

Board Meeting Minutes
September 18, 2022
11:30 am - 1:30 pm
Palmer Library

Present:

Angie Knappenberger, President
Mary Anne Trause, Vice-President
Livia Walsh, Secretary
Liora Kian-Gutierrez
Cathy Leach-Phillips

Also Present:

Sarah Miller, Treasurer and Advisory non-voting member
Reverend Ellie Kilpatrick

Absent: Louise Garrett,
Andi MacLeod

Welcome Reverend Ellie to the Board Meeting!

Chalice Lighting & Chalice Reading - Livia Walsh

Board Covenant (review silently)

1) Committee/Staff/Treasurer Reports

All agreed with the revised plan from the Finance Committee as described in the reports to limit Designated Offerings for this fiscal year to 4: two for RE and two for Music. The first one will be Dec 11 at the first Music Sunday and explained as an experiment. Cheryl Close was approved as Chair of the Nominations Committee. The proposal from Joe Cantrell to purchase new mics for Founders Hall for approximately \$1200 and the money to be taken from the Facilities Reserves was approved.

ACTION: Liora will research if there is documentation that we have already voted to change the name of the Nominations Committee to the Nominating Committee.

DECISION: Accept Committee/Staff/Treasurer reports as submitted: All Agreed

2) Treasurer Report - new P&L statements and overview

Sarah Miller discussed presenting a P&L showing restricted as well as unrestricted funds in addition to our Balance Sheet and suggested that we correct the line items for the minister to reflect that the position is $\frac{2}{3}$ time for this fiscal year.

ACTION: Treasurer will to provide monthly balance sheets - unrestricted P&L and restricted P&Ls and these three reports will be posted with our monthly Board minutes

Sarah will adjust the line items for the minister to reflect $\frac{2}{3}$ time.

3) Action items from Board meeting on August 17, 2022:

All have been completed with the exception of needing an update from Andi MacLeod on preparing material for the Welcome Table

4) **CalOES Grant Team Request** (Sarah Miller)

Proposal from the CalOES Team to form Campus Safety & Security Committee was discussed. This committee will be needed primarily to ensure proper maintenance of the programmable features in the solar powered kiosk, the electronic door entry devices, and the solar powered wireless motion cameras. Antony Carter and John Post have already agreed to be on this committee. Justin Moodie will not be on the committee but agreed to participate in the required training. Sarah will coordinate the installation of the electronic door devices which is planned for the second week in October.

DECISION: All Agreed to create a new standing Campus and Security Committee effective immediately.

ACTION: Sarah Miller will lead the effort to prepare a P&P for this committee by November and to provide direction. She will serve as the liaison for now between this committee and the Board. The Board may want to designate a liaison from the Board at a future time.

5) **Proposed Organizational Chart with New Administrator** (January 2023)

DISCUSSION: Once we have a new congregational administrator, the A/V specialist, SetUp Staff, and custodian will report to this person instead of to the Board Staff liaison, Mary Anne Trause. The music director and the RE Coordinator will continue to report to the Board Staff liaison. There is a lack of clarity as to which of our committees are open to all members/friends of our Fellowship

DECISION: Updated organizational chart, effective January 2023 was reviewed and approved with the correction that our A/V specialist is an employee, not a contractor. This will be our working organizational chart until we have a minister that is willing to be supervisor of some or all staff.

ACTION: There will be a ByLaws proposal at our January congregational meeting that all UUFSD Committees, with the exception of those clearly Board appointed (COM, Right Relations, Planned Giving, Personnel) or elected (Nominating) are open to all UUFSD members and friends.

6) **Job Description draft – Congregational Administrator**

DECISION: After a few edits, the revised job description for our new congregational administrator was accepted and approved for posting. Start date of January 3, 2023.

ACTION: Angie will ask Alisa Guralnick to help reduce this job description to a one page posting and ask Alisa for advice about how to post.

7) **Policies and Procedures**

a) Stewardship #420 and Special use of Facilities #750.

DECISION: Approved revised Policy and Procedure #420 based on Board discussion from February 2022 meeting. The Board decided to reverse its previous decision to add the statement: "While not required, groups using the site for fundraising will be invited to offer a 10% donation from the process of their fundraising." to the P&P #750 so the version from September 2019 is current

ACTION: Angie will update both the Stewardship and Finance Committees

b) New P&P: Personnel #000

ACTION: work in progress and will be submitted via google poll by Angie

c) New P & P: Music #435

DECISION: Agreed to the P&P 435 submitted by the Music Committee.

ACTION: Angie will be responsible for getting the newly approved P&Ps : #420, #750, and #435 to Nancy Hebert, P&P Committee.

8) Development of Board Goals for 2022-2023 Board

Discussion: We briefly reviewed Dr. Frank Willey's suggestions to us. As a Fellowship, we are addressing and have begun many of the suggestions. We briefly discussed the brainstorming results from our August retreat: We identified that we want to continue 1) financial education, transparency, and stability 2) open Board communication 3) Building the RE program K-6th grade. New priorities: 1) Foster community building 2) Formulate a plan to develop a mission statement and visioning process 3) Advance the incorporation of the 8th Principle into our fellowship workings and 4) Focus on staff stability and getting new hires settled.

We will continue to refine our goals for the coming year in the next month or so. Rev Ellie wants to work with us in the big visioning process. We recognize the need to develop our Mission (what are we here for? Who are we?), our Covenant (how will we work together) and our Vision (Where we see ourselves going).

DECISION: The Board will have a retreat with Rev Ellie on Tuesday November 15, 2022 from 10am - noon to continue to formalize our goals for the coming year.

ACTION: Angie will reach out to Sarah Millspaguh to ask more details about the upcoming Leadership retreat we have scheduled with her, the Board, and Rev Eliie on October 28th 1-4 pm and the whole congregation on October 30th noon - 3pm. How can we prepare ahead of time for this to be really well used and productive time ?

ACTION: Rev Ellie will plan a participatory service on Sunday 10/23 about Expectations regarding her ministry here.

Minutes taken by Liora Kian-Gutierrez for Corporate Secretary Livia Walsh

End of meeting: 2:02 pm

APPENDED TO THIS OFFICIAL RECORD

- Minutes from Special Board meeting on 2022-09-01 on Music Director
- Committee and Staff Reports - September 2022
- Financial BS August 2022
- Financial P&L Unrestricted August 2022
- CalOES Team Request
- Organizational Chart Effective January 2023
- Job Description Final Draft for Congregational Administrator January 2023
- Revised P&P 420 Stewardship Steering Committee
- Approved P&P 435 Music Committee

Minutes of UUFSD Board Meeting

September 1, 2022 10:00 a.m.

