

Minutes of UUFSD Board Meeting

June 1, 2022 6:00 pm - 8:40 pm

Minister's Office

Present:

Liora Kian-Gutierrez, *President*
Brenda Post, *Vice-President*
Livia Walsh, *Secretary*
Angie Knappenberger
Cathy Leach-Phillips
Louise Garrett (via cell phone as an observer, not a participant)

Also Present:

Susah Hahm, NomCom
Wenda Alvarez, NomCom
Sarah Miller, *Treasurer and Advisory non-voting member*

Absent:

Chris Butler

Lighting of Chalice & Chalice Reading Recitation of Board Covenant and Covenant of Right Relations

APPROVAL OF REPORTS

Approval of Committee, Staff and Treasurer's Reports

Discussion: It was noted that the statement in the Administrator's report that "we removed the posting for child care worker as the Board has decided to keep those positions volunteer only" was incorrect. The Board had not made that decision.

ACTION: Liora will advise Tracey Weiss

COMPLETED

DECISION: All Agreed to accept the reports

NEW AGENDA ITEMS

1. NomCom - Board of Directors Slate (Wenda and Susan)

Three Board members will be continuing to complete their terms: Angie Knappenberger and Liora Kian-Gutierrez thru June 2023 and Louise Garrett thru June 2024. Livia Walsh and Cathy Leach Phillips have confirmed that they are open to continuing to be on the Board after their appointed term ends this June and will be on the proposed slate. Chris Butler has decided not to continue and Brenda Post completes a one year term in June 2022 and had previously stated that she would not seek another term. The NomCom has two excellent candidates under consideration for these two open Director positions.

There are three ways to be nominated: in writing, from the floor, and the slate the NomCOM presents to the congregation.

DECISION: Angie Knappenberger has agreed to serve as President with unanimous agreement from the Board members.

ACTION: NomCom will have a finalized slate by June 9, 2022; Wenda will speak to Pamela Parker regarding procedure for voting by ballot and to be the Parliamentarian at our June 26th Congregational Meeting. She will also ask Mark Tuller to be the backup Parliamentarian. NomCom will create the ballot for voting for our Board of Directors.

2. Contract Ministerial Search Update

Discussion: Angie shared that the formal application process has been initiated with UUA Transitions office and that we hope to have our application live by Tuesday June 7th. Search Committee members are: MaryAnne Trause, Lisa Shaffer, Rich Macdonald, Justin Moodie, Angie Knappenberger, Liora Kian-Gutierrez, and Brenda Post. Posting will be for 50% but the narrative will imply that there is considerable flexibility.

3. Staff Supervision & Feedback

Discussion: The idea of hiring Frank Willey to do a session with the staff was discussed but dismissed. It was discussed that it is important for us to meet with staff members and seek their input as to how things are going and be open to suggestions for improving communication. It was suggested that the Board have a staff liaison to meet with staff monthly for cohesion and support, but no definite decision was made.

ACTION: Livia Walsh, Cathy Leach-Phillips, and Angie Knappenberger will meet and decide how to meet with our staff members. Brenda Post will provide appropriate questions to guide our sessions as we meet with staff.

4. Update of P&P 151: Infectious Disease Protocols

Discussion: Some of this P&P is based on categories from the Covid Now Act that have now changed and our P&P should be changed accordingly.

ACTION: Angie Knappenberger will modify the P&P 151 as appropriate and submit it to the Board for approval

COMPLETED: 6-15-2022 BOARD MEETING

5. Pastoral Care

Discussion: Rev Katy Swanson has agreed to offer emergency pastoral care services on an as needed basis.

DECISION: Board agreed to follow the UUA Fee Structure for these services.

ACTION: Livia Walsh will follow-up with Sarah Millsbaugh to obtain a UUA contract template for the position of contract clergy to offer urgent pastoral care.

COMPLETED

6. Salary and Title for AV Assistant

Discussion: Byrht Renfrow has been trained by Joe Cantrell to take over the AV responsibilities when Joe is absent. Byrht will be covering for Joe for the month of June and part of July.

DECISION: Personnel will develop a job description for an AV Assistant with the salary of \$25/hour

ACTION: Liora Kian-Gutierrez will notify the Personnel Committee and write a letter from the Board to Byrht with cc to Sarah Miller, Gabrielle (bookkeeper) and Tracey Weiss.

STATUS: Work in progress by Liora with Personnel Committee

7. Budget Discussion

Discussion: Sarah Miller shared that we will probably end the 2021-2022 fiscal year with a \$13k deficit. This is in addition to the \$32k we took from our Reserves. We discussed the draft budget for 2022-2023 that Sarah presented and decided to make a few changes. Programs (RE and Fun and Fellowship) were reduced somewhat with the intention of supplementing their budgets via a TBD share-the plate mechanism. This is a new idea/process that we will try out this year.

ACTION: Treasurer and Finance Committee will develop a P&P to clarify how and when and for which program a given Sunday Collection will be designated. The goal is for this P&P to be drafted in time for the Congregational meeting on June 26th.

BOARD ACTIONS COMPLETED VIA GOOGLE POLL

1. Proposal to Discontinue BGWG

The goals of promoting community and donating harvests were great ideas, but the arrangement with BGWG is simply not working out. Both Linda Luisi and Andi McLeod are recommending that this relationship be discontinued. They proposed that watering be stopped, and Felicia have the opportunity to retrieve any plants she wants to keep.

