

Unitarian Universalist Fellowship of San Dieguito



Board Meeting Minutes - November 19, 2020

Meeting begins 7:00 PM via Zoom Online platform

Present: Pres D.Gottdank, Rev. Jo Green, Sec L. Kian-Gutierrez, VP D.Kiddy, A.Knappenberger, D.Masser-Frye, R. Macdonald, Treasurer S.Miller

Absent: None

Guests: Christie Turner

Staff: Alison Aguilar Lopez Gutierrez McLeod, Director of Religious Education
Marshall Voit, Music Director

Chalice Lighting/Check-in/Board Covenant - All

- Approval of October meeting minutes
- Motion to approve the October minutes

ACTION: All Approved

1. Kay Byrnes' resignation/Board Member search

ACTION: Sarah Miller has agreed to fill the board position that was held by Kay Byrnes; Angie will be board liaison to Leadership Committee; Duane will be board liaison to Kitchen Committee; Rev Jo & Alison will be board liaison to Pastoral Care Committee. Liora will update the UUFSB Board Committee Liaisons 2020-2021 - update the one in the google drive

2. Christie Turner - Leadership Development "Brunch" update - committee vacancies (Pastoral Care Chair, SJA Chair, NomCom member, Personnel)
- Confirm which board members will attend on Saturday
 - Christie shared an overview of the program agenda which will include a breakout room for those in attendance w/two break out questions
 - Christie will provide the link to those who will be attending

3. Committee, Staff and Treasurer's Reports

Buildings and Grounds

Communications

Design Review

Dream Builders

Environmental Justice/ Sustainability

Finance

Kitchen

Leadership Development

Membership

Nominating Committee

Pastoral Care

Policies and Procedures

Religious Education
Social Justice and Action/Casa de Luz
Stewardship
Worship

4. Finances -

- Audit Update - (is on hold until we make some changes/updates)
- Kumeyaay Land Recognition payment update (Alison)
 - UUFSD land is a part of the Kulaumai Tribe
 - Alison will do some additional research on our behalf
 - Rev Jo will share at the end of reading the Land Recognition on Sundays that UUFSD will be making a donation/payment in honor of this recognition.
- Sunday offering/generosity Sundays (Angie)
 - Contributions have been smaller since going to virtual services.
 - Brainstorm ways to encourage contributions during Sunday services
 - We could send a text message via Breeze to members about making a contribution during generosity Sunday
- Funds remaining in Membership Coordinator grant
 - Discussion about the grant is running out soon
 - This position will end when the grant ends
 - We will ask the donor of the grant if we may utilize the funds in a different way
- UUA dues update
 - Sarah has already communicated with UUA

5. Membership

- Tasks to continue after AI is no longer Coordinator - see above under Funds remaining...
- Do we want to track individual attendance at Sunday services?
- Rev Jo would like to meet with the membership committee to see if the committee can cover the tasks.

6. Review and approval of revised Employee Handbook

ACTION: Additional edits will be made by Dale on behalf of the Board - we will review and conduct a vote via email.

ACTION: Motion to approve changes and all Approved via email

7. Approval of revised P & Ps

- Review of changes

ACTION: Motion to approve changes. All Approved

8. Marshall asked about a development of a music committee

- find the members who want join this committee
- make a policy and procedures document and send to Nancy Hebert

ACTION: Marshall will follow up with the above mentioned guidance

8. Black Lives Matter banner on Founders Hall (Angie)

- Design and Review Committee needs to be consulted first to see if it is feasible

- Could it be mounted that would be on the roof of Founders Hall so it could be seen from the freeway
- Need to figure out how it can be attached and protected from the elements (like wind)
- Important to follow up so we can quickly get this task accomplished

ACTION: Angie will follow up with above noted guidance

9. Joey's presence on site

- Concern about the liability issues regarding his continued presence
- Concerns also about COVID regulations regarding the kitchen, Sandy Hill, etc.
- It was understood that he would be transitioning to a shelter
- Possibility we can request assistance of Wenda Alveraz to guide us to communicate with Joey
- Jewish Family Services provides parking lots; UUFSD supports this in Encinitas

ACTION: Liora will reach out, ask Wenda if she can provide support to Kathy Faller by providing guidance for helping Joey to move off the site

10. Thanksgiving meal contribution

- Duane talked to Louise about the Thanksgiving meal
- There is funds in the budget for the kitchen
- Not many people have signed up as of today (only ten people)

11. End-of-year bonuses

- It is a complicated formula; it was usually a three Sunday ask to the Congregation starting during Thanksgiving weekend
- Alison made a suggestion that these contributions go to discretionary fund
- Other congregations do not do this; they do end of the performance evaluations and a raise to their salary instead.
- Concern about raising enough money to make it worth while for the staff
- Currently we have \$700 in the bonus fund

ACTION: Rev Jo, Alison and VP Duane can discuss how to figure this out. Sarah will provide information from the past - share the rubric.

12. Future business:

- Stewardship Workshop (set date?)
- Understanding Our Heritage - Anti Racism Workshops (2021)
- Detailed UUFSD history document (2021)

ACTION: discussion will be held at a future board meeting.

