

# **Minutes of UUFSD Board Meeting**

Wednesday, January 12, 2022 7:00 pm - 8:45 pm

LOCATION Zoom

## **Present:**

Liora Kian-Gutierrez, *President*

Brenda Post, *Vice-President*

Louise Lin Garrett, *Secretary*

Angie Knappenberger

Cathy Leach-Phillips

Liv Walsh

Chris Butler

## **Also Present:**

Rev. Jo Green, *Advisory non-voting member*

Sarah Miller, *Treasurer and Advisory non-voting member*

## **Absent:**

## **Lighting of Chalice & Chalice Reading**

## **Recitation of Board Covenant and Covenant of Right Relations**

## **ANNOUNCEMENTS**

DRE, Alison ALG McLeod, has resigned effective January 30, 2022.

Member Katherine Buffington has resigned effective immediately.

Sunday staffer Byrht Renfrow is now sufficiently trained as an AV technician that he will be able to substitute for Joe Cantrell if and when needed.

## **APPROVAL OF REPORTS**

**Board Meeting Minutes** from December 15, 2021 were approved pending a change in the statement regarding Chris Lehman's compensation as our interim Choir Director. The decision should read simply, "DECISION: All agreed to approve Chris Lehman as Interim Choir Director per proposed letter of agreement."

**DECISION: All agreed pending above change.**

## **Committee Reports**

Brenda Post suggested that to avoid confusion, we discuss each committee report as it appears on the List of Committee Reports. All agreed to follow that format in future. Angie Knappenberger observed that each board member is responsible for ensuring the committees they are liaison to submit reports at least 3 days before the Board meeting. The Board member is also responsible for pasting those reports into the Committee Reports file in the Board Meeting folder. Angie also observed that when board members paste their committee reports into the Committee Reports

File, it is appropriate to edit the reports to indicate who submitted the report, and to change pronouns as necessary. Formatting issues are dealt with when the official record is created.

### **Finance Committee**

Chris Butler reported that the committee met Tuesday to discuss concerns about the coming fiscal year (the Treasurer noted that we are in good shape for the *current* fiscal year). The Finance Committee is concerned that some generous donors are reported to be talking about reducing their donations for next fiscal year, and in general they seem to be “taking a step back” from the Fellowship. Sarah Miller reported that the Finance Committee also discussed creating a task force to reach out to members who might be stepping back and make an effort to re-engage them.

### **Katherine Buffington’s Resignation**

Chris Butler also brought up Katherine Buffington’s resignation letter. She particularly focused on finances and pledging.

**ACTION:** Rev. Jo will reach out to Katherine as her pastor. Brenda Post will inform Christie Turner of the resignation so that Christie can contact Katherine to do an exit interview.

### **Music Committee**

With the resignation of the Music Director, the Music Committee is stepping up to help choose and prepare music for Sunday Services. They are developing Policy and Procedure to codify their responsibilities (see draft P&P attached to this record). It was discussed that the themes of the Month are established way ahead of time, but not the exact topic of each service. To choose and prepare appropriately themed music, the Music Committee needs at least two weeks notice.

**ACTION:** Angie Knappenberger and Cathy Leach Philips to inform their respective committees that the Worship Committee will need to inform the Music Committee of the theme at least two weeks prior to the service.

### **Worship Committee**

There was some confusion about the purchase of the new AV equipment. There is money in the budget and Joe Cantrell is tasked with making the purchases, but there was confusion about how to advance the money to Joe Cantrell to make the purchases.

**ACTION:** Sarah Miller will coordinate with Joe Cantrell for the purchase of new AV equipment.

### **Kitchen**

There was a letter to the Board about the Kitchen not being in Right Relations with the use of paper products. That member was responded to. The use of paper products is a temporary thing related to our Infectious Disease Protocols. With Covid, handling and washing used cups and dishes is a safety concern and currently, Louise Lin Garrett, who is head of the kitchen, has no backup person who is also trained to do the job properly. Therefore, disposable paper products will continue to be used to ensure safety.

**DECISION:** No refreshments will be served until Covid levels are at acceptable levels for safety.

**RE Report:**

Angie Knappenburger expressed concerns about students participating in the RE program who are not registered in the program. Discussed who should be responsible for the registering of youth in the program: RE committee? RE teachers? RE Parents? Sunday greeters?

**ACTION:** Angie Knappenburger will ask the RE committee to provide a volunteer to join the greeter when we have in person services to ensure that all parents/guardians of children fill out a registration form on the spot. Have all parents either sign in or register at the Greeters' Table every time.

**GUN VIOLENCE PREVENTION EVENT, RENTAL FEES, AND WAIVERS**

UUFSD's Gun Violence Prevention leader, John Post, is asking the Board to approve waiving the 10% on profits (up to \$250 ) fee for the SD4GVP fundraiser our GVP group is sponsoring at the Fellowship on February 19, 2022. All involved are aware of our current Covid restrictions and requirements.

**DECISION:** All agreed to waive fund raising fees.

This led to a discussion about who should be making these decisions. Is this really the Board's responsibility? It was decided that in the future, the Stewardship Committee will be responsible for all decisions regarding rental fees, including having the authority to grant rental fee waivers. It was also noted that the current fees matrix is out of date and the rate for our AV specialist needs to be updated. Additionally, the relevant Policies and Procedures will have to be updated.

**DECISION:** The Stewardship Committee is now responsible for all decisions regarding site rental fees (not including long-term contracts). Livia Walsh, the Board Liaison to the Stewardship Committee, will inform the Stewardship Committee of this decision. The committee will be responsible for updating the fee matrix and the P&P.

**FEMA GRANT UPDATE**

Louise Lin Garrett gave a review of the FEMA Grants. Bids for the work are being accepted now.

**COMMITTEE LIAISONS UPDATE**

Chris Butler will be the new liaison to the Finance Committee

Livia Walsh will be the liaison to Membership, Social Justice, and Stewardship

Cathy Leach-Phillips will be the liaison to the Music Committee

Brenda Post will be the liaison to the Policies and Procedures

**COMMITTEE CHAIR APPROVAL**

Per our bylaws, it is the responsibility of the Board to appoint or approve all committee heads.

Livia Walsh and Irv Himelblau have volunteered to be the Co Chairs of the Social Justice Action Committee through June 30, 2022.

**DECISION:** All Agreed.

**BOARD RETREAT UPDATE**

The Board retreat is postponed until February 26, 2022. Location will likely be Liora's home.

## **BOARD GOAL #2 UPDATE**

Board Goal #2 is to “Re-new our community by implementing Dialogue Meetings with members by early December 2021 to allow an opportunity to dialogue about what matters to you, our members.” The original plan was for Brenda to lead this and the conversations to be in small, in person groups that would be facilitated by members of the Right Relations Committee. This plan is being revised. There was discussion about hiring Frank Willey, a practicing psychologist, retired minister, and a former interim minister at UUFSD, to lead these meetings. Angie Knappenburger stated that these meetings needed to be completed before the Pledge Drive in April as this could have an impact on the drive. Chris Butler observed that this kind of organizational change work takes longer and costs more than we think it will, and that things will get worse before they get better (i.e. some members will leave).