DECISION: Agreed

2. P&P 140: Donations and Gifts

Proposal to change wording from "Minister and DRE Discretionary Funds" to "Minister's Discretionary Fund". The DRE Discretionary Fund no longer exists.

DECISION: Agreed

3. Pay Increase for Administrator Tracey Weiss

Based on the findings of our Select Committee on Staffing, the Board proposes that we raise the pay for our Office Administrator from \$21.50/hour to \$26.00/hour effective July 1, 2022.

DECISION: Agreed

4. Revised P&P 411: Sunday Location

The Worship Committee has revised the P&P 411 Sunday Service Location and submitted the revision for Board approval. Primary emphasis is that, for safety of our members, services be held in our amphitheater. Any requests for a service to be indoors must be presented to the Board 3-4 weeks in advance.

DECISION: Agreed

5. Grant Recommendations from the Endowment Fund by the Planned Giving Committee

The Planned Giving Committee submitted its recommendations to the Board for approval for distribution of grants from the Endowment Fund. Louise Garrett Kitchen Equipment/ Food \$1000; Ted Foster UU The Vote \$500; Mary Anne Trause Homeless motel stays \$ 900; Mary Tuller Ukraine Relief \$ 750; Betsy Gilpin/ Ed Mlakar Paint Founders Hall \$1,200Total Recommended: \$4,350

FUTURE BUSINESS

Planning of Congregational Meeting - June 15th at 6:00pm via Zoom

BOARD MEETING ENDED 8:40 pm

Notes taken by Livia Walsh

Minutes prepared by Angie Knappenberger

APPENDED TO THESE MINUTES

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

OTHER DOCUMENTS RELEVANT TO THIS RECORD

- Revised P&P 140
- Revised P&P 411
- Letter from the Planned Giving Committee to the Board
- Fee Structure for Urgent Pastoral Care
- Letter from Linda Luisi and Andi McLeod on BGWG

Committee, Staff & Treasury Reports - June 2022

Buildings and Grounds (Board Liaison - Louise Garrett)

No Report

Communications (Board Liaison - Liora Kian-Gutierrez)

Results of the Com Com Survey: We had 105 responses, which is approximately 62% response.

Most popular and used means of keeping in touch with what is happening:

1. Newsletter

Viewed and read Often/Sometimes 97%

2, E-mail blasts:

Viewed and read Often/Sometimes 96%

3. Order of Service

Viewed and read Often/Sometimes 91%

4. Website

Viewed and read Often/Sometimes 65%

5. Stay Connected

Viewed and read Often/Sometimes 64%

6. Quarterly magazine

Viewed and read Often/Sometimes 57%

Least popular and used means of keeping in touch with what is happening:

7. Bulletin Boards

Viewed and read Often/Sometimes 28%

8. Nextdoor

Viewed and read Often/Sometimes 13.5%

9. Facebook

Viewed and read Often/Sometimes 10%

Comments

1. Com Com members agreed to prepare a brochure with a listing of all our media outlets with explanations on how to access them (especially for Nextdoor and Facebook). **We will set a date for completion at our next meeting.**
2. We agreed to make minor changes to the Newsletter. We will enforce the 30 day limit for most `` events and keep some requiring more advanced notice for planning and scheduling (camps, etc. to a minimum).
3. We saw the Website and our Facebook page as used primarily by visitors and others curious about UUism and the fellowship. No major changes recommended.
4. We saw the Quarterly Magazine as a "Visitor Friendly" document, and is included in all new visitor packets. We proposed adding (a) a page on "Coming Attractions." with whatever planned events are calendared and (b) information similar to our Stay Connected document.
5. We propose preparing an information sheet for the "Visitors' Packet to include our monthly program events. For example: May - Mental Health Month, June - Gun Violence Prevention Month. etc

6. We discussed doing something different with the multi-faceted Bulletin Board. Perhaps devote a section every once and while to a specific program. I.e.: Building and Grounds.

Design Review (Board Liaison - Cathy Leach-Phillips)

No update this month.

Dream Builders (Board Liaison - Louise Garrett) submitted by Dale via Liora

Core Building

- The stucco work is complete and rain gutters and downspouts have been installed.
- There are a few items remaining, including flashing and caulking over the roll-up pass through shutter, wood trim, closet doors and paint touch-ups.

Administration Building

- The architect has met with Dream Builders and also with Tracey and Sarah to finalize program requirements for the remodel.
- The next step is for Dream Builders to meet with the architect to review design concept and plans.

Finance Committee (Board Liaison - Chris Butler)

No report

Kitchen (Board Liaison - Louise Garrett)

No report

Leadership Development (Board Liaison - Brenda Post)

Nothing to report. Committee is not active at this time.

Library (Board Liaison - Cathy Leach-Phillips)

No update; still awaiting Book Closet construction.

Membership (Board Liaison - Angie Knappenberger)

New to UU class that had been planned has been canceled due to lack of interest. There will be a . New Member Welcoming during the June 26th service with probably five participants: Charlie Mayfield, Teddy Ajero, Daisy & Anthony Cater , and someone else. Betsy feels the Patio Ambassadors is working well without formal scheduling. She will consider scheduling a meeting in June.

Music (Board Liaison - Cathy Leach-Phillips)

Nominating Committee (Board Liaison - Angie Knappenberger)

Committee is working hard to fill the needed positions for next year's Board and will make a presentation at this meeting.

