

2024-01-14 UUFSD Board Meeting Minutes  
Founders Hall 11:30 a.m.- 1:35 p.m.

Present:

Mary Anne Trause, President  
Andi Macleod, Vice President  
Livia Walsh, Secretary  
Sarah Miller, Treasurer  
Julia Darling  
Rich MacDonald  
Rev. Ellie, non-voting member

Guests

1. Lisa Shaeffer and Angie Knappenberger representing the Nominating Committee
2. Lisa Shaefer and Angie Knappenberger representing the Capital Campaign:

Reviewed everything we have completed re improvements or new constructions. 1.2M raised from the congregation, 500,000K from outside grants. 1.6 M on-going contributions plus original. Currently in a strong position now with architects submitting the construction documents to the city and Coastal Commission (end of January) for Phase 2. Possible response from CC is 6 months. The Safety and Accessibility Infrastructure (S&A) process will require about \$500,000. Sandy Hill and Montessori will be invited to contribute as well as they will benefit.

Phase 3-Amphitheatre will require new estimated costs which are not available at this time. Plan is to obtain new bids. As soon as the S & A is completed we can apply for the building permits.

The task force is requesting that the Board announce the plan enthusiastically, and positively encourage people to donate at a launch date in April (tbd). Also it was requested that each Board member make a financial commitment to the Capital Campaign.

**ACTION:** The Board President will introduce the Capital Campaign at the forum on 1/21. The Task Force will review where we are now and what the plan is. No discussion of fund raising, launch date or goals etc of the Campaign will be provided.

**CONSENT AGENDA**

1. Formal approval of Rich MacDonald as an interim Board member through June 2023\*  
**UNANIMOUSLY APPROVED**
2. Dream Builder P&P **APPROVED**
3. Endowment P&P **APPROVED**
4. Design Review P&P **APPROVED**
5. Proposal to Restock Bonus Payable Account **APPROVED**

6. Board. Meetings Minutes 12/10-2023 and 12/20/2023 **APPROVED**

## **DISCUSSION AGENDA**

1. Visioning: Appreciative Inquiry:
  - a. Rev Ellie will be facilitating the inquiry process on the three dates designated: At the Fellowship on Thursday, 2/1 at 10:30 and Sunday 2/4 at 11:30; Wednesday 2/7 at 8:00 p.m. via Zoom. Board members are invited to observe and/or participate in any of the three one hour sessions.
  - b. Appreciative Inquiry Observer Instructions: Not discussed. The document is located in the Board file.
  
2. Visioning:
  - a. Dr Melissa James. MARY ANNE spoke with her to discuss being a consultant to guide us through the process of developing a Mission statement and process. However, Dr. James doesn't use the "nested bowls" approach as previously experienced by the Board. Her approach would mean starting over, which Mary Anne is not in favor of.
  - b. Consultant D. Orlandt: Mary Anne spoke with her and liked her approach. Mary Anne proposed that the Board hire Ms Orlandt as our consultant. Her fees are \$ 3750 for a Friday evening and all-day Saturday workshop + travel expenses from Washington.
  - c. Concerns were raised about a Friday night session and a 10-hour session on Saturday. The Friday night session includes the congregation, and it was felt that especially for those who work Friday evening would not be a well-attended session.
    - i. Rev Ellie proposed that she be coached by the consultant to cover the Fri eve info and provide an alternative time for this session. Also, it was proposed to split the all -day which only includes the Board so that part of it occurs on Sunday. These two proposals received the Board's approval.
    - ii. An additional proposal was to also consider zoom sessions (4).

**ACTION:** Mary Anne to contact D. Orlandt to discuss the proposed options and we will discuss this item again at the next Board meeting.

3. AV Equip Budget: Asking for \$5000 for additional equipment to make the transition from the Amphitheater to the Hall. It also provides for backup equipment.

**APPROVED**

4. Capital Campaign Letter: Not Discussed

5. Land Acknowledgement Donation Proposal:

- a. It was proposed that the Fellowship take more of an action vs. lighting a candle and doing the ritual Land Acknowledgement during Worship services.
- b. Ask the indigenous community what they would like from us
- c. This may be an opportunity to establish a relationship with the indigenous community
- d. Sam Beltran is a contact person. She is at Palomar UU.