Via Zoom

Present:

Angie Knappenberger, *President*
Mary Anne Trause, *Vice-President*
Livia Walsh, *Secretary*
Liora Kian-Gutierrez
Cathy Leach-Phillips
Andi McLeod

Also Present:

Sarah Miller, *Treasurer and Advisory non-voting member*

Absent: Louise Lin Garrett

AGENDA

TOPIC: Approval of Music Committee's candidate for Music Director position.

DISCUSSION: The Music committee is proposing that Steven Milloy be approved as UUFSD's new Music Director. His qualifications and experience were considered to be excellent especially in the area of choral directing, flexibility with music and knowledge of music history.. He is also experienced in using virtual media for choir and other music conducting. The position will be 15 hour/week at \$30/hour for 37 weeks, most of that time spent between September -June. The candidate will choose whether he would prefer to be an exempt part- time salaried employee or an independent contractor. The start date of employment to be determined.

DECISION: All approved to offer the Music Director position to Mr Milloy.

ACTION: Cathy and Jan will present the offer to Mr. Milloy as soon as possible. Following acceptance of the position a background check which will be completed by Alisa Guralnik, and the letter of agreement will be created by the Board president and Personnel and given to Mr. Milloy for acceptance. Once all of the paperwork is completed, including the date of start of employment, an announcement will be sent/verbally presented to the congregation.

The meeting adjourned at 11:10 a.m.

Minutes taken by Livia F. Walsh, Secretary

UUFSD Committee, Staff & Treasury Reports - September 2022

Buildings and Grounds (Board Liaison - Louise Lin Garrett)

No report (?)

Communications (Board Liaison - Liora Kian-Gutierrez)

The October 2022 issue of our “Dialogue” magazine is now available. This issue brings us joys and sorrows. Our joys are that we are witnessing a rebirth of our beloved community. Rev. Eleanor Kilpatrick has joined us as a contract minister; we are in the process of hiring a new choir director and we are entering a new normal of the Covid restrictions . In the “Remembrances - Celebration of Life” segment, we honor Robert (Cris) Chrisler and Bob Quick, members who have passed away.

Communications Committee Sunday, September 18, at 11:30am in Founders Hall At this meeting, the committee will: provide an overview of the results of the survey that we undertook earlier this year and have a discussion on how we can improve the way we communicate and distribute information at the fellowship. Review our content guidelines for the newsletter/Facebook/website/bulletin board and review our content guidelines for UUFSD Nextdoor and receive recommendations from members on how to improve our communications. The meeting is open to all, but we strongly encourage Committee Chairpersons and Social Group leaders to attend.

Design Review (Board Liaison - Cathy Leach-Phillips)

No report (?)

Dream Builders (Board Liaison - Andi MacLeod)

While they didn't meet in September the committee is hard at work and has this report.

The Core Building Remodel: is completing its last installations. A drinking fountain, landscaping, any new needed irrigation and landscape low-voltage lighting will be added in the coming weeks.

The Admin Building Remodel: The DB committee plans to submit a city building permit by the end of Sept and plan to send out an RFQ to contractors this month. The goal is to begin construction in January. UUFSD has been issued an exemption by the Coastal Commission so the remodel can proceed. There will be a construction drawing review in Sept. The architect is waiting for the electrical and structural subs to submit final drawings.

Overall Site Plan: The committee is working to get the required extension for it from the Coastal Commission.

Finance Committee (Board Liaison - Angie Knappenberger)

Met 8/30/2022. Discussed Board comments and reservations regarding the proposed Designated Sunday offering proposal that had been submitted to the Board. New recommendation to Board for FY 2022-2023: the Sunday offering be designated for the RE program on two Sundays (suggest intergenerational services) and for Music program on the two Music Sundays. Generosity Sundays are already covered by SJA policy. The Finance committee recommends that the first offering be on the December music Sunday and explained to the congregation as an experiment. Congregational input on the idea of designated Sunday offerings to

supplement our internal programs may be part of the January congregational meeting. Committee will begin meeting the 2nd Tuesdays @ 7pm via zoom

Fun & Fellowship (Board Liaison - Louise Lin Garrett)

No report (?)

Kitchen (Board Liaison - Louise Lin Garrett)

No report (?)

Leadership Development (Board Liaison - Andi MacLeod)

No meeting, no news.

Library (Board Liaison - Cathy Leach-Phillips)

No news. Our book closet doors are lovely :-) [Thank you Buildings and Grounds]

Membership (Board Liaison -Liora Kian-Gutierrez)

Nothing to report this month; Betsy Gilpin, Chair

Music (Board Liaison - Cathy Leach-Phillips)

New Music Director Steve Milloy will begin work at UUFSD on Monday, September 19th.

Many thanks to combined Search and Music Cmtes for their members' efforts!

Nominating Committee (Board Liaison - Angie Knappenberger)

New Chair to be approved - Cheryl Close; Terms of all three members of committee members expire in June 2023; discussed the idea of reaching out to past Board members for these positions; Congregational meeting minutes do not document that the name change from Nominations Committee to Nominating Committee was ever officially voted on so this will be put on the agenda for the January Congregational meeting.

Pastoral Care (Board Liaison - Livia Walsh)

Reviewed assignments for each committee member. Each member to consider, for discussion with their first meeting with Rev Ellie, what they are needing or would like to see added or changed to better serve the community. The committee unanimously agreed that there is a need for more committee members as well as pastoral care training by the Minister. A meeting with Rev Ellie is scheduled for 9/13 at 1:30. There is no regular meeting time scheduled at this time though it was decided that the committee will meet via both zoom and in-person.

Personnel (Board Liaison - Angie Knappenberger)

Proposed P&P for this committee submitted for Board approval

Planned Giving/Endowment (Board Liaison - Livia Walsh)

No updates at this time.

Policies and Procedures (Board Liaison - Livia Walsh)

There are currently two P&Ps ready for board review/approval, the Personnel and Stewardship committee P&Ps. The Fun & Fellowship P&P is pending development by the chair of Fun & Fellowship and chair of P&P committee. SJA's P&P and its Generosity Sunday's P&P are due to be revised and the chair of the committee has been notified.

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

Childcare Provider for toddler room every Sunday.

Feedback from 3 applicants (the only 3 so far) was that 2 hours work was not worth the gas money for them. Revised Craigslist ad renewed on 9/6/22

Andi McLeod gave job description to friend at the Boys and Girls club.

Description attached for RE members to use talking to those they may know.

UUA recommends the regular staff be at least 18. Liora and Susan to re-visit this

Requirement. Suggestion to distribute job description to La Porte Montessori school.

Daisy Carter will volunteer several times per month in the assistant role. Liora has made a master list of all UU's in San Diego and will share job posting with all of them.

