

Minutes of UUFSD Board Meeting

April 6, 2022 6:00pm - 8:40 pm
Founders' Hall

Present:

Liora Kian-Gutierrez, *President*
Brenda Post, *Vice-President*
Angie Knappenberger
Cathy Leach-Phillips
Liv Walsh, *Secretary*
Chris Butler

Also Present:

Sarah Miller, *Treasurer and Advisory non-voting member*
Wenda Alvrez, NomCom
Charlie Mayfield

Absent:

Louise Lin Garrett

Lighting of Chalice & Chalice Reading

Recitation of Board Covenant and Covenant of Right Relations

APPROVAL OF REPORTS

Board Meeting Minutes from March 2, 2022 and March 23, 2022

DECISION: All Agreed

Committee, Staff and Treasurer's Reports - April 2022

Discussion: Concerns expressed about absence of some reports; concerns were raised about the Treasurer's report about items no longer listed in P&L statement such as Reserve Funds that were part of our 2021-2022 budget

ACTION: Angie Knappenberger to meet with Sarah Miller to get clarification on questions raised about Treasurer reports and will bring the information to our next meeting

DECISION: All Agreed to accept reports

NEW AGENDA ITEMS

1. Nominations Committee Update (Wenda)

Discussion: Process, policy, and ByLaws were briefly reviewed. There will be four Board of Director positions to be filled. Brenda Post, Livia Walsh, Cathay Leach Phillips, and Chris Butler terms end June 2022 as they are completing former Board member terms. They should talk with the NomCom soon about their plans if they have not already

done so. All are eligible for the Board openings for the next term. NomCom is holding a meeting with any prospective Board candidates and requested that a few Board members attend.

ACTION: Angie Knappenberger and Chris Butler will attend NomCom forum on April 18th

2. Pastoral Care Needs

Discussion: Livia Walsh suggested that UUFSD contract a chaplain or a minister for critical needs

ACTION: Livia will contact Rev Sarah Millspaugh to determine the best way to address this and contact potential ministers/chaplains. Livia will be the Board Liaison to Pastoral Care Committee

3. Fiscal Items

Discussion: The recommendation from the Finance Committee to increase the UUFSD our minimum pledge was briefly discussed. John Sherman has resigned as Chair of the Finance Committee. The Finance Committee needs to discuss status and related actions of funds related to RE and other discretionary funds.

ACTION: Chris Butler will meet with the Finance Committee to determine who is the new chair and bring this to the Board for approval. Sarah Miller will send a google document to the Finance Committee and Board regarding the issue of status and use of discretionary funds

4. Membership

Discussion: It is unclear what the current practice are on how current members and visitors are tracked and in our membership database (Breeze) or how membership status is reviewed and resolved as a consequence of the annual pledge drive (per Sarah Miller). The Membership Committee P&P should be dated regarding youth and participants who are not members and do not pledge.

ACTION: Board will pass the update of the P&P on to the P&P Committee

ACTION: Angie Knappenberger will now be the Board liaison to Membership as Livia Walsh has now taken on the Liaison role for Pastoral Care.

5. Sunday Services/Minster Considerations for Future Agenda Items:

Discussion: Possibly eliminating zoom/live streaming was briefly discussed. We will need to revisit the topic of how to manage supervision of etup staff. Livia Walsh will be main contact for staff for the month of April; Angie Knappenberger will be the contact for the month of May.

ACTION: Need for Board oversight of SUNDAY service setups taff and the need for supervivins all other staff (Administration, Music, AV) for June - August

6. Interim Minister Application

Discussion: Application deadline is April 20th and is being complete by Dale Gottdank, Robin Sales, and Angie Knappenberger. We will offer salary/benefits for a Geo5 Index per UUA guidelines in the mid range for our size congregation. Liora Kian-Gutierrez and Brenda Post will review the application before it is posted. The Select Committee on staffing had asked if it was possible to post a part time interim, but according to the UUA Transitions Handbook, the answer is “no”. A Search committee will need to be formed as neither Dale Gotttdank or Robin Sales can serve on it due to conflicts with the timing in May.

ACTION: Liora will confirm that the interim position cannot be part time by talking with Sarah Millsbaugh

ACTION: Angie Knappenberger will convene an Interim Search Committee

7. Review of Board Goals

Goal #1 - Financial Well Being

ACTION: Need to schedule publication around 5/16 and review of draft budget on 5/22 by the congregation; the Board considers input then sends out the final draft 2 weeks prior to congregational meeting 6/26. Sarah to publicize in newsletter

Goal #2 - Dialog Meetings w/Dr. Frank Willey

- Very successful congregational forum with Frank and congregants following servie on April 3rd.
- Right Relations will take on creating the plan as suggested by Frank
- Board to review and decide strategy and implementation of goals related to the recommendations by Dr. Willey at a four hour retreat.

