

UUFSD Board of Directors Meeting
December 11, 2022 11:30 am
Founders Hall

Present:

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

Also Present:

Rev Ellie Kilpatrick, Minister, non-voting advisory
Sarah Miller, Treasurer, non-voting advisory
Alice Brzovic, Member
Julia Darling, Member

Chalice Lighting & Chalice Reading:

Board Covenant:

1. **Presentation on Amazon Smile** by Alice Brzovic

Alice is requesting that the Board vote to discontinue using Amazon Smile for our Fellowship's financial benefit.

Amazon Smile's values are in opposition to several of our principles. The company is anti-small business and supports anti-democratic candidates at all levels. They are trying to control the marketplace. An example of which is Zappos (shoe company) whom they undersell and forced Zappos to be bought by Amazon in order to survive. Amazon now own Whole Foods. Other examples were given. Amazon forces consumers into a position of becoming "Amazon addicts" and actually lose money on the fast and free delivery but make up the loss with the costs of membership with Amazon Prime and hooking people on the convenience factor. They are known for abusing workers with reported poor working conditions; Amazon is anti-union. The average worker stays only 8 months at Amazon. While they appear to be philanthropic (e.g. donating millions to Dolly Parton charities) the company just laid off 10K workers. Bezos, founder of Amazon, pays no taxes and he politics to encourage people to support low taxes for the wealthy.

ACTION: The Board decided to further discuss this request and put it up for a vote in our next Board meeting to neither advertise nor accept money from Amazon Smile.

Rev Ellie advises that when we have a presentation the full time for presentation could be used but it leaves no time for discussion. Therefore, the time allotted includes presentation and discussion.

0. Update on 8th Principle Journeying Toward Wholeness Committee:

Julia Darling and Liora Kian-Gutierrez

Formerly request to the Board that the committee be turned into a Task Force; a task force was briefly defined as having a specific focus and is temporary vs committee, which has broader focus and is on-going. The 8th Principle Committee It is currently a standing committee. They plan to reach out to younger members for the task force as they may not be able to commit to a committee but might be willing to be involved at a less demanding level. A task force does not need a P&P or budgets etc.. This Task Force will update the Board on a regular basis.

Discussion: The Board and presenters discussed the benefits of shifting from a committee to a Task Force. Some examples included that the committee requires that the Board appoint a chairperson, that there could be budgetary issues involved, and most significantly that congregants are more likely to commit to a short-term task vs an ongoing one that committees often have. Also, while committee liaisons are required to submit a monthly report and try to attend the committee meetings, the task force will provide periodic updates to the Board. Rev Ellie advises against selecting people and instead encourages open ended invitation to all to participate. Rev Ellie requests the task force have a plan for when it has completed its task and how the work will be ongoing for the congregation. It was noted that the process of integrating the 8th Principle into all that we do and who we are as a faith community is expected to be a long process of several years.

In January they will be seeking members and friends for the Task Force. The plan is to follow the UU of Southern Delaware's already established framework. The TF will be contacting committee chairs.

ACTION: The Board unanimously agreed to change the status of the 8th Principle committee to a Task Force.

0. Committee/Staff/Treasurer Reports refer to reports in Board Folder

Discussion: Regarding Planned Giving. As there was a request by the chairperson, whose term ended in October 2022, that the Board re-appoint him to the Planned Giving committee a vote was held.

It was unclear why the chairperson decided that no change in the Bylaws were required regarding adding an additional Music Program fund.

Decision: The Board unanimously approved the request to re-appointment Mark Tuller for a 3 year term on the Planned Giving Committee retro-active to October 22, 2022.

Committee, Staff/Treasurer reports accepted as written.

ACTION: Committee Liaison to notify Mark of his re-appointment as chairperson. Liaison also to request clarification in writing regarding his rationale to not change the ByLaws regarding the addition fund.

0. **Holiday Bonuses Distribution:**

Discussion: A member of the congregation requested that the Board review the distribution of the holiday bonuses and suggested that most of the donations go to our set-up crew since we only pay them minimum wage. In the past, this distribution has primarily been based on a percentage of hours for a given employee/total staff hours. This has meant very small bonuses for our set up staff.

Decision: Due to limited time the discussion and subsequent decision are postponed until next meeting, on December 21st when we will have more information regarding the amount of money collected for bonuses.

ACTION: The Treasurer will provide current information regarding the number of hours each employee has worked in 2022 and their current salaries or hourly wage

0. **Proposal to Increase Set Up Staff wages effective January 1, 2023:**

Discussion: Increase set-up staff wages to \$18/hour effective January 1, 2023 was proposed as minimum wage amounts will be increasing to \$15.50 in California. It would be consistent with our values to pay our set up staff more than just minimum wage.

Decision: The Board unanimously approved that there be an increase from \$15 to \$18/hour for set-up crew.

ACTION: Board Vice President to contact each set-up staff person individually then provide each with letter indicating the increase in salary and ask Administrator to place letter in personnel file. Sarah to notify bookkeeper.

0. ***Policy & Procedures:** (10 mins)

- #415 Fun & Fellowship:

The Board **unanimously accepted P&P #415**

#740 Kitchen Use, postpone further discussion until next meeting

#151 Infectious Disease Protocol

Discussion: The following changes to the P&P were discussed

- Clarified medical grade masks as surgical masks which UUFSD provides as needed, (KN95s, N95s and KF94s). If people are wearing a cloth mask they are to be offered a medical grade mask.

- If the County’s data shows Medium risk level for Covid or other infectious diseases large group meetings in the Hall or other buildings requires wearing medical grade masks at all times with the exception of the speaker at the lectern.
- If the County risk level is High all meetings/gatherings must be held virtually
- Eliminate last two sentences as highlighted in the original P&P

Decision: The Board unanimously agreed to change P&P according to the above proposal and Spacing seating in Founder’s Hall. No checking for Boosters. When in Medium risk levels, groups of 25 or less can make their own decisions about masking while meetings of 26 or more require masking. If we get to HIGH then all activities require masking at all times

ACTION: Board President to inform the P&P committee chair of the changes.

