



2023-04-25 UUFSD Board Meeting Minutes
Palmer Library 11:00 am-1:00pm

PRESENT:

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

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

Chalice Lighting and Chalice Reading
Reading of the Board Covenant

1. Topic: Approval of Board Meeting Minutes from 2023-04-09 Done

2. Topic: Update Draft Budget for 2023-2024

DISCUSSION: The Board reviewed the FY 2023-24 draft budget with clarifications provided by the Treasurer. The value of providing a forum for congregants to ask questions and have input into the draft budget was addressed.

DECISION: Q&A Forum scheduled for May 7th in the amphitheater, after the service and 5- minute bio-break.

ACTION: The Board president will include the draft budget and info regarding the May 7th forum in the May Board letter to the congregation. Letter to be sent out by May 2nd.
DONE

3. Topic: Job Description for Director of Religious Education (DRE) position

DISCUSSION: Reviewed the modifications to the job description which included, in addition to increasing the number of hours from 15 to 20, that the position be a “Lifespan” versus child/youth focused position. The Treasurer expressed concerns that we have worked diligently to become financially stable and with the addition of the increased hours for the DRE we may be at the edge of that stability. She suggested eliminating the DRE discretionary fund.

DECISION: All agreed to accept the job description and offer the position at \$28/hour, 20 hrs./week at 52 weeks with 50% benefit package. The discretionary fund was reduced to \$1000 to be used for the DRE's enhanced education and training.

ACTION: Liora to notify RE Committee chair and notify administrator to post on the UUA and other identified sites. She will notify the Personnel chair as well. **DONE**

4. Topic: Consolidation of Funds

DISCUSSION: The Treasurer proposed that the following funds be consolidated for ease of accounting and a "Board Designated Program Reserve" Fund be created instead:

FND.FNF.04 – Fun and Fellowship	\$1,202.95	
FND.MUS.04 – Music Fund	\$ 107.85	eliminate
FND.REL.04 – RE Fund	\$1,318.20	eliminate
FND.CON.04 – Concert Fund	\$2,572.47	eliminate
FND.DBN – DeBenneville Pines	\$3,675.60	
FND.LIB.04 – Library Fund	\$903.72	

The committee chairpersons of the identified funds expressed some resistance to consolidating the Fun and Fellowship, Library and DeBenneville Pines. The Library fund chair felt that they took pride in the monies they raised in selling books. The other chairpersons were not present at the meeting so their rationale for keeping their funds was not available. It was also noted that a P&P will need to be written for the use of the monies in the newly formed Board Program Fund.

DECISION: Three of the funds will be eliminated and the Treasurer will speak with the Fun and Fellowship chairperson as she was not present at this meeting. These funds will be put into a new BOARD PROGRAM RESERVE FUND. Two funds, De Benneville Pines and Library, will remain as is for now. Casas de Luz and the Minister's discretionary fund will continue to stay separate long term.

ACTION: The Treasurer will speak with the Fun & Fellowship chairperson to explain rationale. **DONE.** She will also consolidate the funds identified. The Treasurer also agreed to create a Board policy that monies used in funds be accounted for to the Board:

- 5. Topic: Proposal to Deactivate FND.MWL.04 – Memorial Wall Fund and add current funds in this account to unrestricted net assets (fund total is \$15,911.26).
No decision was made at this time due to time constraints.**
- 6. Topic: RFP for Design/Construction package for West end permit - Update (ref. attachment)**

DECISION: All agreed to support the suggestions of the Dream Builders draft design which involves removing several items from the original Capital Campaign proposal which were deemed unnecessary.

ACTION: The Board president will notify John Luft of the Board's decision and encourage him to get the proposal out before he leaves in May for a month. **DONE**

7. Topic: Behavioral Covenant

DISCUSSION: Rev Ellie reported on the progress with discussion groups and proposed follow-up. It was suggested that more groups be offered given the high interest and engagement thus far.

It was noted that the "Disruptive Person" Policy and Procedure needed revision as the focus was not on congregants but on someone coming from outside the Fellowship causing harm.

DECISION: All agreed postpone presenting the Behavioral Covenant for a congregational from June to January. Rev Ellie will offer more group sessions as she found that the groups thus far have been productive with valuable feedback offered.

