

2024-06-02 UUFSD BOARD MEETING MINUTES  
FOUNDERS HALL, 12:10 p.m.- 2:20p.m.

**Present:**

Mary Anne Trause, President  
Andi McLeod, Vice President  
Livia Walsh, Secretary  
Sarah Miller, Treasurer  
Julia Darling  
Rich Macdonald  
Pam Parker  
Rev Ellie Kilpatrick, non-voting member

**Guests:** Lisa Shaffer, Angie Knappenberger, Chris Byrnes, Susan Hahm, Wenda Alvarez

**I. Consent Agenda All Approved**

1. 2024-05-05 Board Meeting Minutes **Approved**
2. Renew Music Director's Contract **Approved**
3. Renew Custodian's Contract including landscape services **Approved**
4. Rental agreement for use of Hall to Square Dance Group **Approved**
5. Funds \$500-\$1000 for cable conduits for Hall **Approved**
6. DREF revised job description **Approved**
7. DREF Search Com request for \$500 for search related expenses **Approved**
8. Buildings and Ground request for \$520 for tree removal **Approved**

**II. Reports and Updates**

1. Article II Task Force Report, Chris Byrnes
  - a. 88 ballots received; 9 abstentions, votes to support new text 23; No votes 56
  - b. Board approved publication of results
  - c. 2024 Delegates to GA will be appointed by the task force
2. Capital Campaign Report, Lisa Shaffer
  - a. The Campaign exceeded its goal of \$1.1 million and raised \$1.117M
  - b. Angie and Lisa will follow-up throughout the year. Sarah and Rich will send out reminders and post on Breeze as pledges come in
3. Membership Task Force Report, Rich Macdonald
  - a. The task force met 3 times and identified several strategies to increase membership

b. No further meetings are planned.

4. Minister's Report (ref Appendix)

- a. Reported a busy year for the Fellowship; Lay leaders are tired.
- b. Questions if we need to change our structure to meet the needs of the Fellowship. Issue to be placed on future agenda.
- c. Requests someone to approve Tristan's hours for the temp agency in Rev Ellie's absence.

**ACTION: Mary Anne to approve Administrator's hours in the Minister's absence**

- d. Interfaith Initiatives re Israel-Palestine: an Imam was targeted at a local university. The interfaith clergy sent letters to the university.

**ACTION: Rev Ellie to put an article in the newsletter this week about this issue.**

1. DREF Report: (ref appendix)

2. Religious Education, Susan Hahm

- a. RE is requesting space in the admin building for the Youth. The Board approved the request but there is no designation of which space will be used for the Youth
- b. The AB 520 P&P is completed.

**ACTION: Livia to communicate with Nancy. Approval date is April to replace the P&P that is already on the website. Action Completed 06-04-2024**

3. Treasurer Report Financials (ref appendix)

- a. We are in good financial shape as we have a surplus this fiscal year
- b. Recommends that we move some surplus and unrestricted net assets to Board designated reserves
- c. The Treasurer proposed to move \$10K to program reserve to cover potential expenses not otherwise accounted for. **Approved**

4. Administrator's Report (ref Appendix)

**5. Congregational Meeting, June 9<sup>th</sup>**

- a. Secretary to assure a quorum is present for voting purposes.
- b. For the Board nominations the Nom Com will conduct the election and report the number of in-person and zoom votes to the secretary to record. This will be a public vs. anonymous vote
- c. The Secretary and President will count all other voting which will be a public vote. Rich Macdonald will count the zoom votes and report to the Secretary to record

### III. DISCUSSION AGENDA

#### 1. DREF Job Description and Compensation

- a. Edits were made in the job description and will be included in the final version to be published June 3<sup>rd</sup>. **Approved**
- b. New DREF Compensation: \$30-\$35

**Discussion:** The DRE search committee, after reviewing the amount budgeted for this position in comparison to other non-professional positions, determined that we were under funding this position. The UUA guideline's range is \$29-\$37/hour.

**Decision:** The Board approved the position at a range of \$30-\$35 per hour with prorated benefits. The Treasurer acknowledged that this increase can be achieved in the 2024-2025fy budget. **Approved**

#### 2. Current DREF position (Rose's position):

**Discussion:** This issue was discussed in the previous Board meeting. At that time it was decided that the Minister, RE Chair and the DREF were to meet to decide details of this proposal and report back to the Board prior to this meeting today. This did not occur. Many Board members opposed the proposal.

**Decision:** The RE chair proposed that the potential consulting position details will be worked out at the RE retreat in July. In the interim the new DREF job description will be posted on June 3<sup>rd</sup> by the search committee.

**ACTION:** The details for a proposed RE consultant position will be developed in the RE retreat and a report will be sent to the Board.