**ACTION:** Sarah to contact Sam Beltran

6. Approving the authorization of a credit card for our new DREF, Rose Riedel: **APPROVED**
  - a. Rev Ellie approves staff expenditure up to \$500. Any expenditure by staff (and committees) over \$500 must be approved by the Board.
7. Behavioral Covenant: Not Discussed
8. Proposal to change in times for Founders Hall rental availability by outside groups during the summer July 1-August 10.<sup>th</sup> It was Proposed that the Hall could be rented starting at 1:00 p.m. **APPROVED**
9. **MINISTERS REPORT**
  - a. As Rev Ellie's email has been hacked several times and recently a hacker sent text messages to members which means someone has access to our phone numbers a Fellowship team of tech experts was created consisting of Rich MacDonald , Chris Byrnes, and Robin Mitchell to explore cyber security. They will be attending the cyber security meeting with UUA
  - b. Concerns were shared that without actual Board liaisons and monthly committee reports it is difficult to know what is being done by committees, where their challenges may be or other issues that might be relevant. The Minister's Report does not include this detail. This issue will be placed on the agenda for our February Board meeting.
10. **TREASURER'S REPORT** (reference report in the Addendum)

We are currently in very good financial health with some surplus monies being placed in a Money Market account for reserves. The Treasurer recommended that the reserves consist of six months expenditures vs the current 3 months.

**APPENDICES:**

Minister's Report  
Financial Reports  
Administrator's Report  
Dream Builders P&P  
Endowment P&P  
Design Review P&P

**IMPORTANT EVENTS/DATES:**

Wednesday, January 24, 2024, 10:30 Founder's Hall for Visioning training for Board  
Capital Campaign Forum, January 21, 2024 Founder's Hall 11:30  
Congregational Meeting January 28, 2024 Founder's Hall 11:30  
Visioning Sessions: Thursday, 2/1 at 10:30 and Sunday 2/4 at 11:30; Wednesday 2/7 at 8:00 p.m. via Zoom.

**NEXT BOARD MEETINGS:**

Sunday February 11, 2024 11:30 Founder's Hall

Minutes Taken and Submitted by Livia Walsh, Secretary

## **Minister's Report**

Rev. Ellie Kilpatrick (she/her)

1/14/2024

Big Picture: The big picture of the congregation right now is that we're onboarding two new staff members! We are in a bit of a committee transition period (particularly with the kitchen), and we're beginning to put together visioning possibilities, which I believe the congregation is excited about.

### Worship and Rites of Passage:

The last couple months of worship have gone very well. It's been wonderful to have the addition of Rose in the intergenerational sharing portion of services. After some feedback that people would like to learn more songs, beginning in February, we're going to have Steve teach a lesser known hymn to the congregation once a month during the worship service.

### Pastoral Care and Presence:

The pastoral care committee finally found a regular time to meet. However, we are woefully "understaffed." Currently, there are two members. When information about members in need gets to me, I reach out to them, but there have been a couple of surgeries that I've missed because I didn't know about them. I have still been able to have a number of pastoral conversations.

### Spiritual Development for Self and Others:

This is the most exciting portion of what's been going on! We've had Rose on board for a little over a month now, and it's going great. She's hitting the ground running with adult RE programming and a continuation of children's RE programming. I'm continuing to put together the Sacred Circle packets based on the worship themes. The number of kids involved has increased substantially, and Rose and I have a candidate to interview to be the possible childcare worker.

### Social Justice in the Public Square:

I try to stay active with preaching on social justice initiatives. Although it won't be for a while, I'm working with Steve Bartram and a couple of others on a "holding trauma" vigil in May.

### Administration:

The staff is having monthly meetings again, and I have started supervision with staff members. Although we're onboarding two people, the staff works very well together! The team is a joy to supervise. One administrative question I have right now is about the security of our website/breeze. There was a recent incident in which at least 15 members received text messages pretending to be me. I believe we need to figure out how scammers are getting phone numbers, because most people don't know my personal phone number and a few seem to have fallen for it. I've started a conversation with Rich about it, but I would like Denise and Sarah's input too.