**ACTION:** Rev Jo Green will contact Frank Willey immediately. Rev Jo, Liora, Brenda, and Chris Butler will work together to bring a proposal including fees, objectives, structure, and agenda to the Board for evaluation ASAP.

## **BOARD GOAL #3 UPDATE**

Board Goal #3 is to “Establish a diverse and inclusive task force to define the current and future vision and scope for the Religious Education program at UUFSD.”

**ACTION:** Liora is assembling the task force to begin work immediately and will contact all RE families to participate.

## **BOARD GOAL #4 UPDATE**

Board Goal #4 is to “Ensure the safety and quality of worship services (mitigate COVID-19 impacts and continue to offer both in-person and online options for joining Sunday services).”

Brenda shared concern that there was a lack of clarity with our Covid protocols and asked if we needed to update our P&P 151 on Infectious Disease Protocols. After considerable discussion, we agreed that the P&P allows for considerable flexibility and that the Board would need to continue to make specific decisions about gatherings based on the conditions at any given time. Angie noted that the UUA policy regarding Covid protocols are presented as guidelines versus absolutes and acknowledges that each congregation should make decisions based on their particular situation, with vaccination rates being a significant factor. Since we have the ability to meet outdoors and have the requirements that all 5 years and older who come to our services are fully vaccinated and all those 2 and older wear masks, we agreed that we would resume meeting in-person on January 23, 2022, even though San Diego County is currently in the Severe transmission category. Services would continue to be live-streamed for those who chose not to attend in-person.

**DECISION:** We agreed that no food or drinks would be served until the transmission rate decreases significantly. We agreed that in case of rain or inclement weather that would prevent us from meeting in the amphitheater, the service participants would livestream the service from Founders' Hall and the audience would be virtual. In these cases, Rev Jo would notify the congregation at least one hour before the service. It was also decided that the choir should not sing inside until the transmission rate decreases significantly.

**ACTION:** Sarah Miller will teach Rev Jo how to use Breeze to send out a text blast to notify the congregation that we cannot meet in the amphitheater and therefore, congregants should participate only

virtually. Angie will prepare an email blast about our January 23rd re-opening and updated Covid protocol.

### **MINIMUM PLEDGE DISCUSSION**

Chris Butler asked whether the increased minimum pledge suggested by the Finance Committee could be voted on. Brenda Post observed that other congregations she contacted don't have a minimum pledge. They feel this helps encourage diversity in their congregations. Sarah Miller observed that this issue can't be considered in isolation, as it's tightly bound to many issues this congregation is dealing with and the Board is working to address..

**DECISION:** Agreed to put off voting on increasing the minimum pledge until the March Board Meeting, which will be after the listening sessions and before the pledge drive.

### **CONGREGATIONAL MEETING**

This meeting will be held on Sunday, January 30, 2022 in the amphitheater right after the service. The focus of this mid-year meeting is typically "The State of the Fellowship". The Board has to announce an agenda at least 2 weeks before the meeting.

**ACTION:** Liora will set the agenda and who will speak when with help from Sarah and Angie. Angie will contact Tracey to get the requisite information into the newsletter and order of service. She will also contact Wenda, who is the worship associate for the next service, to have her announce it from the pulpet.

### **BOARD MEETING ENDED 8:45 P.M.**

Next Board Meeting: Wednesday, February 2, 2022. Location TBD pending Covid status.

Notes taken by Louise Lin Garrett

Minutes prepared by Louise Lin Garrett

### **BOARD ACTIONS COMPLETED VIA GOOGLE POLL**

Since the last Board Meeting, eight Google Polls were put before the Board for a vote.

Five were to address short term logistical questions:

- Vote to suspend in-person services for 2 weeks due to rise in Covid cases (all agreed)
- Confirmation to attend the January Board Retreat (which then had to be rescheduled)
- Christmas Eve 2021 Location Approval (which had to be canceled due to staff Covid exposure)
- Change in Board Meeting Date for January (changed to the 2nd Wednesday)
- Topics for the Congregational Meeting (led to more discussion)

Three were matters for the record:

### **Proposed 2021 Holiday Bonus Allocations to Staff**

Traditionally at UUFS, the holiday staff bonus pool is allocated by a rubric that involves bonuses as a proportion of hours worked by all employees with fixed bonuses for contractors and some of the Sunday Staffers. This year, Covid and a variety of other factors were also considered. The Treasurer was asked to come up with a proposal on how to share the bonus pool amongst the staff, which was presented to the Board in this poll.

**DECISION: All agreed**

**Proposal to adopt a new Corporate Resolution for our Vanguard Investment Accounts**

Vanguard is where we invest our Capital Campaign Fund and where we receive stock donations. They require a document called a Corporate Resolution that informs them who is authorized by UUFSD to act on UUFSD's behalf with those accounts. Vanguard also requires a letter from the Board President certifying that the Corporate Resolution, as submitted, is approved by the Board.

Steve Rosen, who has long served as our Vanguard Account Manager, is stepping down from that role, so we need to update our Vanguard Corporate Resolution. The Finance Committee has proposed that Sarah Miller, John Sherman, and Caroline Demar be authorized by the Board of Directors to serve in this capacity. They are the ideal candidates, both because of the roles they fill at the Fellowship, and because they are also already authorized checking account signatories with Union Bank.

**DECISION: All agreed.**

**Request to approve proposed Policy and Procedure for the Music Committee**

While we have had a Music Committee in the past, there was no P&P for how they work. The current Music Committee is comprised of Jan Berlin, Chair, Alisa Guralnick and Cathy-Leach Phillips and they have drafted a P&P (see document appended to this record)

**DECISION: Needs more discussion.**

**APPENDED TO THIS OFFICIAL RECORD**

- Committee Reports
- Minister's Report
- DRE's Report
- Administrator's Report
- Financial Reports
  - Treasurer's Notes on 2021-12-31 Reports
  - 2021-12-31 Preliminary PL
  - 2021-12-31 Preliminary BS
- Proposed Music Committee P&P

## **UUFSD Committee Reports - January 2022**

### **Buildings and Grounds (Board Liaison - Louise Garrett)**

The Kitchen was Tented for termite extermination January 4, 2022. Everything in the Kitchen was bagged and either taken home with Louise Garrett or placed in Founders Hall for storage. Lisa Shaffer helped bag the supplies and materials in the Kitchen for tenting.

Ed Mlakar was at the site Saturday January 8, 2022 with Chris Butler, Louise Garrett, with Darren, Kellen, and Erilynn & added a few boards to the Amphitheater kiosks and south fence. Ed met the SDG&E rep to turn on the gas service after the fumigation tenting.

Darren, Kellen, and Erilynn cut many overgrown branches at the foot of the main staircase and parking lot to free-up a few parking spaces. Kellen, our youngest B&G member, hauled many wheelbarrows full of branches to the wood pile.

Chris Faller did some repair work on the kitchen building & Sandy Hill office in preparation for the stucco job.

