

2023-06-04 Minutes of UUFSD Board Meeting
PALMER LIBRARY, 11:30AM-2:20PM

Present:

Angie Knappenberger, *President*
Mary Anne Trause, *Vice-President*
Livia Walsh, *Secretary*
Liora Kian-Gutierrez
Louise Lin Garrett
Andi McLeod

Rev. Ellie Killpatrick, *Minister non-voting member*
Sarah Miller, *Treasurer and Advisory non-voting member*

Absent: Cathy Leach-Phillips

Lighting of Chalice and Reading

Silent Review of Board Covenant

1. Topic: APPROVAL OF REPORTS

- a. May 7, 2023, Board Meeting Minutes

DECISION: All Approved

- b. Committee, Staff and Treasurer's Reports

DECISION: All Approved

2. Topic: Review of UUFSD Policy and Procedure # 151 Infectious Disease Protocol

DISCUSSION: The policy regarding Covid was based on data that was based in science, i.e. that people who are unvaccinated create an increased threat for contagiousness. The Board President referred to Summit UU's policy which stated that they strongly recommend but do not require vaccinations or masking at this time. Age of children is not science based. We have previously required that all those attending the service including children over 5 years of age show proof of Covid vaccination. However, proof of vaccination for all contagious diseases has never been required or recommended. Discussion included a requirement that all our staff be vaccinated.

DECISION: Remove the requirement for Covid vaccinations for all ages of congregants but publicize both that we strongly suggest that everyone be fully vaccinated and have updated boosters for all typical contagious diseases as well as to remain at home if exhibiting symptoms of any contagious disease.

All staff are required to be fully vaccinated with updated boosters which will be added to the Employee Handbook.

ACTION:

Livia and Andi will update the current P&P #151.

Angie to notify Personnel to add the staff vaccination requirement to the Employee Handbook . **DONE**

Update: Problematic wording needs revisiting at followup Board meeting

Angie will Notify the Office Administrator of the change to be posted in the newsletter and website and also notify the webmaster to remove the outdated information on the website and replace it with updated information. Angie will notify the member who raised the issue to change the P&P. Liora will remove relevant signs on campus. **DONE**

3. Topic: Formation of Committee on Ministry

DISCUSSION: Rev Ellie has asked Liora Kian-Gutierrez, Susan Hahm and Chris Byrnes to be members of the newly forming Committee on Ministry.

ACTION: Rev Ellie will announce this information at a later date

4. Topic: *Approval of Updates to Employee Handbook (ref. appendix)

DECISION: All changes were approved.

ACTION: Angie to notify Personnel. **DONE**

5. *Policy and Procedures for Board of Directors: P&P 110; P&P 111; P&P 115 (ref. appendix)

DISCUSSION: It was suggested for simplification that the Policies related to Board members' and officers' roles and responsibilities be rolled into one policy.

DECISION:

All Agreed to role 110 into 115 to create one P&P for Board and officers. All approved P&P #115; one policy for board

ACTION: Livia and Sarah to revise the above

6. Topic: Approval of Rev Ellie's new contract, effective August 15, 2023

DISCUSSION: Communication with the congregation regarding Rev. Ellie's new role, responsibilities and availability was discussed

DECISION: All approved

ACTION: When Rev Ellie returns from vacation in August, she will create a letter to be sent or posted to members informing people of her new role, responsibilities and availability. This also will be included in the monthly Board letter in August.

7. Topic: *Property Steward position (ref. appendix)

DISCUSSION: There is no employee who is responsible for the entire care and maintenance of our campus. Some of the general care and maintenance, as well as Sunday service and event set-up and breakdown, is assigned to several employees but the more specific cleaning, isn't attended to by

anyone, e.g. dusting, making sure the lecterns are cleaned and appropriately stocked, cleaning out the fireplaces and cobwebs, wiping down chairs and outdoor cushions, cleaning storage areas, storing items including trash where they belong that are left in the Hall, Amphitheater and elsewhere on campus. Therefore, consideration to hire a position (possibly titled Property Steward, ref. example of job description in the appendix) was discussed. It was proposed that the contract custodian and the Sunday service set-up crew be eliminated and those responsibilities as well as “handi-man” tasks be the responsibility of one employee. It was also suggested that we maintain one “on-call” Sunday service set-up person to cover when the Property Steward is unable to be available on a Sunday. The salary of a 15 hour position at \$22.00. Additional discussion included increasing the hours and responsibilities of the current custodian.

The Treasurer was consulted who determined we are able to fund this position as proposed.

DECISION: Postpone this topic for further research and discussion until the July Board meeting.

ACTION: President to include this topic on the July agenda.

8. *Annual Congregational Meeting June 11th (ref. appendix)

DISCUSSION: The Board reviewed the agenda created by the President for the congregational meeting. Some modifications were made to honor the outgoing President and former President.

DECISION: All agreed to accept the agenda for the congregational meeting with the above modification.

ACTION: No further action is required.

9.*Capital Campaign: Spirit Level Grant; Proposal from Doug Paterson (ref. appendix)

DISCUSSION: The Spirit Level Grant was submitted and approved as a matching grant for \$50,000. Deadline to document we have received the matching grants is December 2024. Doug Paterson, who has been the architectural consultant for the Administration Building, has been asked to submit a proposal for the design/construction plans that we must submit to the city of Solana Beach and Coastal to obtain the necessary permits to proceed with any work on our west end of campus. Doug’s initial proposal was received on May 26th and presented a cost of \$170k. A meeting is scheduled on June 6th with Jon Luft to discuss some revisions to this proposal and ways to reduce the cost. The Board President asked for the authority to sign the contract with Doug Paterson once Jon Luft felt the proposal was optimized for our needs.