ACTION: The Board president will include this info in the upcoming Board letter. **DONE**

The Board secretary will review Disruptive Persons Policy and create a new policy to reflect the consequences of the Behavioral Covenant.

Rev. Ellie to schedule additional sessions for the congregation to discuss the Behavioral Covenant.

8. Topic: Immediate and longer term Audio – Visual Needs and Requests by AV specialist

DISCUSSION: All agreed that our AV needs will continue as we replace non-working equipment and identify the need for more sophisticated equipment over time. The AV specialist submitted two separate requests (the second occurred via email following the Board Meeting today). The Av specialist has also been asked to review the needs so that the appropriate funding can be included in the budget for FY 2023-24. One of our members has generously offered to fund immediate needs up to \$5000.

DECISION: All agreed to fund both requests for funding \$2800 for the equipment list submitted to the Board prior to the meeting and \$335 for cable replacement. _____. The second vote was held via email on April 26, 2023 which was also unanimous.

ACTION: The Vice President will notify the AV specialist of the approval to fund his requests for additional equipment. **Done**

9. Topic: Proposal to Hire Property Steward (Livia)

Not addressed due to time constraints

There is a need for an estimated 15 hours/week person capable of custodial/janitorial and minor handyman work to make sure our site is clean and well maintained. This is not to take the place of Buildings and Grounds Committee responsibilities but sometimes there may be overlap. The position would include:

- Setting up/clean up on Sundays and for other events.
- Identifying need for repair/maintenance and collaborating with the Buildings and Grounds Committee. This includes doing the minor repairs as appropriate.
- On-going cleaning/cleaning out the buildings/amphitheater and putting things in their place on the grounds as well as in the buildings and amphitheater. Eventually phasing out the set-up staff and the custodian so it is one person responsible for all custodial/janitorial and minor repair work. For Example. 5-6 hours Sunday, 8-10 hours during the week. Salary tbd. Approx. \$20/hour

10. Topic: P&P on Pastoral Care: APPROVED

ACTION: The Secretary will send the P&P to Nancy Hebert for formatting, number assignment, and posting on our website. **DONE.**

11. Topic: Outstanding Action Items

12. Topic: New date for Governance Discussion by the Board: MAY 9TH 12:00-2:00

IMPORTANT UPCOMING DATES:

May 7th	Budget Q&A after service	Amphitheater
	Board Meeting	12:00 pm Library
May 9th	Board Retreat to discuss Governance	12:00-2:00 Library
May 31st	Mailing to congregation on Annual Meeting/Budget	
June 4th	Board Meeting	11:30 am Library
June 11th	Congregational Meeting 11:30 am, Founders Hall/Amphitheater	

ATTACHMENTS/APPENDICES:

- **Job Description for DRE 4/23/23**
- **DRE Job Board Summary**

- **A/V Equipment List**
- **P&P on Pastoral Care**

Meeting Minutes submitted by Livia Walsh, Board Secretary

Unitarian Universalist Fellowship of San Dieguito
Religious Education Coordinator
Job Description
Approved by the Board of Directors April 25, 2023

JOB DESCRIPTION: Director of Religious Exploration and Fellowship

RESPONSIBLE TO: Unitarian Universalist Fellowship of San Dieguito (UUFSD), reporting directly to the Minister.

COMPENSATION AND HOURS: This is a half-time, non-exempt position (20 hours/week). Salary range: \$28.00 per hour and includes benefits and professional expenses.

START DATE: Early August 2023

PLEASE SEND APPLICATIONS TO: jobs@uufsd.org

PURPOSE: To develop, resource, and manage a comprehensive, strategic, and stimulating lifespan faith formation programming to engage our community, consistent with the principles of Unitarian Universalism as well as the mission, values, and purposes of the Unitarian Universalist Fellowship of San Dieguito.

