

# Board Meeting Minutes - March 2, 2022

UUFSD Founders Hall

6:03 pm - 7:55 p.m.

Chalice Lighting and Reading

Recitation of Board Covenant and Right Relations Agreement

## **Present:**

Liora Kian-Gutierrez, President

Brenda Post, Vice President

Livia Walsh, Secretary

Angie Knappenberger

Cathy Leach-Phillips

Louise Garret

Chris Butler

## **Absent: None**

## **Also Present:**

Sarah Miller, Treasurer; non-voting advisory member

Reverend Jo Green, Minister; non-voting advisory member

## **Visitors:**

Kathy Faller, and Paul Trause representing the Casas de Luz program

## **AGENDA:**

1. Casas de Luz (CDL) Update. Kathy Faller informed us that the CDL committee, required by "Policy and Procedure #475-Casas de Luz Operations", has been re-instituted after a Covid hiatus. Additionally, because of the multiple organizations involved in the Sleeping Cottage Project (there are now several CDL cottages for the homeless in the Mission Valley area), there needs to be a clear contract between the land owner and CDL/UUFSD to clarify responsibilities for land use, insurance, liability, maintenance, and right of reversion. She asked:
  - a. That the Board approve the Lease Agreement for Cottage # 2. The cottage is being negotiated with Rising Tide Ranch and the Lease Agreement is written by a real estate lawyer associated with the Ranch.
  - b. That the Board designate someone with authority to sign the current and future Lease Agreements.
  - c. That the Board approve the re-institution of the CDL Steering Committee.

## **Discussion:**

The question was addressed regarding CDL having its own 501C3 versus using that of UUFSD. Kathy stated the historical information whereby Casas de Luz originated as a project of UUFSD almost 20 years ago and has been extremely successful. She shared that UUFSD benefits from a PR perspective and that she doesn't have to worry about administrative aspects. Kathy further stated that from an insurance standpoint CDL can get "Mission" insurance which is at a significantly lower cost.

## **Decision:**

- **The Board approved the Lease Agreement for CDL**
- **The Board designated Sarah Miller, Treasurer, as authorized signer of Lease Agreement**
- **The Board approved the re-institution of CDL Steering Committee, with Angie Knappenberger as the Board Liaison to the committee.**

2. The Board reviewed and approved the Meeting Minutes from February 2<sup>nd</sup> and 16<sup>th</sup>
3. Review of Committees Reports

**Discussion:**

Several reports missing this month which the Board deemed unacceptable

**Decision:**

- **One week prior the Board meeting the Board Secretary is to send out a reminder to the Board, the Minister and Administrative Assistant that the reports are due 3 days prior to Board meeting**

4. Sunday Service Location

**Discussion:**

As there appeared to be confusion as to who makes the decision on Sunday mornings whether to hold the service in the Amphitheater or the Hall the Policy was reviewed which states that the AV Specialist in consultation with the Minister makes the decision.

The criteria for the decision is under the purview of the Worship Committee vs. the Board. Worship will be discussing this in their next meeting.

**Decision:**

- **The Worship Committee is to review and modify P&P 411 in their next meeting and then present the update to the Board for approval**

5. Set-up Crew Tasks and Supervision issues; Need for a Custodian/Sexton

**Discussion:**

The Sunday service set-up crew has not been completing their assigned tasks. They remain unsupervised as the Minister, who is their supervisor, is unable to monitor their work on Sundays.

The need for a mature custodian who can complete all tasks for Sunday services plus other designated work on the campus was briefly discussed.

**Decision:**

- **Board members take turns supervising the set-up crew with each Board member taking the assignment on a monthly basis: Angie offered to take March and Livia will supervise in April**
- **The Custodian/Sexton position will be addressed in a future meeting**

6. AV Tech Assistant; AV Job Description requires employee's signature

**Discussion:**

Consideration to hire a skilled AV tech assistant was addressed due to the need for back-up when the current AV Tech takes time off. The issue as to hiring an assistant versus asking a member of the Fellowship skilled in this area to volunteer was addressed. Chris Byrnes was previously assisting the AV tech back-up; Rev Jo to speak with Chris Byrnes ; Current AV Tech (Joe Cantrell) to provide the necessary skill requirements

**Decision:**

- **Board approved AV tech. job description; Joe Cantrell, the current AV Tech is to sign**
- **Rev Jo to speak with Chris Byrnes and Joe regarding volunteer back-up**
- **Seeking out others in the Fellowship who may have the appropriate skills to volunteer**

## 7. Betsy Gilpin Announcement Issue

### **Discussion:**

Betsy, chair of Membership and member of Stewardship Committees, is requesting a revision of the current Communications Policy/Guideline regarding when articles can be placed in the Newsletter and other communication forms. Currently, there is a guideline within the committee that articles can be placed in the newsletter 30 days in advance of the scheduled event. The exception is to place a "Save the Date" notice and a link to an article in an unrestricted timeline.

### **Decision:**

**Liora will speak with Irv Himelblau, Chair of Communications to clarify the issue and she will bring this back to the Board for further review.**

## **REVIEW OF BOARD GOALS:**

1. Financial Well-Being: Pledge drive in April. By the end of April the Finance committee will have a preliminary budget to present to the Board.
2. Dialogue Meetings with Dr Willey: The "What Now?" Conversation sessions with Dr. Willey have been successful with more than 100 people attending. There has been positive feedback from many members who appreciated the opportunity and value of these sessions. The Board decided to invite those who've resigned or known to have left the Fellowship since 2020 to attend a session.

**ACTION: Livia to request two more sessions be added to Dr. Willey's schedule and Livia will formulate a letter for Tracey to send out to those designated members.**

3. RE Vision and Scope: Will begin to work on this when RE com is fully functioning (has only had one meeting) and once they have a sufficient number of congregants volunteering to teach. The issue of allowing children in the classrooms without masks was addressed and the Board agreed that no masks would be required as all children are vaccinated. We are still searching for two people to be hired as childcare providers for children too young to participate in RE classes.
  - a. Worship Associates need to consistently announce that we have an RE program
4. Safety and Quality of Services: As the rates of Covid cases continue to decline it was agreed that the mask policy can be lifted and we will continue to check that all those on campus are vaccinated.