DECISION: The Board agreed that the Board President has the authority to sign off on the contract with Doug Paterson once Jon Luft gives his OK. Contract will be no more than \$170K.

ACTION: Board President to contact Jon Luft about the Board’s decision and follow thru with the signing of the contract.

FUTURE AGENDA ITEMS:

- Capital Campaign business
- Discussion regarding the position of Property Steward

BOARD MEETING ENDED 2:05 P.M.

Next Board Meeting: July 9th in the Hall, 11:30a.m.

Minutes prepared by Livia Walsh, Secretary

APPENDED TO THIS OFFICIAL RECORD

- **Committee/Staff/Treasurer Reports**
- **Financial Statements**
P&L 2023-05-30
Balance Sheet 2023-05-30
- **Spirit Level Foundation**
Grant Application
Award Letter
Certification Form

UUFSD Committee, Staff & Treasury Reports - JUNE 2023

Buildings and Grounds (Board Liaison - Angie Knappenberger)

Founders Hall will be painted during the week of June 5th at a cost of \$8300. \$1200 from the Endowment grant awarded for this project at June 2022 congregational meeting will go toward the cost of this. Another grant for \$2000 will be voted on for this cost at this Annual Meeting. Still trying to find a vendor to install a handrail along the path from FH to the ramp . Some volunteer efforts will be directed to helping clear out the Admin Building for the remodel work

Campus Safety and Security (Board Liaison - Sarah Miller)

No report

Communications (Board Liaison - Liora Kian-Gutierrez)

The Com Com was happy that it was able to contribute to the successful Solana Beach Street Fair UUFSD Booth (Fiesta del Sol). We will be considering using the two stand up banners more often in our outreach in the core area. We are in the process of evaluating the latest CCCC (Communication Committee Cartoon Caption Contest) finalists.

Design Review (Board Liaison - Cathy Leach-Phillips)

No report

Dream Builders (Board Liaison - Andi MacLeod)

Admin Building: Draft contract from Chris Kolb for the Admin Building remodel/expansion has been received and will be formalized the week of June 6th. Contract is for lump sum of \$281,850. A deposit of \$28,185 is due upon acceptance of the contract. Bills will be presented biweekly. Target start date is June 19th and work will be completed in approximately seven months. Hiring our set up crew at 20 hours @ \$18/hour was approved to relocate furniture. Denise has rented a 100 square foot off site self storage unit. Some RE supplies will be moved to the YRUU building to be sorted out over the summer. Music file cabinets will be relocated to Caroline DeMar's home.

West End: A proposal from Doug Paterson, architect, was received May 26th for the architectural/engineering services needed to develop the design/construction plans to COSB and the Coastal Commission. These plans are needed to obtain the required permits to proceed with Phases 2, 3, and 4. Jon Luft has scheduled a meeting to review this proposal with Doug on June 6th. Total cost will be approximately \$170K. Hopefully the contract with Doug can be finalized in the next few weeks.

Finance Committee (Board Liaison - Angie Knappenberger)

There has been some confusion about P&P 750 : Special Use of Facilities in terms of responsibility for rental fees. The Finance Committee is willing to determine the fee amounts but does not want to decide on requests to waive fees. The Committee feels the Board will continue to be responsible for deciding on waiver requests. This is consistent with the current version on our website so there is no need to change the P&P, but it is important that all understand this is our policy.

Fun & Fellowship (Board Liaison - Louise Lin Garrett)

Another successful Luncheon hosted by the Vegan / Vegetarians in the Fellowship. July 4th Celebration is coming up. Celebrations begin at 6:)) in the Core area with hot dogs, hamburgers, Vegetarian foods, then cap the evening with watching the Fireworks from the hill.

Kitchen (Board Liaison - Andi MacLeod)

No Report

Library (Board Liaison - Cathy Leach-Phillips)

We had a great meeting including clearing of donated books on June 1st.

Leadership Development (Board Liaison - Andi MacLeod)

Leadership continued to make it a priority to support the RE program, so to that end is promoting:

June 4 Picnic at San Dieguito Park

July 4 BBQ and Fireworks at the fellowship

Aug 27 Moonlight Beach Party

With several folks currently ready to join the fellowship, Christie will be seeing if she can facilitate their integration into the community and hopefully some will take some leadership positions.

Membership (Board Liaison -Liora Kian-Gutierrez)

We have perhaps 5 people who will be signing the book on June 25th.

Music (Board Liaison - Cathy Leach-Phillips)

Great end of year with Music Sunday. Moved all music files offsite and out of Admin building by June 2nd.

Nominating Committee (Board Liaison - Angie Knappenberger)

The committee has worked diligently to develop election slates for the two Board of Director positions that become open July 1, Officer recommendations for President and Vice President, and an election slate for the three NomCom positions that become open July 1. There now is a Google drive owned by UUFSD for the NomCom and the current committee members are uploading templates and other documents to aid the incoming committee members.

Pastoral Care (Board Liaison - Livia Walsh)

There will be no committee meetings in June - August. Rev Ellie will identify a local Minister to cover specific urgent pastoral care needs such as severe illness or death of a member. She will provide this information to the Committee as well as to the Congregational Administrator. The Pastoral Care chairperson and committee members will be available to address other concerns.

