

**2023-09-06 Board of Directors Meeting  
7:00-9:13 via Zoom**

**Present:**

Mary Anne Trause, President  
Andi MacLeod, Vice President  
Livia Walsh, Secretary  
Sarah Miller, Treasurer  
Julia Darling  
Louise Garrett  
Pam Parker  
Rev Ellie Kilpatrick, ex-officio member

**AGENDA**

Chalice Lighting & Chalice Reading

Board Covenant Read

**1. Topic: Consent Agenda Approval (ref Appendix). All Approved.**

- Minutes from 08/29/23 Board Meeting
- Appointment of Sarah Miller as Voting Director to fill vacancy left by Cathy Leach-Phillips' resignation.
- Financial Report
- P&Ps submitted to the Board for approval
- Committee reports: RE, B&G, Communications
- Minister's Report

**2. Topic: Discussion Agenda**

**a. Proposal to hire Property Steward**

**DISCUSSION:** The Proposal included ways in which our UUFSD campus could be better cared for in terms of overall cleanliness of the inside of the buildings, trash, items stored in proper places, maintenance of grounds and collaborative ways to identify repairs needed. There is no employee or volunteer whose responsibility is to oversee the total care of the site and do what is necessary to keep our campus clean and well maintained. The custodial contractor, set-up crew and volunteers have some of these responsibilities. It was therefore suggested that we hire a Property Steward who will cover all the cleaning and maintenance, and Sunday service set-up/break-down needs. Discussion included adding hours and responsibilities to the custodial contractor and set-up crew rather than hiring one employee to do this.

**DECISION:** A task force was developed consisting of Rev Ellie and Andi MacLeod who will review what is needed and the best ways to meet those needs and report back to the Board.

**ACTION:** The task force to meet at a designated time to address the issues involved and report back to the Board at our next meeting.

**b. Introduction of the Social Media Program "Discord," Rev. Ellie.**

**DISCUSSION:** In order to provide a more generationally relevant way to communicate and connect, Rev Ellie provided a tutorial of the program "Discord" which may encourage younger generations members to connect with each other. She plans to be the administrator of the program and those who may wish to join will need to be vetted by the Communication Committee. Concerns regarding confidentiality and safety were addressed. Rev. Ellie noted that the site is not confidential, and that vulnerable personal sharing would not be appropriate.

**DECISION:** No decision was made at this time.

**ACTION:** None at this time. It was proposed that at a future date the Communications Committee will send out information regarding this program and how to join.

**c. Governance**

**DISCUSSION:** It was decided that the Board will no longer provide liaisons to committees. A plan was developed to communicate with committees, staff and Fellowship about change in structure of committees, liaisons, and to whom to report was addressed. As noted in the previous minutes of July 2023, the following structure was developed:

**Board:** Responsible for Fiduciary and selected Operational Committee oversight. The latter includes Finance, Stewardship, Buildings and Grounds, Nominations, and Dream Builders, Endowment and Capital Campaign These committees report to the Board.

**Minister:** In addition to supervision of all staff, the Minister will be responsible for Programs which involve all committees that do not report to the Board. The committee chair or designated liaison will report essential information to the Minister which the Minister will then include in her monthly report to the Board.

**DECISION:** All agreed to this new structure.

**ACTION:** The Board and Minister will inform their respective committees of this new structure.

#### **d. Calendaring Meeting**

**DISCUSSION:** There was confusion about who is responsible for setting the annual Calendaring Meeting, what the intent of the meeting is and who should attend. Rev Ellie's perspective was that the intent should be to calendar all activities relevant to our mission and vision in addition to events and meetings. This would require that the Board and committees would need to decide this information well ahead of time-likely before the new fiscal year begins. Rev Ellie noted that this process should be a Program Council responsibility. The Fellowship has not had a Council for at least 12 years. A Program Council proposal had been developed and submitted to the previous four Ministers as well as Rev Ellie. No Action was taken to discuss or implement that proposal.

**DECISION:** The Administrator, who also is asked to attend the meeting, was already asked to send the information to all committee and task force chairs. Note that the time was changed to 11:45 instead of noon. Rev Ellie will facilitate the meeting.

**ACTION:** Mary Anne to notify the Administrator of the change of time and request that the Administrator attend the meeting.

- d. Visioning - Not discussed.** Plan for future meetings to discuss how to proceed with Fellowship. Possibilities: Experience of the Holy exercise with the Fellowship to discern values; envision auction Fellowship could get enthusiastic about; try some experimental activities, then elicit congregants' reaction and reflections.

**ACTION:** Decide how to proceed with Fellowship and create a plan at October Board Meeting.

#### **e. Topic: Amphitheater Bridge Repair Update**

**DISCUSSION:** Concern was expressed about the safety of the bridge into the Amphitheater. There are rotted boards and wood that people can easily trip over. There will be two bids to consider with both contractors able to begin within two weeks of the Board's decision to approve and develop a contract. In the meantime, if there are congregants who wish to be escorted across the bridge and into the Amphitheater some of the Board members volunteered to help.

**DECISION:** Continue to hold services in the Amphitheater with assistance provided for those who don't feel safe on the bridge. The Board agreed to hold a brief meeting to select one of the bids proposed within the next few days.

**ACTION:** Once the two bids are available the Board President will call a brief meeting of the board to decide which bid will be accepted and will then sign a contract so that the work can be done immediately.

**APPENDICES:**

Consent Agenda items

Discussion Agenda Items

Board Reports:

Minister  
Treasurer  
Buildings and Grounds  
Administrators Report

Minutes taken and submitted by Livia Walsh, Secretary

**APPENDICES**

**CONSENT AGENDA ITEMS**

**1. 2023.08.29 Board Meeting Minutes**

**2023-08-29 UUFSD Board Meeting Minutes  
7:30-8:13p.m. Via Zoom**

Present:

Mary Anne Trause, President  
Andi MacLeod, Vice President  
Livia Walsh, Secretary  
Julia Darling  
Louise Garrett  
Pamela Parker

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

## **AGENDA:**

- 1. Topic: Approval of July 2023 Board minutes:** All Approved
- 2. Topic: Decide how we will fill the Board Member vacancy due to resignation of Cathy Leach- Phillips:**

### **DISCUSSION:**

Proposal to appoint Sarah to fill the vacancy. Sarah stated that she would be willing to fill the vacancy. Mary Anne to include the announcement of the vacancy in the upcoming Board letter to the congregation in order to be in alignment with the ByLaws.

**DECISION:** The Board letter to the congregation will express the Board's intent to appoint Sarah Miller to be a voting member of the Board through June 2024. A formal vote will occur at the next Board meeting on 9/6.

All agreed to this plan.

**ACTION:** Mary Anne will notify the congregation via the Board letter of the Board's intent. The letter is to be published on Thursday, August 31<sup>st</sup>.