#### 3. Capital Campaign request

**Discussion:** The Contractor for Admin building remodel will be requesting the additional 10% contingency as originally stated in the contract in the amount of \$31K.

The source for the amount had not been considered by the Capital Campaign committee or Board. The Finance committee said it needs to be from the capital campaign fund not operational funds. The Capital Campaign committee objected. A proposal was made to compromise and take \$17K from capital campaign and the remainder from operational

expenses. Alternatively, a proposal was made to take \$31K out of Capital Campaign funds and raise additional funds as we begin the future projects.

**Decision:** The Board approved \$31K to be taken from the Capital Campaign funds

**Discussion:** There has been no previous discussion regarding the need for furniture for the newly remodeled Admin building. Furniture — meaning anything not permanently installed – should not be taken from the Capital Campaign Fund.

**Decision:** A task force to assess furniture purchase was created with Greg Brown as the coordinator. A proposal was made to possibly create fundraising actions or request in kind donations. **Approved**

## 5. Scheduling:

- a. Tuesday July 9<sup>th</sup> 5:30 Board Meeting. The in-coming Board president, Wenda Alvarez was present and agreed to this date. She will notify Larry Jones, new Board member.
- b. Executive session to review the Minister's end of year evaluation is on Tuesday June 11<sup>th</sup> at 5:30 via zoom

## Appendix:

Minister's Report  
DREF Report  
DREF revised Job Description  
Financials  
Administrator's Report

Minutes taken and submitted by Livia Walsh, Secretary



## Director of Religious Exploration and Fellowship

Unitarian Universalist Fellowship of San Diego

Solana Beach, California

June 2024

### Leadership Profile: Director of Religious Exploration and Fellowship

In the heart of sunny Solana Beach, just north of San Diego, is a [Unitarian Universalist congregation](#), where the warmth of community and the spirit of inclusivity have long been cherished. Like many religious communities, we have faced our share of challenges in the wake of the COVID-19 pandemic. As we look to the future with hope and determination, we invite you to join us on a journey of renewal and transformation as our Director of Religious Exploration and Fellowship.

**Our Story** is one of resilience and hope in the face of adversity, we remain steadfast in our commitment to our Unitarian Universalist values – values that celebrate diversity, embrace curiosity, and affirm the inherent worth and dignity of every individual. Under the [leadership of Reverend Ellie Kilpatrick](#), our community is committed to continue to grow its membership, including, importantly, families who want to introduce their children to liberal religious exploration.

Inspired by our Unitarian Universalist (UU) principles and values, **we are** a vibrant congregation that aspires to and promotes both locally and globally: love, spiritual growth, service, right relations, and sustainable living. We welcome all races, genders, sexualities, and spiritual backgrounds. Love and fellowship are the heart of our congregation.

**We Envision** Sunday activities buzzing with excitement, as children gather to learn and grow in an atmosphere of joy and curiosity. We picture a youth group that empowers young people to become agents of change in their communities, to stand up for justice and compassion. We envision a coming-of-age program that sparks meaningful exploration, fosters deep connections, and nourishes the soul. This vision drives us forward – to continue to be a vibrant, thriving community where all are welcome, all are valued, and all are inspired to live out their values in the world.

**The Mission** of the Religious Exploration and Fellowship Program at UUFSD is to:

- Foster a community of love, listening, acceptance, and belonging;
- Grow a religious and moral foundation for honoring and supporting life's seasons, joys, and challenges;
- Provide a knowledge of Unitarian Universalism and exploration of other religions;
- Recognize our social justice responsibility to the greater world community and our planet;
- Offer opportunities and resources for personal, spiritual, and congregational growth.

**The Role:** As our Religious Exploration Director, you will steward this vision. You will have the opportunity to collaborate with our dedicated volunteers, engage with our diverse congregation, and lead with creativity, compassion, and courage. You will be supported by a loving community that celebrates your gifts.

**Supervision:** Reports directly to the Minister.

**Compensation and Hours:** This is a half-time, non-exempt position (20 hours/week). Salary: \$30.00 to \$35.00 per hour *and includes prorated benefits and professional expenses.*

**Desired Start Date:** August 2024

**How to Apply:** If you are interested in our vision and excited by the opportunity to lead with purpose and passion, we want to hear from you. **Please submit a resume and cover letter outlining your qualifications, relevant experience, and vision for religious education to [jobs@uufsd.org](mailto:jobs@uufsd.org).**



## **Director of Religious Exploration and Fellowship**

Unitarian Universalist Fellowship of San Diego

Solana Beach, California

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**Position Summary:** As the Director of Religious Exploration and Fellowship (DREF), you will play a pivotal role in shaping and implementing our religious exploration (RE) program, focusing on developing engaging and enriching experiences for children and youth – consistent with the principles of Unitarian Universalism as well as the mission, values, and purposes of UUFSD. In this role, you will work closely with our minister, religious exploration committee, and larger congregation to develop and facilitate educational opportunities for children and youth that promote spiritual growth, social justice, and community involvement. This position offers a unique opportunity to make a meaningful impact on the lives of our members and contribute to the revitalization of our congregation.