Planned Giving/Endowment (Board Liaison - Angie Knappenberger)

Committee has submitted their grant recommendations to the Board for approval before presenting to the congregation at the June 26th congregational meeting. Grant awards total \$4,350

Pastoral Care (Board Liaison - Livia Walsh)

Rev Katy Swanson, chaplain at Rady Children's Hospital, has agreed to provide urgent/ emergency pastoral care services on an as needed basis. A contract will need to be developed for this service. Rev Katy agreed to offer this service based on the UUA fee structure. Livia to meet with the Pastoral Care committee in the next two weeks to share the parameters of Rev Katy's pastoral care services. The Pastoral Care committee continues to provide meals, transportation and visitations to those in need.

Rev Jo will conduct the Celebration of Life service for Poppy Dennis sometime in July. Tracey is the primary contact person for the family. Tracey will also notify the family regarding our current Covid policy.

Personnel (Board Liaison - Liora Kian-Gutierrez)

- The DRE ad has been reposted on Craigslist.
- There has been one interview for the music director position and we have received no additional viable inquiries.
 - Grisha Krivchenia – professional musician currently on concert tour in Europe. Moving to southern CA in late summer as his girlfriend is coming here for work.
 - The following is from the search committee:
"If we want to attract a professional, we must offer what other churches offer (our competition in the job market), and that is, at least, a half time position with a reasonable rate of pay. There are limited candidates in the labor market, and at 50% time, there are at least subsidized benefits, making the position more attractive. That's partially why Marshall left- no benefits. Most musicians cobble together several part time roles, precisely because there are very few full time ones; people willing to work on Sunday mornings is a small part of the overall set of jobs open to a choral conductor. To live our own values, we must value the worth of a professional person (likely with a master's degree) and offer a decent job."

Policies and Procedures (Board Liaison - Brenda Post)

Nothing to report.

Religious Education (Board Liaison - Liora Kian-Gutierrez) (Susan Hahm, Chair)

Attended: Susan Hahm (*Chair*), Liora Kian-Gutierrez (*Board Representative*), Andi McLeod, Andrew Fry, Chuck Hahm, Sheryl Goto (*Lead Teacher PreK-K*), Stephanie Reed, Steve Bartram

Not in attendance: Callen Hyland, Chris Faller, John Drewe, Justin Moodie, Maria Moodie

Updates:

Bethany Knappenberger (inactive)

Robin Sales (resigned)

CC: Classroom Volunteers: Betsy Gilpin; Renata Hahm

RE MEETINGS: 4th Monday of the month, 5:30 PM via Zoom (*See you on June 20!*)

[Sign up to volunteer in classrooms thru June 12](#)

[Sign up to volunteer for summer all-ages RE class \(June 19 – Sep 4\)](#)

Recent attendance figures (*Not Included in meeting*)

Date	Total	Comments
5/29/22	2	Stayed in service
5/22/22	1	Intergenerational
5/15/22	2	1 st – 3 rd
5/8/22	5	PreK/K and 1 st – 3 rd
5/1/22		Intergenerational
4/24/22	5	PreK/K and 1 st – 3 rd
4/17/22		Intergenerational Service, Easter. Attendance not taken. However, we had 8 visiting families, along with some member families.
4/10/22	4	PreK/K and 1 st – 3 rd
4/3/22		NA
3/27/22	1	PreK/K
3/20/22	2	PreK/K
3/13/22	2	PreK/K and 1 st – 3 rd
3/5/22	1	PreK/K
2/27/22	5	PreK/K and 1 st – 3 rd

5/23/22 Meeting Minutes

1	Childcare Positions: Liora will give direction on reposting the position after the board discusses outcomes of the congregational forum and the hiring priorities related to the budget.
2	DRE Search Committee: <ul style="list-style-type: none"> ● Search committee consists of Liora, Susan, Stephanie, Justin and Andrew. First action was to attend the Board Forum on 5/22/22. ● We have received one response with a resume to the job posting. Liora spoke with the candidate. ● Liora will ask Tracey to repost the position.
3	Website: Susan will review for alignment with current program, ask Rich to update.
4	Sunday School Volunteers – Please sign up to teach over the summer all ages. Susan can help provide topic/craft/stories.
5	Summer plan:

	<ul style="list-style-type: none"> ● Formal age group classes will continue through June 12. ● June 19 through September 4, 2022 (Labor Day): An all-ages classroom in the core area/playground will be staffed by two volunteers. Focus will be on crafts, arts. We'll consider seeking a curriculum to loosely follow or focus on the UU principles. ● Tentative start for fall age-grouped classes: September 11, 2022
6	<p>Volunteer/Curriculum Management Sub-group – Group to form in fall.</p> <p>To review best methodology for not only accomplishing sign-ups, but also adding lesson topics/plans tracking, and adding some transparency that can facilitate guest speakers in some of the classrooms. <i>(Liora, Andrew, Susan, and perhaps Justin?)</i></p>
7	<p>Jr High Program: TBD. Andi volunteered to help Stephanie talk to cluster churches.</p> <ol style="list-style-type: none"> 1. Our Whole Lives (OWL) <i>Requires multiple trained teachers.</i> 2. Coming of Age <i>(Can be intergenerational if the mentor model is used.)</i> 3. Other TBD.
8	<p>High School Program: Susan is exploring potential candidates, dates to hold a bridging ceremony.</p>

Upcoming Important Dates:

Sunday, Jun 12: End of formal grade specific classes.