ACTION: Cathy to send out doodle poll to determine date of retreat

Goal # 3 - RE Vision and Scope

- No update: all jobs posted

Goal #4 - Safety and Technical Quality of Services (related to zoom and youtube)

- No update

BOARD ACTIONS COMPLETED VIA GOOGLE POLL

1. 8th Principle Collaboration Group (UU Custer of San Diego) invitation to read The Widening Of The Circle of Concern.

Proposal: Board approval to send an invitation to all UUFSD members from the Board to participate in the reading and discussion of Widening the Circle of Concern that is being organized by the 8th Principle Collaboration group of the UU cluster of Sand Diego. The purpose of this read is to promote the understanding and implementation of the 8th Principle.

DECISION: Agreed

2. Proposal to Approve the Following Posting for ChildCare Worker at UUFSD

(Developed in consultation by Liora, Dale Gottdank, and Dale Gottdank and Annie Scott from UUA PNW regional field office)

Child Care Workers Wanted

Duties and Responsibilities:

Time: Sundays 9:00 am until 12:00 pm

Child Care Workers are responsible for the well-being of the children under their car (ages infant through 4 years.). They must monitor the children once dropped off by family members and Ensure tthat they play and interact with one another in a safe and appropriate manner. Some of the typical duties include:

- Ensuring the children have good hygiene and changing diapers as necessary
- Cleaning interactive areas that children came in contact with
- Organizing activities
- Informing parents of any concerns about the child or if any problems occurred
- Introduce and maintain the practice of parents signing in their children with their cell number in case they need to be texted while at church.

Responsibilities: Promote a physically safe and emotionally healthy environment while supervising.

DECISION: Agreed

3. Proposal to Approve the Following Job Posting for Half-Time DRE

(reviewed by Liora, Dale Gottdank, and Rev Sarah Millsbaugh)

Director of Religious Education for Children and Youth – Currently Accepting Applicants

The Unitarian Universalist Fellowship of San Dieguito (UUFSD) seeks a dynamic and committed Director of Religious Education (RE) for a 20 hour per week position. The person we seek will provide enthusiastic leadership for our religious education program with the support of an active and engaged religious education committee and nurture a loving, supporting environment for our children and teens.

More [here](#) about Unitarian Universalists.

More <https://uufsd.org/> about UUFSD.

Unitarian Universalists are an historic, inclusive, and progressive religious denomination. We are diverse in faith, ethnicity, history and spirituality, but aligned in our desire to make a difference for the good. We stand on the side of love, justice and peace. We are seeking to increase the diversity of our staff. People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQIA+ candidates are encouraged to apply. We are committed to developing a diverse and talented staff team. If you are excited about this role but are unsure whether you meet the requirements, we encourage you to inquire and/or apply. **Send a cover letter and resume to office@uufsd.org.**

The Director of Religious Education (DRE) will start with the foundations of our RE program in rebuilding the relationship between our children's and youth church-based programming and our greater church community. They will collaborate with the RE committee and others as appropriate. We currently have an existing program with a support system of dedicated volunteers who will aid in transition.

Key responsibilities of the position include:

1. Programming, scheduling, and organizing volunteers for Religious Education classes, social justice projects with youth and teens, and annual RE events.
2. Organizing and hiring of Sunday morning nursery care (paid position)
3. The position might also include, depending on time and interests, OWL (Our Whole Lives) classes and other innovative programs.

We are seeking a person with experience working with children, have collaborative skills, basic budgeting and time-management skills, to work with relevant committees and organize volunteers.

We are looking for someone with relevant degrees or work experience. Background checks are required for all staff and volunteers at UUFSD.

This is a part time position of 20 hours a week with the opportunity to increase as our community needs grow.

DECISION: Agreed

4. Casa de Luz Cottage Prototype Storage

Proposal: Accommodate Kathy faller's request to store their Cottage prototype at our Fellowship for the next month or so. It is currently at St James and needs to be moved. It would take up 2 parking spaces. Buildings & Ground has no objection.

DECISION: Agreed

REVIEW of OLD ACTION ITEMS:

January 2022

1. **ACTION:** Angie Knappenberger 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.
2. **UPDATE:** As Liora is now the liaison to the new RE Com she will request assistance from the RE Chair, Susan Hahm

February 2022

3. **ACTION:** 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. For 420 & 750. Chris Butler will inform Rich Macdonald of the changes to the P&Ps and responsibilities.

COMPLETED: via email by Brenda.

- The Board has not received these updates as of April 4, 2022

March 2022

1. **ACTION:** Congregational Meeting Date established as June 26 decided via google poll
COMPLETED

2. Chris Butler will check with the Finance Committee re funds not used by committees - does the unused funds go back to the General Funds? **Yes**
COMPLETED

3. P&P 411 Sunday Service Location
 - P & P 411 needs to be updated and approved with a new temperature suggested at 50 degrees
ACTION: TBD by Worship Com at their next meeting 04/08/2022

4. Review of Audio Visual Technician review of JD and request for funds -
Joe Cantrell is requesting to train at least one other person to cover for him and is requesting funds to train a colleague of his.
ACTION: Livia Walsh to discuss with Joe that we cannot create the back-up person staff he specifically requested and we will need to do this with volunteers or perhaps train Bryht.
COMPLETED: Livia spoke with Joe who has been training Bryht and is confident that Bryht can perform the AV tasks. Joe will continue to work with Bryht on the Sundays that Bryht is the set-up person. Joe is planning to take time off in June and expects Bryht to be fully trained and competent with AV tasks. Livia informed Tracey, Joe and Bryht of the decision.