## **BOARD MEETING ENDED 7:55p.m.**

Notes taken by Livia Walsh, Secretary

Minutes prepared by Livia Walsh, Secretary

## **APPENDED TO THIS OFFICIAL RECORD**

- Committee Reports for March 2022
- Minister's Report for February 2022
- Administrator's Sunday Attendance Report for the last 12 months
- Preliminary Profit & Loss dated 2/28/2022
- Preliminary Balance Sheet dated 2/28/2022
- Setup Staff Checklist for Single Service dated July 2021
- Job Description for Audio Visual Tech dated February 2022

## **UUFSD COMMITTEE REPORTS - MARCH 2022**

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

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

The ComCom is considering a new format for the weekly newsletter. Considering a new format for "Submit Your News" that will allow for both a short and long version of articles that are submitted.

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

Didn't have the heart to ask.

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

### **Finance Committee (Board Liaison - Chris Butler)**

Nothing to report

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

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

Nothing to report at this time.

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

Nothing to report.

### **Membership (Board Liaison - Livia Walsh)**

Five people at the New Member Orientation however four are not yet ready to join.

Information for the Service Fair will be published in the newsletter, web site and Facebook starting on March 4. Announcements will be made from the pulpit beginning Sunday, March 6 -27th. Tables will be set up in the Core Area each Sunday, March 6 through March 27th. Members will be receiving emails and calls starting on or about March 7.

### **Music (Board Liaison - Cathy Leach-Phillips)**

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

The NomCom is conducting personal outreach and **would like feedback from all current board members whose term expire 6/30/22 by March 15th.** Board member outreach will include future officer/leadership conversations. Current board members and other interested congregation members will be considered.

Two of the NomCom members have already attended the What Now Session and said it was a very positive experience: safe, trusted space, caring people, diverse group, and very well facilitated. Susan Hahm will follow up personally with some RE parents to encourage participation. **The NomCom asked how will UUFSD channel interest into action and offered the Volunteer Interest Survey** that is designed for prospective Board members or **other volunteers.** Link: <https://www.surveymonkey.com/r/UUFSD2022>. Survey responses can be transferred to Google Suite or other preferred survey application.

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

Last committee meeting was 2/18. There will be a concerted effort by the committee to encourage both joining the Legacy Society and applying for Endowment Fund grants via newsletter article, email blasts, and tabling in the core area (3/20 and 4/3). Brochures have been updated and will be available in a few hangers placed around the campus. **Does the placement of these hangers need approval?** A new idea is using the endowment fund to memorialize a loved one, getting a plaque In memory of... **Applications for grants from the Endowment fund are due April 15th. There is approximately \$4,000 to award.** Grants may be requested for an activity or purchase that is not otherwise covered by the regular UUFSD budget, but must be used for the activity or expense requested in the grant application. Future awardees of grants will be required to submit a picture of what was purchased with the grant money to make the results more tangible. **Link for grant application:**  
<https://secureservercdn.net/198.71.233.109/dm0.8e2.myftpupload.com/wp-content/uploads/2021/01/Endowment-Grant-Request-Form-1-27-21-rev.pdf>

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

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

Dale reports: I'm working with the music director search committee toward finalizing the wording of the job ads. We should be able to start advertising for the position in the next week or two. The projected start date would be September 1 2022.

### **Policies and Procedures (Board Liaison - Brenda Post)**

Nothing to report from this month.

### **Religious Education (Board Liaison - Liora Kian-Gutierrez)**

UUFSD now has a (start from fresh) RE committee made up of 5 members. We had our "get to know" meeting on Sunday, February 27, 2022. We will be meeting again on Sunday, March 16 to review all steps we take to lead an RE class. Sheryl Goto led the class for five children that day. We also have received notification from at least three members who have volunteered to help teach. They will be invited to the training session that will be held on Sunday, March 16. As of today, we have not received any information about the inquiries I have put out to hire two childcare staff. I gathered suggestions from other Presidents in the PW cluster on how to broaden the search. As of today, Mary Anne Trause said she would ask her daughter to reach out to the teachers at the preschool she runs to see if one of them might be interested. I will also be asking Rev. Jo for her assistance in getting this inquiry out to all ministers in our cluster. The first draft of the RE Coordinator (½ time) was written by Angie. The RE committee will review electronically with additional job descriptions that I have obtained from the UUA. Progress is not always as fast as I would like it but I remind myself that this takes time. It was wonderful to see families with children attending the Mardi Gras event. Thanks to Louise for organizing and hosting! Thanks for all your support via a knowing smile, an email or a person to person conversation.

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

Right Relations Committee (Christie and Kathryn) continue to conduct exit interviews with departing members. Waiting for a final report from Christie to share with the Board and then determine next steps.

### **Social Justice Action (Board Liaison - Livia Walsh)**

SJA is re-establishing connection with Fill-A-Belly to provide meals for the homeless in Encinitas and is seeking a coordinator from UUFSD or local faith community. SJA is also re-establishing connection with the Safe Parking program in Encinitas to provide meals and toiletries to the homeless population there.

Gun Violence Prevention is establishing a group to plan for June's Gun Violence Prevention Month

Racial Justice is re-establishing a UU cluster wide and Interfaith coalition to work on racial justice issues in San Diego County

A new Chairperson or Co-chairs will need to be selected effective July 1st. No committee member is willing/able to take on this position.

### **Stewardship (Board Liaison - Chris Butler)**

The annual auction was held Sun2/20 in the core area with online sales one week preceding and one week after that day. Our goal was \$20,000 which is comparable to pre-covid years. Instead we raised \$12,388 which is 62% of our goal. There were 50 donors; 60 bidders, 108 items (\$value of \$39,201 - subjective based on donor input) . \$net \$12,388 represents 32% of value realized.. Income breakdown: Dining/Food 23 items for \$4,170; Events 25 items for \$3890; Travel/Hike 11 items for \$2,240; Art - 26 items for \$1,165; Object - 16 items for\$932; Jewelry 3 items for \$110; Help items 4 items for \$375

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

There is a real need for more Worship Associates. A call for and training of new WAs is scheduled for 3/20. The Worship Committee will be meeting Thursday 3/3 and will look at updating P&P 411 about service location. They will also review the task list of the setup crew from a Worship perspective. Someone needs to be tasked with wiping down the benches if they are wet as this was given for the reason the service was inside Sunday. The Committee fully supports securing and paying for the training of a backup AV person for Joe Cantrell.