Serves the Larger Unitarian Universalist Faith:

The article II task force has had two wonderful sessions. I know they feel a little dejected that more people aren't engaged, but I still believe that they're doing fabulous work. As we begin the congregational work of visioning, I encourage us to also think about it in conjunction with where we want to see Unitarian Universalism innovating in the coming years.

Leads the Faith into the Future:

We are beginning activities that I'm very excited about! Some evening adult RE activities will be jovial, and others will be more spiritually intensive. Although I am at a current stage in my life where evenings are difficult (that will get easier in future years as my kids get easier to put to bed), it's wonderful to have Rose available to meet some of our members who want evening activities. Soon, we'll begin Saturday activities as well. I do believe that the future of congregational life will begin to move (slowly) away from Sunday after church. Having other options will be pivotal for growing and maintaining members, and reaching younger generations.

The Unitarian Universalist Fellowship of San Dieguito

**Balance Sheet**

As of January 31, 2024

	<u>Jan 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
US Bank Savings x9485	50,000.00
US Bank Chkg x2702	46,647.61
US Bank Chkg x5676	6.00
<b>Total Checking/Savings</b>	<u>96,653.61</u>
<b>Accounts Receivable</b>	
Accounts Receivable	-17,800.00
<b>Total Accounts Receivable</b>	<u>-17,800.00</u>
<b>Total Current Assets</b>	<u>78,853.61</u>
<b>Other Assets</b>	
<b>Investments</b>	
UUCEF - Endowment Fund	117,892.85
UUCEF - Music Fund	10,814.40
Vanguard x2001-Capital Campaign	779,542.49
Vanguard x6230-General Fund	253,064.46
<b>Total Investments</b>	<u>1,161,314.20</u>
<b>Total Other Assets</b>	<u>1,161,314.20</u>
<b>TOTAL ASSETS</b>	<u><u>1,240,167.81</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	-715.09
<b>Total Accounts Payable</b>	<u>-715.09</u>
<b>Credit Cards</b>	
<b>US Bank Credit Cards</b>	
US Bank Treasurer CC	2,229.45
USB Admin CC	3,916.84
Joe Cantrell's CC	633.51
US Bank Credit Cards - Other	-5,526.47
<b>Total US Bank Credit Cards</b>	<u>1,253.33</u>
<b>Total Credit Cards</b>	<u>1,253.33</u>
<b>Other Current Liabilities</b>	
Bonus' Payable	260.96
<b>Payroll Liabilities</b>	
LIA.PER.02 - UUA Pension	680.99
LIA.PER.04 - LTD&Life Insurance	-306.43
Payroll Liabilities - Other	25.00
<b>Total Payroll Liabilities</b>	<u>399.56</u>
<b>Total Other Current Liabilities</b>	<u>660.52</u>
<b>Total Current Liabilities</b>	<u>1,198.76</u>
<b>Long Term Liabilities</b>	

The Unitarian Universalist Fellowship of San Dieguito

**Balance Sheet**

As of January 31, 2024

	<u>Jan 31, 24</u>
<b>Long Term Liabilities</b>	
LIA.OPS.01 - Solar Loans	11,781.96
<b>Total Long Term Liabilities</b>	<u>11,781.96</u>
<b>Total Long Term Liabilities</b>	<u>11,781.96</u>
<b>Total Liabilities</b>	12,980.72
<b>Equity</b>	
<b>Unrealized Gains&amp;Losses</b>	
Unrealized Gains&Losses Music F	429.44
Unrealized Gains&Losses UUCEF	-15,305.91
Unrealized Gains&Losses Vx2001	-3,784.05
Unrealized Gains&Losses Vx6230	273.45
<b>Total Unrealized Gains&amp;Losses</b>	<u>-18,387.07</u>
<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>	<u>137,694.75</u>
<b>Temp. Restricted</b>	
<b>Building Funds</b>	
FND.CAP.01 - Capital Campaign	822,258.92
<b>Total Building Funds</b>	<u>822,258.92</u>
<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
<b>FND.SAC.04 - SAC Funds</b>	
CATF	456.01
Garden Fund	55.76
Helping our Neighbors	2,087.79
UU the Vote	729.37
<b>Total FND.SAC.04 - SAC Funds</b>	<u>3,328.93</u>
<b>Total Other Funds</b>	<u>115,708.13</u>
<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>	<u>155,140.44</u>
<b>Total Temp. Restricted</b>	1,093,107.49
<b>Unrestricted Net Assets</b>	87,890.49
<b>Net Income</b>	<u>-73,118.57</u>
<b>Total Equity</b>	<u>1,227,187.09</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,240,167.81</u></u>

