

2024-02-11 UUFSD Board Meeting Minutes
Founder's Hall, 11:40 a.m.-1:52 p.m.

Present:

Mary Anne Trause, President
Andi MacLeod, Vice President
Sarah Miller, Treasurer
Livia Walsh, Secretary
Rich MacDonald
Julia Darling, via Zoom

Absent: Pam Parker

Guests: Angie Knappenberger

Observers: Irv Himmelblau and Wenda Alvarez

Chalice lighting

Board Covenant

I. Consent Agenda: None

II. Discussion Agenda:

1. Generosity Sundays (GS):

Discussion: The Generosity Sunday (a program within the Social Justice Committee) Coordinator requested that the Board not require further advertising after that organization's Generosity Sunday.

Decision: No further advertising is to occur after the organization's GS

Discussion: Additional discussion was briefly held regarding the number of Generosity Sundays authorized by the Board and is a change in the policy needed?

Decision: The discussion was tabled due to time constraints and the need for further information. This item will be placed on a future agenda.

ACTION: Place item for further discussion on future agenda.

2. Minister's Report (reference Appendix for full report)

- a. Visioning sessions went well but not enough people attended. Rev Ellie to offer an additional workshop and will integrate into service on March 3rd. She will also reach out specifically to younger members and families.

- b. Rev Ellie met with the staff for a supervision session and felt the staff worked well together.
- c. Several questions were asked about the DRE's job duties and the RE program. These included the priorities, development of structure and curricula, data relevant to registration and attendance of children and youth. Rev. Ellie was asked to meet with the DRE about this and also ask the DRE to send a written report to the Board each month with this information and progress towards goals and objectives of the DRE.

ACTION: **ACTION:** Rev Ellie to discuss this with the DRE and request the monthly report, as well as establish a new job description with specific goals/objectives for the RE program and how these will be implemented. Rev. Ellie to follow-up with the DRE and RE Committee regarding the above information and include a summary in her monthly Minister's Report.

- 3. Treasurer's Report** (reference appendix for specific financial reports)
- 4. Congregational Administrator's Report** (reference appendix for full report)
- 5. Contract with D. Orlandt, Consultant for UUFSD's Visioning Process:** (reference appendix)
 - a. The Board reviewed the proposed contract and voted to **APPROVE** the revisions.
- 6. January's Board Meeting Minutes: Minutes Approved**

Discussion: The Board Secretary requested the Board members review and modify as needed the Board Minutes within 2 weeks of receiving them. Also to notify the Secretary that they have reviewed the minutes and notify the Secretary that they have reviewed them. This will assist the Secretary in preparing the minutes to post them as soon as they are approved. The Secretary also asked to return to the procedure of using the Google Poll to approve the minutes to expedite conveying Board approval of proposals or other information that some members may require more quickly.

Decision: Board members agreed to the Secretary's request to review the minutes and notify the Secretary they have done so. Board members did not agree with the proposal to use the Google Poll to approve the minutes.

ACTION: Board members are to review and modify the Board's meeting minutes within two weeks of receiving them and notify the Secretary that they have done so.

The Board President will notify those parties awaiting approval of proposals/contracts or other information requiring a more urgent response.

9. Board Meeting date for April:

Discussion: As the Fellowship's weekend at De Benneville is 4/14 the Board was polled to see who was planning to attend the camp that weekend.

Decision: As one Board member is planning to attend the camp it was decided that April 14th will be the regular Board meeting.

10. Pledge Drive:

Discussion: Rich MacDonald, chair of Stewardship and Board member, proposed a 4%-8% increase in pledge requests this year. It was noted that there will be a launching of a new Capital Campaign in April and that 8% was too much of an ask of pledging members/friends.

Decision: The Board approved a 4% increase request for this year's pledge drive.

11. Clarification of Custodian's Contract including Job Duties and Salary:

Discussion: There occurred a misunderstanding with the Custodian regarding the amount he was to be paid for his work. He expressed that he was owed money for the work he did in December and January. The Board member who met with him regarding his contract felt there may have been a language barrier which resulted in the misunderstanding.