Louise Garrett replaced the kitchen supplies after they were bagged for the fumigation tenting. The refrigerators and dishes are being cleaned and washed for use in the future.

### **Communications (Board Liaison - Liora Kian-Gutierrez)**

All systems are doing well. The January quarterly Magazine will be published the first week of January, and is looking like a really nice edition. There is quite a nice spread on several events that happened between October and January. The link to the quarterly magazine was sent to all.

Link: <https://uufsd.org/latest-dialogue-mag>

### **Design Review (Board Liaison - Cathy Leach-Phillips)**

No report this month.

### **Dream Builders (Board Liaison - Louise Garrett)**

Report from Chris Faller, Chair:

Ron Dumuth wrote to ask for help in re-launching the FEMA security grant program and to recruit UUFSD members to take the lead on project management and execution. He reports the following: Louise has offered to lead, and I hear from sources that Steve is open to taking a role as well. If you know of any others who may be able to work on the projects, please spread the word.

As for myself, my 'work life' prevents me from contributing much more than history and grant management at this juncture. I propose to organize a virtual meeting of the willing to help get the project off the ground and organized. Thereafter we can schedule regular meetings to support project execution. We'll need to identify contractors to price and bid on the sub-projects; and we'll need 2 or more bids from licensed contractors to submit to Cal OES for pre-approval.

The grant funds 100% of an approved direct budget of \$95,530. Cal Off. of Emer. Services manages the grant admin and funding. Cal OES has certain rigid procedures we can discuss when we meet. No co-funding is required from UUFSD. This grant is 'use it or lose it'. The grant closeout deadline is May 31 2022, meaning we need to complete our work prior to that date.

For orientation, attached are a few FEMA grant documents, which I am sending in hope that we can recruit a few project managers to help execute the campus security improvements in the remaining five

months of the grant life; at least as much as we can feasibly complete and submit to FEMA for reimbursement by the end of May 2022.

The approved projects consist of 7 physical infrastructure improvements; plus one Incident Response training and exercise intended to address active shooter, malevolent intruder, and distressed parent scenarios.

My Board update from October '21 summarizes the tasks and challenges we face in executing the projects in the context of 2 years of Covid, which resulted in our lack of progress.

Two budget matrices summarize the approved equipment and training elements. If we need to we can request rebudgeting from one category to another, although that process may be slow because of scarce Cal OES resources.

The projects include:

- a. ballistic film on doors and windows for main buildings and classrooms
- b. parking lot bollards to limit vehicle access to the pedestrian campus areas
- c. electronic building controls on four buildings (Founders, Palmer, Office, Sandy Hill Office)
- d. blast-resistant trash receptacles
- e. security/emergency kiosks at key locations, with cell links to 1st responders and PA to announce threats on campus and instruct occupants how to respond
- f. solar-powered, motion-activated pathway lighting
- g. solar-powered, motion-activated, wirelessly connected trail cameras for high risk areas such as classrooms and key building entrances.
- h. incident response training and exercise

The equipment projects are probably all achievable, with the exception of ballistic film on Founders and Palmer doors and windows. The Incident Training should be achievable.

#### **Finance Committee (Board Liaison - Sarah Miller)**

From John Sherman, Finance Committee Chair: Our FC report for the past month is about changes to our committee. Ron Demuth has resigned, as his outside work is taking increasingly more of his time, and Sarah, having completed her Board service, will no longer be Board liaison to FC. New members are Bob Kapell, a new UUFSD member with interest in financial matters, whom I've gotten to know from his joining our men's group, and Kathryn Sturch, who used to be on FC in years past, and whom I know from shared experiences on Stewardship and the Board. I've expressed my desire that Chris Butler become our new Board liaison, since I think he's a logical choice as former committee chair and member. Sarah is assuming responsibility, from Steve Rosen, for our Vanguard account, which should simplify that process.

#### **Kitchen (Board Liaison - Louise Garrett)**

The Kitchen building was tented for termite fumming on January 4, 2022. The Kitchen has been cleared of all foods and materials that could possibly be affected by the insecticide. Lisa Shaffer helped bag, throw out unusable foods and materials and store the foods and supplies in Flinders Hall. On January 8, 2022, I was at the Fellowship to clean and put foods and materials back in the Kitchen. I will also be at the Fellowship, the coming week to wash all the dishes, cooking utensils and cutlery.

The Dream Builders are working to prepare the building for stocco and remodeling.

#### **Leadership Development (Board Liaison - Brenda Post)**

Nothing to report at this time. No meetings planned. Committee on hiatus.

**Library (Board Liaison - Cathy Leach-Phillips)**

No report this month.

**Membership (Board Liaison - Liora Kian-Gutierrez)**

UUFSD welcomed three new members this past month and expect to possibly have 6-8 new members in February.

**Music (Board Liaison - Brenda Post)**

The Music Committee met January 6th to welcome Chris Lehman as the Interim Music Director and start to work on plans for upcoming services. Lots of concern and discussion about COVID protocols and lack of clarity for current circumstances. They would like at least two weeks' notice when a change is made to the type of service. Board Liaison explained P&P protocol that shutting down is an immediate decision but reopening requires at least two weeks' notice. Next in-person outdoor service anticipated to be 1/23.

- Question: Can the choir rehearse indoors during our current SEVERE or VERY HIGH COVID conditions? Board needs to decide.
- Question: Who communicates if services outside need to be moved indoors for rain/cold and all congregants need to stay home (once back to in-person outdoor services)? Is that even still an option once we open for outdoor services?
- Comment: The Board should be responsible for taking complaints from congregants about the location of services when moved indoors (not the staff who is working hard to deliver the service)

The Committee and Music Director would like more timely information about service themes in order to prepare music. At least two weeks' notice of theme. This has been a problem in the past and there is no information available for upcoming services.

Chris will be helping the service on 1/9 but is away for the service on 1/16. Chris's first choir rehearsal will be 1/23 after services. Since both services are now remote, the music committee is considering what exists or could be prepared as recordings. They also need to know what recordings exist to use and have reached out to Joe to find out as the committee does not have that information. New recordings will need to be made for pieces featuring Marshall and Jill Ballard - the committee would like current members to be featured. The Committee wrote a P&P for how they work and that has been submitted to the board for approval prior to this meeting.

**Nominating Committee (Board Liaison - Angie Knappenberger)**

Gave excellent presentation to the Board at 12-15-2021 meeting regarding candidates recommendations to fill vacant Board positions. Continue to be very open to any suggestions as to how to improve the vetting process.

**Planned Giving/Endowment (Board Liaison - Angie Knappenberger)**

No new members have joined the Legacy Society. Mark Tuller, Chair, personally encouraged all Board members to consider joining at our Nov 3, 2021 meeting.

**Pastoral Care (Board Liaison - Rev Jo)**

No report this month.

**Personnel (Board Liaison - Liora Kian-Gutierrez)**

Signed a contract with Chris Lehman as Music Director until June, 2022

**Policies and Procedures (Board Liaison - Cathy Leach-Phillips)**

No report this month.