The Committee received a detailed email from Wenda Alvarez about the quality of the virtual experience of our Sunday 6/27 service. There were many concerns about the poor audio quality and the camera positioning. I did look at this service on YouTube and some of the audio was really awful and erratic. I suggest that Rev Jo meet with Joe Cantrell to discuss these quality issues and see how to best address these.

Two documents related to Sunday Worship are appended to this Official Record:

- Setup Staff Checklist for Single Service dated July 2021
- Job Description for Audio Visual Tech dated February 2022

## **STAFF REPORTS**

### **Minister Report**

February 2022

This month began for me by attending the 2022 Institute for the Learning Ministry and some of us were attending in person! There were many online to be sure, but it was so nice to see colleagues in the flesh and be able to speak and interact with them. We were able to attend workshops and hear speakers and theologians offer solace, compassion and love during these difficult times. The week went by incredibly fast and I began to learn some of San Diego as I drove there every day. It was not only inspiring for us but also fulfilling in that many of the ministers in this country right now are drained dry. We needed this.

I attended 27 meetings this month along with the Gun Violence Prevention kickoff rally on the campus of the Fellowship. I met with our staff and with our new Interim Music Director and planned ahead. I was able to attend a Master Class and also a webinar on preaching extemporaneously as I really want to improve in that realm.

We held a Ministerial Formation Network Advisors meeting of which I am an advisor and also met with my mentee which is an exciting way to help facilitate the formation of new ministers. I have also been in contact writing letters to a prisoner through the Worthy Now Prison Ministry which is part of the Church of the Larger Fellowship of which I am a member. It is a way to offer a piece of the outside world to those imprisoned who are Unitarian Universalist. I recommend anyone to take up this noble act as it means so much to those imprisoned.

I also was thrilled to be able to attend the North County Clergy luncheon and meet other clergy of various denominations here in North County. We are beginning to plan how we can interact and work together either on projects, vigils, or to just get to know each other. We plan on meeting monthly.

I had 2 pastoral care visits and 4 pastoral care calls. Our Pastoral Care team met for our monthly meeting and we are happy that we have updated our page on the website. It looks great!

We held a New UU Orientation this month and had 5 people attending as prospective members. Betsy has been diligently working and reaching out to visitors and we are planning when to have our next New Member signing during a service.

The huge looming war that Russia is waging on Ukraine began this month and all eyes are on the brave souls defending their homeland. Let us keep all of them in our prayers and send whatever donations we can to aid in their fight. They are a strong people and the world is with them.

We are once again in person during services and that is meaning so much to so many people. Let us hope we can stay in community and this pandemic turns into an endemic so that we can progress and fulfill our lives as we wish to.

Blessings in faith,  
Rev Jo

## Administrator's Report (Tracey)

### SUNDAY ATTENDANCE - last 12 months

<u>DATE</u>	<u>MEMBERS AND GUESTS ATTENDING</u>	
<b>January 2022</b>		
2	1 <sup>st</sup> service	60 on Zoom/21 on YouTube
9	1 <sup>st</sup> service	56 on Zoom/27 on YouTube
16	1 <sup>st</sup> service	51 on Zoom/27 on YouTube
23	1 <sup>st</sup> service	55 people/27 on Zoom/26 on YouTube
30	1 <sup>st</sup> service	90 people/18 on Zoom/28 on YouTube (Alison's farewell service)
<b>February 2022</b>		
6	1 <sup>st</sup> service	56 people/25 on Zoom/22 on YouTube
13	1 <sup>st</sup> service	45 people/18 on Zoom/No YouTube Stream
20	1 <sup>st</sup> service	44 people/13 on Zoom/19 on YouTube
27	1 <sup>st</sup> service	62 people/18 on Zoom/11 on YouTube
<hr/>		
<b>March 2021</b>		
7	1 <sup>st</sup> service	61 screens/68 people/24 views on YouTube
14	1 <sup>st</sup> service	65 screens/70 people/15 views on YouTube
21	1 <sup>st</sup> service	73 screens/81 people/23 views on YouTube
28	1 <sup>st</sup> service	72 screens/78 people/13 views on YouTube
<b>April 2021</b>		
4	1 <sup>st</sup> service	65 screens/73 people/17 views
11	1 <sup>st</sup> service	80 screens/89 people/No YouTube Video
18	1 <sup>st</sup> service	77 screens/81 people/14 views on YouTube
25	1 <sup>st</sup> service	62 screens/67 people/12 views on YouTube
<b>May 2021</b>		
2	1 <sup>st</sup> service	67 screens/74 people/12 views on YouTube
9	1 <sup>st</sup> service	53 screens/57 people/6 views on YouTube
16	1 <sup>st</sup> service	62 screens/67 people/25 views on YouTube
23	1 <sup>st</sup> service	49 screens/54 people/14 views on YouTube
30	1 <sup>st</sup> service	55 screens/58 people/28 views on YouTube
<b>June 2021</b>		
6	Single Service	55 screens/60 people/16 views on YouTube
13	Single Service	79 screens/84 people/34 views on YouTube
20	Single Service	56 screens/59 people/23 views on YouTube
27	Single Service	94 bodies on campus/32 screens/34 people
<b>July 2021</b>		
4	1 <sup>st</sup> service	58 people/47 YouTube views
11	1 <sup>st</sup> service	53 people/44 YouTube views
18	1 <sup>st</sup> service	59 people/30 YouTube views
25	1 <sup>st</sup> service	68 people/24 YouTube views
<b>August 2021</b>		
1	1 <sup>st</sup> service	46 people/13 YouTube views
8	1 <sup>st</sup> service	59 people/30 on Zoom/38 YouTube views