Right Relations (Board Liaison - Brenda Post)

No update

Social Justice Action (Board Liaison - Livia Walsh)

The annual UUFSD Backpack project is scheduled to be launched in June with Liz Young coordinating this project; UU the vote is in place with Ted Foster coordinating the project; the Helping Our Neighbors project, coordinated by Irv Himelblau, to distribute toiletries to those in need via CRC is resuming in June. The Wednesday Morning Meditation group offered by Livia Walsh has been supplementing the funding of HON project for several years and has now been discontinued effective 6/1/22. Planning is underway for Gun Violence Prevention month in June, coordinated by John Post. The SJA will no longer have a chairperson effective 7/1/22 though coordinators of most of the projects will continue.

Stewardship (Board Liaison - Chris Butler)

No report

Worship (Board Liaison - Angie Knappenberger)

Committee has developed a “letter to the Speakers” to facilitate communication with our outside speakers by worship associates. Co-chairs are fine with deleting the last part of the statement (so *those not feeling safe inside can choose not to attend*). in the revised P&P 411 The Administrator should

be asked to publish the change in the newsletter so those not feeling safe inside can choose not to attend. Therefore, P&P 4211 is approved by the Board

ADMINISTRATOR’S REPORT TO THE BOARD – MAY 2022

MEMBERSHIP STATISTICS

Total number of members: 172
Members emeritus: 4
Pledging friends: 13
Friends: 35

5/26/2022 - Total of members, members emeritus, pledging friends and friends: 224

SUNDAY ATTENDANCE

Date	10:00am in person	10:00am Zoom	10:00am YouTube	Total
5/1/22	79	9	15	103
5/8/22	66	15	7	88
5/15/22	65	11	22	98
5/22/22	73	13	11	97

EMPLOYEE SEARCH

We removed the listing for child care worker as the Board has decided to keep those positions volunteer only. The RE Director position is still running.

JULY OFFICE HOURS

Just another reminder that I’ll be taking two week’s vacation from July 16th thru July 31st.

OFFICE REMODEL

The office remodel is moving forward. Office staff has had a preliminary meeting with the architect and he estimated physical work to begin in early 2023.

Respectfully submitted,
Tracey Weiss, Congregational Administrator

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

	Jul 2021 - May 2022	Annual Budget	\$ Over Budget	92% of Year % of Budget	Notes
Ordinary Income/Expense					
Income					
Assets Released From Restriction					
From Capital Campaign	5,000.00				
From Facilities Reserve	8,910.53				
From Operations Reserve	12,710.05				
From Other Reserves	5,430.68				
Total Assets Released From Restriction	32,051.26				
Revenues					
Pledges					
REV.PLG.01 - Pledge Income	323,450.04	334,400.00	-10,949.96	96.73%	
Total Pledges	323,450.04	334,400.00	-10,949.96	96.73%	
Site Rental					
REV.SIT.01 - Sandy Hill	40,677.50	48,000.00	-7,322.50	84.75%	
REV.SIT.02 - Special Event	2,590.00	1,000.00	1,590.00	259.0%	
REV.SIT.03 - Other	840.00	0.00	840.00	100.0%	
Total Site Rental	44,107.50	49,000.00	-4,892.50	90.02%	
Fundraising					
REV.AUC.01 - Auction	13,227.73	18,000.00	-4,772.27	73.49%	
REV.FDR.02 - Other	1,750.25	3,000.00	-1,249.75	58.34%	
Total Fundraising	14,977.98	21,000.00	-6,022.02	71.32%	
Contributions to General Fund					
REV.SUN.01 - Sunday Collection	7,555.64	10,000.00	-2,444.36	75.56%	
REV.MIS.01 - Scripp Sales	339.85	300.00	39.85	113.28%	
REV.MIS.02 - Other	8,683.71	15,000.00	-6,316.29	57.89%	
Total Contributions to General Fund	16,579.20	25,300.00	-8,720.80	65.53%	
Contributions to Programs					
REV.FNF.01 - Fun & Fellowship	725.82	0.00	725.82	100.0%	
REV.SAC.01 - Social Action	3,029.26	0.00	3,029.26	100.0%	
Total Contributions to Programs	3,755.08	0.00	3,755.08	100.0%	
Total Revenues	402,869.80	429,700.00	-26,830.20	93.76%	
Total Income	434,921.06	429,700.00	5,221.06	101.22%	
Gross Profit	434,921.06	429,700.00	5,221.06	101.22%	
Expense					
Operations Expenses					
Office					
OPS.OFF.01 - Postage	288.53	800.00	-511.47	36.07%	
OPS.OFF.02 - Office Supplies	1,125.95	2,000.00	-874.05	56.3%	
OPS.OFF.03 - Copier	6,872.45	7,200.00	-327.55	95.45%	
OPS.OFF.04 - eSubscriptions	1,790.05	1,500.00	290.05	119.34%	1
OPS.OFF.05 - Phone & Internet	2,779.16	2,900.00	-120.84	95.83%	
OPS.OFF.06 - Adm Mileage Exp	78.38	200.00	-121.62	39.19%	
OPS.OFF.07 - Other Expenses	188.04	450.00	-261.96	41.79%	
Total Office	13,122.56	15,050.00	-1,927.44	87.19%	
Finance					
OPS.FIN.01 - Accounting Fees	7,710.03	9,000.00	-1,289.97	85.67%	
OPS.FIN.02 - Credit Card Fees	1,082.26	2,000.00	-917.74	54.11%	
OPS.FIN.03 - Bank Fees	131.49	1,000.00	-868.51	13.15%	
OPS.FIN.04 - Other Expenses	2,210.44	1,000.00	1,210.44	221.04%	2
Total Finance	11,134.22	13,000.00	-1,865.78	85.65%	