- 3. Scheduling Regular and Back-up Board Meetings:**

**DECISION:** Regular in-person Board meetings will be scheduled on the Second Sunday of each month at 11:30 in the Hall. As there is no Sunday in September in which there can be a quorum the regular Board meeting will be held via zoom on Wednesday, September 6<sup>th</sup> at 7:00p.m.

On an as needed basis the second Board meeting will be held via zoom on the 4<sup>th</sup> Tuesday of the month.

**ACTION:** The President will notify the Administrator of this schedule who will send out the zoom links.

- 4. Topic: Board Liaisons to Committees:**

**DISCUSSION/DECISION:** At the Board retreat on August 23<sup>rd</sup> the Board, with guidance by Rev Ellie, decided to eliminate the responsibility of the Board to be committee liaisons. Further, the committees will report essential information to the Minister who will include that information in her monthly report to the Board. This provided a new structure in which the Board will be responsible for policy and fiduciary issues while the Minister will be responsible for program issues. The Minister is also the staff supervisor.

**ACTION:** Mary Anne to meet with Rev Ellie to clarify what to communicate to the community/committees as the Board will no longer be providing liaisons to committees.

Mary Anne will then include this information in the Board letter which will be available this Thursday, 9/31.

The meeting was adjourned at 8:13 p.m.

Minutes submitted by Livia Walsh, Secretary

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## 2. Officer Responsibilities P&P

### UUFSD Policy and Procedure Document

**Policy ID: 110**

**Title: Officers' Responsibilities**

Date Approved: July 12, 2010 by the Board of Directors

Updated: June 15, 2022 by the Board of Directors

Updated: June 16, 2023 by the Board of

Updated: September 6, 2023 by the Board of Directors

### Purpose

To specify the duties of the Officers of UUFSD.

Per the California *Attorney Generals Guide for Charities, Best practices for nonprofits that operate or fundraise in California*, published in June 2021, "Every public benefit corporation [which includes religious organizations] must have at least three officer positions: a president (or chair of the board), a secretary, and a treasurer (or chief financial officer). [...] No person serving as the secretary or treasurer/chief financial officer may serve concurrently as the president or chair of the board [...]. Generally, the president/chief executive officer is responsible for the day-to-day operations of the corporation. The treasurer/chief financial officer is responsible for the financial affairs of the corporation. And the secretary is responsible for maintaining corporate records, including board minutes."

Board Members serving as Officers should expect to spend more hours per month serving in their roles than the hours required by those serving as Members-at-Large.

### Policy

UUFSD operates according to Bylaws. Article VII of those Bylaws states the following:

#### **SECTION 1: OFFICERS**

The Officers of the Fellowship shall be a **President**, who shall also serve as Chair of the Board, and a **Vice President**, who shall be members of the Board; and a Corporate **Secretary** and a **Treasurer**, who may or may not be members of the Board.

## SECTION 2: ELECTION OF PRESIDENT AND VICE PRESIDENT

At the Annual Meeting, the President and Vice President of the Fellowship shall be elected by the Voting Members from among the seven members of the Board, as set forth in Article 10, Section 2, (2). No member shall be elected or eligible for election who has not given his/her consent. The President and Vice President shall each be elected for one year. The President of the Fellowship may not serve for more than two consecutive years.

## SECTION 3: VACANCIES

If the office of President becomes vacant, the Vice President shall serve as President until the next regular Congregational Meeting, at which time the Voting Members shall elect a President from among the members of the Board, who shall serve until the next Annual Meeting. If the President is absent or unable to carry out the duties of the office, the Vice President shall serve as President. If the office of Vice President becomes vacant, the Board of Directors shall elect a Vice President, after consultation with the Nominating Committee. This person shall serve until the next Annual Meeting.

## SECTION 4: ELECTION OF CORPORATE SECRETARY AND TREASURER

At its first Board Meeting following July 1, the Board shall elect the Corporate Secretary and the Treasurer, each of whom may be re-elected. The term of office shall be one year.

Per UUFSO policy, the Secretary and Treasurer, if not also elected members of the Board, serve as non-voting ex-officio members of the Board of Directors. The Minister also serves as a non-voting ex-officio member of the Board. Therefore, the Minister, Secretary, and Treasurer are all expected to attend monthly board meetings, executive sessions (unless excused by the President), board retreats, and congregational meetings. They are also included in all Board of Directors communications.

## Procedure

Responsibilities of the **President** are as follows:

*The President is responsible to the Board of Directors, overseeing the long-term goals of the organization, the creation of the vision for the organization, the creation of policies in support of the vision, the financial well-being of the organization, and external affairs. This is complementary to the Minister who reports to the Board of Directors, overseeing the daily operations of the organization in support of the organization's vision, and attending to internal affairs.*

The specific responsibilities of the President **are**:

- Meet with the Minister at least monthly.
- In consultation with the Minister and Vice President, set agendas for meetings of the Board of Directors.
- Track open agenda items and follow up on unfinished business.
- Convene and conduct meetings of the Board of Directors.
- Convene and conduct Congregational meetings. Ensure that sufficient notice of the Congregational meetings is given to the Congregation, as specified in Article V, Section 3 of the Fellowship Bylaws.
- Sign contracts on behalf of the Fellowship.

- Represent the Board and Congregation when needed.
- Convene the Executive Committee if necessary. An executive committee typically consists of the President, Vice President, and sometimes the Treasurer and Secretary.

Responsibilities of the **Vice President** are as follows:

- Assume the responsibilities of the President when requested by the President or if the President is unable to carry out the responsibilities specified here in.
- Meet monthly with the President and Minister.
- Support the President in their duties.

Responsibilities of the **Secretary** are as follows:

*The primary responsibility of the Corporate Secretary is to ensure accurate records are kept of all board and congregational meeting proceedings and the records then appropriately distributed and filed. The Secretary S job also includes responsibility, per Article VI Section 8 of UUFSD Bylaws, for Policies and Procedures, which "shall be kept by Corporate Secretary, or designee, and shall be reviewed and updated by the Board of Directors at least every three years. "*

The specific responsibilities of the Secretary are:

- Serve as the Board's liaison to the Policies and Procedures Committee and ensure that all Policies and Procedures are updated or revised as required.
- Request committee and staff monthly reports from board liaisons the week prior to monthly board meetings and assure that all reports are available to Board Members three days prior to the monthly board meeting.
- Verify that a quorum is present for board and congregational meetings.
- Record the minutes of all meetings of the Board of Directors and annual Congregational Meetings according to established UUFSD standards. If unable to attend a particular meeting, arrange for a designated substitute to take minutes. Advise the Board President accordingly.
- Distribute the minutes to the full Board of Directors for review within 48 hours of the meetings, but no later than 7 days after the meeting.