### **Responsibilities to Accomplish or Delegate**

#### **Recruitment, Training, and Supervision**

- Recruit and train on safety, curriculum and classroom management:
  - Childcare staff for Sunday mornings and other all-ages events
  - RE volunteers (teachers and assistants) for our Sunday morning children and youth programming
  - Mentors and leaders for our “Coming of Age” and Our Whole Lives “OWL” youth programs
- Work closely with RE committee members to fulfill the goals and the annual plan of the RE program
- Support RE teachers and assistants as needed with training, supplies, scheduling and troubleshooting
- Actively cultivate relationships with visitors and prospective members with children/youth

#### **Programming**

- Design and implement the “Time for All Ages” and other multi-generational aspects of Sunday services in coordination with the Minister and Worship Committee
- Curate/create and implement thematic weekly Child and Youth (K-12) Programming, in coordination with the RE Committee
- Stay current with UU education initiatives through participation in training workshops, cluster networking, and relevant conferences
- Organize all-ages fellowshiping events in coordination with the Minister and RE Committee as needed

#### **Communication**

- Meet and greet children, youth, and their families; welcome and orient visitors and new members with RE orientation materials.
- Publicize the RE program by submitting RE Program information to UUFSD's newsletters, e-bulletins, UUFSD digital media, and broader North County San Diego community publications
- Attend ongoing RE Committee meetings, staff meetings, and other relevant meetings as needed.
- Submit monthly reports to the Board of Directors
- Write an Annual Report for your program areas prior to each Annual Meeting
- Be familiar with our contract with Sandy Hill Preschool and maintain a friendly relationship with Sandy Hill personnel, coordinating communication through the Office Administrator, our designated liaison with Sandy Hill

#### **Administration**

- Ensure and be responsible for documentation that Safe Congregation procedures, as specified in UUFSD P&P 520 Child and Youth Protection Document, is in place and being followed
- Ensure the maintenance of registration, attendance records and files of completed activities and programs
- Ensure that materials and equipment are available for Sunday sessions
- Ensure that supply purchase receipts are properly submitted for reimbursement



## Director of Religious Exploration and Fellowship

Unitarian Universalist Fellowship of San Dieguito

Solana Beach, California

- 
- Assist RE Committee and Minister to prepare an annual budget and track expenses
  - Be on-site on Sunday mornings to connect with the congregation, supervise programs, and serve as the Person-in-charge and a Mandated Reporter of record (Off duty one Sunday per month)

### Desired Qualifications and Experience

- A commitment to and enthusiasm for liberal religious education and UU principles and values
- Bachelor's degree or lived experience in religious education, youth ministry or community outreach, or in a related field (such as education, social work, religious studies), or equivalent. *Master's degree, UURE credentialing, Seminary, or applicable experience is valued*
- Strong leadership skills. Demonstrated ability to engage others with a sense of enthusiasm, optimism, possibility, and appreciation
- Strong interpersonal relational skills. Demonstrated ability to build, grow and cultivate relationships with and between children, youth and adults
- Strong communication skills. Ability to clearly communicate both orally and in writing, with clear and compelling calls to action
- Ability to develop, plan and execute instructional curriculum with an appropriate scope and sequence for children and youth
- Familiarity with effective, research-based educational practices to serve various styles of learning amongst all age groups
- An articulated philosophy of education
- Knowledge of congregational life or community dynamics
- An open mind, a desire to learn, and the ability to be trained
- Strong computer skills, especially with Google Apps and/or Microsoft Office
- Ability to use multiple modes of education (online, in-person, mixed)
- Social Media expertise is a plus

### APPROVED by Board of Directors June 2024

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the position. Duties, responsibilities, and activities may change, or new ones may be assigned.*

*The Unitarian Universalist Fellowship of San Dieguito is an Equal Opportunity employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*No relocation assistance is offered for this position; candidates not residing in San Diego County, CA will be responsible for relocation at their own expense. Eligible candidates will be able to provide proof of eligibility to work in the United States without support; sponsorship is not available. **Selected candidates will be required to successfully complete a full background check prior to starting work.***

To learn more about our congregation, please visit [UUFSD.org](http://UUFSD.org)

## **Minister's Report**

Rev. Ellie Kilpatrick (she/her)

6/1/2024

Big Picture: It is a chaotic time of year. As we prepare for the end of the fiscal year, we are appropriately focused on the budget, the capital campaign, and big picture questions that have come up. It is an exciting stage for the congregation - and at the same time, I sense that the board and other lay leaders are burned out. A lot of what I'll be focusing on next year is trying to help rebuild lay leadership training programs, and helping us to re-imagine roles in a healthier and more sustainable way.

