

UUFSD Board of Directors Meeting Minutes

Sunday, 10/13/24, 11:30 AM - 1:40 PM | Location: UUFSD, Founders' Hall

Board Members Present:

Wenda Alvarez, President
Andi MacLeod
Larry Jones
Pam Parker
Julia Darling
John Drewe, Secretary, Non-voting member
Rev Ellie, Minister, Non-voting member

Board Member(s) Absent:

Mary Anne Trause, Vice President
Livia Walsh
Sarah Miller, Treasurer, Non-voting member

Guest(s) Present:

Jon Luft, Chair, Dream Builders Committee

- Chalice Lighting Wenda Alvarez

I. Consent Agenda - **ALL APPROVED**

- A. Board Meeting Minutes 2024-09-08 **Approved**
- B. Congregational Meeting Minutes 2024-06-09 (document in Board Drive) **Approved**
- C. Financial Reports: April, May 2024 (document(s) in Board Drive) **Approved**
- D. Copier Supplies and Maintenance Contract (document in Board Drive) **Approved**
- E. Congregational Meeting: **Sunday, Jan. 26, 2025** **Approved**
- F. Annual Meeting: **Sunday, Jun. 22, 2025** **Approved**

II. Reports and Updates

- A. Minister's Report (document in Board Drive) Rev. Ellie

Minister to use **professional expenses** for coaching on organizational skills. Monies allotted for this are already available in the budget.

Office Space: Operational and administration challenges include minister's lack of privacy. An annoyance example is AED battery alarm beeps constantly. (*Wenda noted that on Oct. 6, Tristan indicated he has a plan to resolve AED issue.*)

- B. DREF Report (document in Board Drive) information only

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C. CA SB 553: Workforce Violence Prevention Plan Larry Jones

D. Leadership Council Report Rev. Ellie

First meeting 9/29/24. Topics reviewed included reconsideration of space allocated to youth from front of Administrative building to internal work area. Congregational scheduling will be Council's next meeting on 10/20/24

E. Capital Improvement Project

1. Phase 2 (document in Board Drive) information only

2. Classroom Flooring Wenda Alvarez

Sandy Hill requested changes to materials and indicated this project is on a back burner. Installation will **not be before Dec. holiday break.**

III. Discussion Agenda

A. Capital Improvement Project

1. Admin Building: Contractual issue. Discussion in Executive Session. Larry Jones

2. Space Utilization

Discussion: Administration Building construction seriously impacts available meeting and event space. Discussed double-booking challenges. Examples: 1. Environmental Justice activities scheduled at same time as Art Club and 2. Worship Associate training scheduled same time as Pink Flamingo event.

ACTION: Rev. Ellie training Congregational Administrator to be alert to possible conflicts and facilitate communications as needed.

B. REF Program Funding Request(s) (document in Board Drive)

Wenda introduced the funding request noting that two proposals were submitted for independent review. Rev. Ellie prefers project-by-project Board approval for anything over \$500. Wenda suggested that since the minister and DREF have responsibility for all programs, presenting a budget extending through 6/30/24 may be more efficient. Historical context: RE Chair Susan Hahm submitted a comprehensive budget in the Spring. It was not fully funded.

1. **Coffee house Proposal** - \$605.00

Discussion: Concerns expressed over startup costs that may not fully consider storage issues and existing UUFSD materials. Rev. Ellie supportive of proposal.

ACTION: Rev. Ellie will request that Heather reach out to UUFSD community for assistance with planned purchases.

APPROVED: up to \$545 to be funded from RES.PGM.01 - Program Reserve

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2. **Christmas Pageant Proposal** *not discussed*

- C. **PP-430-Religious-Exploration:** updated to simplify, Bylaws compliance (document in Board Drive) *Pulled from Consent Agenda*

Larry noted that PP-430 should read that **minister and the Director of Religious-Exploration and Fellowship** are both accountable for the curricula.

