

2023-03-12 UUFSD Board of Directors Meeting  
1130 a.m.-2:20 p.m.  
Library

Present:

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

Reverend Ellie Kilpatrick, non-voting  
Sarah Miller, Treasurer, non-voting

Guests:

Rich MacDonald  
Wenda Alvarez  
Susan Hahm

Chalice Lighting & Chalice Reading

Board Covenant Reading

**1. Topic: Upgrading Zoom Account** (Rich MacDonald presentation)

Currently using the zoom platform through the UUA which has the institutional license. Without having our own system UUFSD is restricted in terms of certain functions. The proposal to purchase a pro-Zoom account at a cost of \$150/month + \$120 for more storage which then increases each year. After 5 years we would be paying \$1800 if we stored all the services for 5 years.

Rev Ellie stated that storage can be on a hard drive which can be shared via Google. We will need to pay for Google storage. With a pro-Zoom account, we can have multiple meetings at a time. The Zoom via UUA constrains the latter among other functional needs. Rich is confident that we can satisfy all our conditions.

**DECISION:** All agreed to keep UUA account for the services and add a Zoom pro account for other activities and to re-assess this in one year.

**ACTION:** Angie to ask Denise to purchase a pro zoom-account. **DONE**

**2. Topic:** Joe Cantrell, A-V specialist, is requesting \$905 for additional AV equipment.

**DECISION:** All agreed

**ACTION:** Mary Anne to inform Joe of board approval to purchase requested AV equipment. Vice President to also inform the staff to notify the Board directly if they have a financial request.

3. **Topic:** Approval of Board Meeting Minutes from 2023-02-12  
Minutes were approved.

4. **Topic:** Committee/Staff/Treasurer Reports  
All agreed to accept reports

5. **Topic:** Placement of hand railings in parts of campus

**DECISION:** All agreed that money for railings between Founders' Hall and the bridge to the amphitheater should be charged to Facilities and not Buildings and Grounds. Safety issues on campus will be put on next month's agenda.

6. **Topic:** Finance: Q&A forum on Budget:

**DISCUSSION:** A proposal to offer a congregational forum to review the FY2023-24 budget was discussed.

**DECISION:** All agreed that the budget forum would be useful for the congregation prior to voting on the budget in June. It also supports our goal of transparency.

**ACTION:** A forum to review the budget will be scheduled prior to the June congregational meeting. Date tbd.

7. **Topic:** Worship Committee request to purchase 20 teal hymnals at a cost of \$20 each.

**DISCUSSION:** There are an insufficient number of teal hymnals for Sunday services and many are in poor condition. Discussion was held regarding which source of funding this purchase would be charged to. The Music Committee has unused funds available.

**DECISION:** The Music Committee liaison to request that the Music Committee consider purchasing the hymnals with their current funds.

**ACTION:** Board Liaison to meet with the Music committee to request funds for the purchase of the 20 teal hymnals. The Treasurer will remove this item from the Worship committee's budget

8. **Topic:** Staff rates for rental of the facility

**DISCUSSION:** A proposal to allow staff to rent our facility at member rates was discussed.

**DECISION:** As this issue falls under the purview of the Finance committee no Board decision was made.

**ACTION:** President to follow-up and research if the Fellowship's accompanist has paid rent for her recitals with students.

**UPDATE:** Katie does not pay any rental fees for the times she uses Founders Hall for her student's recitals. She said this was an agreement in her contract although there is nothing about this in her Letter of Agreement. This is another case of some verbal agreement being given without proper documentation. This information has been passed on to the Finance Committee which has authority over our rental policies and is reviewing what needs to be updated.

**9. Topic:** Follow-up - \* February 26<sup>th</sup> Forum and Next Steps for Dream Builders

**DISCUSSION:** There will be a meeting April 11<sup>th</sup> with the contractor, Chris Kolb, who is considering doing the renovation on the Administration building to discuss his plans. The Dream Builders will be meeting in April to address their plans for future capital campaign plans.

**DECISION:** The next Board letter will include the summary of the forum

A request will be sent to the Dream Builders to begin search and a timeline to hire a design team for the remainder of the capital campaign phases.

**ACTION:** President to send letter to the Dream Builders with the above request. **DONE**

**10. Topic:** Article II Draft created by the UUA regarding the 8<sup>th</sup> Principle

<https://youtu.be/zPQmvlMBUOg>

[Article II Study Resources | UUA.org](#)

**DISCUSSION:** Ways to bring congregation up to speed on this draft and coordinate discussions was addressed. Mary Anne proposes to offer this during De Benneville camp weekend to show the video from the Article II Commission as their service. Also, the theme of the service at UUFSD on 4/16 will be on the 8<sup>th</sup> Principle showing the video referenced.

**DECISION:** Rev Ellie to do a service in June on the proposed revision to Article II. Even if the UUA Bylaws change we are not going to be dismissing the principles. This could be a natural discussion re our visioning. The 8<sup>th</sup> Principle Journeying towards Wholeness TK does not consider informing the congregation about the Article II work in their scope.

**ACTION:** Vice President to take the lead on this and write an article for the April newsletter and plan the Sunday service on 4/16 with this as the theme. Angie to offer a forum at De Benneville camp for our participants regarding the proposed draft for Article II.

**11. Topic:** Behavioral Covenant Follow-up

**DISCUSSION:** While there has been information provided to the Fellowship to sign-up for discussion groups with Rev Ellie there was a problem with the sign-up system so these groups have not been conducted to date. The technical problem has now been resolved.

**DECISION:** Info will be re-sent via email blast announcing both the purpose and the way to sign up for these groups to discuss the Behavioral Covenant proposed by Rev Ellie. Rev Ellie also to announce the information from the pulpit.