Small on-site meetings policy during COVID-19

- Discussion about having a policy on whether we allow members to have small group meetings outdoors to meet on campus must be socially distanced with masks, - request for restrooms to be opened. We must consult with County guidelines. If a staff member is asked for assistance, requests can be made to the Board President or Vice President.
- After extensive research and draft and approval of signs. SD County has now moved to the Purple Zone.

ACTION: Signs made, laminated and posted

Board Meeting Ended: 9:29 pm

Next Board Meeting December 17, 2020 7:00 pm via Zoom

APPENDED TO THESE MINUTES

- **Committee, Staff, & Treasury Reports**
- **Financials P&L 2020 October**
- **Financials BS 2020 October**

UUFSD Committee, Staff & Treasury Reports November 2020

Buildings and Grounds (Dale)

Communications - (Liora) - nothing to report

Design Review - (Dale) - nothing to report

Dream Builders (Dale)

Environmental Justice/ Sustainability (Angie)

Chair Laura Colban - currently inactive; focusing on UU the Vote

Social Justice Action/Casas de Luz

- Robin Sales has resigned as Chair, effective November 15th instead of waiting until the end of the year to concentrate on SURJNC and the various coalitions of which she has become a part. Her work is focusing on issues of policing and how to work toward reallocating funds, particularly addressing mental health issues.
- Barbara Walker will handle budget issues working directly with Sarah.
- Helping Our Neighbors (merge of Homeless Project and Families in Need) (Irv Himmelblau, Livia Walsh, Liz, Kathy Faller, Betsy Gilpin)
CRC drive the weekend of Nov 7-8 yielded a Prius load of toiletries and \$450 cash/checks

UU the Vote (Ted Foster)

- For the Nov 3rd election – approximately 1600 letters were sent through VoteForward; some members worked on postcards, phone banking, and sending texts. Efforts will continue working on the two Georgia Senate seats, primarily working with VoteForward. \$500 grant was received from UUA and unused \$ will go toward Georgia effort
- Racial Justice (Julia Darling)
Me and White Supremacy by Layla Saad book group continuing with about 18 people in two different groups; groups are meeting at different time intervals but both will finish up during December
Alison led “Understanding Our Heritage” , a curriculum she has written that focuses on sharing ideas about how race and racism have been passed down to us as part of our heritage. About 18 people attended.
Requesting mounting our Black Lives Banner on the roof of Founders’ Hall. How do we proceed?

- Interfaith Shelter (MaryAnne Trause/Kathy Faller)
- Generosity Sundays

After learning that our offerings in August to Kitchen for Good (\$100) and in September to Voices of Our City Choir (\$144) had been so low, the Social Justice Action and Worship Committees voted to suspend this program until July 2021. Organizations spend considerable time to complete the application/documentation and speaking or putting together a video for our service, and it was felt that this is a lot of effort to be given such a small amount. Does this need Board approval?

Finance (Rich)

- Audit is ongoing.
- Planned Giving is going to move their \$110,447.84 to the UUA endowment fund as per our bylaws. They will start to elicit proposals for grants soon. They will have a fundraiser in January.
- Capital Campaign is slated to start fundraising this December, as detailed below from John Sherman:

Today, I am beginning the effort to invite members to join the Capital Campaign, as we now (for all intents and purposes) have our C.U.P. efforts done. As it turns out, progress has slipped to the point where we estimate that actual construction work on the major projects won't begin until early 2022, but we have a lot of work ahead to fashion a campaign to educate the congregation on the campaign and what we'll need, along with thinking of ways to encourage congregation-wide ownership of our improvements. The request, five years ago, for people to pledge amounts equal to three years of pledges left too many on the sidelines.

Usually, at the end of the year, I have sent a letter encouraging members over 70 1/2 years old, to make a qualified charitable contribution from their required minimum distribution of their IRAs, but this year, the RMD has been waived, and people are allowed to let their IRAs continue without having to withdraw anything. So right now, I'm just getting started in putting the team together.

Kitchen (Kay)- nothing to report

Leadership Development (Kay)

A virtual Leadership Development Brunch will be held on November 21, 2020 from 10am-12pm
Purpose: provide newer and some longer term members a sense that we see and know them and want them to feel part of our efforts to thrive. We will not ask for any specific volunteer positions but make them aware of some of those needs.

Alana will work with Sarah Miller to use the new software to send our invitations and manage the responses.

Format (subject to change):

1. Rev. Jo will give a welcome statement followed by a ten minute "state of the fellowship"

2. Update previously used Powerpoint presentation about the Fellowship.
3. Brief statement by each board member during which they say something about how they came to serve on the board and what the fellowship means to them.
4. Carol Mason to give a brief live interview as one of our founders.
5. Breakout sessions with one board member in each session.
6. Survey Monkey to get an on-the-spot evaluation to see what works and what doesn't during the brunch.

Proposed invitees: Committee requests that the Board review the following list and update as necessary, eg. Remove inactive members.