These minutes shall include:

- o The names and titles of all meeting attendees.
- o A concise summary of lengthy conversations, keeping the confidentiality of members within the minutes.
- o A summary of all decisions and action items.
- o A summary of any decisions made via Google poll.
- o A list of all appendices to be added to the Official Record which would include Committee, Staff, & Financial reports, new or revised and approved Policies and Procedures, and other relevant and approved documents.
- Produce and distribute the *Board Meeting Official Record*. Once the Board has approved the minutes and all appendices, a PDF document, combining the Board Meeting Minutes and all appendices, is created titled "Board Meeting yyyy-mm-dd

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The exceptions are notes from Executive Sessions that are confidential and often contain sensitive information. These notes are NOT to be distributed outside of the Board. These notes are placed in a separate folder on the Board's Google Drive under Executive Sessions and never distributed elsewhere.

The responsibilities of the **Treasurer** are as follows:

*As Chief Financial Officer, the Treasurer is responsible for the financial affairs of the corporation. The Treasurer safeguards the congregation's funds, ensures all receipts and disbursements are properly accounted for, and gives financial reports and guidance to the Board of Directors and other Fellowship leaders.*

The specific responsibilities of the Treasurer are:

- In consultation with the Finance Committee, ensure that adequate financial internal control systems are followed, with detailed procedures in place that will safeguard the handling of all funds.
- Coordinate with the Congregational Administrator and Bookkeeper to ensure all receipts are recorded properly, according to fund designation and Generally Accepted Accounting Practices (GAAP).
- Ensure that all disbursements are proper according to budget limitations, are supported by detailed documentation, and are properly recorded in UUFSD's accounting records.
- Track variances with the budget (receipts and expenditures) and alert program or committee leaders about spending patterns.
- Submit a formal monthly report of receipts and expenditures, and how they relate to the General Fund budget, to the Board and Finance Committee.
- Ensure monthly bank statements are reconciled.
- Create an initial draft of the annual budget, utilizing projection of current year's income and expenditures, and analysis of receipt and spending over time. In coordination with the Finance Committee, collect budget requests from staff and committee heads, create a comprehensive first draft of the annual budget, and submit this to the Board of Directors for review.
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- At the direction of the Board, arrange for business credit cards for Staff.
- Ensure that annual donation statements are emailed to donors (done in February).
- In collaboration with the Congregational Administrator, submit required annual paperwork including: UUA Annual Certification, Annual Claim for Welfare Exemption to County Assessor, Church Mutual Insurance Payroll Audit, etc.
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- Track variances with the budget (receipts and expenditures) and alert program or committee leaders about spending patterns.
- Submit a formal monthly report of receipts and expenditures, and how they relate to the General Fund budget, to the Board and Finance Committee.
- Ensure monthly bank statements are reconciled.
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- Ensure access to online financial resources (banks, investments, PayPal, Stripe, Intuit, Breeze, etc.) is maintained and controlled.
- At the direction of the Board, arrange for business credit cards for Staff.
- Ensure that annual donation statements are emailed to donors (done in February).
- In collaboration with the Congregational Administrator, submit required annual paperwork including: UUA Annual Certification, Annual Claim for Welfare Exemption to County Assessor, Church Mutual Insurance Payroll Audit, etc.
- Supervise staff and contractors doing financial functions (e.g., bookkeeper).

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#### 4. Infectious Disease Protocols

**UUFSD Policy and Procedure Document**

**Policy ID: 151**

**Title:** Contagious Disease Protocols

**Date Approved:** September 6, 2023 by the Board of Directors

## **Purpose**

To provide guidance on how to operate UUFSD during a contagious disease outbreak, pandemic/endemic or health crisis (COVID-19, flu or other), to ensure the safety of all members of the congregation and staff while continuing to live our purpose and be in alignment with our UU values.

In 2020, COVID-19 rocked our world. In-person services and gatherings ceased. Public health officials have said that we must be prepared to be flexible and ready to shift from in-person to virtual if conditions change. This policy is designed to create this expectation, reminding us to be flexible and resilient while living our UU values.

The original policy specifically addressed the Covid-19 pandemic. However it is intended to be adaptable to any contagious/infectious disease crisis that might arise.

## **Policy**

Decisions about operating during an infectious disease pandemic are grounded in our deep values and are core to who we are as a faith tradition:

- Our abiding care and concern for the most vulnerable, inside and outside our congregation.
- Accessibility and inclusion for all our members and friends to participate in our congregation, regardless of health status, health vulnerability, or ability.
- Recognition that we are part of an interdependent web and, as such, our risk-taking and our protective actions affect far more than just ourselves. Our congregational decisions can impact other congregations and the wider community.
- Ethical treatment and expectations for our leaders and staff, minimizing the risks to their own health and well-being.
- Our affirmation that good science, coupled with our UU values, must be the basis upon which we make decisions about in-person gathering.
- Commitment to our mission, community, and theology more than ever, mindful of the spiritual demands of this transition.
- Our deep hope that we as a country, and as a world, will not return to "normal" when the pandemic is over. We seek to live into "a new normal" of more justice, more love, more equity, more sustainability, and more peace.

UUFSD will follow UUA guidance, CDC guidelines, Federal, State, County and local laws and regulations and make necessary adjustments to this policy and/or the procedures based on changing guidance.

The Board of Directors will be responsible for determining which procedures shall be implemented at any time given the changing nature of a pandemic or contagious health crisis. Input will be sought from staff and committee chairs on changes to procedures that impact operations.

## **Procedures**

Decisions about how we operate during a pandemic or contagious disease crisis will be made by the Board of Directors based on current information available and applicable guidance and laws. When required, UUFSD will cease in-person operations and conduct weekly services, religious education, committee meetings and other meetings virtually. Every effort will be made to keep a high level of engagement for virtual services, including virtual "coffee hour" chats following the service. When in-person services resume, virtual service offerings will continue to be an important option to serve our congregation and be as inclusive as possible.

### **Communicating Operational Changes:**

When a change needs to be made regarding how we operate, the Board of Directors will send a notice to the entire congregation. Notices to cease in-person operations require very little or, in the case of a law going into effect, no notice. Notices to re-start in-person gatherings after a closure require at least two weeks' notice to the staff and congregation. The intent of this two-week period is to allow all involved in weekly services enough time to pivot from remote to in-person offerings.

### **In-Person Gatherings during Contagious Disease Crisis:**

During a time of risk for transmission of disease when there is no law or regulation preventing large gatherings, in-person gatherings may be held with some or all the following conditions in place:

1. All attendees 5 years or older (or the earliest age vaccinations are given) who come on-site are highly encouraged to be vaccinated as medically advised.
2. All paid staff must be vaccinated and show proof of vaccinations. For staff, a record of vaccinations and test results will be kept in personnel files.
3. Masks are optional but highly recommended for everyone over 2 years of age for all indoor and/or outdoor events. Masks must be made of material that best prevents transmission of the disease, cover your nose and mouth and fit snugly on your face. Everyone should bring their own mask.
  - a. Masks are optional for the minister and other speakers at the podium.
4. Maintain social distancing of at least 6 feet between members of different households.
5. Food or beverage may be suspended during times of high risk. Specific guidance will be given as conditions change. You may bring your own beverage on-site at any time.
6. Singing:
  - a. Indoor singing may be suspended completely during a pandemic or infectious health crisis.
  - b. Choir may or may not be permitted to rehearse or perform in person during a pandemic or infectious health crisis. Recorded music from our choir, band, or other individuals is a wonderful and safe alternative to in-person singing.