0. January 8th Congregational Forum “Journey Towards Our Deeper Selves

Discussion: The forum will consist of presenting a draft of a Behavioral Covenant, some proposed By Laws and Committee Operation changes, as well as answering questions about our finances. We reviewed the draft of the Behavioral Covenant developed by Rev. Ellie (reference attachment). The development and acceptance of a Behavioral Covenant is one of the recommendations made by Dr. Frank Wiley in his summary of the *What Now Conversations* series. Rev Ellie noted that we may not have time to vote on the Behavioral Covenant at the January Congregational meeting as those attending the Forum may need more time to process the content and offer suggestions. The vote may need to be off until the June congregational meeting.

Decision: The Board agreed that offering process/small group meetings related to the covenant similar to “What Now Conversations” would be beneficial and to postpone the vote on the covenant until the June Congregational meeting. The Board further agreed to re-convene on December 21st at 3:00 pm via Zoom to finish preparing for the January 8th forum.

ACTION: Following the Forum Rev Ellie will create time slots in her Calendling system for people to sign up in groups to discuss the Behavioral Covenant with her and a Board member.
Board Members are to sign up for a slot to assist in facilitating the meetings.

8. **Best Board Practices**, not discussed
9. **Concerts**, not discussed

10. **OFFICE CLOSURE** during the week between Christmas and New Year's to be discussed at the next Board meeting on 12/21.

BOARD ACTIONS COMPLETED VIA GOOGLE POLL:

- **Approval of Board Meetings 2022-11-13 and 2022-11-18 Official Records**

Next Board meeting Wednesday 12/21/22 at 3:00pm via zoom

Meeting ended at 2:00 p.m.

Minutes taken by Livia Walsh, Secretary

APPENDED TO THESE MINUTES:

- Committee/Staff Reports
- Financial Statements
 - P&L 2022-11-30 unrestricted
 - P&L 2022-11-30 all
 - BS 2022-11-30
- Draft of Behavioral Covenant
- P&P 415 Fun & Fellowship

For DECEMBER 11, 2022 Board Mtg UUFSD Committee, Staff & Treasury Reports

Buildings and Grounds (Board Liaison - Angie Knappenberger)

A Few members met with the Fire Marshall to get clarification about a requirement for UUFSD to clean up the pine needles around campus. We have years and years of build up needles and we are being required to reduce this. Volunteers have filled up the dumpster with pine needles up to 7 times in the last month. The Fire Marshall will be monitoring our progress. A dead pine tree in the amphitheater was cut down by Jeff Severinghaus. Chris Faller has done an amazing job of installing decorative lights along the lower and upper bridges on the west side of campus. Still waiting updated proposal for painting Founders Hall.

Campus Safety and Security (Board Liaison - Sarah Miller)

No report

Communications (Board Liaison - Liora Kian-Gutierrez) -

The committee will be meeting with Rev. Ellie to review all web pages on Wednesday, December 14.

Design Review (Board Liaison - Cathy Leach-Phillips)

Involved in work with Dream Builders and Board to push forward site renovation phases

Dream Builders (Board Liaison - Andi MacLeod)

The committee met on Dec 6, mainly to discuss the planned building projects at UUFSD. It's believed that all the bids on Phase 1-4 should be in by early Jan. The committee hopes it will be ready to discuss them at the Jan 15 meeting. Construction of the required curb and guttering for the projects should be started soon. In other news, the deck lights from the ampitheatre to the parking lot have been installed, and the team is considering a new drinking fountain replacement.

8th (Eighth) Principle Journeying toward Wholeness (Board Liaison - Liora Kian-Gutierrez)

Julie and Liora (co-chairs) will be requesting the Board to consider turning this group into a Task Force instead of committee. A full explanation will be provided in a verbal report at the December 11 board meeting. A step by step plan for integrating the 8th principle into our UUFSD life will be planned once a working group is convened in January. It is very important to have task force members who are fully committed to the work that can be challenging and triggering for some. It is important to seek members who identify as members of the global majority (POGM) and those who identify as white. The plan will mimic what UUSD (Unitarian Universalists of Southern Delaware) has very thoroughly planned and begun to implement. We are in a very different place than UUSD since UUFSD has already voted to adopt the 8th Principle. We thoroughly appreciate the vision of the Board of Directors for encouraging this work to go forward in a formal plan.

Finance Committee (Board Liaison - Angie Knappenberger)

Committee will be updating money-related P&Ps in the near future: P&P 115 (Treasurer's Responsibilities) , P&P 141 (Reimbursements and check request) , P&P 143 (Authorized CHeck Signers), P&P 150 (Cash

Management on Sunday), P&P 175 ((Capital Campaign Funds - never approved) , P&P 440 (Finance COmmittee Responsibilities), and P&P 590 (Donor Information Security). . Next Meeting is 12/18 @ 7pm.

Fun & Fellowship (Board Liaison - Louise Lin Garrett)

The PnP for Fun and Fellowship Committee has been submitted for approval. The Fun and Fellowship committee hosted two Sunday Luncheons; one for October, UUFSD Chili Cook Off, and One for November, The Golden Ladle Award for the best Soup. There were 10 participants in October and nine in November. Great food and lots of samplers were voting on the Best of the Best.

Thanksgiving Day Dinner was celebrated on the Patio under the canopy because it was a beautiful day. Everyone ate Turkey, dressing and all the extra dishes until no more could be eaten. It was a warm and wonderful fellowship event with friends and new friends joining us.

December 3, was the UUFSD Holiday Decorating Party and Spaghetti lunch. The kids, mothers and others helped decorate the 12 foot tree in Founders Hall, the Fireplace/ Alter to celebrate the many Holidays celebrated in December. Poinsettias were placed around the Peace Pole above the entrance steps and on the Chancel in the Amphitheater.

Some of the money for the Grant has been used to purchase items for the kitchen. The Items purchased will be on display during Coffee Hour in December. More will be displaced as they are purchased. Everyone is encouraged to use the Kitchen for events.

Currently the committee is planning the Cookie and Hot Chocolate/Coffee Social after the Christmas eve Service.

Kitchen (Board Liaison - Andi MacLeod)

The kitchen P&P has been prepared for the Board to consider in this meeting. With received grant money, new kitchen equipment has been procured and will be displayed on two Sundays with signage about using the kitchen. Ways to make it easier for volunteers to sign up and be scheduled into helping in the kitchen on Sundays are in process. Helpful materials were found on the Chalice UU and Louise and Andi hope to confer with and visit with their hospitality team to get further ideas.

Leadership Development (Board Liaison - Andi MacLeod)

Nothing to report

Library (Board Liaison - Cathy Leach-Phillips)

Did not meet in December, but we have two new Committee members: Christy Turner and Kay Byrnes.