Charles Alvarez
 Katie Berry
 Joe and Kristen Brandley
 Kevin Burchby
 Kimberly Caldwell
 David Carlson
 Sophie Chaffee
 Helen Cheng
 Cheryl Close
 Dorothy Cuchna
 Becki deBoni/Heather Smith
 Ron DeMuth

Ilene Dunagan
 Eman Elshaikh
 Kathy Fanagin
 Carol Gilmore
 Eric and Kelli Griffis
 Red and Susan Griswold
 James Hagan
 Darren and Eri Lynn Heinrichsen
 Angela Hudson
 Karen Joshi
 Bethany Knappenberger
 Abby Laurent

Membership - (Diane) - nothing to report

Nominating Committee - (Duane)

Wenda Alvarez, Committee Chair

1. Nominations Committee will recommend candidate slate for the following positions and terms beginning July 1, 2021.

- a. President (1 year)
- b. Vice President (1 year)
- c. Directors (2) (3-year terms)

Dale Gottdank: term ends 6/30/21

Rich Macdonald: term ends 6/30/21

2. Approach

- a. Follow-up with 2020 candidate prospects. Nominations Committee member will be the same as 2020 contact, when possible.
- b. Reactivated Volunteer Survey. <https://www.surveymonkey.com/r/UUVol20-21>: Mandatory first step, even a brief entry for those who previously completed the survey. Survey completion confirms serious interest, availability, and interests/talents. (Individuals who do not have time/inclination to complete the survey may not have sufficient time/interest to serve in this important role.)
- c. Outreach - Congregation: Nominations Committee personal email; congregational email, congregational network(s) email.
- d. Schedule Info Mtgs (3-4) w/current board: January, February, March.
- e. Names will be forwarded to board as discussions advance.

Nominating Committee Members

1. Propose slate of 3 Nominations Committee members in Jan to serve Feb. 1 – June 30. FYI status of current committee follows. Per Bylaws the term is one year from February 1st to Jan 31st. Will need congregational consent/approval at the January meeting?
 - a. Wenda Alvarez will continue through June.
 - b. Julia Darling will be going off Jan. 31 to focus on Racial Justice.
 - c. Katherine Buffington is unsure if interested in continuing through June.
2. Propose slate of 3 Nominating Committee members in May to serve terms beginning July 1, 2021. Bylaw change will be required to align with change.
3. Board prospects not ready/interested will be encouraged to serve on Nominations Committee -- a good leadership succession step.

Bylaw and/or P&P revisions

1. Nominations Committee members will work with Duane/Board to complete proposed Bylaw and/or P&P revisions, as applicable, in time for Congregational approval, also at the January meeting.
2. Duane: Please provide related schedule.

Proposed Bylaw Changes:

ARTICLE X: NOMINATIONS

SECTION 1: NOMINATIONS COMMITTEE

- (1) There shall be a Nominations Committee composed of three Voting Members, at least two of whom shall not be members of the Board. The Nominations Committee shall be responsible for conducting all elections.
- (2) The Nominations Committee shall nominate three Voting Members, at least two of whom shall not be members of the Board, to serve as the Nominations Committee. for the following year. There shall be an opportunity for nominations from the floor with the prior consent of the nominee.
- (3) The Nominations Committee shall be elected at the Congregational Meeting in January to a one-year term starting February 1. annual meeting to a two-year term starting July 1.
- (4) The Nominations Committee may be called upon by the Board to nominate Voting Members to vacant positions on the Board of Directors.

Pastoral Care - (Diane) - nothing to report

Policies and Procedures (Kay)

Religious Education - (Alison) - see below

Social Justice and Action Casas de Luz (Angie)

Environmental Justice/Sustainability

- Chair Laura Colban – currently inactive

Stewardship (Rich)

- The Art Fair has made about \$650 for the fellowship to date, which is about 40% of our goal. Shortfall is probably due to not being able to see the art pieces in person. It has implications for our Auction in the spring. **FINAL REPORT:** The Art Fair had a strong

finale and ended up with \$1854 to UUFSD, which is 93% of our goal!

Worship (Angie)

Members: Livia Walsh, Chair; MaryAnne Trause, Angie Knappenberger, Rev Jo

- Committee is excited to have Yusef Miller as our guest speaker Sunday November 29. Yusef is a member of the Racial Justice Coalition of San Diego and has been an activist for religious and racial equality in North County. He is a member of the Islamic Society of North County.

Religious Education: (Alison)

Hello! What a busy month it has been!

Reverend Jo and I did two drive ups at the Fellowship and they were both quite successful. The Dia de los Muertos one was particularly touching because it had people coming that I hadn't seen in quite awhile. It was so cathartic to be near one another and be able to connect in such a meaningful way.

I did the homily for Dia de Los Muertos and Rev Jo was the WA that day. I was so impressed with the UUFSD staff! We work really well as a team and I have enjoyed working with everyone so much. Marshall, our Music Director, did above and beyond the call of duty with his Barbershop quartet that did a beautiful rendition of "Remember Me" from the movie Coco. I don't think there was a dry eye in the house. Writing the homily and putting together what I want to say is becoming easier for me. I really enjoy the process and will do more sermons in the future if asked.