Personnel (Board Liaison - Angie Knappenberger)

Committee has submitted revisions to our UUFSD Employee Handbook that need to be approved by the Board. Most of the revisions are to incorporate the Board's decision regarding cloning the office between Christmas and New Years. Personnel has received 4 resumes for our posting for Child Care worker and they have been passed on to the RE Search Committee. Two applicants look promising and Alisa Guralnick is calling them for an initial screening.

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

No updates. The committee will be presenting the proposed grant recipients and ByLaw changes at the congregational meeting June 11th.

Policies and Procedures (Board Liaison - Livia Walsh)

The Board is in the process of considering changes to the Infectious Disease P&P which will be discussed at the June 4th Board Meeting. Also to be reviewed at the June 4th Board meeting are the policies regarding the role of Board members as well as the responsibilities of the Secretary and Treasurer. The Worship Committee is reviewing the Worship Location P&P #411 particularly who should be making the decision on Sunday mornings regarding having the service in the Hall or Amphitheater.

Religious Education (Board Liaison - Liora Kian-Gutierrez)

RE Committee Meeting: Last met on 5/7/23, next meeting TBD.

1. A sign-up sheet for hosting all-ages Sunday school has been distributed to interested teachers and is starting to fill up. Our summer schedule begins on June 25.

RE Budget: 2023-24 Request is pending congregational vote on June 11.

RE Search Committee:

1. Since re-posting our open DRE and Childcare positions we have received 5 resumes for the childcare position. We are interested in two applicants. They are currently proceeding through the screening process with Alisa before moving forward with outreach from the Minister and RE Chair.

Safe Congregation Task Force (SCTF): (S. Hahm, A. MacLeod, C. Faller, A. Knappenberger, M. Trause; A. Guralnick-Advisor)

1. We now have our Originating Agency Identifier (ORI) with the Department of Justice. This will allow us to submit our Request For Live Scan Service, which will allow us to run fingerprint background checks.
2. Next steps are to define our process and provider for all background checks.
3. UUFSD Policy and Procedure Document, Policy ID: 520, Title: Child and Youth Protection revisions are still in process.

RE/Worship Coordination:

1. We will be reinstating sign-ups for RE children, youth to occasionally serve as chalice lighters.
2. Liora Kian Gutierrez will attend worship com meetings on behalf of the RE Committee to increase communications and coordination.

UUFSD RE 2022-23 Registration Status as of:		5/31/2023
Families (Members, Friends and Visitors)		
Families Currently Registered	19	Registered less Cancelled
Reg. Families: Cancelled	2	Typically visitors, not attending, unsubscribed from RE email.
Registered Families = Members	7	
Reg. Pending Families = Members	0	Attending, RE registration paperwork pending.
Registered Families = Visitors	12	
Reg. Pending Families = Visitors	3	Attended at least once, RE registration paperwork pending.
Children Currently Registered	29	Registered less Cancelled
Reg. Children: Cancelled	3	Typically visitors, not attending, unsubscribed from RE email.
Kids Registered: Members	11	
Reg. Pending Children: Members	0	Attending, RE registration paperwork pending.
Kids Registered: Visitors	18	
Reg. Pending Children: Visitors	0	Attended at least once, RE registration paperwork pending.

Social Justice Action (Board Liaison - Andi MacLeod)

Ten members and friends attended the GVP rally in Cardiff on 6-3-23.

We had our first Fill a Belly Dinner on May 23. We filled in on May 30, for an organization that had to pull out. Our next Fill A Belly is July 25. We are also scheduled for September 26, November 21 and December 19.

Staff (Board Liaison - Mary Anne Trause).

Busy month for work with staff. I had a four-month job assessment meeting with Denise. I shared with her that I have gotten nothing but excellent reports about her performance. She described a few challenges: Internet set-up which goes down frequently although not since a new router and modem had been installed in April. She still feels anxious that it will go down, but is monitoring with fingers crossed. She expects it to be an issue down the road. She's looking forward to having Rev. Ellie as her supervisor next year because she'll be right on site.

Action for Board: With Joe having a budget next year, he, Rev. Ellie and Denise thought it would be easier for him to have a fellowship credit card so he could make purchases directly without having to put out the money himself first. If the board will authorize his having one, he, Denise and Sarah can get it.

Denise and I, as a representative of the Board, called a meeting to plan how the admin building would be readied for remodeling. Many decisions were made about how to proceed. Subsequently Denise ordered an off site storage unit and her office was moved to the library. A Purge and Pack party has been planned for Friday June 9, 2023 from 9-3 (lunch provided) to pack and move what needs to be stored. All are welcome to come and help with the work. Denise is coordinator.

A letter of agreement for Steve Milloy's employment from 9/11/23 until 9/10/24 was signed.

Stewardship (Board Liaison - Angie Knappenberger)

Final total for the Spring auction was \$13,460. We had 50 donors giving 86 donations and 73 bidders. Debriefing meeting was held to discuss results and ideas for next year. Tentative thoughts are to have the Auction in early December, so that it is not so close to the Pledge drive, and the Art sale around February.

Worship (Board Liaison - Cathy Leach-Phillips)

Liora has joined the Worship Committee to represent RE.

STAFF REPORTS

ADMINISTRATOR'S REPORT TO THE BOARD – JUNE 2023

MEMBERSHIP STATISTICS as of June 1, 2023:

Voting members:	155
Members emeritus:	3
Pledging friends:	11
Friends:	<u>36</u>
Total	<u>205</u>

SUNDAY ATTENDANCE:

Date	In Person	Via Zoom	Via YouTube	Total
5/7/2023	80	19	39	138
5/14/2023	62	13	19	94
5/21/2023	73	12	17	102
5/28/2023	51	16	10	77

STATUS OF AB 506 APPLICATION:

Our application packet requesting to receive criminal offender records information was finalized and mailed to the California Department of Justice on May 9, 2023. On May 24, I was notified that it had been received and preliminarily approved. The next step in the process was for me as the designated Custodian of Records (COR) to undergo a fingerprint-based background check. I had my live scan fingerprinting done on May 24. And on May 29 I submitted to the CA DOJ the required ATI# provided by the live-scan technician.