**Religious Education (Board Liaison - Angie Knappenberger)**

The RE Committee has not met since the fall. The RE Committee consists of 4 RE teachers and Courtney Huber, an RE parent. I hope to work with Alison and the RE teachers so that they have a list, independent of mine, for the children we have verified to be vaccinated.

**Right Relations (Board Liaison - Brenda Post)**

The team is concerned about the congregational conflict that has resulted in member feedback and resignations. Christie has referred a consultant, Frank Willey, as a possible consultant and resource for healing the congregation to Rev. Jo. The team will meet in January. Still working to finalize the exit interview structure. Note: this does NOT include exit interviews of UUFSD staff.

**Social Justice Action (Board Liaison - Angie Knappenberger)**

Board is asked to approve Irv Himelblau and Livia Walsh as acting co-chairs through June 2022.

**RJTF** plans to do Generosity Sunday February 6, 2022 and is researching local organizations.

**Climate Action** has about a dozen people regularly attend the monthly meetings. Anticipate one climate call to action per month with promotion of and education about that action in both the newsletter and the Quarterly Magazine. The 1st call to action will be regarding community choice energy (CCE) and encouraging members to opt into receiving their electricity from 100% renewable energy sources. Ted Foster is heading up that effort. Members will be hearing about this soon.

**HON:** Still attempting to restart Fill-a-Belly dinners at Cottonwood park, Encinitas but main obstacle is finding a coordinator for each week; MaryAnne Trause is coordinating Interfaith Overnight Shelter with St James for the week of 1/30-2/6/2022; raised over \$1400 to support the 3 refugee families we are supporting who have been in crisis due to lack of work and inability to pay rent and buy food; Livia Walsh's meditation group provided approximately \$1500 of funding in 2021 to support HON activities. Generosity Sunday for Humanity Laundry by Oscarim on 11/21/2021 raised close to \$1000.

**GVP:** John Post is coordinating a fundraising event (Survivors Empowered) with SD4GVP to be held in Founders' Hall on Feb 19, 2022 and is asking the Board to waive the 10% fee (up to \$250) on revenues from the event. UUFSD was well represented at the Sandy Hook vigil at Mission Bay on 12/12/2021 with approximately 20 people attending.

**Stewardship (Board Liaison - Sarah Miller)**

From Rich Macdonald, Stewardship Chair: Betsy and I are working on the Auction donations. So far we have 39 items for a total of \$10,700 if everything is sold (typically we sell only 2/3 or so of the items). Because we need double the donations to reach our target, and because the lockdown continues to hamper our in-person requests, we have postponed the auction from January 23 to February 20. It will be online only, but hopefully with a few Sundays in the core area where we can help people bid online. There will

be no party with a live auctioneer due to covid and lack of volunteers. Any help from the Board with advertising or donation solicitation would be welcome, especially solicitation from businesses.

**Worship (Board Liaison - Angie Knappenberger)**

Services on 1/9/2022 and 1/16/2022 will be virtual only due to Covid spike from Omicron.

Ushers: I am now coordinating. SignUp Genius Up is up and running. When I reached out to update the list, many people asked to be removed. There are now 15 people on the list but only about ½ are responding to the signup requests.

Attendance: The period of 11/14 - 12/19 was very similar to the previous month. Attendance ranged from 84 - 149 (compared with 96-126) with the same average of 108. Breakdown of in person remains steady at 63% vs zoom/youtube @ 47%. Attendance dropped off sharply for 12/26/2021 (87) and 1/2/2022 (81) being only virtual.

Goal #4: Awaiting response from Joe Cantrell as to the status of ordering the new equipment approved at our 12/15/2021 Board meeting.

## Minister's Report - December 2021

Happy New Year! As I write this report regarding the last month of 2021, it is already the new year. Once again we had to make the decision to go virtually in our services and meetings and I have to say, I am so grateful for the grace in which everyone pivoted with this decision. It is frustrating, it is uncomfortable and it is inconvenient to say the least. I have so much faith though that we will overcome this pandemic and be able once again on a long term basis to be in person and share ourselves in community.

December to say the least is always a busy month. With the added events of holidays like Hanukkah, Solstice, Christmas and Kwanzaa, everyone becomes even more busy than usual. I still attended 31 meetings, events and vigils this month even after taking 3 days of study leave. We held our last Staff meeting in person at my home to give a final farewell to Marshall, our beloved Music Director that so many are going to miss. We have begun the process however to fill this position and at the end of the month I welcomed, by phone, our Interim Music Director, Christine Lehman! Hopefully next month at some point we can meet each other in person! She is a welcomed addition to our staff, even on a temporary basis.

Worship was very active this month! The Tibetan Monks were here the first week and created a sand mandala that was so very well received in the community. They participated in our first Sunday service in December and we all accompanied them to the Dissolution Ceremony and also to the Closing Ceremony at the beach. We also were able to hold a Music Sunday before we had to quarantine again and that was so lovely to see and hear in person in the amphitheater. It broke my heart to have to cancel Christmas Eve service, as one of our staff contracted Covid and those who attended Music Sunday in person were strongly urged to get tested. I myself sat in my car on Christmas Day in a three hour line to finally get my test and luckily it came out negative. We are again virtual with our worship services until at least the middle of January.

I had 5 pastoral care visits or phone calls this month. Our committee met in spite of the busy holidays and we are planning a retreat for January. I made 4 calls to members to wish them a happy anniversary as they had joined on certain days in December and actually reached two of them to speak in person! Most often I am leaving voicemails, but it is good to show appreciation for their participation in this congregation.

I attended the 8<sup>th</sup> Principle webinar that Paula Cole Jones holds each month and this month she had Dr. Mtan Gulizi Sanyika speak and he was very powerful in his message. I attended the Opening Ceremony with the monks, the Dissolution and the Beach ceremonies and was grateful to be honored with a certificate from them. I also attended the Gun Violence Prevention vigil in Mission Bay and was thrilled to see how many of our congregation attended. It seemed like close to 20 were there. John Post who organized it would know more accurately. I attended the last Indigenous Peoples class and we are in the process of looking at how to proceed. To fill my need for a Christmas Eve service, I attended the Palomar congregation's Zoom service and it was wonderful to see a couple of our congregants there as well.

I also received an invitation from the Community Engagement Coordinator at the Institute of Contemporary Art in San Diego, formerly the Lux, to offer us a free tour. I met with her and she gave me a private tour of the 2 exhibits currently there which involve climate change. I contacted our Climate Action Task Force and Linda Charles has volunteered to be the liaison with Carla the Coordinator to have members visit as the day they are looking to tour, I have a commitment already. This could be very inspirational for our Task Force and motivational for other members to join in.

In spite of the virus, I feel our congregation is moving forward. We are still doing the work that needs to be done and soon we will have the opportunity to do even more.

Thank you for this community, and Happy New Year!

