

Minutes of UUFSD Board Meeting

February 2, 2022 6:00 pm - 8:30 pm

LOCATION Zoom

Present:

Liora Kian-Gutierrez, *President*

Brenda Post, *Vice-President*

Louise Lin Garrett, *Secretary*

Angie Knappenberger

Cathy Leach-Phillips

Livia Walsh

Chris Butler

Also Present:

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

Absent:

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

Lighting of Chalice & Chalice Reading

Recitation of Board Covenant and Covenant of Right Relations

Happy Lunar New Year - Wishing you health and good fortune in the Year of The Tiger!

The Board took a moment to acknowledge and celebrate a lot of hard work and jobs well done: Congratulations to all involved on the thoughtful resignation ceremony for Alison ALG McLeod that honored her 15 years of service to this Fellowship, and to Liora Kian-Gutierrez and Brenda Post for the excellent Congregational Meeting that followed.

ANNOUNCEMENTS

Starting next month, Liv Walsh will serve as Secretary.

APPROVAL OF REPORTS

Board Meeting Minutes from January 12, 2022 were previously approved via google poll.

DECISION: All agreed.

Committee Reports from February 2, 2022 were approved with the exception of the Stewardship Committee report (that report is appended to this document). The agreed-on changes to the Stewardship report regarding waiving of rental fees are discussed below.

DECISION: All agreed with the above change to Stewardship report.

AGENDA ITEMS

Board Secretary - Livia Walsh agreed to serve as Secretary beginning at our next Board Meeting.

DECISION: All agreed.

Board Committee Liaisons - It was proposed that Chris Butler be the Board Liaison to both Finance and Stewardship Committees. Chris will replace Liv as Board Liaison to the Stewardship Committee.

DECISION: All Agreed

New Member Orientation - A representative from the Board is needed for new member orientation on Sunday, February 13 (after services). Louise Garrett agreed to attend and Angie Knappenburger will be the alternate for that day.

Congregational Meeting Review - Reported attendance: Amphitheater - 90 congregants present; Zoom - 18 people on screen; YouTube - 28 people. Our mid-year congregational meeting serves as a “State of the Fellowship” address so no decisions need be recorded in the official record. Liora and Brenda had already written out their presentations and suggested we use those, posting them online in our governance section, in lieu of minutes from that meeting. All agreed.

ACTION: Secretary will prepare the above documents as the official record of the Congregational Meeting and present them for Board review. Pending Board approval, these will be posted online in the governance section by the webmaster.

Monthly Open Letter from the Board - These letters have been well received by the congregation. The current system for drafting these is working well but needs codifying. Agreed that by the 3rd Wednesday of the month, Liora will solicit topics to be included in the monthly newsletter. Sarah, Angie, and others will collaborate on writing the draft. Brenda will do the final edit. Liora will submit the final letter to Tracey for publication.

DECISION: All agreed.

Stewardship Committee Report and Site Fee Waivers Discussion -

Brenda pointed out that the responsibility for site use fees was divided:

Policy and Procedure #420 - Stewardship Steering Committee codifies a contribution from fundraisers:

“Events proposed by Fellowship Groups for fundraising purposes other than the general support of the Fellowship will be charged a fee equal to 10% of the event’s net profit to a maximum of \$250.00. The fees collected will be deposited in the Fellowship’s general fund. Exceptions may occur subject to approval by the Board of Directors.”

Policy and Procedure #750 - Special Use of UUFSD Facilities codifies the actual rental matrix, stating:

“This policy does not apply to the rental of classrooms and other spaces by Sandy Hill nursery school. The agreements between UUFSD and Sandy Hill are documented in a separate lease.

“This policy does not apply to authorized fundraising events for the Fellowship. The requirements for these events are established by the Board in consultation with the Stewardship Committee and other appropriate committees.”

We almost always get asked to waive the “10% of the event’s net profit to a maximum of \$250.00” and it is not a significant income stream for the Fellowship. In its report, the Stewardship Committee proposed to eliminate the requirement, replacing it with this statement: “While not required, groups using the site for fundraising will be invited to offer a 10% donation from the proceeds of their fundraising.”

After discussion, the Board agreed to remove from P&P#420 the statement:

“Events proposed by Fellowship Groups for fundraising purposes other than the general support of the Fellowship will be charged a fee equal to 10% of the event’s net profit to a maximum of \$250.00. The fees collected will be deposited in the Fellowship’s general fund. Exceptions may occur subject to approval by the Board of Directors.”

