

# Unitarian Universalist Fellowship of San Dieguito



Board Meeting Minutes - May 20, 2021

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, R. Macdonald, D. Masser-Frye, Treasurer S. Miller

Staff: Alison ALG McLeod, Director of RE

Guests: Louise Lin Garrett, Scott Elliott, Brenda Post, Wenda Alvarez

Chalice Lighting/Check-in/Board Covenant - All

1. Approval of April Meeting Minutes

- Motion to approve: Angie
- Second to approve: Duane

**ACTION: All Agreed**

2. Committee, Staff and Treasurer's Reports/Discussion

- Motion to approve: Dale
- Second to approve: Duane

**ACTION: All Agreed**

Buildings and Grounds

Communications

Design Review

Dream Builders

Environmental Justice/ Sustainability

Finance

Leadership Development

Membership

Nominating Committee

Pastoral Care

Policies and Procedures

Religious Education

Social Justice and Action/Casa de Luz

Stewardship

Worship

- When discussing the Finance Committee report, there was a discussion about developing a form for collection deposits each Sunday. Louise will provide a sample.

3. Approval of establishment of Committee on Right Relations and listing of members (Glenn Bortnick, Robin Mitchell, Kathryn Sturch, Christie Turner)

## UUFSO Covenant of Right Relations

**As we walk this spiritual path together, we are mindful of our common need to love and be loved, to support and be supported, to listen and be heard, and to forgive and be forgiven. Therefore, we strive to build a religious community dedicated to communicating directly, respectfully, patiently and lovingly. We strive to be kind to each other and to establish a place of trust and safety. We welcome and respect differences of opinion.**

When conflict arises we seek clarity and listen more than we speak. Mindful of our own assumptions, we work to achieve reconciliation when we disagree. When the inevitable challenges come in our interactions we will stay in community and reaffirm the values that brought us together.

**Committee on Right Relations:**The bylaws of UUFSD, Article IX, Statement 1, empower the board to appoint standing committees. : “A Committee on Right Relations (CRR) is charged with facilitating resolution of conflicts brought to it under the Covenant of Right Relations (CORR) by member(s) or staff of the UUFSD community and to facilitate the practices of that covenant through education and training activities.” To that end the following Charter will guide the operation of this newly established committee of the congregation:

**Purpose:**

1. The Committee on Right Relations is constituted to affirm our values and actions in maintaining harmonious, respectful, and authentic communication.
2. The Committee may be called upon by members of the community to assist in resolving conflicts or in restoring harmony through a confidential process.
3. The Committee will endeavor to focus awareness on our Covenant of Right Relations through written and other activities including an annual Sunday service and to promote skills in resolving conflicts.
4. The Committee will develop and maintain its own knowledge base in promoting harmonious relations including receiving training.

**Note:** The Committee does not supplant other conflict resolution mechanisms of the UUA or bylaws or Minister Letter of Agreement

Members of the committee are mandated reporters in the event of child abuse or elder abuse as defined by California law, and as such would not be bound by confidentiality in these instances.

**GOVERNANCE:** The CRR is chartered by the Board to function independently of the Board. The board will appoint the members and can receive names for the committee from the minister, the CRR, or other members of the congregation.

The CRR will consist of three to five voting members of the Fellowship selected because of their training, experience, or skill in conflict resolution. Members of the term of office shall begin on May 1st.

**POLICIES:** (note: other policies and procedures will likely be developed and modified by the sitting CRR over time.)

CRR members will recuse themselves from any issue in which they are a party or stakeholder. Any CRR member may declare a conflict to exist for him/herself or for another member, and recusal will follow.

The CRR will meet as needed for routine business and report its proceedings and services at least annually to the congregation, the ministers and the Board.

The CRR will make every reasonable effort to maintain the confidentiality of parties to conflicts considered by the CRR and of discussions attendant to the CRR conflict resolution processes. Minutes of CRR meetings will be written so as to attempt to guard confidentiality since such minutes may be made available to the congregation.

The CRR will submit a modest annual budget for the approval of the Board primarily to fund training, resource materials and outside consultants.

If a conflict arises which the CRR considers to be beyond the charter, scope or skill level of the CRR, then it will forward the matter to the Board with recommendations for further Board disposition, which may include hiring.

**Relevant UUFSD Bylaw:** The Board shall create such standing, ad/hoc and appointed committees as are necessary for the efficient operation of the Fellowship. Standing committees shall include but not be limited to: Religious Exploration, Finance, Membership and Sunday Services. Appointed committees shall include but not be limited to: Committee on Ministry, Personnel and Endowment Fund Committees. Chairpersons of individual committees may either be appointed by the Board or be elected by the members of the committee and approved by the Board.