SITE RENTALS:

On May 13, 2023, our campus was the site of a quinceañera. Gross revenue from the event was \$1,790.

ADMIN OFFICE RELOCATION:

In anticipation of the June 2023 beginning of the Admin Building remodel my office along with the finance desk were successfully relocated to the Palmer Library on May 31, 2023. Thank you to Ed Mlakar and Chris Faller.

Respectfully submitted,

Denise Clark, Congregational Administrator

Minister's Report

Rev. Ellie Kilpatrick (she/her)

6/4/2023

Big Picture: This month, I have mostly been focused on wrapping things up for the 8 weeks that I will be away (and of course, still doing worship, pastoral care etc). A lot of the priorities have been preparing for the fall, including office arrangements (we're almost entirely out of the admin building). I have asked three people if they would be interested in being on my COM for next year, and all three have said yes. At the board meeting, I will ask us to vote on those three people. Given the size of our congregation, I do not recommend a large COM, as we already find that we have too few volunteers for major committees. As we prepare for the annual meeting, my encouragement to the board is to remember that we're in an excellent place. Members are excited about the direction we are going in. Let that energy guide you as we close the church year. I am profoundly grateful for this board, and the exceptional guidance that you all have provided for the congregation.

Worship and Rites of Passage:

Worship continues to be very well received. We had a wonderful Music Sunday. After June 11, I will be out of the pulpit until August 20th, when I return. I will be officiating Ed Ulm's memorial service on August 5th as well.

Pastoral Care and Presence:

Pastoral care continues to be a priority of mine. I am in the midst of recruiting coverage. Rev. Justine Sullivan has offered to provide pastoral coverage for a portion of the summer, but not the entirety. Once I have the whole summer listed, I'll create a spreadsheet with the names, dates, and contact information, and then send it to Livia.

Spiritual Development for Self and Others:

There has not been much to report in the past month for spiritual development. I'm excited for the ways that I can add to adult faith formation in the fall!

Social Justice in the Public Square:

Justice issues are coming up more in the pulpit, as it feels necessary to share these messages. This area continues not to be a main focus of day to day ministry, as defined by the part time contract. I look forward to delving deeper into justice work next year, as it feels so vital to this moment.

Administration:

This tends not to be an area that I focus on. Denise and I work very well together.

Serves the Larger Unitarian Universalist Faith:

I have been continuing to get to know my wonderful local UU colleagues.

Leads the Faith into the Future:

I still firmly believe that the future of our church life is going to include a lot of creative thinking and exploration. One thing that I'm already beginning to notice is that members are beginning to internalize the message that we can try things, and if they don't go well, that's ok. Experimenting is part of faith formation, and experimenting as a church is part of our broader tradition's faith formation. I am incredibly excited for the future experiments, as well as nurturing the foundations. Thank you for joining me in this journey.

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

	July 2022 - May 2023	Annual Budget	\$ Over/Under Budget	92% 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	309,626.04	304,000.00	5,626.04	101.85%	
Total Pledges	309,626.04	304,000.00	5,626.04	101.85%	
Site Rental					
REV.SIT.01 - Sandy Hill	48,140.56	49,200.00	-1,059.44	97.85%	
REV.SIT.02 - Special Event	7,800.00	3,000.00	4,800.00	260.0%	
REV.SIT.03 - Other	154.00	0.00	154.00	100.0%	
Total Site Rental	56,094.56	52,200.00	3,894.56	107.46%	
Fundraising					
REV.AUC.01 - Auction	5,199.85	13,000.00	-7,800.15	40.0%	12
REV.FDR.02 - Other	907.00	2,000.00	-1,093.00	45.35%	
Total Fundraising	6,106.85	15,000.00	-8,893.15	40.71%	
Contributions to General Fund					
REV.SUN.01 - Sunday Collection	10,598.44	9,000.00	1,598.44	117.76%	
REV.MIS.01 - Scripp Sales	473.12	300.00	173.12	157.71%	
REV.MIS.02 - Other	5,790.35	5,000.00	790.35	115.81%	
Total Contributions to General Fund	16,861.91	14,300.00	2,561.91	117.92%	
Contributions to Programs					
REV.FNF.01 - Fun & Fellowship	917.44	0.00	917.44	100.0%	
REV.SAC.01 - Social Action	1,096.88	0.00	1,096.88	100.0%	
Total Contributions to Programs	2,014.32	0.00	2,014.32	100.0%	
Contributions to Other Funds					
REV.OES.01 - CalOES Fund	64,834.00				2a
REV.END.01 - Endowment Fund	12,950.33				3
REV.CAP.01 - Capital Fund	22,000.00				
REV.CDL.01 - Casas de Luz	170,795.21				
REV.CON.01 - Concert Fund	3,835.57				
REV.DBN.01 - DeBenneville Fund	9,882.13				
REV.LIB.01 - Library Fund	295.00				
REV.MWL.01 - Memorial Wall Fund	1,800.00				
REV.SPC.01 - Special Collection	7,544.65				
Total Contributions to Other Funds	293,936.89				
Investment Income					
UUCEF Realized Gains & Losses	-5,637.18				
Vanguard Interest & Dividends	10,138.28				
Total Investment Income	4,501.10				
Total Revenues	689,141.67	385,500.00	303,641.67	178.77%	
Total Income	689,641.67	385,500.00	304,141.67	178.9%	
Gross Profit	689,641.67	385,500.00	304,141.67	178.9%	
Expense					
Operations Expenses					
Office					
OPS.OFF.01 - Postage	221.80	400.00	-178.20	55.45%	
OPS.OFF.02 - Office Supplies	965.61	1,500.00	-534.39	64.37%	