Cmte chair is Robin Mitchell and continuing members are Kerry Traylor and Cathy L-P.

Membership (Board Liaison -Liora Kian-Gutierrez)

Nothing to report

Music (Board Liaison - Cathy Leach-Phillips)

Barrelling towards Music Sunday, which will be completed right before this meeting. 😊

Music Cmte members are Jan Berlin (chair), Alisa Guralnick, Cathy L-P and Steve Milloy

Nominating Committee (Board Liaison - Angie Knappenberger)

Nothing to report

Pastoral Care (Board Liaison - Livia Walsh)

Rev Ellie presented a well attended Pastoral Care workshop in late November. The feedback indicated that the attendees found the information and activities personally meaningful and useful to maintain covenantal behavior within the UUFSD community. The committee plans to place an article in the newsletter on a regular basis titled "Be A Candle of Care" to identify categories of Pastoral Care actions congregants can offer.

Personnel (Board Liaison - Angie Knappenberger)

Committee has updated health insurance premiums for Denise Clark and reaching out to her regarding her choice of medical provider. Annual premiums will be Medical @ \$10,606 (Per Kaiser Permanente Gold), UUA Dental/Vision @ \$720, UUA Life @ \$428, and UUA LTD @ \$662. Total benefits \$12,416/year

Planned Giving/Endowment (Board Liaison - Livia Walsh)

The new Music Program Fund is now open. The anticipated major donation to this fund will no longer be forthcoming. The committee has developed a plan for the 2023 Grant Cycle which will be kicked-off at the January 2023 congregational meeting. Applications for grants will be due on April 15th. The committee is in the process of following up on the grants awarded in 2021 to make sure the grant money has been used. The issue of the need for this committee to change the by-laws related to the newly formed Music Program fund. It was determined that the current by-laws are sufficient to address endowment donations/funding, including that of the new Music Program Fund. Therefore there is no plan to change the current by-laws. The committee chairman is requesting that the Board re-appoint him as chair in January 2023 as his term was completed in October 2022. The committee will be creating its Policy and Procedure in 2023.

Board voted to appoint Mark Tuller as Planned Giving chairperson for another 3 year term.

Policies and Procedures (Board Liaison - Livia Walsh)

The following P&P's will be presented to the Board this month, December, for approval: Fun & Fellowship and Communications. The Planned Giving/Endowment committee will be developing their P&P in early 2023. The Finance committee is also planning to review and update its policies in 2023.

Religious Education (Board Liaison - Liora Kian-Gutierrez) -

- **RE Search Committee:** Met on 11/11/22 to interview Misty Cater for the position of RE Coordinator. The interview went well and the initial response to the candidate was positive. The RE Search Committee (Rev. Ellie, Susan Hahm, Liora Kian-Gutierrez, Stephanie Reed and Andrew Fry) agreed to meet at 8:15 am on 12/11/22 at UUFSD to discuss potential of shifting search efforts to a Minister of Religious Education job share with Pilgrim Church, editing the revised job description and discussing our current candidate in more detail.
- **Safe Congregation Task Force:** S. Hahm has received more information from other churches and Alisa Guralnik regarding Safe Congregation planning and has shared that info with the **Safe**

Congregation Task Force. (Andi McCleod, Chris Faller, Andrew Fry, Susan Hahm). The task force is in process on scheduling our next meeting.

- **This Week in Family Ministry:** S. Hahm has started a weekly RE email fashioned after a similar effort used at First UU SD.
- **RE Family Connection Events:**
 - **Game Night:** Wow, was this fun! S. Hahm coordinated and Scott Elliot officiated. RE Comm provided Costco pizza, one family brought drinks, one brought leftover birthday cake. All were encouraged to bring board games. Twenty-four attendees ranged in age from 5 to senior citizens. Many games were played and lots of laughs and new connections followed. We are planning another game night for January and hopefully making it a monthly activity.
 - **All Ages RE:** Rev. Ellie suggested at our Nov RE Committee meeting, both as a way to relieve some volunteer needs pressure, but also as a way to foster cross families connections, that we hold an all ages RE class or free play/create time on the playground at least one time per month. We stated that plan on 11/27, and will continue with the first Sunday of each month Jan through March 2023. Initial report is that the kids really seemed to enjoy it. It provided a central way to work on a fellowship-wide project, The Annual Giving Tree hand made paper ornaments. We witnessed some families meeting each other for the first time and connecting at pick up time.
- **RE Attendance Update:** Most weeks we have a new visiting family. They don't always register/participate in classes. Sunday morning sports and alternating parent weekends keep some of our families from participating regularly.
- Attendance chart can be found at the end of all committee reports.

Submitted 12/9/22

Susan Hahm, Chair, UUFSD RE Committee

Safe Congregation for Youth and Children (Board Liaison - Andi MacLeod)

Materials for the committee have been collected in a google folder and a time is being sought for everyone to meet on zoom.

Social Justice Action (Board Liaison - Andi MacLeod)

Another successful postcard and letter-writing campaign was held to urge voters in GA to vote in their runoff election. The next Social Justice committee is planned for December.

Staff (Board Liaison - Mary Anne Trause).

Met with the staff on 12/7/22. Denise Clark, our congregational admin-in-training, joined us and met the other staff members and learned what they do. We confirmed holiday service schedules, discussed the possibility of meeting in Founders' Hall for services when it is damp and cold Sunday mornings, and some questions related to choir miking. The Christmas Eve service will be at 4 pm rather than 3:30.

With respect to the issue of holding services inside, Rev. Ellie, Mary Anne and Angie discussed this as a follow-up to the staff meeting. We decided that since the policy on Sunday service location #411 says "There are times, however, when due to weather or unusual special requirements, services will be held in Founders Hall," the service can be held inside when it is cold and rain is predicted if the Covid transmission risk is low in the county. We also decided that for ease of planning, Rev. Ellie could

determine on Friday where the Sunday service will be. The clear preference every week will be the amphitheater with Founders' Hall the fallback location when deemed safer for the fellowship.

We also tentatively decided that whenever San Diego County moves into the medium or higher transmission rate for Covid-19, we could be inside but masks would be required. The fellowship would receive an email blast notifying them of the location change. Mary Anne will draft a revision of Policy #411 to include these changes. She will review it with the Worship committee and Board.