- c. When outdoor singing is permitted, all singers are highly encouraged to wear well-fitted masks and stay at least 6 feet apart (10 - 12 feet is considered a safer distance).
- 7. Religious Education Classes will be held outdoors with masks optional. Children must be registered prior to attending an RE program. Snacks may or may not be allowed and will follow the guidance for food and beverage overall.
- 8. Pre-registering for attendance at in-person indoor services may be an option to pursue if/when attendance exceeds capacity.
- 9. Small Group Gatherings
  - a. When large gatherings are not permitted, it may be possible for small groups to continue to be on-site using the above protocols. The Board of Directors will communicate the maximum number of people who can be on-site during a time when large gatherings are prohibited.
  - b. When large gatherings are permitted, small groups can meet on site using the above protocols. It is preferable for small groups to also meet outdoors, but indoor meetings may be permissible if social distancing requirements can be upheld.

**Outdoor Services / Gatherings**

- 1. Given the nature of a pandemic or infectious health crisis, we are uniquely equipped to be able to hold services outdoors where it is safer for all. The intent is for services to be outdoors as much as possible during these conditions. In the case of rain or inclement weather, services will be virtual for that day, and the congregation will be notified by email and/or text at least one hour before the start of service.
  - a. When a planned outdoor service is canceled, only the staff and service participants will be on-site and hold the service indoors - all others may attend virtually.

**Indoor Services / Gatherings**

- 1. Indoor services may be suspended during a pandemic or infectious health crisis. When indoor services are not recommended, services will only be held outdoors and/or virtually. Indoor services can be held when data for San Diego County is in the Low or Medium transmission risk with masks. Whenever possible, all windows and doors will be open.
- 2. In the event that we exceed the capacity limit for our indoor attendees may listen to the service in the core area outdoors or return home to watch virtually.

**5. UUFSD Services Location P&P**

<p><b>(proposed revision) UUFSD Policy and Procedure Document</b>  <b>Policy ID: 411</b>  <b>Title: Sunday Services Location</b>          Date Approved: Approved by the Board of Directors</p>
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### **Purpose**

Sunday Worship Services held in our outdoor amphitheater is of the highest priority for our congregation. It will be the location of services whenever possible. The primary goal is always to ensure the health, safety and comfort of our Fellowship members and congregants, as well as protecting the electrical equipment. There are times, however, when due to weather or special requirements, services will be held in Founders Hall. The procedure addresses the criteria for holding services indoors when warranted.

### **Policy**

The decision regarding location of the Sunday Worship Service will be made 90 minutes before the service begins by the AV Technician in consultation with the Minister or, in the absence of the Minister, the Worship Associate (WA). When there are two services, or one service followed by a congregational meeting or forum, both will be held in the same location, as there is insufficient time to set up AV equipment between services or events.

There are occasional Sundays when those planning a service prefer it to be held in Founders Hall because of the music or other elements of the service, or technical aspects of the service.

### **Procedure**

1. Services are held in the Amphitheater if: 1) there is no excessive dampness that can cause electrical hazards, wet seating, and unsafe walkways; 2) there is no excessive mud or debris in the amphitheater due to e.g. rain; 3) there is little to no chance of rain; 4) there has not been a decision to use Founders Hall because of special circumstances as mentioned above.
2. To schedule a service in Founders Hall the decision will be made by the Minister, Worship Associate, and Music Director.

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## **6. Committee Reports**

### **Buildings and Grounds Committee**

On the Bridge issue, Ed Mlaker has negotiated a quote to fix the bridge with Ultimate Concrete for \$25,000. They can start in a few weeks after the PO. Mary Anne Trause will be seeking Board approval.

### **Communications Committee**

The Communications Committee held its "8<sup>th</sup> Principle Readiness Analysis" on August 29. In general, we hold meetings as needed. They will call a meeting in mid-October after the Article 2 Forum meeting.

## 7. Minister's Report

### Minister's Report

Rev. Ellie Kilpatrick (she/her)

9/6/2023

Big Picture: This has been my first month back for the church year. It is a joy to have returned as a full time minister. As we begin this year, the theme of the year is restructuring and re-envisioning: governance, ministry, and the faith itself. There is a lot of excitement and joy as we consider these new approaches, particularly to governance and the ministries of the congregation. As I did with the board at our retreat, I'm also encouraging committees to release the notions of "how it's been done." If there's something that isn't essential to church life, that brings no joy, then we can simply choose not to do it. One example of this is within committees, there are a number of committees that either do not have a chair, or the chair wants to step down and can't find a replacement. As we rethink committees in general, we might not need chairs. In some ways, I'm asking committees to envision their future committee, what they dream it would look like, and think through what we currently do that inhibits the vision - the same exercise I did with the board. One thing I will be guiding committees, teams, and leadership in general towards is taking a different approach to what we "do." If there is no energy for particular tasks, move towards where there **is** energy and joy. The best way to reduce burnout is to emphasize what refuels us. I will be working with committees on discerning how to be a more nourishing version of each committee.

### Worship and Rites of Passage:

One of the examples of reshaping is already in the Worship Committee. We do not have a technical chair for the committee, but we are splitting up individual tasks among its members. I am the natural liaison for the board, given that I am ultimately accountable for what takes place at the pulpit. There are no major changes to report at this time.

### Pastoral Care and Presence:

Pastoral care is another committee that does not have a chair, and yet I am a natural liaison. I have had a few pastoral meetings. While the weather is nice, the outside patio space next to the library is a lovely place to meet with people. In the winter months, there might need to be a few more house visits, as founders hall lacks a degree of intimacy.

#### Spiritual Development for Self and Others:

The most important thing to update the board on with regard to spiritual development is that the search for a DREF is well underway. We have had two rounds of interviews with two candidates, and we hope to make a decision next week.

#### Social Justice in the Public Square:

I have not yet done a lot with social justice, but I'm currently working with Irv to begin a re-envisioning process for the committee.

#### Administration:

Now that I am full time, I will be doing more administration. A huge part of that, for me, will be knowing when to delegate organizing. Organization is not my ministerial strong suit, and yet big picture organizing is. We are about to begin staff meetings and supervision, and one thing I will be engaging is trying to let our strengths guide the way we operate together. I will be able to report more fully on what this is starting to look like next month.

