

Minutes of UUFSD Board Meeting

November 13, 2022 12:00 pm - 1:45pm

Library

Present:

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

Also Present:

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

Absent: Louise Garret

**Lighting of Chalice and Reading
Reading of Board Covenant**

AGENDA:

1. PRESENTATION by CHRIS FALLER, DREAMBUILDERS CHAIR

The Committee hopes to begin construction on the administration building expansion and remodel in early 2023. The architect drawings have been sent to the City of Solana Beach. They are preparing to send out the bid proposals by the end of November. It was noted that there had been very little communication between the Board and the DreamBuilders for most of last year, and the Board was very much in need of being brought up to date with the scope of the Administration Building project and the status of the other projects. Chris was asked to send the details of the committee's plans, including budgets to the Board for discussion. He was also advised that the Board should be involved in the process of planning for the use of the capital campaign's money. The City of Solana Beach has required that we do some curb and gutter improvements along Solana Drive as part of going ahead with the Admin Building project. Ultimate Concrete will do this work estimated at about \$56k and the work will begin early Dec and take two weeks.

Chris stated that a major capital campaign will need to be initiated to move forward with the construction plans in amphitheater, parking lot, safety work etc. and none of that work can be done until we have the Coastal Development Permit approved. Currently there is approximately \$875K in the capital campaign account. The DreamBuilders will not know the cost of the Admin Building expansion and remodel until the quotations come in toward the end

of the year. There has been no dollar amount approved for this project by the Board and once the bids are received by the DreamBuilders, they will come back to the Board.

2. **APPROVAL OF STAFF AND COMMITTEE REPORTS:**

Acceptance of the reports was unanimous.

DISCUSSION: Names of donors are not to be included in committee reports. Additionally, as the committee on Right Relations was disbanded this month the allotted \$1000 budget for the committee will remain in the budget to be used for a yet to be determined purpose.

The Finance Committee is proposing a Congregational forum on Jan 15th to discuss any financial questions, and the Board decided to expand this forum to include other topics that may come before the congregation at the January 29th meeting.

Rev Ellie is collaborating with Rev Madison Shockley, minister of the Pilgrim United Church of Christ in Carlsbad, regarding the Religious Education of children and youth. She proposed the possibility of jointly hiring an Associate Minister whose responsibility will be that of Religious Education and shared with the UCC that would best meet the needs of our mutual faith communities. She noted that the OWL program was co-created by the UUA and the UCC which further supports the collaboration of our programs for children and youth. Further discussion about this proposal will be held in the future, but the Board thought this was a very interesting proposal and agreed that Rev Ellie should continue to discuss this possibility with Rev. Shockley.

ACTION: Liora to contact Susah Hahm and suggest to cancel the interview set up for the RE given the new idea from Rev. Ellie about a possible shared staff person with Pilgrim. coordinator position.

ACTION: Rev Ellie will reach out to Rev. Shockley to start working on a joint job description.

3. **PROPOSAL REGARDING FUNDS**

FND.YOU.04: Youth Discretionary Fund.

DISCUSSION: This fund has been Inactive for many years and was not designated for any particular purpose. Rev Ellie proposed that having budgets with clear line items so that everyone knows what the purpose of any fund is. Rev Ellie suggests that the concerts become a line item in the budget.

DECISION: At the suggestion of Rev Ellie, the Youth Discretionary Fund is to be inactivated and combined with the Minister's Discretionary Fund.

FND.CON.04 Concert Fund Inactivate and move funds to RES.OPS.01 Operations Reserve

DISCUSSION: This fund has also been inactive as there has not been a concert committee for several years.

DECISION: It was unanimously decided that this fund be inactivated and the funds moved to the RES.OPS.01 Operations Reserve

4. UPDATED P&P #14: STAFF EXPENSE AUTHORIZATION

DISCUSSION: Account numbers were updated . A paragraph was added stating that use of Professional Expenses and the Minister’s Discretionary Fund are to be summarized in staff monthly reports to the Board. For the purpose of best practices consideration for an expense involving a large sum of money be submitted for Board review/approval.

DECISION: All agreed that an expense of \$500 or more will require Board approval.

ACTION: Angie to amend P&P to include “any expense over \$500 requires prior Board approval.

5. OUTSTANDING ACTION ITEMS

These were briefly reviewed

6. CAMPUS & SECURITY TASK FORCE UPDATE Sarah Miller

To be addressed at 11/15/22 meeting

7. CONVENE NEW TASK FORCE for SAFE CONGREGATION PLAN

DISCUSSION: The requirement for compliance with of AB 506 has been postponed to Jan 2024, however there is a need to develop a safe policy at UUFSD in terms of mandated reporter training and appropriate background checks The Board agreed to create an ad hoc committee to work on this, and Board member Andi MacCleod offered to chair the committee.

DECISION: The board unanimously agreed that Andi MacCleod be the chairperson for the committee. The Title of the P&P is to be “Safe Congregation for Children and Youth”.

8. REQUEST from CLIMATE ACTION on OhmConnects FUND

DISCUSSION: The fund accrued approximately \$900 which was felt to be dedicated to a climate action activity.

DECISION: It was agreed that the fund be earmarked for a means to reduce the carbon footprint at UUFSD As the Climate Action program is under the purview of the Social Justice Committee, the fund will be located within that committee's budget.

9. THANK YOU CARDS

DISCUSSION: Board liaisons are encouraged to bring thank you cards to Board meetings to to recognize members who as appropriate

10. ORGANIZING MEETUPS

DECISION: Rev Ellie does not feel it is necessary for the Board to facilitate meetups with members at this time.

BOARD ACTIONS APPROVED VIA GOOGLE POLL:

1. Extend Offer to Denise Clark for Congregational Administrator Position

The Board approved the request from the Search Committee (MaryAnne Trause, Dana Frieauf, Sarah Miller, and Angie Knappenberger) to extend the following offer to Denise Clark regarding the position of Congregational Administrator: \$26/hour while in training - December 2022 - up to 12 hours to be worked out with Tracey January 2023 @ 35 hours/week , starting January 3, 2023 @ \$28/hour beginning February 2023 @ 35 hours/week; position is non-exempt, fulltime

2. Approve Livia Walsh as Pastoral Care Chair

3. Approve \$500 for travel funds for Peter Mayer concert Jan 21, 2023

4. Approve purchase of 4 wireless mics @ \$2100

5. Approve Board Minutes from 2022-10-02

IMPORTANT DATES FOR FUTURE ACTIVITIES:

IMPORTANT DATES:

| | | |
|---------------------------|------------------|---|
| November 15 th | 10:00am – 2:00pm | Board and Rev Ellie retreat |
| November 20 th | 12:00 – 1:30pm | Pastoral Care listening workshop w/ Rev Ellie (open to congregation) |
| December 11 th | 11:30 am | Board Meeting |
| January 8 th | 11:30 am | Board Meeting |
| January 21 st | | Peter Mayer Concert |
| January 29 th | 11:30 am | Congregational Meeting |

BOARD MEETING ENDED 1:45 p.m.

