

2023-02-12 UUFSD Board of Directors Meeting
Palmer Library, 11:15a.m.-1:35p.m.

Present:

Angie Knappenberger, President
Livia Walsh, Secretary
Liora Kian Gutierrez
Andi MacLeod

Rev Ellie Kilpatrick, Minister
Sarah Miller, Treasurer, non-voting advisory

Absent:

Louise Garrett
Mary Anne Trause
Cathy Leach-Phillips

Chalice Lighting & Chalice Reading

Board Covenant

1. **Approval of Board Meeting Minutes from 2023-01-08:** Minutes were reviewed and unanimously approved.
2. **Committee/Staff/Treasurer Reports:** Reports were reviewed and unanimously approved.

3. Topic: Renewal of Music Director Contract

DISCUSSION: The current contract expires on May 31, 2023. The Music Director expressed his interest in continuing in his position at UUFSD.

DECISION: As we will not know what the budget will be for FY2023-2024 the Board agreed to renew the Music Director's contract and will express its intent to renew pending budget approval in April 2023.

ACTION: The Board President will notify Mr. Malloy of our intent to renew his contract with any changes in salary or position details as Music Director pending budget approval for FY2023-2024. **DONE**

4. Topic: Worship Committee Request increase funds

DISCUSSION: The Worship Committee has requested additional funds of \$1200 for the Worship budget for the 2022-2023 fiscal year. As the original budget for the committee was based on a full time Minister position instead of the current actual part time position there is a need to hire more speakers to fill the pulpit.

DECISION: The Board unanimously agreed to approve Worship Committee's request for an additional \$1200 for the current fiscal year.

ACTION: The Board secretary will notify the chair of the Worship Committee of its decision and Sarah Miller will adjust the budget accordingly. **DONE.**

5. Topic: Climate Action and Other Petitions and Dissemination of Political information

DISCUSSION: The Board discussed the Social Justice Committee's various programs which circulates petitions regarding political issues. The Minister clarified that **issue related** political information provided to the Fellowship is legitimate. The Minister further stated that announcements related to petitions or political issues will not be allowed to be done from the pulpit at Sundays services (or other services (e.g., Christmas eve).

DECISION: Circulating petitions or other political issue related information is allowed at UUFSD. Advertising via the several venues at the Fellowship is also allowed (e.g., newsletter, website, posted fliers etc.). Any political event that the Fellowship sponsors is allowed as long as it includes all parties/candidates. Any attempt to encourage the congregation to vote for a particular candidate is not legitimate and will not be allowed.

ACTION: Board Secretary to notify the chair of SJA of its decision and recommend he notify all program/project coordinators of the SJA Committee of this information. **DONE.**

6. Topic: Administration Building Update

- At the recent Dream Builder's meeting on February 6th the Committee reviewed the Board's proposal to spend up to \$250,000 to rehabilitate the Administration Building with the focus on safety, installing a bathroom and HVAC. As a result the Dream Builder's committee, while not unanimously, decided to pursue more economical plans for the Administration Building. Clint Stoddard, member of the Dream Builder's, will provide oversight of the project and obtain bids from both Jerry Garcia and Chris Kolb who expressed interest in the project.

DECISION: The Board decided that following the Forum on Feb 26, 2023, they will call for a congregational meeting in March to vote on plans for the current expenditures of the Capital Campaign funds to include remediation of the Administration Building.

7. Topic: February 26th Forum

The Dream Builders Committee is preparing to present, along with the Board, comprehensive information regarding the Capital Campaign process and subsequent potential for revised planning. (see Feb 26th document and UUFSD CUP Presentation Draft). Information about the dire and unsafe conditions of the Administration Building will be given emphasizing the requirement to rehabilitate the building as a priority at this time. Once information is provided there will be an opportunity for a Q & A session.

ACTION: Board secretary to notify all involved in the February 26th worship service that the service, along with the Forum, will be held in the Hall. **DONE.**

ACTION: The Board will meet on Thursday, February 23rd from 10:00 a.m. –noon in the Library to develop the plan for the 2/26 Forum. **DONE**

8. Topic: Policy & Procedures: The following P&Ps were reviewed and approved

#141 – Reimbursements and Check Requests

#143 - Authorized Check Signers

#150 – Cash Management on Sundays

#440 – Finance Committee Responsibilities

#590 – Donor Information Security

#485 – Communications Committee

9. **Topic: Consolidation of Funds:** This item was postponed for discussion in the March Board meeting

- **Proposal to consolidate the following funds and create a “Board Designated Program Reserve” Fund**

FND.FNF.04 – Fun and Fellowship

FND.MUS.04 – Music Fund

FND.REL.04 – RE Fund

FND.CON.04 – Concert Fund

FND.DBN – DeBenneville Pines

FND.LIB.04 – Library Fund

Note: It would be important to be sure affected committees understand change

- **Proposal to Deactivate FND.MWL.04 – Memorial Wall Fund and add current funds in this account to unrestricted net assets**

10. Topic: Rev Ellie’s Contract

DISCUSSION: There was mutual agreement (voted on by the Board in last Board meeting) between the Board and Rev. Ellie to create a new 2 -year contract effective September 1, 2024. Discussed when that that contract had to be created and signed.

DECISION: The Board President formally notified, via phone conversation and again in this meeting today, of the Fellowship’s intent to offer the new 2- year contract which Rev. Ellie accepted.

ACTION: The Board President will notify the Personnel committee of this decision and a contract will be developed at a date yet to be determined. This intent will also be presented to the congregation in the upcoming February Board Letter. **DONE**

11. Obtaining a Business Pro Zoom Account that UUFSD will Own

DISCUSSION: The current Zoom account is owned by the UUA and therefore does not allow us to record any of UUFSD’s zoom sessions including the Congregational Meetings. Rev. Ellie provided information about the technology and potential/estimated costs.

DECISION: The Board agreed to investigate the use of its own Business Zoom account.

ACTION: The Board President will contact the Zoom master for input on this plan. **DONE**

12. Topic: De Benneville Pines Infectious Disease Policy and Procedure

DISCUSSION: As a result of a UUFSD member’s request to bring her granddaughter to UUFSD’s weekend at De Benneville camp in April who is not vaccinated for Covid the Board discussed the relationship with our Infectious Disease P&P and DeBenneville Pines’.

DECISION: The Board unanimously agreed that for any UUFSD related event at DeBenneville Pines the UUFSD Infectious Disease P&P will apply.