Members: Christie Turner, Glenn Bortnick, Katherine Sturch, Robin Mitchell

- Motion to approve: Sarah
- Second to approve: Angie

**ACTION: All Agreed**

4. P&P 110 for Corporate Secretary duties review and vote

Motion to approve:

Second to approve:

**ACTION: Liora will continue to refine the document based on feedback from the board and bring the updated document back for board approval at the June 2021 Board Meeting**

5. Approval of Endowment Fund Distributions (will be voted by Congregation in June)

Motion to approve: Rich

Second to approve: Angie

**ACTION: All Agreed**

6. Executive Session

Continued conversation of topic from executive session: Thursday, May 27th 7:00 pm

7. Future Business

- UUFSD Historic Records Task Force

Board Meeting Ended: 9:23 pm

Next Board Meeting June 17, 2021 7:00 pm via Zoom

**APPENDED TO THESE MINUTES:**

- **Committee, Staff, Treasury Reports**
- **Financials - P&L May 2021**
- **Financials - BS May 2021**
- **Draft of P&P 110 for Corporate Secretary**

## **UUFSD Committee, Staff & Treasury Reports May 2021**

### **Buildings and Grounds (Dale)**

- Betsy Gilpin has been clearing brush and watering plants on a regular basis.
- Ed Mlakar met with Joe Cantrell and an A/V consultant at the Fellowship about extending WiFi to the Amphitheater as part of the A/V upgrade to allow for live streaming of Amphitheater services. They should receive a proposal in the next week.

### **Communications - (Liora) - nothing to report**

### **Design Review - (Dale)**

- The committee is working with Greg Brown to review the sketches for replacement of the wood main entry stair with concrete.
- The project won't be completed in time for our reopening on June 27th.

### **Dream Builders (Dale)**

- Dream Builders/Capital Campaign agreed to direct \$5,000 toward the required A/V upgrades. Along with a \$1000 grant from the Endowment Fund and several donations from generous members, we'll easily raise the \$10,000 needed for the A/V upgrades.
- The moveable partition has been installed in Founders Hall. There may be some minor paint touch-up required, but for all intents and purposes, the project is complete.
- Dream Builders is soliciting bids for reconstruction of the main entry stair and for renovation of the kitchen building exterior with stucco.
- Dream Builders is continuing to work with the City of Solana Beach. The newly approved CUP does not account for a phased construction project, which is what UUFSD needs, since we don't have enough funds in the Capital Campaign to do all the work at once. Jon Luft and Chris Faller are working on a submittal to the City that will outline each phase of the project (Parking Spaces/Fire Department Hammerhead Turnaround; Kiosk/Amphitheater/Shade Sails; Admin. Building; Canopy at east end of Founders Hall) along with the approximate cost of each to allow for coordination with other City-required improvements. The end result will be an Amended Conditional Use Permit that will allow UUFSD to complete the Master Plan in a phased process.

### **Finance (Rich)**

- The FC continues to work on the budget and has presented a balanced budget for Board consideration.
- Based on recommendations from the auditor and the FC, the audit has been terminated early since there are issues that need to be addressed before we can get an Opinion. (If we had continued the audit, we would have spent another \$4500 (or

more) just to get to a decision of No Opinion.) The management letter and invoice from the auditor have been forwarded to the Board previously.

- The FC are planning to implement more financial controls in accordance with the recommendations.

**Kitchen** (Duane) - nothing to report

**Leadership Development** (Angie)(Chair – Christie Turner)

Leadership Gathering April 17th was very successful; survey results from participants being compiled ; favorite part is hearing Carol Mason stories about our founding

**Membership** - (Duane) - Membership Committee will be ready to welcome visitors, answer any questions about joining, and will have the Welcome Table ready to go for our first back to campus service.

**Nominating Committee** - (Duane) The Nominating Committee has been hard at work. They are ready to submit their inputs for Board members and leadership positions. The Bylaw change has been submitted and is ready for the vote at the Annual Meeting.

**Pastoral Care** - (Rev Jo/Alison) - See Minister and RE report

**Personnel** - (Dale)

- We should be receiving medical insurance renewal information next month. Tracey will be keeping the existing Kaiser Gold HMO policy. Alison is interested in our researching a policy that would more completely cover her providers and medications. When we receive the new policies and costs we can look into this.