- D. **Financial Reports: Brief review, approval consideration** *not discussed, Sarah Miller absent*

Not previously submitted to Board: June (year-end), July, Aug, Sep

- E. **Annual Priorities (from Retreat): Next steps (Retreat Minutes in Board Drive)** Wenda Alvarez

Four priorities reviewed briefly.

Summary of What Goals Will Be Prioritized

- Growth and engagement in **DREF programs**; prioritizing needs of children and families
ACTION: Rev. Ellie and DREF will develop and implement a program. No Board involvement needed at this time.
- Creative, effective innovative and playful management of cap projects and congregation life during capital project
- Integrate mission into congregational life including consideration of existing mission and affirmation.
- Improve our governance. Journey to an effective model of governance

IV. **Executive Session:** Contract and HR matters.

V. **Board Scheduling and Administrative**

- A. Next Board Meeting: Sunday, Nov. 10, 11:30 AM
- B. Nov. Board Mtg - Discussion Agenda: Committee Board Liaisons
- C. Executive Session - Date TBD: Topic(s) include Administration Building

VI. **Extinguish Chalice/Close Meeting**

Wenda Alvarez

Attachments

1. PP-430-Religious-Exploration
2. Copier Supplies and Maintenance Contract
3. Financial Reports: April, May 2024
4. DREF Report
5. DREF Coffee House Proposal

Minister's Report

Rev. Ellie Kilpatrick (she/her)

10/13/2024

Big Picture: The big picture of the congregation is definitely a mix of excitement and anxiety. This is not surprising, given our proximity to the election, upcoming renovations, and the joy that comes with having an increase in newcomers and families lately. In the background of all this, the board is aware that my time is needing to be more focused and intentional to allow for my health issues to stabilize. As I navigate the issues around my reduced energy and brain fog, I've been trying to prioritize supervision of Tristan, and keeping myself as organized as possible. More information on that is included under administration.

Worship and Rites of Passage:

Worship is continuing to go well. As I mentioned to the board earlier, I'm aiming to make worship a little less writing for me during the month of October. This week's service is using resources from the UUA's climate revival, and next week will be an animal blessing. I'm also holding a training for worship associates this weekend. The next few weeks will be a good opportunity to test the waters of creativity in worship, which I imagine we'll need to tap into again when construction begins.

Pastoral Care and Presence:

I have spent a fair amount of time with Mary Lou Schultz since Ken's passing, and helping to coordinate for his celebration of life. His passing has highlighted that, although volunteers have stepped forward to coordinate this celebration of life, we need to have a point person who can coordinate the non-worship element of celebrations of life. I have reached out to a few people in hopes that they might be willing to join in this role.

Spiritual Development for Self and Others:

Heather has hit the ground running with the younger generations and their parents. Her report can speak for itself. I have started quarterly "new to UU" classes with Betsy, and I am working with the sacred circle facilitators monthly.

Social Justice in the Public Square:

The Palestine Israel Justice team and I held an event last weekend, showing 1948. There were no protesters and it was a deeply meaningful event. We are considering how to move forward with this group, but in education and in potential advocacy.

Administration:

This is the area that I know the board is most anxious about (understandably). As my health issues have continued to be a struggle, I have been trying to prioritize supervision of Tristan, and attempts to keep myself more organized. One change I have made is that starting on Monday, I will be seeing an organizational coach weekly. I intend to use professional expenses towards this, as my primary focus for coaching will be organizing myself in conjunction with ministry (as opposed to outside of ministry organizational concerns). With regard to Tristan, we

are having supervisory check ins several times a week to help him stay on top of his work. I am happy to discuss this in more detail with the board, but that should be in executive session. I will add that the library, which is currently our office, is currently a very challenging place to work effectively and without distraction. If the admin building takes another hit with regard to time, I may ask the board to brainstorm ways for the staff to operate outside of the library.