5. Membership's concern about advertising events more than one month in advance. The request is to ask the Board to take appropriate steps to remedy the situation.
UPDATE: Liora will share with Betsy: "The exception is to place a "Save the Date" notice and a link to an article in an unrestricted timeline". Betsy solved the situation by requesting that direct emails be sent to families with the information she wanted to share, and Angie assisted.
COMPLETED

6. Request by Music Director and Worship Committee for additional funds for fy 2021-2022
Decision: The Board approve \$500.00 for fy 2021-22 Music budget. Board also approved additional funds for Worship Committee which they will submit to the Board for approval.
ACTION: Sarah Miller will notify Chris Lehman of the approval **COMPLETED**
ACTION: Cathy will find out from Worship to find out how much they need to finish out the Year. **COMPLETED**
ACTION: 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 **COMPLETED**

BOARD MEETING ENDED 8:40 P.M.

APPENDED TO THIS OFFICIAL RECORD

- **COMMITTEE REPORTS**
- **ADMINISTRATOR'S REPORT**
- **FINANCIAL REPORTS**
 - Profit & Loss 2022-03-31
 - Balance Sheet 2022-03-31

UUFSD Committee, Staff & Treasury Reports - April 2022

Buildings and Grounds (Board Liaison - Louise Garrett)

There was a work party Saturday , April 2 with Darron , Erilynn , Kellen, Betsy & Terry Parsons

The following tasks were performed;

- Terry sanded the s of the staircase posts and filled sand bags to mitigate erosion on the Amphitheater back path.
- Darron , Erilynn , Kellen & Betsy hauled debris around the shed to the dumpster & stacked bricks

Jim Hagan was there last week and trimmed trees , , cleaned the Amphitheater and unplugged the drain in the Pine Cones classroom

Communications (Board Liaison - Liora Kian-Gutierrez) - Chair, Irv Himmelblau

The Com Com revised the guidelines for submitting articles for publication in our various media outlets. The Submit Your News suggested length of articles has been increased from 150 to 200 words. For longer articles we have created an "Introductory Paragraph" box which is normally up to 50-75 words and a link to the remainder of the article (which is submitted in another box on the form.

The committee will next consider the issue of content for our website, Order of Service and Newsletter. We are currently accepting articles for the newsletter for outside events, such as lectures and presentations on social justice and spiritual issues (Climate Change, Racial Justice, Meditations), by outside groups. We will have a discussion as to whether these types of activities are better suited to be publicized in our "Nextdoor" publication. This issue, once addressed, will be the subject of a procedural change which will go through the formal process of amending the Com Com procedures.

Design Review (Board Liaison - Cathy Leach-Phillips)

From Irv: Design Review has sent a recommendation to the UUFSD Task Force dealing with the FEMA Security contract as it relates to the placement of the 2 security kiosks on campus. We are also in consultation with the task force regarding the placement of security cameras on campus.

We are in touch with Building and Grounds and the Dream Builders regarding the construction shed on campus as well as other unsightly items on campus.

Dream Builders (Board Liaison - Louise Garrett)

The bids are almost complete for the Security Grant.

Finance Committee (Board Liaison - Chris Butler)

1. Fees for use of campus facilities.

Our new role, as decided by the Board, is to determine those instances when the standard usage fees should be waived. By waived, we mean that only the janitorial fee and payment for our A/V manager would be required, but no other of the standard fees would be charged.

We agreed that the determining factor would be whether or not the event or activity would be of benefit to the Fellowship, and that the committee would decide by vote whether to waive. If an immediate answer is requested then we would vote by email.

2. We discussed and agreed on the disposition of the monies in the various RE accounts, and Sarah has written an email of that decision, which won't be repeated here.

3. Sarah withdrew her recommendation that we investigate moving our funds from our current U.S. Bank (or soon to be) account, due to the desire to have our funds with an environmentally responsible institution, as U.S. Bank is considered a 'good citizen' in that regard.

4. John said that, after discussion with Rich Macdonald, we would not combine the Finance Committee and Stewardship Committee in a joint pledge drive effort, but certainly individual members of FC could join in the effort.

Kitchen (Board Liaison - Louise Garrett)

The food pass through will get a new granite countertop, as the stucco is attached to the walls.

A Grant has been written for new kitchen equipment and supplies for The Fun and Fellowship Events and The Luncheons planned.

Leadership Development (Board Liaison - Brenda Post)

This committee is not meeting and they don't intend to unless the Board deems that there are enough new people to go through a leadership workshop. By their records, all eligible folks have already gone through one. This might be something to bring up with the Nom Com - do they see any talent that has not gone through a Leadership session?