**ACTION:** Rev. Ellie to send an email blast to the congregation regarding the Behavioral Covenant discussion groups and announce the information during Sunday services. **DONE**

**12. Topic:** Delegates to General Assembly (GA)

**DISCUSSION:** We are allowed 4 delegates, who must be voting members of the congregation. The Congregational Administrator is the designated manager. The issue of offering subsidies to members who wish to attend and need financial assistance was addressed. There has been no consistent practice about offering subsidies, but in some cases, it seems possible funding was from

the Ministerial Discretionary Fund. However, according to Policy the MDF is to be used for Pastoral Care needs. The Treasurer felt that monies can be available from other unrestricted funds. The cost to attend in person, just for the conference, is \$450. Hotel, meals and travel expenses are not included in the conference fees. Attending on zoom is \$250. Some Board members who have attended GA shared that it was a very positive experience.

**DECISION:** All agreed that offering a subsidy to a member who like to attend and needs financial assistance should be granted a subsidy. Also, Rev Ellie proposed having a Sunday service next February, 2024 for those who attended GA to share what they learned and experienced.

**ACTION:** President to include GA info in newsletter including costs and possible subsidy. **DONE**

**13. Topic:** Closing the office between Christmas and New Years and effect on staff vacation time.  
Did not discuss. To be put on next month's agenda.

#### **14. Consolidation of Funds**

**DISCUSSION:** a brief discussion was held regarding the Treasurer's 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 – De Benneville Pines

FND.LIB.04 – Library Fund

**DECISION:** As it would be important to be sure affected committees understand the change the committee liaisons are to discuss the proposal with their respective committees and report to the Board in next month's meeting.

**ACTION:** Table remainder of discussion until the April meeting. Liaisons to above committees to discuss with their committees.

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

**Did not discuss.**

**16. Topic:** Reschedule mini retreat with Rev Ellie on Governance and Ministry.

**DECISION:** The retreat will be scheduled on April 23<sup>rd</sup> from 11:30-3:00 in place of the previously scheduled congregational forum.

**17. Topic:** Pledge Drive goal

**DISCUSSION:** A proposal was made to ask the congregation to increase their pledges to achieve a new goal of \$375,000 instead of the previous goal of \$332,000. The rationale was related to both the COLA increases as well as the possibility of increasing the hours of a Religious Exploration Coordinator. Rev. Ellie counseled the Board, and all committees, to be "aspirational" about the pledge goals and committee budget requests.

**DECISION:** Initially the decision was for the President to have a discussion with the Stewardship committee re increasing the pledge goal to \$375,000. In addition, it was proposed that the President read a statement from Rev Ellie at the next Sunday service regarding being “aspirational” in our goals and increasing our pledge drive goals which would include increasing the goal to \$375,000. The Board President was not in agreement to reading the statement to the congregation or to meeting with Stewardship until further discussion.

**ACTION:** *President to have discussion with Minister to determine appropriate action regarding this issue. DONE*

**UPDATE:** Based on the preliminary budget, there was insufficient justification for asking for a pledge goal of up to \$375K. It was agreed to increase pledge goal to \$350K, identifying flexibility in being able to offer a more attractive package for an RE Coordinator as the primary motivation.

#### **18. Topic:** Outstanding Action Items

Did not discuss.

#### **APPENDED TO THESE MINUTES:**

- Committee/Staff Reports
- Financials
  - P&L 2023-02-28 all accounts
  - BS 2023-02-28
- Zoom costs
- Summary – Dream Builders Forum
- List of AV Equipment that will be purchased

#### **IMPORTANT UPCOMING DATES:**

**April 9th**      **Board Meeting 11:30 am**    **Library**

**April 23rd**    **Board Retreat on Governance 11:30-3:00, location tbd**

**May 7th**        **Board Meeting 11:30 am**    **Library**

**May 31<sup>st</sup>**      **Mailing to Congregation about Annual Meeting/Budget**

**June 4th**       **Board Meeting 11:30 am**    **Library**

**June 11th**     **Congregational Meeting, 11:30-12:30 Amphitheater**

Minutes submitted by Livia Walsh, Secretary

## **UUFSD Committee, Staff & Treasury Reports MARCH 2023**

### **Buildings and Grounds** ( Board Liaison - Angie Knappenberger)

Replaced all the exterior lights around the library which were burned out, doing lots of weeding, fixed PineCones building sink drain, still working on clearing out pine needles. Grab rails have been ordered and received for the restrooms per a suggestion from Connie diGirolamo and will be installed soon. Also per Connie's suggestion, Greg Brown is getting quotes on handrails for the pathway between Founders Hall to the Bridge leading into the amphitheater. Cost may be up to \$5K. Also looking into smoothing and patching the pathway.

### **Campus Safety and Security** (Board Liaison - Sarah Miller)

No report

### **Communications** (Board Liaison - Liora Kian-Gutierrez)

Issues discussed at the last Communication Committee Meeting - March 5, 2023

1. Budget: Discussion of what would be our bare minimal and dream budget. We decided on a budget request that allowed for community outreach. Done, budget request submitted.

\* Chris Byrnes will contact Mark Tuller who ran a similar campaign several years ago for information on it's success and costs. Core Area. Done

2. Articles in the Order of Service

Issue of length of articles and events with dates: Decision that we would enforce the 100 word limitation (no photos) and add language to the "Submit Your News," regarding events.

Done, Richard added to the "Submit Your News": The OOS is limited in size (no images) and preference is given to Fellowship Events with a date. Ultimate decision making left to Denise and Rev. Ellie.