Serves the Larger Unitarian Universalist Faith:

This has not been our priority this month, and that's ok! We will be doing a follow up on article II with the congregation, and I have given a sermon on the subject (why we can move forward with both the principles/sources and the values in relationship with one another).

Leads the Faith into the Future:

I genuinely believe that this is the year where we have incredible opportunities to experiment with "church" outside of church. There is certain to come some anxiety with that, but the role of the board can be to meet that moment (though not the program particularities) with excitement rather than anxiety. The board does not have to spearhead these experiments, but it would be helpful if they show excitement. In the coming year, we will likely run into questions about purview, between the board and the leadership council, and it won't always be clean and obvious. The most important aspect will be establishing clear communication, transparency, and curiosity with one another.

One thing that often comes up with church boards is that we each have a different style and relationship with the "work of the congregation." I invite you all to practice compassionate honesty when an approach doesn't sit well, and an open mind to the diversity of styles that we bring. I'm happy to discuss this further at our meeting, but I would like to see us using "ouch" and "oops" more commonly so we can dive deeply into the ouches together with care.

UUFSD BOARD MEETING . 10/13/24 . RE REPORT

2024-25 RE Theme: Enhance and Build

REGISTRATION

CURRENT REGISTERED FAMILIES: 14

CURRENT REGISTERED CHILDREN: 20

PK-K	1ST-5TH	6TH-11TH	YOUNG ADULT
5	10	5	0

ATTENDANCE

SEPTEMBER GAME NIGHT (8/26/24): 19 (6 Children, 6 Parents, 6 Other members, 1 DREF)

SEPTEMBER WORSHIP ATTENDANCE

	PK-K	1ST-5TH	6TH-11TH	TOTAL
9/1/24	4	3	2	9
9/8/24	2	2	2	6
9/15/24	3	2	4	9
9/22/24	5	4	2	11
9/29/24	2	3	3	8
10/6/24	3	3	2	8

RE PERSONNEL

of Fully Trained/Vetted RE Volunteers: 13

of Partially Trained/Vetted RE Volunteers: 4

of Childcare Employees: 1

of Childcare Employee Applications in process: 2

CURRENT PROGRAMS

Game Night (4th Monday of the month)

Park Picnic & Play (biannual - fall & spring)

Holiday Party (Dec 7)

UPCOMING PROGRAMS

Coffee House & Open Mic Night (2nd & 4th Fridays of the month)

Christmas Pageant (Rehearsals begin November)

Monthly Parent's Night Out (beginning January 1/18)

RE Volunteer Training (TBD)

SOCIAL JUSTICE WORK

JRUU is fundraising to support Voices for Children for the 2024-2025 year. Donations will be collected exclusively through the Coffee House project.



Douglas Paterson Architect
4653 Carmel Mountain Road
Suite 308/305
San Diego, CA 92130

October 10, 2024

Mr. Jon Luft
Mr. Chris Faller
Dream Builders Committee
Unitarian Universalist Fellowship of San Dieguito
1036 Solana Drive
Solana Beach, CA 92075

Re: Unitarian Universalist Fellowship of San Dieguito
Capital Improvement Project, Phase 1, Administration Building
Construction Phase Observations
dpa #22109

Dear Jon and Chris,

I am writing this letter to express my observations and concerns regarding the progress of the construction phase for the Administration Building on the UUFSD campus. I have been meeting periodically with the Contractor since demolition and construction began in December 2023, and I have also been making my own independent site visits for construction observation. I have also been posting progress photos to my Box share-file site for information and reference, and sharing construction progress memorandums with the ownership team.

As you may know, the construction progress for the project has been very slow over the past 11 months. Over the course of the construction there have been issues that I would describe as “uncommon” for a commercial renovation project of this size. For example, I have only received two (2) formal product Submittals for materials/systems that the Contractor proposes to install in the building. One of these submittals (for HVAC systems) was really a substitution, provided without the necessary documentation for my engineering consultants to conduct an appropriate review.