And the Board agreed to add this statement to P&P#750:

“While not required, groups using the site for fundraising will be invited to offer a 10% donation from the proceeds of their fundraising.”

The Board further agreed to place all site fee determinations under the responsibility of the Finance Committee. The P&Ps (#420 & 750) should be reworked accordingly.

ACTIONS: Liora will tell the P&P Committee about these agreed-upon changes. The P&P Committee will make the changes and present the updated P&Ps to the Board for final approval.

Chris Butler will inform Rich Macdonald of the changes to the P&Ps and responsibilities.

RE Program and Interim RE Coordinator/Director - The Rev. Sarah Gibb Millsbaugh, Dale Gottdank, and leaders in our local Cluster are working with Liora to find an interim RE Coordinator to organize RE classes. Proposal: Board to seek an interim RE Coordinator at 12-15 hours per week through June 2022. Salary to be determined. The RE Coordinator will report to the Minister and Liora will also be centrally involved.

DECISION: All approved taking this next step of announcing a job opening.

Music Director/Choir Director Discussion -

Supporting Documents in Committee reports. The UUA recommends that when there is just one paid music position that it be for a Music Director, not a Choir Director. The Music Committee has therefore submitted a Music Director Job Description, appended to this document, which was approved by the Board. The Music Committee is now working on a draft of a Policy and Procedure #435 for the Music Committee.

ACTION: Search Committee to take over the hiring process now that the Job Description has been approved. Cathy to send Job Description to the Search Committee.

AV Specialist Job Description Needs to be Updated - The AV Specialist job description needs to be updated to include the skills needed for live streaming services (an outcome of Covid protocols).

ACTION: Angie will follow up with Rev Jo on the status of the A/V Specialist Job Description.

Protocol For When Members Leave - Not surprisingly, a number of members have recently resigned. Discussed how to ensure we handle these resignations effectively. The following was proposed:

Nominally, the person resigning sends, or is asked to send, an email to board@uufd.org

If not, the person learning about the resignation informs the President.

The President is the only one who speaks on behalf of the Board to the resigning member.

The President also ensures the following are informed:

- The Board and the Minister
- The Right Relations Committee Liaison (Brenda), who informs Christie who initiates an exit interview.
- The Treasurer (Sarah) who informs Stewardship and the Bookkeeper, and updates pledge info.
- The Membership Chair (Betsy) who updates her records and the membership book.
- The Congregational Administrator (Tracey) who updates the records in Breeze.

DECISION: All agreed.

REVIEW OF BOARD GOALS

Financial Wellbeing - Sarah Miller gave an update. Based on conversations in the Finance Cottage Meetings held last December, there will be a “Service Drive” in March to inspire participation in the Fellowship and encourage congregants to contribute service (this will be followed in April with the normal Pledge Drive). Irv Himelblau is contacting all Chairpersons to obtain the needs of each committee. The Service Drive will fall under the purview of the Membership Committee. See the Stewardship report appended to this record for additional details.

Dialog Meetings - Brenda Post reported that Dr. Frank Willey will moderate what are now being called the “What now?” Meetings. There will be a session just for Board members. Recently resigned members will also be invited to their own session. Angie Knappenburger and Livia Walsh volunteered to do the scheduling. The meetings will begin February 16, 2022 and involve as many members as possible via personal invitation.

RE Vision and Scope - Liora and the Rev. Sarah Gibb Millspaugh are working together to convene a select committee to acquire information about this community's needs and vision for its RE program. All RE parents will be invited.

Safety and Quality of Services - Angie updated us on the protocol changes needed for our Infectious Disease Protocol (P&P#151). She will inform the P&P Committee of the needed updates..

LIORA’S NOTES FROM THE PACIFIC WESTERN REGION PRESIDENTS MEETING

Liora shared some of her notes from the recent UU Presidents’ Meeting from the Pacific Western Region. The bottom line is that every congregation is having problems. We are not unique.

- a. Most of the other churches have financial concerns.
- b. Many churches shared that they have seen membership changes when they have a new minister and especially with COVID. One person shared that they lost 60 people.
- c. Some shared concerns about getting members to join and work in committee work.
- d. We were one of the few who are able to have in person services due to our amphitheater, one shared that they haven’t met in person for over two years.

BOARD MEETING ENDED 8:30 P.M.

Next Board Meeting: Wednesday, March 2, 2022. Location TBD.