Gratefully,

Rev Jo

## RE Report (Alison)

**RE Board Report Dec 21-Jan 12** - This report includes November statistics but DRE did not submit formal report for November Attendance

Here is direct access to the spreadsheet of attendance and classes at UUFSD:

[https://docs.google.com/spreadsheets/d/18nNkE\\_gCiinp13wt-6RyCOToQTFvro\\_tFLt81-HN4M/edit?usp=sharing](https://docs.google.com/spreadsheets/d/18nNkE_gCiinp13wt-6RyCOToQTFvro_tFLt81-HN4M/edit?usp=sharing)

- There is one day that is missing from the data, which is December 19 and that was my one Sunday off a month. I have gotten the information from the Childcare workers, just not the rest of the teachers. I am endeavoring to do that soon.
- So far we have 32 registered children and youth. There are 3 households that have not been registered who are coming to classes. All of those households have been online not in person.
- I need to continue to work with the greeters and make sure that they have Registration sheets. There have been some visitors with youth that have not done registration papers for and the youth did not go to classes, so I don't have any contact information from them. So that will be something that I will be working on.
- I talked with Betsy Gilpin about the importance of registering children for classes.
- I have been working to keep RE program costs down and have been combining classes and not filling my assistant role. That will help with the general budget numbers.

**Pastoral Care Hours this report period: 38**

### Holiday Party for Young Adults

I have been working very closely with the 18-27 age group over the time of the pandemic. It has been successful and we are still adding new people to the group who are reaching back out having finished college and needing some spiritual direction and support from peers. I hosted a party for them at my house in mid December.

### UU World Magazine

I was interviewed by Kat McKim who is a freelance writer for the UU World. She had heard that I was doing “innovative” things with RE during the pandemic and is doing a story about this. I know she talked with other Religious Educators around the country, but she did ask me for pictures of some of our offerings. I, of course, complied with the request and I am guessing that there will be an article out in the next UU World that mentions our program.

The UU World published the 2021 Statement of Conscience entitled “Undoing White Supremacy: A Call to Prophetic Action.” I co-authored this statement with my co-chair, Rev. Pippin Whitaker. We are very proud of the work that we did for the Association. It is on page 10 of the publication.



## Administrator's Report (Tracey via Liora Kian-Gutierrez)

### ADMINISTRATOR'S REPORT TO THE BOARD – JANUARY 2022

#### MEMBERSHIP STATISTICS

Total number of members: 201  
Members emeritus: 4  
Pledging friends: 14  
Friends: 33

1/5/2022 - Total of members, members emeritus, pledging friends and friends: 253

#### SUNDAY ATTENDANCE

Date	10:00am in person	10:00am Zoom	10:00am YouTube	Total
12/12/2021	49	18	11	78
12/19/2021	57	22	17	96
12/26/2021	Virtual Only	37	50	87
1/2/2022	Virtual Only	60	21	81

#### REMOTE WORK

Remote work continues with no issues. Still going into work on Tuesday mornings to help with bookkeeping and Friday mornings to print the OOS. Other times as needed (meeting with renters, etc.)

#### MEMBERSHIP CHANGES

No membership changes have been reported to me in the last 30 days.

#### WORSHIP ITEMS

Services continue to fluctuate between in-person and on-line and our Worship Committee, along with our staff, are doing an outstanding job of keeping the Fellowship updated and turning out high quality worship services during a very difficult time.

Respectfully submitted,

Tracey Weiss, Congregational Administrator

## Treasurer's Notes Accompanying the 2021-12-31 Preliminary Financial Reports

Sarah Miller, UUFSD Treasurer

### P&L and BS DISCUSSION

We are still working out the rubber-hits-the-road details in implementing the full-on Fund Accounting for all two dozen our "Other Funds", ie those funds that are not the General Fund and that are either temporarily or permanently restricted. To sort this out, another couple of sessions have been scheduled with our CPA Consultant, Jane Gilpin. Additionally, the UU Common Endowment Fund (UUCEF) December reports are not yet available. Because of those considerations, the 2nd Quarter Reports being submitted today should be considered preliminary.

A review of the 12/31/21 Profit and Loss report shows a few budget anomalies. Preliminary resolution of those anomalies is as follows:

Several accounts were under budgeted, mostly due to unexpectedly high increase in costs.

- *OPS.OFF.04 - Online Subscriptions*. Extrapolating, end of year overrun will likely be ~\$1000
- *PER.MIN.04 - MIN Medical*. Extrapolating, end of year overrun will likely be ~\$1000
- *PER.DRE.07 - DRE LTDLife Insurance*. Extrapolating, end of year overrun will likely be ~\$400
- *PER.ADM.07 - ADM LTDLife Insurance*. Extrapolating, end of year overrun will likely be ~\$300

In the following accounts, spending is running ahead of schedule and I need to find out why that is.:

- *PER.MIN.03 - in Lieu of FICA*
- *PER.SIT.03 - Set Up Crew*
- *PER.SIT.12 - ER Payroll Taxes*

Additionally, there have been not Child Care Hours booked this fiscal year. I need to find out why that is.

### **A couple of programs were knowingly underbudgeted and their spending needs to be addressed:**

**The Worship Committee** has \$3k budgeted and has already spent \$2k. At current rate of spending, that account will be over budget by about \$1000 by the end of the year. There is no reserve fund associated with the Worship Committee.

**The Music Program** has \$1k budgeted for this year and has already spent \$960. This program is therefore basically is out of budget for the year. The Music Program c/o Fund stands at \$433.

### MISCELLANEOUS

A series of a dozen virtual cottage meetings to bring members up to date on our finances led by Sarah Miller and supported by Angie Knappenberger and other Board Members, was completed just before the holidays. We had 94 UUFSD members attend, representing 47 % of our membership, and the meetings were very well received. The insights collected from those discussions will be shared at the January Congregational Meeting.

FEMA CalOES Safety Grant project is underway again after a Covid hiatus. This needs to be completed before the end of this fiscal year. Ron Demuth is in charge with support from Chris Faller, Sarah Miller, Louise Garrett, and Steve Bartram. It is not clear how much can be accomplished in this time span, and it may be that we choose or even have to re-apply for this grant so that we can have more time to implement the agreed-upon projects.

The paperwork to replace Steve Rosen with Sarah Miller as the person authorized to access our Vanguard accounts online has been received by Vanguard. Therefore, this switch in responsibilities should soon be completed.