Decision: The Board voted and approved to pay the Custodian back pay from mid-December 2023 to mid-February 2024. It was also decided to have a translator present to assist in clarifying the Letters of Agreement. The new Letters of Agreement will be developed by the Vice President and the Treasurer. The Vice President along with the translator will meet with the Custodian to review the Letters of Agreement and clarify misunderstanding. The Board approved regular pay at \$500 per pay period from mid-February onward. The Board also approved a separate contract through June 2024 at \$100/month for landscape work which will be reassessed in June.

ACTION: The Vice President and Treasurer will meet to develop the Letters of Agreement for the regular custodial work as well as the additional landscaping work. The latter was approved by the Board through June 30, 2024. The Vice President, along with a translator will meet with the custodian to review the Letters of Agreement containing hours worked, salary and effective dates. Follow-up to be an agenda item for March.

12. Sustaining committees when leads leave: Finding new leads and getting tasks done:

Discussion: At this time, there are some core committees that no longer have a chairperson and fewer congregants stepping up to offer service. It was proposed that one of the reasons for this dilemma is that there is a change in culture and ways of doing things, not only in our church but in many. If people are not joining committees or taking on leadership roles it will be important to evaluate this and perhaps change what and how we are operating. It was also noted that this issue is also a component of our current Visioning process and change in Governance.

Program Council: The Council protocol was developed several years ago and discussed with 3 previous Ministers. No action was taken. It was re- introduced as a possible structure to increase communication and collaboration with committees and leadership. It was requested that the concept be put on next month's agenda.

Decision: Consider these issues in discussion of #15 below. There may be a change in culture and ways of doing things. If we can't get people to join committees or step up, we likely need to do things differently. More exploration is needed.

13. Contract to Call and Evaluation of Minister:

ACTION: Board President will establish a date for a Board Executive Session within the next week. Board Members are asked to read the UUA's **Transitional Ministry Handbook** on The Contract to Call Process pp 69-77. It says congregational leadership begins this process. Guidelines from the UUA will be followed regarding the process of evaluation of the Minister.

14. Visioning: update and plan going forward:

Rev. Ellie will lead a shortened Appreciative Inquiry exercise during the service on March 3 so more congregants can participate. Rev. Ellie will consult with D about this. The Board will meet with D on April 6 and 7 to discern a draft of our Values, Mission and Ends which will then be shared with the fellowship for feedback.

15. Presentation of concerns relevant to the elimination of Board Liaisons; Angie Knappenberger, member and guest presenter. (reference letter in Appendix)

Angie, the former Board President, expressed concerns that elimination of Board Liaisons to committees eliminated a major way that members know what committees are doing and how they are functioning. It affects communication both for the Board as well as the congregation. Committees were only asked to report to their respective contacts, either the Minister or the Board, if there were challenges or changes in the committee's structure or function. Neither the Board nor the Minister has received any reports since

this procedure was implemented in September. Angie further shared her concern that while we are moving toward a new Governance format, we should not be eliminating structures in place. She also noted that the change in Governance will take place over a period of time and that, according to Hotchkis' book about Governance, a Task Force should have been created to address proposed changes, etc.

She further expressed concerns about the DRE position, what is involved in the revised job description (the position was increased to 25 hours without documentation of how the additional hours are to be spent. The position title was also changed). Angie asked about the goals/objectives of the RE program and how they are to be implemented by the new DRE.

ACTION: Further discussion about whether to try to re-invigorate committees by reintroducing the Board Liaisons or whether that structure is outdated and we need to do things differently. All agreed the goal was to increase collaboration and communication.

ACTION: Issues regarding Board Liaison and the DRE position to be placed on the agenda for March Board meeting. The Program Council will also be placed on the agenda for March.

16. Updates: (for information only) :

- A Membership Task Force has been created by Rich MacDonald with the following goals:
 - Involves membership, communication, RE and Minister
 - Plan to have 2 meetings, the first is scheduled for 2/18. At 11:30
 - Rich developed a graph to show detailed in-reach flow
 - Intention is to be more outward facing as now we are inward facing
- Dream Builders: Doug Paterson submitted the Final Construction Plans to the Coastal Commission on 2/6/24.
- Land Acknowledgement Follow-up: Sam Beltran from the Palomar UU Fellowship consulted with our Treasurer and advised that more appropriate than a financial donation, which is transactional, would be a relational gesture, such as someone attending an Indigenous group activity or effort over time to get to know people before trying to donate anything.
- Safety and Security
 - The S&S Committee is prioritizing a list of safety and security policies that are needed and will develop a plan to educate the congregation.