Notes taken by Louise Lin Garrett

Minutes prepared by Louise Lion Garrett

APPENDED TO THIS OFFICIAL RECORD

Committee Reports
Minister’s Report
Admin’s Report
Stewardship Meeting Minutes
Music Director Job Description
Treasurer’s Preliminary Budget Projections for FY 22-23

COMMITTEE REPORTS - February 2022

Buildings and Grounds (Board Liaison - Louise Garrett)

A lot has been accomplished:

- Chris & Mike Faller performed: framing, exterior paneling repair and added new drywall on the Kitchen and Sandy Hill office.
- Betsy watered plants and cleared brush
- Jim Hagen hauled waste building material to the dumpster, hauled dirt from around the kitchen building and leveled some uneven pavers around the Memorial Walkway
- Louise Garret was there cleaning the kitchen and walking the site with the FEMA security contractors.
- Greg Brown was working on the front stairs.
- Chris & Ed to continue working on the Sandy Hill office. repair Any volunteers are welcome to join in.

A work party is planned for Saturday, Feb. 5, 9am. The following is a list of projects:

- Re-slope the dirt around the kitchen building & some of the brick pavers
- Remove the Brazilian pepper tree sprouts on the main staircase
- Stain the cedar posts on the main staircase handrails
- Clean up the old material & take it to the dumpster.
- There are also quite a few tasks that need to be performed to prepare for the Kitchen building stucco job.

Communications (Board Liaison - Liora Kian-Gutierrez)

Nothing to report - see last month

Design Review (Board Liaison - Cathy Leach-Phillips)

Report from Irv: Design Review worked with Dream Builders and approved the design of the new staircase leading to Founders Hall. We are also working with the UUFSD Safety Working Group, Dream Builders and Building & Grounds in finalizing the FEMA Security contract. Design Review's goal is to be in the loop prior to bidding and approval of the contractor.

Dream Builders (Board Liaison - Louise Garrett)

Dream Builders Update 1-30-22.

Finally we have the SUP to move forward. Architect meeting - this coming week we are meeting to discuss project scope and request a proposal. There is much planning and detailed design work ahead before we can receive formal construction quotes and start work. Process will include input from staff and the congregation to finalize interior design, repairs, bathroom addition, and temporary location of staff.

The projects in order of priority are:

- Administrative Building Renovation
- Parking Lot – fire access
- Amphitheater Shade Sails – ADA accessibility
- Kiosk w/bathroom

Many thanks to the DB Team: John Sherman, Clint Stoddard, Dale Gottdank, Greg Brown, Ron Haugland, and Ken Shultz. A special thanks to Jon Luft, and to Ed Mlakar – B&Gs for his relentless pursuit of site improvements.

FEMA Security Grant - team Ron Demuth, Louise Garrett, Steve Bartram

The grant expires in May of this year. This work includes, access control, cameras, and lighting. Louise is managing the quotation process with contractors. She and Ed Mlakar have shown the site to six contractors and are waiting for all the bids to be submitted. One bid has been submitted.

Finance Committee (Board Liaison - Chris Butler)

Nothing to report

Kitchen (Board Liaison - Louise Garrett)

The Kitchen has been cleaned. New towels, matts, and other miscellaneous things purchased. A new 12 cup coffee maker will be donated for use in the kitchen. I have requested that I be the contact person to speak with any Fellowship member or rental person who is requesting to use the kitchen facilities. Several groups in the past have left trash that needed to be placed in the dumpsters, not left for the Sunday set people to clean up or animals to forage outside the buildings. I am rehanging the signs about use of the sinks for cleaning and making new signs to address any food in the future that is left in the Kitchen. Opened food will be thrown out each Saturday if it is not labeled for intended use.

Leadership Development (Board Liaison - Brenda Post)

Nothing to report

Library Cmte (Board Liaison - Cathy Leach-Phillips)

We are monitoring the Core Area building remodel as the Book Closet is in the back of this building. We are trying to figure out if we can upgrade the shelving on the doors when they are replaced. In the meantime, the Sandy Hill office is now set up in the Library during construction, and the lock has been changed, so no Library or Book Club meetings will be held in the Library.

Membership (Board Liaison - Livia Walsh)

Nothing to report

Music Committee (Board Liaison - Cathy Leach-Phillips)

Music at UUFSD is an important component of our worship ministry. It is highly valued among our congregation. The pandemic has reduced many opportunities for our members to experience the joy of participation. The musical experience through the choir reaching out in song is one of

those lost pleasures. As the pandemic winds down, it will be important to renew and rebuild the choir and potentially other musical experiences. A Music Director with a plan for that process will be needed for rebuilding.