Tracey reported that the phones on campus are not working, but the incoming calls are rolling over to her phone so she can answer during business hours. Spectrum said it is not their problem so another company is fixing them. However, until they are fixed, a beeping sound sometimes goes off in Founders' Hall when All County Fire runs one of their tests and gets a "line down" notice. The alarm system provider is Live Safety. They've created a ticket to do the repair, but have not scheduled their visit yet. (Too much information, but I still don't totally understand!)

The important info is that the beeping can be stopped by going into the Worship closet, opening the red box and pushing the "Silence" button inside. The set up staff and Joe have been notified of this situation.

Stewardship (Board Liaison - Angie Knappenberger)

On board with Emma Revolution concert on March 18th for cost of \$1400 plus 70% of profits after our expenses are met. Suggesting that profits can be used to pay the \$35 fee for Emma's Revolution to do the Sunday service March 19th.

Worship (Board Liaison - Cathy Leach-Phillips)

Members include Mary Anne Trause (co chair), Chris Byrnes (co chair), Livia Walsh, Rev. Ellie, Cathy L-P and honorary member Lisa Shaffer.

Minor changes continually being made to Service Order and elements due to ideas from Rev. Ellie and suggestions received in email and in person from community members. Themes include Involving children more deeply into normal services (such as including them in Joys & Sorrows) and removing unnecessary announcements (or even simply unnecessary words) from early parts of the services (which are deemed less interesting than Sermon or more worshipful parts of the service).

Working well with Rev. Ellie. Processes for filling in for when Rev. Ellie is not in the pulpit are also going well. Always open to new Sunday morning Speakers.

Working to facilitate an outdoor Christmas Eve service, the first in the amphitheater in recent memory (last year's was canceled).

Considering "Chapel" proposal for Sunday mornings for folks who want to be on campus but find it difficult to walk to or be in the Amphitheater. This would be set up in West side of Fellowship Hall (with room divider up) each Sunday morning. Lisa Shaffer is helping to explore AV equipment needs with Joe C. The intent would be to keep this option until the ADA usability changes are made to the Amphitheater.

ADMINISTRATOR'S REPORT TO THE BOARD – DECEMBER 2022

MEMBERSHIP STATISTICS

Voting members:

Members emeritus:

Pledging friends:

Friends:

12/09/2022 - Total of members, members emeritus, pledging friends and friends: 209

SUNDAY ATTENDANCE

Date	In Person	On Zoom	On YouTube	Total
11/06/2022	81	9	10	100
11/13/2022	75	11	18	104
11/20/2022	85	18	19	122
11/27/2022	66	16	17	99
12/04/2022	66	16	12	94

MEMBERSHIP CHANGES

No membership changes this week.

RING CAMERA

The problem with the Ring cameras not working in the upper classrooms has been resolved.

OFFICE SCHEDULE AND PUBLICATIONS

The holidays are coming! I know the Board is still deciding if the office will have a paid week off between Christmas and New Year's Day (as we have done for over a decade) but I am ever hopeful (smile) so In anticipation of that here is the publication schedule:

There will be no Newsletter on December 30th, the final newsletter for the year will be published on December 23rd.

The OOS for December 24th will hopefully be completed and printed by December 22nd.

I will ask John Sherman to submit his information for the New Year's Day OOS so it can be ready and printed on December 22nd as well.

NEW ADMINISTRATOR

Denise Clark started training on Wednesday, December 7th. She's doing a fantastic job so far and I'm sure she's going to be amazing.

Respectfully submitted,

Tracey Weiss, Congregational Administrator

Minister's Report

Rev. Ellie Kilpatrick (she/her)

12/8/2022

Big Picture: As we continue the intentional work of “Journeying to our Deepest Self,” I was truly inspired to see 62 people in attendance at the “journeying towards congregational care and listening” workshop. The congregation is genuinely invested in listening to one another with care. This really bodes well for introducing the behavioral covenant more substantively.

Last month, I brought up the idea that we want to see the board and minister as a core of a center out web. I believe we're starting to see some of the pitfalls of being historically bottom up organized (policies and procedures are not necessarily well understood, individual members can make decisions without informing others, etc). None of this is done in malice, but rather habit. The board's job is to have policy and lines of communication clearly written and articulated. There have been a few examples of how having clear policy can be helpful. One such example is the Emma's Revolution thread. Having a clear set of procedures, line items, etc for outreach activities (which concerts fall into), will help us avoid confusion. Another example is learning about contracts that were signed without the board's knowledge. I invite you to see these examples not as failures but as opportunities to learn what kind of policies will help the board macro manage without micromanaging.

Worship and Rites of Passage:

This is one of the major areas that I am focusing on. The worship committee and I continue to work well together. I officiated a wedding a few weeks ago for UUFSD visitors (not yet members). The worship committee and I are discussing making a few changes beginning in January to reduce the length of time for non-spiritual components of worship (opening, announcements). I continue to be open to feedback.

Pastoral Care and Presence:

It was another busy month for pastoral care. One of our members lost their beloved spouse, and I have been providing care for her. I continued to meet with a number of members, although it was fewer than I hoped, since a cold has kept me working from home more in the past couple of weeks. As I mentioned above, it was wonderful to see the level of engagement that the congregation has in building communal care practices. This was evident in the workshop I led. The biggest piece of this puzzle will ultimately be the behavioral covenant that we put together and the process of restoration we seek to implement. One thing that came up multiple times in the workshop was that many members have anxiety about conflict. A behavioral covenant is a great way of engaging congregational dissonance before it reaches the level of conflict. That is ultimately it's purpose. It will be used in open conflicts as well, but the beauty is that it makes conflict easier to engage because there's a clear blueprint.

Spiritual Development for Self and Others:

I am continuing to work with the RE team to make sure they feel supported. 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. I am finding that a few members are having a harder time understanding my boundaries around not spearheading justice initiatives or attending fun and fellowship events that fall on a day/weekend off. This is natural, as it's very customary for ministers to attend fellowship events on Saturdays, and lead justice initiatives, but I will hold firm on these boundaries for this year while I'm still $\frac{2}{3}$ time.

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.

Leads the Faith into the Future:

I had a follow up meeting with Rev. Shockley, and we're eager to begin moving forward with the vision of a shared position. The RE committee would like to also continue to pursue the position as it is (there has been one candidate thus far). Regardless of the direction we ultimately decide upon, one trait that I will be vocal about as vital to the position is a person who is very well boundaried. Given our history, that will be crucial.