Next Board Meeting:

Board Retreat scheduled with Rev Ellie on November 15th 10:00-2:00

Regularly scheduled Board Meeting on December 11th at 11:30

Minutes prepared by Livia Walsh, Corporate Secretary

APPENDED TO THIS OFFICIAL RECORD:

- **Committee and Staff Reports**

- **Financial Reports**
 - Profit & Loss / Statement of Activities 2022-10-31
 - Profit & Loss / Statement of Activities 2022-10-31 unrestricted
 - Balance Sheet / Statement of Position 2022-10-31

- **P&P 142 Staff Expense Authorization**
- **CalOES Grant Report**

UUFSD Committee, Staff & Treasury Reports - November 2022

Buildings and Grounds (Board Liaison - Angie Knappenberger)

Ed Mlakar, Chair, and a few other regulars continue to show up every Tuesday. Work parties are the first Saturday of each month, but attendance is low - maybe up to six people. More volunteers are needed! B&G is still in the process of obtaining quotes to stain the exterior of Founders Hall. It looks like the cost will be about \$10,000 and anticipate coming to the Board within the next month for approval, maybe needing some funds released from the Facilities Reserves. Recent projects: hung our beautiful UUFSD banner in Founders Hall, dug a hole to prepare to install 10' pole in the upper parking lot for surveillance cameras, continued weeding of vegetation around buildings due to fire hazard, and getting ready to paint the interior green paneling around the middle door in Founders Hall.

Campus Safety and Security (Board Liaison - Sarah Miller)

Committee members are currently John Post, Antony Carter, and Shani Woody. As a starting point, John Post looked into the safety and security policies in our UU cluster. First UU Church has a comprehensive and well thought out plan that we intend to model ours after. We are working on it. John also reviewed the campus for safety hazards and would like to bring to the Board's attention that the amphitheater really has only one egress, which is problematic should evacuation ever be called for when service is being held. A broader discussion about the advisability of installing a proper stairway where the rough pathway from the parking lot to the back corner of the amphitheater is (or other solution) might be in order. We do not know how this fits, or not, into the existing campus renovation plans. An Incident Response Training will be held for members on UUFSD's campus on Saturday, November 19th. We currently have 16 people signed up for it. This will be paid for by the CalOES grant.

Communications (Board Liaison - Liora Kian-Gutierrez)

Communications Committee will be meeting with Rev Ellie on November 23. We will go over the survey results and talk about how best utilize the media we have.

Irv sent Nancy Hebert our amended P&P for review and approval.

Design Review (Board Liaison - Cathy Leach-Phillips)

Working on various things: most recently getting the signs more clear and correct on the bathroom doors (temporary & ugly papers pasted on to direct adults to 'mens' room during Sandy Hill Preschool hours). A permanent solution is needed and is being worked out.

Dream Builders (Board Liaison - Andi MacLeod)

Chris Faller (chair) will visit the Board and report directly during our November 13 meeting.

Finance Committee (Board Liaison - Angie Knappenberger)

Committee recommends removing the wording about the amount and calculation of a minimum pledge from ByLAws Section 2: Voting Membership. The Committee further encourages the Board and Congregation to thoroughly discuss and redefine Voting Membership. Committee also recommends congregational forum to discuss any questions about our budget process in January prior to our January 29th congregational meeting.

Suggested forum date is January 15th.

Committee will be working on updating many outdated P&Ps regarding finance. One, P&P 142, has been vetted by the Treasurer and Board President for approval at this meeting.

Fun & Fellowship (Board Liaison - Louise Lin Garrett)

The committee hosted two family friendly events.

The UUFSD Chili Cook Off was a great success. Ten entries, and more than 55 people eating. Three awards were given out. The tasters used chips to vote for the best chili. It was a hard decision. Also there were several visitors to the congregation that morning. We raised \$225.

The Pink Flamingo Swap started at an earlier time so people who do not drive at night could attend. More than 45 people brought more things than we almost had room to display.

What was not taken on Saturday night, the congregation had an opportunity to choose some treasures on Sunday morning during the Coffee Hour. What was not swapped was donated to several community resource centers.

Thanks to Betsy Gilpin, Norma Showalter, Ruth Gregory and Ed Lam for helping pack up all that was not taken. Betsy, Norma, Ruth, and Louise took these items to the centers .

Kitchen (Board Liaison - Louise Lin Garrett)

The vent is in the process of being cleaned as recommended by the Fire Marshall.

After we returned to the Fellowship, all the dishes , silver wear and cooking utensils had to be cleaned due to the mice infestation. All the kitchen cabinets and drawers had to be cleaned from the infestation. Everything had to be vacuumed and washed.

There are copies of the kitchen guidelines and check off lists sheets in the kitchen.

We are having more events at our Fellowship since COVID is not as prevalent.

With our volunteers, we are now able to use coffee cups during the coffee hour.

Several issues were addressed and resolved.

Leadership Development (Board Liaison - Andi MacLeod)

No changes to report

Library (Board Liaison - Cathy Leach-Phillips)

Getting the Book Sales up and running again, although we still need new additional volunteers for this task. Christie Turner has joined the cmte. Robin Mitchell and Christie are organizing Buddhist-related books in the library (we have received many donations of books in this category from members' households in the last year or so). Meetings will be the 1st Thursday of each month at 9am.

Membership (Board Liaison -Liora Kian-Gutierrez)

Membership held a UUFSD Orientation class after the service on 10/2, and thought there were 6 people ready to sign the book on 10/16, but the number dwindled to just 1 person, so we postponed the next welcoming until January 22. Since then, several more people have expressed interest in joining, so hopefully 1/16 will actually happen.

Music (Board Liaison - Cathy Leach-Phillips)

In October the choir visited Ed Ulm in hospice and also performed at the Celebration of Life for Diana Gomez. Please keep us in mind as Pastoral Care is considered for UUFSD Members and Friends since it would be good to keep this ministry going.

Jan Berlin is publishing an introduction of Music Director Steve Milloy to be placed in the Newsletter.

Steve Milloy had his first turn as Hymn Leader on 11/6 and received many warm welcomes and comments on his wonderful singing voice.

Nominating Committee (Board Liaison - Angie Knappenberger)

Wenda Alvarez is partnering with Chris Butler to develop Board member exit questions and hope to have them finalized by Nov 15th. Cheryl Close will reach out to Sarah Miller regarding how Breeze can be used for members to express interest in Board positions, Treasurer, and nominating committee for future needs. We will need to replace 2 Board members and all 3 NomCOM members at our June Congregational meeting. Next NomCom meeting is Nov 11th.

Pastoral Care (Board Liaison - Livia Walsh)

Livia Walsh has been appointed the new Chairperson of the Pastoral Care committee. Rev Ellie is planning to offer a pastoral care themed service on November 20th followed by a pastoral care workshop for the entire congregation. The needs of those requesting pastoral care have been met by the committee which included food delivery, bereavement cards sent, email or phone contacts. Rev Ellie has also been making pastoral care visits to several congregants.

Personnel (Board Liaison - Angie Knappenberger)

The Personnel Committee has reviewed and approved the Letter of Agreement for our Congregational Administrator's pending offer.

Planned Giving/Endowment (Board Liaison - Livia Walsh)

A total of \$10,000 has been contributed to the Music Fund of the Endowment since the Board approved the Music Fund. That money will be used to open a separate account at the UU Common Endowment Fund for this sub-fund. Then we will see if other music supporters are able and willing to contribute to the Music Fund. The total Endowment is down due to the stock market decline, totalling \$111,568 as of Sept 30 (not counting the \$10K mentioned above). However, the algorithm that dictates how much we can grant next year continues to grow, because it is based on a 13-quarter average, so our grantable pool of dollars should exceed \$5,000 on the next round of grants. The next cycle of grants begins with the January Congregational Meeting, where the grant application process will be open through April 15th, with final grants decided by the Congregation at the June 2023 Congregational meeting.