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Site					
OPS.SIT.01 - Property Insurance	5,757.95	4,621.00	1,136.95	124.6%	
OPS.SIT.02 - Real Estate Taxes	4,065.54	4,066.00	-0.46	99.99%	
OPS.SIT.03 - Gas & Electric	54.76	120.00	-65.24	45.63%	
OPS.SIT.04 - Water	2,964.59	3,500.00	-535.41	84.7%	
OPS.SIT.07 - B&G Maintenance	8,062.07	8,000.00	62.07	100.78%	
Total Site	20,904.91	20,307.00	597.91	102.94%	
Total Operations Expenses	45,161.69	48,357.00	-3,195.31	93.39%	
Denomination Expenses					
OPS.DEN.01 - UUA Dues	13,336.00	13,336.00	0.00	100.0%	
Total Denomination Expenses	13,336.00	13,336.00	0.00	100.0%	
Committee Expenses					
COM.BRD.03 - Board Exp	494.77	200.00	294.77	247.39%	3
COM.COM.03 - Communications Exp	373.75	200.00	173.75	186.88%	4
COM.FND.03 - Fundraising Exp	541.53	200.00	341.53	270.77%	5
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	70.00	200.00	-130.00	35.0%	
COM.RRC.03 - RightRelations Exp	0.00	1,000.00	-1,000.00	0.0%	
COM.SUN.03 - Worship Exp	2,488.60	3,000.00	-511.40	82.95%	
Total Committee Expenses	4,073.15	5,200.00	-1,126.85	78.33%	
Program Expenses					
EXP.FNF.03 - Fun&Fellowship Exp	740.92	1,000.00	-259.08	74.09%	
EXP.MUS.03 - Music Program Exp	1,295.89	1,700.00	-404.11	76.23%	
EXP.OWL.03 - COA/OWL Exp	0.00	200.00	-200.00	0.0%	
EXP.REL.03 - RE Program Exp	84.61	1,000.00	-915.39	8.46%	
EXP.SAC.03 - Social Action Exp	2,388.82	1,000.00	1,388.82	238.88%	6
Total Program Expenses	4,510.24	4,900.00	-389.76	92.05%	
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	68,977.01	55,000.00	13,977.01	125.41%	
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	4,262.56	4,500.00	-237.44	94.72%	
PER.MIN.07 - MIN LTDLife Ins	1,142.56	2,025.00	-882.44	56.42%	
PER.MIN.08 - MIN Prof Exp	6,080.65	8,500.00	-2,419.35	71.54%	
Total Minister Expenses	129,549.35	126,793.00	2,756.35	102.17%	
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 Payoll Taxes	4,959.88	4,401.00	558.88	112.7%	
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	78,574.10	81,020.00	-2,445.90	96.98%	
Administrator Expenses					
PER.ADM.01 - ADM Wages	30,024.40	39,051.00	-9,026.60	76.89%	
PER.ADM.02 - ADM UUA Pension	2,668.68	3,905.00	-1,236.32	68.34%	
PER.ADM.03 - ER Payroll Taxes	2,296.87	2,987.00	-690.13	76.9%	
PER.ADM.04 - ADM Medical	9,086.10	12,675.00	-3,588.90	71.69%	

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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	44,677.79	59,306.00	-14,628.21	75.33%	
Music Program Expenses					
Choir Director					
PER.MUS.01 - Choir Dir Wages	19,504.96	22,540.00	-3,035.04	86.54%	
PER.MUS.03 - ER Payroll Tax	1,492.13	1,724.00	-231.87	86.55%	
PER.MUS.08 - Choir Dir Prof Exp	0.00	1,000.00	-1,000.00	0.0%	
Total Choir Director	20,997.09	25,264.00	-4,266.91	83.11%	
Accompanist					
PER.MUS.11 - Accompanist Wages	8,375.45	10,830.00	-2,454.55	77.34%	
PER.MUS.12 - Accompanist PR Tax	640.72	828.00	-187.28	77.38%	
Total Accompanist	9,016.17	11,658.00	-2,641.83	77.34%	
Total Music Program Expenses	30,013.26	36,922.00	-6,908.74	81.29%	
Site Support Staff Expenses					
PER.SIT.01 - Childcare	0.00	6,000.00	-6,000.00	0.0%	
PER.SIT.02 - Custodian	4,700.00	7,000.00	-2,300.00	67.14%	
PER.SIT.03 - Site Caretaker	5,032.50	4,680.00	352.50	107.53%	7
PER.SIT.09 - AV Specialist	16,272.50	19,000.00	-2,727.50	85.65%	
PER.SIT.11 - RE Staff	3,300.00	5,670.00	-2,370.00	58.2%	
PER.SIT.12 - ER Payroll Taxes	2,362.58	2,704.00	-341.42	87.37%	
Total Site Support Staff Expenses	31,667.58	45,054.00	-13,386.42	70.29%	
PER.MIS.01 - Worker's Comp Ins	1,528.00	2,250.00	-722.00	67.91%	
PER.MIS.02 -Other Personnel Exp	151.67	630.00	-478.33	24.08%	
Total Payroll Expenses	316,161.75	351,975.00	-35,813.25	89.83%	
Other Approved Expenses					
Other Approved Expenses	21,683.88				8
Total Other Approved Expenses	21,683.88				
Total Expense	404,926.71	423,768.00	-18,841.29	95.55%	
Net Ordinary Income	29,994.35	5,932.00	24,062.35	505.64%	
Other Income/Expense					
Other Income					
Donor Restricted Activity					
Released from Other Fund	-800.00				
Released from Capital Fund	-5,000.00				
Total Donor Restricted Activity	-5,800.00				
Board Designated Activity					
Designated Income Released	-26,251.26				
Total Board Designated Activity	-26,251.26				
Total Other Income	-32,051.26				
Net Other Income	-32,051.26				
Net Income	-2,056.91	5,932.00	-7,988.91	-34.68%	