I have registered the Religious Education program as a Service Learning partner with California San Marcos State University. Danielle Rubenfeld, one of our 1st-3rd grade teachers, is a student there and wondered if the work she was doing would qualify her practicum hours. Turns out it does! So we will be listed in their available internships for that university. I filled out and submitted a university community partnership application and when that was accepted, I signed the agreement. I am very excited about what this means for UUFSD in terms of special programming help. Here is the link to the website:

<https://www.csusm.edu/ougs/slice/servicelearning/community/index.html>

I presented a workshop at UUFSD regarding race and understanding our heritage in order to find a new narrative to focus Anti-racism/Anti-oppression conversations. It was very well attended with 13 participants and I felt the 3 hour workshop was very successful. There was even time in which we brainstormed ways to go about changing the UUFSD culture. Some suggestions were:

1. Amplifying the voices who have been marginalized
2. Changing the narrative around you: a "racist" and taking a narrative approach with conversations regarding past moments of embarrassment in our collective struggle to become aware.
3. Finding other ways to define "racism" and shape shift a radioactive word
4. Coffee Hour Break out rooms, having a sign that says "Ask me about my privilege"
5. Reverend Jo considered doing a privilege "walk" but on zoom.
6. Really helping people understand that this is not a zero sum game. That this work is indeed joyful.
7. Explaining that by doing this work, it will allow us to live fully into our US constitutional values for the first time. Making people truly equal.
8. By not hearing other's narratives, what do we (white power majority) miss out on?
9. Having the Board, Committee Chairs and Staff all do yearly AR/AO workshops with each other.

The regular RE Classes are going well! We still have a spotty and sort of erratic participation on Sundays and in the various groups. Sometimes there are multiple families there and others there are none. There does not seem to be any rhyme or reason, just a lot of children and parents who are burned out on Zoom.

The classes and groups that I continue to facilitate are:

StoryTime (Monday, Wednesday and Fridays); Youth Group (Tuesdays); Coming of Age (Tuesdays); Movie Nights (Fridays); Young Adult Group (Mondays); Middle School youth group (Saturdays)

I will be thinking about what adult class I want to offer in the Spring (January or February) and will schedule an AR/AO talk with the High School youth group soon.

I am continuing to do Pastoral Care. This month I had about 12 zoom meetings not including the group processing times. We have had surgeries (adults), death grief (adults) breakups (youth) and a tremendous amount of friend processing and defining (middle school, high school and young adults) and sex questions (youth). The election was EXTREMELY stressful for the high school students and young adults. While I was not surprised at the young adults being concerned, I was taken back a bit at the level of anxiety within the Youth group. We met on Tuesday of election day and they were continually hitting refresh on the counting sites and when the election "day" turned into a "week" they continued their sharing on the Snapchat group chat. I am pleased that so many of them understand elections to be essential, but I think because they can't vote yet, their anxiety is through the roof. They seemed better when we processed it and they understood that they will be able to vote in the next presidential election.

In Professional Development, I attended the LREDA (Liberal Religious Educators Association) fall conference this month. It went on for 5 long days but was filled with interesting workshops centered around the Commission on Institutional Change's report "Widening the Circle." I found the BIPOC spaces very helpful to me during the time leading up to the election and helping me process institution wide ideas regarding our Unitarian Universalist Theology.

I continue to meet bi-monthly with a BIPOC group of religious professionals in UU'ism, and my Commission on Social Witness work continues.

I am continuing to do research on which Indigenous Tribe our lands belong to. I finally discovered that we are from the Kulaumai, on the coast near the mouth of San Dieguito River. I have continued to reach out to the Kumeyaay people without much success. According to treaties cessions 310 <https://digitreaties.org/treaties/cession/310/>, (found by the wonderful and brilliant Sarah Millar), we are part of the Campo nation. But I am confused because that Cession is all of the land presently known as Kumeyaay. I think we should just address this and I can have some further clarification on what to do next.

I know that probably more has happened this month, but I am struggling to remember it all.

Warmly,
Alison

Minister Report - October 2020

It's Autumn finally, my favorite season. It is good to settle in and now that I have, things are in full swing! And the weather is cooling down which is really nice. It has been a busy month indeed.

This month I attended 32 meetings which varied from committee meetings to worship rehearsals to clergy meetings. I even got a chance to attend a choir rehearsal! Our Staff meetings went well, I met twice with my Spiritual Director and we began the Start Up with the congregation, meeting on the last day of the month.

Our services this month were varied. We had the Blessing of the Animals service and a special Cluster Service that we had not done before. Members of all the congregations seemed to like it and we do want to try it again

this church year. It did turn out to take twice as long to create this service than a regular service which was surprising!

I only had 2 pastoral care calls this month. We are still in need of a Chair for this committee, however the committee is holding strong and we have a few dedicated members. At our meeting we did have a really good discussion as to the roles of the committee and the goals they have for the future.

I was able to attend 2 of the book discussions for Me and White Supremacy. These meetings are so vital, especially right now in the political climate we face. We've had some good deep discussions and folks are looking inward at their history and cultures and facing some deep internal conflicts which is good and which is very healthy and brave. It's a small but mighty group that is doing such good work.

We held 2 Staff meetings which are always delightful! (at least so far). It was fun to attend a Choir rehearsal and be connected to the music that is being created here. The band had an amazing video in the last service of this month that was so professionally done! We loved it! The office seems to be running smoothly as Breeze is all set and it is showing what a wonderful and efficient program that is for us to have. I have created a listing of all of our members and their join dates and in November will begin sending out Happy Anniversary cards to all the members. I think it will be a lovely way to show our gratitude to them throughout the year and all of their dedication to the Fellowship. And it will remind them of when they joined! Which I think is a lovely remembrance.