ACTION: The Board President will respond to the UUFSD member as well as Chris Faller who is our De Benneville Pines representative of the Board's decision. **DONE**

IMPORTANT UPCOMING DATES:

Thursday February 23rd 10:00 am – noon, Library: Board Meeting to develop plan for Dream Builder Forum on 2/26

- This was originally to be a retreat with Rev Ellie to discuss Governance but due to the upcoming Forum it was decided to change the focus of the meeting to plan for the Forum. The Governance retreat date tbd.

Sunday February 26th 11:15 am – 12:30 pm Dream Builders/Board Forum

Sunday March 12th 11:30 am - 1: 30 pm Board Meeting

Minutes taken and submitted by Livia Walsh, Secretary

APPENDED to these Minutes:

- Business section from Board Retreat 2023-01-31
- Committee and Staff Reports
- Financials:
 - P&L 2023-01-31 all accounts
 - BS 2023-01-31
- Revised Policy and Procedures:
 - #141 – Reimbursements and Check Requests
 - #143 - Authorized Check Signers
 - #150 – Cash Management on Sundays
 - #440 – Finance Committee Responsibilities
 - #590 – Donor Information Security
 - #485 – Communications Committee

BUSINESS SECTION from BOARD RETREAT 2023-01-31:

The Board addressed the current status with the Administration Building and decision to direct the Dream Builders moving forward.

DECISION: All agreed that the Administration Building priorities are to focus on safety, bathroom, heat and air conditioning for a total of \$250,000 .

ACTION: Angie, Board President, to notify the Dream Builders, Chris Faller and Jon Luft, to advise the contractors that we are not ready to move forward with the Admin building construction at this time.

DONE

DECISION: Board to meet February 23rd from 10-12 in Library to continue the discussion regarding Governance. Rev Ellie will present this information to the congregation on April 23 at a forum.

ACTION: Sarah Miller will order 10 copies of Governance and Ministry by Dan Hotchkiss for Board members. **DONE**

UPDATE: Subject of Feb 23rd meeting changed to discussion of Board position for Dream Builder Forum for Feb 26th and the retreat to continue discussion about Governance needs to be rescheduled.

2023 February 12 Board mtg UUFSD Committee, Staff & Treasury Reports

Buildings and Grounds (Board Liaison - Angie Knappenberger)

Volunteers continue to come on the first Saturday of the month and on Tuesdays. Rock painting organized by

Communications (Board Liaison - Liora Kian-Gutierrez)

Comcom started a new section in the quarterly magazine on upcoming social and special events (we go 3 months out). I'll also be adding a section on ongoing events and regularly scheduled meetings (committee and groups), during the upcoming 3 months.

Dream Builders (Board Liaison - Andi MacLeod)

After reviewing the Board's response to the high dollar estimates given by contractors, the DB committee decided to pursue more economical plans, knowing that the Congregational Meeting on Feb 26th will provide further input and direction.

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

Article is being edited for release with regular messages out to the congregation via newsletters and via the UUFSD web pages.

Finance Committee (Board Liaison - Angie Knappenberger)

Have reviewed and updated several finance related P&Ps to be approved by the Board. Aware that the Board will be considering consolidating many carryover funds and stated need for committees to be consulted and thoroughly understand the change. Have been sent our current contract arrangement with Sandy Hill and plan to discuss renegotiation of contract to reclaim exclusive use of Sandy Hill at next meeting Feb 12th. Nancy Hebert has now joined the committee.

Fun & Fellowship (Board Liaison - Andi MacLeod)

The Throw Down Luncheon after the January 22, 2023 Service was a huge success. The service featured Peter Mayer, guest speaker, and the retirement of Tracey Weiss, Administrator. More than 12 people donated tailgate foods, from Hot Jalapeno Pepper Poppers to delicious chili, which was enjoyed on the patio by more than 96 people. The Luncheon raised \$163.00 from donations. Everyone said the food was scrumptious.

Various activities have been published on the website and other areas of communication to the Fellowship for upcoming activities. The next Big Event is Mardi Gras, February 21, at 6:00 PM with beads being given out, and Traditional foods, such as Jambalaya, Shrimp Creole, King Cake, Hurricanes, and Beignets will be served under colorful lights on the decorated Patio.

Louise Lin Garrett wrote and has published on the Web Site the Hospitality Invitation for members to join and participate in the various activities that are offered.

Kitchen (Board Liaison - Louise Lin Garrett)

The Kitchen described and thanked the Fellowship for the new equipment that the Kitchen has purchased with the Grant it received from the Endowment Fund in the Bulletin, the weekly Newsletter and on the Web Site. The Kitchen also displayed for the Congregation to view the equipment in the Core Area on Sunday morning..

The purpose of the grant was to equip the kitchen with modern equipment and supplies that any event a member wished to hold, such as a birthday party, a Circle Dinner, a larger space needed to accommodate people was available, or just an area with parking was available, the food could be prepared and served at the Fellowship.

The Kitchen is in the process of forming a standing committee to recruit and help volunteers become acquainted with the Sunday Coffee Hour preparations and to plan other activities for the kitchen.

Leadership Development (Board Liaison - Andi MacLeod)

The Committee is trying to make sure new members get integrated into the Fellowship with membership "buddies". The Leadership Committee is focusing on supporting the RE Committee to bring families more deeply into UUFSD, by providing full scholarships to all kids who go to this year's April UUFSD Camp de Benneville. The committee is also asking all participating families to bring another family with them to that right now, new memberships are still trickling in. When membership numbers rise more, the Leadership committee plans to resume normal leadership activities.

Library (Board Liaison - Cathy Leach-Phillips)

Adding new members, including Karen Kowalski; Had a great work day/mtg Feb 2nd.

Membership (Board Liaison -Liora Kian-Gutierrez)

Membership committee had two people at the UUFSD Orientation. Both want to join, along with some others to be recognized on Feb 11.

Music (Board Liaison - Cathy Leach-Phillips)

Preparing for Music Sunday and providing choir on Sundays twice a month.

Note that since Steve Milloy's contract expires in May, we will need to offer him a new contract before we have the next fiscal year's budget. How will this work?

Nominating Committee (Board Liaison - Angie Knappenberger)

Seeking candidates for two open Board seats for Directors whose terms are ending June 30, 2023 and for three new members of the Nominating Committee to replace the three current members whose two year terms are completed as of June 30, 2023.

Pastoral Care (Board Liaison - Livia Walsh)

Pastoral Care has placed an on-going article in the newsletter to include inviting new volunteers to be part of the "Circle of Care" in our Fellowship. The Committee is beginning to consider creating "teams of care" which will include, but not limited to, provision of meals, transportation, companionship, connection to resources. There is also a newly developed "Elder Companions" team launching in the next few months.