15	1 <sup>st</sup> service	49 people/25 on Zoom/32 YouTube views
22	1 <sup>st</sup> service	36 people/31 on Zoom/27 YouTube views
29	1 <sup>st</sup> service	58 people/28 on Zoom/47 YouTube views

**September 2021**

5	1 <sup>st</sup> service	49 on Zoom/32 YouTube views
12	1 <sup>st</sup> service	60 on Zoom/10 YouTube views
19	1 <sup>st</sup> service	55 on Zoom/19 YouTube views
26	1 <sup>st</sup> service	45 on Zoom/18 YouTube views

**October 2021**

3	1 <sup>st</sup> service	48 people/25 on Zoom/16 YouTube views
10	1 <sup>st</sup> service	70 people/No zoom count/23 YouTube views
17	<i>Installation</i>	92 people/16 on Zoom/18 on YouTube
24	1 <sup>st</sup> service	62 people/18 on Zoom/21 on YouTube
31	1 <sup>st</sup> service	75 people/17 on Zoom/13 on YouTube

**November 2021**

7	1 <sup>st</sup> service	75 people/19 on Zoom/12 on YouTube
14	1 <sup>st</sup> service	92 people/27 on Zoom/30 on YouTube
21	1 <sup>st</sup> service	70 people/20 on Zoom/22 on YouTube
28	1 <sup>st</sup> service	56 people/15 on Zoom/13 on YouTube

**December 2021**

5	One service	97 people/24 on Zoom/10 on YouTube
12	One service	49 people/18 people on Zoom/11 on YouTube
19	One service	57 people/22 on Zoom/17 on YouTube
24	Christmas Eve Service	No video available
26	One Service	Online Only - 50 on YouTube

The Unitarian Universalist Fellowship of San Dieguito  
Profit & Loss Budget vs. Actual  
July 2021 through February 2022

	Jul 2021 - Feb 2022	Annual Budget	\$ Over Budget	% of Budget 67% of Year
Ordinary Income/Expense				
Income				
Net Assets Released from Restri	1,000.00			
Revenues				
Pledges				
REV.PLG.01 - Pledge Income	254,971.05	334,400.00	-79,428.95	76.25%
Total Pledges	254,971.05	334,400.00	-79,428.95	76.25%
Site Rental				
REV.SIT.01 - Sandy Hill	31,100.00	48,000.00	-16,900.00	64.79%
REV.SIT.02 - Special Event	1,540.00	1,000.00	540.00	154.0%
REV.SIT.03 - Other	840.00	0.00	840.00	100.0%
Total Site Rental	33,480.00	49,000.00	-15,520.00	68.33%
Fundraising				
REV.AUC.01 - Auction	7,283.76	18,000.00	-10,716.24	40.47%
REV.FDR.02 - Other	1,750.25	3,000.00	-1,249.75	58.34%
Total Fundraising	9,034.01	21,000.00	-11,965.99	43.02%
Contributions to General Fund				
REV.SUN.01 - Sunday Collection	5,802.83	10,000.00	-4,197.17	58.03%
REV.MIS.01 - Scripp Sales	511.12	300.00	211.12	170.37%
REV.MIS.02 - Other	1,527.11	15,000.00	-13,472.89	10.18%
Total Contributions to General Fund	7,841.06	25,300.00	-17,458.94	30.99%
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%
<b>Total Contributions to General Fund</b>	<b>306,326.12</b>	<b>429,700.00</b>	<b>-123,373.88</b>	<b>71.29%</b>
Contributions to Other Funds				
REV.PGE.01 - Endowment Fund	23,931.00			
REV.CAP.01 - Capital Camp Fund	64,031.00			
REV.CDL.01 - Casas de Luz	29,529.65	0.00	29,529.65	100.0%
REV.DBN.01 - DeBenneville Fund	1,425.00	0.00	1,425.00	100.0%
REV.DRE.01 - DRE Disc. Fund	4,180.00	0.00	4,180.00	100.0%
REV.SPC.01 - Special Collection	12,118.40	0.00	12,118.40	100.0%
REV.KIT.01 - KitchenCoffee Fund	9.00	0.00	9.00	100.0%
REV.LIB.01 - Library Fund	78.00	0.00	78.00	100.0%
REV.MUS.01 - Music Fund	400.00	0.00	400.00	100.0%
REV.SAC.01 - Social Action Fund	1,529.26	0.00	1,529.26	100.0%
REV.YOU.01 - Youth Disc. Fund	30.00	0.00	30.00	100.0%
Total Contributions to Other Funds	137,261.31	0.00	137,261.31	100.0%
Investment Income				
Interest & Dividends	5,496.69			
Realized Gains & Losses	-8,476.37			
Total Investment Income	-2,979.68			
Total Revenues	440,607.75	429,700.00	10,907.75	102.54%
Total Income	441,607.75	429,700.00	11,907.75	102.77%
Gross Profit	441,607.75	429,700.00	11,907.75	102.77%
Expense				
Investment Expense				
Fees & Commissions	515.93			
Total Investment Expense	515.93			
Operations Expenses				
Office				
OPS.OFF.01 - Postage	186.63	800.00	-613.37	23.33%
OPS.OFF.02 - Office Supplies	556.83	2,000.00	-1,443.17	27.84%
OPS.OFF.03 - Copier	4,972.27	7,000.00	-2,027.73	71.03%
OPS.OFF.04 - OnlinSubscriptions	1,550.05	1,500.00	50.05	103.34%

The Unitarian Universalist Fellowship of San Dieguito  
Profit & Loss Budget vs. Actual  
July 2021 through February 2022