The Unitarian Universalist Fellowship of San Dieguito  
Profit & Loss Budget vs. Actual  
July 2023 through January 2024

	Jul 2023 - Jan 2024	Annual Budget	Over/Under Budget	58% of Year % of Budget
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	241,012.79	326,800.00	-85,787.21	73.75%
Total Pledges	241,012.79	326,800.00	-85,787.21	73.75%
Site Rental				
REV.SIT.01 - Sandy Hill	32,880.54	50,400.00	-17,519.46	65.24%
REV.SIT.02 - Special Event	3,288.30	6,000.00	-2,711.70	54.81%
REV.SIT.03 - Other	218.00	0.00	218.00	100.0%
Total Site Rental	36,386.84	56,400.00	-20,013.16	64.52%
Fundraising				
REV.AUC.01 - Auction	1,672.95	13,000.00	-11,327.05	12.87%
REV.FDR.02 - Other	1,502.75	2,400.00	-897.25	62.62%
Total Fundraising	3,175.70	15,400.00	-12,224.30	20.62%
Contributions to Programs				
REV.CON.01 - Concerts	395.00			
REV.FNF.01 - Fun&Fellowship	202.00			
REV.SAC.01 - Social Action	309.27			
Total Contributions to Programs	906.27			
Contributions to General Fund				
REV.SUN.01 - Sunday Collection	6,094.97	12,000.00	-5,905.03	50.79%
REV.MIS.01 - Scripp Sales	24.61	200.00	-175.39	12.31%
REV.MIS.02 - Other	3,060.71	5,000.00	-1,939.29	61.21%
Total Contributions to General Fund	9,180.29	17,200.00	-8,019.71	53.37%
Contributions to Other Funds				
REV.END.01 - Endowment Fund	6,000.00			
REV.CAP.01 - Capital Fund	2,200.00			
REV.CDL.01 - Casas de Luz Fund	59,304.93			
REV.DBN.01 - DeBenneville Fund	1,420.43			
REV.LIB.01 - Library Fund	201.00			
REV.MIN.01 - Minister Disc Fund	500.00			
REV.SPC.01 - Special Collection	45,558.37			
Total Contributions to Other Funds	115,184.73			
Investment Income				
UUCEF Realized Gains & Losses	24.89			
Vanguard x2001 Income	13,532.45			
Vanguard x6320 Income	1,650.18			
Vanguard Realized Gains&Losses	-48.71			
Total Investment Income	15,158.81			
Total Revenues	421,005.43			
Total Income	425,280.43			
Gross Profit	425,280.43			
Expense				

The Unitarian Universalist Fellowship of San Dieguito  
Profit & Loss Budget vs. Actual  
July 2023 through January 2024