Extinguish Chalice

APPENDICES:

- Minister's Report
- Financials/Treasurer Report
- Program Council
- Contract with D. Orlando, Visioning Process Consultant

Next Board Meetings March 10, 2024 and April 14, 2024, 11:30 Founders Hall

Minutes taken and submitted by Livia Walsh, Secretary

Minister's Report

Rev. Ellie Kilpatrick (she/her)

2/11/2024

Big Picture: The big picture of the congregation right now is that we've really begun the work of visioning. This work is also a good opportunity to take a look at the areas where we're missing volunteers to genuinely ask whether the congregation *wants* to prioritize them. We have also said good bye to Denise, and Ivey is doing well on her own. We are also on the cusp of beginning the stewardship campaign and are in conversation with dreambuilders about restarting the capital campaign in April.

Worship and Rites of Passage:

The last couple months of worship have gone very well. Rose and I continue to work wonderfully together in worship. There was an issue with one of the services not getting recorded, but we've put together a system so that we do a back up zoom recording and delete it only once the youtube recording has been uploaded. Beginning next week, we should have the flexibility to have worship services outside in the amphitheater and an event with technology in founders hall.

Pastoral Care and Presence:

The pastoral care committee is meeting regularly. We have our next meeting on Monday, where we will hopefully have a couple more volunteers. I visited with several people this month, and meal trains have been running smoothly.

Spiritual Development for Self and Others:

This is one of the most exciting portions of what's been going on! We've had Rose on board for two months 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. Rose is about to try and start up a youth group again as well.

Social Justice in the Public Square:

I try to stay active with preaching on social justice initiatives.

Administration:

The staff is having monthly meetings again, and I have continued supervision with staff members. Although we're onboarding two people, the staff works very well together! The team is a joy to supervise.

Serves the Larger Unitarian Universalist Faith:

The article II task force continues to do wonderful work. The congregation is also doing great work trying to raise awareness (and funds) for camp DeBeneville.

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.

We also had two wonderful visioning workshops. A total of 26 people attended. Although I do not think this is enough to truly move forward with visioning, I have a plan to hold an integrated worship service on March 3rd, that includes some of the appreciative inquiry exercises. This way, we'll reach more people, and it will be a timely exercise (during stewardship month) to dream together.

The Unitarian Universalist Fellowship of San Dieguito

Balance Sheet

As of February 29, 2024

	<u>Feb 29, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
US Bank Savings x9485	218,320.67
US Bank Chkg x2702	30,362.71
Total Checking/Savings	<u>248,683.38</u>
Accounts Receivable	
Accounts Receivable	-17,800.00
Total Accounts Receivable	<u>-17,800.00</u>
Other Current Assets	
Undeposited Funds	1,996.06
Total Other Current Assets	<u>1,996.06</u>
Total Current Assets	<u>232,879.44</u>
Other Assets	
Investments	
UUCEF - Endowment Fund	131,059.58
UUCEF - Music Fund	12,022.19
Vanguard x2001-Capital Campaign	595,810.48
Vanguard x6230-General Fund	265,785.17
Total Investments	<u>1,004,677.42</u>
Total Other Assets	<u>1,004,677.42</u>
TOTAL ASSETS	<u><u>1,237,556.86</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
US Bank Credit Cards	4,340.16
Total Credit Cards	<u>4,340.16</u>
Other Current Liabilities	
Bonus' Payable	260.96
Payroll Liabilities	
LIA.PER.02 - UUA Pension	503.19
LIA.PER.03 - Medical Insurance	60.00
LIA.PER.04 - LTD&Life Insurance	-313.61
Payroll Liabilities - Other	25.00
Total Payroll Liabilities	<u>274.58</u>
Total Other Current Liabilities	<u>535.54</u>
Total Current Liabilities	<u>4,875.70</u>
Long Term Liabilities	
Long Term Liabilities	
LIA.OPS.01 - Solar Loans	11,781.96
Total Long Term Liabilities	<u>11,781.96</u>
Total Long Term Liabilities	<u>11,781.96</u>
Total Liabilities	<u>16,657.66</u>