OBJECTIVES:

In collaboration with Minister

- Support Minister in designing and implementing all-ages aspects of Sunday Services
- Program all-ages post-service activities
 - Create, publicize, and implement programming
 - Recruit, train, and supervise facilitators and other volunteers
 - Promote Fellowship, by coordinating social gatherings

Tasks

- **Programming:**
 - Organize special all-ages events
 - Create, publicize, and implement Youth Programming, including recruitment, training, and supervision of Advisors
 - Curate and implement Coming of Age and Grade 9-12 programs, including recruitment, training, and supervision of mentors and other volunteers
 - Oversee implementation of Our Whole Lives (OWL) program
 - Stay current with UU education initiatives through participation in training workshops, cluster networking, and relevant conferences
- **Communication tasks:**
 - Maintain communication and good relationships with parents, youth, volunteers, minister, Board members, and congregants
 - Be on-site on Sunday mornings to connect with the congregation, supervise programs, and serve as Mandated Reporter of record. (Off duty one Sunday per month)
 - Submit program information to UUFSD's newsletters,

- e-bulletins, and UUFSD digital media, and broader north San Diego County community
 - Attend ongoing RE Committee meetings, staff meetings, and other relevant meetings as needed
 - Submit monthly reports to the Board of Directors.
 - Write an Annual Report for your program areas prior to each Annual Meeting
 - Maintain friendly liaison with renters in the education buildings
- **Administrative tasks:**
 - Ensure that Safe Congregation procedures with children and youth are in place and followed
 - Ensure the maintenance of attendance records and files of completed activities and programs.
 - Recruit, train, and supervise childcare staff for both Sunday and non-Sunday all-ages events
 - Ensure that materials and equipment are available for Sunday sessions
 - Ensure that supply purchase receipts are submitted for reimbursement
 - Assist RE Committee and Minister to prepare an annual budget and track expenses

Required Education and Experience

- Demonstrable knowledge of and enthusiasm for liberal religious education, Unitarian Universalist curricula, and a commitment to Unitarian Universalism.
- At least 2 years of experience as a religious education leader at an active congregation with a lifespan learning program.
- Bachelor's degree, preferably in a related field (such as education, social work, religious studies), or equivalent. Master's degree, UURE credentialing, Seminary, or applicable experience a plus
- Familiar with educational methodology for various styles of learning and for all age groups
- An articulated philosophy of education and congregational life and knowledge of congregational dynamics
- Strong computer skills, especially with Google and Microsoft Office; knowledge of, or ability to quickly learn
- Social Media expertise a plus
- Ability to use multiple modes of education (online, in-person, mixed)

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the position. Duties, responsibilities, and activities may change, or new ones may be assigned.

**The Unitarian Universalist Fellowship of San Dieguito is an Equal Opportunity employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

***No relocation assistance is offered for this position; candidates not residing in San Diego County, CA will be responsible for relocation at their own expense. Eligible candidates will be able to provide proof of eligibility to work in the United States without support; sponsorship is not available. Candidates will be required to successfully complete a full background check prior to starting work.

To learn more about our congregation, please visit UUFSD.org

April 24, 2023

Dear members of the UUFSD Board,

On April 6, the RE Search Committee submitted a Director of Religious Education and Fellowship Job Description. You had questions. Attached you will find a revised job description based on further discussion with both Dale Gottdank (Personnel Committee) and Alisa Guralnick (HR Professional, and UUFSD member).

Here are the highlights:

COMPENSATION AND HOURS: This is a half-time, 52 week, non-exempt position (20 hours/week). Starting pay range is \$28.00 to \$30.00 per hour and includes benefits and professional expenses. Job costs are detailed in the table below. Reverend Ellie will supervise this position.

RESPONSIBILITIES: While it may look like the list of tasks is more than can be accomplished in 20 hours per week, please keep in mind that the DRE would oversee and be responsible for these tasks but need not personally complete many of them. Delegating the execution of many of these elements to volunteers, including but not limited to RE committee will be the work of a shared lifespan religious education program.

This reimagined job description focuses on the desired applicant qualifications, provides the minimum compensation per the UUA 2023-24 salary guidance, and hits the highlights of the position's objectives. Please note that the job description is not designed to contain a comprehensive listing of activities, duties or responsibilities required by the position.

We recommend that a more comprehensive duties and responsibilities document be created as a job orientation and performance evaluation tool, to be updated annually by the Minister and/or Personnel Committee.