	Jul 2023 - Jan 2024	Annual Budget	Over/Under Budget	58% of Year % of Budget
<b>Operations Expenses</b>				
<b>Office</b>				
OPS.OFF.01 - Postage	147.90	300.00	-152.10	49.3%
OPS.OFF.02 - Office Supplies	258.23	1,500.00	-1,241.77	17.22%
OPS.OFF.03 - Copier	4,724.24	7,400.00	-2,675.76	63.84%
OPS.OFF.04 - eSubscriptions	1,428.67	2,500.00	-1,071.33	57.15%
OPS.OFF.05 - Phone & Internet	1,245.03	3,250.00	-2,004.97	38.31%
OPS.OFF.07 - Other Expenses	100.00	300.00	-200.00	33.33%
<b>Total Office</b>	<b>7,904.07</b>	<b>15,250.00</b>	<b>-7,345.93</b>	<b>51.83%</b>
<b>Finance</b>				
OPS.FIN.01 - Accounting Fees	5,559.17	10,560.00	-5,000.83	52.64%
OPS.FIN.02 - Credit Card Fees	751.66	1,300.00	-548.34	57.82%
OPS.FIN.03 - Bank Fees	12.24	0.00	12.24	100.0%
OPS.FIN.04 - Other Expenses	182.53	400.00	-217.47	45.63%
<b>Total Finance</b>	<b>6,505.60</b>	<b>12,260.00</b>	<b>-5,754.40</b>	<b>53.06%</b>
<b>Site</b>				
OPS.SIT.01 - Property Insurance	0.00	6,000.00	-6,000.00	0.0%
OPS.SIT.02 - Real Estate Taxes	4,066.28	4,100.00	-33.72	99.18%
OPS.SIT.03 - Gas & Electric	82.74	240.00	-157.26	34.48%
OPS.SIT.04 - Water	2,252.23	2,800.00	-547.77	80.44%
OPS.SIT.06 - AV Maintenance	627.61	3,000.00	-2,372.39	20.92%
OPS.SIT.07 - B&G Maintenance	8,182.56	12,000.00	-3,817.44	68.19%
OPS.SIT.08 - Other Expenses	32.63			
<b>Total Site</b>	<b>15,244.05</b>	<b>28,140.00</b>	<b>-12,895.95</b>	<b>54.17%</b>
<b>Total Operations Expenses</b>	<b>29,653.72</b>	<b>55,650.00</b>	<b>-25,996.28</b>	<b>53.29%</b>
<b>Denomination Expenses</b>				
OPS.DEN.01 - UUA Dues	8,000.00	8,000.00	0.00	100.0%
<b>Total Denomination Expenses</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Committee Expenses</b>				
EXP.BRD.03 - Board Exp	150.34	600.00	-449.66	25.06%
EXP.COM.03 - Communcations Exp	75.00	1,900.00	-1,825.00	3.95%
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	48.00	100.00	-52.00	48.0%
EXP.PCC.03 - Pastoral Care Exp	0.00	600.00	-600.00	0.0%
EXP.SUN.03 - Worship Exp	1,354.81	5,450.00	-4,095.19	24.86%
<b>Total Committee Expenses</b>	<b>1,628.15</b>	<b>9,300.00</b>	<b>-7,671.85</b>	<b>17.51%</b>
<b>Program Expenses</b>				
EXP.FNF.03 - Fun&Fellowship Exp	1,423.61	2,500.00	-1,076.39	56.94%
EXP.MUS.03 - Music Program Exp				
EXP.MFG.03 - Music Fund Grant	150.00	500.00	-350.00	30.0%
EXP.MUS.03 - Music Program Exp - Other	600.87	2,000.00	-1,399.13	30.04%
<b>Total EXP.MUS.03 - Music Program Exp</b>	<b>750.87</b>	<b>2,500.00</b>	<b>-1,749.13</b>	<b>30.04%</b>
EXP.REL.03 - RE Program Exp	259.49	5,900.00	-5,640.51	4.4%
EXP.SAC.03 - Social Action Exp	2,397.11	2,150.00	247.11	111.49%
<b>Total Program Expenses</b>	<b>4,831.08</b>	<b>13,050.00</b>	<b>-8,218.92</b>	<b>37.02%</b>
<b>Other Fund Expenses</b>				