#### Serves the Larger Unitarian Universalist Faith:

I did not get a chance to do much with Unitarian Universalism this month, although I am serving on the article 2 task force, which comes with a lot of exciting conversations and ways to think about our faith anew.

#### Leads the Faith into the Future:

I am excited about the ways we are leading the faith into the future as a congregation. One thing that I have just created is a discord server (it's traditionally a gaming platform that is heavily used by people 45 and under.) I will lead a mini tutorial for the board at our meeting. But it's a great way for people to engage digitally in real time without needing a zoom to be scheduled, or even to have conversations as texts, voice calls, or video chats. It's a new way of building activities and relationships online. I also believe the experiments we take with fellowship at our center will lead to the future of spiritual communities. Meeting outside the fellowship will bring so many new opportunities to truly be a part of the community - going to them, rather than asking them to come to us. The last thing that I wanted to share with you, and it's still very much in the early stages, so I am not yet entirely sure what it would look like, but I am in talks with Sandy Hill about becoming an at large board member to serve as a liaison between Sandy Hill and UUFSD with the purpose of building more intentional community with them. I will be clear that my time is limited, but it seems a wonderful fit, both for our hopes to try new ways of being with families, and given that my younger daughter is currently enrolled at Sandy Hill. I will update you with how we decide to proceed next month.

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### **DISCUSSION AGENDA**

**Discussion Materials. Item # 3 Governance.**

**Notes from the Retreat on the new structure.**

We talked about streamlining governance according to some of the ideas of Dan Hotchkiss, specifically clarifying the roles of the Board which assumes responsibility for governance and operations and the Minister who assumes responsibility for programs and staff:

<p><b>Board</b>          Governance          Operations</p> <p>Committees:          Finance          Stewardship          Personnel          Dream Builders          Nominating          Article 2 task Force</p>	<p><b>Minister          (COM)</b>          Programs and Staff</p> <p>Teams:          Worship          RE          Music          Pastoral Care          B&amp;G</p> <p>Also in this column: Safe Congregations, Campus Safety,</p>
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Visioning

Need guardrails, then delegate authority.

Who is accountable, who is responsible and who needs to be informed?

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UUFSD POLICIES AND PROCEDURES NEEDING REVIEW  
2023

#	POLICY	LAST REVIEWED	REVIEW DATE
100	OPERATIONS	4/2015	12/2023
160	SETTLED MINISTER ABSENTEE VOTING	5/2020	12/2023
120	AUTHORIZATION FOR SPENDING FUNDS	10/2020	10/2023
111	BOARD MEMBERSHIP	10/2019	12/2023
170	DOCUMENT RETENTION	3/2020	12/2023
180	MINISTER DISCRETIONARY FUNDS	3/2020	12/2023
230	INACTIVE MEMBERS	4/2015	12/2023

350	HIRING CONTRACTORS	5/2109	12/2023
401	COMMITTEE OPERATIONS	6/2019	12/2023
210	POLICY AND PROCEDURES	11/2010	12/2023
405	NOMINATIONS COM	6/2020	12/2023
410	WORSHIP COM	11/2020	11/2023
430	RELIGIOUS EXPLORATION	2009	12/2023
460	BUILDINGS AND GROUNDS	2008	12/2023
<i>465 AND 470 (ARCHIVE)</i>			
474	SOCIAL JUSTICE	2017	12/2023
475	CASAS DE LUZ	2018	12/2023
480	LEADERSHIP DEV.	2019	12/2023
490	MEMORIAL WALL	2010	12/2023
520	CHILD AND YOUTH	2009	12/2023
580	SECURITY AGAINST DISRUPTIVE BEHAVIOR	10/2020	10/2023
751	TOBACCO USE	10/2020	10/2023
752	PETS	10/2019	10/2023
755	POSTING MATERIALS ON CAMPUS	5/2020	12/2023
770	PEST MANAGEMENT	8/2008	12/2023
450	DESIGN REVIEW		12/2023

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**Possible Property Steward Position**

**Consideration to Hire a Property Steward**

**DISCUSSION:** There is no employee who is responsible for the entire care and maintenance of our campus. We have historically been a "can do-everything" congregation with volunteers covering what needed to be done. Some of the general care and maintenance, as well as Sunday service and event set-up and break-down, are attended to by set-up employees, our custodial contractor, building and grounds volunteers. **However, 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) 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. This employee would collaborate with Buildings and Grounds committee.

The salary of a 15 hour position at \$22.00. Additional discussion included increasing the hours and responsibilities of the current custodian.

**Summit Unitarian Property Steward Guidelines (see attached)**

# **PERSONNEL COMMITTEE GUIDELINES**

**SUMMIT UNITARIAN UNIVERSALIST FELLOWSHIP**

Updated: December 29, 2017

## **Job Description**

**Title:** Property Steward

**Reports To:** Minister

**General Responsibilities:** Keeps the buildings and grounds clean, attractive and well maintained. Performs regular cleaning duties, custodial maintenance, minor repairs and gardening in all parts of the campus with moderate supervision. Sets up furniture and fixtures for events and meetings.

**Experience:** Commensurate experience in similar position. References required.

**Skills/Knowledge:** Basic "Handyman" skills for minor repairs. Initiative and problem-solving ability to assess own skills/limitations to determine when a licensed provider of service needs to be called. Ability to develop routine, seasonal and as needed cleaning schedules. Ability to maintain the grounds and irrigation system. Must practice safety consciousness.

**Physical Demands:** Must have ability to lift 45 lbs., climb ladders, operate power tools and equipment, carry materials and supplies, bend, stoop, kneel and stretch.

**Education/Training:** Ability to read required. Ability to follow oral and written instructions.

### ***Core Competencies:***

**Organization:** Ability to organize, plan and prioritize multiple, competing tasks within established deadlines. Recognizes own limitations and/or systems constraints and is able to request supervisory guidance when necessary.

**Communication:** Ability to relate well to all levels of people across the lifespan. Works collaboratively with Minister, Staff, Campus Improvement Committee and others to solve problems. Keeps Minister informed of emerging problems, significant issues or unusual occurrences. Keeps Office Administrator informed of day-to-day developments and schedule.

**Self Development:** Annually submits a minimum of two (2) goals to be attained by next annual review. Is self-directed. Demonstrates initiative and problem-solving ability. Seeks out opportunities for continued professional development related to areas of responsibilities.

**Professionalism:** Is open to constructive criticism/feedback and demonstrates ability to adapt to changes in the workplace. Maintains confidentiality and handles sensitive matters with discretion.

**Hospitality Behaviors:** Is pleasant and helpful. Exudes warmth, cordiality, courtesy and friendliness. Helps create a welcoming environment.

*Primary Responsibilities:*

Cleaning

Custodial Maintenance

Minor Repairs

Gardening

## Performance Evaluation

**Job Title:** Property Steward

**Reports To:** Minister

**Review Period: From:** \_\_\_\_\_

**To:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Ratings: E\* (Exceeds), M (Meets), I\* (Improvement Needed)**

\*Describe behavior that exceeds or needs improvement.

