00	8,000.00	-8,000.00	0.0%	
REV.FDR.02 - Other	2,358.38	0.00	2,358.38	100.0%	
Fundraising - Other	-27.50				
Total Fundraising	2,330.88	8,000.00	-5,669.12	29.14%	
Contributions to General Fund					
REV.SUN.01 - Sunday Collection	5,192.11	6,000.00	-807.89	86.54%	
REV.MIS.01 - Scripp Sales	345.30	200.00	145.30	172.65%	
REV.MIS.02 - Other	4,789.27	10,000.00	-5,210.73	47.89%	
Total Contributions to General Fund	10,326.68	16,200.00	-5,873.32	63.75%	
Contributions to RE Program					
REV.REL.01 - RE Donations	524.90	1,000.00	-475.10	52.49%	
REV.REL.02 - COA/OWL	0.00	200.00	-200.00	0.0%	
Total Contributions to RE Program	524.90	1,200.00	-675.10	43.74%	
Investment Income					
Fees & Commissions	-684.31				4
Interest & Dividends	8,747.40				4
Total Investment Income	8,063.09				
Total Revenues	406,430.16	383,148.00	23,282.16	106.08%	
Total Income	407,259.03	383,148.00	24,111.03	106.29%	
Gross Profit	407,259.03	383,148.00	24,111.03	106.29%	
Expense					
Operations Expenses					
Office					
OPS.OFF.01 - Postage	509.54	800.00	-290.46	63.69%	
OPS.OFF.02 - Office Supplies	953.63	2,000.00	-1,046.37	47.68%	
OPS.OFF.03 - Copier	7,271.13	7,200.00	71.13	100.99%	
OPS.OFF.05 - Phone & Internet	2,714.68	2,900.00	-185.32	93.61%	
OPS.OFF.06 - Adm Mileage Exp	90.00	200.00	-110.00	45.0%	
OPS.OFF.07 - Other Expenses	104.95	450.00	-345.05	23.32%	
OPS.OFF.09 - Miscellaneous	20.00				
Total Office	11,663.93	13,550.00	-1,886.07	86.08%	
Finance					
Bank Service Charges	-97.81				
OPS.FIN.01 - Accounting Fees	8,674.16	9,000.00	-325.84	96.38%	
OPS.FIN.02 - Credit Card Fees	1,872.65	1,350.00	522.65	138.72%	5
OPS.FIN.04 - Other Expenses	4,339.46	9,000.00	-4,660.54	48.22%	
Total Finance	14,788.46	19,350.00	-4,561.54	76.43%	
Site					
OPS.SIT.01 - Property Insurance	4,621.00	4,356.00	265.00	106.08%	
OPS.SIT.02 - Real Estate Taxes	4,065.54	4,066.00	-0.46	99.99%	
OPS.SIT.03 - Gas & Electric	-19.75	300.00	-319.75	-6.58%	
OPS.SIT.04 - Water	3,061.97	3,850.00	-788.03	79.53%	
OPS.SIT.06 - AV Maintenance	299.04	1,000.00	-700.96	29.9%	
OPS.SIT.07 - B&G Maintenance	7,991.84	8,000.00	-8.16	99.9%	