The UUA Office of Church Staff Finances November 2022 Congregational Salary Program Process Guidance highlights the goal of economic justice, which is to create opportunities for all to thrive. Within the context of employee pay, it comprises:

- Distributive Justice, the amount of pay given to employees
- Procedural Justice, the process used to make and implement pay decisions

(You can read more about this new congregational Salary Program and how it addresses unconscious bias in compensation here: <https://www.uua.org/leaderlab/congregational-salary>)

These recommendations include the following concepts:

- The expected minimum salary for a given job level is no less than 90% of the midpoint salary for that job level.
- New hires should expect an offer that falls between the minimum and midpoint salary for that job level based on relevant work experience and learning credentials.
- Annual Salary Adjustments: Keeping in mind economic justice and prioritizing those at the lower end of the pay range, the UUA suggests an employee hired at the expected minimum of the recommended range for their position would reach the midpoint in 5 years. *(based on the ruler Method, see link above)*

REVISED from 4/6/2023 Version.

UUFSD Director of Religious Exploration and Fellowship Job Costs		
<p>The job cost recommendations below are based UUA Recommended Salary Ranges for Congregational Staff for the 2023-2024 year. They include:</p> <ol style="list-style-type: none"> Solana Beach UUA Geo Index listing 2023-34: 5 Congregational Size Profile for UUFSD: B UUA Job Level Rubric: Director Level, Program Tier 		
To be Published	This is a half-time, non-exempt position (20 hours/ week). Salary range: \$28.00 - \$30.00 per hour and includes benefits and professional expenses.	
UUA Hiring Salary Range	\$28.13 - \$31.25 per hour based on experience and credentials	
UUFSD Min. Hiring Salary	20 hrs/wk * \$28.00 /hr * 52 weeks = \$29,120 per year	
UUFSD Max. Hiring Salary	20 hrs/wk * \$30.00 /hr * 52 weeks = \$31,200 per year	31,200.00
Additional Costs	Payroll Tax (7.65%)	2,387.00
	Estimated Medical Insurance Premium (Depends on person's age/zip code. We used Denise's full-time amount of 10,608 for our estimate)	5,300.00
	Dental/Vision (\$60/month for full time)	360.00
	Life/AD&D (Coverage formula: 31,200*2/12 = 5200/month *.0031 = 16.12 per month *12 months = \$193.44 per year)	194.00
	Long Term Disability (Coverage formula: 31,200/100 = 312 * 1.3 = \$405.60)	406.00
	Professional Expense Budget (Examples: LREDA dues, OWL training, PSWSA or GA)	2,000.00
	UUA Pension (10% of salary) (Starts in year two, or upon hire if coming from another employer that participated in the UUA Retirement program,)	3,120.00
	Total Estimated Maximum Job Costs	44,967.00
Note	This position will accrue both sick time and vacation time per the UUFSD employee handbook.	

Submitted to UUFSD Board of Directors on April 24, 2023

Location	Number	Item	Cost	Subtotal	Purpose
Amphitheatre	2	Outdoor mats	\$49.00	\$98.00	<u>Outdoor cable control</u>
	1	NEMA enclosure	\$229.00	\$229.00	Replace wooden input box
	1	A3 Podium Carrying Case	\$24.95	\$24.95	Case for podium mic
	1	Case for Blackmagic Design ATEM	\$69.99	\$69.99	Case for Video Switcher
	2	Desk stand	\$15.96	\$31.92	Stands for outdoor mic antennas
FH	1	Audio Snake	\$302.00	\$302.00	Audio input
General	15	Rapco 20' XLR cables	\$23.99	\$359.85	Replacement mic cables
	10	Rapco 10' XLR cables	\$21.99	\$219.90	Replacement mic cables
	10	Telefunken 6' XLR cables	\$18.00	\$180.00	Replacement mic cables
	5	Rapco 50' XLR cables	\$34.99	\$174.95	Replacement mic cables
	2	Rapco 100' XLR cables	\$60.99	\$121.98	Replacement mic cables
	2	Labor and parts	\$500.00	\$1,000.00	(possible) repair of Monitor spea
Total				\$2,812.54	

URL

https://www.amazon.com/Witty-Gadget-Heavy-Duty-Doormats/dp/B073QZ257C/ref=sr_1_6

https://www.amazon.com/VEVOR-Electrical-24-Weatherproof-Wall-Mounted/dp/B09247JQCP/ref=sxin_16_pa_sp_search_thematic_sspa?