In the UUA manual entitled *From Starting to Parting Supporting Religious Education and Music Staff in Unitarian Universalist Congregations*, Music Staff Position Titles are reviewed on pages 18-19. The Music Director is defined as overseeing the entire music program including such responsibilities as accountability for all aspects of the music program, fulfilling administrative responsibilities, directing at least one musical ensemble, and supervising other music staff, if any. At UUFSD, this also includes our A-V engineer. The manual goes on to include other titles for this position, but states “If this is the congregation’s only music staff position, the title Music Director is recommended over Choir Director.” The Music Committee believes it is extremely important to hire a “Music Director” for 15 hours a week. We want to rebuild the UUFSD music program and need qualified, ambitious talent to help us in that endeavor.

Minutes from January Music Committee meeting:

Discussed Music Director Job Description and Scope. Nothing makes sense other than a 15hrs/wk job. There are arguments for more (& budget concerns for less) but we will not ask for more. Less than 15hrs/wk puts too much pressure on Music and Worship Committee volunteers. Job Description and recommendation passed to Board.

Discussed dates for Choir on Sundays. Discussed dates for Chris Lehman’s days off and designated Hymn Leaders for those days (split between Alisa, Jan, and Cathy)

Nominating Committee (Board Liaison - Angie Knappenberger)

The Nominating Committee will prepare a poster for our Congregational meeting summarizing the Board terms. Comment during the meeting will be:

- This Committee is one of the congregation’s most important as it is responsible for identifying and considering potential new Board members, who will ensure the implementation of UUFSD’s mission.
- Committee is currently Wenda Alvarez, Cheryl Close, Susan Hahm
- Poster shows the near term objective of the committee to identify 4 prospective board members for election at our Annual meeting in June: Three of the positions will be 3-year terms. One is a 2-year term.
- Four members of the current board, who will have served less than a full 3-year term, are eligible for additional terms.

Planned Giving/Endowment (Board Liaison - Angie Knappenberger)

Mark Tuller, Chair, will give a 3-5 minute presentation at the Congregational meeting to share that the year-end balance of the Endowment Fund is now \$144,627, the 2022 annual grant cycle is now open for application that are due April 15th (\$4000 available for grants), and to encourage members to join the Legacy Society.

Pastoral Care (Board Liaison - Rev Jo)

Nothing to Report

Personnel (Board Liaison - Liora Kian-Gutierrez)

Nothing to Report

Policies and Procedures (Board Liaison - Brenda Post)

Reached out to Nancy to introduce myself as the new Liaison. Nothing else to report.

Religious Education (Board Liaison -Liora Kian-Gutierrez)

DRE did not provide the requested report.

Right Relations (Board Liaison - Brenda Post)

Working on feedback loop from Exit Interviews with Christie. Will provide a report next month.

Social Justice Action (Board Liaison - Livia Walsh)Irv Himmelblau and Livia Walsh, Chairs

- Side With Love Courageous Love Awards were given to Wenda Alvarez, Steve Bartram, Robin Sales, Andi Macleod and Showing Up For Racial Justice - North County San Diego.
- Six members of the Fellowship attended ecology exhibitions at the Institute for Contemporary Art in Encinitas.
- UUFSD's Gun Violence Prevention program and the San Diego For Gun Violence Prevention Organization are co-sponsoring an educational and fundraising event on Feb. 19th for "Survivors Empowered" with testimonies from survivors of gun violence.
- The Climate Change Task Force began a "Climate Conversation" column in the newsletter that will feature monthly information and suggestions on what individuals can do to help mitigate climate change.
- The Climate Change Task Force is preparing a survey "Be a Defender of the Planet - 50+ Ways" to be distributed to members in the near future.
- The Social Justice Web Pages have been updated to reflect our current programs and activities.
- HON (Helping Our Neighbors program) food and toiletries distributions for the homeless is currently on hold due to Covid issues
- HON continues to support the Boys and Girls Club Pre-school in the Colonia in Solana Beach with snacks and school supplies.
- SJA is requesting that we re-institute the Generosity Sunday Program to occur up to 12 times annually. The policy was changed to 4-5 due to low attendance/giving related to Covid.
- SJA meets quarterly with the next meeting scheduled for Feb 13th after the service.

Stewardship (Board Liaison - Livia Walsh)

This lengthy report is appended separately to this document

Worship (Board Liaison - Angie Knappenberger)

At the last committee meeting 1/13/2022, the request from Chris Lehman for at least a two week notice about sermon topics was presented to the committee so that related music could be prepared for each service. Rev Jo agreed to putting a summary of her sermon in the Worship

Google spreadsheet at least two weeks ahead of time. Policies around Covid were clarified - that we would continue to meet outdoors, offering a hybrid option. In the event that we cannot meet outdoors, only the service participants will be on site and broadcast from Founders' Hall; the audience would be virtual. The committee has been very successful scheduling our members to be speakers for the Sundays that Rev Jo is off - Robin Mitchell, Lisa Shaffer, and Jeff Severinghaus are scheduled for Feb, March, and April.