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	Jul '20 - Jun 21	Annual Budget	\$ Over Budget	% of Budget	Notes
Total Site	20,019.64	21,572.00	-1,552.36	92.8%	
Total Operations Expenses	46,472.03	54,472.00	-7,999.97	85.31%	
Denomination Expenses					
OPS.DEN.01 - UUA Dues	26,687.00	23,928.00	2,759.00	111.53%	
Total Denomination Expenses	26,687.00	23,928.00	2,759.00	111.53%	6
RE Expenses					
COM.OWL.03 - COA/OWL Exp	0.00	200.00	-200.00	0.0%	
COM.REL.03 - RE Program Exp	1,626.03	2,000.00	-373.97	81.3%	
Total RE Expenses	1,626.03	2,200.00	-573.97	73.91%	
Committee Expenses					
COM.BRD.03 - Board Exp	0.00	150.00	-150.00	0.0%	
COM.CMN.03 - Communcations Exp	1,847.75	2,000.00	-152.25	92.39%	
COM.FND.03 - Fundraising Exp	0.00	500.00	-500.00	0.0%	
COM.MEM.03 - Membership Exp	0.00	500.00	-500.00	0.0%	
COM.PCC.03 - Pastoral Care Exp	0.00	150.00	-150.00	0.0%	
COM.PGC.03 - Planned Giving Exp	0.00	200.00	-200.00	0.0%	
COM.SUN.03 - Worship Exp	2,298.48	4,800.00	-2,501.52	47.89%	
Total Committee Expenses	4,146.23	8,300.00	-4,153.77	49.96%	
Other Fund Expenses					
EXP.KIT.03 - Kitchen Exp	0.00	500.00	-500.00	0.0%	
EXP.MUS.03 - Music Program Exp	1,228.87	400.00	828.87	307.22%	7
EXP.SAC.03 - Social Action Exp	1,693.90	3,000.00	-1,306.10	56.46%	
Total Other Fund Expenses	2,922.77	3,900.00	-977.23	74.94%	
Payroll Expenses					
Minister Expenses					
PER.MIN.00 - MIN Housing	40,794.37	35,000.00	5,794.37	116.56%	
PER.MIN.01 - MIN Wages	52,369.58	60,000.00	-7,630.42	87.28%	
PER.MIN.02 - MIN UUA Pension	9,096.88	9,500.00	-403.12	95.76%	
PER.MIN.03 - in Lieu of FICA	5,562.08	7,267.00	-1,704.92	76.54%	
PER.MIN.04 - MIN Medical	4,626.39	3,149.00	1,477.39	146.92%	8
PER.MIN.05 - MIN Dental	360.00	0.00	360.00	100.0%	
PER.MIN.07 - MIN LTDLife Ins	1,684.80	1,714.00	-29.20	98.3%	
PER.MIN.08 - MIN Prof Exp	4,288.02	5,000.00	-711.98	85.76%	
PER.MIN.10 - Moving Expenses	4,691.34	5,000.00	-308.66	93.83%	
Total Minister Expenses	123,473.46	126,630.00	-3,156.54	97.51%	
DRE Expenses					
PER.DRE.01 - DRE Wages	56,608.62	56,787.00	-178.38	99.69%	
PER.DRE.02 - DRE UUA Pension	5,471.66	5,679.00	-207.34	96.35%	
PER.DRE.03 - ER Payoll Taxes	4,141.36	4,344.00	-202.64	95.34%	
PER.DRE.04 - DRE Medical	6,923.99	6,736.00	187.99	102.79%	
PER.DRE.07 - DRE LTDLife Ins	736.91	923.00	-186.09	79.84%	
PER.DRE.08 - DRE Prof Exp	1,702.80	2,500.00	-797.20	68.11%	
Total DRE Expenses	75,585.34	76,969.00	-1,383.66	98.2%	
Administrator Expenses					
PER.ADM.01 - ADM Wages	38,357.36	38,550.00	-192.64	99.5%	
PER.ADM.02 - ADM UUA Pension	3,730.86	3,855.00	-124.14	96.78%	
PER.ADM.03 - ER Payroll Taxes	3,039.60	2,949.00	90.60	103.07%	
PER.ADM.04 - ADM Medical	14,679.20	12,242.00	2,437.20	119.91%	8
PER.OFF.05 - Admin Dental	360.00				
PER.ADM.07 - ADM LTDLife Ins	546.60	651.00	-104.40	83.96%	
PER.ADM.08 - ADM Prof Exp	100.00	200.00	-100.00	50.0%	
Total Administrator Expenses	60,813.62	58,447.00	2,366.62	104.05%	
Music Program Expenses					
Choir Director					
PER.MUS.01 - Choir Dir Wages	23,811.90	22,200.00	1,611.90	107.26%	
PER.MUS.03 - ER Payroll Tax	1,765.60	1,698.00	67.60	103.98%	