RE Coordinator update: Revised Craigslist ad renewed on 9/7/22

Two applicants over the summer never returned multiple calls and emails. Liora has made a master list of all UU's in San Diego and will share job posting with all of them.

Right Relations (Board Liaison - Mary Anne Trause)

I spoke to Christie Turner who said the committee is not meeting at this time. Once Rev. Ellie is settled, they would like to meet with her to discuss her thoughts and experiences with Right Relations Committees and to brainstorm together whether UUFSD should have this committee and if so, what it should look like and what it should do.

Social Justice Action (Board Liaison - Andi MacLeod)

The SJA committee met for their quarterly meeting and reported on their programs and projects..

1. **Climate Action:** is considering new actions but nothing planned yet.
2. **Winter Shelter:** will take place at St James this winter. The UUFSD Endowment Fund donated to the Interfaith Shelter.
3. **Casas De Luz:** completed 9 homes in Tijuana and plans to have 15 built by the end of the year. CDL has also completed 4 cottages and expects to have 7 built by the end of the year.
4. **Racial Justice:** Julia Darling is currently working with a Board member on a comprehensive 8th Principle project. Julia is resigning as their Racial Justice Coordinator and a new coordinator is being sought.
5. **Mental Health:** Wenda Alvarez is organizing a Mental Wellness Support Group for UUFSD members and friends as well as the community at large. The meetings are for adults over 18.
6. **Homeless Project:** we've enlarged our toiletry distribution and now go to the Safe Parking Encinitas and CRC sites.
7. **UU the Vote:** is well supported. There are 60 people participating, writing 630 letters and 360 postcards. This action will continue through October and November.
8. **Reproductive Rights:** Robin Sales and Brenda Post will lead either a Generosity Sunday or a Forum fundraiser for Planned Parenthood. Details to come.

9. **Christmas Basket program:** The CRC let us know they'll be changing their donation process this year. They are partnering with Target to distribute gift cards to families. SJA will provide "throw" blankets for the Seniors' baskets.
10. **Gun Violence Prevention:** After 3 very successful events in June, the GVP committee will hold a Sandy Hooks vigil in December. John Post stepped down as committee chair and a replacement is being sought.
11. **Backpack project:** is canceled this year due to the pandemic.
12. **Immigration:** there will be a Christmas Giving Tree this year for our Guatemalan families.
13. **Generosity Sunday:** the Gente Unida Generosity Sunday took place in September.
14. **Donations:** SJA decided to donate \$250 to Helping our Neighbors and Casas De Luz this fall, leaving SJA with \$500 to use in the rest of the fiscal year.

Staff (Board Liaison - Mary Anne Trause).

A staff meeting was held on 9/13/22 with Tracey, Joe and Mary Anne. Other staff members were notified about the meeting. Five issues were discussed. 1) determining a good line of sight for the cameras in the amphitheater used for transmitting the service virtually, within the context of needing to maximize shade with umbrellas for those attending. We briefly discussed the possibility that we might have to sacrifice some parts of the virtual recordings to optimize the in-person experience. A tentative meeting was set in the amphitheater for 9/21 about 10am. It is hoped Joe, Tracey, Rev. Elle, Angie, Byrht, Derek, Cathy and Mary Anne will attend with the aim of actually drawing the necessary lines of sight for the cameras and where umbrellas can go. Tracey will send an email to those persons. 2) Guthrie will be asked to count the number of umbrellas not being used because they are old and cumbersome. We will ask Angie to order that many new ones, then discard the old ones when the new ones have arrived. 3) Rev. Ellie wants a lapel mike for the services. Joe has ordered one (?) and it should be here this week. 4) The wireless mikes in Founders Hall are no longer working and need to be replaced. Joe said 4 new mikes will cost \$1177.61. Joe said these are likely to be backlogged and take some time to arrive once ordered. There is money in the facility reserves to cover this. The Board will be asked to approve this expenditure at the meeting on 9/18. 5) Joe will also speak to Sarah about the FEMA grant and whether there are plans to upgrade our internet infrastructure (relating to security, I think.)

The next staff meeting will be held the week of 10/9 at 1.

Stewardship (Board Liaison - Angie Knappenberger)

Met 9/8 to set timetable and actions for fundraisers for FY 2022-2023:

Art Fair. Nov 13th and coordinated by Betsy Gilpin; finger food for luncheon; limited to artists displaying/selling their own wares; goal is \$2000 for General Fund

CRC Baskets: Nov 6, 20, 27th; SJA will be collecting money for gift cards for blanket throws for seniors to be distributed with CRC Holiday baskets; coordinated by Norma Showalter

Administration Building: Groundbreaking party in early January or when construction starts; members can "buy" items for the admin building like we did for the kitchen. List of items will be sought from Dream Builders; Lisa Shaffere and Sarah Miller to coordinate with Chris Faller

Pledge Drive: Sundays from Feb 26th - March 26th; each SUnDay will feature a brief testimonial; Kickoff sermon from Rev Ellie either Feb 26th or March 5th; "luck of the Irish" luncheon to celebrate end of drive on march 26th

Worship (Board Liaison - Cathy Leach-Phillips)

Committee met with Rev. Ellie last week. We're starting to put the Worship year together.

STAFF REPORTS

Minister Report

Administrator's Report (Tracey)

ADMINISTRATOR'S REPORT TO THE BOARD – SEPTEMBER 2022

MEMBERSHIP STATISTICS

Voting members: 164
Members emeritus: 3
Pledging friends: 10
Friends: 36

9/15 /2022 - Total of members, members emeritus, pledging friends and friends: 213

SUNDAY ATTENDANCE

Date	In Person	On Zoom	On YouTube	Total
8/14/2022	53	12	No recording	68
8/21/2022	65	11	9	85
8/28/2022	59	11	18	88
9/4/2022	40	22	34	96
9/11/2022	106	16	13	135

MEMBERSHIP CHANGES

Sarah Miller and I went through Breeze today and updated some members based on their pledges for the current fiscal year.

EMPLOYEE NEWS

We have hired a Music Director! I've been in touch with Steve Milloy and he will be coming into the office on Tuesday to sign his employee papers.

OFFICE HOURS

I am now coming into the office from 9:00am – 2:00pm, Tuesday through Thursday, while Rev. Ellie acclimates herself to her new position. She has been a true joy to work with!

Respectfully submitted,

Tracey Weiss, Congregational Administrator

Minister's Report

Rev. Ellie Kilpatrick (she/her)

9/13/2022

This is my first minister's report as your minister, and I am thrilled to join the board in conversation about UUFSD's bigger picture, along with my role. This will obviously not be a typical minister's report, since I have only been here for a week! For this first report, I thought I would have two sections: the first will go over the general way that I analyze my ministry with you, which includes 7 ministerial categories that the ministerial fellowship committee asks me to consider in renewals for fellowship. Not all seven categories will be applicable to the position I have with you, but I will still probably have a sentence, even if only for my own record keeping, saying "this isn't a priority for this month, or ministry, etc." The second section will discuss my initial impressions of my first week and of UUFSD.