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EXP.CAP.03 - Capital Fund Exp	197,626.59			
EXP.CDL.03 - Casas de Luz Exp	75,280.61			
EXP.DBN.03 - Debenneville Exp	800.00			
EXP.MWL.03 - Memorial Wall Exp	81.56			
EXP.SPC.03 - Special Coll Exp	3,253.97			
<b>Total Other Fund Expenses</b>	<b>277,042.73</b>			
<b>Payroll Expenses</b>				
<b>Minister Expenses</b>				
PER.MIN.00 - MIN Housing	44,185.22	90,000.00	-45,814.78	49.1%
PER.MIN.01 - MIN Wages	6,885.40	8,070.00	-1,184.60	85.32%
PER.MIN.02 - MIN UUA Pension	4,868.83	9,807.00	-4,938.17	49.65%
PER.MIN.03 - in Lieu of FICA	3,906.83	7,502.00	-3,595.17	52.08%
PER.MIN.07 - MIN LTDLife Ins	835.03	2,100.00	-1,264.97	39.76%
PER.MIN.08 - MIN Prof Exp	0.00	8,000.00	-8,000.00	0.0%
<b>Total Minister Expenses</b>	<b>60,681.31</b>	<b>125,479.00</b>	<b>-64,797.69</b>	<b>48.36%</b>
<b>DRE Expenses</b>				
PER.DRE.01 - DRE Wages	4,620.00	29,120.00	-24,500.00	15.87%
PER.DRE.02 - DRE UUA Pension	448.00	2,912.00	-2,464.00	15.39%
PER.DRE.03 - ER Payoll Taxes	149.94	2,228.00	-2,078.06	6.73%
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	65.00	1,000.00	-935.00	6.5%
<b>Total DRE Expenses</b>	<b>5,282.94</b>	<b>41,260.00</b>	<b>-35,977.06</b>	<b>12.8%</b>
<b>Administrator Expenses</b>				
PER.ADM.01 - ADM Wages	30,247.00	54,018.00	-23,771.00	55.99%
PER.ADM.02 - ADM UUA Pension	376.60	5,402.00	-5,025.40	6.97%
PER.ADM.03 - ER Payroll Taxes	2,175.31	4,132.00	-1,956.69	52.65%
PER.ADM.04 - ADM Medical	0.00	11,326.00	-11,326.00	0.0%
PER.ADM.07 - ADM LTDLife Ins	636.18	1,156.00	-519.82	55.03%
<b>Total Administrator Expenses</b>	<b>33,435.09</b>	<b>76,034.00</b>	<b>-42,598.91</b>	<b>43.97%</b>
<b>Music Program Expenses</b>				
<b>Choir Director</b>				
PER.MUS.01 - Choir Dir Wages	6,720.36	17,473.00	-10,752.64	38.46%
PER.MUS.03 - ER Payroll Tax	396.27	1,337.00	-940.73	29.64%
<b>Total Choir Director</b>	<b>7,116.63</b>	<b>18,810.00</b>	<b>-11,693.37</b>	<b>37.83%</b>
<b>Accompanist</b>				
PER.MUS.11 - Accompanist Wages	6,248.10	11,480.00	-5,231.90	54.43%
PER.MUS.12 - Accompanist PR Tax	254.93	878.00	-623.07	29.04%
<b>Total Accompanist</b>	<b>6,503.03</b>	<b>12,358.00</b>	<b>-5,854.97</b>	<b>52.62%</b>
<b>Total Music Program Expenses</b>	<b>13,619.66</b>	<b>31,168.00</b>	<b>-17,548.34</b>	<b>43.7%</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	6,768.50	8,710.00	-1,941.50	77.71%
PER.SIT.03 - Site Caretaker	3,447.06	5,220.00	-1,772.94	66.04%
PER.SIT.09 - AV Specialist	9,562.50	16,750.00	-7,187.50	57.09%
PER.SIT.10 - AV Assistant	0.00	2,125.00	-2,125.00	0.0%
PER.SIT.12 - ER Payroll Taxes	1,687.51	2,378.00	-690.49	70.96%

The Unitarian Universalist Fellowship of San Dieguito  
**Profit & Loss Budget vs. Actual**  
 July 2023 through January 2024