The Unitarian Universalist Fellowship of San Dieguito
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PER.MUS.08 - Choir Dir Prof Exp	132.00	1,000.00	-868.00	13.2%	
Total Choir Director	25,709.50	24,898.00	811.50	103.26%	
Accompanist					
PER.MUS.11 - Accompanist Wages	10,882.37	10,691.00	191.37	101.79%	
Total Accompanist	10,882.37	10,691.00	191.37	101.79%	
Total Music Program Expenses	36,591.87	35,589.00	1,002.87	102.82%	
Site Support Staff Expenses					
PER.SIT.01 - Childcare	240.00	240.00	0.00	100.0%	
PER.SIT.02 - Custodian	6,110.00	7,000.00	-890.00	87.29%	
PER.SIT.03 - Site Caretaker	225.00	3,000.00	-2,775.00	7.5%	
PER.SIT.09 - Sound Technician	19,335.00	18,000.00	1,335.00	107.42%	
PER.SIT.11 - RE Staff	3,090.00	5,484.00	-2,394.00	56.35%	
PER.SIT.12 - ER Payroll Taxes	3,064.28	2,044.00	1,020.28	149.92%	9
Total Site Support Staff Expenses	32,064.28	35,768.00	-3,703.72	89.65%	
PER.MIS.01 - Worker's Comp Ins	2,406.00	1,923.00	483.00	125.12%	
PER.MIS.02 -Other Personnel Exp	629.63	500.00	129.63	125.93%	
Total Payroll Expenses	331,564.20	335,826.00	-4,261.80	98.73%	
Reserve Expense Accounts					
RES.EXP.01 - Buildings & Ground	0.00	5,000.00	-5,000.00	0.0%	
RES.EXP.02 - Appliance & Furnit	193.94	0.00	193.94	100.0%	
RES.EXP.03 - Audio Visual	0.00	1,000.00	-1,000.00	0.0%	
RES.EXP.04 - Ministr Sabbatical	0.00	3,000.00	-3,000.00	0.0%	
Total Reserve Expense Accounts	193.94	9,000.00	-8,806.06	2.16%	
Total Expense	413,612.20	437,626.00	-24,013.80	94.51%	
Net Ordinary Income	-6,353.17	-54,478.00	48,124.83	11.66%	
Other Income/Expense					
Other Income					
Covid Grants	47,067.00				10
Other Changes In Net Assets	11,000.00				11
Total Other Income	58,067.00				
Net Other Income	58,067.00				
Net Income	51,713.83	-54,478.00	106,191.83	-94.93%	

NOTES:

- 1) Net Assets released from Music C/O fund to cover overruns as planned in FY20-21 budget.
- 2) We collected \$27,636 more in pledges than we expected to
- 3) The -\$500 is due to a rental deposit return
- 4) Fees and income for Capital Campaign Fund and Endowment Fund - not General Fund
- 5) Overrun is due to having more credit card donations than we anticipated
- 6) Overrun is due to paying both our FY20-21 dues and the balance on our FY19-20 dues so we were reinstated as an Honor Congregation
- 7) Overrun covered by funds released from restriction (see note #1)
- 8) Overrun is due to the wrong number being used in the budget calculations
- 9) Overrun is due to not including PR taxes for the Accompanist in the budget

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of June 30, 2021

	<u>Jun 30, 21</u>	<u>Notes</u>
ASSETS		
Current Assets		
Checking/Savings		
Union Bank Chkg	268,710.89	
UUA Common Endowment Fund	122,990.08	
Vanguard Cap. Camp. x2001	815,145.88	
Vanguard Investment x6230		
Vanguard CDs	200,457.99	
Vanguard Money Market	469,503.29	
Vanguard VFSUX	302,148.05	
Vanguard Investment x6230 - Other	-952,931.82	1
Total Vanguard Investment x6230	<u>19,177.51</u>	
Total Checking/Savings	1,226,024.36	
Accounts Receivable		
Accounts Receivable	-30,565.63	2
Capital Campaign Pledges	250.11	
Total Accounts Receivable	<u>-30,315.52</u>	
Other Current Assets		
Undeposited Funds	2,604.01	
Total Other Current Assets	<u>2,604.01</u>	
Total Current Assets	1,198,312.85	
Fixed Assets		
OPS.SIT.08-Capital B&G Improve	244.74	
Total Fixed Assets	<u>244.74</u>	
TOTAL ASSETS	<u><u>1,198,557.59</u></u>	
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	-8,955.88	
Total Accounts Payable	<u>-8,955.88</u>	
Other Current Liabilities		
Bonus' Payable	206.28	
Direct Deposit Liabilities	-9,358.66	
Payroll Liabilities		
LIA.PER.01 - Payroll Taxes	572.04	
Medical Liability	-2,759.54	
UUA Pension Liability	1,828.79	
Payroll Liabilities - Other	60.00	
Total Payroll Liabilities	<u>-298.71</u>	
Reimbursed Expenses	1,017.00	
Total Other Current Liabilities	<u>-8,434.09</u>	
Total Current Liabilities	-17,389.97	3
Long Term Liabilities		
Solar Loans	22,790.16	4