Policies and Procedures (Board Liaison - Livia Walsh)

Policies and Procedures that have been updated in September and October include:

- 420 - Stewardship Committee
- 435 - Music Committee
- 750 - Use of Facilities
- 403 - Personnel Committee

Policies that are in process of being completed include the Fun and Fellowship Committee, Communications Committee and #142 Staff Expense Authorization

A request has been sent to Board liaisons to review their committee's P&P's to be sure they are up to date for review and/or revision. The early deadline requested for this is November 30, final deadline is December 11th.

Religious Education (Board Liaison - Liora Kian-Gutierrez)

We have one new candidate for RE Coordinator. The search committee (Susan Hahm, Andrew Fry, Stephanie Reed, Liora Kian-Gutierrez, and Rev. Ellie Kilpatrick) have scheduled an interview with her for Thursday, Nov. 17 at 5:00 pm. There is also a new respondent to the childcare position, they are requiring \$25/hour.

Current Classes (current registration numbers)

Toddler Care (1)

PreK/K (3)

1 st – 3 rd Grades (5)

4 th – 6 th Grades (5)

Attendance continues to be small on any given Sunday, although registration numbers have grown a bit. Committee discussion centered around how kids like to come to see their friends.

Ideas to encourage attendance by increasing opportunities to build friendships include:

1. One Sunday per month design RE to be an all-ages classroom.
2. RE family picnics at San Dieguito Park after church.
3. Monthly or bi-monthly all-ages board game night. (We held our first one on Monday, November 7, led by Scott Elliot, to great success with 22 in attendance!)

Youth Program Activities: UUA Youth Summit (Western Region) hosted by First UU Church of SD. Susan Hahm and Ren Hahm attended. Discussion centered around more collaboration between UU churches in the cluster. SD Co. UU Cluster Halloween Pumpkin Carving Night hosted at First UU Church of SD. Ren Hahm, Juno Reed-Elliot and Sarah Severinghaus attended. O.W.L. Stephanie Reed continues to talk to youth leaders at area churches regarding teaming up to both fill and staff an O.W.L. program. Three young adults, former UUFSD RE youth, have expressed interest in becoming O.W.L. trained. Stephanie will seek out the next training opportunities. UU Senior High Winter Youth Camp at DeBenneville Pines will be Wed., Dec. 28 thru Mon., Jan 02, 2023.

AB 506 Task Force

Chris Faller and Andrew Frye agreed to serve. Andi McCleod will chair. Susan Hahm will assist.

Tasks to be accomplished (In no particular order, and perhaps not all by this task force.)

Review, develop, communicate policies and publications related to working with children:

1. Formal Vetting policy, approved by the Board. (A task force to draft the policy)
2. UUFSD Policies: amend as necessary re background checks, training, and Mandated Reporter
3. Employee handbook: amend as necessary re background checks, training, and Mandated Reporter (Personnel committee?)
4. Forms: Any related forms needed for processing of staff and volunteers through these processes
5. Website references: amend as necessary re background checks, training, and Mandated

Reporter

6. Training program: Identify and adapt for UUFSD

7. Brochure for parents and marketing purposes: Create

Right Relations (Board Liaison - Mary Anne Trause)

The Right Relations Committee met with Rev. Ellie on 11/3/22. Present were Christie Turner, Robyn Mitchell, and Kathryn Sturch. Glen Bortnick was absent. The purpose of the meeting was to determine whether they should continue as a committee. Discussion included the formation and history of the committee, the work they had done, the work a Committee on Ministry might do, and the members' energy to go forward. Rev. Ellie posed the questions: what is the kind of wise process to engage in where disagreements occur in the fellowship? Do we need a RR committee to figure out these things and to work on right relations? She said we need a clear process that doesn't just come from the minister. She talked about thinking of a COM as a committee on shared ministry both to support the minister and to help the congregation take responsibility for shared ministry. She sees authority as not top down but coming from the center out: a shared core people can engage with and guardrails that establish boundaries. She said she's trying to implement a right relations mindset rather than it being the responsibility of a committee.

When asked how they were each doing, all three members said they felt depleted. Rev. Ellie said she saw this as a time to replenish themselves and step back from this work for now. She disbanded the committee.

Social Justice - (Board Liaison - Andi MacLeod)

Social Justice and RE led a joint collection of children's clothing for our Guatemalan families. (Effort led by Robin Sales and Susan Hamn.)

There was a successful winter clothing collection for refugees and asylum seekers housed in Tijuana shelters. (Effort led by Livia Walsh and IrvHimmelblau.)

Led by Norma Showalter, SJA has begun collecting for the Holiday Basket program for CRC.

SJA's Quarterly Committee meeting will be scheduled for later this month or early December.

Staff (Board Liaison - Mary Anne Trause). The last staff meeting was held on 10/12/22. Present were Tracey, Rev. Ellie, Joe, Steve and myself. Issues discussed included using wireless mics during the service, posting the words for hymns on the virtual feed, opening chat during parts of the service, Steve's AV needs for music during the services. Tracey also said she would get a check for \$1177.61 so Joe could purchase the mikes the board approved. Joe also raised the issue of our needing an upgrade for our internet services with the new cameras that are part of the security system. He said we need upload speeds of 40 which we do not have. Tracey said she would speak to Spectrum, our current provider, to learn about options, and get back to Joe. He also said we'd need a new modem. Joe is also communicating with Sarah about this. There is no proposal for the board to consider yet.

Stewardship (Board Liaison - Angie Knappenberger)

Nothing new to report

Worship (Board Liaison - Cathy Leach-Phillips)

Cmte met early in November: will continue to meet 1st Thursday of the Month at 10:30am (in Minister's Office). We discussed various logistical aspects of Sunday services and continue to make small changes. Examples are changing of Joys and Sorrows (place before Kids are excused, use wireless mics for those who can't easily leave their seats, less central placement of water bowl and stones, chat allowed on Zoom during some small parts of the service, etc.) Usher organizers have agreed to schedule folks to carry mics, which is much appreciated since the ushers themselves may not be able to do this task.

We received feedback that one member sharing Joys & Sorrows did not realize her sharing would be public on YouTube. Editing the video of services on YouTube to remove this section is labor intensive. It was decided to be more clear from the pulpit (by WA) that the service was being recorded (when mentioning the silent Js&Ss option with stones in the bowl of water).

WA script was updated by Chris Byrnes in relation to all of the above.

Note that there will be no service on 12/25, with 12/24 being the main Christmas service. 12/18 service will focus on Solstice and Hanukkah. 1/1 Service will be the normal As Time Goes By theme facilitated by John Sherman. **Has this been decided?**

We discussed having a Quaker service on a day like 1/1 when the attendance is expected to be low. If we do this in the future, there should be 2 separate services: one live and the second over zoom to allow any participant to be involved in sharing. (So we need to keep in mind any extra technical support for this setup.) I mention this as an example of 'out of the box' worship service ideas which float around in these cmte meetings in good numbers. 😊

There continue to be Calendar clashes which are not serious but concerning to those who can't be as involved as they would like (can't be in two places at once, but want to be involved in each activity). Should the Board address this? There are also many announcements and changes regarding upcoming events which come through email but are not reflected in the Worship Spreadsheet. This will lead to more conflict and disappointments. How do we make sure Calendar info gets communicated? And which Cmte is responsible to keep an eye on dates for conflicts?