The Committee is submitting a new P&P to the Board for approval for either February or March depending on availability of time on the agendas. Pastoral Care will also be submitting, for the first time, a budget to request funds for operations beginning in FY 2023-24.

Personnel (Board Liaison - Angie Knappenberger)

Nothing to report

Planned Giving/Endowment (Board Liaison - Livia Walsh)

Planned Giving application for funds is now open through April 15th. There was also an additional donation of \$1000 to the Music fund.

Policies and Procedures (Board Liaison - Livia Walsh)

There are several P&P's submitted for Board review in the 2/12/2023 Board meeting. The new Pastoral Care P&P also has been completed and will be submitted for Board review in March 2023.

We are waiting for the Religious Exploration Committee to submit their P&P. The chair of that committee has been contacted. The policy 230 (Inactive Members) has some decisions affecting it, and it is overdue for an update. Revision of policy 350 (Hiring Contractors and Other Professionals) may need to be delayed due to the postponement of the discussion around the proposed bylaw change regarding the requirement for congregational approval for \$100K + expenses. There are some governance policies that are coming up to their 3 year mark in March: 160 (Settled Minister Absentee Voting), 170 (Document Retention) and 180 (Minister's Discretionary fund).

Religious Education (Board Liaison - Liora Kian-Gutierrez)

- **RE Committee Meeting Minutes:** None, no meeting this month.
- **RE Search Committee:** originally scheduled for 8:00 am on Sunday 12/11/22 was postponed due to in-person service cancellation. New date TBD. **Childcare Worker position:** There have been no responses to the updated job posting on 1/9/2023.
- **Safe Congregation Task Force:** A. Macleod, C. Faller and S. Hahm continue reviewing information, next meeting TBD.
- **RE Family Connection Events:**
 - **Game Night:** Second gathering was a success with about 24 folks attending, including several young families and 4 youth.
 - **All Ages RE:** First Sunday of the month continues. Only one family attended this past first Sunday. A second family came to service but left early due to illness.
- **RE Youth Programs:** We've had several inquiries recently about programs we offer for older youth. We're trying to get some feedback and build an interest list. We are also trying to recruit potential youth advisor volunteers.

RE Attendance Update:

UUFSD RE 2021-2022 Complete												Y	Y	Y	Y	Y	NA	Y	Y	Y	Y	Y	Y	NA	Y	
All Classes													A					I							I	
													l					n							n	
													A					t							r	
													g					e							e	
Attendance			22	2	0	6	1	5	0	0	1	0	1	7	3	0	2	2	4	4	3	6	7	0	8	
C = Combined Classes; NA , or InterG #													C					NA							NA	
#	Class	Registered?	02-05-23	01-29-23	01-22-23	01-15-23	01-08-23	01-01-23	12-25-22	12-18-22	12-11-22	12-04-22	11-27-22	11-20-22	11-13-22	11-06-22	10-30-22	10-23-22	10-16-22	10-09-22	10-02-22	09-25-22	09-18-22	09-11-22		
1	Childcare	3	1	0	1	0	2	0	0	0	0	0	1	1	0	1	0	1	0	0	1	1	0	1		
2	Pre K / Kindergarten	7	0	0	2	1	2	0	0	1	0	1	2	1	0	0	0	2	1	0	0	0	2	0	2	
3	1st - 3rd Grade	6	1	0	3	0	1	0	0	0	0	0	2	1	0	1	1	1	2	2	3	3	0	4		
4	4th - 6th Grade	5	0	0	0	0	0	0	0	0	0	0	2	0	0	0	1	0	1	1	2	1	0	1		
5	JRUU: 7th - 8th Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	YRUU: 9th - 12th	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

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

The committee is searching for sample policies to use in our new P&P for Safe Congregations.

Social Justice Action (Board Liaison - Andi MacLeod)

The SJA is involved in a petition campaign in support of California Senate Bill 8, that would require gun owners to obtain liability insurance for the negligent or accidental use of their firearms. This drive will go through the end of February. We will hold our Quarterly Meeting on Sunday, March 5, after the service in Founders Hall "West End."

Staff (Board Liaison - Mary Anne Trause).

Had a staff meeting on 2/8/23. These allow good face-to-face communications among staff members, facilitating efficient problem-solving. For example, Rev. Ellie and Steve Milloy clarified that she will want the choir singing every Christmas Eve and Easter. He said he'd put it on the schedule.

The only new business that came up was notifying staff that UUA sponsors a retirement plan that the staff can choose to participate in. To get benefits contributed by UUFSD, the employee has to have worked for a year with at least 1000 hours. Those who don't meet that criteria can participate by contributing their own pre-tax dollars to their own eventual retirement. Denise is the go-to person to sign up. She will notify the set-up staff that were not at our meeting that this is available to them. UUFSD is required to let new staff know about this program.

After the staff meeting, I met with Steve Milloy to check in on the first five months of his tenure at UUFSD. He reported it's going well for him. He enjoys working with the choir and believes they work well together. He said they have lost one member and the choir is recruiting more. He would love the choir to grow with more male voices and young voices. I suggested he put out an invitation, especially to the younger people in our

fellowship. He said he and Katie get along well and she's been hiring pianists when she is gone. He expects to include more special instrumentalists next year.

He also said he wished there were a shell in the corner of the amphitheater so the choir could have it behind them to cut down wind and wind sounds, provide shade and amplify the voices. I invited him to come to the Dream Builders meeting on 2/26/23. He would prefer the choir singing inside more but is getting used to the amphitheater.

Steve said his commute is okay, the number of hours works well, and he does not have need for office space. He would like his contract to be renewed.

Stewardship (Board Liaison - Angie Knappenberger)

Met Jan 19th to discuss Pledge Drive. March 5th Kickoff: Rev Ellie to speak/testimonial on pastoral care; March 12th : Rev Ellie to speak/choir to sing/testimonial from choir member ; March 19th: testimonial from RE family; March 26th - Emma's Revolution/choir/testimonial from SJA member; April 2nd - Wrap up of Pledge Drive/Rev Ellie to speak/ ice cream bar. Will have thermometer on newsletter showing pledge drive status

Auction is scheduled for May 21st; Betsy Gilpin will be taking lead on donations

Worship (Board Liaison - Cathy Leach-Phillips)

Requesting additional funding of \$1200 for remaining of fiscal year to pay for Sunday speakers.