<https://countryman.com/product/a3-podium-carrying-case/>

<https://www.amazon.com/SKB-Cases-3i-10063ATM-High-Strength-Polypropylene/dp/B08MBG845D>

https://www.amazon.com/Stage-DS7200B-Adjustable-Desktop-Microphone/dp/B0002M3OVI/ref=sr_1_9

https://www.amazon.com/Seismic-Audio-SALS-16x8x100-Channel-Recording/dp/B008D27988/ref=sr_1_8

https://www.sweetwater.com/c810--AB_XLR_to_XLR?highlight=XLR20RH&mrkgadid=&mrkgcl=28&mrkgen=&mrkgbflag=&mrkgcat=&acctid=217000000164

<https://www.sweetwater.com/store/detail/XLR10RH--rapcohorizon-m1-microphone-cable-10-foot>

<https://www.sweetwater.com/store/detail/XLR2RTFStg--telefunken-sgmc-2-xlr-stage-series-microphone-cable-2-meter>

<https://www.sweetwater.com/store/detail/XLR50RM1--rapcohorizon-rm1-microphone-cable-50-foot>

https://www.sweetwater.com/c810--AB_XLR_to_XLR?highlight=XLR100RH&mrkgadid=&mrkgcl=28&mrkgen=&mrkgbflag=&mrkgcat=&acctid=217000000164

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UUFSD Policy and Procedure Document**Policy ID:****Title: Pastoral Care Committee Responsibilities**

Date Approved: by the Board of Directors

Purpose:

The Pastoral Care Committee exists to provide support to Fellowship participants who are experiencing distress and suffering in their lives. The Committee does this by working closely with the Minister to make the best use of Ministerial resources, by having members of the Committee serve as points of contact for gathering Fellowship needs and providing direct outreach, and by organizing Caring Circle teams from the broader Fellowship to help with specific needs.

Policy:

- The Committee maintains avenues for Fellowship participants to confidentially make requests for assistance and publicizes the Committee's availability to the Fellowship.
- Caring Circles are open to any volunteers from the Fellowship or connected friends to provide help and the Pastoral Care Committee members will lead and organize these Caring Circles for temporary needs or for ongoing specific roles in our community.
- Caring Circles can be organized around any needs that seem appropriate, but common needs include:
 - Cooking and delivering meals to participants and their families who may be temporarily unable to prepare meals.
 - Providing transportation to medical provider appointments or grocery shopping for participants who are not able to transport themselves.
 - Visiting participants who are socially isolated either in person or through telephone visits
- The Committee helps to coordinate memorial services at the Fellowship following the passing of a Fellowship participant.
- Membership in the committee is not solely based on the interest of the volunteer but is subject to the approval of the Minister (or the Minister's designated proxy) in order to ensure that members are able to provide service that is compassionate, respects confidentiality, and is non-judgmental towards issues encountered.
- Members of the Committee will contact one another promptly as they become aware of needs for Fellowship participants and will meet monthly in order to coordinate efforts effectively.

- A Board of Trustees liaison is designated to maintain awareness between the needs of the Committee and the needs of the Board of Trustees.
- The Committee will prepare a budget request to the Board to account for any ongoing expenses.

Procedure:

- Volunteers may contact the Committee to be considered as a member or may be approached by the Committee and invited to participate. The Committee may also offer training opportunities to build helping skills within the Fellowship and identify possible member candidates.
- The pastoralcare@uufsd.org email address will be kept up to date to make sure that the current Minister and current members of the Committee receive messages sent to that address.
- Caring Circle membership lists are kept by the Committee and coordinated through the Committee's Meal Train and/or Sign- Up Genius scheduling tools.
- Announcements are made during the worship service and through the various communication systems to raise awareness of the Committee for potential Caring Circle volunteers and for Fellowship participants in need.
- Specific procedures for coordinating memorial services have been created and are maintained by the Committee Chair and Minister.