	Jul 2021 - Feb 2022	Annual Budget	\$ Over Budget	% of Budget 67% of Year
OPS.OFF.05 - Phone & Internet	2,004.39	2,900.00	-895.61	69.12%
OPS.OFF.06 - Adm Mileage Exp	52.64	200.00	-147.36	26.32%
OPS.OFF.07 - Other Expenses	188.04	450.00	-261.96	41.79%
<b>Total Office</b>	<b>9,510.85</b>	<b>14,850.00</b>	<b>-5,339.15</b>	<b>64.05%</b>
<b>Finance</b>				
OPS.FIN.01 - Accounting Fees	4,784.40	9,000.00	-4,215.60	53.16%
OPS.FIN.02 - Credit Card Fees	906.83	2,000.00	-1,093.17	45.34%
OPS.FIN.03 - Bank Fees	43.23	0.00	43.23	100.0%
OPS.FIN.04 - Other Expenses	691.50	1,000.00	-308.50	69.15%
<b>Total Finance</b>	<b>6,425.96</b>	<b>12,000.00</b>	<b>-5,574.04</b>	<b>53.55%</b>
<b>Site</b>				
OPS.SIT.01 - Property Insurance	-135.00	4,621.00	FALSE	-2.92%
OPS.SIT.02 - Real Estate Taxes	4,065.54	4,066.00	-0.46	99.99%
OPS.SIT.03 - Gas & Electric	33.08	120.00	-86.92	27.57%
OPS.SIT.04 - Water	2,033.23	3,500.00	-1,466.77	58.09%
OPS.SIT.06 - AV Maintenance	4,738.23	0.00	4,738.23	100.0%
OPS.SIT.07 - B&G Maintenance	6,538.23	8,000.00	-1,461.77	81.73%
<b>Total Site</b>	<b>17,273.31</b>	<b>20,307.00</b>	<b>-3,033.69</b>	<b>85.06%</b>
<b>Total Operations Expenses</b>	<b>33,210.12</b>	<b>47,157.00</b>	<b>-13,946.88</b>	<b>70.43%</b>
<b>Denomination Expenses</b>				
OPS.DEN.01 - UUA Dues	13,336.00	13,336.00	0.00	100.0%
<b>Total Denomination Expenses</b>	<b>13,336.00</b>	<b>13,336.00</b>	<b>0.00</b>	<b>100.0%</b>
<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>	<b>84.61</b>	<b>1,200.00</b>	<b>-1,115.39</b>	<b>7.05%</b>
<b>Committee Expenses</b>				
COM.BRD.03 - Board Exp	1,432.05	200.00	1,232.05	716.03%
COM.CMN.03 - Communications Exp	114.80	200.00	-85.20	57.4%
COM.FND.03 - Fundraising Exp	421.88	200.00	221.88	210.94%
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 - RightRelations 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%
<b>Total Committee Expenses</b>	<b>3,985.79</b>	<b>5,200.00</b>	<b>-1,214.21</b>	<b>76.65%</b>
<b>Other Fund Expenses</b>				
EXP.CAP.03 - Cap Campaign Exp	48,838.90			
EXP.CDL.03 - Casas de Luz Exp	18,818.38			
EXP.CON.03 - Concert Exp	6,446.56			
EXP.DBN.03 - Debenneville Exp	1,000.00			
EXP.DRE.03 - DRE Disc. Exp	5,531.78			
EXP.KIT.03 - Kitchen Exp	260.16	1,000.00	-739.84	26.02%
EXP.MUS.03 - Music Program Exp	1,002.13	1,000.00	2.13	100.21%
EXP.MWL.03 - Memorial Wall Exp	228.37			
EXP.PGE.03 - Planned Giving Exp	5,170.00			
EXP.SAC.03 - Social Action Exp	2,352.15	1,000.00	1,352.15	235.22%
EXP.SPC.03 - Special Coll. Exp.	11,509.72			
<b>Total Other Fund Expenses</b>	<b>101,158.15</b>	<b>3,000.00</b>	<b>98,158.15</b>	<b>3,371.94%</b>
<b>Payroll Expenses</b>				
<b>Minister Expenses</b>				
PER.MIN.00 - MIN Housing	27,043.52	40,000.00	-12,956.48	67.61%
PER.MIN.01 - MIN Wages	32,677.18	55,000.00	-22,322.82	59.41%
PER.MIN.02 - MIN UUA Pension	6,114.90	9,500.00	-3,385.10	64.37%
PER.MIN.03 - in Lieu of FICA	6,133.59	7,268.00	-1,134.41	84.39%
PER.MIN.04 - MIN Medical	3,022.12	4,500.00	-1,477.88	67.16%

The Unitarian Universalist Fellowship of San Dieguito  
Profit & Loss Budget vs. Actual  
July 2021 through February 2022