Behavioral Covenant

We, the members and friends of the Unitarian Universalist Fellowship of San Dieguito, do hereby covenant to

1. Communicate with kindness and curiosity.
2. Be direct with one another when conflict arises
3. Avoid emotional triangulation
4. Avoid making assumptions, and seek clarification.

5. Share only stories that are our own, or stories that we have explicit permission to share.
6. Be mindful of the impact of our words and actions.
7. Respond to the impact of our words and actions rather than the intent.
8. Apologize and seek restoration when we have caused harm.
9. To listen to one another with empathy.
10. Be conscientious not to assume “norms” and be open to different cultures, genders, learning styles, and races than our own.

Process:

1. Seek Direct Address between parties
2. If the parties cannot come to restoration on their own, the parties can ask for mediation of the COM or the Minister
3. Refusal to participate in mediation will result in a suspension of membership until engaging in mediation.
4. All mediation efforts are geared towards restoration rather than punishment. A member who makes a good faith effort to engage in mediation but does not seek to address harm caused during or after mediation may be asked to step back from activities that the other party is involved in.
5. At the end of mediation, both parties should come to an agreement about what restoration might look like, whether a simple apology, or a request for action.
6. A member that is asked to participate in mediation for harm caused for a 5th time will be asked not to participate in in-person events for 6 months. Once returning, they will be offered support from the minister or COM to have a plan in place to help them avoid further harm.
7. A member that is asked to participate in mediation for harm caused for a 10th time will be removed from membership.

The Unitarian Universalist Fellowship of San Dieguito

Profit & Loss Budget vs. Actual

July through November 2022

	Jul 2022 - Nov 2022	Annual Budget	\$ Over/Under Budget	42.7% of Year % of Budget	Notes
Ordinary Income/Expense					
Income					
Revenues					
Pledges					
REV.PLG.01 - Pledge Income	145,631.37	304,000.00	-158,368.63	47.91%	
Total Pledges	145,631.37	304,000.00	-158,368.63	47.91%	
Site Rental					
REV.SIT.01 - Sandy Hill	12,010.14	49,200.00	-37,189.86	24.41%	
REV.SIT.02 - Special Event	2,150.00	3,000.00	-850.00	71.67%	1
Total Site Rental	14,160.14	52,200.00	-38,039.86	27.13%	
Fundraising					
REV.AUC.01 - Auction	300.00	13,000.00	-12,700.00	2.31%	
REV.FDR.02 - Other	861.00	2,000.00	-1,139.00	43.05%	2
Total Fundraising	1,161.00	15,000.00	-13,839.00	7.74%	
Contributions to General Fund					
REV.SUN.01 - Sunday Collection	3,031.66	9,000.00	-5,968.34	33.69%	
REV.MIS.01 - Scripp Sales	129.65	300.00	-170.35	43.22%	
REV.MIS.02 - Other	9,318.46	5,000.00	4,318.46	186.37%	3
Total Contributions to General Fund	12,479.77	14,300.00	-1,820.23	87.27%	
Contributions to Programs					
REV.FNF.01 - Fun&Fellowship	229.89	0.00	229.89	100.0%	4
REV.SAC.01 - Social Action	960.00	0.00	960.00	100.0%	5
Total Contributions to Programs	1,189.89	0.00	1,189.89	100.0%	
Total Revenues	174,622.17	385,500.00	-210,877.83	45.3%	
Total Income	174,622.17	385,500.00	-210,877.83	45.3%	
Gross Profit	174,622.17	385,500.00	-210,877.83	45.3%	
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	3,219.73	7,400.00	-4,180.27	43.51%	
OPS.OFF.04 - eSubscriptions	726.79	2,500.00	-1,773.21	29.07%	
OPS.OFF.05 - Phone & Internet	1,410.00	3,000.00	-1,590.00	47.0%	
OPS.OFF.06 - Adm Mileage Exp	27.50	100.00	-72.50	27.5%	
OPS.OFF.07 - Other Expenses	95.91	300.00	-204.09	31.97%	
Total Office	6,071.33	15,200.00	-9,128.67	39.94%	
Finance					
OPS.FIN.01 - Accounting Fees	3,120.00	10,560.00	-7,440.00	29.55%	
OPS.FIN.02 - Credit Card Fees	365.47	1,500.00	-1,134.53	24.37%	
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	3,693.97	13,300.00	-9,606.03	27.77%	
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	1,446.94	3,500.00	-2,053.06	41.34%	
OPS.SIT.07 - B&G Maintenance	4,441.32	10,000.00	-5,558.68	44.41%	
Total Site	7,686.26	23,700.00	-16,013.74	32.43%	
Total Operations Expenses	17,451.56	52,200.00	-34,748.44	33.43%	

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

	Jul 2022 - Nov 2022	Annual Budget	\$ Over/Under Budget	42.7% of Year % of Budget	Notes
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 - Communications 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	1,850.00	3,200.00	-1,350.00	57.81%	
Total Committee Expenses	1,900.00	6,000.00	-4,100.00	31.67%	
Program Expenses					
EXP.FNF.03 - Fun&Fellowship Exp	899.44	1,000.00	-100.56	89.94%	6
EXP.MUS.03 - Music Program Exp	247.11	2,000.00	-1,752.89	12.36%	7
EXP.REL.03 - RE Program Exp	0.00	1,000.00	-1,000.00	0.0%	
EXP.SAC.03 - Social Action Exp	769.56	1,000.00	-230.44	76.96%	8
Total Program Expenses	1,916.11	5,000.00	-3,083.89	38.32%	
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	908.43	6,227.00	-5,318.57	14.59%	
PER.MIN.03 - in Lieu of FICA	549.63	4,763.00	-4,213.37	11.54%	
PER.MIN.07 - MIN LTDLife Ins	222.10	1,000.00	-777.90	22.21%	
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	8,864.71	87,256.00	-78,391.29	10.16%	
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%	
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	18,072.88	56,420.00	-38,347.12	32.03%	
PER.ADM.02 - ADM UUA Pension	1,482.60	5,642.00	-4,159.40	26.28%	
PER.ADM.03 - ER Payroll Taxes	1,124.57	4,316.00	-3,191.43	26.06%	
PER.ADM.04 - ADM Medical	5,101.00	11,284.00	-6,183.00	45.21%	
PER.ADM.07 - ADM LTDLife Ins	334.30	0.00	334.30	100.0%	
Total Administrator Expenses	26,115.35	77,662.00	-51,546.65	33.63%	
Music Program Expenses					
Choir Director					
PER.MUS.01 - Choir Dir Wages	1,921.14	16,500.00	-14,578.86	11.64%	
PER.MUS.03 - ER Payroll Tax	97.98	1,262.00	-1,164.02	7.76%	
Total Choir Director	2,019.12	17,762.00	-15,742.88	11.37%	
Accompanist					
PER.MUS.11 - Accompanist Wages	4,225.40	10,830.00	-6,604.60	39.02%	
PER.MUS.12 - Accompanist PR Tax	191.19	828.00	-636.81	23.09%	
Total Accompanist	4,416.59	11,658.00	-7,241.41	37.89%	
Total Music Program Expenses	6,435.71	29,420.00	-22,984.29	21.88%	
Site Support Staff Expenses					