Board Report Style:

Ministerial Categories:

1. Worship and Rites of Passage
2. Pastoral Care and Presence
3. Spiritual Development for Self and Others
4. Social Justice in the Public Square
5. Administration
6. Serves the Larger Unitarian Universalist Faith
7. Leads the Faith into the Future

I will be spending the majority of my time focusing on the first three categories, since that is ultimately the focus of my part-time work. However, other sections will come up on occasion. The last thing that I like to share in my reports is a "bigger picture" section and a "things to consider" section. The "things to consider" section will have occasional helpful articles for the board on leadership, burnout, and other vital issues facing the congregation, along with logistics like vacation time.

Initial Impressions:

My first week with UUFSD has been very joyful! I can feel the extent to which members have been hungering for a ministerial presence. The first worship in the community was a wonderful experience, and felt like a renewal of energy for the congregation. I also felt so beautifully welcomed into the congregation. I have gotten an opportunity to meet with the worship committee, the pastoral care committee, and a few individual members who have stopped by the office. I have also created a calendly account for people to make appointments with me on the three days that I'm in the office. Although my impressions come with a grain of salt (it's only been a week), so far, I'm gleaning that what members and friends are really hungering for is opportunities for joy and fellowship in community rather than rigorous spiritual work. The spiritual depth will return in time, but for the first few months, I think the best source of healing will come from opportunities for community frivolity. Direction and depth will be more of a natural outgrowth from joy and community building. This is not to say that my leading programmatic

elements and trainings won't be a vital part of rebuilding, but for many of the members who have been weary or less connected, it will be important for community not to feel like work. And there will be individuals who hunger for more intentional ministries like grief groups, adult RE, or support groups, but from a big picture perspective, what we want to prioritize cultivating is a sense of joy and purpose. My estimation so far (which is completely open to being changed as I get to know more people) is that joy (and to an extent, anxiety reduction) will need to come first, and purpose can follow once members and staff are in a more grounded, nourished, and settled place.

Some activities that people have already expressed an interest in for joy and anxiety reduction:

- Regular board game nights/days.
- A workshop for non-anxious listening and boundaries
- Casual fellowship opportunities

As time goes on, I'll learn more about where energy is. The biggest anxiety that I can see is a concern about volunteers (and volunteer burnout). I sense a hope that more people will want to volunteer because of my presence - but the biggest impact in volunteering (in addition to individual asks) will always be the question of "is it fun, does it nourish?" This is why our priority should be around creating an ethos of joy.

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

	Aug 31, 22
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Chkg	348,008.88
Total Checking/Savings	348,008.88
Accounts Receivable	
Accounts Receivable	-2,134.45
Total Accounts Receivable	-2,134.45
Other Current Assets	
Undeposited Funds	535.00
Total Other Current Assets	535.00
Total Current Assets	346,409.43
Other Assets	
Investments	
UUCEF - Endowment Fund	117,205.40
Vanguard x2001-Capital Campaign	809,679.20
Total Investments	926,884.60
Total Other Assets	926,884.60
TOTAL ASSETS	1,273,294.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Union Bank CC	331.35
Total Credit Cards	331.35
Other Current Liabilities	
Bonus' Payable	473.42
Payroll Liabilities	
LIA.PER.01 - Payroll Taxes	572.04
LIA.PER.02 - UUA Pension	-110.85
LIA.PER.03 - Medical Insurance	-4,850.93
Payroll Liabilities - Other	480.00
Total Payroll Liabilities	-3,909.74
Total Other Current Liabilities	-3,436.32
Total Current Liabilities	-3,104.97
Long Term Liabilities	
Long Term Liabilities	
LIA.OPS.01 - Solar Loans	18,386.88
Total Long Term Liabilities	18,386.88
Total Long Term Liabilities	18,386.88
Total Liabilities	15,281.91
Equity	

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

	Aug 31, 22
Unrealized Gains&Losses	
Unrealized Gains&Losses Vangrd	-4,244.26
Unrealized Gains&Losses UUCEF	-23,359.31
Total Unrealized Gains&Losses	-27,603.57
Permanent Restricted	
FND.END.01 - Endowment Fund	117,205.40
Total Permanent Restricted	117,205.40
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	43,445.58
Total FND.CAP.01 - Capital Campaign	891,646.61
Total Building Funds	891,646.61
Program Funds	
FND.FNF.04 - Fun&Fellowship Fnd	1,202.95
FND.MUS.04 - Music Fund	107.85
FND.REL.04 - RE Fund	1,318.20
FND.SAC.04 - SAC Fund	
Garden Fund	55.76
Helping our Neighbors	2,850.70
UU the Vote	1,274.75
Total FND.SAC.04 - SAC Fund	4,181.21
Total Program Funds	6,810.21
Other Funds	
FND.CDL.04 - Casas de Luz Fund	64,848.13
FND.CON.04 - Concert Fund	3,072.47
FND.DBN.04 - DeBenneville Fund	3,675.60
FND.LIB.04 - Library Fund	903.72
FND.MWL.04 - Memorial Wall Fund	15,911.26
FND.MIN.04 - Minister Disc Fund	275.96
FND.YOU.04 - Youth Disc Fund	3,786.36
Total Other Funds	92,473.50
Board Designated Reserves	
RES.MIN.01 - Minister Reserve	12,765.93
RES.SIT.01 - Facilities Reserve	27,789.75
RES.OPS.01 - Operations Reserve	6,812.33
Total Board Designated Reserves	47,368.01
Total Temp. Restricted	1,038,298.33
Unrestricted Net Assets	64,500.31
Net Income	65,611.65
Total Equity	1,258,012.12

6:24 PM
09/09/22
Cash Basis

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

TOTAL LIABILITIES & EQUITY

Aug 31, 22
1,273,294.03

The Unitarian Universalist Fellowship of San Dieguito
Profit Loss Budget vs. Actual
Unrestricted Accounts Only
July through August 2022