	Jul 2021 - Feb 2022	Annual Budget	\$ Over Budget	% of Budget 67% of Year
PER.MIN.05 - MIN Dental	420.00	0.00	420.00	100.0%
PER.MIN.07 - MIN LTDLife Ins	999.74	2,025.00	-1,025.26	49.37%
PER.MIN.08 - MIN Prof Exp	4,384.11	8,500.00	-4,115.89	51.58%
<b>Total Minister Expenses</b>	<b>80,795.16</b>	<b>126,793.00</b>	<b>-45,997.84</b>	<b>63.72%</b>
<b>DRE Expenses</b>				
PER.DRE.01 - DRE Wages	64,835.09	57,525.00	7,310.09	112.71%
PER.DRE.02 - DRE UUA Pension	3,785.91	5,753.00	-1,967.09	65.81%
PER.DRE.03 - ER Payroll Taxes	3,258.66	4,401.00	-1,142.34	74.04%
PER.DRE.04 - DRE Medical	4,040.12	10,149.00	-6,108.88	39.81%
PER.DRE.07 - DRE LTDLife Ins	689.57	692.00	-2.43	99.65%
PER.DRE.08 - DRE Prof Exp	263.53	2,500.00	-2,236.47	10.54%
<b>Total DRE Expenses</b>	<b>76,872.88</b>	<b>81,020.00</b>	<b>-4,147.12</b>	<b>94.88%</b>
<b>Administrator Expenses</b>				
PER.ADM.01 - ADM Wages	27,020.00	39,051.00	-12,031.00	69.19%
PER.ADM.02 - ADM UUA Pension	2,668.68	3,905.00	-1,236.32	68.34%
PER.ADM.03 - ER Payroll Taxes	2,184.46	2,987.00	-802.54	73.13%
PER.ADM.04 - ADM Medical	7,585.90	12,675.00	-5,089.10	59.85%
PER.OFF.05 - Admin Dental	480.00			
PER.ADM.07 - ADM LTDLife Ins	534.88	488.00	46.88	109.61%
PER.ADM.08 - ADM Prof Exp	0.00	200.00	-200.00	0.0%
<b>Total Administrator Expenses</b>	<b>40,473.92</b>	<b>59,306.00</b>	<b>-18,832.08</b>	<b>68.25%</b>
<b>Music Program Expenses</b>				
<b>Choir Director</b>				
PER.MUS.01 - Choir Dir Wages	15,154.96	22,540.00	-7,385.04	67.24%
PER.MUS.03 - ER Payroll Tax	1,181.83	1,724.00	-542.17	68.55%
PER.MUS.08 - Choir Dir Prof Exp	0.00	1,000.00	-1,000.00	0.0%
<b>Total Choir Director</b>	<b>16,336.79</b>	<b>25,264.00</b>	<b>-8,927.21</b>	<b>64.66%</b>
<b>Accompanist</b>				
PER.MUS.11 - Accompanist Wage	7,542.37	10,830.00	-3,287.63	69.64%
PER.MUS.12 - Accompanist PR Ta	519.90	828.00	-308.10	62.79%
<b>Total Accompanist</b>	<b>8,062.27</b>	<b>11,658.00</b>	<b>-3,595.73</b>	<b>69.16%</b>
<b>Total Music Program Expenses</b>	<b>24,399.06</b>	<b>36,922.00</b>	<b>-12,522.94</b>	<b>66.08%</b>
<b>Site Support Staff Expenses</b>				
PER.SIT.01 - Childcare	0.00	6,000.00	-6,000.00	0.0%
PER.SIT.02 - Custodian	3,995.00	7,000.00	-3,005.00	57.07%
PER.SIT.03 - Site Caretaker	3,641.25	4,680.00	-1,038.75	77.8%
PER.SIT.09 - Sound Technician	12,260.00	19,000.00	-6,740.00	64.53%
PER.SIT.11 - RE Staff	3,300.00	5,670.00	-2,370.00	58.2%
PER.SIT.12 - ER Payroll Taxes	3,371.80	2,704.00	667.80	124.7%
<b>Total Site Support Staff Expenses</b>	<b>26,568.05</b>	<b>45,054.00</b>	<b>-18,485.95</b>	<b>58.97%</b>
PER.MIS.01 - Worker's Comp Ins	7,066.00	2,250.00	4,816.00	314.04%
PER.MIS.02 -Other Personnel Exp	266.00	630.00	-364.00	42.22%
Payroll Expenses - Other	-3.50			
<b>Total Payroll Expenses</b>	<b>256,437.57</b>	<b>351,975.00</b>	<b>-95,537.43</b>	<b>72.86%</b>
<b>Total General Fund Expenses</b>	<b>307,054.09</b>	<b>418,868.00</b>	<b>-111,813.91</b>	<b>73.31%</b>
<b>Total Expense</b>	<b>408,728.17</b>	<b>421,868.00</b>	<b>-13,139.83</b>	<b>96.89%</b>
<b>Net Ordinary Income</b>	<b>32,879.58</b>	<b>7,832.00</b>	<b>25,047.58</b>	<b>419.81%</b>
<b>Net Income</b>	<b>32,879.58</b>	<b>7,832.00</b>	<b>25,047.58</b>	<b>419.81%</b>
<b>Total Income - General Fund Only</b>	<b>\$306,326.12</b>	<b>\$429,700.00</b>	<b>-123,373.88</b>	<b>71.29%</b>
<b>Total Expenses - General Fund Only</b>	<b>\$307,054.09</b>	<b>\$418,868.00</b>	<b>-111,813.91</b>	<b>73.31%</b>
<b>Net Ordinary Income - General Fund Only</b>	<b>(\$727.97)</b>			

**The Unitarian Universalist Fellowship of San Dieguito**  
**Balance Sheet**  
As of February 28, 2022

	Feb 28, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Union Bank Chkg	288,666.93
UU Common Endowment Fund	136,107.77
Vanguard x2001-Capital Campaign	812,592.21
Vanguard x6230	0.00
<b>Total Checking/Savings</b>	1,237,366.91
<b>Accounts Receivable</b>	
Accounts Receivable	-17,425.00
Capital Campaign Pledges	250.11
<b>Total Accounts Receivable</b>	-17,174.89
<b>Other Current Assets</b>	
Undeposited Funds	2,123.33
<b>Total Other Current Assets</b>	2,123.33
<b>Total Current Assets</b>	1,222,315.35
<b>TOTAL ASSETS</b>	1,222,315.35
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	1,944.36
<b>Total Accounts Payable</b>	1,944.36
<b>Other Current Liabilities</b>	
Bonus' Payable	473.42
Direct Deposit Liabilities	-8,012.87
<b>Payroll Liabilities</b>	
LIA.PER.01 - Payroll Taxes	572.04
LIA.PER.02 - UUA Pension	977.33
LIA.PER.03 - Medical Insurance	-4,513.59
Payroll Liabilities - Other	480.00
<b>Total Payroll Liabilities</b>	-2,484.22
<b>Total Other Current Liabilities</b>	-10,023.67
<b>Total Current Liabilities</b>	-8,079.31
<b>Long Term Liabilities</b>	
<b>Long Term Liabilities</b>	
LIA.OPS.01 - Solar Loans	20,588.52
<b>Total Long Term Liabilities</b>	20,588.52
<b>Total Long Term Liabilities</b>	20,588.52
<b>Total Liabilities</b>	12,509.21
<b>Equity</b>	
<b>Permanent Restricted</b>	
FND.PGE.01 - Endowment Fund	120,290.08
<b>Total Permanent Restricted</b>	120,290.08
<b>Temp. Restricted</b>	