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

	<u>Jul 2022 - Nov 2022</u>	<u>Annual Budget</u>	<u>\$ Over/Under Budget</u>	<u>42.7% of Year % of Budget</u>	<u>Notes</u>
PER.SIT.01 - Childcare	0.00	2,020.00	-2,020.00	0.0%	
PER.SIT.02 - Custodian	3,696.25	8,710.00	-5,013.75	42.44%	
PER.SIT.03 - Site Caretaker	2,745.00	4,200.00	-1,455.00	65.36%	
PER.SIT.09 - AV Specialist	6,362.50	16,250.00	-9,887.50	39.15%	
PER.SIT.10 - AV Assistant	0.00	2,125.00	-2,125.00	0.0%	
PER.SIT.12 - ER Payroll Taxes	1,157.62	1,882.00	-724.38	61.51%	
Total Site Support Staff Expenses	<u>13,961.37</u>	<u>35,187.00</u>	<u>-21,225.63</u>	<u>39.68%</u>	
PER.MIS.01 - Worker's Comp Ins	1,906.00	2,250.00	-344.00	84.71%	
PER.MIS.02 - Other Personnel Exp	398.75	500.00	-101.25	79.75%	
Payroll Expenses - Other	-14.00				
Total Payroll Expenses	<u>57,434.19</u>	<u>250,037.00</u>	<u>-192,602.81</u>	<u>22.97%</u>	
Total Expense	<u>78,701.86</u>	<u>314,237.00</u>	<u>-235,535.14</u>	<u>25.05%</u>	
Net Ordinary Income	<u>95,920.31</u>	<u>71,263.00</u>	<u>24,657.31</u>	<u>134.6%</u>	
Other Income/Expense					
Other Expense					
Board Approved Expenses	2,477.57				9
Total Other Expense	<u>2,477.57</u>				
Net Other Income	<u>-2,477.57</u>				
Net Income	<u>93,442.74</u>	<u>71,263.00</u>	<u>22,179.74</u>	<u>131.12%</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	<u>0.00</u>	<u>29,405.00</u>	<u>-29,405.00</u>	<u>0.0%</u>	
Recalculated Net Income	<u>93,442.74</u>	<u>41,858.00</u>	<u>51,584.74</u>		

NOTES:

- 1) REV.SIT.02 - Special Events revenue is from a dozen site rentals and reservations so far this year.
- 2) REV.FDR.02 - Other revenue is from Art Fair Donations.
- 3) REV.MIS.02 - Other revenue is largely due to three car donations.
- 4) REV.FNF.01 - Fun&Fellowship revenue is largely due to the Eat&Greet Luncheons.
- 5) REV.SAC.01 - Social Action revenue is from the OhmConnect Fund Raiser.
- 6) EXP.FNF.03 - Fun&Fellowship expenses are for kitchen supplies and Thanksgiving dinner.
- 7) EXP.MUS.03 - Music Program expenses are for guest musician honoraria and new music stands.
- 8) EXP.SAC.03 - Social Action expenses are largely for supplies for the homeless.

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

	<u>Jul - Nov 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Revenues				
Pledges				
REV.PLG.01 - Pledge Income	145,681.37	304,000.00	-158,318.63	47.92%
Total Pledges	145,681.37	304,000.00	-158,318.63	47.92%
Site Rental				
REV.SIT.01 - Sandy Hill	16,013.52	49,200.00	-33,186.48	32.55%
REV.SIT.02 - Special Event	2,550.00	3,000.00	-450.00	85.0%
Total Site Rental	18,563.52	52,200.00	-33,636.48	35.56%
Fundraising				
REV.AUC.01 - Auction	900.00	13,000.00	-12,100.00	6.92%
REV.FDR.02 - Other	861.00	2,000.00	-1,139.00	43.05%
Total Fundraising	1,761.00	15,000.00	-13,239.00	11.74%
Contributions to General Fund				
REV.SUN.01 - Sunday Collection	5,438.91	9,000.00	-3,561.09	60.43%
REV.MIS.01 - Scripp Sales	210.53	300.00	-89.47	70.18%
REV.MIS.02 - Other	9,668.46	5,000.00	4,668.46	193.37%
Total Contributions to General Fund	15,317.90	14,300.00	1,017.90	107.12%
Contributions to Programs				
REV.FNF.01 - Fun&Fellowship	509.89	0.00	509.89	100.0%
REV.SAC.01 - Social Action	960.00	0.00	960.00	100.0%
Total Contributions to Programs	1,469.89	0.00	1,469.89	100.0%
Contributions to Other Funds				
REV.END.01 - Endowment Fund	10,000.00			
REV.CAP.01 - Capital Fund	20,000.00			
REV.CDL.01 - Casas de Luz	45,614.70	0.00	45,614.70	100.0%
REV.CON.01 - Concert Fund	777.59	0.00	777.59	100.0%
REV.LIB.01 - Library Fund	116.01	0.00	116.01	100.0%
REV.SPC.01 - Special Collection	1,973.77	0.00	1,973.77	100.0%
Total Contributions to Other Funds	78,482.07	0.00	78,482.07	100.0%
Investment Income				
UUCEF Realized Gains & Losses	-5,637.18			
Vanguard Interest & Dividends	6,050.68			
Total Investment Income	413.50			
Total Revenues	261,689.25	385,500.00	-123,810.75	67.88%
Total Income	261,689.25	385,500.00	-123,810.75	67.88%
Gross Profit	261,689.25	385,500.00	-123,810.75	67.88%
Expense				
Operations Expenses				
Office				
OPS.OFF.01 - Postage	136.66	400.00	-263.34	34.17%
OPS.OFF.02 - Office Supplies	476.59	1,500.00	-1,023.41	31.77%
OPS.OFF.03 - Copier	3,219.73	7,400.00	-4,180.27	43.51%
OPS.OFF.04 - eSubscriptions	816.79	2,500.00	-1,683.21	32.67%
OPS.OFF.05 - Phone & Internet	1,410.00	3,000.00	-1,590.00	47.0%
OPS.OFF.06 - Adm Mileage Exp	33.75	100.00	-66.25	33.75%
OPS.OFF.07 - Other Expenses	95.91	300.00	-204.09	31.97%
Total Office	6,189.43	15,200.00	-9,010.57	40.72%
Finance				
OPS.FIN.01 - Accounting Fees	3,900.00	10,560.00	-6,660.00	36.93%