Alison and I were able to have 2 Drive-ups this month, one for the Blessing of the Animals and one for Dia de los Muertos which actually occurred on Halloween! We videod both days and were able to show those the following day for the service. I hope that members are pleased to see themselves in the videos since we are unable to have these rituals in person. Joe Cantrell did a marvelous job of coordinating all the photos and videos into one cohesive file.

Our Start Up was on Halloween morning the weekend of the time change so we did not have the turnout I had hoped for. We had 12 members attend on the first session on Saturday

morning and it was very helpful to me to hear the members answer various questions and mention remembrances and traditions of the Fellowship. I did wish that there would have been more participation as this is one way that is very effective for me to learn about the members and the history and what's important of the Fellowship. Maybe in the future we can hold a mini-session when we can be together in person so that I can learn as much about you all as I can.

I am grateful to be here and little by little am getting to know all of you.

Blessings to you all,
Rev Jo

Treasurer's Report November 2020

Sarah Miller, UUFSD Treasurer

P&L and BS DISCUSSION

As of October, 31, 2020, we are 33% of the way through the fiscal year.

Profit and Loss Budget vs Actual:

Minor budget anomalies are footnoted on the report.

Balance Sheet:

Nothing to discuss.

GIVING REPORT

Our October Generosity Sunday for Camp DeBenneville Pines brought in over \$2k for the camp, \$1500 of that from just two very generous donors.

Given our previous history of poor giving on Sundays (see last month's report), it has been decided by the Social Action Committee (who are responsible for administering this program per [P&P#155-GenerositySunday](#)) to suspend Generosity Sundays starting in January 2021. We will still do one in November for Gente Unida and one in December for Casas de Luz.

MISCELLANEOUS

- The Audit. Met with Rollie Munger, CPA, on 10/16/20. He had done a preliminary assessment of our books. After our discussion, he and I agreed it would be the best use of his time and our money to put the audit hold until we can collect some additional information about assets and procedures, and clean up some problematic accounts. He stated that we are actually in pretty good shape and should be able to pass the audit tests once that work is completed.
- The AUP. The AUP with Jane Gilpin to examine the Capital Campaign and Vanguard accounts has been completed and a final determination of the respective values of the Capital Campaign and Endowment Funds made. The final determination, including dividing up the gains on investment over the years, is:
 - \$110,447.84 of the Vanguard Investment Account belongs to the Endowment Fund,
 - \$864,977.88 belongs to the Capital Campaign Fund, and
 - \$56,567.13 of Capital Campaign Funds remain in Union Bank (\$21k of this has just been spend on the Founders Hall partitions).
- Endowment Fund. We received the \$17,794.68 from the estate of Michelle Devore and \$5k from another donor. Now that the Fund has passed the magic \$100k mark, the Planned Giving Committee has been convened per our bylaws with Mark Tuller as Chair, and Chris Butler and Caroline DeMar as members. Reverend Jo, Rich Macdonald as board liaison, and I as the treasurer are serving as non-voting advisory members. The process to move these funds to the UUA for management per Article XI Section 3:2 of our bylaws is underway.
- The PPP and EID Grants. We have come to the end of our "use period" for these grants. I will be working with Ron Demuth who applied for our PPP to apply for forgiveness.

- Breeze. We are now using Breeze to track members/friends/visitors, using it as our membership directory, and using it for online donations and pledge payments. We have carefully stepped down our use of Vanco, communicating with those who were still using it and redirecting them to Breeze, and now finally canceled our subscription (effective 11/25/20). We will cancel our subscriptions to ACS and Instant Church Directory when the annual fee comes due. There are now 92 member and staff accounts in Breeze (up from 72 in last month's report). Committee Leaders are beginning to use Breeze to organize activities.
- Archive. This project is on hold. Too many other things going on.
- Mystery Wells Fargo Safe Deposit Box. A few months ago, we received a letter from Wells Fargo about a safe deposit box registered to the Unitarian Universalist Fellowship. I asked around the Fellowship, but no one knew anything about it. I am now in communication with Wells Fargo about this box, but will have to provide documentation that I am an authorized person (all this exists already, and no one else needs to do anything) before they will tell me word one about it. I'll let you know what happens.