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OPS.OFF.03 - Copier	7,168.09	7,400.00	-231.91	96.87%	
OPS.OFF.04 - eSubscriptions	2,064.75	2,500.00	-435.25	82.59%	
OPS.OFF.05 - Phone & Internet	3,220.63	3,000.00	220.63	107.35%	
OPS.OFF.06 - Adm Mileage Exp	37.68	100.00	-62.32	37.68%	
OPS.OFF.07 - Other Expenses	301.37	300.00	1.37	100.46%	
Total Office	13,979.93	15,200.00	-1,220.07	91.97%	
Finance					
OPS.FIN.01 - Accounting Fees	8,580.00	10,560.00	-1,980.00	81.25%	
OPS.FIN.02 - Credit Card Fees	1,170.56	1,500.00	-329.44	78.04%	
OPS.FIN.03 - Bank Fees	18.00	240.00	-222.00	7.5%	
OPS.FIN.04 - Other Expenses	230.75	1,000.00	-769.25	23.08%	
Total Finance	9,999.31	13,300.00	-3,300.69	75.18%	
Site					
OPS.SIT.01 - Property Insurance	6,180.88	6,000.00	180.88	103.02%	
OPS.SIT.02 - Real Estate Taxes	4,065.54	4,100.00	-34.46	99.16%	
OPS.SIT.03 - Gas & Electric	-112.42	100.00	-212.42	-112.42%	4
OPS.SIT.04 - Water	2,734.20	3,500.00	-765.80	78.12%	
OPS.SIT.07 - B&G Maintenance	8,955.36	10,000.00	-1,044.64	89.55%	
Total Site	21,823.56	23,700.00	-1,876.44	92.08%	
Total Operations Expenses	45,802.80	52,200.00	-6,397.20	87.75%	
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	392.23	200.00	192.23	196.12%	
COM.COM.03 - Communications Exp	191.01	500.00	-308.99	38.2%	
COM.FND.03 - Fundraising Exp	350.00	500.00	-150.00	70.0%	
COM.MEM.03 - Membership Exp	91.08	200.00	-108.92	45.54%	
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	3,103.92	4,400.00	-1,296.08	70.54%	5
Total Committee Expenses	4,128.24	7,200.00	-3,071.76	57.34%	
Program Expenses					
EXP.FNF.03 - Fun&Fellowship Exp	2,510.67	1,000.00	1,510.67	251.07%	
EXP.MUS.03 - Music Program Exp	888.24	2,000.00	-1,111.76	44.41%	
EXP.REL.03 - RE Program Exp	166.23	1,000.00	-833.77	16.62%	
EXP.SAC.03 - Social Action Exp	2,548.75	1,000.00	1,548.75	254.88%	
Total Program Expenses	6,113.89	5,000.00	1,113.89	122.28%	
Other Fund Expenses					
EXP.OES.03 - CalOES Fund Exp	65,177.84				2b
EXP.CAP.03 - Capital Fund Exp	102,185.13				
EXP.CDL.03 - Casas de Luz Exp	144,170.29				
EXP.CON.03 - Concert Exp	2,162.53				
EXP.DBN.03 - Debenneville Exp	10,185.00				
EXP.MWL.03 - Memorial Wall Exp	244.68				
EXP.SPC.03 - Special Coll Exp	5,543.08				
Total Other Fund Expenses	329,668.55				
Payroll Expenses					
Minister Expenses					
PER.MIN.00 - MIN Housing	43,107.30	62,266.00	-19,158.70	69.23%	