The Unitarian Universalist Fellowship of San Dieguito

Balance Sheet

As of February 29, 2024

	<u>Feb 29, 24</u>
Equity	
Unrealized Gains&Losses	
Unrealized Gains&Losses Music F	695.33
Unrealized Gains&Losses UUCEF	-1,197.28
Unrealized Gains&Losses Vx2001	-3,539.65
Unrealized Gains&Losses Vx6230	<u>5,107.63</u>
Total Unrealized Gains&Losses	1,066.03
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	2,087.79
UU the Vote	<u>729.37</u>
Total FND.SAC.04 - SAC Funds	<u>3,328.93</u>
Total Other Funds	115,708.13
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	1,093,107.49
Unrestricted Net Assets	87,890.49
Net Income	<u>-90,939.13</u>
Total Equity	<u>1,228,819.63</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,245,477.29</u></u>

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

	Jul 2023 - Feb 2024	Annual Budget	Over/Under Budget	67% 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	254,415.76	326,800.00	-72,384.24	77.85%
Total Pledges	254,415.76	326,800.00	-72,384.24	77.85%
Site Rental				
REV.SIT.01 - Sandy Hill	37,105.54	50,400.00	-13,294.46	73.62%
REV.SIT.02 - Special Event	4,188.30	6,000.00	-1,811.70	69.81%
REV.SIT.03 - Other	227.31	0.00	227.31	100.0%
Total Site Rental	41,521.15	56,400.00	-14,878.85	73.62%
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	0.00	395.00	100.0%
REV.FNF.01 - Fun & Fellowship	202.00	0.00	202.00	100.0%
REV.SAC.01 - Social Action	309.27	0.00	309.27	100.0%
Total Contributions to Programs	906.27	0.00	906.27	100.0%
Contributions to General Fund				
REV.SUN.01 - Sunday Collection	7,846.78	12,000.00	-4,153.22	65.39%
REV.MIS.01 - Other	3,282.32	5,200.00	-1,917.68	63.12%
Total Contributions to General Fund	11,129.10	17,200.00	-6,070.90	64.7%
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	75,741.02			
REV.DBN.01 - DeBenneville Fund	3,704.86			
REV.LIB.01 - Library Fund	201.00			
REV.MIN.01 - Minister Disc Fund	500.00			
REV.SPC.01 - Special Collection	48,573.11			
Total Contributions to Other Funds	136,919.99			
Investment Income				
UUCEF Realized Gains & Losses	24.89			
Vanguard x2001 Income	29,559.74			
Vanguard x6320 Income	9,536.71			
Vanguard Realized Gains & Losses	-48.71			
Investment Income - Other	320.84			
Total Investment Income	39,393.47			
Total Revenues	487,461.44			
Total Income	491,736.44			
Gross Profit	491,736.44			
Expense				
Operations Expenses				
Office				
OPS.OFF.01 - Postage	147.90	300.00	-152.10	49.3%