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July through October 2020

	Jul - Oct 2020	Annual Budget	\$ Remaining	33% of Year % of Budget	Notes
Ordinary Income/Expense					
Income					
Revenues					
Fundraising					
REV.AUC.01 - Auction Income	0.00	8,000.00	8,000.00	0.0%	
REV.MIS.01 - Fundraising Income	130.87	0.00	-130.87	100.0%	
Total Fundraising	130.87	8,000.00	7,869.13	1.64%	
Pledges					
REV.PLG.01 - Pledge Current Yr	136,634.92	312,748.00	176,113.08	43.69%	
Total Pledges	136,634.92	312,748.00	176,113.08	43.69%	
RE Program Income					
REV.REL.01 - RE Donations	30.00	1,000.00	970.00	3.0%	
REV.REL.02 - COA/OWL Fees	0.00	200.00	200.00	0.0%	
Total RE Program Income	30.00	1,200.00	1,170.00	2.5%	
REV.MIS.04 - Misc Contributions	1,404.96	10,000.00	8,595.04	14.05%	
REV.SUN.01 - Sunday Collection	1,268.16	6,000.00	4,731.84	21.14%	
Scripp Sales	131.97	200.00	68.03	65.99%	
Site Rental					
REV.SIT.01 - Sandy Hill	15,100.00	45,000.00	29,900.00	33.56%	
REV.SIT.02 - Special Evnt Rent	-600.00	0.00	600.00	100.0%	
Total Site Rental	14,500.00	45,000.00	30,500.00	32.22%	
Total Revenues	154,100.88	383,148.00	229,047.12	40.22%	
Total Income	154,100.88	383,148.00	229,047.12	40.22%	
Gross Profit	154,100.88	383,148.00	229,047.12	40.22%	
Expense					
Administration Expenses					
OPS.ADM.01 - Postage	86.24	800.00	713.76	10.78%	
OPS.ADM.02 - Office Supplies	1,456.54	2,000.00	543.46	72.83%	1
OPS.ADM.03 - Copier	2,390.41	7,200.00	4,809.59	33.2%	
OPS.ADM.05 - Phone & Internet	744.12	2,900.00	2,155.88	25.66%	
OPS.ADM.06 - Adm Mileage Exp	40.25	200.00	159.75	20.13%	
OPS.ADM.07 - Misc Supplies	104.95	450.00	345.05	23.32%	
Total Administration Expenses	4,822.51	13,550.00	8,727.49	35.59%	
Bank Service Charges	16.69		-16.69		
Board & Committee Expenses					
COM.BRD.03 - Board Exp	0.00	150.00	150.00	0.0%	
COM.COM.03 - Communications Exp	462.99	2,000.00	1,537.01	23.15%	
COM.CNX.03 - Kitchen Exp	0.00	500.00	500.00	0.0%	
COM.FND.03 - Fundraising Exp	0.00	500.00	500.00	0.0%	
COM.MEM.03 - Membership Exp	0.00	500.00	500.00	0.0%	
COM.MUS.03 - Choir & Music Exp	273.89	400.00	126.11	68.47%	
COM.PCC.03 - Pastoral Care Exp	0.00	150.00	150.00	0.0%	
COM.PGC.03 - Planned Giving Exp	0.00	200.00	200.00	0.0%	
COM.SAC.03 - Social Action Exp	75.00	3,000.00	2,925.00	2.5%	
COM.SUN.03 - Worship Exp	650.00	4,800.00	4,150.00	13.54%	
Total Board & Committee Expenses	1,461.88	12,200.00	10,738.12	11.98%	
Denomination Expenses					
OPS.DEN.01 - UUA Dues	23,928.00	23,928.00	0.00	100.0%	
Total Denomination Expenses	23,928.00	23,928.00	0.00	100.0%	
Finance Expenses					
OPS.FIN.03 - Accounting Fees	2,469.20	9,000.00	6,530.80	27.44%	
OPS.FIN.05 - Other Finance Exp	61.46	9,000.00	8,938.54	0.68%	
OPS.FIN.06 - Credit Card Fees	574.21	1,350.00	775.79	42.53%	