**E\*    M    I\***

### **ORGANIZATION**

- Organizes, plans and prioritizes multiple, competing tasks within established deadlines.
- Recognizes own limitations and/or systems constraints and is able to request supervisory guidance when necessary.

### **COMMUNICATION**

- Relates well to all levels of people across the lifespan.
- Follows oral and written instructions.
- Works collaboratively with Minister, Staff, Campus Improvement Committee and others to solve problems.
- Keeps Minister informed of emerging problems, significant issues or unusual occurrences.
- Keeps Office Administrator informed of day-to-day developments and schedule.

### **SELF DEVELOPMENT**

- Is self directed. Demonstrates initiative and problem solving ability.
- Seeks out opportunities for continued professional development related to areas of responsibilities.

### **PROFESSIONALISM**

- Is open to constructive criticism/feedback and demonstrates ability to adapt to changes in the workplace.
- Maintains confidentiality and handles sensitive matters with discretion.

### **HOSPITALITY BEHAVIORS**

- Is pleasant and helpful.
- Exudes warmth, cordiality, courtesy and friendliness.
- Helps create a welcoming environment.

**CLEANING**

- Performs routine and seasonal cleaning duties timely, thoroughly and efficiently.

**CUSTODIAL MAINTENANCE**

- Proactively assures that all buildings and grounds are in working order.

**MINOR REPAIRS**

- Has basic "Handyman" skills and performs minor repairs.

**GARDENING**

- Performs routine gardening and as needed irrigation maintenance.

*\*Describe Exceeds or Improvement Needed Ratings:*

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**GOALS:**

Status of Goals from Last Review:

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Goals for Next Year:

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Employee Comments (optional):

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Signatures:

Employee: \_\_\_\_\_ Date: \_\_\_\_ \_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_ \_

Self Evaluation

**J o b**le: Property Steward

Review Period: From: ..... To: .....

Employee Name: \_\_\_\_\_

Status of Goals from Last Review:

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Challenges or Barriers to Achieving Goals:

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Other Accomplishments (Optional):

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Goals for Next Year (Two):

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Financials (see attached)

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

	<u>Aug 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
US Bank Chkg x2702	237,965.07
Total Checking/Savings	<u>237,965.07</u>
Total Current Assets	237,965.07
Other Assets	
Investments	
UUCEF • Endowment Fund	129,899.77
UUCEF • Music Fund	12,069.98
Vanguard x2001-Capital Campaign	838,862.38
Vanguard x6230-General Fund	200,690.88
Total Investments	<u>1,181,523.01</u>
Total Other Assets	<u>1,181,523.01</u>
<b>TOTAL ASSETS</b>	<b><u>1,419,488.08</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-240.09
Total Accounts Payable	<u>-240.09</u>
Credit Cards	
US Bank Credit Cards	
UB Bank Treasurer CC	1,230.79
UBAdminCC	448.23
USBank Credit Cards - Other	-1,011.82
Total US Bank Credit Cards	<u>667.20</u>
Total Credit Cards	667.20
Other Current Liabilities	
Bonus' Payable	462.14
Payroll Liabilities	
LIA.PER.02 • UUA Pension	1,031.24
Total Payroll Liabilities	<u>1,031.24</u>
Total Other Current Liabilities	<u>1,493.38</u>
Total Current Liabilities	1,920.49
Long Term Liabilities	
Long Term Liabilities	
LIA.OPS.01 • Solar Loans	13,983.60
Total Long Term Liabilities	<u>13,983.60</u>
Total Long Term Liabilities	<u>13,983.60</u>
Total Liabilities	15,904.09
Equity	
Unrealized Gains&Losses	
Unrealized Gains&Losses Music Fund	268.01

The Unitarian Universalist Fellowship of San Dieguito

Balance Sheet

As of August 31, 2023

	<u>Aug 31,23</u>
Unrealized Gains&Losses UUCEF	-6,136.12
Unrealized Gains&Losses Vx2001	<u>-3,679.35</u>
Total Unrealized Gains&Losses	-9,547.46
Permanent Restricted	
FND.END.01 • Endowment Fund	126,124.77
FND.END.02 • Music Fund	<u>11,569.98</u>
Total Permanent Restricted	137,694.75
Temp. Restricted	
Building Funds	
FND.CAP.01 - Capital Campaign	<u>822,258.92</u>
Total Building Funds	822,258.92
Other Funds	
FND.CDL.04 • Casas de Luz Fund	82,366.05
FND.DBN.04- DeBenneville Fund	3,424.53
FND.LIB.04- Library Fund	1,259.72
FND.MWL.04- Memorial Wall Fund	17,466.58
FND.MIN.04- Minister Disc Fund	7,862.32
FND.SAC.04- SAC Funds	
CATF	456.01
Garden Fund	55.76
Helping our Neighbors	1,999.79
UU the Vote	<u>729.37</u>
Total FND.SAC.04 - SAC Funds	<u>3,240.93</u>
Total Other Funds	115,620.13
Board Designated Reserves	
RES.PGM.01 - Program Reserve	6,374.51
RES.MIN.01 - Minister Reserve	12,765.93
RES.SIT.01 - Facilities Reserve	50,000.00
RES.OPS.01 • Operations Reserve	<u>86,000.00</u>
Total Board Designated Reserves	<u>155,140.44</u>
Total Temp. Restricted	1,093,019.49
Unrestricted Net Assets	88,461.56
Net Income	<u>93,955.65</u>
Total Equity	<u>1,403,583.99</u>
TOTAL LIABILITIES & EQUITY	<u>1,419,488.08</u>