3. Articles in the Newsletter (later expanded to the website and Facebook)

We discussed the issue of length of articles in the Newsletter. We will adhere to a 200 word limit.

Done, Richard added to "Submit Your News": The Newsletter, Website, and Facebook are limited to 200 words max.

Recommendation: That we revisit this issue at our next meeting and see how it is working out.

b. Denise will return submissions to their sponsors, if articles are beyond the 200 words and ask them to resubmit. She will inform all Com Com members of these actions, so we know not to publish in our different media.

4. "Read More" Link

Adherence to the “up to 100 and up to 200 word submissions will eliminate the need for “Read More” links.

Recommendation: That we revisit this issue at our next meeting and see how it is working out.

#### 5. Newsletter article realignment by dates and categories.

Discussion was held on changing the placement of the categories in the newsletter. Currently we have 3 major categories, (1) Ministerial/Board, (2) Social Justice, (3) Social Events.

Done: A decision was made to change the category placements to: 1. Ministerial/Board 2. Social Events and 3. Social Justice.

#### 6. Recurring articles in the Newsletter.

There are currently articles published on a weekly basis, without a date expiration. An example is an article for Pastoral Care. There was discussion of moving recurring articles to the end of the newsletter, or leave them in their specific categories. Pastoral Care is currently a Ministerial priority.

No final decision was reached on this issue.

Recommendation: Rev. Ellie decides where it and other articles like it (worship) go and for how long.

#### 7. Welcoming Visitors in the Core Area

Andi MacLeod gave a presentation on reviving a visitor welcoming arrangement in the Core Area. She recommended that we have a table with materials from committees and social groups with information on events at the Fellowship. She also recommended that we use the stand apart bulletin board for Fellowship events.

Irv Himelblau indicated that there were two (2) stand up banners, one for Social Justice and another for social events that were built for such a display arrangement. Irv gave a brief detail of the logistics that might be associated with this undertaking.

c. Richard Macdonald proposed that Andi look into the book sale model at UUFSD as a possible avenue to achieve her goals.

Action: Andi agreed to recruit a planning/working group to further brainstorm the concept. Irv Himelblau will secure the upright banners. The committee agreed to remove the banner on the stand alone bulletin board when this project goes into effect, so it can be used by Andi and her group.

#### 8. Policy of announcements from the Pulpit

Rev. Ellie and discussed the new procedure Rev. Ellie and the Worship Committee will provide final guidance on limiting announcements from the pulpit.

We did not have time to discuss Email Blasts Policy, and the updates needed for the website.

#### **Design Review** (Board Liaison - Cathy Leach-Phillips)

I have not worked on this since we have all been focused on Dream Builders.

### **Dream Builders** (Board Liaison - Andi MacLeod)

Admin Building Remodel: A subcommittee led by Clint is in discussion with Chris Kolb to determine what work can be done for the mentioned budget. He will respond by mid April with a scope of work and numbers. Although this isn't directly in the scope of Dreambuilders, it's been noticed that the bridges leading to the amphitheater and core area from the west parking lot are in need of repair and maintenance. Plans are underway to assess and price out repair and replacement options.

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

Julia and Liora met with Rev. Ellie. We will be contacting all committee chairs to ask for a list of members and if they have regular meeting times. We will then be forwarding the appropriate chart from UU of Southern Delaware to have one of us and a committee member facilitate the document with the entire committee. Rev. Ellie will be training all of us on proper facilitation steps. We have three committee members plus us. Julia will be submitting a newsletter article to update the congregation on what we are going to do to move forward with this important work for our UUFSD.

### **Finance Committee** (Board Liaison - Angie Knappenberger)

Finance Committee is not interested in helping to renegotiate our contract with Sandy Hill in terms of access to YRUU building. Has sent request to all committees that budget asks for the 2023-2024 fiscal year be submitted by March 10th. Next meeting March 12th. Recommending budget Q&A after the service, but that is when our Board meeting is scheduled.

### **Fun & Fellowship** (Board Liaison - Louise Lin Garrett)

Mardi Gras was celebrated during February this year. The Fellowship Hall was decorated with colorful lights, banners were hung from the ceiling, and the gold, green, and purple table clothes were adorned with gold coins, masks, multicolored tensile, and imitations of crowds. It was a huge success. More than 50 people attended what was supposed to be a windy and cold night. The storm held off until after the fun and after all the Shrimp Creole, Jambalaya, Etouffee, and King Cake was eaten and served with Hurricanes. People and young children wore the beads and masks that were given away.

>> Valentine's Day was celebrated the Sunday after Valentine's Day with colorful red and pink cupcakes and flowers.

### **Kitchen** (Board Liaison - Andi MacLeod)

The new kitchen appliances have been absorbed into the kitchen and a new kitchen committee met to brainstorm future events: more cook offs, potlucks and parties. It was suggested to delegate an Event Champion to lead some of these and allow others to share in the responsibility of putting them on.

### **Library** (Board Liaison - Cathy Leach-Phillips)

Cmte increasing, good energy & productivity.

### **Membership** (Board Liaison -Liora Kian-Gutierrez)

We had 6 new members sign the book on Feb12, and another one, who joined a couple of months ago, participated in the Welcoming Ceremony.

Our main obstacle is having other events scheduled opposite membership events, such as the newcomer-meet ups and UUFSD Orientation Classes. We had to postpone the Welcoming Ceremony due to Peter Mayers activities. The next UUFSD Class is scheduled opposite the St Patrick's luncheon on March 19th. Betsy has given up reserving a space for our events, as we always seem to get bumped. So the membership activities happen in the Core area. If the weather is bad, we will move to the office.