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July through October 2020

Total Finance Expenses	3,104.87	19,350.00	16,245.13	16.05%	
Payroll Expenses					
Congregational Administrator					
PER.OFF.01 - Admin Wages	13,153.16	38,550.00	25,396.84	34.12%	
PER.OFF.02 - Admin UUA Pension	1,260.00	3,855.00	2,595.00	32.69%	
PER.OFF.03 - ER Payroll Taxes	1,019.83	2,949.00	1,929.17	34.58%	
PER.OFF.04 - Admin Medical	4,569.48	12,242.00	7,672.52	37.33%	
PER.OFF.07 - Admin LTDLife Ins	177.84	651.00	473.16	27.32%	
PER.OFF.08 - Admin Prof Exp	0.00	200.00	200.00	0.0%	
Total Congregational Administrator	20,180.31	58,447.00	38,266.69	34.53%	
Director of RE Expense					
PER.DRE.01 - DRE Wages	19,478.58	56,787.00	37,308.42	34.3%	
PER.DRE.02 - DRE UUA Pension	1,841.49	5,679.00	3,837.51	32.43%	
PER.DRE.03 - ER Payroll Taxes	1,369.00	4,344.00	2,975.00	31.52%	
PER.DRE.04 - DRE Medical	2,868.12	6,736.00	3,867.88	42.58%	
PER.DRE.07 - DRE LTDLife Ins	239.40	923.00	683.60	25.94%	
PER.DRE.09 - DRE Prof Exp	0.00	2,500.00	2,500.00	0.0%	
Total Director of RE Expense	25,796.59	76,969.00	51,172.41	33.52%	
Minister Expense					
Minister Benefits					
PER.MIN.00 - in Lieu of FICA	2,911.10	7,267.00	4,355.90	40.06%	
PER.MIN.02 - Minister Housing	14,966.44	35,000.00	20,033.56	42.76%	2
PER.MIN.03 - Minister UUA Pens	3,120.87	9,500.00	6,379.13	32.85%	
PER.MIN.04 - Minister Medical	1,676.29	3,149.00	1,472.71	53.23%	3
PER.MIN.07 - Mnster LTDLife Ins	503.28	1,714.00	1,210.72	29.36%	
PER.MIN.08 - Minister Prof Exp	64.99	5,000.00	4,935.01	1.3%	
Total Minister Benefits	23,242.97	61,630.00	38,387.03	37.71%	
Minister Wages					
PER.MIN.01 - Minister Salary	17,715.76	60,000.00	42,284.24	29.53%	2
Total Minister Wages	17,715.76	60,000.00	42,284.24	29.53%	
PER.MIN.10 - Moving Expenses	4,691.34	5,000.00	308.66	93.83%	
Total Minister Expense	45,650.07	126,630.00	80,979.93	36.05%	
Music Expenses					
Choir Director					
PER.MUS.01 - Choir Dir Wage	9,531.90	22,200.00	12,668.10	42.94%	4
PER.MUS.03 - ER Payroll Tax	673.18	1,698.00	1,024.82	39.65%	4
PER.MUS.04 - Choir Dir Prof Exp	0.00	1,000.00	1,000.00	0.0%	
Total Choir Director	10,205.08	24,898.00	14,692.92	40.99%	
PER.MUS.11 - Accompanist	3,892.14	10,691.00	6,798.86	36.41%	6
Total Music Expenses	14,097.22	35,589.00	21,491.78	39.61%	
PER.MIS.01 - Misc Personnel Exp	247.91	500.00	252.09	49.58%	
PER.SIT.07 - Worker's Comp Ins	2,157.00	1,923.00	-234.00	112.17%	5
Site Support Staff					
PER.SIT.01 - Childcare Wage	240.00	240.00	0.00	100.0%	7
PER.SIT.02 - Custodian	2,115.00	7,000.00	4,885.00	30.21%	
PER.SIT.03 - Site Caretaker	225.00	3,000.00	2,775.00	7.5%	
PER.SIT.09 - Sound Technician	6,472.50	18,000.00	11,527.50	35.96%	
PER.SIT.11 - Lead Teach & Asst.	270.00	5,484.00	5,214.00	4.92%	7
PER.SIT.12 - ER Payroll Taxes	1,317.40	2,044.00	726.60	64.45%	6
Total Site Support Staff	10,639.90	35,768.00	25,128.10	29.75%	
Payroll Expenses - Other	34.72		-34.72		
Total Payroll Expenses	118,803.72	335,826.00	217,022.28	35.38%	
Religious Exploration					
COM.OWL.03 - COA/OWL Exp	0.00	200.00	200.00	0.0%	
COM.REL.03 - RE Program Exp	464.07	2,000.00	1,535.93	23.2%	

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July through October 2020

Total Religious Exploration	464.07	2,200.00	1,735.93	21.09%	
Reserve Expense Accounts					
RES.EXP.01 - Buildings & Ground	0.00	500.00	500.00	0.0%	
RES.EXP.03 - Audio Visual	0.00	1,000.00	1,000.00	0.0%	
RES.EXP.04 - Ministr Sabbatical	0.00	3,000.00	3,000.00	0.0%	
Total Reserve Expense Accounts	0.00	4,500.00	4,500.00	0.0%	
Site Operations					
OPS.SIT.01 - Property Insurance	0.00	4,356.00	4,356.00	0.0%	
OPS.SIT.02 - Real Estate Taxes	2,032.77	4,066.00	2,033.23	49.99%	8
OPS.SIT.03 - Gas & Electric	-107.29	300.00	407.29	-35.76%	
OPS.SIT.04 - Solar Loans	0.00	4,405.00	4,405.00	0.0%	
OPS.SIT.05 - Water	1,028.74	3,850.00	2,821.26	26.72%	
OPS.SIT.07 - B&G Maintenance	3,337.16	8,000.00	4,662.84	41.72%	
OPS.SIT.10 - Audio/Visual Exp	0.00	1,000.00	1,000.00	0.0%	
Total Site Operations	6,291.38	25,977.00	19,685.62	24.22%	
Total Expense	158,876.43	437,531.00	278,654.57	36.31%	
Net Ordinary Income	-4,775.55	-54,383.00	-49,607.45	8.78%	
Net Income	-4,775.55	-54,383.00	-49,607.45	8.78%	9

NOTES:

- 1) OPS.ADMN.02-Office Supplies is ahead of budget (72.83%) because Tracey bought a laptop which she needed to be able to work from home.
- 2) PER.MIN.02-Minister Housing is running ahead of budget (42.76%), but PER.MIN.01-Minister Salary is running behind (29.53%). These two combined are the Minister's compensation, so it means we didn't allocate quite enough of the total to housing.
- 3) PER.MIN.04-Minister Medical is running ahead of budget (53%) because in includes \$815 of Rev Thomas' expenses from the month of July and his costs were about twice what Rev Jo's are. This mismatch of FY and minister compensation happens every year, so it usually ends up evening out.
- 4) PER.MUS.01-Choir Director Wage is running ahead of budget (42.94%) both because Chris Lehman was music director during July and August and we paid her an additional 20 hours to onboard Marshall, but also because Marshall is submitting a time sheet, not paid a fixed amount each pay period like Chris Lehman was, and he is currently running a bit over 15 hrs/week. He and Reverend Jo will need to keep an eye on this so that it averages 15 hrs/week. PER.MUS.03-ERP payroll Tax is running ahead of budget for the same reason.
- 5) Worker's Comp has been paid for the year so this overrun will not increase. Budget was based on last year's fees and didn't allow for an increase.
- 6) In doing the budget, we forgot to include the accompanist's compensation in the calculations for PER.SIT.12-ER Payroll Taxes, and so this account is under budgeted by \$817 for the year.
- 7) Per Alison, all remaining budget of PER.SIT.01-Childcare has been reallocated to PER.SIT.11-Lead Teacher & Assistant, leaving PER.SIT.01 account at "100% used." We will start to see a draw down of PER.SIT.11 in next month's reports.
- 8) Property taxes are paid 2x/year. We've paid the first half and so are at 50% of budget for the year.
- 9) This deficit is built into the budget. We have \$75k in grants from last spring that are earmarked to cover this.