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

	Jul Aug 2023	2023 Budget	\$Over/Under Budget	17% of Year % of Budget	Notes
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Assets Released From Restriction</b>					
From Endowed Funds	4,275.00				
<b>Total Assets Released From Restriction</b>	4,275.00				
<b>Revenues</b>					
<b>Pledges</b>					
REV.PLG.01 - Pledge Income	102,945.92	326,800.00	-223,854.08	31.5%	2
<b>Total Pledges</b>	102,945.92	326,800.00	-223,854.08	31.5%	
<b>Site Rental</b>					
REV.SIT.01 - Sandy Hill	11,559.54	50,400.00	-38,840.46	22.94%	
REV.SIT.02 - Special Event	1,680.00	6,000.00	-4,320.00	28.0%	
REV.SIT.03 - Other	94.00	0.00	94.00	100.0%	
<b>Total Site Rental</b>	13,333.54	56,400.00	-43,066.46	23.64%	
<b>Fundraising</b>					
REV.AUC.01 - Auction	472.36	13,000.00	-12,527.64	3.63%	
REV.FDR.02 - Other	0.00	2,400.00	-2,400.00	0.0%	
<b>Total Fundraising</b>	472.36	15,400.00	-14,927.64	3.07%	
<b>Contributions to Programs</b>					
REV.SAC.01 - Social Action	65.42	0.00	65.42	100.0%	
<b>Total Contributions to Programs</b>	65.42	0.00	65.42	100.0%	
<b>Contributions to General Fund</b>					
REV.SUN.01 - Sunday Collection	1,650.01	12,000.00	-10,349.99	13.75%	
REV.MIS.01 - Scripp Sales	0.00	200.00	-200.00	0.0%	
REV.MIS.02 - Other	845.31	5,000.00	-4,154.69	16.91%	
<b>Total Contributions to General Fund</b>	2,495.32	17,200.00	-14,704.68	14.51%	
<b>Contributions to Other Funds</b>					
REV.CDL.01 - Casas de Luz	40,685.25	0.00	40,685.25	100.0%	
REV.DBN.01 - DeBenneville Fund	301.43	0.00	301.43	100.0%	
REV.LIB.01 - Library Fund	3.00	0.00	3.00	100.0%	
REV.MIN.01 - Minister Disc Fund	400.00	0.00	400.00	100.0%	
REV.SPC.01 - Special Collection	15,000.00	0.00	15,000.00	100.0%	3
<b>Total Contributions to other Funds</b>	56,389.68	0.00	56,389.68	100.0%	
<b>Total Revenues</b>	175,702.24	415,800.00	-240,097.76	42.26%	
<b>Total Income</b>	179,977.24	415,800.00	-235,822.76	43.29%	
<b>Gross Profit</b>	179,977.24	415,800.00	-235,822.76	43.29%	
<b>Expense</b>					
<b>Bank Service Charges</b>	-5.00				
<b>Operations Expenses</b>					
<b>Office</b>					
OPS.OFF.01 - Postage	79.60	300.00	-220.40	26.53%	
OPS.OFF.02 - Office Supplies	184.00	1,500.00	-1,316.00	12.27%	
OPS.OFF.03 - Copier	1,324.24	7,400.00	-6,075.76	17.9%	
OPS.OFF.04 - eSubscriptions	162.00	2,500.00	-2,338.00	6.48%	
OPS.OFF.OS - Phone & Internet	438.62	3,250.00	-2,811.38	13.5%	
OPS.OFF.07 - Other Expenses	0.00	300.00	-300.00	0.0%	
<b>Total Office</b>	2,188.46	15,250.00	-13,061.54	14.35%	
<b>Finance</b>					
OPS.FIN.01 - Accounting Fees	1,569.61	10,560.00	-8,990.39	14.86%	
OPS.FIN.02 - Credit Card Fees	103.70	1,300.00	-1,196.30	7.98%	
OPS.FIN.03 - Bank Fees	6.24	0.00	6.24	100.0%	
OPS.FIN.04 - Other Expenses	156.90	400.00	-243.10	39.23%	
<b>Total Finance</b>	1,836.45	12,260.00	-10,423.55	14.98%	

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

	Aug 2023	Budget	Budget	% of Budget	Notes
	<u>Judo£-</u>	<u>Annual</u>	<u>\$ Over/Under</u>	<u>17% of Year</u>	
Site					
OPS.SIT.01 - Property Insurance	0.00	6,000.00	-6,000.00	0.0%	
OPS.SIT.02 - Real Estate Taxes	0.00	4,100.00	-4,100.00	0.0%	
OPS.SIT.03 - Gas & Electric	27.00	240.00	-213.00	11.25%	
OPS.SIT.04-Water	469.39	2,800.00	-2,330.61	16.76%	
OPS.SIT.06 -AV Maintenance	0.00	3,000.00	-3,000.00	0.0%	
OPS.SIT.07 - B&G Maintenance	2,676.11	12,000.00	-9,323.89	22.3%	
<b>Total Site</b>	<b>3,172.50</b>	<b>28,140.00</b>	<b>-24,967.50</b>	<b>11.27%</b>	
<b>Total Operations Expenses</b>	<b>7,197.41</b>	<b>55,650.00</b>	<b>-48,452.59</b>	<b>12.93%</b>	
Denomination Expenses					
OPS.DEN.01 - <b>UUA</b> Dues	0.00	8,000.00	-8,000.00	0.0%	
<b>Total Denomination Expenses</b>	<b>0.00</b>	<b>8,000.00</b>	<b>-8,000.00</b>	<b>0.0%</b>	
Committee Expenses					
EXP.BRD.03 - Board Exp	150.34	600.00	-449.66	25.06%	
EXP.COM.03 - Communcations Exp	25.00	1,900.00	-1,875.00	1.32%	
EXP.END.03- Endowment Exp	0.00	200.00	-200.00	0.0%	
EXP.FND.03 - Fundraising Exp	0.00	450.00	-450.00	0.0%	
EXP.MEM.03 - Membership Exp	0.00	100.00	-100.00	0.0%	
EXP.PCC.03 - Pastoral Care Exp	0.00	600.00	-600.00	0.0%	
EXP.SUN.OJ - Worship Exp	785.00	5,450.00	-4,665.00	14.4%	
<b>Total Committee Expenses</b>	<b>960.34</b>	<b>9,300.00</b>	<b>-8,339.66</b>	<b>10.33%</b>	
Program Expenses					
EXP.FNF.03 - Fun&Fellowship Exp	367.15	2,500.00	-2,132.85	14.69%	
EXP.MUS.03 - Music Program Exp					
EXP.MFG.03 - Music Fund Grant	0.00	500.00	-500.00	0.0%	
EXP.MUS.03 - Music Program Exp - Other	0.00	2,000.00	-2,000.00	0.0%	
<b>Total EXP.MUS.03 - Music Program Exp</b>	<b>0.00</b>	<b>2,500.00</b>	<b>-2,500.00</b>	<b>0.0%</b>	
EXP.REL.03 - RE Program Exp	0.00	5,900.00	-5,900.00	0.0%	
EXP.SAC.03 - Social Action Exp	994.52	2,150.00	-1,155.48	46.26%	
<b>Total Program Expenses</b>	<b>1,361.67</b>	<b>13,050.00</b>	<b>-11,688.33</b>	<b>10.43%</b>	
Other Fund Expenses					
EXP.CAP.03 - Capital Fund Exp	15,670.00				4
EXP.CDL.03 - Casas de Luz Exp	20,211.16				
EXP.MWL.03 - Memorial Wall Exp	81.56				
<b>Total Other Fund Expenses</b>	<b>35,962.72</b>				
Payroll Expenses					
Minister Expenses					
PER.MIN.00- MIN Housing	9,579.40	90,000.00	-80,420.60	10.64%	
PER.MIN.01 - MIN Wages	0.00	8,070.00	-8,070.00	0.0%	
PER.MIN.02- MIN UUA Pension	1,031.24	9,807.00	-8,775.76	10.52%	
PER.MIN.03- in Lieu of FICA	732.84	7,502.00	-6,769.16	9.77%	
PER.MIN.07 - MIN LTDlife Ins	222.10	2,100.00	-1,877.90	10.58%	
PER.MIN.OB- MIN Prof Exp	0.00	8,000.00	-8,000.00	0.0%	
<b>Total Minister Expenses</b>	<b>11,565.58</b>	<b>125,479.00</b>	<b>-113,913.42</b>	<b>9.22%</b>	
DRE Expenses					
PER.DRE.01 - DRE Wages	0.00	29,120.00	-29,120.00	0.0%	
PER.DRE.02 - DRE UUA Pension	0.00	2,912.00	-2,912.00	0.0%	
PER.DRE.03 - ER Payroll Taxes	0.00	2,228.00	-2,228.00	0.0%	
PER.DRE.04 - DRE Medical	0.00	4,000.00	-4,000.00	0.0%	
PER.DRE.07 - DRE LTDLife Ins	0.00	2,000.00	-2,000.00	0.0%	
PER.DRE.OB- DRE Prof Exp	0.00	1,000.00	-1,000.00	0.0%	
<b>Total DRE Expenses</b>	<b>0.00</b>	<b>41,260.00</b>	<b>-41,260.00</b>	<b>0.0%</b>	
Administrator Expenses					