**Policies and Procedures** (Dale)

**Religious Education** - (Alison)  
**RE Board Report April/May 2021**

**Pastoral Care**

This period of time has been one of the most busy for me that I can remember in the past years. I believe the reasons for the increased pastoral support for young families, youth and young adults are these:

- the anxiety of covid (should I get the vaccine)
- questions of opening up (how safe is it?)
- increase in social obligations (haven't seen you in a year and miss you)
- school demands (school had been very lax and all of a sudden with the opening up and AP tests, finals, they are suddenly underwater)

There have also been a series of accidents that have been truly accidents and some poor judgement. It has led to destruction of property and hospital stays. A lot of trauma has been triggered, and without going into too much detail, there is a lot to heal. Fortunately, the two specific incidents that I am referring to, the young adults have therapists and doctors who are helping.

I have joked that in this period of time “we have all become quite feral” during our covid confinement. But there is a lot of readjustment angst that is coming out in school and interactions with classmates. Especially with neuro diverse children the adjustment seems to be challenging. Behavioral and emotional issues in which headway was being made before the pandemic, seem to be “back at square one” which has parents feeling discouraged.

On a personal and professional note, I need to take some time off to recharge and renew my spirit and energy. Besides my week taken last month my last vacation before that was December of 2019. I have been working too hard and with the addition of High School OWL (ending last week of May), I am working 7 days a week. With the onboarding of Reverend Jo, the interim of Rev. Thomas, and the leaving of Rev. Meghan, I have been holding the staff and a large portion of the congregation together.

### **Youth Service**

Our YRUU Service was this past Sunday and I have to say I thought it was one of the most powerful I have been a part of. Even though 9 students were too busy or unable to participate, we had 13-14 contribute. This year's talking point was “how do I combat racism and oppression in my life.” This theme was especially powerful for the youth because they have been thinking deeply about these issues for more than 3 years of targeted RE classes. I have been framing most everything through an AR/AO lens and I was very impressed with the candidness and critical thinking that most of the youth poured into their personal statements. I met with each individually and we brainstormed ideas of where conflict in their lives (that had resulted in past pastoral care), could be attributed to oppression. That led to deep introspection and emotional wading through issues such as gender identity, sexism, privilege and activism. There was a lot of heavy lifting by both the youth and myself, but I think the product (the service) was super powerful.

I wish that the whole congregation worked as hard as these Prek (4 years old) - Youngish Adults (30's to 40) do around AR/AO. I firmly believe if that was the case, we would see great improvements in so many areas. Not just in the Social Justice Arena. It would tie everyone together to be working towards a common goal and calling. It is the prophetic voice that this world so desperately needs and I know that we would see increases in pledges across the board, there would be more involvement in Fellowship activities... I just think it needs to come from Board leadership to build momentum from older congregants.

What would our Fellowship look like if we could have everyone frame their work with an AR/AO lens? Just think of the possibilities not from the context of even helping society, but helping our own community. There would be no stopping us.

### **Letter from Good Officer Boyd**

The letter from Greg Boyd was affirming in so many ways for me. UUA Trustee Boyd kept his findings very close to “his vest” and I was not aware of what he was writing until it came. I felt vindicated, heard and validated. I can't tell you how painful it was to continually say for 2 years “here is the truth, in black and white” and have people say “no, your truth is wrong and you are lying.” To have an outside, impartial and very highly regarded person affirm my truth was invaluable to me. I am looking forward to the conversation with the Board, RE Committee and Greg. There is a lot to talk about.

### **Summer RE / Committee work**

The RE Committee met and we discussed having classes this summer and we decided that we were not going to hold the one room school house on Sunday's this summer. But do a 3 day summer camp that families could plan around. However, that was before the CDC changed their stance on safety guidelines and vaccinated people. We will be meeting again soon to discuss what and if our plans have changed.

We have decided on a new title for myself and for the program. I had mentioned in past Board Reports that we were researching this and we have decided on Lifespan Religious Education and my title would be Director of Lifespan Religious Education.

### **Denominational Work**

I have accepted a co-chair position for the Commission on Social Witness. With the scope of the commission changing so much this position has grown to not only the actual work of the Commission, but also into an informational, inspirational and negotiative position. So my administrative work does not increase, I am there for more of a "this is where we are heading, thank you so much for sharing" role.

Reverend Barb Greve, former co-moderator of the UUA has just asked me to be on his Committee on Ministry for his Preliminary Fellowship with the Ministerial Fellowship Committee. It is a huge honor, and I am there to provide support and guidance when I can.

I will be voted in as part of the nominating committee for the national LREDA organization in the upcoming election. I agreed to the position so I can help center new DRE's and people of color for leadership within the organization.

