

2023-11-12 UUFSD BOARD MEETING AGENDA  
Founder's Hall, 11:30 a.m.- 1:30 p.m.

**PRESENT: Mary Anne Trause, Andi MacLeod, Pam Parker, Rev Ellie Kilpatrick, Louise Garrett, Julia Darling**

**Susan Hahm present for Executive session, Alisa Guralnik present for open session**

**(Supporting Documents available in our Board meeting 2023-11-12 folder)**

Chalice lighting

Board Covenant

Should anything be moved from Consent to Discussion Agenda? Nothing moved

**I. EXECUTIVE SESSION. 15 Minutes**

R E position update: Previous candidate slow to respond, not sure of interest, so offer rescinded  
New candidate presented and recommended with the conditions that references and background check reveal no problems. Discussion of her resume, qualifications and interview  
Suggestion made to increase position to 25 hrs for this fiscal year due to unspent salary, need to have more comprehensive start-up and education. This was approved by those present, with the conditions that the references and background check reveal no problems and the Treasurer approved the added hours. The treasurer has now approved the added hours for this year.

**II. CONSENT AGENDA**

Both items approved

1. Minutes 2023-10-08

2. Letter written to No. County mosques and synagogues. Five Board members approved sending it. Included here as our official record. No responses have been received.

**III. UPDATES**

1. Property Steward - Andi

Andi presented her research on tasks of current cleaning staff and additional tasks that are needed. She has asked for a quote for these additional tasks. There was also a suggestion to explore hiring a handyman for specific tasks related to intermittent upkeep of the site. This will be decided at the December meeting

2. Sandy Hill renting FH - Mary Anne

Sandy Hill has said they are not interested in renting the hall for staff breaks.

3. Building projects - Mary Anne

Still waiting for a permit to begin the work on the administration building

4. Visioning event regarding Auction - Mary Anne

The event was fairly well attended and generated ideas and enthusiasm for a Spring to Life fair and fundraising event to occur on 4/20/24

**IV. DISCUSSION AGENDA**

**1. Changing dates of two Board meetings:**

a. 4/14/24 (Camp de Benneville Pines) to 4/7/24

b. 5/12/24 (Mother's Day) to 5/5/24

Action requested: Approval - Approved by all present

## **2. Minister's Report - Rev. Ellie**

There is low membership in committees, particularly membership and pastoral care. It was suggested to restart our volunteer fair that was held in the past. In discussing timing, it was suggested that after service gatherings don't work for all congregants. It was decided to offer a 2nd virtual fair to accommodate families. Louise and Pam agreed to work on this further.

Rev Ellie is still feeling the effects of the service on 10/22 in which there were emotional reactions to the Israeli - Palestinian conflict

## **3. Search Committee for Congregational Administrator**

a. Update on what's been done so far - Rev. Ellie

Position has been posted

b. Action requested. Appoint Search Committee. Recommend Angie Knappenberger, Lisa Shafer, Sarah Miller, Rev. Ellie.

Approved by all present.

## **4. Health and Safety on Campus - action requested: begin discussion of how to proceed. Next meeting: vote on how to proceed.**

There is a need for training for Worship Associates and all congregants for medical emergencies and other outside threats. Although there is something in the P & P's, it was decided that a committee should be created to update this to include members who have expertise in health, psychology and law enforcement. It was recommended by all present that we contact the security director from a local synagogue who may already have detailed information in this regard. Alisa Guralnik indicated she had such a contact and would reach out to him. This will be further considered and approved at the next meeting.

## **5. Visioning:**

a. Plan Values section of Nested Bowls by scheduling Appreciative Inquiry Sessions  
Rev Ellie will facilitate these initial sessions.

b. Propose beginning in January and scheduling the following sessions: in person Sunday after a service; in person during the day during the week; Zoom session in the evening.  
2/4/24 will be the Sunday session, weekday session 2/1/24 and a virtual evening session 1/31/24.

c. Rev. Ellie will facilitate Appreciative Inquiry to Discern Values  
1 ½ hrs with break out groups if needed

d. Board members will observe and take notes

e. plan for soliciting and signing up members

Plan to have tables after the service to educate & get sign ups, Denise will set up Sign up Genius

Action requested: Develop plan.

There was additional discussion with how to proceed with forming a mission statement. Should we provide our own facilitator or hire an outside consultant? Although one member preferred using someone from the Fellowship to facilitate the creation of the Mission Statement, the others preferred to hire a consultant with expertise in UU and the Nested Bowls framework in order for all members and friends to participate, to have the expertise of a consultant for this pivotal work, and to bring a process that would energize the congregation. MaryAnne will research UUA resources.