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

	Jul 2023 - Feb 2024	Annual Budget	Over/Under Budget	67% of Year % of Budget
OPS.OFF.02 - Office Supplies	410.76	1,500.00	-1,089.24	27.38%
OPS.OFF.03 - Copier	5,408.71	7,400.00	-1,991.29	73.09%
OPS.OFF.04 - eSubscriptions	1,536.47	2,500.00	-963.53	61.46%
OPS.OFF.05 - Phone & Internet	1,403.07	3,250.00	-1,846.93	43.17%
OPS.OFF.07 - Other Expenses	100.00	300.00	-200.00	33.33%
Total Office	9,006.91	15,250.00	-6,243.09	59.06%
Finance				
OPS.FIN.01 - Accounting Fees	6,339.17	10,560.00	-4,220.83	60.03%
OPS.FIN.02 - Credit Card Fees	902.63	1,300.00	-397.37	69.43%
OPS.FIN.03 - Bank Fees	18.24	0.00	18.24	100.0%
OPS.FIN.04 - Other Expenses	182.53	400.00	-217.47	45.63%
Total Finance	7,442.57	12,260.00	-4,817.43	60.71%
Site				
OPS.SIT.01 - Property Insurance	350.00	6,000.00	-5,650.00	5.83%
OPS.SIT.02 - Real Estate Taxes	4,066.28	4,100.00	-33.72	99.18%
OPS.SIT.03 - Gas & Electric	104.47	240.00	-135.53	43.53%
OPS.SIT.04 - Water	2,252.23	2,800.00	-547.77	80.44%
OPS.SIT.06 - AV Maintenance	4,036.58	3,000.00	1,036.58	134.55%
OPS.SIT.07 - B&G Maintenance	8,695.02	12,000.00	-3,304.98	72.46%
Total Site	19,504.58	28,140.00	-8,635.42	69.31%
Total Operations Expenses	35,954.06	55,650.00	-19,695.94	64.61%
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	182.97	600.00	-417.03	30.5%
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	1,402.22	5,450.00	-4,047.78	25.73%
Total Committee Expenses	1,708.19	9,300.00	-7,591.81	18.37%
Program Expenses				
EXP.FNF.03 - Fun&Fellowship Exp	1,672.15	2,500.00	-827.85	66.89%
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	918.32	2,000.00	-1,081.68	45.92%
Total EXP.MUS.03 - Music Program Exp	1,068.32	2,500.00	-1,431.68	42.73%
EXP.REL.03 - RE Program Exp	296.19	5,900.00	-5,603.81	5.02%
EXP.SAC.03 - Social Action Exp	2,628.69	2,150.00	478.69	122.27%
Total Program Exenses	5,665.35	13,050.00	-7,384.65	43.41%
Other Fund Expenses				
EXP.CAP.03 - Capital Fund Exp	236,480.08			
EXP.CDL.03 - Casas de Luz Exp	88,001.15			
EXP.DBN.03 - Debenneville Exp	800.00			
EXP.MWL.03 - Memorial Wall Exp	81.56			
EXP.SPC.03 - Special Coll Exp	4,207.21			
Total Other Fund Expenses	329,570.00			
Payroll Expenses				

The Unitarian Universalist Fellowship of San Dieguito
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Minister Expenses				
PER.MIN.00 - MIN Housing	51,729.08	90,000.00	-38,270.92	57.48%
PER.MIN.01 - MIN Wages	6,885.40	8,070.00	-1,184.60	85.32%
PER.MIN.02 - MIN UUA Pension	5,623.21	9,807.00	-4,183.79	57.34%
PER.MIN.03 - in Lieu of FICA	4,483.93	7,502.00	-3,018.07	59.77%
PER.MIN.07 - MIN LTDLife Ins	971.14	2,100.00	-1,128.86	46.25%
PER.MIN.08 - MIN Prof Exp	0.00	8,000.00	-8,000.00	0.0%
Total Minister Expenses	69,692.76	125,479.00	-55,786.24	55.54%
DRE Expenses				
PER.DRE.01 - DRE Wages	7,420.00	29,120.00	-21,700.00	25.48%
PER.DRE.02 - DRE UUA Pension	700.00	2,912.00	-2,212.00	24.04%
PER.DRE.03 - ER Payroll Taxes	567.63	2,228.00	-1,660.37	25.48%
PER.DRE.04 - DRE Medical	0.00	4,000.00	-4,000.00	0.0%
PER.DRE.07 - DRE LTDLife Ins	111.60	2,000.00	-1,888.40	5.58%
PER.DRE.08 - DRE Prof Exp	65.00	1,000.00	-935.00	6.5%
Total DRE Expenses	8,864.23	41,260.00	-32,395.77	21.48%
Administrator Expenses				
PER.ADM.01 - ADM Wages	35,463.40	54,018.00	-18,554.60	65.65%
PER.ADM.02 - ADM UUA Pension	534.24	5,402.00	-4,867.76	9.89%
PER.ADM.03 - ER Payroll Taxes	2,999.00	4,132.00	-1,133.00	72.58%
PER.ADM.04 - ADM Medical	751.04	11,326.00	-10,574.96	6.63%
PER.OFF.05 - Admin Dental	60.00			
PER.ADM.07 - ADM LTDLife Ins	847.09	1,156.00	-308.91	73.28%
Total Administrator Expenses	40,654.77	76,034.00	-35,379.23	53.47%
Music Program Expenses				
Choir Director				
PER.MUS.01 - Choir Dir Wages	8,064.44	17,473.00	-9,408.56	46.15%
PER.MUS.03 - ER Payroll Tax	601.92	1,337.00	-735.08	45.02%
Total Choir Director	8,666.36	18,810.00	-10,143.64	46.07%
Accompanist				
PER.MUS.11 - Accompanist Wages	7,081.18	11,480.00	-4,398.82	61.68%
PER.MUS.12 - Accompanist PR Tax	382.39	878.00	-495.61	43.55%
Total Accompanist	7,463.57	12,358.00	-4,894.43	60.4%
Total Music Program Expenses	16,129.93	31,168.00	-15,038.07	51.75%
Site Support Staff Expenses				
PER.SIT.01 - Childcare	0.00	6,984.00	-6,984.00	0.0%
PER.SIT.02 - Custodian	7,543.50	8,710.00	-1,166.50	86.61%
PER.SIT.03 - Setup Staff	3,897.06	5,220.00	-1,322.94	74.66%
PER.SIT.09 - AV Specialist	11,112.50	16,750.00	-5,637.50	66.34%
PER.SIT.10 - AV Assistant	0.00	2,125.00	-2,125.00	0.0%
PER.SIT.12 - ER Payroll Taxes	1,051.47	2,378.00	-1,326.53	44.22%
Total Site Support Staff Expenses	23,604.53	42,167.00	-18,562.47	55.98%
PER.MIS.01 - Worker's Comp Ins	7,248.00	1,725.00	5,523.00	420.17%
PER.MIS.02 -Other Personnel Exp	659.38	2,840.00	-2,180.62	23.22%
Total Payroll Expenses	166,853.60	320,673.00	-153,819.40	52.03%
Total Expense	547,751.20	406,673.00	141,078.20	134.69%
Net Ordinary Income	-56,014.76	-406,673.00	350,658.24	13.77%
Other Income/Expense				
Other Income				
Donor Restricted Activity				