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

	Jul 2023- Aug 2023	Annual Budget	Overmnder Budget	17% of Year % of Budget	Notes
PER.ADM.01 -ADM Wages	7,217.00	54,018.00	-46,801.00	13.36%	
PER.ADM.02 -ADM UUA Pension	0.00	5,402.00	-5,402.00	0.0%	
PER.ADM.03 - ER Payroll Taxes	269.36	4,132.00	-3,862.64	6.52%	
PER.ADM.04-ADM Medical	0.00	11,326.00	-11,326.00	0.0%	
PER.ADM.07 -ADM LTDLife Ins	181.76	1,156.00	-974.24	15.72%	
<b>Total Administrator Expenses</b>	<b>7,668.12</b>	<b>76,034.00</b>	<b>-68,365.88</b>	<b>10.09%</b>	
<b>Music Program Expenses</b>					
<b>Choir Director</b>					
PER.MUS.01 - Choir Dir Wages	0.00	17,473.00	-17,473.00	0.0%	5
PER.MUS.03- ER Payroll Tax	0.00	1,337.00	-1,337.00	0.0%	
<b>Total Choir Director</b>	<b>0.00</b>	<b>18,810.00</b>	<b>-18,810.00</b>	<b>0.0%</b>	
<b>Accompanist</b>					
PER.MUS.11-Accompanist Wages	1,666.16	11,480.00	-9,813.84	14.51%	
PER.MUS.12- Accompanist PR Tax	63.73	878.00	-814.27	7.26%	
<b>Total Accompanist</b>	<b>1,729.89</b>	<b>12,358.00</b>	<b>-10,628.11</b>	<b>14.0%</b>	
<b>Total Music Program Expenses</b>	<b>1,729.89</b>	<b>31,168.00</b>	<b>-29,438.11</b>	<b>5.55%</b>	
<b>Site Support Staff Expenses</b>					
PER.SIT.01 - Childcare	0.00	6,984.00	-6,984.00	0.0%	
PER.SIT.02 - Custodian	2,023.50	8,710.00	-6,686.50	23.23%	
PER.SIT.03 - Site Caretaker	864.00	5,220.00	-4,356.00	16.55%	
PER.SIT.09 -AV Specialist	2,412.50	16,750.00	-14,337.50	14.4%	
PER.SIT.10-AV Assistant	0.00	2,125.00	-2,125.00	0.0%	
PER.SIT.12- ER Payroll Taxes	598.14	2,378.00	-1,779.86	25.15%	
<b>Total Site Support Staff Expenses</b>	<b>5,898.14</b>	<b>42,167.00</b>	<b>-36,268.86</b>	<b>13.99%</b>	
PER.MIS.01 - Worker's Comp Ins	1,552.00	1,725.00	-173.00	89.97%	
PER.MIS.02 -Other Personnel Exp	99.39	2,840.00	-2,740.61	3.5%	
Payroll Expenses - Other	8.75				
<b>Total Payroll Expenses</b>	<b>28,521.87</b>	<b>320,673.00</b>	<b>-292,151.13</b>	<b>8.89%</b>	
<b>Total Expense</b>	<b>73,999.01</b>	<b>406,673.00</b>	<b>-332,673.99</b>	<b>18.2%</b>	
<b>Net Ordinary Income</b>	<b>105,978.23</b>	<b>9,127.00</b>	<b>96,851.23</b>	<b>1,161.15%</b>	
<b>Other Income/Expense</b>					
<b>Other Income</b>					
<b>Donor Restricted Activity</b>					
Released from Endowed Funds	-4,275.00				
<b>Total Donor Restricted Activity</b>	<b>-4,275.00</b>				
<b>Total Other Income</b>	<b>-4,275.00</b>				
<b>Other Expense</b>					
Board Approved Expenses	7,747.58				6
<b>Total Other Expense</b>	<b>7,747.58</b>				
<b>Net Other Income</b>	<b>-12,022.58</b>				
<b>Net Income</b>	<b>93,955.65</b>	<b>9,127.00</b>	<b>84,828.65</b>	<b>1,029.43%</b>	

The Unitarian Universalist Fellowship of San Diego  
**Profit & Loss Budget vs. Actual**  
 July through August 2023

Aug 2023	Budget	Budget	% of Budget	Notes
<b>Jul023-</b>	Annual	\$Over/under	17% of Year	

**NOTES**

- 1) *Assets Released From Restriction-From Endowed Funds and Other Income-Donor Restricted Activity-Re/easedfrom Endowed Funds* are the funds for the 2023 Endowment Grants and the Music Fund grant.
- 2) Pledge income is ahead of schedule because of \$36k in pledge pre-payments. This is typical for any given year.
- 3) *REV.SPC.01-Special Collections-* The \$1Sk is for the Hammerhead Fund. We have \$50k pledged and, to date, \$27k has been received: \$12k in FY22-23 and \$15k so far this year.
- 4) *EXP.CAP.03-Capita/Fund Expenses* include \$9,39Sto Chris Kolb for the Admin Building Project to date, \$4,000to Doug Paterson for working on Phases 2-4 of the Dream Builders project, and \$2,275 for the HazMat Survey.
- 5) Steve Malloy's contract for the current year doesn't start until 9/11/2023, so we will start to see his compensation reported in next month's report.
- 6) *Other Expenses - Board Approved Expenses* include \$2,150 for the 2023 Endowment Grants, \$900 to the Interfaith Shelter Network to replace an Endowment Grant Check from 2022 that was never deposited, \$1,319 to fix problems with themesh network and security cameras, and \$3,379 to repair the fire alarm system in Founders Hall.