## **V. EXTINGUISH CHALICE AND ADJOURN**

Next Board Meeting Sunday, December 10, 2023 11:30 in the Hall

### **ATTACHMENTS:**

Minister's Report  
Financial Statements

## Minister's Report

Rev. Ellie Kilpatrick (she/her)

11/12/2023

Big Picture: The big picture of the congregation right now is a mix of the sad news that Denise will be leaving us in February, and the undercurrents of pain around Israel/Palestine. What I have noticed is that people are feeling many different emotions more acutely right now. I encourage us to continue to be gentle with each other.

### Worship and Rites of Passage:

I led a worship associate training that went very well. A couple of the individuals who could not make it have met with me individually. Worship has been very powerful this month. Many have been profoundly impacted by the experience on October 22, when I preached on Israel/Palestine, followed by a conversation mid service with one of our members. I was extremely grateful that she returned the following week, and we were able to continue with conversations. It's a reminder that worship can be extremely impactful, both in potential inspiration and potential harm. I was so grateful for all who held the space, and continue to do so with such grace and compassion.

### Pastoral Care and Presence:

I believe that by and large, pastoral needs are being met. One thing that recently came up was how members who fall out of participation are engaged with. To me, this falls somewhere between pastoral care and membership, both of which are very depleted in the volunteer department. I am absolutely happy to check in with people when I know that there is a change, but it will be hard for me to be able to know each instance without being informed by other members that there's been a change. I'm currently thinking about how we can bridge this gap, and welcome ideas.

### Spiritual Development for Self and Others:

This is where a lot of my energy has been spent this month, although it has been more behind the scenes. Our DREF candidate stopped being responsive for weeks, and I, along with Susan, made the painful decision to rescind the offer. At the same time, we were able to complete two interviews with a new candidate, who we feel is very well qualified for the position. We are recommending her to the board with enthusiasm. I am continuing to write sacred circle packets, and lead the facilitators in a monthly meeting on the materials.

### Social Justice in the Public Square:

I have not yet done a lot with social justice, but this is something that will ramp up in the coming months.

### Administration:

This is something that is now seeing a big shift with Denise announcing her resignation. When the board formally appoints a search team, we will begin interviewing for the position. It is now posted on craigslist and indeed. It should be in the process of being posted with the UUA as well. We have already received a few applications for the position. The goal is to be able to hire someone with enough time for Denise to train them in the same way that she was trained.

### Serves the Larger Unitarian Universalist Faith:

We had a wonderful first forum on article II and they are now planning another forum in December.

### Leads the Faith into the Future:

A lot of my plans this month were halted by not being able to have our previous DREF candidate begin, and instead needing to have evening meetings for interviewing. I will not re-hash what I've already said about plans, but I will say that I do think there is energy for visioning coupled with practical experimentation. More people have joined the discord server, since it is now being advertised more widely.

One thing that I feel may be helpful as we navigate the current landscape is to add a regular time for group processing of grief and trauma. If I were to do this, I would do so in a careful and thoughtful way. At the same time, I'm noticing that the timing of when we offer things is challenging for our congregation. We have far fewer evening meetings than most congregations do. And for those who are younger, later evening meetings are best (8pm allows people to have dinner with family, put kids to bed etc). I want the board to begin thinking about how we make space for younger leadership to genuinely be able to engage more because Sundays can be very difficult.

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

	<b>Oct 31, 23</b>
<b>Long Term Liabilities</b>	
LIA.OPS.01 - Solar Loans	13,983.60
<b>Total Long Term Liabilities</b>	13,983.60
<b>Total Long Term Liabilities</b>	13,983.60
<b>Total Liabilities</b>	16,187.95
<b>Equity</b>	
<b>Unrealized Gains&amp;Losses</b>	
Unrealized Gains&Losses Music F	268.01
Unrealized Gains&Losses UUCEF	-2,582.91
Unrealized Gains&Losses Vx2001	-3,809.15
Unrealized Gains&Losses Vx6230	165.25
<b>Total Unrealized Gains&amp;Losses</b>	-5,958.80
<b>Permanent Restricted</b>	
FND.END.01 - Endowment Fund	126,124.77
FND.END.02 - Music Fund	11,569.98
<b>Total Permanent Restricted</b>	137,694.75
<b>Temp. Restricted</b>	
<b>Building Funds</b>	
FND.CAP.01 - Capital Campaign	822,258.92
<b>Total Building Funds</b>	822,258.92
<b>Other Funds</b>	
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	2,037.79
UU the Vote	729.37
<b>Total FND.SAC.04 - SAC Funds</b>	3,278.93
<b>Total Other Funds</b>	115,658.13
<b>Board Designated Reserves</b>	
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	86,000.00
<b>Total Board Designated Reserves</b>	155,140.44
<b>Total Temp. Restricted</b>	1,093,057.49
<b>Unrestricted Net Assets</b>	88,261.56
<b>Net Income</b>	40,734.90
<b>Total Equity</b>	1,353,789.90
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,369,977.85</b>