	Jul 2022 - Aug 2022	Annual Budget	\$ Over/Under Budget	16.7% of Year % of Budget	Notes
Ordinary Income/Expense					
Income					
Revenues					
Pledges					
REV.PLG.01 - Pledge Income	97,248.11	304,000.00	-206,751.89	31.99%	1
Total Pledges	97,248.11	304,000.00	-206,751.89	31.99%	
Site Rental					
REV.SIT.01 - Sandy Hill	4,003.38	49,200.00	-45,196.62	8.14%	
REV.SIT.02 - Special Event	180.00	3,000.00	-2,820.00	6.0%	
Total Site Rental	4,183.38	52,200.00	-48,016.62	8.01%	
Fundraising					
REV.AUC.01 - Auction	50.00	13,000.00	-12,950.00	0.39%	
REV.FDR.02 - Other	0.00	2,000.00	-2,000.00	0.0%	
Total Fundraising	50.00	15,000.00	-14,950.00	0.33%	
Contributions to General Fund					
REV.SUN.01 - Sunday Collection	1,205.89	9,000.00	-7,794.11	13.4%	
REV.MIS.01 - Scripp Sales	0.69	300.00	-299.31	0.23%	
REV.MIS.02 - Other	226.02	5,000.00	-4,773.98	4.52%	
Total Contributions to General Fund	1,432.60	14,300.00	-12,867.40	10.02%	
Total Revenues	102,914.09	385,500.00	-282,585.91	26.7%	
Total Income	102,914.09	385,500.00	-282,585.91	26.7%	
Gross Profit	102,914.09	385,500.00	-282,585.91	26.7%	
Expense					
Operations Expenses					
Office					
OPS.OFF.01 - Postage	136.66	400.00	-263.34	34.17%	
OPS.OFF.02 - Office Supplies	226.39	1,500.00	-1,273.61	15.09%	
OPS.OFF.03 - Copier	1,271.78	7,400.00	-6,128.22	17.19%	
OPS.OFF.04 - eSubscriptions	268.80	2,500.00	-2,231.20	10.75%	
OPS.OFF.05 - Phone & Internet	522.17	3,000.00	-2,477.83	17.41%	
OPS.OFF.06 - Adm Mileage Exp	2.50	100.00	-97.50	2.5%	
OPS.OFF.07 - Other Expenses	55.00	300.00	-245.00	18.33%	
Total Office	2,483.30	15,200.00	-12,716.70	16.34%	
Finance					
OPS.FIN.01 - Accounting Fees	1,759.50	10,560.00	-8,800.50	16.66%	
OPS.FIN.02 - Credit Card Fees	142.74	1,500.00	-1,357.26	9.52%	
OPS.FIN.03 - Bank Fees	9.00	240.00	-231.00	3.75%	
OPS.FIN.04 - Other Expenses	0.00	1,000.00	-1,000.00	0.0%	
Total Finance	1,911.24	13,300.00	-11,388.76	14.37%	
Site					
OPS.SIT.01 - Property Insurance	0.00	6,000.00	-6,000.00	0.0%	
OPS.SIT.02 - Real Estate Taxes	0.00	4,100.00	-4,100.00	0.0%	
OPS.SIT.03 - Gas & Electric	-256.39	100.00	-356.39	-256.39%	
OPS.SIT.04 - Water	555.50	3,500.00	-2,944.50	15.87%	
OPS.SIT.07 - B&G Maintenance	964.21	10,000.00	-9,035.79	9.64%	
Total Site	1,263.32	23,700.00	-22,436.68	5.33%	
Total Operations Expenses	5,657.86	52,200.00	-46,542.14	10.84%	
Denomination Expenses					
OPS.DEN.01 - UUA Dues	0.00	1,000.00	-1,000.00	0.0%	
Total Denomination Expenses	0.00	1,000.00	-1,000.00	0.0%	
Committee Expenses					
COM.BRD.03 - Board Exp	0.00	200.00	-200.00	0.0%	

The Unitarian Universalist Fellowship of San Dieguito
Profit Loss Budget vs. Actual
Unrestricted Accounts Only
July through August 2022

	Jul 2022 - Aug 2022	Annual Budget	\$ Over/Under Budget	16.7% of Year % of Budget	Notes
COM.COM.03 - Communcations Exp	25.00	500.00	-475.00	5.0%	
COM.FND.03 - Fundraising Exp	0.00	500.00	-500.00	0.0%	
COM.MEM.03 - Membership Exp	0.00	200.00	-200.00	0.0%	
COM.PCC.03 - Pastoral Care Exp	0.00	200.00	-200.00	0.0%	
COM.PGC.03 - Planned Giving Exp	0.00	200.00	-200.00	0.0%	
COM.RRC.03 - RightRelations Exp	0.00	1,000.00	-1,000.00	0.0%	
COM.SUN.03 - Worship Exp	825.00	3,200.00	-2,375.00	25.78%	
Total Committee Expenses	850.00	6,000.00	-5,150.00	14.17%	
Program Expenses					
EXP.FNF.03 - Fun&Fellowship Exp	464.99	1,000.00	-535.01	46.5%	
EXP.MUS.03 - Music Program Exp	60.00	2,000.00	-1,940.00	3.0%	
EXP.REL.03 - RE Program Exp	0.00	1,000.00	-1,000.00	0.0%	
EXP.SAC.03 - Social Action Exp	223.66	1,000.00	-776.34	22.37%	
Total Program Expenses	748.65	5,000.00	-4,251.35	14.97%	
Payroll Expenses					
Minister Expenses					
PER.MIN.01 - MIN Wages	0.00	93,400.00	-93,400.00	0.0%	
PER.MIN.02 - MIN UUA Pension	0.00	9,340.00	-9,340.00	0.0%	
PER.MIN.03 - in Lieu of FICA	0.00	7,145.00	-7,145.00	0.0%	
PER.MIN.04 - MIN Medical	0.00	18,680.00	-18,680.00	0.0%	
Total Minister Expenses	0.00	128,565.00	-128,565.00	0.0%	
DRE Expenses					
PER.DRE.01 - DRE Wages	0.00	16,500.00	-16,500.00	0.0%	
PER.DRE.03 - ER Payroll Taxes	0.00	1,262.00	-1,262.00	0.0%	
Total DRE Expenses	0.00	17,762.00	-17,762.00	0.0%	
Administrator Expenses					
PER.ADM.01 - ADM Wages	7,152.88	56,420.00	-49,267.12	12.68%	
PER.ADM.02 - ADM UUA Pension	593.04	5,642.00	-5,048.96	10.51%	
PER.ADM.03 - ER Payroll Taxes	557.42	4,316.00	-3,758.58	12.92%	
PER.ADM.04 - ADM Medical	1,920.40	11,284.00	-9,363.60	17.02%	
PER.OFF.05 - Admin Dental	120.00				
PER.ADM.07 - ADM LTDLife Ins	133.72	0.00	133.72	100.0%	
Total Administrator Expenses	10,477.46	77,662.00	-67,184.54	13.49%	
Music Program Expenses					
Choir Director					
PER.MUS.01 - Choir Dir Wages	0.00	16,500.00	-16,500.00	0.0%	
PER.MUS.03 - ER Payroll Tax	0.00	1,262.00	-1,262.00	0.0%	
Total Choir Director	0.00	17,762.00	-17,762.00	0.0%	
Accompanist					
PER.MUS.11 - Accompanist Wages	1,726.16	10,830.00	-9,103.84	15.94%	
PER.MUS.12 - Accompanist PR Tax	127.46	828.00	-700.54	15.39%	
Total Accompanist	1,853.62	11,658.00	-9,804.38	15.9%	
Total Music Program Expenses	1,853.62	29,420.00	-27,566.38	6.3%	
Site Support Staff Expenses					
PER.SIT.01 - Childcare	0.00	2,020.00	-2,020.00	0.0%	
PER.SIT.02 - Custodian	1,016.25	8,710.00	-7,693.75	11.67%	
PER.SIT.03 - Site Caretaker	1,027.50	4,200.00	-3,172.50	24.46%	2
PER.SIT.09 - AV Specialist	2,025.00	16,250.00	-14,225.00	12.46%	
PER.SIT.10 - AV Assistant	0.00	2,125.00	-2,125.00	0.0%	
PER.SIT.12 - ER Payroll Taxes	1,196.64	1,882.00	-685.36	63.58%	3
Total Site Support Staff Expenses	5,265.39	35,187.00	-29,921.61	14.96%	
PER.MIS.01 - Worker's Comp Ins	1,906.00	2,250.00	-344.00	84.71%	