Library (Board Liaison - Cathy Leach-Phillips)

Grateful that we could provide space for Sandy Hill school office, but looking forward to when the Library will be available to us again. Book Closet doors are being renovated & Book Sales will start again once this is completed. We continue to get a steady stream of book donations from the community.

Membership (Board Liaison - Livia Walsh), Chair Betsy Gilpin

One new congregant became a member in March. No one attended the New to UU meeting. There was a good response to the Involvement Faire with several people signing up to help several committees and projects.

Music (Board Liaison - Cathy Leach-Phillips)

Ramping up for Music Sunday. Ramping up for Chris Lehman's 2nd Retirement, after which the committee will have more responsibilities from week to week. Guiding Search Cmte for Music Director (Jan Berlin specifically). Committee is learning about finances, in which budget buckets each item

should belong, etc. Hoping to well-document this for future. Working on purchasing final items from our Endowment 2021 Grant.

We thank the Worship Cmte for helping us out in the purchase of sheet music for Music Sunday, a one-time gracious offer which they soon found out they could little afford!! So we are doubly appreciative.

Nominating Committee (Board Liaison - Angie Knappenberger)

Candidate slate will be submitted to Board by May 22, 2022. Two weeks before our June meeting, the candidate slates (President, VP, Directors) are published to the congregation.

Committee has heard from most of the current Board members that are eligible for an additional term. Conversations about officers are underway. Advertising for the open Board seats will begin April 8th via newsletter, website, etc. There will be an opportunity for prospective Board candidates to dialogue with two current Board members who are continuing service the week of April 18th. Board members will be asked to share their priorities, what Board service means to them, what is the toughest part and what they are looking forward to.

Planned Giving/Endowment (Board Liaison - Angie Knappenberger)

Applications for grants from the Endowment Fund will be received until April 15th. The committee is meeting May 6th to review the applications submitted and formalize recommendations to the Board. After Board approval, these will be presented to our membership for a vote at our June Congregational meeting.

Pastoral Care (Board Liaison - none) no Chairperson

Personnel (Board Liaison - Liora Kian-Gutierrez) - Chair - Dale Gottdank

1. The Personnel Committee is again back down to a single member, me. For the time being, I think that's fine. There isn't any more to do then can be handled by one person anyway.
2. Ads for the position of Music Director have been placed on our website, UUA, AUUMM, Choral Consortium in San Diego, Craigslist and LinkedIn. Additionally, the listing and job description was forwarded to Monique and her friend Ines Irswati to share with any interested parties in the San Diego music community.
3. Two responses have been received today, although one of them was from a Canadian who is ineligible for the appropriate visa.
4. The search has basically been turned over to the Music Director Search Committee, which is being chaired by Jan Berlin. I'll be able to assist them with any personnel related needs as they come up, including an eventual hiring agreement, etc.

Policies and Procedures (Board Liaison - Brenda Post)

We are in search of the Responsibilities of the Secretary that we believe was completed last June or July as that is not posted. Nothing else to report from the committee of one.

Religious Education (Board Liaison - Liora Kian-Gutierrez)

Susan Hahm is the new RE Committee Chairperson. All classes are covered by RE members. Attendance has varied greatly - 8 children on some Sundays to no children in attendance. We are prepared as each Sunday there are teachers and an assistant teachers prepared to hold classes. RE is coordinating with the Worship Committee to facilitate an spring egg hunt for the children on Sunday, April 17.

Right Relations (Board Liaison - Brenda Post)

The Right Relations team met on Sunday 4/3 and wanted to chime in that they believe that we should move forward with Frank Willey's recommendation to write the Covenant of Right Relations in more detailed behavioral terms, with perhaps some supporting documents on how to apologize, perhaps more. They agree it is better to get ahead of any potential issues rather than come in as the "bad cops" after the fact to do the mediation.

This committee has not had any requests to mediate interpersonal conflict. There are two outstanding exit interviews to conduct: the Appletons and one more recent resignee. They asked us to clarify how many people have resigned, based on comments at the What Now meeting we said there were 9 and in fact they count 19 or 20. We need a more accurate list and to possibly clean up this communication with the congregation.

Social Justice Action (Board Liaison - Livia Walsh) Co-Chairs Livia Walsh & Irv Himelblau

The Climate Action Task Force (CATF) action items/survey were completed printed in the Quarterly Magazine. Results of the survey will be handed out at Sunday Services as an insert in the OOS. April is Climate Action Month and there will be CATF table in the core area every week. April 3rd is Generosity Sunday and the beneficiary will be the North County Climate Change Alliance.

The Social Justice Action Committee will be needing a Chairperson/Co-chairpersons beginning July 1st. No one from within the committee is willing/able to take on this role which is a concern as Social Justice is a very active committee with many programs/projects.