### Worship and Rites of Passage:

Worship has continued to go well. However, it has been a struggle to get committee members. The members I have asked have all said no so far. With regard to both worship and pastoral care (which is below), these committees have been steadily dwindling. I believe, to an extent, there was so much relief to have a minister again that members have been happy to let that "fall to the minister." I think this is natural given how much effort lay leaders had to put in 2-3 years ago. But it asks the question of whether the structure needs to fundamentally change in order to accommodate the change in volunteer supply.

### Pastoral Care and Presence:

The pastoral care committee is meeting regularly. Unfortunately, all of my personal requests to members to join the committee have been declined.

### Spiritual Development for Self and Others:

There has been a lot of movement with regard to spiritual development. The children and youth program over the summer and next year are planning to use soul matters materials. There is now a search committee and we have a drafted job description for the board to approve. I'm aware that there have been questions about the role that Rose will play. Some are confused as to what the plan is. I will be as clear as I can be: our ideal is being able to find the perfect candidate that can work half time in the position as we envision it. However, I think it very unlikely that we will find a candidate in such a short time. In the absence of a hire, to bridge the gap, Rose has offered to work 10 hours a week for continuity and to help the volunteers not have to shoulder all the responsibilities alone.

For myself, I am planning to spend a good portion of study leave immersing myself in some much needed joy: singing and theater. I also am making an exception to being completely out of congregational affairs so that I can participate in the search committee if we have candidates that apply.

### Social Justice in the Public Square:

I try to stay active with preaching on social justice initiatives. I have also been participating in clergy initiatives around Israel/Palestine. Irv and Livia have started an Israel/Palestine justice team, which I (and Sarah Millsbaugh) will be helping to facilitate.

Administration:

Tristan is mostly doing very well in the role of administrator. There have been a few glitches here and there, but he is very receptive to feedback, and has been diligent when asked to accomplish something. One element for the board to keep in mind is that since we are going through the agency, I have to approve his hours every week. When I am on vacation and study leave, I will not be able to do this. The board needs to designate a person to approve the hours in my absence.

Serves the Larger Unitarian Universalist Faith:

The congregation is in the midst of voting with regard to Article II. I have been incredibly proud of the way this community has been able to disagree with respect and care. I imagine regardless of how the congregational vote (and then the vote at general assembly) goes, there will be major questions about how our faith and congregation changes. The real answer is that only we can decide that. We still have our fabulous congregational polity, and nothing is changing in that capacity!

Leads the Faith into the Future:

I really feel that the board is leading the congregation (and the faith) into the future. I am so proud of the beautiful visioning work that we did together, stretching our ideas of church and who we want to be. This is the future of our faith: precisely what this board is doing. I know that this has been a big year, and we've had a lot on our plates, and I know that the board is tired. AND I want to point out that there were several major congregation specific initiatives, and big picture conversations about our faith - and not once did the congregation face a "controversy" around these. This is because of the wonderful and transparent work that the board has done this year. Thank you.