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

	Jul 2021 - Dec 2021	Annual Budget	\$ Over Budget	50% of Year % of Budget	Notes
Ordinary Income/Expense					
Income					
Net Assets Released from Restriction	1,000.00				1
Revenues					
Pledges					
REV.PLG.01 - Pledge Income	210,004.12	334,400.00	-124,395.88	62.8%	
Total Pledges	210,004.12	334,400.00	-124,395.88	62.8%	
Site Rental					
REV.SIT.01 - Sandy Hill	23,325.00	48,000.00	-24,675.00	48.59%	
REV.SIT.02 - Special Event	1,190.00	1,000.00	190.00	119.0%	2
REV.SIT.03 - Other	840.00	0.00	840.00	100.0%	2
Total Site Rental	25,355.00	49,000.00	-23,645.00	51.75%	
Fundraising					
REV.AUC.01 - Auction	270.00	18,000.00	-17,730.00	1.5%	
REV.FDR.02 - Other	1,750.25	3,000.00	-1,249.75	58.34%	3
Total Fundraising	2,020.25	21,000.00	-18,979.75	9.62%	
Contributions to General Fund					
REV.SUN.01 - Sunday Collection	4,685.40	10,000.00	-5,314.60	46.85%	
REV.MIS.01 - Scripp Sales	201.85	300.00	-98.15	67.28%	
REV.MIS.02 - Other	1,125.20	15,000.00	-13,874.80	7.5%	
Total Contributions to General Fund	6,012.45	25,300.00	-19,287.55	23.77%	
Contributions to RE Program					
REV.REL.02 - COA/OWL	1,000.00	0.00	1,000.00	100.0%	
Total Contributions to RE Program	1,000.00	0.00	1,000.00	100.0%	
Total Contributions to General Fund	244,391.82	429,700.00	-185,308.18	56.88%	4
Contributions to Other Funds					
REV.PGE.01 - Endowment Fund	22,931.00				
REV.CAP.01 - Capital Camp Fund	64,031.00				
REV.CDL.01 - Casas de Luz	10,702.35				
REV.DBN.01 - DeBenneville Fund	500.00				
REV.DRE.01 - DRE Discretionary Fund	4,180.00				
REV.SPC.01 - Special Collection	11,281.89				
REV.KIT.01 - Kitchen/Coffee Fund	9.00				
REV.LIB.01 - Library Fund	78.00				
REV.MUS.01 - Music Fund	400.00				
REV.SAC.01 - Social Action Fund	865.00				
Total Contributions to Other Funds	114,978.24				5
Total Revenues	359,370.06				5
Total Income	360,370.06				5
Gross Profit	360,370.06				5
Expense					
Operations Expenses					
Office					
OPS.OFF.01 - Postage	127.75	800.00	-672.25	15.97%	
OPS.OFF.02 - Office Supplies	434.39	2,000.00	-1,565.61	21.72%	
OPS.OFF.03 - Copier	3,715.47	7,000.00	-3,284.53	53.08%	
OPS.OFF.04 - Online Subscriptions	1,410.05	1,500.00	-89.95	94.0%	6
OPS.OFF.05 - Phone & Internet	1,503.40	2,900.00	-1,396.60	51.84%	
OPS.OFF.06 - Adm Mileage Exp	52.64	200.00	-147.36	26.32%	
OPS.OFF.07 - Other Expenses	0.00	450.00	-450.00	0.0%	
Total Office	7,243.70	14,850.00	-7,606.30	48.78%	
Finance					
OPS.FIN.01 - Accounting Fees	4,078.00	9,000.00	-4,922.00	45.31%	
OPS.FIN.02 - Credit Card Fees	646.95	2,000.00	-1,353.05	32.35%	
OPS.FIN.03 - Bank Fees	43.23	0.00	43.23	100.0%	
OPS.FIN.04 - Other Expenses	340.00	1,000.00	-660.00	34.0%	

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

	Jul 2021 - Dec 2021	Annual Budget	\$ Over Budget	50% of Year % of Budget	Notes
<b>Total Finance</b>	5,108.18	12,000.00	-6,891.82	42.57%	
<b>Site</b>					
OPS.SIT.01 - Property Insurance	-135.00	4,621.00	-4,756.00	-2.92%	
OPS.SIT.02 - Real Estate Taxes	2,032.77	4,066.00	-2,033.23	49.99%	
OPS.SIT.03 - Gas & Electric	-296.97	120.00	-416.97	-247.48%	7
OPS.SIT.04 - Water	1,514.01	3,500.00	-1,985.99	43.26%	
OPS.SIT.06 - AV Maintenance	804.35				8
OPS.SIT.07 - B&G Maintenance	5,559.95	8,000.00	-2,440.05	69.5%	9
<b>Total Site</b>	<u>9,479.11</u>	<u>20,307.00</u>	<u>-10,827.89</u>	<u>46.68%</u>	
<b>Total Operations Expenses</b>	21,830.99	47,157.00	-25,326.01	46.29%	
<b>Denomination Expenses</b>					
OPS.DEN.01 - UUA Dues	0.00	13,336.00	-13,336.00	0.0%	
<b>Total Denomination Expenses</b>	0.00	13,336.00	-13,336.00	0.0%	
<b>RE Expenses</b>					
COM.OWL.03 - COA/OWL Exp	0.00	200.00	-200.00	0.0%	
COM.REL.03 - RE Program Exp	84.61	1,000.00	-915.39	8.46%	
<b>Total RE Expenses</b>	84.61	1,200.00	-1,115.39	7.05%	
<b>Committee Expenses</b>					
COM.BRD.03 - Board Exp	182.05	200.00	-17.95	91.03%	
COM.CMN.03 - Communcations Exp	20.00	200.00	-180.00	10.0%	
COM.FND.03 - Fundraising Exp	0.00	200.00	-200.00	0.0%	
COM.MEM.03 - Membership Exp	0.00	200.00	-200.00	0.0%	
COM.PCC.03 - Pastoral Care Exp	0.00	200.00	-200.00	0.0%	
COM.PGC.03 - Planned Giving Exp	0.00	200.00	-200.00	0.0%	
COM.RRL.03 - Right Relations Exp	0.00	1,000.00	-1,000.00	0.0%	
COM.SUN.03 - Worship Exp	2,017.06	3,000.00	-982.94	67.24%	10
<b>Total Committee Expenses</b>	2,219.11	5,200.00	-2,980.89	42.68%	
<b>Other Fund Expenses</b>					
EXP.CAP.03 - Cap Campaign Exp	4,547.45				
EXP.CDL.03 - Casas de Luz Exp	3,380.34				
EXP.CON.03 - Concert Exp	13.86				
EXP.DRE.03 - DRE Disc. Exp	2,591.98				
EXP.KIT.03 - Kitchen Exp	260.16	1,000.00	-739.84	26.02%	
EXP.MUS.03 - Music Program Exp	959.19	1,000.00	-40.81	95.92%	11
EXP.MWL.03 - Memorial Wall Exp	228.37				
EXP.PGE.03 - Planned Giving Exp	5,070.00				
EXP.SAC.03 - Social Action Exp	1,500.48	1,000.00	500.48	150.05%	
EXP.SPC.03 - Special Collections Exp	9,911.51				
<b>Total Other Fund Expenses</b>	28,463.34	3,000.00	25,463.34	948.78%	
<b>Payroll Expenses</b>					
<b>Minister Expenses</b>					
PER.MIN.00 - MIN Housing	23,543.52	40,000.00	-16,456.48	58.86%	
PER.MIN.01 - MIN Wages	28,260.51	55,000.00	-26,739.49	51.38%	
PER.MIN.02 - MIN UUA Pension	5,323.24	9,500.00	-4,176.76	56.03%	
PER.MIN.03 - in Lieu of FICA	5,527.97	7,268.00	-1,740.03	76.06%	12
PER.MIN.04 - MIN Medical	3,001.90	4,500.00	-1,498.10	66.71%	13
PER.MIN.07 - MIN LTDLife Ins	856.92	2,025.00	-1,168.08	42.32%	
PER.MIN.08 - MIN Prof Exp	3,088.56	8,500.00	-5,411.44	36.34%	
<b>Total Minister Expenses</b>	69,602.62	126,793.00	-57,190.38	54.9%	
<b>DRE Expenses</b>					
PER.DRE.01 - DRE Wages	30,946.62	57,525.00	-26,578.38	53.8%	
PER.DRE.02 - DRE UUA Pension	3,057.74	5,753.00	-2,695.26	53.15%	
PER.DRE.03 - ER Payoll Taxes	1,799.00	4,401.00	-2,602.00	40.88%	
PER.DRE.04 - DRE Medical	3,462.96	10,149.00	-6,686.04	34.12%	
PER.DRE.07 - DRE LTDLife Ins	591.06	692.00	-100.94	85.41%	14
PER.DRE.08 - DRE Prof Exp	203.53	2,500.00	-2,296.47	8.14%	
<b>Total DRE Expenses</b>	40,060.91	81,020.00	-40,959.09	49.45%	