STAFF REPORTS:

ADMINISTRATOR'S REPORT TO THE BOARD – NOVEMBER 2022

MEMBERSHIP STATISTICS

| | |
|-------------------|-----|
| Voting members: | 160 |
| Members emeritus: | 3 |
| Pledging friends: | 10 |
| Friends: | 36 |

11/07 /2022 - Total of members, members emeritus, pledging friends and friends: 209

SUNDAY ATTENDANCE

| Date | In Person | On Zoom | On YouTube | Total |
|------------|-----------|---------|--------------|-------|
| | | | | |
| 9/18/2022 | 80 | 29 | No recording | 109 |
| 9/25/2022 | 56 | 18 | 15 | 89 |
| 10/02/2022 | 82 | 16 | 8 | 106 |
| 10/09/2022 | 60 | 9 | 10 | 79 |
| 10/16/2022 | 53 | 20 | 11 | 84 |
| 10/23/2022 | 83 | 14 | 28 | 125 |
| 10/30/2022 | 73 | 18 | 21 | 112 |

MEMBERSHIP CHANGES

Welcome to Ellen Wu, our newest member. Betsy Gilpin will be scheduling an upcoming New Member Welcome ceremony.

RING CAMERA

The Ring Cameras have been installed, although it seems the ones at the Footprints and Treetops classes are not working (I don't see them among the listed cameras on the Ring site).

We had a chance to test the system the week of November 7th when we had an attempted break-in at the YRUU room. The system performed as expected and we had video we were able to give to the Sheriff when we made our report.

OFFICE SCHEDULE

I will be leaving early on Tuesday, November 22nd at Noon for a dentist appointment. I will finish out my workday after the appointment is over.

Then I will be taking PTO on Wednesday, November 23rd. So, the office will be closed from November 23rd through November 27th for the Thanksgiving holiday. I hope everyone has a wonderful celebration!

Respectfully submitted,

Tracey Weiss, Congregational Administrator

Minister's Report

Rev. Ellie Kilpatrick (she/her)

11/10/2022

Big Picture: The big picture for the congregation is that we have officially begun the intentional work of "Journeying to our Deepest Self," as we shared in the publication with the congregation. The expectations worship service and start up workshop were very successful at setting the tone, and establishing a clearer path forward. As I continue to work on building trusting relationships with members of the congregation, I'm also prioritizing how to build trust and transparency into our systems. As I have talked to more members, I can see the ways that practices have developed to guard against a "top down" approach to governance and ministering. Longtime members have approached me discussing the way they enjoy the fellowship's historic "bottom up" way of doing things. My encouragement will be to shift perspectives, and rather than looking at governance and ministry from a vertical standpoint, to think about the board and the minister as a core: a "center - out" perspective. The ministries of the congregation (and the people) are a web, that are all connected to the core (where the core and all the endpoints have clear lines of communication, but is not necessarily directive like in a "top-down" model.)

Worship and Rites of Passage:

This is one of the major areas that I am focusing on. The worship committee and I are working well together. We've been playing around with a few changes to services, including bringing the microphone to members in joys and sorrows, and shifting joys and sorrows so that our children can participate. I was thrilled to see how well the expectations service was received. In a week, I'll be officiating a wedding for non-member visitors of UUFSD (they have been coming on zoom). I continue to welcome feedback about worship to ensure that it is both nourishing and accessible.

Pastoral Care and Presence:

This is the other main area of my focus. It was a busy and meaningful month for pastoral care. I had about 10 people schedule meetings with me. As the board knows, a beloved member passed away this month, and I was able to visit him before he passed, and facilitate a visit from the choir as well. The family has felt well cared for. When situations like this arise, they will be my first priority. From a systemic pastoral perspective, next week will focus more on how the congregation cares for each other, both with the worship service and the workshop that will follow. I met with the right relations committee, and we came to the conclusion that for the time being, we would disband the committee until there was a clearer directive for them (and the members expressed the need for a break). My recommendation here is that the board and I develop a clear behavioral covenant (not in lieu of our right relations covenant, but in addition to). The RR covenant, while beautiful, does not provide clarity for behavior that is problematic, nor does it provide a process for us to engage in when a member, staff member, or minister causes harm. Part of our work of "journeying towards wholeness" is having clarity in what we expect as covenantal behavior, and a process by which we seek restoration when harm is caused. I see this as both a best practice from a healthy communications and boundaries

perspective, and a best practice from building an ecosystem with the 8th principle in mind. It is not for the board to do the groundwork once we have a policy, but it is for the board to establish the framework. I plan to bring this up at our retreat.

Spiritual Development for Self and Others:

Although I am holding boundaries that I won't be involved in the minutiae of RE, I have had meetings with Susan, and with the RE committee. I will be providing counsel for them throughout the year, so that they feel well supported in their endeavors. One of the questions I'm asking is how we can create less work for the committee in ways that are intentionally enriching. One example is the issue of having enough volunteers each Sunday for classes, particularly not knowing how many children will come. I suggested that once a month we have an intentional, all ages RE. It simplifies the need, and provides a sense of camaraderie for all of our children to know each other more deeply.

Social Justice in the Public Square:

This is an area that I am intentionally not focusing on at the moment, but justice will come into my preaching.

Administration:

This is another area that is not a major focus of mine for the year. However, as I have said, I will be providing counsel and guidance from a macro perspective with regard to best practices for governance and having healthy systems within the church.

Serves the Larger Unitarian Universalist Faith:

I have been starting to get to know my wonderful local UU colleagues. I am eager to continue that work, and staunchly believe that one of the ways we serve our faith is by maximizing the ways that we collaborate with other churches in our area. We don't have to re-invent every wheel!

Leads the Faith into the Future:

I have frequently discussed how I believe leading the congregation into the future means being fully present in the here and now. I also believe that collaboration is the future for sustainability. I had a wonderful meeting with the minister at Pilgrim United Church of Christ, who I believe has given a sermon here before. One of the questions that he raised was whether we might be interested in partnering in more substantial ways. He shared that they are looking to hire a DRE equivalent who will also be a social justice coordinator. Their church is even advertising it in UU portals. He wondered if we would be interested in sharing an RE/social justice coordinator. Given what we have allocated, the person would be 15 hours with us, and 25 with them, but some of that work can overlap in wonderful ways. I told him it was not my decision to make, but that I would bring the proposal to the board. I believe it is very much worth discussing. One thing to keep in mind is that the UCC shares OWL curricula, and a few others, so the religious education component already overlaps. Our social justice committee has asked whether I wanted to be involved with them. Due to being part time, I have said no, and yet I know the social justice committee would love some guidance. This could meet that very real need. It

would be important for both the RE committee and the board to have a role in this conversation as to whether we were interested in partnering with Pilgrim Church in an RE/Social Justice position. Needless to say, the overall package would be much more appealing to a candidate than the one we can provide as a part time RE coordinator.