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ACCOUNT	FY 23-24 BUDGET	FY 23-24 thru May22 Actual	FY 23-24 Projected	FY 24-25 Board Approved Budget	FY 24-25 BOARD APPROVED BUDGET NOTES
<b>REVENUES</b>					
<b>Pledges</b>					
REV.PLG.01 - Pledge Income	326,800	334,154	335,000	321,100	total pledged \$338,000 * 95%
<b>Total Pledges</b>	<b>326,800</b>	<b>334,154</b>	<b>335,000</b>	<b>321,100</b>	
<b>Site Rental</b>					
REV.SIT.01 - Sandy Hill	50,400	49,781	50,400	51,600	\$4,300/m per contract
REV.SIT.02 - Special Events	6,000	4,488	5,000	1,000	Phase II renovations will probably greatly reduce Special Event Income for FY24-25
REV.SIT.03 - Other	0	492	500	0	Can't count on this revenue
<b>Total Site Rental</b>	<b>56,400</b>	<b>54,761</b>	<b>55,900</b>	<b>52,600</b>	
<b>Fundraising</b>					
REV.AUC.01 - Auction	13,000	15,206	15,500	13,000	Mostly Art Fair
REV.FDR.02 - Other	2,400	1,503	1,500	2,250	
<b>Total Fundraising</b>	<b>15,400</b>	<b>16,709</b>	<b>17,000</b>	<b>15,250</b>	
<b>Investment Income</b>					
Interest Income - USBank Savings Account	0	1,834	2,000	2,000	4.5% Interest rate when have at least \$25k in Savings
Investment Income - Vanguard x6320	0	9,537	10,000	11,000	5.5% on \$200k
<b>Total Investment Income</b>	<b>0</b>	<b>11,371</b>	<b>12,000</b>	<b>13,000</b>	
<b>Miscellaneous Revenue</b>					
<b>Contributions to Programs</b>					
REV.CON.01 - Concerts	0	395	395	0	Can't count on this revenue
REV.FNF.01 - Fun&Fellowship	0	202	202	300	Donations at luncheons, etc
REV.SAC.01 - Social Action	0	309	309	0	Can't count on this revenue
<b>Total Contributions to Programs</b>	<b>0</b>	<b>906</b>	<b>906</b>	<b>300</b>	
<b>Other Contributions</b>					
REV.SUN.01 - Sunday Collection	12,000	9,602	10,500	12,000	Includes Donations of Record and misc contributions
REV.MIS.01 - Other	5,200	6,579	6,600	5,000	
<b>Total Other Contributions</b>	<b>17,200</b>	<b>16,181</b>	<b>17,100</b>	<b>17,000</b>	
<b>Total Miscellaneous Revenue</b>	<b>17,200</b>	<b>17,087</b>	<b>18,006</b>	<b>17,300</b>	
<b>Total Revenues</b>	<b>415,800</b>	<b>434,082</b>	<b>437,906</b>	<b>419,250</b>	
<b>EXPENSES</b>					
<b>Committee Expenses</b>					
EXP.BRD.03 - Board Exp	600	352	400	600	For retreats and other expenses - board request is \$600
EXP.COM.03 - Communications Committee Exp	1,900	100	100	1,500	For signage, printing - committee request is \$1500
EXP.END.03 - Endowment Committee Exp	200	0	0	200	For plaques, wire fees, etc - committee request is \$200
EXP.FND.03 - Fundraising Exp	450	1,018	1,018	1,000	For auction software and overhead - committee request is \$450
EXP.MEM.03 - Membership Committee Exp	100	48	48	500	For roses, etc - committee request is \$500
EXP.PCC.03 - Pastoral Care Committee Exp	600	0	0	200	For cards, flowers, etc
EXP.SUN.03 - Worship Committee Exp	5,450	1,602	2,000	5,775	For honoraria - committee request is \$5775
<b>Total Committee Expenses</b>	<b>9,300</b>	<b>3,120</b>	<b>3,566</b>	<b>9,775</b>	

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**Program Expenses**

EXP.FNF.03 - Fun&Fellowship Expenses	2,500	1,865	2,000	2,500	For coffee&food, etc - based on current spending
EXP.MUS.03 - Music Program Expenses	2,000	2,303	2,500	2,000	For print music, streaming permissions, substitutes, etc - committee request is \$2000
EXP.REL.03 - RE Program Expenses	5,900	491	550	5,000	For supplies and trainings - based on current spending - committee request is \$5000
EXP.SAC.03 - Social Action Program Expenses	2,150	3,279	3,500	3,450	For Helping Our Neighbors, UUTheVote, GVP, and Casas de Luz - committee request is \$34!
<b>Total Program Expenses</b>	<b>12,550</b>	<b>7,938</b>	<b>8,550</b>	<b>12,950</b>	

**Operations**

**Administration Expenses**

OPS.OFF.01 - Postage	300	148	150	300	
OPS.OFF.02 - Office Supplies	1,500	439	500	750	
OPS.OFF.03 - Copier	7,400	7,462	7,400	7,400	Per contract
OPS.OFF.04 - Online Subscriptions	2,500	2,258	2,500	2,500	Per bills
OPS.OFF.05 - Phone and Internet	3,250	1,743	2,000	2,250	Per bills + inflation
OPS.OFF.07 - Other	300	120	180	200	Includes \$100 for AUUA membership.
<b>Total Administration Expenses</b>	<b>15,250</b>	<b>12,171</b>	<b>12,730</b>	<b>13,400</b>	

**Finance Expenses**

OPS.FIN.01 - Accounting Fees	10,560	8,679	10,560	10,800	Per contract
OPS.FIN.02 - Credit Card Fees	1,300	1,286	1,400	1,400	Breeze credit card fees
OPS.FIN.03 - Banking Fees	0	18	20	50	For the occasional banking issue
OPS.FIN.04 - Other Finance Expenses	400	120	120	300	CPA consulting fees, supplies, etc
<b>Total Finance Expenses</b>	<b>12,260</b>	<b>10,104</b>	<b>12,100</b>	<b>12,550</b>	