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

	Jul 2021 - Dec 2021	Annual Budget	\$ Over Budget	50% of Year % of Budget	Notes
<b>Administrator Expenses</b>					
PER.ADM.01 - ADM Wages	21,011.20	39,051.00	-18,039.80	53.81%	
PER.ADM.02 - ADM UUA Pension	2,075.64	3,905.00	-1,829.36	53.15%	
PER.ADM.03 - ER Payroll Taxes	1,288.19	2,987.00	-1,698.81	43.13%	
PER.ADM.04 - ADM Medical	6,025.50	12,675.00	-6,649.50	47.54%	
PER.ADM.07 - ADM LTDLife Ins	401.16	488.00	-86.84	82.21%	14
PER.ADM.08 - ADM Prof Exp	0.00	200.00	-200.00	0.0%	
<b>Total Administrator Expenses</b>	<b>30,801.69</b>	<b>59,306.00</b>	<b>-28,504.31</b>	<b>51.94%</b>	
<b>Music Program Expenses</b>					
<b>Choir Director</b>					
PER.MUS.01 - Choir Dir Wages	12,109.96	22,540.00	-10,430.04	53.73%	
PER.MUS.03 - ER Payroll Tax	727.45	1,724.00	-996.55	42.2%	
PER.MUS.08 - Choir Dir Prof Exp	0.00	1,000.00	-1,000.00	0.0%	
<b>Total Choir Director</b>	<b>12,837.41</b>	<b>25,264.00</b>	<b>-12,426.59</b>	<b>50.81%</b>	
<b>Accompanist</b>					
PER.MUS.11 - Accompanist Wages	5,826.21	10,830.00	-5,003.79	53.8%	
PER.MUS.12 - Accompanist PR Tax	445.71	828.00	-382.29	53.83%	
<b>Total Accompanist</b>	<b>6,271.92</b>	<b>11,658.00</b>	<b>-5,386.08</b>	<b>53.8%</b>	
<b>Total Music Program Expenses</b>	<b>19,109.33</b>	<b>36,922.00</b>	<b>-17,812.67</b>	<b>51.76%</b>	
<b>Site Support Staff Expenses</b>					
PER.SIT.01 - Childcare	0.00	6,000.00	-6,000.00	0.0%	15
PER.SIT.02 - Custodian	3,055.00	7,000.00	-3,945.00	43.64%	
PER.SIT.03 - Set Up Crew	2,988.75	4,680.00	-1,691.25	63.86%	16
PER.SIT.09 - Sound Technician	8,685.00	19,000.00	-10,315.00	45.71%	
PER.SIT.11 - RE Staff	2,985.00	5,670.00	-2,685.00	52.65%	
PER.SIT.12 - ER Payroll Taxes	2,438.12	2,704.00	-265.88	90.17%	17
<b>Total Site Support Staff Expenses</b>	<b>20,151.87</b>	<b>45,054.00</b>	<b>-24,902.13</b>	<b>44.73%</b>	
PER.MIS.01 - Worker's Comp Ins	1,528.00	2,250.00	-722.00	67.91%	
PER.MIS.02 - Other Personnel Exp	161.00	630.00	-469.00	25.56%	
Payroll Expenses - Other	52.50				18
<b>Total Payroll Expenses</b>	<b>181,467.92</b>	<b>351,975.00</b>	<b>-170,507.08</b>	<b>51.56%</b>	
<b>Total General Fund Expenses</b>	<b>206,103.35</b>	<b>421,868.00</b>	<b>-187,802.03</b>	<b>55.48%</b>	19
<b>Total Expense</b>	<b>234,065.97</b>	<b>421,868.00</b>	<b>-187,802.03</b>	<b>55.48%</b>	
<b>Net Ordinary Income</b>	<b>126,304.09</b>	<b>-421,868.00</b>	<b>548,172.09</b>	<b>-29.94%</b>	
<b>Net Income</b>	<b>126,304.09</b>	<b>-421,868.00</b>	<b>548,172.09</b>	<b>-29.94%</b>	
<b>Total Income - General Fund Only</b>	<b>\$244,391.82</b>	<b>429,700.00</b>	<b>-185,308.18</b>	<b>56.88%</b>	20
<b>Total Expenses - General Fund Only</b>	<b>\$206,103.35</b>	<b>421,868.00</b>	<b>-187,802.03</b>	<b>55.48%</b>	20
<b>Net Income - General Fund Only</b>	<b>\$38,288.47</b>				20

PLEASE SEE EXPLANATION OF NOTES ON NEXT PAGE

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

Jul 2021 - Dec 2021	Annual Budget	\$ Over Budget	50% of Year % of Budget	Notes
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**NOTES**