Stewardship (Board Liaison - Chris Butler)

Conclusions from Stewardship meeting on March 16 – topic: April Pledge Drive

1. No technique stood out as being particularly effective for getting people to increase their pledge. Most people said it was a very individual decision that is based on their ongoing relationship to the fellowship.
2. Communication, communication, communication was the most important way to get people to recommit to their pledge (meaning to actually to fill out the form).
3. The financial goal we should strive for is **\$330,000** which is what pledge income is likely to be this current year. The message is "**Continue to pledge what you pledged last year**", especially if you raised your pledge by 15% last year.

4. We will have a Celebration Sunday at the end of the pledge drive on May 1. Stewardship will host a luncheon party after the service using the sunday offering for that day to defray the cost..
 5. The slogan for the pledge drive is “Together We Thrive” and for the party is “Celebration Sunday”.
 6. Sunday Service announcements:
 - a. March 27 – Rich will kick off the pledge drive with the message..
 - b. April 10 - open - committee volunteer? (Betsy will do a plug at Camp)
 - c. April 17 - open - committee volunteer?
 - d. April 24 - open - committee volunteer?
 - e. May 1 - the Celebration Sunday party; Stewardship is also doing the Service (lead by Lisa Shaffer). Theme – maybe **Rebirth** – new creative ideas from a panel of members.
 7. Outreach
 - a. Newsletter thermometer–Rich
 - b. Email blast mid way - Rich with group help drafting message
 - c. Core area info – Louise
 - d. No new Brochure this year – maybe elements of brochure in Newsletter
 - e. Personal outreach - targeted - wait until the last week of the drive, ask who has not pledged – contact them plus resigned members inviting them back.
- thanks,
rich

Worship (Board Liaison - Angie Knappenberger)

Committee has done a fabulous job of scheduling speakers thru June! Not knowing of Rev Jo’s departure, the committee generously agreed to fund \$260 for sheet music for the Music Sunday June 12th, but **now needs to ask the Board to authorize \$200 additional funds for this fiscal year.** The committee will be submitting two budgets for fiscal year 2022-2023; one if we have an interim or contract minister and one if we do not and are lay lead. The committee is organizing a Worship Associate training for experienced and new worship associates. Saturday 4/23 from 9am - noon.

ADMINISTRATOR'S REPORT TO THE BOARD – MARCH 2022

MEMBERSHIP STATISTICS

Total number of members: 185
Members emeritus: 4
Pledging friends: 17
Friends: 35

3/28/2022 - Total of members, members emeritus, pledging friends and friends: 238

SUNDAY ATTENDANCE

Date	10:00am in person	10:00am Zoom	10:00am YouTube	Total
3/6/22	70	21	26	117
3/13/22	73	30	14	117
3/20/22	53	22	16	91
3/27/22	72	17	17	106

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.) I want to thank the Board for allowing me to continue with this schedule, particularly with the huge increase in gas prices and the long drive (56 miles round trip) I make to work.

MEMBERSHIP CHANGES

Resignations:

The Rintala family resigned from the Fellowship on 3/14/22

Rick and Ann Appleton resigned from the Fellowship on 3/28/22

Joined: Teddy Ajero will be signing the book in a week or two. He has already turned in a pledge.

Issue: Charles Mayfield believes himself to be joined but has not gone through the program nor signed the book. He is going to send in a pledge but still needs to do those things, as well as fill out the membership paperwork. I have made Betsy Gilpin aware.

FAREWELL TO REV. JO

As everyone knows, Rev. Jo will be leaving us at the end of March. We wish her well in all her future endeavors.