**Site Operations**

OPS.SIT.01 - Property Insurance	6,000	6,954	6,954	7,000	Per bills + extra
OPS.SIT.02 - Real Estate Taxes	4,100	4,066	4,066	4,100	Per bills + extra
OPS.SIT.03 - Gas & Electric	240	130	195	200	Per bills + extra
OPS.SIT.04 - Water	2,800	3,354	3,600	3,000	Per bills + extra (had a leak for a while, so cost overrun this year)
OPS.SIT.06 - AV Maintenance	3,000	4,186	4,186	3,000	Overrun this FY due to board approved purchases
OPS.SIT.07 - B&G Maintenance	12,000	9,872	11,000	20,000	Based on current spending plus new contract for Grounds Maintenance
<b>Total Site Operations</b>	<b>28,140</b>	<b>28,562</b>	<b>30,002</b>	<b>37,300</b>	

**Denominational Expenses**

OPS.DEN.01 - UUA Dues	8,000	8,000	8,000	10,000	FY24-25 Annual Program Fund Fair Share Contribution - request is \$21,455
<b>Total Denominational Expenses</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>10,000</b>	

**Total Operations** 63,650 58,836 62,832 73,250

**Personnel**

**Minister Expenses**

PER.MIN.00 - Minister Housing	90,000	74,361	90,000	90,000	Rev Ellie's housing allowance is pegged at \$90k
PER.MIN.01 - Minister Wages	8,070	6,885	8,070	11,208	Wages includes COLA on entire Salary
PER.MIN.02 - Minister UUA Pension	9,807	7,886	9,807	10,121	10% of Salary
PER.MIN.03 - Minister In Lieu of FICA	7,502	6,215	7,502	7,742	7.65% of Salary
PER.MIN.04 - Minister Medical	0	0	0	0	Rev Ellie is on her partner's health insurance
PER.MIN.07 - Minister LTD & Life Ins	2,100	1,379	2,091	2,000	(106.24 + 68.00) per month
PER.MIN.08 - Minister Prof Exp	8,000	0	0	10,121	UUA recommends Minister Professional Expenses be 10% of Salary
<b>Total Minister</b>	<b>125,479</b>	<b>96,727</b>	<b>117,470</b>	<b>131,192</b>	

**COLA for federal employees for 2024 is 3.2%: 0.032**

**Administrator Expenses**

PER.ADM.01 - Admin Wages	54,018	48,604	52,492	40,768	\$28/hr * 28hrs/wk * 52wks
PER.ADM.02 - Admin UUA Pension	5,402	597	597	0	10% of Salary (Recent admins largely not eligible for pension, hence underrun)
PER.ADM.03 - Admin Payroll Taxes	4,132	3,085	4,016	3,119	7.65% of Salary