### **Social Justice Action (Angie)**

- Still no chair; Barbara Walker authorizing budget expenditures; UUFSD P&P requires SJA to have chair
- Meeting 3/20/2021 for budget requests initially came to \$5000 ; submitted request for \$3000
- \$500 for NAMI in lieu of Generosity Sunday; \$500 for truck maintenance for Casa de Luz;
- \$500 for RJTF speakers; \$500 for congregational activities; \$3000 Helping Our Neighbors

BackPack Project - nothing new; Casas de Luz - nothing new; Environmental Justice – Linda Pratt leading UUFSD in Interfaith Power & Light ; Generosity Sundays –needs coordinator when restarts; Helping Our Neighbors -continuing to support Encinitas Safe Parking; Racial Justice – Book club 5/23 @ 4 pm There There by Tommy Orange about Native communities and assessment if there is interest in learning more about our Native neighbors as follow-up

### **Stewardship (Rich)**

The SSC Have finished the pledge drive with mixed results, as detailed below:

1) 60+ households pledged a total of \$40k more for the coming year than for the current year - **that's huge !**

- 2) Sadly, that was substantially offset by the losses related to pledging members who...
- a) died in this last year
  - b) who moved away / resigned
  - c) who are no longer able to pledge at their previous level

We have a total of \$352k pledged for the coming fiscal year, or about \$13k more than last year, but that is well shy of our goal of a \$50k increase that would help ensure a balanced budget and money for everything we're committed to. So we will have budget problems, which means ***we will have to do more traditional fundraising next year than we were anticipating***. Thank you everyone who stayed true to the fellowship through the pandemic!

### **Planned Giving**

The Planned Giving group recommended their first round of awards for Board consideration.

### **Worship** (Angie K/Mary Anne Trause/ Chris Bynes)

- June features Flower communion, Music Sunday, Coming of Age, our return on June 27th
- Plan for the summer is to have one service at 10 am live streamed from the amphitheater
- July/August filled: 3 outside speakers, 4 member speakers (2 from Rev Jo's class), 2 with Rev Jo, one with Alison
- Attendance since 1/17/21 – 5/9/21 counting both Zoom and YouTube views has averaged 95 with 63 being the low and 119 being the high; Average attendance has been declining in the last month as the average has been April 4 – May 9 has been 83

### **Minister Report**

Hello everyone, hope is in the air. It feels like it anyway. Our prospects for meeting in person are nearly here, next month we should be able to meet in person for small groups. Our Re-Opening Task Force is in operation and plans are being finalized for a late June Sunday Service in person. So many are hopeful, so many are vaccinated and I can tell we are chomping at the bit to be together in person!

In April, I attended 32 meetings – such a busy month! I feel such a fruitful month however. I attended Dreambuilders, Sacred Circles Facilitators, UUMA webinars, Spiritual Director and Fellowship Mentor meetings, Exec Team and Board meetings, and my Committee on Ministry to name a few, along with the weekly rehearsals for our Zoom services. I attended the PSWD District Meeting where they discussed dissolving the District and becoming a region as the other sections of the country have already done. I was privileged to attend the Joseph Priestly District's meeting a few years ago and was grateful I could also attend this one. Because of this half a day meeting (including the De Benneville Pines annual meeting), I was unable to attend the Leadership Brunch that same day, but was able to record my piece for that event also. It was like being in two places at the same time!

We held 2 staff meetings this month and also my bi-weekly meetings with Alison our DRE. I had 3 pastoral care calls. We also held a Pastoral Care Associates meeting, still in need of a Chair for this committee. It would be so helpful to have an administrative person to schedule the meeting and other duties to chair this committee. We will keep looking! I know that person is out there somewhere.

Our Sunday service this month included Paula Cole Jones sharing the service with me with the 8th Principle Forum immediately following. We had ½ of the attendees stay after the service which was very encouraging. Paula was very well received and we got many compliments for her participation and leadership in educating the congregation on the 8th Principle proposal. The Racial Justice Task Force has been proactive in soliciting information and comments from members as to their knowledge about the 8th Principle which we will be voting on in our June Congregational meeting. Irv Himmelblau made a wonderful Dialogue Quarterly magazine devoted strictly to the 8th Principle. I was able to attend 2 Book Club meetings on the books Caste and Minor Feelings, both excellent reads.

Worship this month also included our Easter service with communion and a Pledge Drive service. The Staff did a wonderful service offering on the 3rd Sunday and it was so amazing for the congregation to get to know them better. We had a new Worship Associate give service and will be holding a Worship Associate meeting next month. We began The Preacher Within You class and then had to reschedule the remaining classes for May to gain wider attendance.

I met with a potential new member during this month who recently moved here and hopefully will join when we have our next New to UU meeting. Our attendance is holding steady and we

are actually receiving quite a few sign-ins on YouTube that can't make or choose to watch rather than on Zoom.

I have two members who have accepted being on the new Committee on Ministry for the coming year! That is exciting and I'm so grateful to this current Committee on Ministry (who were the previous Search Team) for all the effort they have put in during this time.