ADMINISTRATOR'S REPORT TO THE BOARD – FEBRUARY 2023

MEMBERSHIP STATISTICS as of Feb 2, 2023:

Voting members:	162
Members emeritus:	3
Pledging friends:	12
Friends:	<u>36</u>
Total	<u>213</u>

SUNDAY ATTENDANCE:

Date	In Person	Via Zoom	Via YouTube	Total
12/24/2022	88	7	25	120
1/1/2023	38	21	53	112
1/8/2023	90	18	8	116
1/15/2023	60	25	26	111
1/22/2023	90	20	22	132
1/29/2023	89	22	12	123

MEMBERSHIP CHANGES:

No membership changes to report this month.

OFFICE AND EMPLOYEE NEWS:

Tracey Weiss' last day was Wednesday, January 25, 2023.

CAMPUS SECURITY:

The numeric code for the six keypad-locked doors was changed on January 20. Everyone is encouraged to use a keycard or key fob to access these locked spaces (Office, Palmer Library, Restrooms, Founders Hall, Kitchen) to maximize the system's benefits. All Sandy Hill staff now have a key fob. Ignacio Torres has lost his keycard. I deactivated it and I issued him another. There is also a designated key card for our Ushers.

Lastly, I have a working key to the safe.

Respectfully submitted,

Denise Clark, Congregational Administrator

Minister's Report

Rev. Ellie Kilpatrick (she/her)

2/8/2023

Big Picture: This past month, I introduced the idea of governance and ministry with the board, and it seemed like a helpful reframe of how we organize, govern and manage at UUFSD. I have already noticed several instances where a “ministry teams” approach would benefit a current committee that is having difficulty defining the differences in roles and how (or whether) they fit neatly into their committee. Our congregational meeting was a valuable check in with the fellowship as to how members are feeling, the directions that are inspiring, and the areas that they were more hesitant around. I also know that there is a sense of anxiety around the dreambuilders phases and state of the projects (and its impact on our future). I believe, while disheartening, we are now approaching it with a thoughtful and informed approach. As we explore our options, I invite you, the board members, and the rest of the congregation to continue asking “who are we and what do we value” as we seek to clarify capital directions.

Worship and Rites of Passage:

This is one of the major areas that I am focusing on. I was so grateful to Rev. Tania and the worship team when I had to unexpectedly be out of the pulpit in early January due to Pneumonia. The worship committee and I continue to work well together. Worship services have gone well, and generally I'm noticing an increase in attendance. The worship team and I know that the announcements has been a contentious issue, and the middle ground that we have decided upon is to have open announcements once a month (probably the first of the month each month).

Pastoral Care and Presence:

I'm noticing a decrease in pastoral visits to my office, but an increase in requests for home visits and calls. This is a natural progression in my mind. It was a busy month for pastoral care - we put together a beautiful celebration of life for Charlie Khoury, and Ed Ulm's celebration of life has been scheduled for August 5th. The pastoral care committee and I are now working on developing a team of companions to visit with elders in our fellowship who are not able to be a part of fellowship life in the way they used to and may be feeling alienated. This is all a part of the community care and healing that I think we are well on our way towards.

Spiritual Development for Self and Others:

For spiritual development, I am continuing to be in consultation with the RE committee. I will be leading a worship associates training on February 19, and will probably help the board facilitate a forum around ministry and governance in March or April. Next year, I will begin planning more traditional adult RE offerings, but for now, my offerings are generally staying within the realms of worship, pastoral care, and visioning.

Social Justice in the Public Square:

This area continues not to be a main focus, as defined by the part time contract. I will still preach and talk frequently about justice issues, but it won't be where my day-to-day time is focused. It was wonderful to have the side with love courage awards. In my mind, our visioning work is deeply integrated with justice as well.

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:

After my sermon on the 29th about the direction of churches in general, I noticed an interesting trend that members seemed eager to actually begin doing some of the things that I mentioned. I believe that with a "ministry teams" approach, we could implement something along the lines of sacred Saturdays (Saturday fellowship doing activities that people would naturally be doing). The challenge is still my part-time status, and not working on Saturdays outside of celebrations of life. One thought that occurred to me was to have sacred Saturdays during the pledge drive campaign to give a taste of what it could be like, and encourage more fun and fellowship during the time that we're asking our members to pledge. We could work with my schedule to reduce hours elsewhere if needed.

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July 2022 through January 2023

	Jul 2022 - Jan 2023	Annual Budget	\$ Over/Under Budget	58% of Year % of Budget	Notes
Ordinary Income/Expense					
Income					
Assets Released From Restriction					
From Other Funds	500.00				1
Total Assets Released From Restriction	500.00				
Revenues					
Pledges					
REV.PLG.01 - Pledge Income	248,714.58	304,000.00	-55,285.42	81.81%	
Total Pledges	248,714.58	304,000.00	-55,285.42	81.81%	
Site Rental					
REV.SIT.01 - Sandy Hill	28,023.66	49,200.00	-21,176.34	56.96%	
REV.SIT.02 - Special Event	3,750.00	3,000.00	750.00	125.0%	
Total Site Rental	31,773.66	52,200.00	-20,426.34	60.87%	
Fundraising					
REV.AUC.01 - Auction	1,075.00	13,000.00	-11,925.00	8.27%	
REV.FDR.02 - Other	907.00	2,000.00	-1,093.00	45.35%	
Total Fundraising	1,982.00	15,000.00	-13,018.00	13.21%	
Contributions to General Fund					
REV.SUN.01 - Sunday Collection	7,401.94	9,000.00	-1,598.06	82.24%	
REV.MIS.01 - Scripp Sales	236.11	300.00	-63.89	78.7%	
REV.MIS.02 - Other	8,815.32	5,000.00	3,815.32	176.31%	
Total Contributions to General Fund	16,453.37	14,300.00	2,153.37	115.06%	
Contributions to Programs					
REV.FNF.01 - Fun & Fellowship	672.89				
REV.SAC.01 - Social Action	1,005.00				
Total Contributions to Programs	1,677.89				
Contributions to Other Funds					
REV.OES.01 - CalOES Fund	9,260.00				
REV.END.01 - Endowment Fund	11,754.57				
REV.CAP.01 - Capital Fund	22,000.00				
REV.CDL.01 - Casas de Luz	101,644.10				
REV.CON.01 - Concert Fund	2,527.32				
REV.DBN.01 - DeBenneville Fund	730.00				
REV.LIB.01 - Library Fund	151.62				
REV.MWL.01 - Memorial Wall Fund	1,200.00				
REV.SPC.01 - Special Collection	2,592.64				
Total Contributions to Other Funds	151,860.25				
Investment Income					
UUCEF Realized Gains & Losses	-5,637.18				
Vanguard Interest & Dividends	11,209.94				
Total Investment Income	5,572.76				
Total Revenues	458,034.51	385,500.00	72,534.51	118.82%	
Total Income	458,534.51	385,500.00	73,034.51	118.95%	
Gross Profit	458,534.51	385,500.00	73,034.51	118.95%	
Expense					
Operations Expenses					
Office					
OPS.OFF.01 - Postage	221.80	400.00	-178.20	55.45%	
OPS.OFF.02 - Office Supplies	784.65	1,500.00	-715.35	52.31%	
OPS.OFF.03 - Copier	4,531.79	7,400.00	-2,868.21	61.24%	
OPS.OFF.04 - eSubscriptions	1,139.40	2,500.00	-1,360.60	45.58%	
OPS.OFF.05 - Phone & Internet	1,950.64	3,000.00	-1,049.36	65.02%	