Respectfully submitted,

Tracey Weiss, Congregational Administrator

The Unitarian Universalist Fellowship of San Dieguito

Profit & Loss Budget vs. Actual

July 2021 through March 2022

	Jul 2021 - Mar 2022	Annual Budget	\$ Over Budget	75% of Year % of Budget	Notes
Ordinary Income/Expense					
Income					
Revenues					
Pledges					
REV.PLG.01 - Pledge Income	281,568.89	334,400.00	-52,831.11	84.2%	
Total Pledges	281,568.89	334,400.00	-52,831.11	84.2%	
Site Rental					
REV.SIT.01 - Sandy Hill	34,987.50	48,000.00	-13,012.50	72.89%	
REV.SIT.02 - Special Event	2,390.00	1,000.00	1,390.00	239.0%	
REV.SIT.03 - Other	840.00	0.00	840.00	100.0%	
Total Site Rental	38,217.50	49,000.00	-10,782.50	78.0%	
Fundraising					
REV.AUC.01 - Auction	13,136.53	18,000.00	-4,863.47	72.98%	
REV.FDR.02 - Other	1,750.25	3,000.00	-1,249.75	58.34%	1
Total Fundraising	14,886.78	21,000.00	-6,113.22	70.89%	
Contributions to General Fund					
REV.SUN.01 - Sunday Collection	6,814.49	10,000.00	-3,185.51	68.15%	
REV.MIS.01 - Scripp Sales	605.00	300.00	305.00	201.67%	
REV.MIS.02 - Other	2,557.62	15,000.00	-12,442.38	17.05%	
Total Contributions to General Fund	9,977.11	25,300.00	-15,322.89	39.44%	
Contributions to RE Program					
REV.REL.02 - COA/OWL	1,000.00	0.00	1,000.00	100.0%	2
Total Contributions to RE Program	1,000.00	0.00	1,000.00	100.0%	
Total Contributions to General Fund	345,650.28	429,700.00	-84,049.72	80.44%	
Contributions to Other Funds					
REV.PGE.01 - Endowment Fund	23,931.00				
REV.CAP.01 - Capital Campaign Fund	64,031.00				
REV.CDL.01 - Casas de Luz Fund	46,096.95				
REV.DBN.01 - DeBenneville Fund	5,376.00				
REV.DRE.01 - DRE Discretionary Fund	4,210.00				3
REV.SPC.01 - Special Collection	16,569.76				
REV.KIT.01 - Kitchen & Coffee Fund	9.00				
REV.LIB.01 - Library Fund	121.00				
REV.SAC.01 - Social Action Fund	1,529.26				
Total Contributions to Other Funds	161,873.97				
Investment Income					
Interest & Dividends	5,718.73				
Realized Gains & Losses	-8,476.37				
Total Investment Income	-2,757.64				
Total Revenues	504,766.61	429,700.00			
Total Income	504,766.61	429,700.00			
Gross Profit	504,766.61	429,700.00			
Expense					
Investment Expense					
Fees & Commissions	730.48				4
Total Investment Expense	730.48				
Operations Expenses					
Office					

The Unitarian Universalist Fellowship of San Dieguito

Profit & Loss Budget vs. Actual

July 2021 through March 2022

	Jul 2021 - Mar 2022	Annual Budget	\$ Over Budget	75% of Year % of Budget	Notes
OPS.OFF.01 - Postage	288.53	800.00	-511.47	36.07%	
OPS.OFF.02 - Office Supplies	808.76	2,000.00	-1,191.24	40.44%	
OPS.OFF.03 - Copier	5,600.67	7,000.00	-1,399.33	80.01%	
OPS.OFF.04 - Online Subscriptions	1,695.05	1,500.00	195.05	113.0%	5
OPS.OFF.05 - Phone & Internet	2,264.32	2,900.00	-635.68	78.08%	
OPS.OFF.06 - Adm Mileage Exp	72.53	200.00	-127.47	36.27%	
OPS.OFF.07 - Other Expenses	188.04	450.00	-261.96	41.79%	
Total Office	10,917.90	14,850.00	-3,932.10	73.52%	
Finance					
OPS.FIN.01 - Accounting Fees	6,294.23	9,000.00	-2,705.77	69.94%	
OPS.FIN.02 - Credit Card Fees	1,044.63	2,000.00	-955.37	52.23%	
OPS.FIN.03 - Bank Fees	131.49	0.00	131.49	100.0%	
OPS.FIN.04 - Other Expenses	1,043.48	1,000.00	43.48	104.35%	6
Total Finance	8,513.83	12,000.00	-3,486.17	70.95%	
Site					
OPS.SIT.01 - Property Insurance	5,053.00	4,621.00	432.00	109.35%	
OPS.SIT.02 - Real Estate Taxes	4,065.54	4,066.00	-0.46	99.99%	
OPS.SIT.03 - Gas & Electric	44.76	120.00	-75.24	37.3%	
OPS.SIT.04 - Water	2,478.95	3,500.00	-1,021.05	70.83%	
OPS.SIT.06 - AV Maintenance	14,110.53	10,500.00	3,610.53	134.39%	7
OPS.SIT.07 - B&G Maintenance	6,709.15	8,000.00	-1,290.85	83.86%	
Total Site	32,461.93	30,807.00	1,654.93	105.37%	
Total Operations Expenses	51,893.66	57,657.00	-5,763.34	90.0%	
Denomination Expenses					
OPS.DEN.01 - UUA Dues	13,336.00	13,336.00	0.00	100.0%	8
Total Denomination Expenses	13,336.00	13,336.00	0.00	100.0%	
RE Expenses					
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%	
Total RE Expenses	84.61	1,200.00	-1,115.39	7.05%	
Committee Expenses					
COM.BRD.03 - Board Exp	1,590.29	200.00	1,390.29	795.15%	9
COM.CMN.03 - Communcations Exp	203.75	200.00	3.75	101.88%	
COM.FND.03 - Fundraising Exp	474.98	200.00	274.98	237.49%	10
COM.MEM.03 - Membership Exp	104.50	200.00	-95.50	52.25%	
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	2,038.60	3,000.00	-961.40	67.95%	
Total Committee Expenses	4,412.12	5,200.00	-787.88	84.85%	
Other Fund Expenses					
EXP.CAP.03 - Cap Campaign Exp	52,058.12				
EXP.CDL.03 - Casas de Luz Exp	41,668.10				
EXP.CON.03 - Concert Exp	13.86				
EXP.DBN.03 - Debenneville Exp	3,000.00				
EXP.DRE.03 - DRE Discretionary Exp	7,177.38				
EXP.KIT.03 - Kitchen Exp	482.78				
EXP.MIN.03 - Minister Discretionary Exp	360.00				
EXP.MUS.03 - Music Program Exp	1,441.08				