It has been a challenging year for all of us. Striving to do our best while in a pandemic I think has really taken its toll on most of us. Yet we are moving along, ending our Pledge Drive, looking at the budget for next year, still meeting on Zoom and anticipating meeting in person. It has been a lot to take in, but we have done it! I think we all deserve a huge round of applause!

Blessings to all of you during this time,  
Rev Jo

The Unitarian Universalist Fellowship of San Dieguito  
Profit & Loss Budget vs. Actual  
July 2020 through April 2021

	Jul 2020 - Apr 2021	Annual Budget	\$ Remaining	83% thru Year % Budget Used
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Revenues</b>				
<b>Fundraising</b>				
REV.AUC.01 - Auction Income	0.00	8,000.00	8,000.00	0.0%
REV.MIS.01 - Fundraising Income	2,358.38	0.00	-2,358.38	100.0%
Fundraising - Other	-27.50			
<b>Total Fundraising</b>	<u>2,330.88</u>	<u>8,000.00</u>	<u>5,669.12</u>	<u>29.14%</u>
<b>Pledges</b>				
REV.PLG.01 - Pledge Current Yr	305,673.54	312,748.00	7,074.46	97.74%
<b>Total Pledges</b>	<u>305,673.54</u>	<u>312,748.00</u>	<u>7,074.46</u>	<u>97.74%</u>
<b>RE Program Income</b>				
REV.REL.01 - RE Donations	424.90	1,000.00	575.10	42.49%
REV.REL.02 - COA/OWL Fees	0.00	200.00	200.00	0.0%
<b>Total RE Program Income</b>	<u>424.90</u>	<u>1,200.00</u>	<u>775.10</u>	<u>35.41%</u>
REV.MIS.04 - Misc Contributions	14,289.27	10,000.00	-4,289.27	142.89%
REV.SUN.01 - Sunday Collection	4,492.57	6,000.00	1,507.43	74.88%
Scripp Sales	278.15	200.00	-78.15	139.08%
<b>Investment Income</b>				
Fees & Commissions	-307.89			
Interest & Dividends	8,488.33			
<b>Total Investment Income</b>	<u>8,180.44</u>			
<b>Site Rental</b>				
REV.SIT.01 - Sandy Hill	37,750.00	45,000.00	7,250.00	83.89%
REV.SIT.02 - Special Evnt Rent	-600.00	0.00	600.00	100.0%
<b>Total Site Rental</b>	<u>37,150.00</u>	<u>45,000.00</u>	<u>7,850.00</u>	<u>82.56%</u>
<b>Total Revenues</b>	<u>372,819.75</u>	<u>383,148.00</u>	<u>10,328.25</u>	<u>97.3%</u>
<b>Total Income</b>	<u>372,819.75</u>	<u>383,148.00</u>	<u>10,328.25</u>	<u>97.3%</u>
<b>Gross Profit</b>	<u>372,819.75</u>	<u>383,148.00</u>	<u>10,328.25</u>	<u>97.3%</u>
<b>Expense</b>				
<b>Administration Expenses</b>				
OPS.ADM.01 - Postage	308.54	800.00	491.46	38.57%
OPS.ADM.02 - Office Supplies	2,522.21	2,000.00	-522.21	126.11%
OPS.ADM.03 - Copier	6,050.95	7,200.00	1,149.05	84.04%
OPS.ADM.05 - Phone & Internet	2,220.94	2,900.00	679.06	76.58%
OPS.ADM.06 - Adm Mileage Exp	81.04	200.00	118.96	40.52%
OPS.ADM.07 - Misc Supplies	104.95	450.00	345.05	23.32%
OPS.ADM.09 - Miscellaneous	20.00			
<b>Total Administration Expenses</b>	<u>11,308.63</u>	<u>13,550.00</u>	<u>2,241.37</u>	<u>83.46%</u>
Bank Service Charges	-97.81			
<b>Board &amp; Committee Expenses</b>				
COM.BRD.03 - Board Exp	0.00	150.00	150.00	0.0%
COM.COM.03 - Communcations Exp	1,599.55	2,000.00	400.45	79.98%
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	723.89	400.00	-323.89	180.97%