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PER.ADM.04 - Admin Medical	11,326	1,158	1,737	8,154	Guestimate at 2% of salary (Denise was not on UUFSD medical, hence underrun)
PER.ADM.07 - Admin LTD & Life Insurance	1,156	1,109	1,109	1,200	
<b>Total Administrator</b>	<b>76,034</b>	<b>54,553</b>	<b>59,950</b>	<b>53,240</b>	
<b>Director of Religious Education Expenses</b>					
PER.DRE.01 - DRE Wages	29,120	15,260	16,481	31,212	(Rose's contract runs 12/4/23- 8/31/24 for \$28/hr * 25hrs/wk * 39wks)
PER.DRE.02 - DRE UUA Pension	2,912	1,456	1,648	3,121	\$28.9/hr * 20hrs/wk * 52wks - includes extra for Rose's 25hr/wk contract ending Aug31
PER.DRE.03 - DRE Payroll Taxes	2,228	953	1,261	2,388	10% of Salary
PER.DRE.04 - DRE Medical	4,000	0	0	5,660	7.65% of Salary
PER.DRE.07 - DRE LTD & Life Insurance	2,000	446	341	644	Estimated Medical + Dental for new hire
PER.DRE.08 - DRE Prof Exp	1,000	359	400	1,000	Estimated LTD & Life Insurance for new hire
<b>Total Religious Education</b>	<b>41,260</b>	<b>18,474</b>	<b>20,130</b>	<b>44,025</b>	
<b>Music Director and Accompanist Expenses</b>					
PER.MUS.01 - Music Director Wages	17,473	12,097	13,064	18,032	Current Salary + COLA (for 15hrs/wk * 25wks = ~\$48/hr). Underrun due to August start da
PER.MUS.03 - Music Director P/R Tax	1,337	808	872	1,379	7.65% of Salary
PER.MUS.11 - Accompanist Wages	11,480	9,680	10,455	11,847	Current salary + COLA (for 6hrs/wk * 52wks = ~\$38/hr)
PER.MUS.12 - Accompanist P/R Tax	878	510	551	906	7.65% of Salary
<b>Total Music</b>	<b>31,168</b>	<b>23,095</b>	<b>24,942</b>	<b>32,165</b>	
<b>Support Staff</b>					
PER.SIT.01 - Childcare	6,984	238	300	5,900	2 persons @\$25/hr * 2hrs/wk * 52wks +14hrs extra
PER.SIT.02 - Custodian	8,710	11,144	15,944	15,600	Contractor \$500/payperiod * 26 payperiods + \$100/pp for grounds keeping
PER.SIT.03 - Set Up Crew	5,220	5,396	5,827	7,250	1 person @\$25/hr * 5hrs/wk * 52wks +30hrs extra
PER.SIT.09 - AV Specialist	16,750	14,225	15,363	22,350	Joe @\$60/hr * 7.5hrs/wk * 47wks +20hrs extra
PER.SIT.10 - AV Assistant	2,125	575	621	1,725	Byrht @\$30/hr * 7.5hrs/wk * 5wks +20hrs extra
PER.SIT.12 - Support Staff P/R Taxes	2,378	2,311	1,692	2,848	7.65% of Support Staff Salary
<b>Total Support Staff</b>	<b>42,167</b>	<b>33,887</b>	<b>39,746</b>	<b>55,673</b>	
<b>Other Personnel Expenses</b>					
PER.MIS.01 - Worker's Compensation	1,725	1,072	1,072	1,100	
PER.MIS.02 - Other Personnel	2,840	1,016	1,100	1,100	Payroll direct deposit fees, A-Check, and Craig's list.
<b>Total Other Personnel</b>	<b>4,565</b>	<b>2,088</b>	<b>2,172</b>	<b>2,200</b>	
<b>Total Personnel</b>	<b>320,673</b>	<b>228,824</b>	<b>264,411</b>	<b>318,496</b>	
<b>Total Ordinary Expenses</b>	<b>406,173</b>	<b>298,717</b>	<b>339,359</b>	<b>414,471</b>	
<b>LIABILITIES</b>					
LIA.OPS.01 - Solar Loans	4,405	2,203	4,405	0	Balance of loans paid off in June 2024 with FY 23-24 surplus
<b>Total Liabilities</b>	<b>4,405</b>	<b>2,203</b>	<b>4,405</b>	<b>0</b>	
<b>BOARD DESIGNATED RESERVES</b>					
RES.SIT.01 - Facilities Reserve	0	0	0	0	Currently at \$50,000 (not quite 2 years of repair & replacement costs)
RES.OPS.01 - Operations Reserve	0	0	0	0	Currently at \$86,000 (not quite 3 months of operations expenses which are ~\$30k/m)
RES.PGM.01 - Programs Reserve	0	0	0	0	Currently at \$6,375 (for unbudgeted program initiatives, seed money for concerts, etc)
RES.MIN.01 - Minister Reserve	0	0	0	0	Currently at \$12,766 (for search, installation, honoraria during sabbaticals, etc)
<b>Total Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Expenses</b>	<b>410,578</b>	<b>300,920</b>	<b>343,764</b>	<b>414,471</b>	
<b>Net Income</b>	<b>5,222</b>	<b>133,162</b>	<b>94,143</b>	<b>4,779</b>	

## BUDGET HIGHLIGHTS

This year, for the first time, we have added an Investment Income section to the budget. Based on projections, we can expect about \$13k in income in FY24-25 from a combination of investment and interest income. This income is largely from the Board-Designated Reserves, which are invested in our Vanguard account.

Committee Expenses - this budget fully funds all Committees per their requested budgets. The exception is the Fundraising (Auction) Committee where we have more than doubled the request. We needed a place to book Auction expenses, and going forward, this will be where they are booked. The Auction budget for next year is based on this year's expenses.

Program Expenses - this budget fully funds all Programs per their requested budgets. The exception is the Fun & Fellowship Program where we do not currently have a chair or even a committee to submit a request. We based the budget for that item on current spending.

Operations Expenses - these expenses are based on current spending. The large increase in the B&G budget is to cover a professional service to come twice a year to do fire prevention and native plant maintenance on our property.

UUA Dues - The Finance Committee and Board are recommending that we budget a contribution of \$10k to the UUA for FY24-25. This is more than last year, but a bit less than half of what is requested as a Fair Share Contribution for this year.