The Unitarian Universalist Fellowship of San Dieguito
Profit Loss Budget vs. Actual
Unrestricted Accounts Only
 July through August 2022

	Jul 2022 - Aug 2022	Annual Budget	\$ Over/Under Budget	16.7% of Year % of Budget	Notes
PER.MIS.02 -Other Personnel Exp	121.50	500.00	-378.50	24.3%	
Payroll Expenses - Other	-31.50				4
Total Payroll Expenses	19,592.47	291,346.00	-271,753.53	6.73%	
Total Expense	26,848.98	355,546.00	-328,697.02	7.55%	
Net Ordinary Income	76,065.11	29,954.00	46,111.11	253.94%	
Net Income	<u>76,065.11</u>	<u>29,954.00</u>	<u>46,111.11</u>	<u>253.94%</u>	

OTHER BUDGETED LINE ITEMS

Other Expense					
LIABILITIES					
LIA.OPS.01 - Solar Loans	0.00	4,405.00	-4,405.00	0.0%	
BOARD DESIGNATED RESERVES					
RES.SIT.01 - Facilities Reserve	0.00	15,000.00	-15,000.00	0.0%	
RES.OPS.01 - Operations Reserve	0.00	10,000.00	-10,000.00	0.0%	
Total Other Expenses	0.00	29,405.00	-29,405.00	0.0%	
Recalculated Net Income	<u>76,065.11</u>	<u>549.00</u>	<u>75,516.11</u>		5

NOTES:

1) We had about \$31k in Pledge Prepays this year, which is why the % of budget for *REV.PLG.01 - Pledge Income* is ahead of where we are in the year. It will even out over time.

2) *PER.SIT.03 - Site Caretaker* always looks like it is running over because we book all hours, including all event hours worked by the site caretakers to this account. The funds the event paid to cover these hours are booked to *REV.SIT.02 - Special Event*, so the "overage" cancels out in the end.

3) *PER.SIT.12 - ERPR Taxes* always looks like its running over because this is where *all* payroll taxes are initially booked until they are journaled to the correct individual personnel ER Payroll Tax account (we are not always caught up on this!).

4) Payroll Expenses - QB puts things here that we then have to journal to the correct account. We are not always caught up with this.

5) The FY22-23 Annual Budget was not balanced, having an approved \$548 surplus in Net Income, which is why the Annual Budget bottom line is not \$0.

On Sun, Aug 7, 2022 at 7:39 AM UUFSD Treasurer <treasurer@uufsd.org> wrote:
Dear Board of Directors,

The CalOES Grant Team recently met to discuss the long term implications of the various safety and security enhancements that are planned for campus. The ultimate goal of these enhancements is so that as a congregation, we are maximally empowered to act efficiently in the case of emergency, whatever that emergency might be. Therefore, once these enhancements are implemented, there should be a plan in place to maintain them.

Three of the subprojects are passive security and once installed require little to no maintenance or specialized knowledge (ballistic film on classroom windows; removable bollards where upper parking lot connects to path and lower parking lot connects to ramp - these will have locks that someone will need to be responsible for; and solar powered motion detecting pathway lights - which might require occasional cleaning).

Three of the subprojects have programmable features that will require some level of knowledge and expertise to use and maintain. These are:

- Solar Powered Security Kiosks with PA system (not much involved in maintaining operation once it's set up, but someone needs to take ownership of these devices).
- Electronic Door Entry Devices with programmable proximity/digital access (someone will have to know how to program the proximity access cards and key pads, download access logs, replace batteries as needed, and generally maintain these locks that we will install on a few high-usage doors)
- Solar-Powered Wireless Motion Cameras (someone will have to know how to operate these, how to access the video logs, and generally be responsible for maintaining these cameras and video logs)

From a membership point of view, these three systems will largely be invisible, but from an admin point of view, someone will have to know how to use the software involved. We should also consider how the hardware will be maintained, or repaired if there is a problem. And we should consider putting money in the budget specifically for the maintenance of these assets. For example, at a minimum, we will be paying monthly fees for the wireless phone line required to automatically connect a user of the security kiosks to the Watch Commander when there is an emergency.

The final subproject involves training members how to respond should there be an incident. Once a contractor has been decided on, we will require a member to take charge of organizing and implementing the training, and later maintaining readiness.

The CalOES Grant Team therefore requests that the Board of Directors create a dedicated Campus Safety and Security Committee (CSSC), with an associated

Board Liaison, to take on these responsibilities. The CalOES Grant Team also suggests that the CSSC create a Campus Safety and Security P&P to be ready no later than Thanksgiving, by which time these enhancements will be installed on campus. The CalOES Team further suggests that the CSSC be consulted annually during the development of the congregational budget to ensure money is available to maintain these assets. Finally, the CalOES Grant Team feels strongly that none of this should default to being the responsibility of the Office/Congregational Administrator, to the Building and Grounds Committee, or to the Dream Builders Committee, all of which have too much to do already.