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
 As of October 31, 2020

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Chkg	232,932.12
Vanguard Investment Account	
Vanguard US Treasury Note	-9.50
Vanguard CDs	200,408.00
Vanguard Money Market	485,975.26
Vanguard VFSUX	307,997.14
Vanguard Investment Account - Other	-15,121.23
Total Vanguard Investment Account	979,249.67
Total Checking/Savings	1,212,181.79
Accounts Receivable	
Accounts Receivable	-845.00
Capital Campaign Pledges	250.11
Total Accounts Receivable	-594.89
Other Current Assets	
Undeposited Funds	2,547.67
Total Other Current Assets	2,547.67
Total Current Assets	1,214,134.57
TOTAL ASSETS	1,214,134.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Bonus' Payable	711.38
Payroll Liabilities	
LIA.PER.01 - Payroll Taxes	-2,011.06
Medical Liability	-4,320.61
UUA Pension Liability	2,226.41
Total Payroll Liabilities	-4,105.26
Reimbursed Expenses	152.92
Total Other Current Liabilities	-3,240.96
Total Current Liabilities	-3,240.96
Total Liabilities	-3,240.96
Equity	
Covid Grants	57,067.00
Gains/Losses from Investments	23,463.53
FND.SPG.01 - Spirit Grant Fund	
FND.SPG.02 - Initial Grant	100,000.00
FND.SPG.07 - Membership Wages	-9,305.00

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
 As of October 31, 2020

	<u>Oct 31, 20</u>
FND.SPG.08 - Membership P/R Tax	-545.38
FND.SPG.03 - D. of C. Wages	-13,200.00
FND.SPG.05 - D..of C. Benefits	-392.05
FND.SPG.04 - D.o C.ER PayTaxes	-224.14
FND.SPG.06 - D. of C. Expenses	<u>-71,670.97</u>
Total FND.SPG.01 - Spirit Grant Fund	4,662.46
Opening Balance Equity	-1,813.82
Permanent Restricted	
FND.PGE.01 - Endowment Fund	<u>108,045.63</u>
Total Permanent Restricted	108,045.63
Temp. Restricted	
Building Funds	
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Cam Donations	1,765,536.28
FND.CAP.03-Cap Cam Expense	<u>-883,848.46</u>
Total FND.CAP.01 - Capital Campaign	<u>881,687.82</u>
Total Building Funds	881,687.82
Committee Funds	
COM.ADL.04 - AdultPrograms Fund	168.20
COM.LIB.04 - Library Fund	782.72
COM.MUS.04 - Choir/Music Fund	1,210.00
COM.SAC.04 - SAC Fund	
UU the Vote	500.00
Backpack Fund	50.87
Families in Need	740.71
Homelessness	4,244.98
Racial Justice	1,048.52
COM.SAC.04 - SAC Fund - Other	<u>23.14</u>
Total COM.SAC.04 - SAC Fund	6,608.22
COM.SUN.04 - Worship Comm Fund	<u>163.77</u>
Total Committee Funds	8,932.91
Other Funds	
FND.COF.02 - Coffee Fund	995.43
FND.CON.02 - Concert Fund	3,072.47
FND.DBN.02 - DeBenneville Pines	3,639.51
FND.DRE.02 - DRE Discre. Fund	2,222.46
FND.HFH.02 - Casas de Luz	62,157.13
FND.MIN.02 - Min Discr Fund	2,627.61
FND.MWL.02 - Memorial Wall Fund	14,839.63
FND.REL.02 - RE Special Fund	150.00
FND.SPC.02 - Special Coll Fund	3,016.13
FND.YOU.02 - Youth RE Fund	<u>3,786.36</u>

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of October 31, 2020

	<u>Oct 31, 20</u>
Total Other Funds	96,506.73
Reserves	
RES.ADT.01 - Audit Reserve	6,000.00
RES.MSB.01 - Signing Bonus	6,196.46
RES.AFR.01 - Appliance & Furn	2,316.66
RES.BAG.01 - B&G Reserve	4,908.28
RES.GEN.01 - General Fund	3,331.05
RES.SAB.01 - Ministr Sabbatical	455.96
RES.SAB.02 - DRE Sabbatical	1,976.81
RES.SND.01 - Audio Visual Res	1,399.72
Total Reserves	<u>26,584.94</u>
Total Temp. Restricted	1,013,712.40
Unrestricted Net Assets	17,013.88
Net Income	<u>-4,775.55</u>
Total Equity	<u>1,217,375.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,214,134.57</u></u>