**The Unitarian Universalist Fellowship of San Dieguito**  
**Balance Sheet**  
As of February 28, 2022

	<u>Feb 28, 22</u>
<b>Building Funds</b>	
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Cam Donations	1,866,219.45
FND.CAP.03-Cap Cam Expense	-1,017,768.31
FND.CAP.01 - Capital Campaign - Other	10,282.01
<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>	
COM.ADL.04 - AdultPrograms Fund	168.20
<b>Total Committee Funds</b>	<u>168.20</u>
<b>Other Funds</b>	
FND.CDL.04 - Casas de Luz Fund	80,273.43
FND.CON.04 - Concert Fund	3,072.47
FND.DBN.04 - DeBenneville Fund	3,774.51
FND.DRE.04 - DRE Disc. Fund	10,168.91
FND.KIT.04 - Kitchen/Coffee Fnd	-4.57
FND.LIB.04 - Library Fund	782.72
FND.MIN.04 - MIN Disc. Fund	724.01
FND.MUS.04 - Music Fund	432.93
FND.MWL.04 - Memorial Wall Fund	15,139.63
FND.REL.04 - RE Special Fund	150.00
FND.SAC.04 - SAC Fund	
Backpack Fund	164.59
Helping our Neighbors	3,201.92
Racial Justice	295.49
UU the Vote	278.75
FND.SAC.04 - SAC Fund - Other	23.14
<b>Total FND.SAC.04 - SAC Fund</b>	<u>3,963.89</u>
FND.YOU.04 - Youth Disc. Fund	3,786.36
<b>Total Other Funds</b>	<u>122,264.29</u>
<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 - Ministr Sabbatical	3,455.96
RES.SAB.02 - DRE Sabbatical	1,976.81
<b>Total Reserves</b>	<u>34,528.76</u>
<b>Total Permanently Restricted</b>	120,290.08
<b>Total Temporarily Restricted</b>	1,015,694.40
<b>Unrealized Gains &amp; Losses</b>	-1,990.13
<b>Unrestricted Net Assets</b>	42,932.21
<b>Net Income</b>	<u>32,879.58</u>
<b>Total Equity</b>	<u>1,209,806.14</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,222,315.35</u></u>

# STAFF SINGLE SERVICE SUNDAY MORNING CHECKLIST – July 2021

Note: It is important to look carefully at the Order of Service each week to see if there are any changes to our normal schedule

## Sunday Service Setup (Begin 90 minutes before the first service starts! 8:30 for a 10am service)

- Open kitchen/awning
- **Start Coffee (very important!)**
- Open rest rooms and empty trash—**check paper supplies and replenish TP or paper towels as needed**
- **Empty all trash bins BEFORE 9:00 service (Don't forget the under counter trash can in the kitchen)**
- Pick up orders of service, hand sanitizer, masks and **large food basket** from office and bring to usher table where service will be held
- Open library
- Put out name tag hanger (Please take down any name tags by the OOS in the office and add them to the hanger on the appropriate peg)

## If the service is in the Amphitheater

- Remove podium cover
- Set up podium & chalice
- Fill the large bowl in the kitchen cupboard halfway with water and take the bowl and the rocks to the amphitheater stage. Set them on the light brown table.
- Check chalice candle's fuel & wick
- Install umbrellas for over keyboard and over podium and service leader's chairs (3 umbrellas-use the beige ones)
- Put out correct hymnals with orders of service (place on usher table)
- Bring plastic box of usher shawls out of A/V kiosk
- Put up umbrellas over the benches (please avoid using any that are tattered or have broken spokes, if possible)
- Put out cushions for worship leaders' chairs and stadium cushions for the benches
- Put out offering baskets on the usher table (purple/blue Jan-Nov; red/black in Dec)
- Make sure there are the correct numbers of chairs on stage for worship leaders (2 usually)
- Visually check that there is no trash/debris anywhere in the amphitheater
- Once the worship space is complete – set up the Name Tag Board, the Happenings table, Visitor table, Pastoral Care table, and the small light blue Gratitude box.

## If Service is in the Hall

- Set up podium & chalice
- Fill the large bowl in the kitchen cupboard halfway with water and take the bowl and the rocks to Founders Hall. Set them on a white table in front of the fireplace.
- Check chalice candle's fuel & wick
- Put out correct hymnals with orders of service (usher table)
- Put out chairs – including 3 new blue padded ones for the service leaders
- Put out offering baskets on the usher table (purple/blue Jan-Nov; red/black in Dec)
- Once the worship space is complete - setup the Name Tag Board, the Happenings table, Visitor table, Pastoral Care table, and the small light blue Gratitude box)
- **Check that there is no trash/debris anywhere in the Hall**
- **Put all extra chairs and racks, benches including choir benches away and out of the Hall**

## After Service in Amphitheatre

- Collect cushions and hymnals—there is usually volunteer assistance
- Collect umbrellas and put away
- Return the hand sanitizer, masks, and **food basket** to the office

- Collect chalice items to be stored in the kiosk
- Clean podium of papers, matches etc., and cover podium and riser
- Pick up any refuse in amphitheater and please water the succulents (the watering can is with the umbrellas)
- **Lock kiosk**

### **After Service in Hall**

- Clean podium of papers, matches etc., and cover podium and riser
- Visually check that there is no trash/debris anywhere in the Hall
- **Make sure piano is locked and covered**
- **Put the chairs away** (on the racks and in the closet) after service (any extras should be put against the wall opposite the fireplace)

### **General After Service Cleanup**

- Store table items and put any leftover publicity items in the appropriate bin or box
- **Empty all the trash (including bathroom trash)** - put in upper parking lot garbage bin, add new bags in the cans (empty the trash can by the playground if food/drink are present)
- **Remove recyclables to upper parking lot**
- **Stay until everyone (including kitchen helpers) has left** - dump out the big coffee pots (please do not put grounds down the sink), rinse them out and put the clean pots back up on the shelf, then check and lock all buildings on campus (including the middle door in the Hall)

It is important to be aware of how the grounds appear and respond accordingly. This is a sacred meeting place and should reflect that. Please pick up any trash left out.