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

| | Jul 2022 - Oct 2022 | Annual Budget | \$ Over/Under Budget | 33.3% of Year % of Budget |
|-------------------------------------|------------------------|------------------|-------------------------|------------------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Revenues | | | | |
| Pledges | | | | |
| REV.PLG.01 - Pledge Income | 138,032.32 | 304,000.00 | -165,967.68 | 45.41% |
| Total Pledges | 138,032.32 | 304,000.00 | -165,967.68 | 45.41% |
| Site Rental | | | | |
| REV.SIT.01 - Sandy Hill | 16,013.52 | 49,200.00 | -33,186.48 | 32.55% |
| REV.SIT.02 - Special Event | 1,105.00 | 3,000.00 | -1,895.00 | 36.83% |
| Total Site Rental | 17,118.52 | 52,200.00 | -35,081.48 | 32.79% |
| Fundraising | | | | |
| REV.AUC.01 - Auction | 900.00 | 13,000.00 | -12,100.00 | 6.92% |
| REV.FDR.02 - Other | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Total Fundraising | 900.00 | 15,000.00 | -14,100.00 | 6.0% |
| Contributions to General Fund | | | | |
| REV.SUN.01 - Sunday Collection | 3,950.44 | 9,000.00 | -5,049.56 | 43.89% |
| REV.MIS.01 - Scripp Sales | 129.65 | 300.00 | -170.35 | 43.22% |
| REV.MIS.02 - Other | 9,159.95 | 5,000.00 | 4,159.95 | 183.2% |
| Total Contributions to General Fund | 13,240.04 | 14,300.00 | -1,059.96 | 92.59% |
| Contributions to Programs | | | | |
| REV.FNF.01 - Fun&Fellowship | 129.89 | 0.00 | 129.89 | 100.0% |
| Total Contributions to Programs | 129.89 | 0.00 | 129.89 | 100.0% |
| Contributions to Other Funds | | | | |
| REV.CDL.01 - Casas de Luz | 25,604.70 | 0.00 | 25,604.70 | 100.0% |
| REV.LIB.01 - Library Fund | 96.01 | 0.00 | 96.01 | 100.0% |
| REV.SPC.01 - Special Collection | 1,973.77 | 0.00 | 1,973.77 | 100.0% |
| Total Contributions to Other Funds | 27,674.48 | 0.00 | 27,674.48 | 100.0% |
| Total Revenues | 197,095.25 | 385,500.00 | -188,404.75 | 51.13% |
| Total Income | 197,095.25 | 385,500.00 | -188,404.75 | 51.13% |
| Gross Profit | 197,095.25 | 385,500.00 | -188,404.75 | 51.13% |
| Expense | | | | |
| Operations Expenses | | | | |
| Office | | | | |
| OPS.OFF.01 - Postage | 136.66 | 400.00 | -263.34 | 34.17% |
| OPS.OFF.02 - Office Supplies | 454.74 | 1,500.00 | -1,045.26 | 30.32% |
| OPS.OFF.03 - Copier | 2,563.70 | 7,400.00 | -4,836.30 | 34.65% |
| OPS.OFF.04 - eSubscriptions | 704.79 | 2,500.00 | -1,795.21 | 28.19% |
| OPS.OFF.05 - Phone & Internet | 1,148.68 | 3,000.00 | -1,851.32 | 38.29% |
| OPS.OFF.06 - Adm Mileage Exp | 25.00 | 100.00 | -75.00 | 25.0% |
| OPS.OFF.07 - Other Expenses | 95.91 | 300.00 | -204.09 | 31.97% |
| Total Office | 5,129.48 | 15,200.00 | -10,070.52 | 33.75% |
| Finance | | | | |
| OPS.FIN.01 - Accounting Fees | 3,120.00 | 10,560.00 | -7,440.00 | 29.55% |
| OPS.FIN.02 - Credit Card Fees | 343.96 | 1,500.00 | -1,156.04 | 22.93% |
| OPS.FIN.03 - Bank Fees | 9.00 | 240.00 | -231.00 | 3.75% |
| OPS.FIN.04 - Other Expenses | 199.50 | 1,000.00 | -800.50 | 19.95% |
| Total Finance | 3,672.46 | 13,300.00 | -9,627.54 | 27.61% |
| Site | | | | |
| OPS.SIT.01 - Property Insurance | 0.00 | 6,000.00 | -6,000.00 | 0.0% |

The Unitarian Universalist Fellowship of San Diegoito
Profit & Loss Budget vs. Actual
July through October 2022

| | Jul 2022 - Oct 2022 | Annual Budget | \$ Over/Under Budget | 33.3% of Year % of Budget |
|------------------------------------|------------------------|------------------|-------------------------|------------------------------|
| OPS.SIT.02 - Real Estate Taxes | 2,032.77 | 4,100.00 | -2,067.23 | 49.58% |
| OPS.SIT.03 - Gas & Electric | -213.90 | 100.00 | -313.90 | -213.9% |
| OPS.SIT.04 - Water | 981.26 | 3,500.00 | -2,518.74 | 28.04% |
| OPS.SIT.07 - B&G Maintenance | 3,860.29 | 10,000.00 | -6,139.71 | 38.6% |
| Total Site | 6,660.42 | 23,700.00 | -17,039.58 | 28.1% |
| Total Operations Expenses | 15,462.36 | 52,200.00 | -36,737.64 | 29.62% |
| 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% |
| COM.COM.03 - Communcations Exp | 50.00 | 500.00 | -450.00 | 10.0% |
| 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 | 1,725.00 | 3,200.00 | -1,475.00 | 53.91% |
| Total Committee Expenses | 1,775.00 | 6,000.00 | -4,225.00 | 29.58% |
| Program Expenses | | | | |
| EXP.FNF.03 - Fun&Fellowship Exp | 506.97 | 1,000.00 | -493.03 | 50.7% |
| 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 | 515.52 | 1,000.00 | -484.48 | 51.55% |
| Total Program Expenses | 1,082.49 | 5,000.00 | -3,917.51 | 21.65% |
| Other Fund Expenses | | | | |
| EXP.OES-03 - CalOES Fund Exp | 31,293.65 | | | |
| EXP.CAP.03 - Capital Fund Exp | 25,268.07 | | | |
| EXP.CDL.03 - Casas de Luz Exp | 31,827.77 | | | |
| EXP.MWL.03 - Memorial Wall Exp | 81.56 | | | |
| EXP.SPC.03 - Special Coll Exp | 2,703.37 | | | |
| Total Other Fund Expenses | 91,174.42 | | | |
| Payroll Expenses | | | | |
| Minister Expenses | | | | |
| PER.MIN.00 - MIN Housing | 7,184.55 | 62,266.00 | -55,081.45 | 11.54% |
| PER.MIN.02 - MIN UUA Pension | 773.43 | 6,227.00 | -5,453.57 | 12.42% |
| PER.MIN.03 - in Lieu of FICA | 549.63 | 4,763.00 | -4,213.37 | 11.54% |
| PER.MIN.08 - MIN Prof Exp | 0.00 | 8,000.00 | -8,000.00 | 0.0% |
| PER.MIN.10 - Moving Expenses | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Total Minister Expenses | 8,507.61 | 86,256.00 | -77,748.39 | 9.86% |
| DRE Expenses | | | | |
| PER.DRE.01 - DRE Wages | 0.00 | 16,500.00 | -16,500.00 | 0.0% |
| PER.DRE.03 - ER Payoll Taxes | 0.00 | 1,262.00 | -1,262.00 | 0.0% |
| PER.DRE.04 - DRE Medical | -233.70 | 0.00 | -233.70 | 100.0% |
| Total DRE Expenses | -233.70 | 17,762.00 | -17,995.70 | -1.32% |
| Administrator Expenses | | | | |
| PER.ADM.01 - ADM Wages | 14,432.88 | 56,420.00 | -41,987.12 | 25.58% |
| PER.ADM.02 - ADM UUA Pension | 1,186.08 | 5,642.00 | -4,455.92 | 21.02% |
| PER.ADM.03 - ER Payroll Taxes | 841.00 | 4,316.00 | -3,475.00 | 19.49% |