**Music** (Board Liaison - Cathy Leach-Phillips)

Going well, nothing new to report.

**Nominating Committee** (Board Liaison - Angie Knappenberger)

Continuing to seek 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. Planning email blast to recruit interest.

**Pastoral Care** (Board Liaison - Livia Walsh)

No updates

**Personnel** (Board Liaison - Angie Knappenberger)

Nothing new to report

**Planned Giving/Endowment** (Board Liaison - Livia Walsh)

Grant applications are open. One has been submitted to date

**Policies and Procedures** (Board Liaison - Livia Walsh)

No updates

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

RE Committee Meeting Minutes: No meeting this month. Seeking a March/April date

RE Budget: Request currently being prepared

RE Search Committee: Tentatively scheduled for 4/2/23 8:00 am

Safe Congregation Task Force: A. MacLeod, C. Faller and S. Hahm reviewing new information, seeking meeting time to include Alisa G.

RE Family Connection Events: 1) Game Night - Third gathering was a success with about 20 folks attending, including several young families and 4 youth; 2) DeBenville Pines: Children are **free** and teens are only **\$25!** There is enthusiasm among families and several have signed up. Potential RE programming to be discussed with committee.

RE/Worship Coordination: Two dates, 4/23 - Earth Day and 6/4 Flower Ceremony, have been designated as

intergenerational services.

Parent Idea: A Game lending library, an idea from parents born at the all-ages on the playground RE time on 3/5/23 has lead to discussion with the Library committee on the idea of integrating a game lending library into the patio bookstore.

RE Youth Programs: Two volunteers, Antony Carter and Wenda Alvarez, are willing to serve as youth advisors to a combined Jr. High/Highschool group. We'll discuss programming options at the next committee meeting.

**RE Attendance Update:**

UUFSD RE 2021-2022		Complete	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	NA	Y	Y	Y	Y	Y	NA	Y	
<b>All Classes</b>																												
<b>Attendance</b>		24	3	4	1	5	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?	03-05-23	02-26-23	02-19-23	02-12-23	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	0	0	0	1	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	8	0	1	1	2	0	0	2	1	2	0	0	1	0	1	2	1	0	0	0	2	1	0	0	2	0	2
3	1st - 3rd Grade	7	3	2	0	2	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	1	0	0	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	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	0	0	0

**Social Justice Action** (Board Liaison - Andi MacLeod)

The committee’s quarterly meeting took place in early March. The committee discussed the establishment of a General SJA Fund made up of unspent monies from the FY allocation, to be used for any programs needing additional funding or for new projects arising. Six Generosity Sundays are scheduled (with two in one month) for the remainder of the fiscal year. The Climate Action subgroup is currently concentrating primarily on political actions. Another action is the purchase of recycling bins for green waste and recyclables. While we search for a gun violence protection coordinator, we’ll carry on by focusing mainly on GVP legislation petitions. We may have a new source for distributing backpacks for our Backpack Project. The Christmas Basket program was very successful. We ended up exceeding the goal. This year’s Winter Shelter was very successful. Volunteers were available for food and chaperoning. Mary Anne indicated that we have established a very solid relationship with St James. The Casa de Luz small cottage program is proceeding at a great pace. The Decelles Unicorn Village (on Palomar UU land) for at-risk youth will be accepting clients on May 1 for two cottages. Five more cottages go live on July 1. The City of Vista is very cooperative. UUFSD will be building one of the small cottages. The 8th Principle task force is thinking of having Committees and groups at UUFSD do a self assessment on how they might interact with and assist in promoting the 8th Principle. We continue participating in the Fill A Belly program once they start up again. We are considering a direct contribution to earthquake relief in Turkey, per the recommendation of a member from Turkey.

**Staff** (Board Liaison - Mary Anne Trause).

Not much new with respect to staff. The set-up staff knows and has begun to take the wireless mike to individuals who wish to speak during introductions and joys and sorrows. It's working better than expecting the ushers to do it. Also Byhrt said they have closed the mics before the services so they are not picking up background conversation and noises on Zoom.

**Action item:** Denise raised a question about a non-profit she belongs to renting Founders Hall in December. Her question is whether she could get the member rate for the rental if she's staff. I don't know if I, as staff liaison, have the authority to tell her yes, but I believe that's the correct answer since she is absolutely a vital part of our community. I think yes is the message we want to send to all staff members on the infrequent occasions when this comes up. Does the board agree?

**Stewardship** (Board Liaison - Angie Knappenberger)

Pledge drive will be themed based. Not asking for pledge increases. Kickoff was March 5th with Rich McDonald giving testimonial and theme of pastoral care. March 12th - Rev Ellie to speak/theme is Music and testimonial from our Music Director, Steve Milloy; March 19th - theme is Youth and family ministries from one of our new RE families, John Host; March 26th - Theme is Social Justice with Emma's revolution; April 2nd - Wrap up of pledge drive with Rev Ellie/ice cream bar. Newsletter will feature pledge drive status and listing members who have pledged. Auction is scheduled for May 21st; Betsy Gilpin will be taking lead on donations

**Worship** (Board Liaison - Cathy Leach-Phillips)

Attempts to increase number of Worship Associates has yet to yield results, as WA training in Feb. was only attended by current WAs.

New "skinny" worship script is working well & Sunday service times have shortened.

We have very successfully scheduled speakers throughout the year. We do have plans for a non-speaker service on April 16th (fellowship's camping weekend at DeBenneville).