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

	<u>Jul 2023 - Feb 2024</u>	<u>Annual Budget</u>	<u>Over/Under Budget</u>	<u>67% of Year % of Budget</u>
Released from Endowed Funds	-4,275.00			
Total Donor Restricted Activity	-4,275.00			
Total Other Income	-4,275.00			
Other Expense				
Grants Awarded by UUFSD	2,150.00			
Board Approved Expenses	28,499.37			
Total Other Expense	30,649.37			
Net Other Income	-34,924.37			
Net Income	<u>-90,939.13</u>			

OTHER BUDGETED LINE ITEMS

Other Expense

LIABILITIES

LIA.OPS.01 - Solar Loans	2,201.64	4,405.00	-2,203.36	49.98%
Total Other Expenses	<u>2,201.64</u>	<u>4,405.00</u>	<u>-2,203.36</u>	<u>49.98%</u>

NET INCOME - GENERAL FUND ONLY

Total Revenues - General Fund ONLY	315,422.98	415,800.00	-100,377.02	75.86%
Total Expenses - General Fund ONLY	187,531.83	411,078.00	-223,546.17	45.62%
Net Income - General Fund ONLY	<u>127,891.15</u>	<u>317.00</u>		

ADMINISTRATOR'S REPORT TO THE MINISTER – February 2024

MEMBERSHIP STATISTICS as of March 7, 2024:

Voting members:	169
Members emeritus:	3
Pledging friends:	11
Friends:	<u>38</u>
Total	<u>221</u>

Notes:

Donna Gerhauser joined as a member.

James Huber, Kelli Gillis, and David Carlson were changed to inactive.