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

| | <u>Jul 2022 - Oct 2022</u> | <u>Annual Budget</u> | <u>\$ Over/Under Budget</u> | <u>33.3% of Year % of Budget</u> |
|--|--------------------------------|--------------------------|---------------------------------|--------------------------------------|
| PER.ADM.04 - ADM Medical | 4,080.80 | 11,284.00 | -7,203.20 | 36.16% |
| PER.ADM.07 - ADM LTDLife Ins | 267.44 | 0.00 | 267.44 | 100.0% |
| Total Administrator Expenses | <u>20,808.20</u> | <u>77,662.00</u> | <u>-56,853.80</u> | <u>26.79%</u> |
| Music Program Expenses | | | | |
| Choir Director | | | | |
| PER.MUS.01 - Choir Dir Wages | 1,280.76 | 16,500.00 | -15,219.24 | 7.76% |
| PER.MUS.03 - ER Payroll Tax | 0.00 | 1,262.00 | -1,262.00 | 0.0% |
| Total Choir Director | <u>1,280.76</u> | <u>17,762.00</u> | <u>-16,481.24</u> | <u>7.21%</u> |
| Accompanist | | | | |
| PER.MUS.11 - Accompanist Wages | 3,392.32 | 10,830.00 | -7,437.68 | 31.32% |
| PER.MUS.12 - Accompanist PR Tax | 191.19 | 828.00 | -636.81 | 23.09% |
| Total Accompanist | <u>3,583.51</u> | <u>11,658.00</u> | <u>-8,074.49</u> | <u>30.74%</u> |
| Total Music Program Expenses | <u>4,864.27</u> | <u>29,420.00</u> | <u>-24,555.73</u> | <u>16.53%</u> |
| Site Support Staff Expenses | | | | |
| PER.SIT.01 - Childcare | 0.00 | 2,020.00 | -2,020.00 | 0.0% |
| PER.SIT.02 - Custodian | 2,691.25 | 8,710.00 | -6,018.75 | 30.9% |
| PER.SIT.03 - Site Caretaker | 2,115.00 | 4,200.00 | -2,085.00 | 50.36% |
| PER.SIT.09 - AV Specialist | 4,687.50 | 16,250.00 | -11,562.50 | 28.85% |
| PER.SIT.10 - AV Assistant | 0.00 | 2,125.00 | -2,125.00 | 0.0% |
| PER.SIT.12 - ER Payroll Taxes | 966.55 | 1,882.00 | -915.45 | 51.36% |
| Total Site Support Staff Expenses | <u>10,460.30</u> | <u>35,187.00</u> | <u>-24,726.70</u> | <u>29.73%</u> |
| PER.MIS.01 - Worker's Comp Ins | 1,519.00 | 2,250.00 | -731.00 | 67.51% |
| PER.MIS.02 -Other Personnel Exp | 376.00 | 500.00 | -124.00 | 75.2% |
| Payroll Expenses - Other | 22.75 | | | |
| Total Payroll Expenses | <u>46,324.43</u> | <u>249,037.00</u> | <u>-202,712.57</u> | <u>18.6%</u> |
| Total Expense | <u>155,818.70</u> | <u>313,237.00</u> | <u>-157,418.30</u> | <u>49.75%</u> |
| Net Ordinary Income | <u>41,276.55</u> | <u>72,263.00</u> | <u>-30,986.45</u> | <u>57.12%</u> |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| Board Approved Expenses | <u>2,107.59</u> | | | |
| Total Other Expense | <u>2,107.59</u> | | | |
| Net Other Income | <u>-2,107.59</u> | | | |
| Net Income | <u><u>39,168.96</u></u> | <u><u>72,263.00</u></u> | <u><u>-33,094.04</u></u> | <u><u>54.2%</u></u> |

The Unitarian Universalist Fellowship of San Diegoito
Profit & Loss Budget vs. Actual
July through October 2022

| | Jul 2022 - Oct 2022 | Annual Budget | \$ Over/Under Budget | 33.3% of Year % of Budget |
|-------------------------------------|------------------------|------------------|-------------------------|------------------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Revenues | | | | |
| Pledges | | | | |
| REV.PLG.01 - Pledge Income | 138,007.32 | 304,000.00 | -165,992.68 | 45.4% |
| Total Pledges | 138,007.32 | 304,000.00 | -165,992.68 | 45.4% |
| Site Rental | | | | |
| REV.SIT.01 - Sandy Hill | 12,010.14 | 49,200.00 | -37,189.86 | 24.41% |
| REV.SIT.02 - Special Event | 1,105.00 | 3,000.00 | -1,895.00 | 36.83% |
| Total Site Rental | 13,115.14 | 52,200.00 | -39,084.86 | 25.13% |
| Fundraising | | | | |
| REV.AUC.01 - Auction | 300.00 | 13,000.00 | -12,700.00 | 2.31% |
| REV.FDR.02 - Other | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Total Fundraising | 300.00 | 15,000.00 | -14,700.00 | 2.0% |
| Contributions to General Fund | | | | |
| REV.SUN.01 - Sunday Collection | 3,696.44 | 9,000.00 | -5,303.56 | 41.07% |
| REV.MIS.01 - Scripp Sales | 129.65 | 300.00 | -170.35 | 43.22% |
| REV.MIS.02 - Other | 8,909.95 | 5,000.00 | 3,909.95 | 178.2% |
| Total Contributions to General Fund | 12,736.04 | 14,300.00 | -1,563.96 | 89.06% |
| Contributions to Programs | | | | |
| REV.FNF.01 - Fun&Fellowship | 129.89 | 0.00 | 129.89 | 100.0% |
| Total Contributions to Programs | 129.89 | 0.00 | 129.89 | 100.0% |
| Total Revenues | 164,288.39 | 385,500.00 | -221,211.61 | 42.62% |
| Total Income | 164,288.39 | 385,500.00 | -221,211.61 | 42.62% |
| Gross Profit | 164,288.39 | 385,500.00 | -221,211.61 | 42.62% |
| Expense | | | | |
| Operations Expenses | | | | |
| Office | | | | |
| OPS.OFF.01 - Postage | 136.66 | 400.00 | -263.34 | 34.17% |
| OPS.OFF.02 - Office Supplies | 454.74 | 1,500.00 | -1,045.26 | 30.32% |
| OPS.OFF.03 - Copier | 2,563.70 | 7,400.00 | -4,836.30 | 34.65% |
| OPS.OFF.04 - eSubscriptions | 659.79 | 2,500.00 | -1,840.21 | 26.39% |
| OPS.OFF.05 - Phone & Internet | 1,148.68 | 3,000.00 | -1,851.32 | 38.29% |
| OPS.OFF.06 - Adm Mileage Exp | 18.75 | 100.00 | -81.25 | 18.75% |
| OPS.OFF.07 - Other Expenses | 95.91 | 300.00 | -204.09 | 31.97% |
| Total Office | 5,078.23 | 15,200.00 | -10,121.77 | 33.41% |
| Finance | | | | |
| OPS.FIN.01 - Accounting Fees | 3,120.00 | 10,560.00 | -7,440.00 | 29.55% |
| OPS.FIN.02 - Credit Card Fees | 315.84 | 1,500.00 | -1,184.16 | 21.06% |
| OPS.FIN.03 - Bank Fees | 9.00 | 240.00 | -231.00 | 3.75% |
| OPS.FIN.04 - Other Expenses | 199.50 | 1,000.00 | -800.50 | 19.95% |
| Total Finance | 3,644.34 | 13,300.00 | -9,655.66 | 27.4% |
| Site | | | | |
| OPS.SIT.01 - Property Insurance | 0.00 | 6,000.00 | -6,000.00 | 0.0% |
| OPS.SIT.02 - Real Estate Taxes | 2,032.77 | 4,100.00 | -2,067.23 | 49.58% |
| OPS.SIT.03 - Gas & Electric | -234.77 | 100.00 | -334.77 | -234.77% |
| OPS.SIT.04 - Water | 981.26 | 3,500.00 | -2,518.74 | 28.04% |
| OPS.SIT.07 - B&G Maintenance | 3,860.29 | 10,000.00 | -6,139.71 | 38.6% |
| Total Site | 6,639.55 | 23,700.00 | -17,060.45 | 28.02% |