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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	1,693.90	3,000.00	1,306.10	56.46%
COM.SUN.03 - Worship Exp	2,219.92	4,800.00	2,580.08	46.25%
<b>Total Board &amp; Committee Expenses</b>	<b>6,237.26</b>	<b>12,200.00</b>	<b>5,962.74</b>	<b>51.13%</b>
<b>Denomination Expenses</b>				
OPS.DEN.01 - UUA Dues	26,687.00	23,928.00	-2,759.00	111.53%
<b>Total Denomination Expenses</b>	<b>26,687.00</b>	<b>23,928.00</b>	<b>-2,759.00</b>	<b>111.53%</b>
<b>Finance Expenses</b>				
OPS.FIN.03 - Accounting Fees	7,401.20	9,000.00	1,598.80	82.24%
OPS.FIN.05 - Other Finance Exp	946.46	9,000.00	8,053.54	10.52%
OPS.FIN.06 - Credit Card Fees	1,654.59	1,350.00	-304.59	122.56%
<b>Total Finance Expenses</b>	<b>10,002.25</b>	<b>19,350.00</b>	<b>9,347.75</b>	<b>51.69%</b>
<b>Payroll Expenses</b>				
<b>Congregational Administrator</b>				
PER.OFF.01 - Admin Wages	32,426.96	38,550.00	6,123.04	84.12%
PER.OFF.02 - Admin UUA Pension	3,137.82	3,855.00	717.18	81.4%
PER.OFF.03 - ER Payroll Taxes	2,577.70	2,949.00	371.30	87.41%
PER.OFF.04 - Admin Medical	12,998.80	12,242.00	-756.80	106.18%
PER.OFF.07 - Admin LTDLife Ins	439.12	651.00	211.88	67.45%
PER.OFF.08 - Admin Prof Exp	100.00	200.00	100.00	50.0%
<b>Total Congregational Administrator</b>	<b>51,680.40</b>	<b>58,447.00</b>	<b>6,766.60</b>	<b>88.42%</b>
<b>Director of RE Expense</b>				
PER.DRE.01 - DRE Wages	47,872.14	56,787.00	8,914.86	84.3%
PER.DRE.02 - DRE UUA Pension	4,598.02	5,679.00	1,080.98	80.97%
PER.DRE.03 - ER Payroll Taxes	3,496.97	4,344.00	847.03	80.5%
PER.DRE.04 - DRE Medical	5,829.67	6,736.00	906.33	86.55%
PER.DRE.07 - DRE LTDLife Ins	585.20	923.00	337.80	63.4%
PER.DRE.09 - DRE Prof Exp	731.57	2,500.00	1,768.43	29.26%
<b>Total Director of RE Expense</b>	<b>63,113.57</b>	<b>76,969.00</b>	<b>13,855.43</b>	<b>82.0%</b>
<b>Minister Expense</b>				
<b>Minister Benefits</b>				
PER.MIN.00 - in Lieu of FICA	4,938.32	7,267.00	2,328.68	67.96%
PER.MIN.02 - Minister Housing	34,717.21	35,000.00	282.79	99.19%
PER.MIN.03 - Minister UUA Pens	7,712.28	9,500.00	1,787.72	81.18%
PER.MIN.04 - Minister Medical	4,626.39	3,149.00	-1,477.39	146.92%
PER.MIN.05 - Minister Dental	240.00	0.00	-240.00	100.0%
PER.MIN.07 - Mnster LTDLife Ins	1,399.16	1,714.00	314.84	81.63%
PER.MIN.08 - Minister Prof Exp	2,045.77	5,000.00	2,954.23	40.92%
<b>Total Minister Benefits</b>	<b>55,679.13</b>	<b>61,630.00</b>	<b>5,950.87</b>	<b>90.34%</b>
<b>Minister Wages</b>				
PER.MIN.01 - Minister Salary	44,215.74	60,000.00	15,784.26	73.69%
<b>Total Minister Wages</b>	<b>44,215.74</b>	<b>60,000.00</b>	<b>15,784.26</b>	<b>73.69%</b>
PER.MIN.10 - Moving Expenses	4,691.34	5,000.00	308.66	93.83%
<b>Total Minister Expense</b>	<b>104,586.21</b>	<b>126,630.00</b>	<b>22,043.79</b>	<b>82.59%</b>
<b>Music Expenses</b>				
<b>Choir Director</b>				

The Unitarian Universalist Fellowship of San Dieguito  
**Profit & Loss Budget vs. Actual**  
July 2020 through April 2021