Thank you for your attention to this important matter,

The CalOES Grant Team:

- Ron Demuth
- Sarah Miller
- Louise Garrett
- Jon Luft
- Chris Faller
- Dale Gottdank
- Greg Brown
- Irv Himmelblau
- Steve Bartram
- Ed Mlakar

**UUFSD
January
2023**

7 MEMBER BOARD
Volunteer, Elected by Congregation
President & Vice-President
5 others which may or may not include **Corporate Secretary & Treasurer**

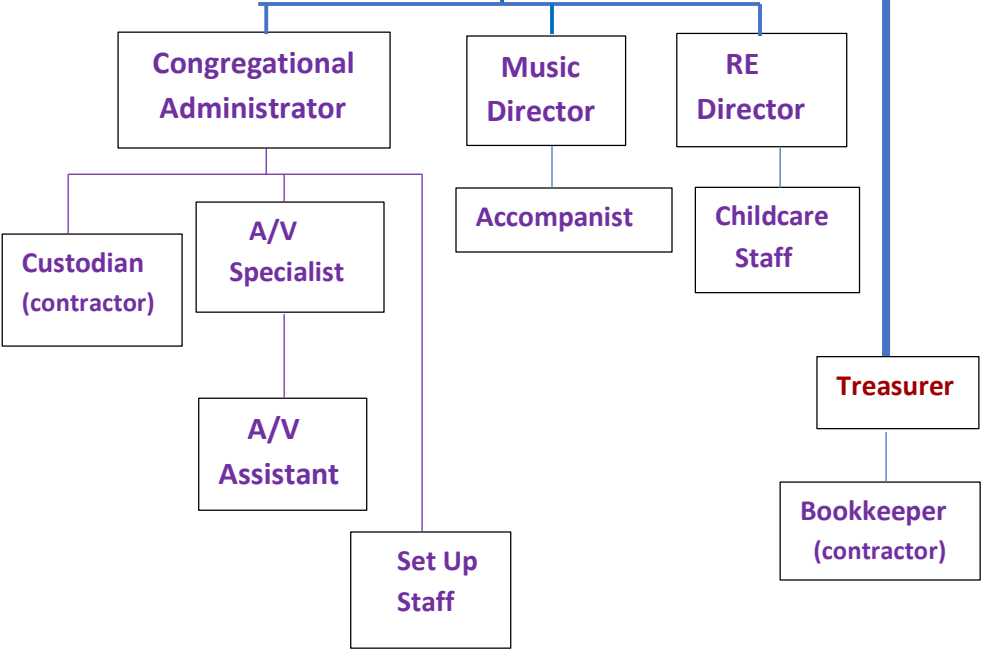
**Corporate Secretary
& Treasurer**
Appointed by Board
Non-voting unless one of
elected Board members

MINISTER

- **COM**
- Pastoral Care
- **Planned Giving (Advisory)**
- Worship

- COMMITTEES with BOARD LIAISONS**
- Buildings & Grounds
 - Capital Campaign
 - Communications
 - Design Review
 - Dream Builders
 - **Finance**
 - Fun & Fellowship
 - Kitchen
 - Leadership
 - Library
 - **Membership (Greeters)**
 - Music
 - **Nominations**
 - Pastoral Care
 - **Personnel**
 - **Planned Giving**
 - Policy & Procedure
 - **Religious Education**
 - **Right Relations**
 - Social Justice
 - Stewardship
 - **Worship (Ushers)**

Board Liaison to Staff
President and/ or VP



Corporate Secretary
Keeps all Policies & Procedures

Treasurer
Finance Committee
Planned Giving (Advisory)

COMMITTEES:
Standing
Ad Hoc
Appointed

PERSONNEL:
Officers
Paid Staff

Job Description for: UUFSD Congregational Administrator

Position is non- exempt, 35 hours per week
Items with circle bullets are exempt based items

Job Summary: The Congregational Administrator plays a vital role in promoting the values of our religious community by acting as a leader, resource, and liaison for Fellowship members, committees, officers, the Minister and the Board. The Congregational Administrator presents the face of the congregation in many of our dealings with vendors, neighbors, and other organizations. The position requires strong communication and organizational skills. This is a full-time (35 hours a week) position that reports to the Board of Directors. The Congregational Administrator coordinates contract facilities workers and temporary event workers.

Principal Duties and Responsibilities:

Office Administration and Personnel

- Provides administrative support to Minister
- Supervises AV Specialist, set-up staff and custodian as well as potential contractors.
- Trains/orients new employees
- Participates in staff meetings a minimum of once per month
- Maintains personnel files
- Oversees functioning of the office, including keeping Fellowship files and records, maintaining office equipment, purchasing supplies
- Manages business with insurance companies with Board and Finance Committee support as needed.
- Manages annual/bi-annual reports due to various organizations with the help of staff and treasurer
- Manages Fellowship publications, including Sunday orders of service, weekly newsletters, and general correspondence
- Manages UUFSD mail and answers phones
- Maintains Fellowship calendar
- Maintains membership records
- Updates online membership/friends directories as needed
- Updates and maintains Google Groups (committee email aliases)
- Is familiar with UUFSD By-Laws and Policies and Procedures
- Performs various business errands (i.e.; picking up/dropping off postal mail, taking used toner to store for recycling, picking up Fellowship supplies, snacks, etc.) as needed.
- Responsible for ensuring that newly generated documents that are on the permanent records retention are appropriately archived online and that any temporary documents older than 7 years stored in the online archive are deleted on an annual basis (see P&P 170)
- Assists bookkeeper with compiling checks and expense requests for processing

Resource/Liaison

- Functions as a resource person for Minister, Board, Fellowship members, staff and committees
- Serves as liaison to Sandy Hill Pre-School
- Attends Board meetings as requested
- Prepares materials for Board and Executive Committee meetings, and other meetings as requested
- Provides administrative support for special congregational events and activities, such as the annual pledge drive and other fundraising.
- Supports healthy communication and right relationships between the Fellowship and its constituencies including neighbors, vendors, staff, committees, members and congregants

Approved by the Board of Directors September 18, 2022

Facilities

- Coordinates facilities maintenance in coordination with Building and Grounds Committee, including security, repairs, landscaping, and cleaning contractors
- Schedules rentals, prepares rental contracts, arranges for appropriate staff as needed
- Coordinates events
- Keeps master calendar of activities and building usage

This is not an exhaustive list. From time to time the Minister or President of the Board of Directors may assign additional duties.

Schedule:

The Congregational Administrator is generally present on campus from 9am – 5pm with one hour for lunch. Office hours of operation are 9:00 a.m. to 5:00 pm with a 1-hour lunch break, although actual hours may vary depending on Administrator's daily duties.