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July 2022 through January 2023

	Jul 2022 - Jan 2023	Annual Budget	\$ Over/Under Budget	58% of Year % of Budget	Notes
OPS.OFF.06 - Adm Mileage Exp	37.68	100.00	-62.32	37.68%	
OPS.OFF.07 - Other Expenses	266.36	300.00	-33.64	88.79%	
Total Office	8,932.32	15,200.00	-6,267.68	58.77%	
Finance					
OPS.FIN.01 - Accounting Fees	5,460.00	10,560.00	-5,100.00	51.71%	
OPS.FIN.02 - Credit Card Fees	698.58	1,500.00	-801.42	46.57%	
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	6,367.08	13,300.00	-6,932.92	47.87%	
Site					
OPS.SIT.01 - Property Insurance	5,443.00	6,000.00	-557.00	90.72%	
OPS.SIT.02 - Real Estate Taxes	4,065.54	4,100.00	-34.46	99.16%	
OPS.SIT.03 - Gas & Electric	-159.88	100.00	-259.88	-159.88%	
OPS.SIT.04 - Water	1,857.73	3,500.00	-1,642.27	53.08%	
OPS.SIT.07 - B&G Maintenance	7,028.36	10,000.00	-2,971.64	70.28%	
Total Site	18,234.75	23,700.00	-5,465.25	76.94%	
Total Operations Expenses	33,534.15	52,200.00	-18,665.85	64.24%	
Denomination Expenses					
OPS.DEN.01 - UUA Dues	1,000.00	1,000.00	0.00	100.0%	
Total Denomination Expenses	1,000.00	1,000.00	0.00	100.0%	
Committee Expenses					
COM.BRD.03 - Board Exp	0.00	200.00	-200.00	0.0%	
COM.COM.03 - Communcations Exp	75.00	500.00	-425.00	15.0%	
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	2,400.00	3,200.00	-800.00	75.0%	
Total Committee Expenses	2,475.00	6,000.00	-3,525.00	41.25%	
Program Expenses					
EXP.FNF.03 - Fun&Fellowship Exp	1,664.19	1,000.00	664.19	166.42%	
EXP.MUS.03 - Music Program Exp	388.24	2,000.00	-1,611.76	19.41%	
EXP.REL.03 - RE Program Exp	0.00	1,000.00	-1,000.00	0.0%	
EXP.SAC.03 - Social Action Exp	1,914.55	1,000.00	914.55	191.46%	
Total Program Expenses	3,966.98	5,000.00	-1,033.02	79.34%	
Other Fund Expenses					
EXP.OES-03 - CalOES Fund Exp	65,762.29				
EXP.CAP.03 - Capital Fund Exp	92,267.03				
EXP.CDL.03 - Casas de Luz Exp	59,302.47				
EXP.CON.03 - Concert Exp	1,162.53				
EXP.MWL.03 - Memorial Wall Exp	81.56				
EXP.SPC.03 - Special Coll Exp	4,666.68				
Total Other Fund Expenses	223,242.56				
Payroll Expenses					
Minister Expenses					
PER.MIN.00 - MIN Housing	23,948.50	62,266.00	-38,317.50	38.46%	2
PER.MIN.02 - MIN UUA Pension	2,713.10	6,227.00	-3,513.90	43.57%	
PER.MIN.03 - in Lieu of FICA	1,832.10	4,763.00	-2,930.90	38.47%	2
PER.MIN.07 - MIN LTDLife Ins	444.20	1,000.00	-555.80	44.42%	
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%	

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July 2022 through January 2023

	Jul 2022 - Jan 2023	Annual Budget	\$ Over/Under Budget	58% of Year % of Budget	Notes
Total Minister Expenses	28,937.90	87,256.00	-58,318.10	33.16%	
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	31,697.31	56,420.00	-24,722.69	56.18%	
PER.ADM.02 - ADM UUA Pension	2,626.96	5,642.00	-3,015.04	46.56%	
PER.ADM.03 - ER Payroll Taxes	2,416.51	4,316.00	-1,899.49	55.99%	
PER.ADM.04 - ADM Medical	6,721.40	11,284.00	-4,562.60	59.57%	
PER.OFF.05 - Admin Dental	420.00				
PER.ADM.07 - ADM LTDLife Ins	468.02	0.00	468.02	100.0%	
Total Administrator Expenses	44,350.20	77,662.00	-33,311.80	57.11%	
Music Program Expenses					
Choir Director					
PER.MUS.01 - Choir Dir Wages	5,763.42	16,500.00	-10,736.58	34.93%	3
PER.MUS.03 - ER Payroll Tax	382.05	1,262.00	-879.95	30.27%	3
Total Choir Director	6,145.47	17,762.00	-11,616.53	34.6%	
Accompanist					
PER.MUS.11 - Accompanist Wages	6,428.10	10,830.00	-4,401.90	59.36%	
PER.MUS.12 - Accompanist PR Tax	191.19	828.00	-636.81	23.09%	
Total Accompanist	6,619.29	11,658.00	-5,038.71	56.78%	
Total Music Program Expenses	12,764.76	29,420.00	-16,655.24	43.39%	
Site Support Staff Expenses					
PER.SIT.01 - Childcare	0.00	2,020.00	-2,020.00	0.0%	
PER.SIT.02 - Custodian	5,137.50	8,710.00	-3,572.50	58.98%	
PER.SIT.03 - Site Caretaker	4,484.25	4,200.00	284.25	106.77%	4
PER.SIT.09 - AV Specialist	10,187.50	16,250.00	-6,062.50	62.69%	
PER.SIT.10 - AV Assistant	0.00	2,125.00	-2,125.00	0.0%	
PER.SIT.12 - ER Payroll Taxes	1,777.04	1,882.00	-104.96	94.42%	4
Total Site Support Staff Expenses	21,586.29	35,187.00	-13,600.71	61.35%	
PER.MIS.01 - Worker's Comp Ins	1,133.00	2,250.00	-1,117.00	50.36%	
PER.MIS.02 -Other Personnel Exp	703.00	500.00	203.00	140.6%	
Total Payroll Expenses	109,241.45	250,037.00	-140,795.55	43.69%	
Total Expense	373,460.14	314,237.00	59,223.14	118.85%	
Net Ordinary Income	85,074.37	71,263.00	13,811.37	119.38%	
Other Income/Expense					
Other Income					
Board Designated Activity					
Released from Board Reserves	-500.00				1
Total Board Designated Activity	-500.00				
Total Other Income	-500.00				
Other Expense					
Board Approved Expenses	2,977.57				5
Total Other Expense	2,977.57				
Net Other Income	-3,477.57				
Net Income	81,596.80	71,263.00	10,333.80	114.5%	