**STAFF REPORTS**

# ADMINISTRATOR'S REPORT TO THE BOARD – MARCH 2023

## MEMBERSHIP STATISTICS as of March 3, 2023:

Voting members:	168
Members emeritus:	3
Pledging friends:	10
Friends:	<u>36</u>
<b>Total</b>	<b><u>217</u></b>

## SUNDAY ATTENDANCE:

Date	In Person	Via Zoom	Via YouTube	Total
2/5/2023	57	16	11	84
2/12/2023	75	17	16	108
2/19/2023	67	20	16	103
2/26/2023	72	25	30	127

## MEMBERSHIP CHANGES:

We welcomed six new members on February 12, 2023:

- Emily & Jon Host
- Brandi Walker
- Paula Dolan
- Lucy Saltmarsh
- Stuart Gaiber

## OFFICE AND EMPLOYEE NEWS:

All W-2 employees were reminded via email that they can enroll and participate in the UU retirement plan, regardless of hours or length of service by authorizing Elective Employee Contributions.

## CAMPUS SECURITY:

Incident occurred on February 11, 2023, 10:00 – 10:30pm, involving 4 young adults, drinking in the office parking lot, outside of their SUV. Broken glass was left in the parking lot. Incident was not reported to the police. Videos were downloaded and saved.

Respectfully submitted,

Denise Clark, Congregational Administrator

## **Minister's Report**

Rev. Ellie Kilpatrick (she/her)

3/9/2023

Big Picture: This past month, most of our energies have (rightly) been focused around the administration building and the big picture around phases 2-4. I want to share that I've been impressed and proud of the board for the non-anxious presence you've brought to circumstances that are inherently anxious! The thoughtfulness and vision the board brings is being noticed. We necessarily put the idea of ministry teams on the back burner for this month. We will have time for the big questions, including moving forward with teams and committees, the future of the change in Article 2, and beyond. Amidst unknowns, my encouragement is to continue to stay present with the congregation (as I will also do), and address the things we CAN address.

### Worship and Rites of Passage:

This is one of the major areas that I am continuing to focusing on. We've begun to use a new WA script, which I think is working well. So far, feedback seems to be very positive around worship, so I do not have much to report.

### Pastoral Care and Presence:

I'm continuing to notice a decrease in pastoral visits to my office, but an increase in requests for home visits and calls. I have noticed that my schedule is not ideal for members who are working (since I do not have evening hours), which is not surprising, but many of these members have opted for phone calls, and still felt I could provide care. Relationship building and pastoral care continues to be a top priority.

### Spiritual Development for Self and Others:

For spiritual development, I am continuing to be in consultation with the RE committee. Last month, I held a worship associate training, which I felt was bogged down by logistics. In the future, my WA sessions will be more like a mini-retreat. In April, I will be holding a facilitators training for those who are on the 8th principle task force to lead conversations with committees about making their committees more inclusive and oriented around the work of the 8th principle. I know there is debate as to whether the 8th principle work is still relevant given the drafted changes to article 2, and what I have told Liora and Julia, is that this is a both/and situation. The new article 2 comes out of the 8th principle in many ways, and there is no reason we need to jettison our current 8th principles while exploring the drafted changes.

### 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. I do sign petitions, however. In my mind, our visioning work is deeply integrated with

justice as well. Every time we ask who we are, I hope part of that question is answered that we are a love and justice seeking congregation.

Administration:

This area is not usually a focus, but I have done more in the administration realm this month, given the needs around dreambuilders, and helping to couch the big picture planning. Denise and I work really well together as well, and I feel that she has acclimated wonderfully!

Serves the Larger Unitarian Universalist Faith:

I have been continuing 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 have noticed a lot of excitement (including my own!) around becoming full time next year. I have had a lot of conversations with members about the creative ways this can manifest next year, and ideas for moving the congregation into this new era of both inreach and outreach. I have noticed a few more "asks" from members to join things now, and I have had to remind them that until September, I'm still part time. I had been hoping to do a sample "sacred saturday" program this month, but my kids got sick yet again, making that trickier. Next year, when we can create this as an actual ministry, where I have a team of supporters on this approach to fellowship, it will be easier to implement both with and without the minister.

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

	Jul 2022 - Feb 2023	Annual Budget	\$ Over/Under Budget	67% of Year % of Budget	Notes
Ordinary Income/Expense					
Income					
Assets Released From Restriction					
From Other Funds	500.00				
Total Assets Released From Restriction	500.00				
Revenues					
Pledges					
REV.PLG.01 - Pledge Income	264,291.50	304,000.00	-39,708.50	86.94%	
Total Pledges	264,291.50	304,000.00	-39,708.50	86.94%	
Site Rental					
REV.SIT.01 - Sandy Hill	32,127.04	49,200.00	-17,072.96	65.3%	
REV.SIT.02 - Special Event	4,240.00	3,000.00	1,240.00	141.33%	
Total Site Rental	36,367.04	52,200.00	-15,832.96	69.67%	
Fundraising					
REV.AUC.01 - Auction	1,115.00	13,000.00	-11,885.00	8.58%	
REV.FDR.02 - Other	907.00	2,000.00	-1,093.00	45.35%	
Total Fundraising	2,022.00	15,000.00	-12,978.00	13.48%	
Contributions to General Fund					
REV.SUN.01 - Sunday Collection	8,219.67	9,000.00	-780.33	91.33%	
REV.MIS.01 - Scripp Sales	336.38	300.00	36.38	112.13%	
REV.MIS.02 - Other	8,940.83	5,000.00	3,940.83	178.82%	
Total Contributions to General Fund	17,496.88	14,300.00	3,196.88	122.36%	
Contributions to Programs					
REV.FNF.01 - Fun & Fellowship	672.89				
REV.SAC.01 - Social Action	1,096.88				
Total Contributions to Programs	1,769.77				
Contributions to Other Funds					
REV.OES.01 - CalOES Fund	9,260.00				
REV.END.01 - Endowment Fund	12,910.33				
REV.CAP.01 - Capital Fund	22,000.00				
REV.CDL.01 - Casas de Luz	127,741.85				
REV.CON.01 - Concert Fund	2,527.32				
REV.DBN.01 - DeBenville Fund	3,290.00				
REV.LIB.01 - Library Fund	162.02				
REV.MWL.01 - Memorial Wall Fund	1,200.00				
REV.SPC.01 - Special Collection	2,550.76				
Total Contributions to Other Funds	181,642.28				
Investment Income					
UUCEF Realized Gains & Losses	-5,637.18				
Vanguard Interest & Dividends	11,209.94				
Total Investment Income	5,572.76				
Total Revenues	509,162.23	385,500.00	123,662.23	132.08%	
Total Income	509,662.23	385,500.00	124,162.23	132.21%	
Gross Profit	509,662.23	385,500.00	124,162.23	132.21%	
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	5,187.82	7,400.00	-2,212.18	70.11%	