The Unitarian Universalist Fellowship of San Dieguito
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PER.MIN.02 - MIN UUA Pension	4,775.58	6,227.00	-1,451.42	76.69%	
PER.MIN.03 - in Lieu of FICA	3,297.78	4,763.00	-1,465.22	69.24%	
PER.MIN.07 - MIN LTDLife Ins	888.40	1,000.00	-111.60	88.84%	
PER.MIN.08 - MIN Prof Exp	0.00	8,000.00	-8,000.00	0.0%	
PER.MIN.10 - Moving Expenses	0.00	5,000.00	-5,000.00	0.0%	
Total Minister Expenses	52,069.06	87,256.00	-35,186.94	59.67%	
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%	6
Total DRE Expenses	-233.70	17,762.00	-17,995.70	-1.32%	
Administrator Expenses					
PER.ADM.01 - ADM Wages	47,083.31	56,420.00	-9,336.69	83.45%	
PER.ADM.02 - ADM UUA Pension	2,372.16	5,642.00	-3,269.84	42.05%	
PER.ADM.03 - ER Payroll Taxes	3,293.65	4,316.00	-1,022.35	76.31%	
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%	
Total Administrator Expenses	60,358.54	77,662.00	-17,303.46	77.72%	
Music Program Expenses					
Choir Director					
PER.MUS.01 - Choir Dir Wages	15,556.24	16,500.00	-943.76	94.28%	
PER.MUS.03 - ER Payroll Tax	573.24	1,262.00	-688.76	45.42%	
Total Choir Director	16,129.48	17,762.00	-1,632.52	90.81%	
Accompanist					
PER.MUS.11 - Accompanist Wages	9,760.42	10,830.00	-1,069.58	90.12%	
PER.MUS.12 - Accompanist PR Tax	191.19	828.00	-636.81	23.09%	
Total Accompanist	9,951.61	11,658.00	-1,706.39	85.36%	
Total Music Program Expenses	26,081.09	29,420.00	-3,338.91	88.65%	
Site Support Staff Expenses					
PER.SIT.01 - Childcare	0.00	2,020.00	-2,020.00	0.0%	
PER.SIT.02 - Custodian	8,179.50	8,710.00	-530.50	93.91%	
PER.SIT.03 - Site Caretaker	7,472.25	4,200.00	3,272.25	177.91%	
PER.SIT.09 - AV Specialist	17,587.50	16,250.00	1,337.50	108.23%	
PER.SIT.10 - AV Assistant	0.00	2,125.00	-2,125.00	0.0%	
PER.SIT.12 - ER Payroll Taxes	3,686.54	1,882.00	1,804.54	195.88%	
Total Site Support Staff Expenses	36,925.79	35,187.00	1,738.79	104.94%	
PER.MIS.01 - Worker's Comp Ins	1,133.00	2,250.00	-1,117.00	50.36%	
PER.MIS.02 -Other Personnel Exp	785.25	500.00	285.25	157.05%	
Payroll Expenses - Other	21.00				
Total Payroll Expenses	177,140.03	250,037.00	-72,896.97	70.85%	
Total Expense	563,853.51	315,437.00	248,416.51	178.75%	
Net Ordinary Income	125,788.16	70,063.00	55,725.16	179.54%	
Other Income/Expense					
Other Income					
Board Designated Activity					
Released from Board Reserves	-500.00				
Total Board Designated Activity	-500.00				
Total Other Income	-500.00				
Other Expense					
Board Approved Expenses	3,882.95				7

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

	July 2022 - May 2023	Annual Budget	\$ Over/Under Budget	92% of Year % of Budget	Notes
Total Other Expense	3,882.95				
Net Other Income	-4,382.95				
Net Income	121,405.21	70,063.00	51,342.21	173.28%	

OTHER BUDGETED LINE ITEMS

Other Expense

LIABILITIES

LIA.OPS.01 - Solar Loans	2,202.50	4,405.00	-2,202.50	50.0%	8
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BOARD DESIGNATED RESERVES

RES.SIT.01 - Facilities Reserve	15,000.00	15,000.00	0.00	100.0%	
RES.OPS.01 - Operations Reserve	10,000.00	10,000.00	0.00	100.0%	

Total Other Expenses	27,202.50	29,405.00	-2,202.50	92.51%	
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NET INCOME - GENERAL FUND ONLY

Total Revenues - General Fund ONLY	390,703.7	385,500.00	5,203.68	101.35%	9
Total Expenses - General Fund ONLY	261,387.46	315,437.00	125,865.50	82.87%	10
Net Income - General Fund ONLY	129,316.22	40,658.00			11

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

July 2022 - May 2023	Annual Budget	\$ Over/Under Budget	92% of Year % of Budget	Notes
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NOTES

NOTES

- 1) \$500 released from Concert Fund to pay for Peter Mayer's travel expenses
 - 2a) REV.OES.01 - CalOES Fund: We have received the final reimbursement from CalOES. This Grant is now closed.
 - 2b) EXP.OES-03 - CalOES Fund Expenses: This account shows a little more than what we were reimbursed for because we overran the allotment for some of our subprojects.
 - 3) REV.END.01 - Endowment Fund: This revenue account includes income for both the Endowment Fund and the new Music Endowment Fund. We track the income for the two Funds through classes.
 - 4) OPS.SIT.03 - Gas & Electric: This account is running a negative balance due to a one time rebate of \$279. The average monthly SDG&E bill is \$20.
 - 5) COM.SUN.03 - Worship Expenses: The budget for this account was increased by the Board at the request of the Worship Committee from \$3,200 to \$4,400 for the year.
 - 6) PER.DRE.04 - DRE Medical Expenses: This account shows a negative balance due to a refund on DRE medical expenses from last fiscal year.
 - 7) Other Expenses Approved by the Board: The \$3882.95 in this account includes \$3012.97 for AV upgrades, \$369.98 for food for the member workshop with Reverend Sarah Millspaugh, and \$500 for Peter Mayer's travel expenses.
 - 8) LIA.OPS.01 - Solar Loans: We make payments on these loans in December and June.
 - 9) Total Revenues for the General Fund equals Total Revenues minus Total Other Fund Contributions (Other Funds include Capital Campaign Fund, Endowment Fund, Casas de Luz Fund, etc) and minus Total Investment Income (the investment income belongs to the Capital Campaign Fund and to the Endowment Funds).
 - 10) Total Expenses for the General Fund equals Total Expenses plus Total Other Expenses (the funds used to pay liabilities and reserves) less Total Other Fund Expenses (Other Funds include Capital Campaign Fund, Endowment Fund, Casas de Luz Fund, etc).
 - 11) Net Income for the General Fund is extraordinarily high this year due to collecting more revenue than anticipated and not spending everything that was budgeted. This year's original budget allocates enough funds for a full time minister, a part time RE coordinator, and child care staff. The Annual Budget in this row shows a \$40,658 surplus. This is the money we budgeted for but did not spend on a full time minister (Rev Ellie is 2/3 time this year).
- The Finance Committee has determined that a significant portion of this windfall will be placed into Board Restricted Reserves and the funds invested in CDs. This will both create an additional source of income for the General Fund going forward, and reduce the need to budget significant amounts of money for reserves in future years.
- 12) Income from the Auction is still making its way through our various payment systems. We will have a fuller accounting at the end of June.