- 1) \$1000 released from Kitchen C/O Fund to pay for Kitchen supplies as per budget
- 2) We've had 6 paying events this fiscal year and 4 site use donations.
- 3) Art Fair Income
- 4) In order to look just at the General Fund Revenues, this line was added by hand.
- 5) In this report, Total Revenues, Total Income, and Gross Profit includes all income to all funds. Therefore these numbers are not relevant to the Annual Budget calculations and so not included in this report.
- 6) The overrun in the "OPS.OFF.04 - Online Subscriptions" Account is due to not budgeting enough for online subscription services. By the end of the year we will likely spend an additional \$1000 on these services.
- 7) We are getting income from SDG&E so this "expense" is becoming a revenue.
- 8) OPS.SIT.06 - AV Maintenance was not budgeted for, but is where we're tracking our AV upgrades. Income to cover these upgrades is from special collections.
- 9) Spending in "OPS.SIT.07 - B&G Maintenance" is ahead of schedule, which is not unexpected. If there are any overruns later in the year, they will be covered by the reserves in the Facilities Repair and Replacement Reserve.
- 10) Spending in "COM.SUN.03 - Worship Expenses" is running ahead of schedule. At current burn rate, we will run out of budgeted funds in March. This will need to be addressed.
- 11) Spending in "EXP.MUS.03 - Music Program Expenses" has already used most of what was budgeted. As discussed when this budget was approved, a share the plate event should probably be planned to supply the needed funds for the second half of this year.
- 12) Spending in "PER.MIN.03 - in Lieu of FICA" is running ahead of schedule. This needs looking into.
- 13) Spending in "PER.MIN.04 - MIN Medical" is running ahead of schedule. Part of this is we pay these expenses in advance, but part is that costs went up more this year than anticipated and this account is under budgeted. There will likely be a small overrun by the end of the year.
- 14) Spending in "PER.DRE.07 - DRE LTDLife Ins" and "PER.ADM.07 - ADM LTDLife Ins" is running ahead of schedule. This is mostly due to costs going up more this year than anticipated and so these accounts are under budgeted. There will likely be a small overrun by the end of the year.
- 15) There have been not Child Care Hours booked this fiscal year. This needs looking into.
- 16) Spending in "PER.SIT.03 - Set Up Crew" is running ahead of schedule. This needs looking into.
- 17) Spending in "PER.SIT.12 - ER Payroll Taxes" is running ahead of schedule. This needs looking into.
- 18) These are Direct Deposit Fees.
- 19) In order to look just at the General Fund Expenses, this line was added by hand.
- 20) In order to look just at the General Fund status, these lines were added by hand.

The Unitarian Universalist Fellowship of San Dieguito

Balance Sheet

As of December 31, 2021

	<u>Dec 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Union Bank Chkg	359,098.14
UU Common Endowment Fund	136,107.77
Vanguard x2001-Capital Campaign	811,773.45
Vanguard x6230	19,173.95
<b>Total Checking/Savings</b>	<u>1,326,153.31</u>
<b>Accounts Receivable</b>	
Accounts Receivable	-15,025.00
Capital Campaign Pledges	250.11
<b>Total Accounts Receivable</b>	<u>-14,774.89</u>
<b>Other Current Assets</b>	
Undeposited Funds	6,234.90
<b>Total Other Current Assets</b>	<u>6,234.90</u>
<b>Total Current Assets</b>	<u>1,317,613.32</u>
<b>TOTAL ASSETS</b>	<u><u>1,317,613.32</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	131.25
<b>Total Accounts Payable</b>	<u>131.25</u>
<b>Other Current Liabilities</b>	
Bonus' Payable	473.42
<b>Payroll Liabilities</b>	
LIA.PER.01 - Payroll Taxes	572.04
LIA.PER.02 - UUA Pension	-110.85
LIA.PER.03 - Medical Insurance	-3,516.80
Payroll Liabilities - Other	420.00
<b>Total Payroll Liabilities</b>	<u>-2,635.61</u>
<b>Total Other Current Liabilities</b>	<u>-2,162.19</u>
<b>Total Current Liabilities</b>	-2,030.94
<b>Long Term Liabilities</b>	
<b>Long Term Liabilities</b>	
LIA.OPS.01 - Solar Loans	20,588.52
<b>Total Long Term Liabilities</b>	<u>20,588.52</u>
<b>Total Long Term Liabilities</b>	<u>20,588.52</u>
<b>Total Liabilities</b>	18,557.58
<b>Equity</b>	
<b>Permanent Restricted</b>	
FND.PGE.01 - Endowment Fund	120,290.08
<b>Total Permanent Restricted</b>	<u>120,290.08</u>
<b>Temp. Restricted</b>	

The Unitarian Universalist Fellowship of San Dieguito  
**Balance Sheet**

As of December 31, 2021

	<u>Dec 31, 21</u>
<b>Building Funds</b>	
<b>FND.CAP.01 - Capital Campaign</b>	
FND.CAP.02-Cap Cam Donations	1,866,219.45
FND.CAP.03-Cap Cam Expense	-1,017,768.31
<b>FND.CAP.01 - Capital Campaign - Other</b>	<u>10,282.01</u>
<b>Total FND.CAP.01 - Capital Campaign</b>	<u>858,733.15</u>
<b>Total Building Funds</b>	858,733.15
<b>Committee Funds</b>	
<b>COM.ADL.04 - Adult Programs Fund</b>	<u>168.20</u>
<b>Total Committee Funds</b>	168.20
<b>Other Funds</b>	
FND.CDL.04 - Casas de Luz Fund	79,273.43
FND.CON.04 - Concert Fund	3,072.47
FND.DBN.04 - DeBonneville Fund	3,774.51
FND.DRE.04 - DRE Discretionary Fund	10,168.91
FND.KIT.04 - Kitchen/Coffee Fund	-4.57
FND.LIB.04 - Library Fund	782.72
FND.MIN.04 - MIN Discretionary Fund	724.01
FND.MUS.04 - Music Fund	432.93
FND.MWL.04 - Memorial Wall Fund	14,839.63
FND.REL.04 - RE Special Fund	150.00
<b>FND.SAC.04 - SAC Fund</b>	
Backpack Fund	548.85
Helping our Neighbors	3,441.92
Racial Justice	295.49
UU the Vote	278.75
<b>FND.SAC.04 - SAC Fund - Other</b>	<u>23.14</u>
<b>Total FND.SAC.04 - SAC Fund</b>	4,588.15
<b>FND.YOU.04 - Youth Discretionary Fund</b>	<u>3,786.36</u>
<b>Total Other Funds</b>	121,588.55
<b>Reserves</b>	
RES.SIT.01 - Facilities Reserve	12,841.98
RES.OPS.01 - Operations Reserve	11,920.85
RES.MSB.01 - Signing Bonus	4,333.16
RES.SAB.01 - Minister Sabbatical	3,455.96
RES.SAB.02 - DRE Sabbatical	1,976.81
<b>Total Reserves</b>	<u>34,528.76</u>
<b>Total Temp. Restricted</b>	1,015,018.66
<b>Unrestricted Net Assets</b>	42,932.21
<b>Net Income</b>	<u>126,304.09</u>
<b>Total Equity</b>	<u>1,304,545.04</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,323,102.62</u></u>

**UUFSD Policy and Procedure Document****Policy ID: 435****Title: Music Committee****Date Approved:** by the Board of Directors**Purpose**

The Music Committee is a lay group of UUFSD members that is responsible for working with the Choir, the Board and supporting the Music Director in nurturing the spirit of the congregation and choir members with well-prepared, quality music.

**Policy**

Responsibilities of the Music Committee:

- Provide support and guidance to the Music Director.
- A member of the committee will serve as liaison to the Worship Committee.
- Collaborate with other groups to better ensure that the music is reflecting the theme of the services.
- Obtain feedback from members of the congregation for their ideas on meaningful musical selections.
- Assist in recruitment of choir members.

**Procedure**

- The Music Committee will maintain all documents pertinent to its operations and decisions.
- Report to the Board monthly either directly or with a written report
- The Music Committee welcomes feedback and suggestions from UUFSD members regarding the choice of music and performance of the choir to improve the worship experience.