OTHER BUDGETED LINE ITEMS

LIABILITIES

LIA.OPS.01 - Solar Loans 2,202.50 4,405.00 -2,202.50 50.0%

BOARD DESIGNATED RESERVES

RES.SIT.01 - Facilities Reserve 13,336.00 13,336.00 0.00 100.0%

RES.MIN.01 - Ministerial Reserve 3,000.00 3,000.00 0.00 100.0%

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

Jul 2021 - May 2022	Annual Budget	\$ Over Budget	92% of Year % of Budget	Notes
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NOTES

- 1) Overrun in *OPS.OFF.04 - eSubscriptions* (a new account this year) due to inadvertent under-budgeting for existing fixed costs
 - 2) Overrun in *OPS.FIN.04 - Other Expenses* due to new Intuit fees per new agreement with bookkeeper
 - 3) Overrun in *COM.BRD.03 - Board Expenses* due to multiple half day meetings with lunch provided.
 - 4) Overrun in *COM.COM.03 - Communications Expenses* due to deliberate underbudgeting for current FY.
 - 5) Overrun in *COM.FND.03 - Fundraising Expenses* due to cost of Auctria subscription.
 - 6) Overrun in *EXP.SAC.03 - Social Action Program Expenses* more than covered by income to *REV.SAC.01 - Social Action Program Revenue*
 - 7) Overrun in *PER.SIT.03 - Site Caretaker* is not actually an overrun. Extra hours booked here are for events that bring in income booked to *REV.SIT.02 - Special Events Revenue* to cover those hours.
 - 8) Other Approved Expenses, paid for from reserves, include AV Upgrades, Frank Willey contract, and cost of Rev Jo's installation.
- Notes on Assets Released from Restriction:
- Assets released from the Capital Campaign were for the AV Upgrades.
 - Assets released from the Facilities Reserve were for the AV Upgrades.
 - Assets released from the Operations Reserve were for the printer lease, CPA consulting fees, and Frank Willey consulting fees.
 - For information on assets released from Other Reserves - see Treasurer's Notes Accompanying the April 2022

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

	<u>May 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Chkg	310,212.19
Total Checking/Savings	<u>310,212.19</u>
Accounts Receivable	
Accounts Receivable	-29,695.90
Total Accounts Receivable	<u>-29,695.90</u>
Total Current Assets	280,516.29
Other Assets	
Investments	
UU Common Endowment Fund	127,265.50
Vanguard x2001-Capital Campaign	808,976.09
Total Investments	<u>936,241.59</u>
Total Other Assets	936,241.59
TOTAL ASSETS	<u><u>1,216,757.88</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-481.43
Total Accounts Payable	<u>-481.43</u>
Other Current Liabilities	
Bonus' Payable	473.42
Payroll Liabilities	
LIA.PER.01 - Payroll Taxes	572.04
LIA.PER.02 - UUA Pension	482.19
LIA.PER.03 - Medical Insurance	-4,829.10
Payroll Liabilities - Other	480.00
Total Payroll Liabilities	<u>-3,294.87</u>
Total Other Current Liabilities	<u>-2,821.45</u>
Total Current Liabilities	-3,302.88
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	17,285.64
Equity	
Unrealized Gains&Losses	
Unrealized Gains&Losses Vangrd	-4,244.26
Unrealized Gains&Losses UUCEF	<u>-7,837.02</u>

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

	May 31, 22
Total Unrealized Gains&Losses	-12,081.28
Permanent Restricted	
FND.END.01 - Endowment Fund	120,290.08
Total Permanent Restricted	120,290.08
Temp. Restricted	
Building Funds	
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Cam Donations	1,865,969.34
FND.CAP.03-Cap Cam Expense	-1,017,768.31
FND.CAP.01 - Capital Campaign - Other	5,282.01
Total FND.CAP.01 - Capital Campaign	853,483.04
Total Building Funds	853,483.04
Program Funds	
FND.FNF.04 - Fun&Fellowship Fnd	995.43
FND.MUS.04 - Music Fund	32.93
FND.REL.04 - RE Fund	318.20
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	3,488.97
Total Program Funds	4,835.53
Other Funds	
FND.CDL.04 - Casas de Luz Fund	80,846.18
FND.CON.04 - Concert Fund	3,072.47
FND.DBN.04 - DeBenneville Fund	4,074.51
FND.LIB.04 - Library Fund	782.72
FND.MWL.04 - Memorial Wall Fund	15,139.63
FND.MIN.04 - Minister Disc Fund	635.96
FND.YOU.04 - Youth Disc Fund	3,786.36
Total Other Funds	108,337.83
Board Designated Reserves	
RES.MIN.01 - Minister Reserve	12,765.93
RES.SIT.01 - Facilities Reserve	26,589.75
RES.OPS.01 - Operations Reserve	6,812.33
Total Board Designated Reserves	46,168.01
Total Temp. Restricted	1,012,824.41
Unrestricted Net Assets	59,122.39
Net Income	26,748.37
Total Equity	1,206,903.97
TOTAL LIABILITIES & EQUITY	1,224,189.61

UUFSD Policy and Procedure Document

Policy ID: 140

Title: Donations and Gifts to UUFSD

Date Approved: August 21, 2019 by the Board of Directors

Updated June 1, 2022 by the Board of Directors

Purpose

UUFSD wishes to encourage the generosity of members and friends. At the same time, it is important that any donation or gift is consistent with the mission of the congregation, as well as our financial priorities and aesthetics of our campus.