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

	Jul 2023 - Oct 2023	Annual Budget	\$ Over/Under Budget	33% of Year % of Budget	Notes
Ordinary Income/Expense					
Income					
Assets Released From Restriction					
From Endowed Funds	4,275.00				
Total Assets Released From Restriction	4,275.00				
Revenues					
Pledges					
REV.PLG.01 - Pledge Income	153,120.85	326,800.00	-173,679.15	46.86%	
Total Pledges	153,120.85	326,800.00	-173,679.15	46.86%	
Site Rental					
REV.SIT.01 - Sandy Hill	24,234.54	50,400.00	-26,165.46	48.08%	
REV.SIT.02 - Special Event	2,483.30	6,000.00	-3,516.70	41.39%	
REV.SIT.03 - Other	94.00	0.00	94.00	100.0%	
Total Site Rental	26,811.84	56,400.00	-29,588.16	47.54%	
Fundraising					
REV.AUC.01 - Auction	1,087.36	13,000.00	-11,912.64	8.36%	
REV.FDR.02 - Other	0.00	2,400.00	-2,400.00	0.0%	
Total Fundraising	1,087.36	15,400.00	-14,312.64	7.06%	
Contributions to Programs					
REV.FNF.01 - Fun & Fellowship	104.00				
REV.SAC.01 - Social Action	65.42				
Total Contributions to Programs	169.42				
Contributions to General Fund					
REV.SUN.01 - Sunday Collection	3,707.42	12,000.00	-8,292.58	30.9%	
REV.MIS.01 - Scripp Sales	23.33	200.00	-176.67	11.67%	
REV.MIS.02 - Other	1,225.33	5,000.00	-3,774.67	24.51%	
Total Contributions to General Fund	4,956.08	17,200.00	-12,243.92	28.81%	
Contributions to Other Funds					
REV.CAP.01 - Capital Fund	200.00				
REV.CDL.01 - Casas de Luz Fund	43,478.91				
REV.DBN.01 - DeBenneville Fund	405.03				
REV.LIB.01 - Library Fund	88.00				
REV.MIN.01 - Minister Disc Fund	400.00				
REV.SPC.01 - Special Collections	20,363.86				
Total Contributions to Other Funds	64,935.80				
Investment Income					
Vanguard x2001 Income	4,985.58				
Total Investment Income	4,985.58				
Total Revenues	256,066.93	415,800.00	-159,733.07	61.58%	
Total Income	260,341.93	415,800.00	-155,458.07	62.61%	
Gross Profit	260,341.93	415,800.00	-155,458.07	62.61%	
Expense					
Operations Expenses					
Office					
OPS.OFF.01 - Postage	79.60	300.00	-220.40	26.53%	
OPS.OFF.02 - Office Supplies	410.24	1,500.00	-1,089.76	27.35%	
OPS.OFF.03 - Copier	2,670.83	7,400.00	-4,729.17	36.09%	
OPS.OFF.04 - eSubscriptions	494.63	2,500.00	-2,005.37	19.79%	
OPS.OFF.05 - Phone & Internet	765.83	3,250.00	-2,484.17	23.56%	
OPS.OFF.07 - Other Expenses	0.00	300.00	-300.00	0.0%	