	<u>Jul 2020 - Apr 2021</u>	<u>Annual Budget</u>	<u>\$ Remaining</u>	<u>83% thru Year % Budget Used</u>
PER.MUS.01 - Choir Dir Wage	20,451.90	22,200.00	1,748.10	92.13%
PER.MUS.03 - ER Payroll Tax	1,508.56	1,698.00	189.44	88.84%
PER.MUS.04 - Choir Dir Prof Exp	80.00	1,000.00	920.00	8.0%
<b>Total Choir Director</b>	<b>22,040.46</b>	<b>24,898.00</b>	<b>2,857.54</b>	<b>88.52%</b>
PER.MUS.11 - Accompanist	9,237.61	10,691.00	1,453.39	86.41%
<b>Total Music Expenses</b>	<b>31,278.07</b>	<b>35,589.00</b>	<b>4,310.93</b>	<b>87.89%</b>
PER.MIS.01 - Misc Personnel Exp	561.38	500.00	-61.38	112.28%
PER.SIT.07 - Worker's Comp Ins	2,253.00	1,923.00	-330.00	117.16%
<b>Site Support Staff</b>				
PER.SIT.01 - Childcare Wage	240.00	240.00	0.00	100.0%
PER.SIT.02 - Custodian	4,935.00	7,000.00	2,065.00	70.5%
PER.SIT.03 - Site Caretaker	225.00	3,000.00	2,775.00	7.5%
PER.SIT.09 - Sound Technician	16,387.50	18,000.00	1,612.50	91.04%
PER.SIT.11 - Lead Teach & Asst.	2,092.50	5,484.00	3,391.50	38.16%
PER.SIT.12 - ER Payroll Taxes	2,636.67	2,044.00	-592.67	129.0%
<b>Total Site Support Staff</b>	<b>26,516.67</b>	<b>35,768.00</b>	<b>9,251.33</b>	<b>74.14%</b>
<b>Total Payroll Expenses</b>	<b>279,989.30</b>	<b>335,826.00</b>	<b>55,836.70</b>	<b>83.37%</b>
<b>Religious Exploration</b>				
COM.OWL.03 - COA/OWL Exp	0.00	200.00	200.00	0.0%
COM.REL.03 - RE Program Exp	1,379.87	2,000.00	620.13	68.99%
<b>Total Religious Exploration</b>	<b>1,379.87</b>	<b>2,200.00</b>	<b>820.13</b>	<b>62.72%</b>
<b>Reserve Expense Accounts</b>				
RES.EXP.01 - Buildings & Ground	0.00	500.00	500.00	0.0%
RES.EXP.02 - Appliance & Furnit	193.94	0.00	-193.94	100.0%
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%
<b>Total Reserve Expense Accounts</b>	<b>193.94</b>	<b>4,500.00</b>	<b>4,306.06</b>	<b>4.31%</b>
<b>Site Operations</b>				
OPS.SIT.01 - Property Insurance	4,621.00	4,356.00	-265.00	106.08%
OPS.SIT.02 - Real Estate Taxes	4,065.54	4,066.00	0.46	99.99%
OPS.SIT.03 - Gas & Electric	-39.75	300.00	339.75	-13.25%
OPS.SIT.04 - Solar Loans	2,201.64	4,405.00	2,203.36	49.98%
OPS.SIT.05 - Water	2,567.00	3,850.00	1,283.00	66.68%
OPS.SIT.07 - B&G Maintenance	7,356.79	8,000.00	643.21	91.96%
OPS.SIT.10 - Audio/Visual Exp	118.51	1,000.00	881.49	11.85%
<b>Total Site Operations</b>	<b>20,890.73</b>	<b>25,977.00</b>	<b>5,086.27</b>	<b>80.42%</b>
<b>Total Expense</b>	<b>356,591.17</b>	<b>437,531.00</b>	<b>80,939.83</b>	<b>81.5%</b>
<b>Net Ordinary Income</b>	<b>16,228.58</b>	<b>-54,383.00</b>	<b>-70,611.58</b>	<b>-29.84%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Covid Grants	47,067.00			
<b>Total Other Income</b>	<b>47,067.00</b>			
<b>Net Other Income</b>	<b>47,067.00</b>			
<b>Net Income</b>	<b>63,295.58</b>	<b>-54,383.00</b>		

2:32 PM  
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The Unitarian Universalist Fellowship of San Dieguito  
**Balance Sheet**  
As of April 30, 2021

	<u>Apr 30, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Union Bank Chkg	271,373.42
UUA Common Endowment Fund	116,960.26
Vanguard Cap. Camp. x2001	867,739.59
Vanguard Investment x6320	
Vanguard CDs	200,457.99
Vanguard Money Market	469,503.29
Vanguard VFSUX	302,148.05
Vanguard Investment x6320 - Other	-961,947.91
<b>Total Vanguard Investment x6320</b>	<u>10,161.42</u>
<b>Total Checking/Savings</b>	1,266,234.69
<b>Accounts Receivable</b>	
Accounts Receivable	-14,316.99
Capital Campaign Pledges	250.11
<b>Total Accounts Receivable</b>	<u>-14,066.88</u>
<b>Other Current Assets</b>	
Undeposited Funds	3,441.35
<b>Total Other Current Assets</b>	<u>3,441.35</u>
<b>Total Current Assets</b>	1,255,609.16
<b>TOTAL ASSETS</b>	<u><u>1,255,609.16</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	131.25
<b>Total Accounts Payable</b>	131.25
<b>Other Current Liabilities</b>	
Bonus' Payable	206.28
Payroll Liabilities	
LIA.PER.01 - Payroll Taxes	572.04
Medical Liability	-2,957.46
UUA Pension Liability	-110.85
<b>Total Payroll Liabilities</b>	<u>-2,496.27</u>
<b>Total Other Current Liabilities</b>	<u>-2,289.99</u>
<b>Total Current Liabilities</b>	<u>-2,158.74</u>
<b>Total Liabilities</b>	-2,158.74
<b>Equity</b>	
Dividend Income	945.03
Unrealized Gains & Losses	10,822.34