The Unitarian Universalist Fellowship of San Dieguito

Profit & Loss Budget vs. Actual

July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
OPS.FIN.02 - Credit Card Fees	426.54	1,500.00	-1,073.46	28.44%
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	4,535.04	13,300.00	-8,764.96	34.1%
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	-195.18	100.00	-295.18	-195.18%
OPS.SIT.04 - Water	1,446.94	3,500.00	-2,053.06	41.34%
OPS.SIT.07 - B&G Maintenance	4,441.32	10,000.00	-5,558.68	44.41%
Total Site	7,725.85	23,700.00	-15,974.15	32.6%
Total Operations Expenses	18,450.32	52,200.00	-33,749.68	35.35%
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	1,850.00	3,200.00	-1,350.00	57.81%
Total Committee Expenses	1,900.00	6,000.00	-4,100.00	31.67%
Program Exenses				
EXP.FNF.03 - Fun&Fellowship Exp	941.42	1,000.00	-58.58	94.14%
EXP.MUS.03 - Music Program Exp	247.11	2,000.00	-1,752.89	12.36%
EXP.REL.03 - RE Program Exp	0.00	1,000.00	-1,000.00	0.0%
EXP.SAC.03 - Social Action Exp	769.56	1,000.00	-230.44	76.96%
Total Program Exenses	1,958.09	5,000.00	-3,041.91	39.16%
Other Fund Expenses				
EXP.OES-03 - CalOES Fund Exp	65,227.94			
EXP.CAP.03 - Capital Fund Exp	30,023.20			
EXP.CDL.03 - Casas de Luz Exp	34,646.43			
EXP.CON.03 - Concert Exp	88.89			
EXP.MWL.03 - Memorial Wall Exp	81.56			
EXP.SPC.03 - Special Coll Exp	2,703.37			
Total Other Fund Expenses	132,771.39			
Payroll Expenses				
Minister Expenses				
PER.MIN.00 - MIN Housing	11,974.25	62,266.00	-50,291.75	19.23%
PER.MIN.02 - MIN UUA Pension	1,424.05	6,227.00	-4,802.95	22.87%
PER.MIN.03 - in Lieu of FICA	916.05	4,763.00	-3,846.95	19.23%
PER.MIN.07 - MIN LTDLife Ins	222.10	1,000.00	-777.90	22.21%
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	14,536.45	87,256.00	-72,719.55	16.66%
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%

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

	<u>Jul - Nov 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	18,072.88	56,420.00	-38,347.12	32.03%
PER.ADM.02 - ADM UUA Pension	1,482.60	5,642.00	-4,159.40	26.28%
PER.ADM.03 - ER Payroll Taxes	1,124.57	4,316.00	-3,191.43	26.06%
PER.ADM.04 - ADM Medical	5,101.00	11,284.00	-6,183.00	45.21%
PER.ADM.07 - ADM LTDLife Ins	334.30	0.00	334.30	100.0%
Total Administrator Expenses	26,115.35	77,662.00	-51,546.65	33.63%
Music Program Expenses				
Choir Director				
PER.MUS.01 - Choir Dir Wages	2,561.52	16,500.00	-13,938.48	15.52%
PER.MUS.03 - ER Payroll Tax	97.98	1,262.00	-1,164.02	7.76%
Total Choir Director	2,659.50	17,762.00	-15,102.50	14.97%
Accompanist				
PER.MUS.11 - Accompanist Wages	4,225.40	10,830.00	-6,604.60	39.02%
PER.MUS.12 - Accompanist PR Tax	191.19	828.00	-636.81	23.09%
Total Accompanist	4,416.59	11,658.00	-7,241.41	37.89%
Total Music Program Expenses	7,076.09	29,420.00	-22,343.91	24.05%
Site Support Staff Expenses				
PER.SIT.01 - Childcare	0.00	2,020.00	-2,020.00	0.0%
PER.SIT.02 - Custodian	3,696.25	8,710.00	-5,013.75	42.44%
PER.SIT.03 - Site Caretaker	2,745.00	4,200.00	-1,455.00	65.36%
PER.SIT.09 - AV Specialist	6,362.50	16,250.00	-9,887.50	39.15%
PER.SIT.10 - AV Assistant	0.00	2,125.00	-2,125.00	0.0%
PER.SIT.12 - ER Payroll Taxes	1,206.61	1,882.00	-675.39	64.11%
Total Site Support Staff Expenses	14,010.36	35,187.00	-21,176.64	39.82%
PER.MIS.01 - Worker's Comp Ins	1,133.00	2,250.00	-1,117.00	50.36%
PER.MIS.02 -Other Personnel Exp	461.75	500.00	-38.25	92.35%
Payroll Expenses - Other	31.50			
Total Payroll Expenses	63,130.80	250,037.00	-186,906.20	25.25%
Total Expense	218,210.60	314,237.00	-96,026.40	69.44%
Net Ordinary Income	43,478.65	71,263.00	-27,784.35	61.01%
Other Income/Expense				
Other Expense				
Board Approved Expenses	2,477.57			
Total Other Expense	2,477.57			
Net Other Income	-2,477.57			
Net Income	41,001.08	71,263.00	-30,261.92	57.54%