## The Unitarian Universalist Fellowship of San Dieguito

### Profit & Loss Budget vs. Actual

July 2022 through February 2023

	Jul 2022 - Feb 2023	Annual Budget	\$ Over/Under Budget	67% of Year % of Budget	Notes
OPS.OFF.04 - eSubscriptions	1,430.62	2,500.00	-1,069.38	57.23%	
OPS.OFF.05 - Phone & Internet	2,160.63	3,000.00	-839.37	72.02%	1
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%	
<b>Total Office</b>	<b>10,089.56</b>	<b>15,200.00</b>	<b>-5,110.44</b>	<b>66.38%</b>	
<b>Finance</b>					
OPS.FIN.01 - Accounting Fees	6,240.00	10,560.00	-4,320.00	59.09%	
OPS.FIN.02 - Credit Card Fees	830.92	1,500.00	-669.08	55.4%	
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%	
<b>Total Finance</b>	<b>7,279.42</b>	<b>13,300.00</b>	<b>-6,020.58</b>	<b>54.73%</b>	
<b>Site</b>					
OPS.SIT.01 - Property Insurance	5,793.00	6,000.00	-207.00	96.55%	
OPS.SIT.02 - Real Estate Taxes	4,065.54	4,100.00	-34.46	99.16%	
OPS.SIT.03 - Gas & Electric	-139.86	100.00	-239.86	-139.86%	2
OPS.SIT.04 - Water	1,857.73	3,500.00	-1,642.27	53.08%	
OPS.SIT.07 - B&G Maintenance	7,723.49	10,000.00	-2,276.51	77.24%	
<b>Total Site</b>	<b>19,299.90</b>	<b>23,700.00</b>	<b>-4,400.10</b>	<b>81.43%</b>	
<b>Total Operations Expenses</b>	<b>36,668.88</b>	<b>52,200.00</b>	<b>-15,531.12</b>	<b>70.25%</b>	
<b>Denomination Expenses</b>					
OPS.DEN.01 - UUA Dues	1,000.00	1,000.00	0.00	100.0%	
<b>Total Denomination Expenses</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Committee Expenses</b>					
COM.BRD.03 - Board Exp	392.23	200.00	192.23	196.12%	
COM.COM.03 - Communications 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	2,428.09	4,400.00	-1,971.91	55.18%	
<b>Total Committee Expenses</b>	<b>2,895.32</b>	<b>7,200.00</b>	<b>-4,304.68</b>	<b>40.21%</b>	
<b>Program Expenses</b>					
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%	
<b>Total Program Expenses</b>	<b>3,966.98</b>	<b>5,000.00</b>	<b>-1,033.02</b>	<b>79.34%</b>	
<b>Other Fund Expenses</b>					
EXP.OES.03 - CalOES Fund Exp	65,177.84				
EXP.CAP.03 - Capital Fund Exp	93,870.06				
EXP.CDL.03 - Casas de Luz Exp	80,873.18				
EXP.CON.03 - Concert Exp	2,162.53				
EXP.DBN.03 - Debenneville Exp	700.00				
EXP.MWL.03 - Memorial Wall Exp	244.68				
EXP.SPC.03 - Special Collection Exp	4,888.10				
<b>Total Other Fund Expenses</b>	<b>247,916.39</b>				
<b>Payroll Expenses</b>					
<b>Minister Expenses</b>					
PER.MIN.00 - MIN Housing	28,738.20	62,266.00	-33,527.80	46.15%	
PER.MIN.02 - MIN UUA Pension	3,228.72	6,227.00	-2,998.28	51.85%	