The Unitarian Universalist Fellowship of San Diegoito
Profit & Loss Budget vs. Actual
July through October 2022

| | Jul 2022 - Oct 2022 | Annual Budget | \$ Over/Under Budget | 33.3% of Year % of Budget |
|-------------------------------------|------------------------|------------------|-------------------------|------------------------------|
| Total Operations Expenses | 15,362.12 | 52,200.00 | -36,837.88 | 29.43% |
| 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% |
| COM.COM.03 - Communcations Exp | 50.00 | 500.00 | -450.00 | 10.0% |
| 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 | 1,725.00 | 3,200.00 | -1,475.00 | 53.91% |
| Total Committee Expenses | 1,775.00 | 6,000.00 | -4,225.00 | 29.58% |
| 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 | 515.52 | 1,000.00 | -484.48 | 51.55% |
| Total Program Expenses | 1,040.51 | 5,000.00 | -3,959.49 | 20.81% |
| Payroll Expenses | | | | |
| Minister Expenses | | | | |
| PER.MIN.00 - MIN Housing | 7,184.55 | 62,266.00 | -55,081.45 | 11.54% |
| PER.MIN.02 - MIN UUA Pension | 773.43 | 6,227.00 | -5,453.57 | 12.42% |
| PER.MIN.03 - in Lieu of FICA | 549.63 | 4,763.00 | -4,213.37 | 11.54% |
| PER.MIN.08 - MIN Prof Exp | 0.00 | 8,000.00 | -8,000.00 | 0.0% |
| PER.MIN.10 - Moving Expenses | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Total Minister Expenses | 8,507.61 | 86,256.00 | -77,748.39 | 9.86% |
| DRE Expenses | | | | |
| PER.DRE.01 - DRE Wages | 0.00 | 16,500.00 | -16,500.00 | 0.0% |
| PER.DRE.03 - ER Payoll Taxes | 0.00 | 1,262.00 | -1,262.00 | 0.0% |
| PER.DRE.04 - DRE Medical | -233.70 | 0.00 | -233.70 | 100.0% |
| Total DRE Expenses | -233.70 | 17,762.00 | -17,995.70 | -1.32% |
| Administrator Expenses | | | | |
| PER.ADM.01 - ADM Wages | 14,432.88 | 56,420.00 | -41,987.12 | 25.58% |
| PER.ADM.02 - ADM UUA Pension | 1,186.08 | 5,642.00 | -4,455.92 | 21.02% |
| PER.ADM.03 - ER Payroll Taxes | 841.00 | 4,316.00 | -3,475.00 | 19.49% |
| PER.ADM.04 - ADM Medical | 4,080.80 | 11,284.00 | -7,203.20 | 36.16% |
| PER.ADM.07 - ADM LTDLife Ins | 267.44 | 0.00 | 267.44 | 100.0% |
| Total Administrator Expenses | 20,808.20 | 77,662.00 | -56,853.80 | 26.79% |
| Music Program Expenses | | | | |
| Choir Director | | | | |
| PER.MUS.01 - Choir Dir Wages | 1,280.76 | 16,500.00 | -15,219.24 | 7.76% |
| PER.MUS.03 - ER Payroll Tax | 0.00 | 1,262.00 | -1,262.00 | 0.0% |
| Total Choir Director | 1,280.76 | 17,762.00 | -16,481.24 | 7.21% |
| Accompanist | | | | |
| PER.MUS.11 - Accompanist Wages | 3,392.32 | 10,830.00 | -7,437.68 | 31.32% |
| PER.MUS.12 - Accompanist PR Tax | 191.19 | 828.00 | -636.81 | 23.09% |
| Total Accompanist | 3,583.51 | 11,658.00 | -8,074.49 | 30.74% |

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

| | <u>Jul 2022 - Oct 2022</u> | <u>Annual Budget</u> | <u>\$ Over/Under Budget</u> | <u>33.3% of Year % of Budget</u> |
|-----------------------------------|--------------------------------|--------------------------|---------------------------------|--------------------------------------|
| Total Music Program Expenses | 4,864.27 | 29,420.00 | -24,555.73 | 16.53% |
| Site Support Staff Expenses | | | | |
| PER.SIT.01 - Childcare | 0.00 | 2,020.00 | -2,020.00 | 0.0% |
| PER.SIT.02 - Custodian | 2,356.25 | 8,710.00 | -6,353.75 | 27.05% |
| PER.SIT.03 - Site Caretaker | 2,115.00 | 4,200.00 | -2,085.00 | 50.36% |
| PER.SIT.09 - AV Specialist | 4,687.50 | 16,250.00 | -11,562.50 | 28.85% |
| PER.SIT.10 - AV Assistant | 0.00 | 2,125.00 | -2,125.00 | 0.0% |
| PER.SIT.12 - ER Payroll Taxes | 966.55 | 1,882.00 | -915.45 | 51.36% |
| Total Site Support Staff Expenses | 10,125.30 | 35,187.00 | -25,061.70 | 28.78% |
| PER.MIS.01 - Worker's Comp Ins | 1,906.00 | 2,250.00 | -344.00 | 84.71% |
| PER.MIS.02 -Other Personnel Exp | 376.00 | 500.00 | -124.00 | 75.2% |
| Payroll Expenses - Other | 8.75 | | | |
| Total Payroll Expenses | 46,362.43 | 249,037.00 | -202,674.57 | 18.62% |
| Total Expense | 64,540.06 | 313,237.00 | -248,696.94 | 20.6% |
| Net Ordinary Income | 99,748.33 | 72,263.00 | 27,485.33 | 138.04% |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| Board Approved Expenses | 2,107.59 | | | |
| Total Other Expense | 2,107.59 | | | |
| Net Other Income | -2,107.59 | | | |
| Net Income | <u>97,640.74</u> | <u>72,263.00</u> | <u>25,377.74</u> | <u>135.12%</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>97,640.74</u> | <u>101,668.00</u> | <u>(4,027.26)</u> | |

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

| | <u>Oct 31, 22</u> |
|--|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Union Bank Chkg | 320,618.58 |
| Total Checking/Savings | <u>320,618.58</u> |
| Total Current Assets | 320,618.58 |
| Other Assets | |
| Investments | |
| UUCEF - Endowment Fund | 111,568.22 |
| Vanguard x2001-Capital Campaign | 813,766.55 |
| Total Investments | <u>925,334.77</u> |
| Total Other Assets | 925,334.77 |
| TOTAL ASSETS | <u><u>1,245,953.35</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | |
| Union Bank CC | 134.00 |
| Total Credit Cards | 134.00 |
| Other Current Liabilities | |
| Bonus' Payable | 473.42 |
| Payroll Liabilities | |
| LIA.PER.01 - Payroll Taxes | 572.04 |
| LIA.PER.02 - UUA Pension | 959.10 |
| LIA.PER.03 - Medical Insurance | -5,071.69 |
| Payroll Liabilities - Other | 480.00 |
| Total Payroll Liabilities | <u>-3,060.55</u> |
| Total Other Current Liabilities | <u>-2,587.13</u> |
| Total Current Liabilities | -2,453.13 |
| Long Term Liabilities | |
| Long Term Liabilities | |
| LIA.OPS.01 - Solar Loans | 18,386.88 |
| Total Long Term Liabilities | <u>18,386.88</u> |
| Total Long Term Liabilities | 18,386.88 |
| Total Liabilities | 15,933.75 |
| Equity | |
| Unrealized Gains&Losses | |
| Unrealized Gains&Losses Vangrd | -4,244.26 |
| Unrealized Gains&Losses UUCEF | -23,359.31 |
| Total Unrealized Gains&Losses | <u>-27,603.57</u> |
| Permanent Restricted | |
| FND.END.01 - Endowment Fund | 111,568.22 |