STAFF REPORTS

Minister Report (Rev Jo)

Happy New Year! We are now in the year 2022, looking forward to an improvement of mobility for all people. Let us hope that this virus will lessen and more people will be vaccinated. Hear, hear! A new year brings new hope.

In January I thought I would have attended less meetings, yet I still attended 31, meetings, events or vigils. We had our last Staff Meeting with Alison and now will be looking for a new Interim DRE. Christine has been wonderful as our Interim Music Director and has filled Marshall's shoes so well. Worship has been progressing, we had 5 Sundays in this month so I preached an extra Sunday. We had our Dr. Martin Luther King service and also gave out our Courageous Love Awards that hadn't been done for a few years due to the pandemic. I received many accolades for extemporaneously preaching, which I didn't anticipate nor planned! After the laptop mishap, I now have it returned to me and am gradually reloading all of my apps and printers, etc. onto this restored laptop. I will be extra careful around water from now on.

I performed the Celebration of Life for Pat Parsons which was such a lovely ceremony. She truly was an amazing woman that I wish I could have known. The Parsons family are such a lovely family and it was a privilege to be involved. I had 3 pastoral calls and also held a workshop for the Pastoral Care Team which went very well despite the laptop accident. We are still in need of a Chair which would help immensely and the Personnel Committee is very aware of this and helping.

We had a Membership Committee meeting and are holding an Orientation next month. I met with Rev Frank that the Board has explained more fully and am looking forward to the information we can glean from the Dialogue sessions that are anticipated.

I am an Advisor for the Ministerial Formation Network and met with my advisee over Zoom. I also contributed to the Worthy Now Prison Ministry by sending some Holiday cards to inmates who are members of the Church of the Larger Fellowship. I have an inmate that I correspond with and became involved in the holiday contributions through this connection. One of my colleagues also mentioned that they contribute on their Generosity Sundays to the Worthy Now program and I may make a suggestion in the future as a possibility for us to do the same.

I began the Sacred Text class which will meet twice monthly and has 5 members signed up! I am thrilled that in a more humanist congregation we have 5 members who are interested in studying some of our Sources. Without my laptop at that first meeting, it wasn't as convenient, but that will be rectified now that it is fixed.

I missed being able to take off my scheduled Martin Luther King holiday as it was on my day off so hopefully sometime in the future I can take this day off.

This congregation is doing good work. Some of it is hard and you are doing it anyway. I believe we will work through these things we need to work through and become even stronger.

Blessings in faith,
Rev Jo

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

Resignations:

Katherine Buffington and David Swain - January 12, 2022
Karen Reimus – January 20, 2022
Ernie Dun – January 27, 2022
Sarah Appleton Knapp and Jason Knapp – February 1, 2022
Killian-Benigno Family – February 4, 2022
Hannah Carey and Noah Setterholm – February 5, 2022

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

Stewardship Meeting Minutes

January 19, 2022

Rich Macdonald reporting

Attending: Rich Macdonald, Betsy Gilpin, Sarah Miller, Irv Himelblau, Livia Walsh, Tracey Weiss.

1. Rental issues

- a. We decided to remove the 10% or \$250 donation requirement on all fundraisers, and instead re-emphasize the requirement for all rentals to pay the \$100 Custodial fee. The reason is that the 10% was too controversial and too difficult to calculate when external entities get the funds directly. (This change needs Board approval).
- b. We recommend that Tracey meet with the actual rent payer and responsible party (either in person or virtual) to confirm the rental agreement and get their agreement and signature, rather than rely completely on the go-between fellowship member.
- c. We will rewrite P&P 420 Stewardship to remove the 10% requirement and substitute the following text instead: **“While not required, groups using the site for fundraising will be invited to offer a 10% donation from the proceeds of their fundraising. This offer should be conveyed to the group by the UUFSD member sponsoring the group’s use of the site.”**
- d. It is recommended that the A/V rental fee for using our staff and equipment be increased from \$40 per hour to \$60 per hour to reflect our increased A/V costs plus wear & tear on equipment. (P&P 750).
- e. It is recommended that the name of the core area in the rental table be changed from Terrace to Core Area (or both names if space permits). (P&P750).