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

	Jul 2022 - Feb 2023	Annual Budget	\$ Over/Under Budget	67% of Year % of Budget	Notes
PER.MIN.03 - in Lieu of FICA	2,198.52	4,763.00	-2,564.48	46.16%	
PER.MIN.07 - MIN LTDLife Insurance	555.25	1,000.00	-444.75	55.53%	
PER.MIN.08 - MIN Prof Expenses	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%	
<b>Total Minister Expenses</b>	<b>34,720.69</b>	<b>87,256.00</b>	<b>-52,535.31</b>	<b>39.79%</b>	
<b>DRE Expenses</b>					
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%	
<b>Total DRE Expenses</b>	<b>-233.70</b>	<b>17,762.00</b>	<b>-17,995.70</b>	<b>-1.32%</b>	
<b>Administrator Expenses</b>					
PER.ADM.01 - ADM Wages	35,519.31	56,420.00	-20,900.69	62.96%	
PER.ADM.02 - ADM UUA Pension	2,372.16	5,642.00	-3,269.84	42.05%	
PER.ADM.03 - ER Payroll Taxes	2,416.51	4,316.00	-1,899.49	55.99%	
PER.ADM.04 - ADM Medical	7,141.40	11,284.00	-4,142.60	63.29%	
PER.ADM.07 - ADM LTDLife Ins	468.02	0.00	468.02	100.0%	
<b>Total Administrator Expenses</b>	<b>47,917.40</b>	<b>77,662.00</b>	<b>-29,744.60</b>	<b>61.7%</b>	
<b>Music Program Expenses</b>					
<b>Choir Director</b>					
PER.MUS.01 - Choir Dir Wages	7,996.28	16,500.00	-8,503.72	48.46%	
PER.MUS.03 - ER Payroll Tax	382.05	1,262.00	-879.95	30.27%	
<b>Total Choir Director</b>	<b>8,378.33</b>	<b>17,762.00</b>	<b>-9,383.67</b>	<b>47.17%</b>	
<b>Accompanist</b>					
PER.MUS.11 - Accompanist Wages	7,261.18	10,830.00	-3,568.82	67.05%	
PER.MUS.12 - Accompanist PR Tax	191.19	828.00	-636.81	23.09%	
<b>Total Accompanist</b>	<b>7,452.37</b>	<b>11,658.00</b>	<b>-4,205.63</b>	<b>63.93%</b>	
<b>Total Music Program Expenses</b>	<b>15,830.70</b>	<b>29,420.00</b>	<b>-13,589.30</b>	<b>53.81%</b>	
<b>Site Support Staff Expenses</b>					
PER.SIT.01 - Childcare	0.00	2,020.00	-2,020.00	0.0%	
PER.SIT.02 - Custodian	5,807.50	8,710.00	-2,902.50	66.68%	
PER.SIT.03 - Site Caretaker	5,231.25	4,200.00	1,031.25	124.55%	
PER.SIT.09 - AV Specialist	11,950.00	16,250.00	-4,300.00	73.54%	
PER.SIT.10 - AV Assistant	0.00	2,125.00	-2,125.00	0.0%	
PER.SIT.12 - ER Payroll Taxes	2,495.93	1,882.00	613.93	132.62%	
<b>Total Site Support Staff Expenses</b>	<b>25,484.68</b>	<b>35,187.00</b>	<b>-9,702.32</b>	<b>72.43%</b>	
PER.MIS.01 - Worker's Comp Insurance	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%	3
Payroll Expenses - Other	22.75				
<b>Total Payroll Expenses</b>	<b>125,578.52</b>	<b>250,037.00</b>	<b>-124,458.48</b>	<b>50.22%</b>	
<b>Total Expense</b>	<b>418,026.09</b>	<b>315,437.00</b>	<b>102,589.09</b>	<b>132.52%</b>	
<b>Net Ordinary Income</b>	<b>91,636.14</b>	<b>70,063.00</b>	<b>21,573.14</b>	<b>130.79%</b>	
<b>Other Income/Expense</b>					
<b>Other Income</b>					
<b>Board Designated Activity</b>					
Released from Board Reserves	-500.00				
<b>Total Board Designated Activity</b>	<b>-500.00</b>				
<b>Total Other Income</b>	<b>-500.00</b>				
<b>Other Expense</b>					
Board Approved Expenses	2,977.57				
<b>Total Other Expense</b>	<b>2,977.57</b>				

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

	Jul 2022 - Feb 2023	Annual Budget	\$ Over/Under Budget	67% of Year % of Budget	Notes
Net Other Income	-3,477.57				
<b>Net Income</b>	<b>88,158.57</b>	<b>70,063.00</b>	<b>18,095.57</b>	<b>125.83%</b>	

**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** 2,202.50 29,405.00 -27,202.50 7.49%

**Recalculated Net Income** 85,956.1 (29,405.00) 115,361.07

NOTES:

1) The new phone line for the emergency kiosk is now booked to OPS.OFF.05 - Phone & Internet. As a result, this account will run over what was budgeted for this year by an estimated \$100.

2) OPS.SIT.03 - Gas & Electric is running a negative balance due to a one time rebate of \$279. The average monthly SDG&E bill is \$20.

3) PER.MIS.02 - Other Personnel Expenses includes payroll direct deposit fees, A-Check fees (personnel security checks), and Graig's list fees (job postings). This account appears to have been under budgeted.

The Unitarian Universalist Fellowship of San Dieguito

**Balance Sheet**

As of February 28, 2023

	<u>Feb 28, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Union Bank Chkg	360,098.65
Total Checking/Savings	<u>360,098.65</u>
Accounts Receivable	
Accounts Receivable	-12,000.00
Total Accounts Receivable	<u>-12,000.00</u>
Other Current Assets	
Undeposited Funds	696.67
Total Other Current Assets	<u>696.67</u>
Total Current Assets	348,795.32
<b>Other Assets</b>	
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>
<b>TOTAL ASSETS</b>	<u><u>1,298,070.03</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Credit Cards	
Union Bank CC	203.23
Total Credit Cards	<u>203.23</u>
Other Current Liabilities	
Bonus' Payable	462.14
Payroll Liabilities	
LIA.PER.01 - Payroll Taxes	572.04
LIA.PER.02 - UUA Pension	404.77
LIA.PER.03 - Medical Insurance	-5,568.78
Payroll Liabilities - Other	480.00
Total Payroll Liabilities	<u>-4,111.97</u>
Total Other Current Liabilities	<u>-3,649.83</u>
Total Current Liabilities	-3,446.60
<b>Long Term Liabilities</b>	
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	12,738.64
<b>Equity</b>	
Unrealized Gains&Losses	