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

	Jul 2023 - Oct 2023	Annual Budget	\$ Over/Under Budget	33% of Year % of Budget	Notes
Total Office	4,421.13	15,250.00	-10,828.87	28.99%	
Finance					
OPS.FIN.01 - Accounting Fees	3,201.61	10,560.00	-7,358.39	30.32%	
OPS.FIN.02 - Credit Card Fees	398.56	1,300.00	-901.44	30.66%	
OPS.FIN.03 - Bank Fees	6.24	0.00	6.24	100.0%	
OPS.FIN.04 - Other Expenses	182.53	400.00	-217.47	45.63%	
Total Finance	3,788.94	12,260.00	-8,471.06	30.91%	
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	48.37	240.00	-191.63	20.15%	
OPS.SIT.04 - Water	993.08	2,800.00	-1,806.92	35.47%	
OPS.SIT.06 - AV Maintenance	361.54	3,000.00	-2,638.46	12.05%	
OPS.SIT.07 - B&G Maintenance	6,690.90	12,000.00	-5,309.10	55.76%	
Total Site	8,093.89	28,140.00	-20,046.11	28.76%	
Total Operations Expenses	16,303.96	55,650.00	-39,346.04	29.3%	
Denomination Expenses					
OPS.DEN.01 - UUA Dues	8,000.00	8,000.00	0.00	100.0%	
Total Denomination Expenses	8,000.00	8,000.00	0.00	100.0%	
Committee Expenses					
EXP.BRD.03 - Board Exp	150.34	600.00	-449.66	25.06%	
EXP.COM.03 - Communications Exp	50.00	1,900.00	-1,850.00	2.63%	
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.03 - Worship Exp	1,334.85	5,450.00	-4,115.15	24.49%	
Total Committee Expenses	1,535.19	9,300.00	-7,764.81	16.51%	
Program Expenses					
EXP.FNF.03 - Fun&Fellowship Exp	848.69	2,500.00	-1,651.31	33.95%	
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	279.63	2,000.00	-1,720.37	13.98%	
Total EXP.MUS.03 - Music Program Exp	279.63	2,500.00	-2,220.37	11.19%	
EXP.REL.03 - RE Program Exp	131.45	5,900.00	-5,768.55	2.23%	
EXP.SAC.03 - Social Action Exp	1,870.89	2,150.00	-279.11	87.02%	
Total Program Expenses	3,130.66	13,050.00	-9,919.34	23.99%	
Other Fund Expenses					
EXP.CAP.03 - Capital Fund Exp	41,219.42				
EXP.CDL.03 - Casas de Luz Exp	50,740.02				
EXP.MWL.03 - Memorial Wall Exp	81.56				
Total Other Fund Expenses	92,041.00				
Payroll Expenses					
Minister Expenses					
PER.MIN.00 - MIN Housing	19,158.80	90,000.00	-70,841.20	21.29%	
PER.MIN.01 - MIN Wages	5,508.32	8,070.00	-2,561.68	68.26%	
PER.MIN.02 - MIN UUA Pension	2,540.04	9,807.00	-7,266.96	25.9%	
PER.MIN.03 - in Lieu of FICA	1,887.08	7,502.00	-5,614.92	25.15%	
PER.MIN.07 - MIN LTDLife Ins	444.20	2,100.00	-1,655.80	21.15%	
PER.MIN.08 - MIN Prof Exp	0.00	8,000.00	-8,000.00	0.0%	