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of June 30, 2021

	<u>Jun 30, 21</u>	<u>Notes</u>
Total Long Term Liabilities	22,790.16	
Total Liabilities	5,400.19	
Equity		
FND.SPG.01 - Spirit Grant Fund	0.00	
Permanent Restricted		
FND.PGE.01 - Endowment Fund	122,990.08	
Total Permanent Restricted	122,990.08	
Temp. Restricted		
Building Funds		
FND.CAP.01 - Capital Campaign		
FND.CAP.02-Cap Cam Donations	1,866,219.45	
FND.CAP.03-Cap Cam Expense	-1,017,768.31	
FND.CAP.01 - Capital Campaign - Other	10,282.01	
Total FND.CAP.01 - Capital Campaign	858,733.15	
Total Building Funds	858,733.15	
Committee Funds		
COM.ADL.04 - Adult Programs Fund	168.20	
COM.LIB.04 - Library Fund	782.72	
COM.MUS.04 - Choir/Music Fund	432.93	
COM.SAC.04 - SAC Fund		
Backpack Fund	164.59	
Helping our Neighbors	3,201.92	
Racial Justice	295.49	
UU the Vote	278.75	
COM.SAC.04 - SAC Fund - Other	23.14	
Total COM.SAC.04 - SAC Fund	3,963.89	
Total Committee Funds	5,347.74	
Other Funds		
FND.COF.02 - Coffee Fund	995.43	
FND.CON.02 - Concert Fund	3,072.47	
FND.DBN.02 - DeBenneville Pines	3,774.51	
FND.DRE.02 - DRE Discre. Fund	10,168.91	
FND.HFH.02 - Casas de Luz	80,273.43	
FND.MIN.02 - Min Discr Fund	27.61	
FND.MWL.02 - Memorial Wall Fund	14,839.63	
FND.REL.02 - RE Special Fund	150.00	
FND.YOU.02 - Youth RE Fund	3,786.36	
Total Other Funds	117,088.35	
Reserves		
RES.ADT.01 - Audit Reserve	6,000.00	7
RES.AFR.01 - Appliance & Furn	715.88	7
RES.BAG.01 - B&G Reserve	4,908.28	7
RES.GEN.01 - General Fund	6,692.25	7
RES.MSB.01 - Signing Bonus	6,196.46	
RES.SAB.01 - Ministr Sabbatical	455.96	

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of June 30, 2021

	Jun 30, 21	Notes
RES.SAB.02 - DRE Sabbatical	1,976.81	
RES.SND.01 - Audio Visual Res	9,540.12	7
Total Reserves	36,485.76	
Total Temp. Restricted	1,017,655.00	
Unrestricted Net Assets	36,218.38	5
Net Income	16,293.94	6
Total Equity	1,193,157.40	
TOTAL LIABILITIES & EQUITY	1,198,557.59	

NOTES

1) The -\$952,931.82 in Vanguard Account x6230 is due to moving funds out of this account and into the Vanguard Capital Campaign Fund Account x2001 and the UU Common Endowment Fund (UUCEF).

Vanguard Account x6230 is now simply a portal account where stock donations are received, sold, and then distributed to the appropriate account per the donor's instructions (checking account for the General Fund or Other Funds, Vanguard-x2001 for the Capital Campaign Fund, or UUCEF for the Endowment Fund).

2) The -\$30k in Accounts Receivable is due to prepaid pledges

3) Other negative "Current Liabilities" are also due to prepaids.

4) Although we incurred this Solar Loan Long Term Liability in 2018, it is being shown on the BS for the first time. This change is due to the Audit.

5) This \$36k in Unrestricted Net Assets is accumulated Net Income from FY18-19 and FY19-20.

6) Net Income for FY20-21 is \$16,294.

7) The Treasurer is proposing that we consolidate our Reserves into :

(1) Facilities Reserve (consolidate current RES.AFR.01, RES.BAG.01, and RES.SND.01)

(2) Operations Reserve (consolidate current RES.ADT.01 and RES.GEN.01)

(3) Minister Sabbatical Reserve (no change - same as RES.SAB.01)

(4) DRE Sabbatical Reserve (no change - same as RES.SAB.02)