I have received very few formal Requests for Information (in writing) from the Contractor. Most of the questions that I have received have been either verbal or via text message. I have also received very few emails from the Contractor, even to confirm receipt of the distribution of drawings and other project correspondence.

In terms of the construction contract between the Owner and the Contractor, I have not received a detailed breakdown of material and labor costs from the Contractor’s original bid estimate, nor have I received a copy of the Contractor’s construction contract or any of the applications for payment. I have not received a construction schedule for the project, so I do not have any reference to understand when the project will be substantially complete.



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Phase 1, Administration Building - Construction Observation

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From observations taken during my periodic visits to the construction site, and from my interactions with the Contractor, I would like to raise the following concerns:

1. The roof sheathing, roofing membrane, roof flashings, building insulation, and waterproofing systems have not yet been installed on the building. I have not yet received any Submittals related to these systems.
2. The exterior wall sheathing has not been completed on the exterior of the building, and is only present in some areas (mostly shear wall locations). No exterior building paper, lath, or other waterproofing systems have been installed yet on the building (except for limited foundation areas). I have not yet received any Submittals for exterior plaster cladding and/or waterproofing systems.
3. There have not been any exterior doors or windows installed in the building yet. I have not received a Submittal for exterior doors or windows, and/or the waterproofing and flashing systems at the perimeter of exterior openings.
4. There has been an exposed open foundation trench on the north side of the building for months. I have not received any Submittals for the below grade waterproofing system or sub-drainage systems proposed for the exterior wall at this location.
5. The installation of the substituted HVAC system has been observed (refrigerant line-sets, and some ductwork), however these items are not protected from the elements (ducts are not sealed, and line-sets are not sealed).
6. I received a call from the Contractor last week about the interior lighting systems. The Contractor indicated that the specified lighting fixtures were "very expensive." If the Contractor would like to submit a substitution request for alternative lighting products, I will have my electrical engineer review. I have asked the engineer to see if they can propose another more economical linear LED light fixture for Owner review.
7. Electrical power and data conduit pathways and cabling have been installed in some areas of the building. Since the building is not yet "closed-in," these systems continue to be exposed to weather.
8. In July and August of 2024, design work was performed to select the interior and exterior finishes for the building (floor tile, carpet, paint, counter tops, cabinetry, etc.). I have not received any confirmation that these items have been procured yet for installation in the building.
9. I have not received any Submittals for interior millwork/cabinetry, plumbing fixtures, or restroom accessories.
10. I have not received any Submittals for interior or exterior painting products.



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Phase 1, Administration Building - Construction Observation

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11. Since construction began, there was no perimeter construction fencing installed for the project. A 6-foot-high, standard chain-link construction fence was installed in mid-September 2024.
12. "Straw waddle" BMP measures have been installed in some perimeter locations of the site. I cannot confirm if the appropriate City required stormwater BMP's have been installed in all required areas. I recommend that the UUF walk these areas with the Contractor prior to the onset of rainy weather in the coming months ahead.
13. Trash removal from the project has been less than periodic, and a lot of demolition debris and construction waste have been stored on the site for lengthy periods of time. I cannot confirm if construction waste recycling has been occurring, because I have not been copied on C&D receipts by the contractor.

I will continue to make periodic visits to the construction site to observe the progress of construction, to meet with the Contractor, and respond to the Contractor's Submittals and RFI's (if and when these are presented to me).

I would like to reach an understanding with the UUF that the design team cannot be responsible for materials and systems installed in the building that are not in conformance with the permit drawings and specifications, and/or for building systems that have not been reviewed by myself or the engineers of record for the project.

Thank you very much for offering me the opportunity to provide services for this project. If you should have any questions regarding any of the information above, please contact me at your convenience.

Best Regards,

Doug Paterson, AIA
Architect | Principal