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

	Jul 2023 - Oct 2023	Annual Budget	\$ Over/Under Budget	33% of Year % of Budget	Notes
Total Minister Expenses	29,538.44	125,479.00	-95,940.56	23.54%	
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.08 - DRE Prof Exp	0.00	1,000.00	-1,000.00	0.0%	
Total DRE Expenses	0.00	41,260.00	-41,260.00	0.0%	
Administrator Expenses					
PER.ADM.01 - ADM Wages	15,043.00	54,018.00	-38,975.00	27.85%	
PER.ADM.02 - ADM UUA Pension	0.00	5,402.00	-5,402.00	0.0%	
PER.ADM.03 - ER Payroll Taxes	1,419.99	4,132.00	-2,712.01	34.37%	
PER.ADM.04 - ADM Medical	0.00	11,326.00	-11,326.00	0.0%	
PER.ADM.07 - ADM LTDLife Ins	454.40	1,156.00	-701.60	39.31%	
Total Administrator Expenses	16,917.39	76,034.00	-59,116.61	22.25%	
Music Program Expenses					
Choir Director					
PER.MUS.01 - Choir Dir Wages	2,264.52	17,473.00	-15,208.48	12.96%	
PER.MUS.03 - ER Payroll Tax	236.96	1,337.00	-1,100.04	17.72%	
Total Choir Director	2,501.48	18,810.00	-16,308.52	13.3%	
Accompanist					
PER.MUS.11 - Accompanist Wages	3,332.32	11,480.00	-8,147.68	29.03%	
PER.MUS.12 - Accompanist PR Tax	254.93	878.00	-623.07	29.04%	
Total Accompanist	3,587.25	12,358.00	-8,770.75	29.03%	
Total Music Program Expenses	6,088.73	31,168.00	-25,079.27	19.54%	
Site Support Staff Expenses					
PER.SIT.01 - Childcare	0.00	6,984.00	-6,984.00	0.0%	
PER.SIT.02 - Custodian	3,363.50	8,710.00	-5,346.50	38.62%	
PER.SIT.03 - Site Caretaker	1,890.00	5,220.00	-3,330.00	36.21%	
PER.SIT.09 - AV Specialist	5,175.00	16,750.00	-11,575.00	30.9%	
PER.SIT.10 - AV Assistant	0.00	2,125.00	-2,125.00	0.0%	
PER.SIT.12 - ER Payroll Taxes	208.56	2,378.00	-2,169.44	8.77%	
Total Site Support Staff Expenses	10,637.06	42,167.00	-31,529.94	25.23%	
PER.MIS.01 - Worker's Comp Ins	1,552.00	1,725.00	-173.00	89.97%	
PER.MIS.02 -Other Personnel Exp	148.39	2,840.00	-2,691.61	5.23%	
Total Payroll Expenses	64,882.01	320,673.00	-255,790.99	20.23%	
Total Expense	185,892.82	406,673.00	-220,780.18	45.71%	
Net Ordinary Income	74,449.11	9,127.00	65,322.11	815.7%	
Other Income/Expense					
Other Income					
Donor Restricted Activity					
Released from Endowed Funds	-4,275.00				
Total Donor Restricted Activity	-4,275.00				
Total Other Income	-4,275.00				
Other Expense					
Board Approved Expenses	29,439.21				
Total Other Expense	29,439.21				
Net Other Income	-33,714.21				
Net Income	40,734.90	9,127.00	31,607.90	446.31%	

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

Jul 2023 - Oct 2023	Annual Budget	\$ Over/Under Budget	33% of Year % of Budget	Notes
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**OTHER BUDGETED LINE ITEMS**

Other Expense

**LIABILITIES**

LIA.OPS.01 - Solar Loans

0.00      4,405.00      -4,405.00      0.0%

Total Other Expenses

0.00      4,405.00      -4,405.00      0.0%

**NET INCOME - GENERAL FUND ONLY**

Total Revenues - General Fund ONLY

186,145.55      415,800.00      -229,654.45      44.77%

Total Expenses - General Fund ONLY

93,851.82      406,673.00      -312,821.18      23.08%

Net Income - General Fund ONLY

92,293.73      4,722.00

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

	<u>Oct 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
US Bank Chkg x2702	145,296.61
<b>Total Checking/Savings</b>	<u>145,296.61</u>
<b>Accounts Receivable</b>	
Accounts Receivable	-13,000.00
<b>Total Accounts Receivable</b>	<u>-13,000.00</u>
<b>Other Current Assets</b>	
Undeposited Funds	1,858.99
<b>Total Other Current Assets</b>	<u>1,858.99</u>
<b>Total Current Assets</b>	134,155.60
<b>Other Assets</b>	
<b>Investments</b>	
UUCEF - Endowment Fund	129,375.89
UUCEF - Music Fund	11,872.07
Vanguard x2001-Capital Campaign	843,268.21
Vanguard x6230-General Fund	251,306.08
<b>Total Investments</b>	<u>1,235,822.25</u>
<b>Total Other Assets</b>	<u>1,235,822.25</u>
<b>TOTAL ASSETS</b>	<u><u>1,369,977.85</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	-240.09
<b>Total Accounts Payable</b>	<u>-240.09</u>
<b>Credit Cards</b>	
<b>US Bank Credit Cards</b>	
US Bank Treasurer CC	1,771.05
USB Admin CC	2,053.25
Joe Cantrell's CC	361.54
US Bank Credit Cards - Other	-3,048.82
<b>Total US Bank Credit Cards</b>	<u>1,137.02</u>
<b>Total Credit Cards</b>	1,137.02
<b>Other Current Liabilities</b>	
Bonus' Payable	462.14
<b>Payroll Liabilities</b>	
LIA.PER.02 - UUA Pension	754.40
LIA.PER.04 - LTD&Life Insurance	90.88
<b>Total Payroll Liabilities</b>	<u>845.28</u>
<b>Total Other Current Liabilities</b>	<u>1,307.42</u>
<b>Total Current Liabilities</b>	2,204.35
<b>Long Term Liabilities</b>	