Policy

Directed donations or gifts are those going to any account or function other than the General Fund.

In general, it is the policy of this Fellowship to use directed donations and gifts for the purpose they were intended. However, with the exception of donations to the Endowment Fund, the Capital Campaign Fund, and the Minister's Discretionary Fund, the Board of Directors, in consultation with any appropriate staff person or committee chair, may remove designations or restrictions on any gift when it is deemed in the best interest of the Fellowship to do so.

With the exception of directed gifts to the Capital Campaign Fund, the Endowment Fund, the Minister's Discretionary Fund, and those raised by any approved fundraiser, all directed gifts valued over \$500, must be approved by the Board of Directors.

Gifts of property that must be sold cannot be accepted.

Any gifts that will change the physical appearance of our campus (such as works of art, a garden, or a structural change) must be approved by the Design Review Committee.

UUFSD Policy and Procedure Document**Policy ID: 411****Title: Sunday Services Location**

Date Approved: Approved by the Board of Directors

Revised and Approved: June 1, 2022 by the Board of Directors

Purpose

Holding Sunday Worship Services in our outdoor amphitheater is of the highest priority for our congregation. It will be the location of services whenever possible. The primary goal is always to ensure the health, safety and comfort of our Fellowship members, as well as protecting the electrical equipment. There are times, however, when due to weather or unusual special requirements, services will be held in Founders Hall. This procedure addresses the criteria for holding services indoors when warranted.

Policy

The decision regarding location of the Sunday Worship Service will be made 90 minutes before the service by the AV Technician in consultation with the Minister or, if no Minister is present, the Worship Associate (WA). When there are two services, or one service followed by a congregational meeting or forum, both will be held in the same location, as there is insufficient time to set up between services.

Procedure

While there will be unique situations that are not addressed by these criteria, these are the general guidelines. We can have the service outside if: 1) there is not excessive dampness that can cause electrical hazards, wet seating, and unsafe walkways; 2) there is not excessive mud or debris in the amphitheater; and 3) there is little to no chance of rain.

Additionally, there are occasional Sundays where those planning a service prefer its being in Founders Hall because of the music or technical aspects of the service. In these cases, the Minister, Worship Associate, Music Director or music representative must request permission from the Board at least 3-4 weeks before the service to hold the service inside. If approved, the person who has requested the change must notify the AV technician, Set-up staff and the Administrator no later than the Wednesday before the service. The Administrator will publish the change in the newsletter.

If there are questions, members and friends are asked to speak with a Board Member, but not with other staff.

To the Board of UUFSD:

The Planned Giving Committee is pleased to submit this recommendation to the Board for approval, for distribution of grants from the Endowment Fund. Please remember to put us on the Agenda at the Congregational Meeting, so that the grants, once approved by the Board, may be approved by the congregation's vote on that day.

Recap of Endowment Grant Applications 2022

Requester	Purpose	Amount Requested	Amount Recommended
Louise Garrett	Kitchen Equipment/ Food	\$1,500	\$1000
Ted Foster	UU The Vote	\$500	\$ 500
Mary Ann Trause	Homeless motel stays	\$2,793	\$ 900
Mary Tuller	Ukraine Relief	\$1,000	\$ 750
Betsy Gilpin/ Ed Mlakar	Paint Founders Hall	\$1,000	\$1,200

Total Recommended: \$4,350

Planned Giving Committee Rationale:

Under our bylaws, the balance in the Endowment Fund is sufficient this year to grant up to **\$4,359.** We received requests totaling \$6,793 and, after discussion, are recommending a total of \$4,350 as noted in the table above.

In years past, we have aimed to grant monies benefitting both the Fellowship directly, and the larger community, in roughly equal parts. We used that same approach this year, in evaluating the requests themselves, the purpose of each, and how we might best recommend allocating our limited funds.

Specific rationale for each grant:

Louise Garrett asked for \$1,000 in kitchen equipment and another \$500 for food. This committee felt that granting the \$1,000 would enable purchase of the equipment and that, perhaps, food donations could be solicited.

Ted Foster's UU the Vote grant request was relatively modest and also relatively important, given the current state of SCOTUS and Roe v. Wade. We recommend fulfilling his grant request in full.

Mary Ann Trause asked for very specific dollar amounts for alternative (motel based) shelter and food, benefiting the Interfaith Homeless Shelter, given that we have been unable to participate in the St. James hosting of the homeless in recent years. While absolutely worthwhile, the amount was far in excess of what we are able to contribute. The \$900 is similar to what we granted, last year, to Casas De Luz' building of a tiny home in support of homelessness.

Mary Tuller's request for Ukraine humanitarian aid, to be given to International Relief Teams, is clearly in line with our UU values and is timely. We trimmed her request to keep the non-UUFSD donations in line with our goals.

Betsy Gilpin and Ed Mlakar asked for funding to support painting Founders Hall. This donation will only partially fund the total cost, and last year we were unable to grant a similar request. We feel strongly that the Hall has only deteriorated in the year that has passed, and that this grant needed funding in particular.