SUNDAY ATTENDANCE:

Date	In Person	Via Zoom	Via YouTube	Total
2/04/2024	84	12	21	117
2/11/2024	80	20	0	100
2/18/2024	56	15	17	88
2/25/2024	79	15	17	111

PERSONNEL:

SITE RENTALS:

N/A

Respectfully submitted,

Ivey Merrill, Congregational Administrator

Unity Consulting
a program of Unity Church of St. Paul
733 Portland Avenue
Saint Paul, MN 55104
651-271-7666; www.unityconsulting.org

CONTRACT FOR CONSULTING SERVICES

- 1. Introduction.** Agreement dated February 1, 2024, by and between Unity Church of St. Paul, and the Unitarian Universalist Fellowship of San Dieguito (UUFSD), 1036 Solana Drive, Solana Beach, CA, 92075, (the Client).
- 2. Consultant(s).** Unity Church, through its program of Unity Consulting, will provide the services of experienced consultant, D. Ohlandt (the Consultant), who will furnish the specific consulting services described in Section 3. It is understood that the Client has communicated directly with the Consultant to set the specific Services (Section 3), Supplies Client Will Provide (Section 4). Term of Agreement (Section 5), and Compensation (Section 6).
- 3. Description of Services.** During the term of this Agreement, the Consultant will furnish consulting services and advice as requested by a designated representative of the Client. Specifically, the Client wishes to conduct an Appreciative Inquiry (AI) with the congregation to inform its development of values, mission and ends statements. Specific products to be provided by the Consultant in this process:
 - One or two 1-hour Zoom conferences with Rev. Ellie to plan Minister-led listening sessions with fellowship/congregation to extend and elaborate on previous Appreciative Inquiry (AI) work facilitated by Board and Minister. These listening sessions will be structured to engage small groups of congregants in facilitated discussion of specific components of Nested Bowls work. (For example, this session could focus on a) moral owners, b) current identity, or c) short-term visioning 1-3 years). Board trustees will attend the listening sessions as observers.
 - A “nested bowls” retreat, led by the Consultant and attended by board and Minister tentatively scheduled for Saturday April 6 from 9:00a.m. to 3:00p.m. and Sunday April 7 from 12:00n to 4:00 p.m., to discern and articulate values, mission and ends from the AI workshop data. Retreat most likely in-person.
 - A basic protocol for bringing the draft values, mission and ends out to the congregation for reaction and feedback.

The Consultant will coordinate with designated representatives of UUSFD to develop the specific agendas and materials for all products described above.

All materials that Client needs to use and copy to run the AI sessions will be licensed to UUFSD under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 United States License found at <http://creativecommons.org/licenses/by-nc-sa/3.0/us/>.

- 3. Supplies Client Will Provide.** UUFSD will provide the following supplies for both on-site visits to fulfill this contract:

 - Flipchart with paper and markers
 - Copies of all required handouts
- 4. Term of Agreement.** These services will be delivered on the dates as specified in Section 3. The Consultant will be available to the UUFSD Board for planning and related debriefing and advice during the Term of Agreement from February 1, 2024 through April 30, 2024.
- 6. Compensation and Billing.** In consideration for these services the Client agrees to pay a total consulting fee of \$4,150.00 for the services provided by the Consultant under this Agreement. Following the completion of Zoom meetings with the Minister, Unity Consulting will bill the Client for half the specified consulting fee and related expenses (see Section 7). Following the “nested bowls” retreat, Unity Consulting will bill the Client for the second half of the specified consulting fee and related expenses (see Section 7). Fees and related expenses will be submitted within fifteen (15) days of being incurred and will be payable within fifteen (15) days of receipt of the bill.
- 7. Reimbursement of Travel and Direct Expenses.** In addition to the consulting fee, the Client agrees to reimburse the Consultant’ travel, meals, and lodging expenses for normal travel to and from the consulting site, and other direct expenses such as copying, supplies if provided by the Consultant, or other materials used in connection with the services described in this Agreement. Reimbursement for travel and direct expenses shall be made on the basis of itemized statements submitted by Unity Consulting on behalf of the Consultant and including, wherever possible, actual receipts or other reasonable evidence of expenditure.

8. Independent Contractor Status and Taxes. The Consultant shall perform this Agreement in an independent capacity and not as an employee or agent of UUFSD. Unity Consulting and the Consultant shall retain the right to perform services for others during the term of this Agreement. Unity Consulting and the Consultant are independently responsible for the payment of all applicable taxes and shall indemnify and hold harmless UUFSD from liability for same.

Laura Park, Managing Director, Unity Consulting; date

[name and title of authorized agent, UUSFD; date]