### Personnel

This budget includes

- a COLA of 3.2% for the Minister, the Music Director, and the Accompanist.
- a raise from \$20/hr to \$25/hr for the Setup Staff which is commensurate with the hourly rate for Childcare staff.
- a raise from \$50/hr to \$60/hr for our AV Specialist, which is commensurate with current rates for this specialty.
- a raise from \$25/hr to \$30/hr for our AV Assistant (Byrht is paid at this rate when he subs for Joe).
- an increase from \$28/hr to \$28.90/hr for the new DREF position. Per the UUA, this is the expected minimum rate for this position.
- an increase in hours and responsibilities for the Custodial staff.

Based on a recommendation by our former Admin, Denise Clark, the Admin's hours have been reduced from 35 to 28 hrs/week and will include benefits per our Employee Handbook.

The DRE's contract is a placeholder. Rose will be doing her ministerial internship next year in Walnut Creek, CA. In the mean time, she is helping us to find a new DRE and will continue to work for us part time in order to provide continuity until we can find a new hire.

The Finance Committee and Board are recommending that we use the current budget surplus to pay off the Solar Loans early. This will save the Fellowship about \$1500 in interest payments.

The Finance Committee and Board agreed not to budget anything this year for Board Designated Reserves. Instead, as in the past, we will rely on existing reserves, budget surpluses, and donations for any unexpected expenses. Note that drawing down on our existing reserves will reduce the income we get from investing those reserves, which is an important source of revenue in this budget.

**FY24-25**

**Board  
Approved  
Budget**

**Notes on Board Approved Budget for Fiscal Year 2024-2025**

**INCOME**

Pledges	\$321,100	\$338,000 pledged * 95%
Sandy Hill	\$51,600	\$4,300/m per contract
Other Site Revenue	\$1,000	Phase II renovations will likely reduce special event income
Fundraising	\$15,250	Based on FY23-24 revenues
Investements	\$13,000	A new revenue line item: 5.5% on \$200k in Vanguard + 4.5% Interest on at least \$25k in savings
Sunday Collections	\$12,000	Based on FY23-24 revenues
Other Contributions	\$5,300	Based on FY23-24 revenues
<b>Total Income:</b>	<b>\$419,250</b>	

**EXPENSES**

**OPERATIONS**

Office	\$13,400	Based on FY23-24 + inflation
Finance	\$12,550	Based on FY23-24 + inflation
Facilities	\$37,300	Based on FY23-24 + inflation, includes new contract for Fire Prevention & Native Plant Maintenance
<b>Total Operations:</b>	<b>\$63,250</b>	

**COMMITTEES**

\$9,775 Board, Communications, Membership, Pastoral Care, Planned Giving, Stewardship, Worship

**PROGRAMS**

\$12,950 Programs: \$2.5k Fun&Fellowship; \$2k Music, \$5k RE; 3.45k SAC

**PERSONNEL**

Minister	\$131,192	Current Salary + 3.2% COLA
Administrator	\$53,240	\$28/hr * 28hr/wk * 52wks/yr + PRTax + benefits
Religious Education	\$44,025	New Hire at \$28/hr * 20 hrs/wk * 52 wks + PRTax + benefits + extra to finish out Rose's current contract
Music Director	\$19,412	Current Salary + 3.2% COLA (for 15hrs/week * 25wks = ~\$48/hr) +PRTax
Accompanist	\$12,753	Current Salary + 3.2% COLA (for hrs/week * 52 weeks = ~\$38/hr) +PRTax
AV technicians	\$25,917	(7.5hrs*47wks*\$60/hr)+(7.5hrs*5wks*\$30/hr) +20 hrs extra each +PRTax
Setup Crew	\$7,805	1 person*5hrs*52wks*\$25/hr +30hrs extra +PRTax
Childcare	\$6,351	2 persons @\$25/hr *2hrs/wk *52wks +14hrs extra +PRTax
Custodian	\$15,600	Contractor \$600/payperiod *26 payperiods
Other Expenses	\$2,200	Liability insurance, background checks, job postings, direct deposit fees
<b>Total Personnel:</b>	<b>\$318,496</b>	

**OTHER**

Liabilities	\$0	Balance of loans paid off in June 2024 with FY 23-24 surplus
UUA Dues	\$10,000	Full UUA Annual Program Fund Fair Share request is \$21,455
Reserves	\$0	Facilities and Operations Reserves are currently fully funded
<b>Total:</b>	<b>\$10,000</b>	

**Total Expenses:** \$414,471

**NET INCOME:** \$4,779

## **FY24-25 BOARD APPROVED BUDGET HIGHLIGHTS**

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