	Jul 2023 - Jan 2024	Annual Budget	Over/Under Budget	58% of Year % of Budget
Total Site Support Staff Expenses	21,465.57	42,167.00	-20,701.43	50.91%
PER.MIS.01 - Worker's Comp Ins	7,248.00	1,725.00	5,523.00	420.17%
PER.MIS.02 -Other Personnel Exp	586.38	2,840.00	-2,253.62	20.65%
<b>Total Payroll Expenses</b>	<b>142,318.95</b>	<b>320,673.00</b>	<b>-178,354.05</b>	<b>44.38%</b>
<b>Total Expense</b>	<b>463,474.63</b>	<b>406,673.00</b>	<b>56,801.63</b>	<b>113.97%</b>
Net Ordinary Income	-38,194.20	406,673.00		
Other Income/Expense				
Other Income				
Donor Restricted Activity				
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>			
Other Expense				
Board Approved Expenses	30,649.37			
<b>Total Other Expense</b>	<b>30,649.37</b>			
<b>Net Other Income</b>	<b>-34,924.37</b>			
<b>Net Income</b>	<b>-73,118.57</b>			

**OTHER BUDGETED LINE ITEMS**

Other Expense

**LIABILITIES**

LIA.OPS.01 - Solar Loans

2,201.64	4,405.00	-2,203.36	49.98%
<b>2,201.64</b>	<b>4,405.00</b>	<b>-2,203.36</b>	<b>49.98%</b>

**Total Other Expenses**

**NET INCOME - GENERAL FUND ONLY**

Total Revenues - General Fund ONLY	294,936.89	415,800.00	-120,863.11	70.93%
Total Expenses - General Fund ONLY	219,282.91	411,078.00	-191,795.09	53.34%
<b>Net Income - General Fund ONLY</b>	<b>75,653.98</b>	<b>317.00</b>		

# **ADMINISTRATOR'S REPORT TO THE MINISTER – January 2024**

## **MEMBERSHIP STATISTICS as of February 1, 2024:**

Voting members:	172
Members emeritus:	3
Pledging friends:	11
Friends:	<u>38</u>
<b>Total</b>	<b><u>221</u></b>

### **Notes:**

Colleen Shourds, Vickie Ahumada, and Charlotte Rosen were added as voting members. Diana Brown, resigned member, was unarchived 2/1/2024 and status changed to voting member.

Vanessa Reed's status changed from friend to voting member as of 1/30/2024.

Kerry Traylor's status changed from voting member to resigned as of 2/1/2024.

## **SUNDAY ATTENDANCE:**

Date	In Person	Via Zoom	Via YouTube	Total
1/07/2024	73	16	36	125
1/14/2024	70	19	27	116
1/21/2024	60	15	21	96
1/28/2024	86	20	0	106

## **PERSONNEL:**

Ivey Merrill, congregational administrator, started on 1/8/2024.

Denise Clark, Ivey's predecessor, had her last day on 2/1/2024.

## **SITE RENTALS:**

N/A

Respectfully submitted,

Ivey Merrill, Congregational Administrator

# Dream Builders - Policy & Procedures

## Purpose

Projects associated with the *Capital Campaign*, and other capital improvement projects as desired by the congregation and approved by the Board that may occur from time to time on UUFSD's campus, should be planned, designed and executed in accordance with applicable codes and standards, the usual standard of care for design and construction, and managed in an organized way to meet UUFSD's development objectives along with basic record keeping. For this purpose, the Dream Builders Committee (UUDB) has primary oversight responsibility for planning, design, management, administration, and execution for projects associated with the *Capital Campaign*, and other capital improvement projects.

The Committee:

- Includes a steering committee consisting of the Chair and multiple volunteers from within the Fellowship with expertise and interest in UUDB. A liaison to the Board will be appointed from among them.
- May form subcommittees to address various project elements that require specialized knowledge or more intensive personal involvement. Subcommittees report to the UUDB.
- Assigns individual(s) to act as UUFSD's representative(s) for each project. • Meets as a group on a regular basis to review "Proposals", track the progress of new and existing projects, work as a group to expose and resolve areas of concern, and keep a record of actions required and items discussed. • Solicits and reviews proposals from consultants, contactors, and other professionals as needed for a project, and makes recommendation(s) to the Board for appropriate executive action such as executing contracts and making payments to service providers associated with projects.
- Reports to the Board through written reports, meeting minutes, and presentations to keep the Board informed of work in progress, significant issues in design or construction that may increase UUFSD's risk, and to seek direction on matters that involve changes in cost, time, or primary design goals.
- Coordinates with UUFSD's Design Review Committee for project design review.
- Has no specific operating budget but may recommend or seek funds from other sources for miscellaneous small projects.