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
 July 2022 through January 2023

	<u>Jul 2022 - Jan 2023</u>	<u>Annual Budget</u>	<u>\$ Over/Under Budget</u>	<u>58% of Year % of Budget</u>	<u>Notes</u>
OTHER BUDGETED LINE ITEMS					
Other Expense					
LIABILITIES					
LIA.OPS.01 - Solar Loans	2,202.50	4,405.00	-2,202.50	50.0%	
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>2,202.50</u>	<u>29,405.00</u>	<u>-27,202.50</u>	<u>7.49%</u>	
Recalculated Net Income	<u>79,394.3</u>	<u>(29,405.00)</u>	<u>108,799.30</u>		

NOTES

- 1) \$500 released from Concert Fund to pay for Peter Mayer's travel expenses
- 2) This apparent under run is because Rev Ellie is paid \$2,394.85/pp (\$62,266/yr) and there have been 10 pay periods since Rev Ellie started working.
- 3) This apparent under run is because Steve Milloy is paid \$640.36/pp (\$16,650/yr) and there have been 9 pay periods since Steve started working.
- 4) This apparent overrun is because all Set Up Crew hours are booked here, including event hours, but we only put hours for Sunday in the budget. The event hours are paid for by the event so there is no net loss.
- 5) Other Expenses approved by the Board include \$2107.59 for 4 wireless mics, \$369.98 for food for the member workshop with Reverend Sarah Millsbaugh, and \$500 for Peter Mayer's travel expenses.

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Chkg	353,368.03
Total Checking/Savings	<u>353,368.03</u>
Accounts Receivable	
Accounts Receivable	-12,000.00
Total Accounts Receivable	<u>-12,000.00</u>
Other Current Assets	
Undeposited Funds	550.00
Total Other Current Assets	<u>550.00</u>
Total Current Assets	341,918.03
Other Assets	
Investments	
UUCEF - Endowment Fund	118,604.51
UUCEF - Endowment Fund - Music	9,781.06
Vanguard x2001-Capital Campaign	820,889.14
Total Investments	<u>949,274.71</u>
Total Other Assets	<u>949,274.71</u>
TOTAL ASSETS	<u><u>1,291,192.74</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Union Bank CC	276.38
Total Credit Cards	<u>276.38</u>
Other Current Liabilities	
Bonus' Payable	462.14
Payroll Liabilities	
LIA.PER.01 - Payroll Taxes	561.92
LIA.PER.02 - UUA Pension	-110.85
LIA.PER.03 - Medical Insurance	-5,594.27
Payroll Liabilities - Other	480.00
Total Payroll Liabilities	<u>-4,663.20</u>
Reimbursed Expenses	162.56
Total Other Current Liabilities	<u>-4,038.50</u>
Total Current Liabilities	<u>-3,762.12</u>
Long Term Liabilities	
Long Term Liabilities	
LIA.OPS.01 - Solar Loans	16,185.24
Total Long Term Liabilities	<u>16,185.24</u>
Total Long Term Liabilities	<u>16,185.24</u>
Total Liabilities	12,423.12
Equity	

The Unitarian Universalist Fellowship of San Dieguito

Balance Sheet

As of January 31, 2023

	<u>Jan 31, 23</u>
Unrealized Gains&Losses	
Unrealized Gains&Losses Vangrd	-4,244.26
Unrealized Gains&Losses UUCEF	-16,541.96
Total Unrealized Gains&Losses	<u>-20,786.22</u>
Permanent Restricted	
FND.END.01 - Endowment Fund	117,205.40
Total Permanent Restricted	<u>117,205.40</u>
Temp. Restricted	
Building Funds	
FND.CAP.01 - Capital Campaign	882,556.61
Total Building Funds	<u>882,556.61</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	2,572.47
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>102,193.50</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>1,038,928.33</u>
Unrestricted Net Assets	61,825.31
Net Income	<u>81,596.80</u>
Total Equity	<u>1,278,769.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,291,192.74</u></u>

UUFSD Policy and Procedure Document**Policy ID: 141****Title: Reimbursements and Check Requests**

Date Approved: November 21, 2010 by the Board of Directors

Updated: December 20, 2016 by the Board of Directors

Updated: October 24, 2020 by the Board of Directors

Updated: February, 12, 2023 by the Board of Directors

Purpose

To give the UUFSD staff and congregation members guidelines for check requests and reimbursements for expenses paid on behalf of UUFSD, helping to ensure accurate recording of expenses in the accounting system.

Policy

To obtain reimbursement for a UUFSD-related expenditure, UUFSD's online expense authorization form must be completed and submitted by the appropriate committee/program leader or staff member, and accompanied by supporting documentation, usually a receipt. The form can be found at <https://uufsd.org/forms/>.

If using this form is impossible in a particular instance, please speak to the Congregational Administrator about submitting a paper Expense Authorization Form.

Checks for honoraria may be requested using the same form.

Advance checks should be requested at least 10 days before they are needed.

Reimbursement checks should be requested within 90 days of incurring the expense.

Instructions may be left in the online form as to whether to mail the requested check to the recipient or keep it in the office for pickup.

Procedure

The request is reviewed by the administrator and bookkeeper for arithmetic, appropriate account, authorization, and supporting documentation if apropos. When correct, the request enters the Accounts Payable queue which the bookkeeper processes on a weekly basis.