The Unitarian Universalist Fellowship of San Dieguito

**Balance Sheet**

As of February 28, 2023

	<u>Feb 28, 23</u>
Unrealized Gains&Losses Vangrd	-4,244.26
Unrealized Gains&Losses UUCEF	-16,541.96
<b>Total Unrealized Gains&amp;Losses</b>	<b>-20,786.22</b>
<b>Permanent Restricted</b>	
FND.END.01 - Endowment Fund	117,205.40
<b>Total Permanent Restricted</b>	<b>117,205.40</b>
<b>Temp. Restricted</b>	
<b>Building Funds</b>	
FND.CAP.01 - Capital Campaign	882,556.61
<b>Total Building Funds</b>	<b>882,556.61</b>
<b>Program Funds</b>	
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
<b>Total FND.SAC.04 - SAC Fund</b>	<b>4,181.21</b>
<b>Total Program Funds</b>	<b>6,810.21</b>
<b>Other Funds</b>	
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
<b>Total Other Funds</b>	<b>102,193.50</b>
<b>Board Designated Reserves</b>	
RES.MIN.01 - Minister Reserve	12,765.93
RES.SIT.01 - Facilities Reserve	27,789.75
RES.OPS.01 - Operations Reserve	6,812.33
<b>Total Board Designated Reserves</b>	<b>47,368.01</b>
<b>Total Temp. Restricted</b>	<b>1,038,928.33</b>
<b>Unrestricted Net Assets</b>	<b>61,825.31</b>
<b>Net Income</b>	<b>88,158.57</b>
<b>Total Equity</b>	<b>1,285,331.39</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,298,070.03</b>

Item	UUA zoom lic.	Pro Zoom lic.	Zoom Storage	Total Zoom Costs
Cost in year One	\$120	\$150	\$120	\$270
Cost in year Two	\$120	\$150	\$240	\$390
Cost in year Three	\$120	\$150	\$360	\$510
Cost in year Four	\$120	\$150	\$480	\$630
Cost in year Five	\$120	\$150	\$600	\$750
<b>Total Cost after 5 years</b>	<b>\$600</b>	<b>\$750</b>	<b>\$1,800</b>	<b>\$2,550</b>
<b>Assumptions</b>				
1. Costs remain stable for 5 years				
2. YouTube storage remains free				
3. We want to save 5 years of sermons online				
4. Video size on YouTube and Zoom are equivalent (~575 MBytes each video)				
<b>Changes on switching to Zoom storage</b>				
1. No more "live" viewing on YouTube or elsewhere				
2. Viewing videos will require a link and password that differ for each video				
3. Video link will have to be written to the website or sent by email blast (Denise/Rich)				
4. There will be no Copyright test and thus no internal Copyright protection				
5. Videos can be deleted or downloaded, but not uploaded				
<b>Decisions</b>				
1. How many years of services do we want to save?				
2. Should we save the whole service or just the sermon?				

## **DREAM BUILDER / BOARD FORUM**

**February 26, 2023**

### **I. HISTORY of the CAPITAL CAMPAIGN**

- Conceived in 2011 when Caroline DeMar offered matching funds of up to \$100K/year for three years
- Dream Builder and Capital Campaign task forces created to turn the capital portion of the Strategic Plan, approved in July 2013, into realizable projects
- DOMUS Studios engineering firm hired as design consultant in 2014
- Brochure developed in September 2015; outreach to full congregation began
- Capital campaign funds as of 2016 – \$1.6 Million
- Includes award of \$350K Grant from Spirit Level Foundation for amphitheater improvements
- DOMUS conceptual design package with 5 phases approved in 2020 by the city of Solana beach and the Coastal Commission; UUFSD under jurisdiction of both
- Expenditures to date from capital campaign fund:  
Main parking lot paved; Classrooms refurbished ( \$291K) ; Upper parking lot improvements (\$98K); Consultants/Permit fees (\$293K); Partition in FH (\$142K); Curb & Gutter on Solana Drive (\$67K)

### **II. CURRENT SITUATION**

- \$823K in Capital Campaign Fund
- Administration Building and West End Improvements on completely separate tracks
- Administration Building: (Phase 1)
  - Exempted from requirement to obtain Coastal Development Permit
  - Board recommends budget of up to \$250K for Administration Building Remediation/Remodel and is working with architect and a possible contractor
  - Priorities are to address safety issues, repair and stucco exterior walls, and install HVAC system and restroom
- West End Improvements (Phases 2-4)
  - Phase 2 (Fire truck turnaround/expanded parking lot); Phase 3 (Shade sails and ADA accessibility); Phase 4 (restrooms/new AV kiosk/improved seating)
  - Requires Coastal Development Permit (CDP); our Intent from Coastal to issue a CDP does not expire but must be renewed annually
  - To obtain a CDP, full construction drawings for all intended projects must be submitted (estimated costs \$100 - 150K)
  - Fire marshal requires fire truck turnaround be completed first
  - Current estimates for Phase 2 @ \$1 million; for Phases 2, 3, and 4 @\$2 Million but accurate costs can only be obtained after detailed drawings are completed and projects are put out to competitive bids.

### **III. POSSIBLE NEXT STEPS under BOARD CONSIDERATION**

- Proceed with obtaining an active CDP from the Coastal Commission
- Hire a professional design team to develop detailed plans for Phases 2-4
- Consider ways to reduce scope to make plan affordable for UUFSD; Reassess priorities