2. Auction

- a. We have about 60 donated items for sale. The face value is about \$16,000 but we anticipate income of about half of that.
- b. Betsy will continue to solicit donations, including one email blast.
- c. We will start the auction online on February 13. After the service on the 20th, we will have the item descriptions displayed in the core area and help people bid online (the donor will be asked to bring the item that day for viewing, but not required). Bidding will end at midnight on Sunday February 20.
- d. Any items that are not sold or bid will continue to be listed in the auction for another week or so until there is no more interest.

3. Service Drive

- a. The committee plans to offer a “Service Drive” event for the Fellowship in March. The purpose is to increase participation in activities at the Fellowship that has the beneficial effect of helping people feel connected to the Fellowship. This helps to sustain membership.
- b. It is recommended that a Service Drive Task Force be developed under the purview of the Membership Committee. Each UUFSD committee will be asked to provide one member of their committee to participate in the task force. Each member of the task

force will contact a designated number of members, ask how they are doing, etc. and what they may need to maintain interest and involvement at the Fellowship. Each member will be asked if they would like to offer Service to the Fellowship that meets the needs of the Fellowship and is aligned with that member's area of interest.

- c. Betsy and Irv will collate a list of committees and chairs. They will ask chairpersons to provide a list of needs the committee has to support its mission and function. They will also convey the intention of the task force to committee chairs who will then ask that one of its members be part of the task force.

4. Pledge Drive

- a. The pledge drive is the entire month of April.
- b. Rev. Jo has agreed to assume responsibility for all aspects of the pledge drive that occur during Sunday service. These might include exhortations from the pulpit, testimonials, special music, and (of course) her sermon on generosity.
- c. We will try to get as many members to actively enter their pledge for FY22/23 in our online form rather than rely on continuous pledging (rolling over their last year's pledge). (Continuous pledging has some issues that were not anticipated when it was instituted, so we want to rely on it minimally). To that end, we will have a thermometer in the Newsletter each week that shows the current pledge total starting from \$0.00 up to ~\$350,000 goal (rather than just the dollar increase like last year). After April, any members who have not pledged will get an auto-pledge only if their pledge payment history is up to date.
- d. We reaffirmed our commitment to the idea (when our finances allow it) that all Sunday service donations go to a specific project or group, like the music group to buy sheet music, or the RE committee to buy crayons and paper. How to proceed?

5. Member Connection

- a. Having Betsy as a new member of Stewardship, and Livia as our Board liaison, offered us a rare opportunity to brainstorm across committees.
- b. We agreed we wanted to start a membership Connection endeavor; Livia reminded us that the fellowship had a separate Connection Committee in the early days with the same goal.
- c. Betsy will take the lead to start this connection endeavor within the Membership committee rather than start a new group. The general idea is that more committed members of the fellowship will be identified, and they will choose a few members outside their normal friend group for generating *esprit de corps*.
- d. The connection is meant to last for at least a year; it may be reshuffled periodically.
- e. One concrete idea is to take each of the group members out to lunch on the anniversary date of their joining the fellowship.
- f. The timing of this endeavor is such that it is likely to begin after the pledge drive and budget process, either at the start of the summer or next fall, since it will build on the connections being planned for March as part of the Service Drive.

Unitarian Universalist Fellowship of San Dieguito

Music Director Job Description

Revised January 18, 2022

Job Summary:

The Music Director is the staff person responsible for creating, facilitating, and supporting a music program that reflects a variety of genres and traditions from around the world, and presents music from a broad range of intellectual, spiritual, and emotional expression. The Music Director is mindful and intentional about congregational participation, interweaving multiple generations and abilities. The overall goal is to work with staff and members of the congregation to ensure the music program offers diverse entry points for participation.

The music program of UUFSD encourages musicians of all kinds and abilities to participate in the life of the Fellowship.

Responsibilities and Supervision: Music Director is a part-time, salaried position. As a staff member, the Music Director will report directly to the Minister and supervise the entire music program, music staff, and audio-visual technician of the congregation.

Schedule: 15 hours per week average through the year.

Choir Support

- Conduct weekly choir rehearsals from mid-August to mid-June.
- Manage rehearsal logistics with assistance from various choir members.
- Encourage singers/musicians to join the choir.
- September through June, conduct choir performances during two Sunday morning services, at least twice per month.
- Create and lead music for two special Music Sundays each year, in December & May or June. On Music Sundays, UUFSD's music ensembles perform a full music service around a theme. The Director will select the theme and musical details of the service in conjunction with the Minister, who leads the service.
- Lead a half-day Saturday morning rehearsal the day before each "Music Sunday," in which the choir traditionally shares a potluck breakfast.
- Encourage and coach choir members and others to provide special music.
- Manage the UUFSD music library, with assistance from volunteers. Working within the annual budget, order replacement octavos as needed, and purchase new music.