All efforts will be made to issue and sign checks within 10 calendar days of the request.

Checks are signed by the treasurer. In the case that the treasurer is not available, any of the other authorized signatories on the checking account may sign checks.

Checks that are to be mailed are placed in stamped, sealed envelopes and dropped off at the post office.

UUFSD Policy and Procedure Document**Policy ID: 143****Title: Authorized Check Signers**

Date Approved: October 30, 2019 by the Board of Directors

Updated: February 12, 2023 by the Board of Directors

Purpose

To create and oversee the process for designating those people who are authorized to sign checks, withdraw funds from UUFSD financial accounts, or move investment funds from any UUFSD account.

Policy

No one shall be authorized to sign a check requested by themselves or a relative (spouse, natural or adopted child, grandparent, sibling or domestic partner).

Procedure

The Treasurer and two or more voting members of the Fellowship shall be authorized check signers.

Anyone proposed to become a check signer, or otherwise authorized to manage any investment fund, shall first be approved by the Finance Committee and then recommended to the Board for final approval.

Board approval for authorized signatories shall enter the official record of the appropriate board meeting. The Board President may be required to sign a corporate resolution attesting to the Board's action, which is required by the bank and other financial institutions when updating authorized signatories on accounts.

UUFSD Policy and Procedure Document
Policy ID: 150
Title: Cash Management on Sundays
 Date Approved: March 24, 2013 by the Board of Directors
 Updated: January 17, 2017 by the Board of Directors
 Updated: February 12, 2023 by the Board of Directors

Purpose

To ensure the safe collection, counting, and deposit of cash and checks received.

Policy

The Fellowship office has a locked safe with a slot for receiving envelopes. Everyone who handles cash collections on Sundays is responsible for making sure the collected cash and checks are placed in the safe after the service in properly marked envelopes for the office staff to process at a later time. At no time is cash to be left unattended outside of the office safe.

Responsibilities and Procedures

Sunday Service Ushers	1. Ushers collect money (cash and checks) from the morning offering. Together, they then move to a place where they will not disturb the congregation. They place the money in the pre-printed collection envelope and write the date and the Ushers' names on the envelope (if time permits, they first organize, smooth, and sort the bills by denomination before placing the bills in the envelope). They then seal the envelope and one usher places it in the cash safe in the office. (Empty envelopes are kept in the Ushers box.)
Designated volunteer responsible for any cash collection.	2. The designated volunteer responsible for a specific cash collection collects the cash and checks, places them in an envelope clearly marked with the purpose of the collection (eg book

	<p>sales, holiday gift baskets), the date, the amount, and the volunteer’s name. The volunteer then places the sealed envelope in the cash safe in the office. Empty envelopes are available in the office.</p>
<p>Two people approved by the Finance Committee</p>	<p>3. On Tuesday morning, two approved people open the cash safe; retrieve the envelope/s that were placed there; remove the cash and checks from the envelopes; count the cash for each collection separately (service, coffee hour, book table, etc.), noting how many bills and coins of each denomination were collected; and write out a list of the counts and cash subtotals on the form provided for this purpose. Checks are not included in the cash count; they are stamped with UUFSD’s endorsement stamp and placed in the Bookkeeper’s Accounts Receivable queue.</p>
<p>Bookkeeper</p>	<p>4. In accordance with office procedures, the bookkeeper processes the checks and cash through the Fellowship accounting system, and completes a deposit slip for the total.</p>
<p>One person approved by the Finance Committee</p>	<p>5. On Tuesday afternoon, upon completion of the day’s bookkeeping activities, the approved person takes the cash, checks, and deposit slip to the bank and makes the deposit. The receipt for the deposit is stapled to the deposit paperwork stored in the financial filing cabinet in the office.</p>

UUFSD Policy and Procedure Document**Policy ID: 440****Title: Finance Committee Responsibilities**

Date Approved: November 21, 2010 by the Board of Directors

Updated: September 15, 2015 by the Board of Directors

Updated: May 13, 2020 by the Board of Directors

Updated: February 12, 2023 by the Board of Directors

Purpose

To specify the responsibilities of the UUFSD Finance Committee.

Policy

The Finance Committee is responsible for monitoring and supervising the financial state of the Fellowship including investments; resolving accounting and financial control issues; and making recommendations as appropriate to the Treasurer, the Minister, and the Board. The Finance Committee is delegated ample authority to take ownership of its activities, and given the corresponding accountability.

Procedure

The Finance Committee will consist of four to five members of the Fellowship, including the Treasurer as an *ex officio* (voting) committee member. Responsibilities shall be to:

1. Recommend and monitor implementation of best financial practices to safeguard and properly account for all UUFSD finances.
2. Recommend policies and create procedures, including for the handling of special funds and cash collections.
3. Review detailed monthly revenue and expense report and balance sheet prepared by the Treasurer. Assist Treasurer in tracing and addressing budget discrepancies.
4. Review accounting of special funds (e.g. designated bequests).
5. Arrange for financial audits when deemed necessary.
6. Work with the Treasurer to collect budget requests from committee leaders and staff and submit a recommended draft budget to the Board of Directors, along with the budget request documents from committees and staff.
7. Monitor and report on financial trends in communities of faith.
8. Annual review of coverage adequacy of insurance policies.
9. Monitor cost-effectiveness of banking processes (e.g., payroll; credit/debit card use)
10. Select and manage bank accounts, investments, etc., with due notice to the Board.
11. Make recommendations to the Board regarding handling of Fellowship loans.
12. Determine and monitor Fellowship needs for reserve funds.
13. Monitor IRS and tax laws changes so we remain in compliance.
14. Monitor maintenance of financial records (per P&P #170 – Document Retention).
15. Alert the Board to pending financial problems and suggest corrective actions.

UUFSD Policy and Procedure: Communications Committee
UUFSD Policy and Procedure Document Policy ID: 485
Title: Communications Committee Policy and Procedure
Date Approved by the Board of Directors: October, 2020
Date Revised and Approved by the Board of Directors: February 12, 2023

Purpose

The Communications Committee exists to effectively promote Fellowship events through various publicity venues.

Policy

The Communications Committee is responsible for providing members and visitors of the Fellowship with updated information regarding the events and activities that take place, on and off campus. The ComCom maintains and updates bulletin boards, the UUFSD's website, Facebook and weekly newsletter with the goal of informing members and visitors to UUFSD of programs and events and as a means of outreach to our immediate communities.