The Unitarian Universalist Fellowship of San Dieguito

Profit & Loss Budget vs. Actual

July 2021 through March 2022

	Jul 2021 - Mar 2022	Annual Budget	\$ Over Budget	75% of Year % of Budget	Notes
EXP.MWL.03 - Memorial Wall Exp	228.37				
EXP.PGE.03 - Planned Giving Exp	170.00				
EXP.SAC.03 - Social Action Exp	2,863.74				
EXP.SPC.03 - Special Collections Exp	13,734.61				
Total Other Fund Expenses	123,198.04				
Payroll Expenses					
Minister Expenses					
PER.MIN.00 - MIN Housing	34,043.52	40,000.00	-5,956.48	85.11%	
PER.MIN.01 - MIN Wages	43,702.68	55,000.00	-11,297.32	79.46%	
PER.MIN.02 - MIN UUA Pension	7,698.22	9,500.00	-1,801.78	81.03%	
PER.MIN.03 - in Lieu of FICA	7,344.83	7,268.00	76.83	101.06%	
PER.MIN.04 - MIN Medical	3,782.56	4,500.00	-717.44	84.06%	
PER.MIN.05 - MIN Dental	480.00	0.00	480.00	100.0%	
PER.MIN.07 - MIN LTDLife Ins	1,142.56	2,025.00	-882.44	56.42%	
PER.MIN.08 - MIN Prof Exp	8,073.63	8,500.00	-426.37	94.98%	
Total Minister Expenses	106,268.00	126,793.00	-20,525.00	83.81%	
DRE Expenses					
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%	
Total DRE Expenses	76,872.88	81,020.00	-4,147.12	94.88%	
Administrator Expenses					
PER.ADM.01 - ADM Wages	30,024.40	39,051.00	-9,026.60	76.89%	
PER.ADM.02 - ADM UUA Pension	2,965.20	3,905.00	-939.80	75.93%	
PER.ADM.03 - ER Payroll Taxes	2,184.46	2,987.00	-802.54	73.13%	
PER.ADM.04 - ADM Medical	9,086.10	12,675.00	-3,588.90	71.69%	
PER.ADM.07 - ADM LTDLife Ins	601.74	488.00	113.74	123.31%	
PER.ADM.08 - ADM Prof Exp	0.00	200.00	-200.00	0.0%	
Total Administrator Expenses	44,861.90	59,306.00	-14,444.10	75.65%	
Music Program Expenses					
Choir Director					
PER.MUS.01 - Choir Dir Wages	16,894.96	22,540.00	-5,645.04	74.96%	
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%	
Total Choir Director	18,076.79	25,264.00	-7,187.21	71.55%	
Accompanist					
PER.MUS.11 - Accompanist Wages	8,375.45	10,830.00	-2,454.55	77.34%	
PER.MUS.12 - Accompanist PR Tax	519.90	828.00	-308.10	62.79%	
Total Accompanist	8,895.35	11,658.00	-2,762.65	76.3%	
Total Music Program Expenses	26,972.14	36,922.00	-9,949.86	73.05%	
Site Support Staff Expenses					
PER.SIT.01 - Childcare	0.00	6,000.00	-6,000.00	0.0%	11
PER.SIT.02 - Custodian	4,465.00	7,000.00	-2,535.00	63.79%	
PER.SIT.03 - Site Caretaker	4,091.25	4,680.00	-588.75	87.42%	
PER.SIT.09 - Sound Technician	13,685.00	19,000.00	-5,315.00	72.03%	
PER.SIT.11 - RE Staff & Childcare	3,300.00	5,670.00	-2,370.00	58.2%	

The Unitarian Universalist Fellowship of San Dieguito

Profit & Loss Budget vs. Actual

July 2021 through March 2022

	Jul 2021 - Mar 2022	Annual Budget	\$ Over Budget	75% of Year % of Budget	Notes
PER.SIT.12 - ER Payroll Taxes	4,004.97	2,704.00	1,300.97	148.11%	
Total Site Support Staff Expenses	29,546.22	45,054.00	-15,507.78	65.58%	
PER.MIS.01 - Worker's Comp Ins	1,878.00	2,250.00	-372.00	83.47%	
PER.MIS.02 -Other Personnel Exp	266.00	630.00	-364.00	42.22%	
Payroll Expenses - Other	17.50				
Total Payroll Expenses	286,682.64	351,975.00	-65,292.36	81.45%	
Total General Fund Expenses	356,409.03	429,368.00	-72,958.97	83.01%	
Total Expense	480,337.55	429,368.00	50,969.55	111.87%	
Net Ordinary Income	24,429.06	332.00	24,097.06	7,358.15%	
Net Income	24,429.06	332.00	24,097.06	7,358.15%	
Total Income - General Fund Only	345,650.28	429,700.00	-84,049.72	80.44%	
Total Expenses - General Fund Only	356,409.03	429,368.00	-72,958.97	83.01%	
Net Income - General Fund Only	(10,758.75)				