The Unitarian Universalist Fellowship of San Dieguito

Balance Sheet

As of November 30, 2022

	<u>Nov 30, 22</u>	<u>Notes</u>
ASSETS		
Current Assets		
Checking/Savings		
Union Bank Chkg	324,571.19	
Total Checking/Savings	<u>324,571.19</u>	
Accounts Receivable		
Accounts Receivable	-12,000.00	Prepay for FY23-24
Total Accounts Receivable	<u>-12,000.00</u>	
Total Current Assets	<u>312,571.19</u>	
Other Assets		
Investments		
UUCEF - Endowment Fund	111,568.22	
UUCEF - Endowment Fund - Music	10,000.00	
Vanguard x2001- Capital Campaign	815,729.88	
Total Investments	<u>937,298.10</u>	
Total Other Assets	<u>937,298.10</u>	
TOTAL ASSETS	<u><u>1,249,869.29</u></u>	
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	-780.00	
Total Accounts Payable	<u>-780.00</u>	
Credit Cards		
Union Bank CC	620.85	
Total Credit Cards	<u>620.85</u>	
Other Current Liabilities		
Bonus' Payable	473.42	
Direct Deposit Liabilities	-5,984.20	
Payroll Liabilities		
LIA.PER.01 - Payroll Taxes	572.04	
LIA.PER.02 - UUA Pension	701.29	
LIA.PER.03 - Medical Insurance	-4,222.54	
Payroll Liabilities - Other	480.00	
Total Payroll Liabilities	<u>-2,469.21</u>	
Total Other Current Liabilities	<u>-7,979.99</u>	
Total Current Liabilities	<u>-8,139.14</u>	
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	<u>18,386.88</u>	
Total Liabilities	<u>10,247.74</u>	
Equity		

The Unitarian Universalist Fellowship of San Dieguito

Balance Sheet

As of November 30, 2022

	<u>Nov 30, 22</u>	<u>Notes</u>
Unrealized Gains&Losses		
Unrealized Gains&Losses Vanguard	-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	117,205.40	Note that this is the value at end of FY21-22. Will not be updated until end of FY22-23
Total Permanent Restricted	<u>117,205.40</u>	
Temp. Restricted		
Building Funds		
FND.CAP.01 - Capital Campaign	891,646.61	Note that this is the value at end of FY21-22. Will not be updated until end of FY22-23
Total Building Funds	<u>891,646.61</u>	
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	<u>4,181.21</u>	
Total Program Funds	<u>6,810.21</u>	
Other Funds		
FND.CDL.04 - Casas de Luz Fund	71,268.13	"
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	7,862.32	
Total Other Funds	<u>102,693.50</u>	
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	<u>47,368.01</u>	
Total Temp. Restricted	<u>1,048,518.33</u>	
Unrestricted Net Assets	60,500.31	
Net Income	41,001.08	
Total Equity	<u>1,239,621.55</u>	
TOTAL LIABILITIES & EQUITY	<u><u>1,249,869.29</u></u>	

Behavioral Covenant DRAFT 12-11-2022

We, the members and friends of the Unitarian Universalist Fellowship of San Dieguito, do hereby covenant to

1. Communicate with kindness and curiosity.
2. Be direct with one another when conflict arises
3. Avoid emotional triangulation
4. Avoid making assumptions, and seek clarification.
5. Share only stories that are our own, or stories that we have explicit permission to share.
6. Be mindful of the impact of our words and actions.
7. Respond to the impact of our words and actions rather than the intent.
8. Apologize and seek restoration when we have caused harm.
9. To listen to one another with empathy.
10. Be conscientious not to assume "norms" and be open to different cultures, genders, learning styles, and races than our own.

Process:

1. Seek Direct Address between parties
2. If the parties cannot come to restoration on their own, the parties can ask for mediation of the Committee on Ministry (COM) or the Minister
3. Refusal to participate in mediation will result in a suspension of membership until engaging in mediation.
All mediation efforts are geared towards restoration rather than punishment. A member who makes a good faith effort to engage in mediation but does not seek to address harm caused during or after mediation may be asked to step back from activities that the other party is involved in.
4. At the end of mediation, both parties should come to an agreement about what restoration might look like, whether a simple apology, or a request for action.
5. A member that is asked to participate in mediation for harm caused for a 5th time will be asked not to participate in in-person events for 6 months. Once returning, they will be offered support from the minister or COM to have a plan in place to help them avoid further harm.
6. A member that is asked to participate in mediation for harm caused for a 10th time will be removed from membership.

UUFSD Policy and Procedure Document**Policy ID: 415****Title: Fun and Fellowship Committee**

Date Approved: December 11, 2022 by the Board of Directors

Purpose

The Fun and Fellowship Committee hosts events to support the community of UUFSD Members and Friends by promoting stronger personal connections and introducing new members into the life of the congregation.

Policy

Responsibilities of the Fun and Fellowship Committee include:

- Planning themed luncheons following the Sunday Service. The goal of the committee is to have these luncheons monthly.
- Host other events throughout the year. Examples of past events include:
 - Thanksgiving and Christmas Day dinners
 - Holiday Decorating Party
 - Christmas cookie exchange and refreshments
 - Passover Seder
 - Mardi Gras dinner
- The Fun and Fellowship Committee may also support events as requested by the Board of Directors or the Stewardship committee. Past examples include:
 - Luncheons or refreshments for Congregational Meetings
 - Luncheons or refreshments for Stewardship kickoff events

Membership in the Fun and Fellowship Committee is open to all Members and Friends who wish to participate.

Procedures

Event-related work of the Fun and Fellowship Committee includes the following, which may be done by committee members or other volunteers:

- Meeting as needed to prepare for events.
- Coordinating with the Congregational Administrator to ensure all events are included on the Fellowship Calendar and facilities are reserved.
- Providing publicity for each event, through Newsletter articles, Sunday Service announcements, and means developed by committee members.
- Purchasing food and other goods for events, such as recyclable disposable paper goods.

- Recruiting volunteers to assist with events as needed.
- Preparing food, or coordinating volunteer food contributions.
- Decorating facilities.
- Clean up and disposal of waste in appropriate containers.
- Laundering tablecloths and other linens.

Other responsibilities of the committee include:

- Preparing an annual budget request and submitting to the Finance Committee.
- Preparing a monthly report to the Board through the Board Liaison to the Committee.
- If requested, preparing an annual report of activities and accomplishments for the Board to present at Congregational Meetings.