Worship

- Collaborate with the Minister and other service leaders in the creation of worship services for each Sunday throughout the year and for Christmas Eve.
- Choose congregational songs or hymns for worship services, in consultation with Minister and service leaders.
- Work with the band and other musicians in the congregation to arrange "special music" and hymn singing leading of non-choir services.
- Communicate with the pianist(s), AV tech, and set up crew about service plans, hymns, choir, and other music, AV, and set up needs.
- Maintain schedules of musical performances for volunteers and staff.
- Recruit, encourage, and coach young musicians to provide "special music" for worship services and other congregational events.

- Work to hire and schedule musical support for summer services.
- Hire a substitute pianist when the regular pianist is unavailable. Be prepared to step in and play should no pianist be available on Sunday morning.
- Provide “special music” for services as a soloist, in conjunction with other congregational or staff musicians, and/or hire professional musicians from the community when permitted by the music budget.

Congregational Music

- Seek to support and develop the experience of congregational singing.
- For involvement with any special services, such as memorial services, weddings, or installations, the Music Director can choose to be involved. If the Director elects to be involved in a special event, the Director will decide to waive a fee or receive a fee set by the board for directing or coordinating such music.

General

Plan music programs that will enrich congregational life. Oversee the development and use of the annual budget for the Music Program.

- Attend Staff Meetings.
- Attend Music Committee meetings.
- Maintain contact with music colleagues in other UU congregations and with the broader denomination through involvement in the Association of Unitarian-Universalist Music Ministries and the San-Diego UU Network.
- Participate in the Choral Directors' Association and perhaps other professional and denominational organizations, if possible.
- Prepare, supervise and manage the annual Music Budget
- Supervise Sound Technician.
- Ensure A/V needs are met, in conjunction with Sound Technician, including:
 - Purchase/maintain necessary sound equipment for services & concerts.
 - Facilitate scheduling a substitute sound technician when needed.
 - Facilitate training of lay-persons on portable sound equipment.
 - Maintain pianos, risers, piano lights, music stands.
 - Work with Dream Builders on AV and music needs for renovations.
- Supervise the Accompanist on staff.

Qualifications and Requirements

- BA degree in music: emphasis in voice, choral, or music education preferred.
- 5+ years choral directing experience.
- Broad knowledge of choral literature, both secular and sacred; knowledge of UU body of music preferred.
- Excellent verbal and written communication skills; diplomacy skills are essential.
- Volunteer organization management experience preferred.
- 5+ years of experience as a choir member.
- Strong skill in musicianship and vocal singing skills.
- Strong knowledge of choral/vocal technique.
- Basic keyboard/piano skills.
- Proven ability to instruct and develop musicianship skills.

- Flexibility in managing changes of plans, even at the last minute.

TREASURER'S FY 22-23 BUDGET PROJECTIONS

Dear Board,

I am not submitting a Treasurer's report this month. Instead I am submitting these musings for your consideration. The bottom line is that for a church our size we were *and remain* overstaffed. Just because we probably won't have a full time DRE next year, doesn't mean we've managed to re-balance our budget in a way that will make it sustainable.

The Board should be aware that not only have we just lost our Music Director and RE Director and all of our paid RE and childcare staff, Tracey intends to retire when she turns 65 in January of 2023, and we will also have to find a new bookkeeper by then and perhaps sooner. This is actually an opportunity to rethink our staffing needs. We should not rush to rehire and recreate the problems we've been struggling with for the last 8 years.

Consider these income projections:

Odds are that our *pledged* income for 2022-2023 will be less than it is for this year, but probably not by a lot. I have very specific reasons for thinking that, which I can explain when we meet.

However, donations and fundraising income for this year is falling short of hopes (there will be some I-told-you-sos...). This year's estimate for all income streams other than Pledges and Sandy Hill Rent was \$47k in income. Of that, as of December 31, 2021, we've collected only \$10k. Sunday Collections are more or less on track, and we'll see how the auction does. But miscellaneous donations to the General Fund have fallen way short. This is a heads up that we may run short this year and that we should not have high hopes for fundraising and donations to the General Fund for next year's budget.