NOTES:

- 1) REV.FDR.02 - Other Fundraising Income is from the Art Fair - still expecting some proceeds that haven't come in yet
- 2) REV.REL.02 - COA/OWL - Revenue is from a one time donation from a non-member RE Parent
- 3) REV.DRE.01 - DRE Discretionary Fund - Revenue is from a one time anonymous donation of \$4k plus monthly donations from one non-member RE Parent
- 4) Fees & Commissions are all for UUCEF (Endowment Fund Investment Account)
- 5) OPS.OFF.04 - Online Subscriptions - This is a new account this year, inadvertently under budgeted
- 6) OPS.FIN.04 - Other Expenses is for CPA Consultant's Fees
- 7) OPS.SIT.06 - AV Maintenance - AV upgrades were not budgeted for, instead were paid for with donations: \$5000 from Capital Campaign Fund, \$1000 from Endowment Fund grant, \$4500 from individual donations
- 8) OPS.DEN.01 - UUA Dues - Requested UUA dues are \$23,075
- 9) COM.BRD.03 - Board Expenses - Includes fee for Frank Willey's consulting services
- 10) COM.FND.03 - Fundraising Expenses - Includes \$371 for Auctria software
- 11) Childcare was budgeted separately from RE staff, but because of staff cross over, all childcare hours were booked

2:44 PM
03/31/22
Cash Basis

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of March 31, 2022

	<u>Mar 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Checking	295,977.33
UU Common Endowment Fund	137,920.66
Vanguard x2001 - Capital Campaign Account	809,166.71
Vanguard x6230 - Receiving Account	0.00
Total Checking/Savings	<u>1,243,064.70</u>
Accounts Receivable	
Accounts Receivable	-17,425.00
Total Accounts Receivable	<u>-17,425.00</u>
Total Current Assets	<u>1,225,639.70</u>
TOTAL ASSETS	<u><u>1,225,639.70</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-470.68
Total Accounts Payable	<u>-470.68</u>
Other Current Liabilities	
Bonus' Payable	473.42
Payroll Liabilities	
LIA.PER.01 - Payroll Taxes	572.04
LIA.PER.02 - UUA Pension	-110.85
LIA.PER.03 - Medical Insurance	-4,263.76
Payroll Liabilities - Other	480.00
Total Payroll Liabilities	<u>-3,322.57</u>
Total Other Current Liabilities	<u>-2,849.15</u>
Total Current Liabilities	<u>-3,319.83</u>
Long Term Liabilities	
Long Term Liabilities	
LIA.OPS.01 - Solar Loans	20,588.52
Total Long Term Liabilities	<u>20,588.52</u>
Total Long Term Liabilities	<u>20,588.52</u>
Total Liabilities	17,268.69
Equity	
Permanent Restricted	
FND.PGE.01 - Endowment Fund	120,290.08
Total Permanent Restricted	<u>120,290.08</u>
Temp. Restricted	
Building Funds	
FND.CAP.01 - Capital Campaign	858,733.15
Total Building Funds	<u>858,733.15</u>

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of March 31, 2022

	<u>Mar 31, 22</u>
Other Funds	
FND.CDL.04 - Casas de Luz Fund	81,273.43
FND.CON.04 - Concert Fund	3,072.47
FND.DBN.04 - DeBenneville Fund	4,074.51
FND.DRE.04 - DRE Discretionary Fund	10,168.91
FND.KIT.04 - Kitchen Fund	995.43
FND.LIB.04 - Library Fund	782.72
FND.MIN.04 - MIN Discretionary Fund	724.01
FND.MUS.04 - Music Fund	832.93
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	2,505.00
Racial Justice	295.49
UU the Vote	500.75
FND.SAC.04 - SAC Fund - Other	23.14
Total FND.SAC.04 - SAC Fund	<u>3,488.97</u>
FND.YOU.04 - Youth Discretionary Fund	3,786.36
Total Other Funds	<u>124,489.37</u>
Board Designated Reserves	
RES.SIT.01 - Facilities Reserve	22,164.28
RES.OPS.01 - Operations Reserve	11,920.85
RES.MSB.01 - Signing Bonus	6,196.46
RES.SAB.01 - Minister Sabbatical	3,455.96
RES.SAB.02 - DRE Sabbatical	1,976.81
Total Board Designated Reserves	<u>45,714.36</u>
Total Temp. Restricted	1,028,936.88
Unrealized Gains & Losses	-8,610.23
Unrestricted Net Assets	43,407.13
Net Income	24,429.06
Total Equity	<u>1,208,452.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,225,721.61</u></u>