The Unitarian Universalist Fellowship of San Dieguito

Balance Sheet

As of May 31, 2023

	<u>May 31, 23</u>	<u>Notes</u>
ASSETS		
Current Assets		
Checking/Savings		
Union Bank Chkg	193,269.91	
Total Checking/Savings	<u>193,269.91</u>	
Accounts Receivable		
Accounts Receivable	-24,453.48	
Total Accounts Receivable	<u>-24,453.48</u>	
Other Current Assets		
Undeposited Funds	-669.48	
Total Other Current Assets	<u>-669.48</u>	
Total Current Assets	<u>168,146.95</u>	
Other Assets		
Investments		
UUCEF - Endowment Fund	127,168.50	
UUCEF - Endowment Fund - Music	11,816.20	
Vanguard x2001-Capital Campaign	836,277.47	
Vanguard x6230-General Fund	200,547.25	1
Total Investments	<u>1,175,809.42</u>	
Total Other Assets	<u>1,175,809.42</u>	
TOTAL ASSETS	<u><u>1,343,956.37</u></u>	
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	-240.09	
Total Accounts Payable	<u>-240.09</u>	
Credit Cards		
Union Bank Main CC	154.00	
Total Credit Cards	<u>154.00</u>	
Other Current Liabilities		
Bonus' Payable	462.14	
Direct Deposit Liabilities	-5,970.89	
Payroll Liabilities		
LIA.PER.01 - Payroll Taxes	572.04	
LIA.PER.02 - UUA Pension	404.77	
LIA.PER.03 - Medical Insurance	-4,568.91	
Payroll Liabilities - Other	480.00	
Total Payroll Liabilities	<u>-3,112.10</u>	
Total Other Current Liabilities	<u>-8,620.85</u>	
Total Current Liabilities	<u>-8,706.94</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	<u>7,478.30</u>	
Equity		
Unrealized Gains&Losses		
Unrealized Gains&Losses UUCEF	-10,537.00	
Unrealized Gains&Losses Vx2001	-3,172.60	
Total Unrealized Gains&Losses	<u>-13,709.60</u>	

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

	<u>May 31, 23</u>	<u>Notes</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>	
Other Funds		2
FND.CDL.04 - Casas de Luz Fund	14,398.13	1
FND.DBN.04 - DeBonneville Fund	3,675.60	
FND.LIB.04 - Library Fund	977.72	
FND.MWL.04 - Memorial Wall Fund	15,911.26	
FND.MIN.04 - Minister Disc Fund	7,862.32	
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 Other Funds	<u>47,006.24</u>	
Board Designated Reserves		
RES.PGM.01 - Program Reserve	5,201.47	2
RES.MIN.01 - Minister Reserve	12,765.93	
RES.SIT.01 - Facilities Reserve	42,789.75	
RES.OPS.01 - Operations Reserve	16,812.33	
Total Board Designated Reserves	<u>77,569.48</u>	
Total Temp. Restricted	<u>1,007,132.33</u>	
Unrestricted Net Assets	36,825.31	
Net Income	121,405.21	
Total Equity	<u>1,268,858.65</u>	
TOTAL LIABILITIES & EQUITY	<u><u>1,276,336.95</u></u>	

NOTES

1) Per the decision of Kathy Faller, \$50k from the Casas de Luz Equity Fund was moved to Vanguard and invested in a short term CD.

2) A new Board Designated Reserve to support unbudgeted programmatic costs was created per the decision of the Board with the agreement of the the Reverend and effected staff and committee leaders. It was created May 2023 by consolidating the equity from the former Concert, Fun & Fellowship, Music, and RE Funds. Those accounts have now been inactivated.

SPIRIT LEVEL FOUNDATION GRANT APPLICATION

Email your completed application to admin@spiritlevel.org — do not use postal mail. The application deadline is April 1st. Please read the [Application Guidelines](#) document prior to completing this form.

DATE 3/20/23

NAME OF CONGREGATION UU Fellowship of San Dieguito PHONE 858-755-9225

ADDRESS 1036 Solana Drive, Solana Beach, CA 92075

MINISTER Rev. Ellie Kilpatrick EMAIL revellie@uufsd.org PHONE 858-755-9225

PRIMARY CONTACT FOR THIS APPLICATION Angie Knappenberger

TITLE Board President EMAIL Angie3886@gmail.com PHONE 760-805-4373

CURRENT NUMBER OF MEMBERS 160 HOW LONG AT YOUR CURRENT FACILITY? 68 years

DO YOU OWN YOUR FACILITY? Yes WHAT IS YOUR FISCAL YEAR? July 1 - June 30

BRIEF PURPOSE OF GRANT REQUEST (Later in this application you will have a chance to describe the project in more detail)

The grant will help pay for safety improvements on our campus required as part of our Conditional Use Permit. The City of Solana Beach is requiring that we provide space in our west parking area for an emergency vehicle to turn around, rather than back out. This is a condition we must meet before any work can begin on the amphitheater improvements that SLF generously has contributed to.