**IMPORTANT:** *With our new format, Joe Cantrell will need the setup person to run the camera for steaming live on Zoom and YouTube during service. He will show you what to do and will need you to stay there during the service.* Because you'll likely be working less than 4 hours, a break is not included in your shift when we have only one service. Please feel free to take bathroom and water breaks if needed.

### **Contact Phone Numbers in case of site issues:**

Non-urgent matters: Leave voice mail on office phone at 858-755-9225:

Urgent matters: (if immediate danger, call 911)

- 1<sup>st</sup> Contact Ed Mlakar 760-805-4636
- 2<sup>nd</sup> Contact James Hagan at 858-997-5825 (mobile)
- 3<sup>rd</sup> Contact Michael Scott at 858-792-1885 or 858-357-7307
- 4<sup>th</sup> Contact Ken Schultz at 760-753-3502 or 442-222-9811

# UUFSD Statement of Work – Audio Visual Technician – February 2022

## Job Summary:

**In-Person services**—Set up and operate audio and visual support for Sunday morning services and various events, including holidays and special events. Set up and operate simultaneous livestreaming of events. Strike and properly store all equipment.

**Online-only services**—Coordinate and assemble all streaming media before the service and schedule rehearsal if needed. Operate as host during online Zoom services, displaying media and participants according to the Order of Service.

Attend Staff meetings as needed.

**Supervises**—Secondary A/V technicians and livestreaming assistants.

## Principal Duties and Responsibilities:

### I. In person live services

#### A. Amphitheater services

##### 1. Live Audio

- i. Ascertain needs before start of service
- ii. Set up mics
  - a. Podium mic
  - b. Wireless mics
  - c. Tape down or cover cables with mats for safety
  - d. Stereo Røde pair for choir if necessary
- iii. Set up DI box if necessary (for guitars, amps, etc.)
- iv. Set up keyboard
- v. Set up mixer and connect to outputs including antenna and assisted listening
- vi. Sound Check and troubleshoot before services
- vii. Set up any media playback (if needed)
- viii. Set up stage monitors if needed
- ix. Set up outdoor speaker receiver and amplifier in Founders Hall
- x. After service, pack up and store all equipment

##### 2. Live-streaming

- i. Set up both cameras and tripods
- ii. Connect stereo mix bus from mixer to camera
- iii. Connect cameras to computer
- iv. Connect computer to internet
- v. Open OBS and make sure cameras are being read by computer properly
- vi. Set up Zoom
  - a. Open Zoom and check settings
  - b. Start service meeting (link at UUFSD.org) at 9:45
  - c. Start YouTube streaming on Zoom
  - d. Monitor and mix separate audio mix from mixer
  - e. Log on to Zoom meeting from phone and check audio and video
  - f. Spotlight camera
  - g. Supervise anyone assisting with broadcast
  - h. Change camera angles according to OOS
  - i. When finished, mute mic and audio and remove spotlight.
  - j. When coffee hour is done, shut down meeting and pack up computer and cameras.

#### B. Founders Hall Services

## 1. Live Audio

- i. Ascertain needs before start of service
- ii. Pull equipment as needed from kiosk
- iii. Set up mics
  - a. Podium mic
  - b. Wireless mics
  - c. Tape down or cover cables with mats for safety
  - d. Stereo Røde pair for choir if necessary
  - e. Mic for piano - Stereo Røde or single dynamic mic
- iv. Set up DI box if necessary (for guitars, amps, etc.)
- v. Set up mixer and connect to outputs, including assisted listening
- vi. Sound Check and troubleshoot before services
- vii. Set up any media playback (if needed)
- viii. After service, pack up and store all equipment

## 2. Live-streaming

- i. Set up both cameras and tripods
- ii. Connect monitor outs from mixer to camera
  - a. If a stage monitor is necessary, connect one channel and change OBS input to mono
  - b. In this case, only one stage monitor would be available.
- iii. Connect cameras
  - a. Set up video switcher
  - b. Connect video splitter to slide computer - one for in house and the other to switcher
  - c. Connect switcher to computer along with any other camera if needed
  - d. Check the OBS scene collection for UUFSD indoors
- iv. Connect computer to internet
- v. Open OBS and make sure cameras are being read by computer properly
- vi. Set up Zoom
  - a. Open Zoom and check settings
  - b. Start service meeting (link at UUFSD.org) at 9:45
  - c. Start YouTube streaming on Zoom
  - d. Monitor and mix separate audio mix from mixer
  - e. Log on to Zoom meeting from phone and check audio and video
  - f. Spotlight camera
  - g. Supervise anyone assisting with broadcast
  - h. Change camera angles according to OOS
  - i. When finished, mute mic and audio and remove spotlight.
  - j. When coffee hour is done, shut down meeting and pack up computer and cameras.

## C. Special Event Services

1. Same as above, but more care must be taken to ascertain the client needs well in advance and be prepared

## II. Online-only services

### A. Zoom Services

- i. Ascertain needs early in the week
- ii. Determine what media is on hand, and what media will be needed
- iii. Contact WA and others to collect needed material and organize rehearsal if needed
- iv. Once material is collected, edit all video content for consistency in audio and video
- v. Before rehearsal, load content in OBS and create new stack items as needed
- vi. From OOS and/or script create service rundown with 'camera cuts' and media
- vii. During rehearsal, go over service order and get cues from participants
- viii. Setup and test prior to service on Sunday

- a. Troubleshoot any audio or video issues
- ix. Correct or provide direction in the event any mistakes during the service
- x. At the end of service, direct breakout rooms
- xi. After breakout rooms are complete, shut down meeting and send chat log to pastoral care and minister

### III. Equipment and Site Maintenance

#### A. Audio and video equipment

1. Take note of any faulty or worn equipment
2. Periodically take inventory of how the systems are working and make list of possible improvements
3. Advise minister or appropriate committee

#### Schedule:

September–May: 4.5–5.5 hours per week on Sundays, other times as needed for events with extra compensation.

June–August: 2.5–3.5 hours per week on Sundays, other times as needed for events with extra compensation.

#### **Billing Rate**

\$50/hour