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

| | Oct 31, 22 |
|--|---------------------|
| Total Permanent Restricted | 111,568.22 |
| Temp. Restricted | |
| Building Funds | |
| FND.CAP.01 - Capital Campaign Fund | 891,646.61 |
| Total Building Funds | 891,646.61 |
| Program Funds | |
| FND.FNF.04 - Fun&Fellowship Fund | 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 Discretionary Fund | 4,275.96 |
| FND.YOU.04 - Youth Discretionary Fund | 3,786.36 |
| Total Other Funds | 96,473.50 |
| 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 | 1,042,298.33 |
| Unrestricted Net Assets | 60,500.31 |
| Net Income | 39,168.96 |
| Total Equity | 1,225,932.25 |
| TOTAL LIABILITIES & EQUITY | 1,241,866.00 |

UUFSD Policy and Procedure Document**Policy ID: 142****Title: Staff Expense Authorization**

Date Approved: May 15, 2011 by the Board of Directors

Updated March 21, 2017 by the Board of Directors

Updated October 24, 2020 by the Board of Directors

Updated November 13, 2022 by the Board of Directors

Purpose

Establish guidelines for UUFSD staff regarding authorization of expenditures and requests for reimbursements.

Policy

The Minister is authorized to spend funds from the following:

Minister Professional Expense Account (PER.MIN.08)

Minister Discretionary Fund (EXP.MIN.03)

The Congregational Administrator is authorized to spend funds from the following:

All accounts listed under Expense/Operations Expenses/Office:

OPS.OFF.01 – Postage

OPS.OFF.02 – Office Supplies

OPS.OFF.03 – Copier

OPS.OFF.04 – eSubscriptions

OPS.OFF.05 – Telephone & Internet

OPS.OFF.06 – Office Mileage (for mileage incurred when running errands for UUFSD)

OPS.OFF.07 – Other Expenses

These accounts listed under Expense/Operations Expenses/Site:

OPS.SIT.01 – Property Insurance

OPS.SIT.02 – Real Estate Taxes

OPS.SIT.03 – Gas & Electric

OPS.SIT.04 – Water

These accounts listed under Expense/Payroll Expenses:

PER.MIS.01 – Worker’s Comp Insurance

PER.MIS.02 – Other Personnel Expenses

The Director of Religious Education is authorized to spend funds from the following:

Director of Religious Education Professional Expense Account (PER.DRE.08)

Religious Education Program Expense Account (EXP.REL.03)

The Music Director is authorized to spend funds from the following:

Music Director Professional Expense Account (PER.MUS.08)

Music Program Expense Account (EXP.MUS.03)

Procedure

The staff member submitting and authorizing the reimbursement request must use UUFSD's online Expense Reimbursement Form (<https://uufsd.org/expense-reimbursement-form/>).

Attach scans or digital photos of the bills or receipts when apropos. If, in a given circumstance, using this form is impossible, please speak to the Congregational Administrator on how to submit a paper Expense Authorization Form.

Checks should be requested at least 10 calendar days before they are needed. All efforts will be made to issue and sign checks within 10 calendar days of the request.

If a purchase was made using a Fellowship credit card, all receipts must be submitted and attached to a completed expense authorization form, designating the account(s) for the charge to be applied to. Receipts should be submitted as soon as possible after purchase is made, and no later than one week after the close of the billing period. Failure to submit receipts on two occasions within a one-year period will be grounds for cancellation of the credit card.

When the Minister, Music Director, or Religious Education Director authorize expenditures from their respective professional expense accounts or from any discretionary funds under their control, they must include a summary of that activity in their monthly report to the Board. Any single expense of over \$500 must receive prior Board approval.

CalOES Grant Report, November 12, 2022.

1. Security Film has been installed on classroom windows and the preschool director's office windows. This film is not bullet proof, but prevents glass from shattering and falling from its frame, which is often a major cause of injury. It therefore also prevents "smash and grab" attempts as the glass remains in place when damaged. It is completely transparent.
2. Bollards: Bollards have been installed at the transition from the upper parking lot to the walkway to the center of campus. The center bollard is removable and secured with a padlock, the key for which is secured in the office.
3. Locks: Six digital/proximity locks with audit trail have been installed. These are located on the Admin Building, Library, Founders Hall, Kitchen, and both bathrooms. They run off of batteries. As a safety backup, therefore, we will be hiring a locksmith to rekey them to the same master key. Only the Administrator, the Minister, and the Building & Grounds Coordinators will have copies of this master. Tracey has been distributing the numbered keycards, logging who receives what number card and what other keys these card holders have in their possession. We are therefore regaining significant control over who has access to what locations on campus.
4. Security lights and cameras and WIFI network: Existing motion activated floodlights on the four classrooms, many of which were no longer working, have been replaced with combo motion activated floodlights and security cameras. These have already proven useful. Additionally, there are seven solar powered security cameras on campus: five on Founder's hall covering the parking lot, stairs, path to the bathrooms, and the core area; one on the library covering the entrances to the library and admin building, and one covering the upper parking lot. An eighth is being planned to cover the playground. The office administrator has the master [Ring.com](https://www.ring.com) account that allows monitoring live and recorded footage. Installation of these cameras has also required the installation of equipment to extend the reach of our wifi network to all four classrooms. This is timely and appreciated by Sandy Hill teachers, who are now using a digital checkin/checkout system with their children.
5. Emergency Kiosk: The footing for this solar powered kiosk, which will provide a direct line to the watch commander with our location information (akin to calling 911 from a landline), has been poured and we expect installation before Thanksgiving. We have arranged for the requisite dedicated Verizon phone line to support this direct line. This unit will also provide PA capability, so in the event of an incident, an authorized user can use it to instruct those on campus regarding the nature of the emergency and how to conduct themselves.
6. Incident Response Training: This will be held in Founder's Hall on Saturday, November 19, 2022. All are welcome and encouraged to attend.

The Security Film contract has been completed and submitted to CalOES for reimbursement. We have to wait to apply for reimbursement for the other projects until

installation is complete, paid for, and we have received a receipt for payment. All of our vendors are being very responsive, and I am confident we will make our deadlines.

There will be ongoing costs to support these security enhancements:

- The [Ring.com](https://www.ring.com) account, which hosts the camera recordings, costs \$10/month
- The dedicated Verizon line for the kiosk will likely cost \$15/month
- We may have to increase our upload bandwidth with Spectrum to support streaming of Sunday Service while also operating the security cameras. Tracey looked into this and it might increase our internet costs by up to \$100/month. So far, with all cameras active, we have not had any troubles with Sunday Services, so this is still an unknown.

All my best,
Sarah

Sarah L. Miller
UUFSD Treasurer
treasurer@uufsd.org