Qualifications:

- 5 years minimum experience in office management; experience in not-for-profit organizations a plus.
- Ability to work with minimal supervision.
- Bachelor's degree preferred.
- Excellent communication, collaborative and problem-solving skills.
- Ability to organize and prioritize multiple tasks.
- Competency with computers, including internet, word processing, and database programs (experience with Google Calendar and Breeze Church Management Software); demonstrated expertise in MS Office applications is required. MS Publisher is used for Order of Service and other publications.
- Respect for Unitarian Universalist values and principles
- Must maintain confidentiality in all aspects of Fellowship interactions
- Able to use good judgment in deciding what information needs to be conveyed to the Board and/or the Minister, especially regarding complaints or negative experiences of staff and congregants.
- Calm presence while dealing with complex issues and a sense of humor is always helpful.

Salary Range and Benefits:

- **\$26 - \$28 per hour**
- **This position is non-exempt and is paid according to state and local laws**
- (\$47,320 - \$50,960 range based on 35 hours/week)
- Full Medical/Dental/Life and Long-term Disability Insurance
- Paid Sick leave; accrual starts at date of hire
- 70 hours Paid Vacation per year; vacation accrues and rolls over to next year, subject to cap on accrual
- 10 paid holidays (holidays paid at 7 hours/ day)

UUFSD Policy and Procedure Document**Policy ID: 420****Title: Stewardship Steering Committee**

Date Approved: November 13, 2011 by the Board of Directors

Revision approved by the Board of Directors: September 18, 2022

Purpose

The Stewardship Steering Committee (herein called "Stewardship") endeavors to foster generosity and is responsible for planning and overseeing the activities and processes that raise the funds necessary to support the Fellowship. All fundraising activities, with the exception of Generosity Sundays, fall under the oversight of Stewardship whether initiated by Stewardship, or by another group or committee.

Fundraising falls into these general categories:

- 1) The annual pledge drive of members, which is the principal source of funding for Fellowship operations.
- 2) Other activities overseen by Stewardship that are generally held annually, such as the auction, and Dining for Dollars.
- 3) Online donations
- 4) Solicitation for donations for one-time special items.
- 5) Events planned by groups other than Stewardship. These may be held to benefit the Fellowship general funds, a specific Fellowship group or program, or an outside non-profit group or program.

Stewardship is also responsible for the annual review of the pledge roster. For details, refer to Policy and Procedures 230-Inactive Members.

Policy

Members of Stewardship shall have a history demonstrating commitments of time and financial support to the Fellowship. As much as possible, the members shall also represent the social diversity of the Fellowship.

Stewardship should strive to maintain between 5 and 10 members, who meet as needed. They generally meet monthly.

Procedure**Pledge Drive**

Starting in 2019, the UUFSD began Continuous Pledging, where pledge amounts from the previous year may be automatically entered for the following year, unless otherwise specified by the pledger, or if the pledger is in arrears. With continuous pledging, there is no way to determine if a person intends to stop pledging in the

next fiscal year unless they have so notified UUFSD. For purposes of budget planning, it then becomes important to follow-up with anyone who has not paid any of their current year pledge, or does not have a pledge on record. Starting in April, the Treasurer will report to Stewardship those members who have no pledge on record, or have not paid any of their current year's pledge. The Stewardship Chair, or designee, will contact all members and pledging friends to inquire about their pledge intentions. If the member does not intend to pledge, or cannot be reached for their answer, this will be communicated to the Membership Chair and Congregational Administrator to remove the member from Voting Member status (unless a waiver has been granted by the Minister or the Board President).

With input from the Board and Treasurer on future financial needs, the Pledge Drive will focus on communicating to the congregation where their pledges are going, and what is needed for salaries and growth of our programs for the coming year. This may take the form of brochures, newsletter articles, and member testimonials. This will ideally occur in early spring, as any changes in pledging will inform the next year's budget.

At the end of the fiscal year, the Treasurer will provide an updated list of members who have not paid a pledge in the last fiscal year to the Stewardship Chair, Membership Chair, Board President and Minister for review. The Membership chair will send each member on the list a notice of impending change of membership status at the beginning of the new fiscal year. If the minimum contribution or pledge is not received within 30 days, the member's status changes automatically from Voting to Inactive.

General Fundraising Events

Stewardship will plan events to fulfill the fundraising goal set in the annual budget. Stewardship will delineate tasks and enlist Fellowship members to execute these events. Examples of large events are the auction and art fair.

Fundraising Activities by Committees and Other UUFSD Groups

Planning and executing other fundraising activities will vary depending upon the type of event and whether another group is involved. For example, if the Religious Education or Music Committee chooses to have a fundraiser, they would need the approval of the event by Stewardship, but most of the actual activities (project planning, communications, etc.) will most likely be performed by the group that initiated the event.

Events proposed by Fellowship Groups for specific fundraising purposes other than the general support of the Fellowship must submit their proposal for review and approval. A form for this purpose is available on the UUFSD website.

Stewardship will ensure the following criteria are met:

- The Fundraiser form officially requesting the fundraiser has been submitted (<https://uufsd.org/fundraiser-request-form/>) and all required information supplied.
- No schedule conflict with other events.
- Designated Point of Contact (POC) for group that will report progress to Stewardship as required.
- Method of record keeping will be sufficient for financial review.
- Fundraiser purpose will be consistent with non-profit regulations governing the Fellowship.
- Fundraiser will be consistent with the Fellowship's mission.

Fellowship committees may plan and execute individual charitable and/or social action solicitations of UU members, commonly known as “Asks”. They include, but are not limited to the Worship Committee’s 12 Generosity Sunday’s and special situations recognized by the Social Action Committee.

It is critical that any group planning a fundraising activity works with the Treasurer/Finance Committee to ensure proper accounting of cash, and to define (in advance) which account numbers will be used to record all transactions. Each fundraising group will be responsible for tracking all expenditures and proceeds.

Fundraising Budget

Stewardship will make recommendations to the Board of Directors regarding the Fundraising Income goal for the next fiscal year, and make a request for a Fundraising Budget to cover event and publication expenses.

UUFSD Policy and Procedure Document**Policy ID: 435****Title: Music Committee****Date Approved: September 18, 2022 by the Board of Directors****Purpose**

The Music Committee is a lay group of UUFSD members that is responsible for working with the Choir, the Board and supporting the Music Director in nurturing the spirit of the congregation and choir members with well-prepared, quality music.

Policy

Responsibilities of the Music Committee:

- Provide support and guidance to the Music Director.
- A member of the committee will serve as liaison to the Worship Committee.
- Collaborate with other groups to better ensure that the music is reflecting the theme of the services.
- Obtain feedback from members of the congregation for their ideas on meaningful musical selections.
- Assist in recruitment of choir members.

Procedure

- The Music Committee will maintain all documents pertinent to its operations and decisions.
- Report to the Board monthly either directly or with a written report
- The Music Committee welcomes feedback and suggestions from UUFSD members regarding the choice of music and performance of the choir to improve the worship experience.