Next, consider these expense projections:

We already know that payroll for remaining staff will go up. COLA is 5.9% for 2022. Assuming we are committed to offering COLAs, that propagates through the budget in increased PR taxes and UUA pension costs. Medical insurance costs also go up every year. So, for Rev Jo and Tracey alone, we can expect next year's budgeted expenses to go up by \$13k or more. A 5.9% COLA for Katie will add \$688 to payroll.

Joe Cantrell's salary was recently brought up to industry standards, so our budget for our AV technician for next year will go up by at least \$8k.

We have to put \$7k back in the budget for the printer.

One of our goals for a sustainable balanced budget is to be able to pay our full UUA dues and fund our reserves. UUA dues will probably be about the same as this year. Reserves are what we make them to be.

Odds are good that if we hire a new part time Choir Director and a new part time RE Director and keep our current staff with no changes, even if we reduce costs by funding our programs through special collections rather than through the General Fund (which would also mean taking Sunday Collections out of the General Fund Income projections), we will still have to cut UUA dues and reserves in next year's budget.

Please see the accompanying spreadsheet to see how these numbers play out.

In Fellowship,
Sarah Miller, Treasurer

UUFSD	FY21-22 Approved Budget	FY 22-23 Projected Budget	COMMENTS FY 22-23 Projected Budget
REVENUES			
Pledges	\$334,400	\$323,000	Estimating \$340k pledged next year * 95%
Site Rental	\$48,000	\$48,000	Sandy Hill Rent - verify amount
Sunday Collection	\$10,000	\$0	Propose to use Sunday Collections to fund programs
Fundraising	\$21,000	\$15,000	
Other Sources	\$20,800	\$15,000	
TOTAL REVENUES	\$434,200	\$401,000	
EXPENSES			
STAFF			
			2022 COLA is 5.9%
Minister salary	\$95,000	\$100,605	W/ 5.9% COLA
Minister benefits	\$31,792	\$35,317	taxes + pension + insurance + professional expenses
RE Director salary	\$57,525	\$20,000	A placeholder amount
RE Director PR Tax + benefits	\$22,641	\$2,530	taxes + \$1k professional expenses
Administrator salary	\$39,051	\$41,355	W/ 5.9% COLA
Administrator PR Tax + benefits	\$19,701	\$20,999	taxes + pension + insurance + \$200 professional expenses
Music Director salary	\$22,540	\$20,000	A placeholder amount
Music Director PR Tax + benefits	\$2,724	\$2,530	taxes + \$1k professional expenses
Accompanist salary	\$10,830	\$11,469	W/ 5.9% COLA
Accompanist PR Tax	\$828	\$877	taxes
AV Specialist	\$19,000	\$27,000	10 hrs/week * 52 weeks * \$50/hr + extra
AV Specialist PR Tax		\$2,066	taxes
Custodian	\$7,000	\$7,000	contractor
Site setup staff	\$4,680	\$4,680	2 people * 3 hrs/week * 52 weeks * \$15/hr
Childcare staff	\$6,000	\$3,000	3 hrs/week * 52 weeks * \$15/hr + extra for meetings
RE staff	\$5,670	\$0	
Payroll Tax (FICA)	\$2,704	\$588	PR taxes for Sunday Staffers
Worker's Comp	\$2,250	\$2,250	
Misc personnel costs	\$630	\$630	
Total Staff	\$350,566	\$302,896	
OPERATIONS			
Administration	\$8,850	\$8,850	

Printer	\$0	\$7,000	Printer lease
Finance	\$12,000	\$12,000	
Facilities	\$20,307	\$20,307	
Total Operations	\$41,157	\$48,157	
SOLAR LOAN SERVICING	\$4,405	\$4,405	
PROGRAMS & COMMITTEES			
Worship	\$3,000	\$3,000	For honoraria for guest speakers
Committees	\$2,200	\$1,400	Each committee gets \$200
Coffee / Kitchen	\$0	\$0	Fund with Special Collections
Music Program	\$1,000	\$0	Fund with Special Collections
Religious Education Program	\$1,200	\$0	Fund with Special Collections
Social Action Program	\$1,000	\$0	Fund with Special Collections
Total Programs & Committees	\$8,400	\$4,400	
DENOMINATIONAL DUES	\$13,336	\$23,000	(guesstimate)
RESERVES			
Repair and Replacement Reserve	\$13,336	\$15,000	Proposed (FC suggests \$25k just for B&G))
Operations Reserve	-	\$10,000	Proposed
Minister's Sabbatical Reserve	\$3,000	\$3,000	
Total Reserves	\$16,336	\$28,000	
TOTAL EXPENSES	\$434,200	\$410,858	
NET INCOME	\$0	(\$9,858)	