Respectfully,

The Planned Giving Committee

Mark Tuller

Chris Butler

Alisa Guralnick

5/6/2022

Scale of Fees for Professional Services - UU Ministers Association

The following scale has been developed based on a review of national averages and a survey of the UUMA membership and are provided as a general reference. For ministers contractually serving congregations, it is generally understood that rites of passage are offered freely to contributing members of their congregation.

Service	Geo Index 1-2	Geo Index 3-4	Geo Index 5-7	Notes:
Wedding	\$450.00	\$500.00	\$550.00	Alternatively, 10% of total wedding budget, whichever is higher.
Funeral / Memorial	\$315.00	\$350.00	\$385.00	
Half Day Workshop	\$450.00	\$500.00	\$550.00	
Full Day Workshop	\$675.00	\$750.00	\$825.00	
Worship Service	\$315.00	\$350.00	\$385.00	Additional services use hourly rate
Sermon/Keynote /Theme Talk	\$270.00	\$300.00	\$330.00	Keynote or Talk should be the length of a typical sermon
Hourly Services	\$135.00	\$150.00	\$165.00	Consulting, Coaching, Pastoral Care, Spiritual Direction, Etc.
Other Rites of Passage	\$225.00	\$250.00	\$275.00	Anniversary/Vow Renewal, Child Dedication, Graveside Service, Etc.

Travel and Housing : The above rates do not include travel or housing expenses. For services with a travel distance greater than 15 miles, mileage (at the [current IRS allowance](#)), flight, or train should be reimbursed. If overnight lodging is required, the host assumes the cost. Some ministers prefer home hospitality; others are more comfortable in a motel or hotel. The decision should be made by the minister.

Sliding Scales: Sliding scales may be offered at the discretion of the minister. If a sliding scale is used, ministers are encouraged to keep the above recommendations as a midpoint for sliding services.

Local Norms and Prevailing Rates: The scale of suggested fees adjusts for differences in geographic regions ([please refer to the current US Geo index](#) or the [current Canadian Geo index.](#)) We suggest becoming familiar with local norms and prevailing local rates and adjusting accordingly. (i.e. In a known wedding destination, fees may be higher than those suggested above.)

Virtual Services: Services provided via the internet (virtual worship, pastoral care, spiritual direction, etc) should be contracted at the same rate as those provided in person. For services provided virtually we encourage payment to be made electronically on the date of service. From PayPal and Venmo to GooglePay and Zelle there are many options today to send funds electronically. [The Balance](#) provides an overview of the top electronic apps of 2020.

Additional Notes: This Scale of Professional Fees is recommended for services provided by ministers, as well as ministerial students and interns. The UUMA strongly urges that all financial arrangements between the minister and individuals or congregations, camps, conferences, etc. be clearly stated and agreed to in advance, especially in the case of services provided virtually. The use of the funds for these services shall be left entirely to the discretion of the minister. Sample agreements and templates are under design and will be posted here when available. Please reach out to the UUMA office for further details.

History of Revisions:

2004: A survey of usual, customary, and desired fees was conducted in August 2003 by Barbara Davenport and Arthur Berman of the UUMA guidelines revision committee. Data were gathered from: UUMA Chapter Presidents, the UUMA chat line and key informant questionnaires, covering varying congregation sizes and locations in North America. These recommendations were passed at the June 2004 Annual Meeting and included in the Guidelines.

2011: The scale of fees was removed from the Guidelines document and revisions adopted by the Executive Committee in March 2011 and presented to the membership at the June 2011 Annual Meeting.

2020: A survey of the membership was completed. Results were compared with similar industry standards, denominational compensation recommendations, and rates for other religious professionals. The scale was expanded to include additional services and adjusted to reflect high and low points to account regional markets and cost of living. Wording regarding travel and housing was strengthened and notes regarding sliding scales and local norms were added.

04/21/2020

May 24, 2022

RE: UUFSD/BGWG organic garden

Dear UUFSD Board,

We both appreciate the Board's willingness to allow BGWG to use UUFSD property to garden and donate veggies to local shelters. BGWG leader, Felicia, clearly has a heart for gardening and a sincere desire to create community through gardens.

UU members have expressed appreciation for the project. A few members made donations, built the beds and fencing, brought topsoil and mushroom compost, contributed plants, and did most of the watering. Although she committed to at least 3 days a week, Felicia had trouble getting BGWG volunteers.

As liaisons for the garden project, our recommendation is for UUFSD to discontinue hosting the garden, possibly to revisit at a later time, due to a lack of:

- Adequate communication between BGWG and liaison, .
- Sense of community spirit for UUFSD and BGWG,
- Workers to tend the garden
- Viable food production

Communication has been quite uneven. As an MRI nurse and mother of two, Felicia's busy life has prevented her from responding at several crucial points.

The goals of promoting community and donating harvests were great ideas. Felicia's solutions (for more UU members to work in the garden and for a reduced BGWG presence) are a big departure from the original agreement and neither BGWG nor UUFSD seem to have the manpower to realize her dream.

It does not seem wise to us to continue the project, especially at this critical time for the fellowship. If you agree to discontinue the garden, we will stop watering and advise Felicia of the change and give her the opportunity to retrieve any plants she wants to keep.

A lot has been learned –knowledge that can be applied when a better time presents itself.

Andi MacLeod (current garden liaison) and Linda Luisi (original garden liaison)