2:32 PM  
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The Unitarian Universalist Fellowship of San Dieguito  
**Balance Sheet**  
As of April 30, 2021

	<u>Apr 30, 21</u>
Gains/Losses from Investments	8,680.89
FND.SPG.01 - Spirit Grant Fund	0.00
Opening Balance Equity	-1,813.82
Permanent Restricted	
FND.PGE.01 - Endowment Fund	110,447.84
Total Permanent Restricted	110,447.84
Temp. Restricted	
Building Funds	
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Cam Donations	1,865,469.45
FND.CAP.03-Cap Cam Expense	-972,645.30
FND.CAP.01 - Capital Campaign - Other	-6,200.00
Total FND.CAP.01 - Capital Campaign	886,624.15
Total Building Funds	886,624.15
Committee Funds	
COM.ADL.04 - Adult Programs Fund	168.20
COM.LIB.04 - Library Fund	782.72
COM.MUS.04 - Choir/Music Fund	1,261.80
COM.SAC.04 - SAC Fund	
Helping our Neighbors	3,329.90
UU the Vote	278.75
Backpack Fund	-65.41
Racial Justice	295.49
COM.SAC.04 - SAC Fund - Other	23.14
Total COM.SAC.04 - SAC Fund	3,861.87
COM.SUN.04 - Worship Comm Fund	-36.23
Total Committee Funds	6,038.36
Other Funds	
FND.COF.02 - Coffee Fund	995.43
FND.CON.02 - Concert Fund	3,072.47
FND.DBN.02 - DeBenneville Pines	3,774.51
FND.DRE.02 - DRE Discre. Fund	7,276.82
FND.HFH.02 - Casas de Luz	77,920.81
FND.MIN.02 - Min Discr Fund	1,627.61
FND.MWL.02 - Memorial Wall Fund	14,839.63
FND.REL.02 - RE Special Fund	150.00
FND.YOU.02 - Youth RE Fund	3,786.36
Total Other Funds	113,443.64
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

2:32 PM  
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The Unitarian Universalist Fellowship of San Dieguito  
**Balance Sheet**  
As of April 30, 2021

	<u>Apr 30, 21</u>
RES.BAG.01 - B&G Reserve	4,908.28
RES.GEN.01 - General Fund	6,692.25
RES.SAB.01 - Ministr Sabbatical	455.96
RES.SAB.02 - DRE Sabbatical	1,976.81
RES.SND.01 - Audio Visual Res	2,399.72
<b>Total Reserves</b>	<u>30,946.14</u>
<b>Total Temp. Restricted</b>	1,037,052.29
<b>Unrestricted Net Assets</b>	28,337.75
<b>Net Income</b>	63,295.58
<b>Total Equity</b>	<u>1,257,767.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,255,609.16</u></u>

UUFSD Policy and Procedure Document

Policy ID: 110

Title: Officers' Responsibilities

#### Section 4: Election of Corporate Secretary and Treasurer

**Current:** The responsibilities of the Corporate Secretary are as follows: Establish that a quorum is present for Board meetings and Congregational meetings. Record the minutes of the Board meetings and Congregational meetings. Publish the minutes of these meetings after approval by the President.

**Suggested:** The responsibilities of the Corporate Secretary are as follows:

- Verify that a quorum is present for Board meetings and Congregational meetings.
- Record the minutes of all meetings of the Board of Directors and annual Congregational meetings.
- Request committee liaison reports from board members the week prior to monthly meetings. Collate liaison reports and provide the collated reports to all Board members prior to monthly meetings.
- List names and titles of all attendees in the Board meeting minutes.
- Extract and communicate key information from lengthy conversations and keep confidentiality of members within the minutes.
- Include the Committee, Staff, & Treasury reports to the Minutes as an addendum to the minutes
- Distribute minutes to the full Board of Directors for review within 48 hours of the meetings, but no later than 7 days after the meeting. Publish the minutes after the President and Board review and approve, typically after the next monthly board meeting.
- Deposit Board meeting minutes into the archives monthly.