Communications Committee (Programs) Responsibilities/Activities:

- * Bulletin Board Postings - Flyers and Notices
- * Weekly Newsletter
- * Quarterly Magazine
- * Announcements for Order of Service
- * Website postings
- * Facebook Page
- * Email Blasts
- * Nextdoor Group

ComCom meetings are open to all members. Congregation members wishing to speak at the meeting on a specific issue should contact the Committee Chairperson.

Procedures

Announcements for the Newsletter, Website, Order of Service, Facebook and Outside Publicity

The Congregational Administrator is responsible for setting a cutoff time for Newsletter and Order of Service submissions, and for communicating and enforcing this timeline.

Submissions:

- a. Go to Website/News & Events/Submit Your News
- b. Guidelines for submitted articles are found in the "Submit Your News" document include length of articles and timelines

c. Any deviation from the guidelines requires approval of the Congregational Administrator and the Editors of the website and Facebook

Quarterly Magazine

The ComCom encourages members and friends to provide input on topics for the Quarterly Magazine. All members and parties with announcements and articles shall:

- a. Contact the magazine editor with suggested topics.
- b. Go to Website/News & Events/Submit Your News
- c. Fill out a "Submit Your News" document

Flyers and Notices

- a. Only fliers related to UU events may be attached to the Core Area glass enclosed bulletin board or the four-sided kiosk.
- b. There will be no postings on doors, windows, buildings or fences unless approved by the ComCom.
- c. Flyers and notices will be posted on bulletin boards by members of the Communications Committee, which will have the responsibility of removing them as appropriate.
- d. While posters and fliers will usually be limited to 8½" x 11", for special events (Auction, Fall Fair, etc.) larger posters or banners may be placed on site, with the approval of the ComCom. Committees or individuals in charge of the special event will be responsible for the removal of the posters and signs after each event.
- e. To ensure compliance with this policy and procedure all flyers related to UUFSD events must be submitted to the Congregational Administrator
- f. The ComCom will periodically monitor all fliers, posters and bulletin boards for attractiveness and timeliness.
- g. The responsible party's contact information (name, email address or telephone number) shall be included on fliers and posters (information may be printed on reverse side)
- h. To protect the tax-exempt status of UUFSD, only UU-related notices may be posted on these bulletin boards. No commercial or business notices are allowed

Four Square Kiosk

- a. All materials will be submitted to the Congregational Administrator
- b. All materials for posting will be approved by Kiosk Coordinator
- c. Kiosk Coordinator will post materials on a weekly bases and remove outdated materials
- d. To protect the tax-exempt status of UUFSD, only UU-related notices may be posted on these bulletin boards. No commercial or business notices are allowed.

Stand Up Bulletin Board

- a. All materials will be submitted to the Office Manager
- b. The Congregational Administrator will post materials on a weekly basis and remove outdated materials
- c. To protect the tax-exempt status of UUFSD, only UU-related notices may be posted on these bulletin boards. No commercial or business notices are allowed.

Email Blasts Email blasts will be used only for special informational purposes

- a. The Minister has the responsibility for the content and frequency of email blasts
- b. The Minister or her/his designee determines whether to issue email blasts
- c. The Congregational Administrator issues email blasts

Nextdoor

- a. Posts are submitted through Nextdoor directly by the user
- b. The posts are visible to the group immediately but may be deleted later by the moderator
- c. Individuals posting inappropriate material (anything that is at odds with our 8 Principles) will be removed from the group

Content Guidelines

Newsletter/Order of Service/Facebook/Website/Bulletin Board/Kiosk

Articles submitted for publication in these outlets must be related to, supported by, or sponsored by a UUFSD committee or social group. UUFSD activities, events and news generated by UUFSD committees, and social groups include cooperative actions with outside groups when endorsed by committees and groups.

Articles relating to Regional UU events and UUA national events are also allowed.

Nextdoor

Nextdoor is a social medium that was created to bring neighborhoods together. It also includes the ability for groups to create their own private space. The UUFSD Communications Committee has created a Nextdoor private space for our members and friends to communicate with each other. Currently half our members have joined our site; we are hoping to encourage everyone else to join.

Posted messages include items for sale or gift, local events of interest, shared religious or political views and interesting news articles re-posted from other sources. To join, go to <https://nextdoor.com/g/qgggyms4mk/> and request membership, or email Rich McDonald at ridumac@yahoo.com.

Once you have signed up, you can remove yourself from all other neighborhoods and groups and limit your messages to only those from our UUFSD group.

UUFSD Policy and Procedure Document**Policy ID: 590****Title: Donor Information Security and Confidentiality**

Date Approved: March 21, 2017 by the Board of Directors

Updated: February 12, 2023 by the Board of Directors

Purpose

To specify the method by which the confidentiality of donor information is protected from disclosure, thereby assuring donors that information about their donation is handled with respect and with confidentiality to the extent provided by law.

Policy

UUFSD shall provide a secure environment for collecting donations and shall maintain internal controls governing the safekeeping of all donor financial and personal information. Information concerning all transactions between a donor and UUFSD shall be made available only to UUFSD personnel with a need to know in the performance of their official functions. Otherwise, such information shall be held by UUFSD in strict confidence and may be disclosed only with the permission of the donor or the donor's designee.

Procedure

Every activity ("Activity") that involves the solicitation of monetary donations (e.g., the Pledge Drive, the Capital Campaign) is charged with maintaining the security/confidentiality of donor financial information. Therefore, everyone engaged in the Activity is responsible for maintaining confidentiality when discussing or reporting donor information.

- Unless exceptions are approved by the Board, only the Activity Chair, the Treasurer, the Minister, the Congregational Administrator, and the Bookkeeper may view individual donor names and contributions.
- Donation records will be maintained in a secure location by the Congregational Administrator. Once the Activity is completed, all transactions and records related to the Activity are the responsibility of the Congregational Administrator.
- When requested for analysis (e.g., measuring the overall effectiveness of a pledge drive or understanding general pledge patterns), the Treasurer shall provide access to anonymized relevant donation data. Nominally, this access is restricted to members of the Board of Directors, the Finance Committee, the Stewardship Committee, the Planned Giving Committee, and those involved in the Capital Campaign. Other requests are to be handled on a case-by-case basis with authorization from the Minister or President of the Board of Directors.
- UUFSD records are increasingly kept in secure online locations. Those who are responsible for maintaining those assets are expected to maintain the security and

confidentiality of donor information records and are also expected to refrain from viewing individual donor names and contributions unless required to do so because of their other responsibilities.