## Policy

- Projects directly related to the *Capital Campaign* are separate from other

capital improvement projects that may be considered from time to time on the campus. These other projects must have their own funding source(s), schedule, budget, and scope.

- Any committee or active member of UUFSD may submit a “Proposal” to UUDB for a capital improvement “Project” not associated with the *Capital Campaign*.
- A “Proposal” for a capital improvement “Project” when submitted to UUDB for consideration must include enough background information for UUDB to assess the “Proposal” on its merits and the materials provided. This may include, but not necessarily be limited to written descriptions, conceptual sketches, details, renderings, product information, and a suggested budget.
- The UUDB Steering Committee will review each “Proposal” and conclude to “Accept”, “Accept with Comments” or “Deny”.
- Should UUDB conclude to “Accept” the “Proposal”, UUDB will then recommend to the Board in writing that the “Proposal” be “Approved” and turned into a “Project”. UUDB will be notified accordingly by the Board.
- Should UUDB conclude to “Approve with Comments”, UUDB will return the “Proposal” to the applicant with written suggestions for revisions and an invitation to resubmit.
  - Should UUDB conclude to “Deny” the “Proposal”, UUDB will return the proposal to the applicant with a written explanation for denial.
- UUDB should maintain an active membership of no fewer than 5 members or as necessary to address multiple projects and project roles at the same time. • It is desirable to have members with some experience and/or skills related to building financing, or planning, or design, or construction.
- Committee members are expected to take active roles in project management and/or project administration representing the Fellowship on projects, as best suits their interests, abilities, and availability.
- Contracts and Agreements for Services that pass through UUDB are to be reviewed, approved, and signed by the presiding Board President. These documents once executed, along with other essential project documents shall be archived in UUFSD’s secure online database by the project’s designated archivist.
- Invoices received by UUDB from service providers are to be reviewed and approved and uploaded for recommended payment using UUFSD’s online *Expense Authorization Form*.

## References

In furtherance of UUFSD’s desire to improve and maintain the built environment on campus in a way that reflects the congregation’s standards for quality, sustainability, environmental stewardship, and excellence, the Policy ID 350 is

referenced into this P&P as a guide to achieving these goals.

**UUFSD Policy and Procedure Document****Policy ID: XXX****Title: Endowment Committee****Date Approved: TBD by the Board of Directors****Purpose**

The Endowment Committee is a lay group of UUFSD members that is responsible for soliciting contributions to the Endowment Fund and its sub-funds, fiscally managing the Endowment Fund and its sub-funds, and in managing the annual grant process. The Endowment Fund makes annual grants to Fellowship members and committees, funded by income growth of the fund and subject to the bylaws.

**Policy**

Responsibilities of the Endowment Committee:

- Soliciting and managing contributions to the Endowment Fund, which may be bequests, cash or securities, or real estate, and educating the congregation about planned giving options.
- Ensuring proper allocation of contributions to the Endowment Fund or its sub-funds, which currently include an unrestricted fund, the Building and Grounds Fund, the Outreach/Service fund and the Music Program fund.
- Soliciting grant applications and managing the grant award process.
- Making an annual presentation to UUFSD at the June Congregational Meeting, holding a vote on proposed grants, and administering the awarding and follow-up of grant funds to grant awardees.

**Procedure**

- Members of the Endowment Committee are appointed by the Board of Directors and serve three- year terms, which will be staggered to promote continuity, as per the bylaws.
- Report to the Board on an as-needed basis, but generally twice per year.
- The Endowment Committee meets several times per year, as needed, to review the Fund performance, consider grant amounts, and to discuss grant applications, make presentations to the Fellowship.