HAS THE BOARD OF YOUR CONGREGATION APPROVED THIS PROJECT? Yes (If No, approval must be received within 3 months after submission of this application and any approvals by Spirit level are contingent on this requirement being met)

AMOUNT REQUESTED FROM SPIRIT LEVEL 50,000 (Must be no more than 50% of total budget and matching funds need to be raised before funds will be released by Spirit Level)

IN ADDITION TO THIS COVER PAGE, THE FOLLOWING ITEMS MUST BE COMPLETED:

- Budget form (page 2 of this form)
- Further explanation regarding your project (page 3 of this form)
- Attach Most Recent Annual Operating & Capital Budget for your congregation
- Attach Most Recent Profit & Loss and Balance Sheet for your congregation

Please attach other support information relevant to your request if necessary. **However, PLEASE be as brief as possible. Long applications can be difficult to review and refer to electronically and given the number of Board members and applications, printing out the applications can use up a lot of paper. PLEASE ALSO NOTE THAT ALL APPLICATIONS WILL INCLUDE A PHONE INTERVIEW.**

BUDGET QUESTIONNAIRE

What is the budget for the entire project?

CAPITAL RELATED EXPENSES (if applicable)

Studies (environmental, economic, etc.).....	\$ <u>TBD</u>
Purchase of land or land and buildings, inc. closing costs.....	\$ _____
Architectural design.....	\$ _____
Engineering and other design work	\$ <u>TBD</u>
Construction contracts, including demolition, grading, etc.....	\$ _____
Donated labor and materials.....	\$ <u>Landscaping</u>
Permits and fees.....	\$ _____
Furniture, equipment, etc.	\$ _____
Other _____	\$ _____

PROGRAM RELATED EXPENSES (if applicable)

Salaries _____	\$ _____
Other _____	\$ _____
Other _____	\$ _____
Other _____	\$ _____

TOTAL EXPENSES BUDGETED FOR PROJECT \$ \$300,000-500,000*

Have you received bids (if applicable) for the all the above expenses? Yes

If not, which expenses have you not received bids for:

*We have a proposal for a suite of projects including the "hammerhead" as well as infrastructure needed for the amphitheater (electrical, water, drainage, etc.) so we only dig up the parking lot once. We are seeking a more detailed breakdown for the hammerhead alone. Best estimate is between \$300,000 - 500,000.

How will the congregation pay for the project?

Grant request from Spirit Level Foundation
(must be no more than 50% of entire budget) \$ 50,000

Matching fund drive:

- a. Dollar goal of the fund drive \$ 50,000
- b. Date when fund drive began or will begin Feb. 2023
- c. Amount already raised and
in hand (if applicable)..... \$ _____

Pledges for this project..... \$ 40,000

Funds already designated from congregation budgets \$ Remaining balance

Any loans from congregation members \$ _____

Any loans from banks, others..... \$ _____

Additional funds (describe)..... \$ _____

_____ \$ _____

Additional funds (describe)..... \$ _____

_____ \$ _____

TOTAL FUNDING BUDGET FOR PROJECT \$ 300,000 - 500,000

CONTEXT FOR YOUR PROJECT

HOW WILL THIS PROJECT ENHANCE THE HEALTH AND/OR GROWTH OF UU PRINCIPLES IN YOUR CONGREGATION AND/OR COMMUNITY?

The project will enhance the literal health of our community by ensuring that first responder vehicles can access the amphitheater area in case of emergency.

It will allow us to more quickly meet the new condition imposed by the City of Solana Beach, which was not in our original plan. The amphitheater improvements which SLF has generously supported have been delayed by the complex permitting process, our ministerial transitions, and COVID-19.

We now have a wonderful young minister who has agreed to a two-year contract with the expectation of a "contract-to-call" in the second year. This has energized the congregation and members are eager to see the amphitheater improvements move forward.

In accordance with our Conditional Use Permit, no work can proceed until the hammerhead is done. In order to keep our commitment to the congregation when we entered into our initial capital campaign, we need to do this work, which was not budgeted. Once the hammerhead is done, we plan to embark on a new capital campaign to complete the fundraising needed to complete the amphitheater improvements and bring our campus up to ADA requirements, add a sun shade, redo the brickwork, and build a new kiosk with restrooms and new A/v equipment.



Mon, May 22, 9:38 AM (10 days ago)

Spirit Level Foundation

to revellie, me

Dear Rev. Ellie Kilpatrick and Angie Knappenberger,

Congratulations! The Board of the Spirit Level Foundation has approved your grant that will support your ongoing building project as follows:

Amount: up to \$50,000

Purpose(s): To fund a mandated emergency vehicle turn around.

Expiration: this matching offer will expire on December 31st, 2024

Your congregation's diligence and patience has been remarkable throughout this building project. We are impressed with your membership's commitment.

Once your congregation has raised the required funds to match this grant please submit the attached verification of funds form and email it to me at admin@spiritlevel.org.

Best Regards,

Colleen

--

Colleen P. Garrett
Spirit Level Administrator

admin@spiritlevel.org

<http://spiritlevel.org>

619-865-3046

CERTIFICATION

Scan this form (DO NOT MAIL) to: Colleen Garrett, Spirit Level Administrator
Email: admin@spiritlevel.org

We hereby certify that _____
Congregation, taxpayer ID# _____ has fulfilled the requirements of Spirit Level
Foundation to qualify for funding a grant in the amount of \$ _____, and we
understand those requirements to be:

1. The congregation has in a bank or in a brokerage account matching funds of at least the
above amount. These matching funds are:
 - (a) allocated to be spent for the project or projects which were the subject of the grant
application and designated for that project or projects,
 - (b) not resulting from a loan or loans.

2. The congregation's non-profit status is still in effect.

Signature

Date

Name, Senior Minister of the congregation

Signature

Date

Name, President of the congregation

ADDRESS TO MAIL CHECK:

