

# UUFSD Board of Directors Meeting Minutes

Sunday, 12/8/24, 11:30 AM - 2:20 PM | Location: UUFSD, Founders' hall

## Board Members Present:

Wenda Alvarez, President  
Mary Anne Trause, Vice President  
Livia Walsh  
Andi MacLeod  
Larry Jones  
Julia Darling  
Sarah Miller, Treasurer, Non-voting member  
John Drewe, Secretary, Non-voting member  
Rev Ellie, Minister, Non-voting member

## Board Member(s) Absent:

Pam Parker

## Guest Present:

Jon Luft, Dream Builders Committee

- Chalice Lighting

Wenda Alvarez

## I. Consent Agenda **Approved**

Board Meeting Minutes 2024-11-10

Board Executive Session Meeting Minutes 2024-11-10

Financial Report: Month Ending October 31, 2024

**Reviewed at 11/10/24 meeting but no vote to approve**

Security Kiosk Monitoring: 12/01/24 - 11/30/25. \$1,350 Warranty period ended. Annual fee not included in current budget (document in Board Drive)

Financial: Bookkeeper additional budget for Capital Campaign Tracking, Approx. \$300 thru 6/30/25 (document in Board Drive)

## II. Reports and Updates

- |    |  |                  |
|----|--|------------------|
| A. | Minister's Report (document in Board Drive)  | Rev. Ellie       |
| B. | DREF Report (document in Board Drive)  | information only |
| C. | Congregational Administrator Report (document in Board Drive)                              | information only |
| D. | Reports/Updates: Task Force Facilities Programming (RE Space)<br>(document in Board Drive) | information only |

# UUFSD Board of Directors Meeting Minutes

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## III. Discussion Agenda

- A. **Capital Improvement Project - Admin Building** Jon Luft (document in Board Drive)

Administrative building – Continued progress in construction observed. As of Dec 1, there is \$30,000 left and the contractor indicates that he does not need more money. The roof is secured for rain and waterproofing exterior walls has been completed.

**Action item: Larry and Jon will continue to follow up.**

- B. **Capital Improvement Project - Phase 2** (document in Board Drive) Jon Luft

**Action item: Dream Builders Committee Chair Jon Luft, Architect Doug Paterson and Wenda Alvarez will meet with the city Planning Department on 12/11/24 to the additional parking places (19 total spaces) and sewer trenching.**

- C. **Ministry self-evaluation** Mary Anne Trause

Discussion: Will have congregation evaluation possible workshop done by June. Should be a record beyond categorical thinking from 2019 on workshop before calling of previous minister.

**Approved: Task force to create a tool for ministry self-evaluation by the congregation**

**Action: Follow up on plan and formation of task force by Andi and Mary Anne, who lead the Ministry Self-Evaluation task force.**

- D. **Annual Priorities (from Retreat): Next steps**

- Growth and engagement in DREF programs; prioritizing needs of children and families.
- Creative, effective innovative and playful management of capital projects and congregation life during capital project.

Confirmation: This project falls in Rev. Ellie's area of responsibility. At the Board's

- Integrate mission into congregational life including consideration of existing mission and affirmation.

(Alternative description suggested by Mary Anne: Complete the visioning process with the congregation and have the Values, Mission and Ends adopted by the congregation so that we can integrate them into congregational life.)

- Improve our governance. Journey to an effective model of governance

Rev. Ellie plans to address visioning during her Jan 19 sermon. Andi will plan appropriate follow-up activity involving the whole Fellowship.

- E. **Leadership Council Guidelines (revisions to proposed P&P)** Rev. Ellie  
(document in Board Drive)

## IV. Board Scheduling and Administrative

- A. **Special Meeting - Staff Bonus authorization: Tue. 12/17 by zoom**

# **UUFSD Board of Directors Meeting Minutes**

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- B. Next Board Meeting: Sunday, Jan. 12, 11:30 AM, Founders' Hall
- C. Executive Session or Special Meeting (if needed)

**V. Extinguish Chalice/Close Meeting**

Wenda Alvarez

## **Minister's Report**

Rev. Ellie Kilpatrick (she/her)

12/8/2024

**Big Picture:** The big picture for the congregation is largely related to the outcome of the election. There is both a substantial increase in anxiety within our church system (which is to be expected), but also an increase in dedication and energy. It's been a busy month, with a personal caveat that I had to take a week and a half away for medical leave. December is a chaotic time of year for all of us, and I am aware that anxiety and frustration (especially with regard to any changes) is higher than usual.

### **Worship and Rites of Passage:**

In the month of november, I returned to preaching as normal (with the exception of on Nov 24th, when Rev. Justine graciously stepped in). We also had two celebrations of life. Worship was very well attended in the weeks after the election. This is a time in worship where there is a decent amount of energy and fulfillment.

### **Pastoral Care and Presence:**

This month, I prioritized the planning of two celebrations of life, and substantial amount of time with both families. Although I was not able to actually officiate at the second one, the script and preparations were mine. The family still felt well cared for. In the coming month, my priority is to rebuild a well functioning pastoral care committee.

### **Spiritual Development for Self and Others:**

The RE program is really beginning to thrive. I am in the process of gathering data from members of the congregation so that I can determine a good time of the week for regular adult religious exploration. This will probably begin in January.

### **Social Justice in the Public Square:**

As I mentioned last month, I anticipate that the next few months will be involved with regard to social justice initiatives. We'll need to remember to pace ourselves, find joy, not try to reinvent the wheel, and find partners who are already doing this work. I have been trying to meet with Senator Blakespear with regard to Israel/Palestine and ways we can protect our democracy, though to date she has not responded to my emails. When I begin adult education, my first series will be on Timothy Snyder's "On Tyranny." One thing that I will be going over with the social justice committee, among others, is that some of our communication habits (specifically around organizing) may have to change. Especially if we have names of people from vulnerable communities, we'll want to go above and beyond to protect their privacy.

### **Administration:**

Administration continues to be a top priority for me. I have been working hard with Tristan to supervise him more effectively. I continue my efforts to organize myself as well, as I meet with my coach weekly. Sarah and Tristan are putting together processes sheets so that there is written guidance for the tasks of the administrator.

Serves the Larger Unitarian Universalist Faith:

This is a time for Unitarian Universalists to be together. My local UU colleagues are still planning to get together, both to grieve in community, and to strategize how we can work together in the months to come.

Leads the Faith into the Future:

I am aware that the future of both our congregation and our faith feels very much in flux right now. Between questions around construction to existential questions around democracy, there's a lot at stake for all of us. Part of the way that we move forward is taking a collective breath, and slowing things down when we feel a sense of urgency to act quickly. It will be even more important for us to pause and check in with each other to ensure that we're all on the same page. Most of the time (although of course, not all of the time) urgency is more felt than required. This is a time in our faith in which we are presented with an opportunity to truly be a beacon of hope, pluralism, love, and radical inclusion. The world needs it now more than ever. It may help us to remember this frame as we consider difficult subjects in the months ahead.

# UUFSD BOARD MEETING . 12/8/24 . RE REPORT

*2024-25 RE Theme: Enhance and Build*

## REGISTRATION

CURRENT REGISTERED FAMILIES: 15  
 CURRENT REGISTERED CHILDREN: 24

PK-K	1ST-5TH	6TH-11TH	YOUNG ADULT
6	11	5	2

## ATTENDANCE

UU BREWHOUSE (11/8/24): 15 (4 teens/young adults, 9 guests, 1 childcare worker, 1 DREF)  
 UU BREWHOUSE (11/22/24): 23 (3 teens/young adults, 17 guests, 2 childcare worker, 1 DREF)  
 GAME NIGHT (11/25/24): 15 (children, parents, members)

### NOVEMBER WORSHIP ATTENDANCE

	PK-K	1ST-5TH	6TH-11TH	YA	TOTAL
11/3/24	2	5	3	0	10
11/10/24	2	2	2	2	8
11/17/24	3	5	2	0	10
11/24/24	3	3	2	0	8

## RE PERSONNEL

# of Fully Trained/Vetted RE Volunteers: 15      # of Childcare Employees: 2  
 # of Partially Trained/Vetted RE Volunteers: 4      # of RE Volunteers participating in upcoming training: 2

## PROGRAMMING

Game Night (4th Monday of the month)	UU Brewhouse & Open Mic Night (2nd & 4th Fridays of the month)
Park Picnic & Play (biannual - fall & spring)	Christmas Pageant
Holiday Party (Dec 7)	Monthly Parent's Night Out (beginning January 1/18)
Social Justice Fundraising: Voices for Children	RE Volunteer Training (Dec 15)

## RE COMMITTEE UPDATE

Committee meetings were held on November 3rd and 24th (in lieu of a December meeting.) Items discussed included: UU Brewhouse, Christmas Pageant, Holiday Party, youth spaces in new administration building, JRUU programming, OWL training, social media posting, childcare assistant hiring updates, RE calendaring for upcoming year, and RE storage revamping. Committee is set to meet again in January to discuss upcoming proposed new programs: Parents' Night Out, Cafe Valentino (to combine with UU Brewhouse on Feb 14th), Easter Egg hunt, and garden corner project.

# Treasurer's Report

## Accompanying 11/30/2024 Financial Reports

Sarah Miller, UUFSD Treasurer

### GENERAL FUND

#### P&L and BS DISCUSSION

Nothing of note to report on the November Profit & Loss report.

For the curious: **Other Board Approved Expenses** on this report include Price Self Storage monthly rental fees, new seat cushions in the amphitheater (auction item from last FY), new piano bench (auction item from last FY), reconditioning the piano, replacing 2 toilets, and paying for the Bellino Brothers Landscaping services.

The Balance Sheet currently shows \$178,814.54 in unrestricted net assets. This surplus is due to a combination of the remains of the Covid Grants we received in FY20-21 and FY21-22, and to setting aside funds in FY22-23 and FY23-24 to be able to hire new staff, but that didn't get used at the time.

The Finance Committee has made a recommendation to the Board as to the disposition of a portion of the unrestricted net assets, which is in this month's consent agenda.

#### SPECIAL COLLECTIONS REPORT

On December 1, we held a Generosity Sunday for our Social Action program Helping Our Neighbors. To date, our records show that we have received \$581 for that special collection.

We are currently collecting for our annual Holiday Baskets drive. The Giving Tree for the Guatemalan Families that we support, and for staff bonuses. We will have our annual special collection for Casas de Luz at the Christmas Eve service.

#### FUND RAISING REPORT

Nothing new to report.

### CAPITAL FUND

Our bookkeeper was asked for and has provided an agreement letter that includes terms for booking the Capital Fund according to GAAP standards. This will be in addition to her ongoing agreement to keep our books and do our payroll. This agreement is in this month's Consent Agenda.

#### CAPITAL FUND (from 11/30/24 P&L and Balance Sheet)

FND.CAP.01 - Capital Fund	\$ 686,183.41 (equity account)
REV.CAP.01 - Capital Fund	\$ 152,307.86 (income account)
<u>EXP.CAP.03 - Capital Fund</u>	<u>\$ 50,826.62 (expense account)</u>
Net Income as of 11/30/24	\$101,481.24

## CAPITAL CAMPAIGN PHASE 2 PLEDGE DRIVE as of 11/30/24

The Capital Campaign Phase 2 Pledge Drive is tracked in Breeze.  
As of this date, we have a total of \$643,600 pledged from 37 donors

\$ 95,943.55 was collected last FY

\$116,300.00 has been collected this FY (and booked to REV.CAP.01 - Capital Fund)

\$212,243.55 total collected to date

## DREAMBUILDERS

Here's where the Capital Funds have been spent during the period from 7/1/2023 – 9/30/2024

California Coastal Commission	\$1,471.00
Chris Kolb General Contractor	\$221,373.50
City of Solana Beach	\$12,619.74
Data Pro Mapping Solutions	\$190.00
Del Mar Blueprint	\$1,092.23
Douglas Paterson Architect	\$144,455.82
Geogrid RWS Inc	\$3,885.65
San Diego Testing	\$2,275.00

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

	Jul 2024 - Nov 2024	Annual Budget	Over/Under Budget	42% of Year % of Budget
Ordinary Income/Expense				
Income				
Assets Released From Restriction				
From Endowed Funds	2,000.00			
Total Assets Released From Restriction	2,000.00			
Revenues				
Pledges				
REV.PLG.01 - Pledge Income	141,715.08	321,100.00	-179,384.92	44.13%
Total Pledges	141,715.08	321,100.00	-179,384.92	44.13%
Site Rental				
REV.SIT.01 - Sandy Hill	21,625.00	51,600.00	-29,975.00	41.91%
REV.SIT.02 - Special Event	5,343.79	1,000.00	4,343.79	534.38%
REV.SIT.03 - Other	3,698.00	0.00	3,698.00	100.0%
Total Site Rental	30,666.79	52,600.00	-21,933.21	58.3%
Fundraising				
REV.AUC.01 - Auction	803.00	13,000.00	-12,197.00	6.18%
REV.FDR.02 - Other	110.00	2,250.00	-2,140.00	4.89%
Total Fundraising	913.00	15,250.00	-14,337.00	5.99%
Contributions to Programs				
REV.CON.01 - Concerts	40.00	0.00	40.00	100.0%
REV.FNF.01 - Fun & Fellowship	0.00	300.00	-300.00	0.0%
REV.SAC.01 - Social Action	600.00	0.00	600.00	100.0%
Total Contributions to Programs	640.00	300.00	340.00	213.33%
Contributions to General Fund				
REV.SUN.01 - Sunday Collection	4,167.87	12,000.00	-7,832.13	34.73%
REV.MIS.01 - Other	1,531.73	5,000.00	-3,468.27	30.64%
Total Contributions to General Fund	5,699.60	17,000.00	-11,300.40	33.53%
Contributions to Other Funds				
REV.END.01 - Endowment Fund	100.00			
REV.CAP.01 - Capital Fund	152,307.86			
REV.CDL.01 - Casas de Luz	22,447.03			
REV.CHF.01 - Coffee House Fund	209.84			
REV.DBN.01 - DeBenneville Fund	103.60			
REV.LIB.01 - Library Fund	3.40			
REV.SPC.01 - Special Collection	400.35			
Total Contributions to Other Funds	175,572.08			
Investment Income				
Bank Acct Interest	1,339.79	2,000.00	-660.21	66.99%
Vanguard x2001 Income	5,031.85			
Vanguard x6320 Income	2,111.69	11,000.00	-8,888.31	19.2%
Total Investment Income	8,483.33	13,000.00	-4,516.67	65.26%
Total Revenues	363,689.88	419,250.00	-55,560.12	86.75%
Total Income	365,689.88	419,250.00	-53,560.12	87.23%
Gross Profit	365,689.88	419,250.00	-53,560.12	87.23%
Expense				
Operations Expenses				
Office				
OPS.OFF.01 - Postage	93.75	300.00	-206.25	31.25%
OPS.OFF.02 - Office Supplies	372.95	750.00	-377.05	49.73%
OPS.OFF.03 - Copier	3,471.55	7,400.00	-3,928.45	46.91%

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OPS.OFF.04 - eSubscriptions	1,313.37	2,500.00	-1,186.63	52.54%
OPS.OFF.05 - Phone & Internet	950.25	2,250.00	-1,299.75	42.23%
OPS.OFF.07 - Other Expenses	0.00	200.00	-200.00	0.0%
<b>Total Office</b>	<b>6,201.87</b>	<b>13,400.00</b>	<b>-7,198.13</b>	<b>46.28%</b>
<b>Finance</b>				
OPS.FIN.01 - Accounting Fees	4,000.98	10,800.00	-6,799.02	37.05%
OPS.FIN.02 - Credit Card Fees	661.57	1,400.00	-738.43	47.26%
OPS.FIN.03 - Bank Fees	0.00	50.00	-50.00	0.0%
OPS.FIN.04 - Other Expenses	0.00	300.00	-300.00	0.0%
<b>Total Finance</b>	<b>4,662.55</b>	<b>12,550.00</b>	<b>-7,887.45</b>	<b>37.15%</b>
<b>Site</b>				
OPS.SIT.01 - Insurance	0.00	7,000.00	-7,000.00	0.0%
OPS.SIT.02 - Real Estate Taxes	2,033.97	4,100.00	-2,066.03	49.61%
OPS.SIT.03 - Gas & Electric	50.00	200.00	-150.00	25.0%
OPS.SIT.04 - Water	1,848.11	3,000.00	-1,151.89	61.6%
OPS.SIT.06 - AV Maintenance	70.37	3,000.00	-2,929.63	2.35%
OPS.SIT.07 - B&G Maintenance	3,717.96	20,000.00	-16,282.04	18.59%
<b>Total Site</b>	<b>7,720.41</b>	<b>37,300.00</b>	<b>-29,579.59</b>	<b>20.7%</b>
<b>Total Operations Expenses</b>	<b>18,584.83</b>	<b>63,250.00</b>	<b>-44,665.17</b>	<b>29.38%</b>
<b>Denomination Expenses</b>				
OPS.DEN.01 - UUA Dues	10,000.00	10,000.00	0.00	100.0%
<b>Total Denomination Expenses</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Committee Expenses</b>				
EXP.BRD.03 - Board Exp	211.49	600.00	-388.51	35.25%
EXP.COM.03 - Communcations Exp	180.00	1,500.00	-1,320.00	12.0%
EXP.END.03 - Endowment Exp	0.00	200.00	-200.00	0.0%
EXP.FND.03 - Fundraising Exp	153.16	1,000.00	-846.84	15.32%
EXP.MEM.03 - Membership Exp	83.51	500.00	-416.49	16.7%
EXP.PCC.03 - Pastoral Care Exp	0.00	200.00	-200.00	0.0%
EXP.SUN.03 - Worship Exp	1,698.25	5,775.00	-4,076.75	29.41%
<b>Total Committee Expenses</b>	<b>2,326.41</b>	<b>9,775.00</b>	<b>-7,448.59</b>	<b>23.8%</b>
<b>Program Expenses</b>				
EXP.FNF.03 - Fun&Fellowship Exp	437.67	2,500.00	-2,062.33	17.51%
EXP.MUS.03 - Music Program Exp				
EXP.MFG.03 - Music Fund Grant	0.00	500.00	-500.00	0.0%
EXP.MUS.03 - Music Program Exp - Other	808.11	2,000.00	-1,191.89	40.41%
<b>Total EXP.MUS.03 - Music Program Exp</b>	<b>808.11</b>	<b>2,500.00</b>	<b>-1,691.89</b>	<b>32.32%</b>
EXP.REL.03 - RE Program Exp	892.52	2,000.00	-1,107.48	44.63%
EXP.SAC.03 - Social Action Exp	2,923.06	3,450.00	-526.94	84.73%
<b>Total Program Exenses</b>	<b>5,061.36</b>	<b>10,450.00</b>	<b>-5,388.64</b>	<b>48.43%</b>
<b>Payroll Expenses</b>				
<b>Minister Expenses</b>				
PER.MIN.00 - MIN Housing	42,818.82	90,000.00	-47,181.18	47.58%
PER.MIN.01 - MIN Wages	0.00	11,208.00	-11,208.00	0.0%
PER.MIN.02 - MIN UUA Pension	4,462.85	10,121.00	-5,658.15	44.1%
PER.MIN.03 - in Lieu of FICA	3,429.19	7,742.00	-4,312.81	44.29%
PER.MIN.07 - MIN LTDLife Ins	1,018.55	2,000.00	-981.45	50.93%
PER.MIN.08 - MIN Prof Exp	1,616.25	10,121.00	-8,504.75	15.97%
<b>Total Minister Expenses</b>	<b>53,345.66</b>	<b>131,192.00</b>	<b>-77,846.34</b>	<b>40.66%</b>
<b>DRE Expenses</b>				

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PER.DRE.01 - DRE Wages	15,367.33	37,520.00	-22,152.67	40.96%
PER.DRE.02 - DRE UUA Pension	562.33	3,752.00	-3,189.67	14.99%
PER.DRE.03 - ER Payroll Taxes	1,117.47	2,870.00	-1,752.53	38.94%
PER.DRE.04 - DRE Medical	90.00	5,660.00	-5,570.00	1.59%
PER.DRE.07 - DRE LTDLife Ins	261.42	644.00	-382.58	40.59%
PER.DRE.08 - DRE Prof Exp	325.00	1,000.00	-675.00	32.5%
<b>Total DRE Expenses</b>	<b>17,723.55</b>	<b>51,446.00</b>	<b>-33,722.45</b>	<b>34.45%</b>
<b>Administrator Expenses</b>				
PER.ADM.01 - ADM Wages	27,248.00	40,768.00	-13,520.00	66.84%
PER.ADM.02 - ADM UUA Pension	0.00	0.00	0.00	0.0%
PER.ADM.03 - ER Payroll Taxes	0.00	3,119.00	-3,119.00	0.0%
PER.ADM.04 - ADM Medical	0.00	8,154.00	-8,154.00	0.0%
PER.ADM.07 - ADM LTDLife Ins	0.00	1,200.00	-1,200.00	0.0%
<b>Total Administrator Expenses</b>	<b>27,248.00</b>	<b>53,241.00</b>	<b>-25,993.00</b>	<b>51.18%</b>
<b>Music Program Expenses</b>				
<b>Choir Director</b>				
PER.MUS.01 - Choir Dir Wages	7,828.94	18,032.00	-10,203.06	43.42%
PER.MUS.03 - ER Payroll Tax	598.92	1,379.00	-780.08	43.43%
<b>Total Choir Director</b>	<b>8,427.86</b>	<b>19,411.00</b>	<b>-10,983.14</b>	<b>43.42%</b>
<b>Accompanist</b>				
PER.MUS.11 - Accompanist Wages	5,012.15	11,847.00	-6,834.85	42.31%
PER.MUS.12 - Accompanist PR Tax	383.42	906.00	-522.58	42.32%
<b>Total Accompanist</b>	<b>5,395.57</b>	<b>12,753.00</b>	<b>-7,357.43</b>	<b>42.31%</b>
<b>Total Music Program Expenses</b>	<b>13,823.43</b>	<b>32,164.00</b>	<b>-18,340.57</b>	<b>42.98%</b>
<b>Site Support Staff Expenses</b>				
PER.SIT.01 - Childcare	1,468.75	5,900.00	-4,431.25	24.89%
PER.SIT.02 - Custodian	6,600.00	15,600.00	-9,000.00	42.31%
PER.SIT.03 - Setup Staff	3,582.33	7,250.00	-3,667.67	49.41%
PER.SIT.09 - AV Specialist	8,600.00	22,350.00	-13,750.00	38.48%
PER.SIT.10 - AV Assistant	1,590.00	1,725.00	-135.00	92.17%
PER.SIT.12 - ER Payroll Taxes	1,219.49	2,848.00	-1,628.51	42.82%
<b>Total Site Support Staff Expenses</b>	<b>23,060.57</b>	<b>55,673.00</b>	<b>-32,612.43</b>	<b>41.42%</b>
PER.MIS.01 - Worker's Comp Ins	1,243.00	1,100.00	143.00	113.0%
PER.MIS.02 - Other Personnel Exp	1,897.48	1,100.00	797.48	172.5%
<b>Total Payroll Expenses</b>	<b>138,341.69</b>	<b>325,916.00</b>	<b>-187,574.31</b>	<b>42.45%</b>
<b>Other Fund Expenses</b>				
EXP.CAP.03 - Capital Fund Exp	50,826.62			
EXP.CDL.03 - Casas de Luz Exp	21,606.51			
EXP.CHF.03 - Coffee House Exp	160.24			
EXP.DBN.03 - Debenneville Exp	917.23			
EXP.MWL.03 - Memorial Wall Exp	163.12			
EXP.SPC.03 - Special Coll Exp	15.00			
<b>Total Other Fund Expenses</b>	<b>73,688.72</b>			
<b>Total Expense</b>	<b>248,003.01</b>			
<b>Net Ordinary Income</b>	<b>117,686.87</b>			
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Donor Restricted Activity</b>				
Released from Endowed Funds		-2,000.00		
<b>Total Donor Restricted Activity</b>		<b>-2,000.00</b>		

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

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Total Other Income	-2,000.00			
Other Expense				
Board Approved Expenses	9,283.19			
Total Other Expense	9,283.19			
Net Other Income	-11,283.19			
Net Income	106,403.68			

**NET INCOME - GENERAL FUND ONLY**

Total Ordinary Income - General Fund ONLY	183,085.95	419,750.00	-236,664.05	43.62%
Total Ordinary Expenses - General Fund ONLY	174,314.29	419,391.00	-245,076.71	41.56%
Total Other Expenses - General Fund ONLY	9,283.19			
Net Income - General Fund ONLY	(511.53)	359.00		

The Unitarian Universalist Fellowship of San Dieguito

**Balance Sheet**

As of November 30, 2024

	<u>Nov 30, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
US Bank Savings x9485	222,826.38
US Bank Chkg x2702	153,111.62
<b>Total Checking/Savings</b>	<u>375,938.00</u>
<b>Accounts Receivable</b>	
Accounts Receivable	-6,661.86
<b>Total Accounts Receivable</b>	<u>-6,661.86</u>
<b>Other Current Assets</b>	
Undeposited Funds	331.50
<b>Total Other Current Assets</b>	<u>331.50</u>
<b>Total Current Assets</b>	<u>369,607.64</u>
<b>Other Assets</b>	
<b>Investments</b>	
UUCEF - Endowment Fund	146,706.18
UUCEF - Music Fund	15,872.51
Vanguard x2001-Capital Campaign	618,144.64
Vanguard x6230-General Fund	271,377.93
<b>Total Investments</b>	<u>1,052,101.26</u>
<b>Total Other Assets</b>	<u>1,052,101.26</u>
<b>TOTAL ASSETS</b>	<u><u>1,421,708.90</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	-9,940.00
<b>Total Accounts Payable</b>	<u>-9,940.00</u>
<b>Credit Cards</b>	3,029.57
<b>Other Current Liabilities</b>	
<b>Capital Campaign Contracts</b>	
Doug Patterson Architect	9,940.00
<b>Total Capital Campaign Contracts</b>	<u>9,940.00</u>
<b>Bonus' Payable</b>	260.96
<b>Direct Deposit Liabilities</b>	-266.78
<b>Payroll Liabilities</b>	
LIA.PER.01 - Payroll Taxes	-31.00
LIA.PER.02 - UUA Pension	2,980.02
LIA.PER.03 - Medical Insurance	-1,175.26
LIA.PER.04 - LTD&Life Insurance	611.39
Payroll Liabilities - Other	153.22
<b>Total Payroll Liabilities</b>	<u>2,538.37</u>
<b>Total Other Current Liabilities</b>	<u>12,472.55</u>
<b>Total Current Liabilities</b>	<u>5,562.12</u>

The Unitarian Universalist Fellowship of San Dieguito

**Balance Sheet**

As of November 30, 2024

	<u>Nov 30, 24</u>
<b>Total Liabilities</b>	5,562.12
<b>Equity</b>	
<b>Unrealized Gains&amp;Losses</b>	
Unrealized G&L UUCEF Music Fund	1,024.35
Unrealized G&L UUCEF Endowment	1,535.26
Unrealized G&L Vanguard x2001	4,326.73
Unrealized G&L Vanguard x6230	-3,936.27
<b>Total Unrealized Gains&amp;Losses</b>	<u>2,950.07</u>
<b>Permanent Restricted</b>	
FND.END.01 - Endowment Fund	139,034.80
FND.END.02 - Music Fund	15,116.17
<b>Total Permanent Restricted</b>	<u>154,150.97</u>
<b>Temp. Restricted</b>	
<b>Building Funds</b>	686,183.41
<b>Other Funds</b>	
FND.CDL.04 - Casas de Luz Fund	88,161.43
FND.CHF.04 - Coffee House Fund	545.00
FND.DBN.04 - DeBenneville Fund	3,924.53
FND.LIB.04 - Library Fund	1,532.72
FND.MWL.04 - Memorial Wall Fund	17,521.90
FND.MIN.04 - Minister Disc Fund	8,362.32
<b>FND.SAC.04 - SAC Funds</b>	
Climate Action	399.76
Garden	55.76
Helping our Neighbors	2,086.52
UU the Vote	458.73
<b>Total FND.SAC.04 - SAC Funds</b>	<u>3,000.77</u>
<b>Total Other Funds</b>	<u>123,048.67</u>
<b>Board Designated Reserves</b>	
RES.PGM.01 - Program Reserve	15,829.51
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>164,595.44</u>
<b>Total Temp. Restricted</b>	973,827.52
<b>Unrestricted Net Assets</b>	178,814.54
<b>Net Income</b>	<u>106,403.68</u>
<b>Total Equity</b>	<u>1,416,146.78</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,421,708.90</u></u>

Plan for Allocation of Space in Renovated Admin Building  
From the Facilities Programming Task Force  
December 6, 2024

Dear Members of the Board and Facilities Programming Task Force,  
At the Board President's request, I am prefacing this report with some additional context.

Last year, the Board, under the guidance of Rev Ellie and Mary Anne Trause, read *Governance and Ministry: Rethinking Board Leadership* by Dan Hotchkiss. Coming out of a lengthy phase in which our Board had to be responsible for running everything, the restructuring initiated last year is intended to get us to a place where responsibilities are more equitably shared across the Fellowship with leaders who are able and willing but not also serving on the Board. The first phase of this restructuring was to assign responsibility for *people*-related things to the Minister (e.g. worship, pastoral care, staff management, programs, communication, etc), and responsibility for *organization*-related things to the Board (budget, finances, investments, stewardship, capital campaign and capital improvements, buildings and grounds, endowment, and also vision and direction for the organization that is UUFSD). Creation and maintenance of our facilities is therefore the Board's responsibility. Decision for how to use our facilities falls into the programmatic domain and therefore, ultimately, with Rev Ellie.

Another facet of our restructuring, is to recognize who (or what entity) is accountable for any given thing (the buck-stops-here role), who (or what entity) is responsible for making that thing happen, who needs to be consulted, and who needs to be informed. This report is, therefore, to *inform* the board of the direction the facilities use plan is going.

I hope that's helpful. Respectfully, Sarah Miller

On December 2nd, Angie Knappenberger convened a meeting of the Facilities Programming Task Force to discuss what would be the ideal use of the space for staff and programs once the renovation of the administrative building is complete. Participants were Angie, Heather Megill, Susan Hahm, and Sarah Miller. Greg Brown is part of the task force, but didn't make the meeting. The group process involved quite a lot of thinking outside the box. The final plan was enthusiastically agreed on by all, and participants felt it honored to a high degree all current and foreseeable needs for the next few years. Rev Ellie is also in agreement with this plan. The Library Committee has been consulted and is providing input, as is Dream Builders. The Facilities Programming Task Force is committed to consulting with as many users as possible, and so far the plan is being met with approval and often with outright enthusiasm.

A proposed floor plan of the renovated administration building is included at the end of this report. Highlights of the plan are listed on the next page.

**Admin Building:**

1. New Conference Room: remains as originally conceived
2. Minister's Office: remains as originally conceived
3. The renovated space at the back of the building: Re-imagined as a flexible-use but primarily Programs Office space for Music, Social Action, and Worship Programs containing:
  - a. Room for all the large file cabinets containing our sheet music collection
  - b. Room for other storage as needed (eg, closet or cabinet)
  - c. Meeting/work table and chairs
4. Administrator's Office: Re-imagined as a joint office/reception/library space containing
  - a. Admin desk
  - b. Library bookshelves forming an appealing sitting/reception area
  - c. Finance/Personnel file cabinets (3) placed where old counter/cabinet currently is
  - d. Finance "desk" will be the built-in desk in the new cabinetry.

**Palmer Library:** Re-imagined as a flexible-use but primarily RE Program space containing:

1. DREF office
2. RE Program supplies storage
3. RE Program meeting space
4. Additional RE classroom space
5. Cozy lounge area for various uses

**Notes:** With everything for the RE program moved to the Palmer Library, including the DREF's office, there will be no RE space needed in the Admin building. All RE supplies, storage, and workspace would be located in the Palmer Library building. This will also free up the Cathy Schepps closet storage for other uses (perhaps for holiday decorations?).

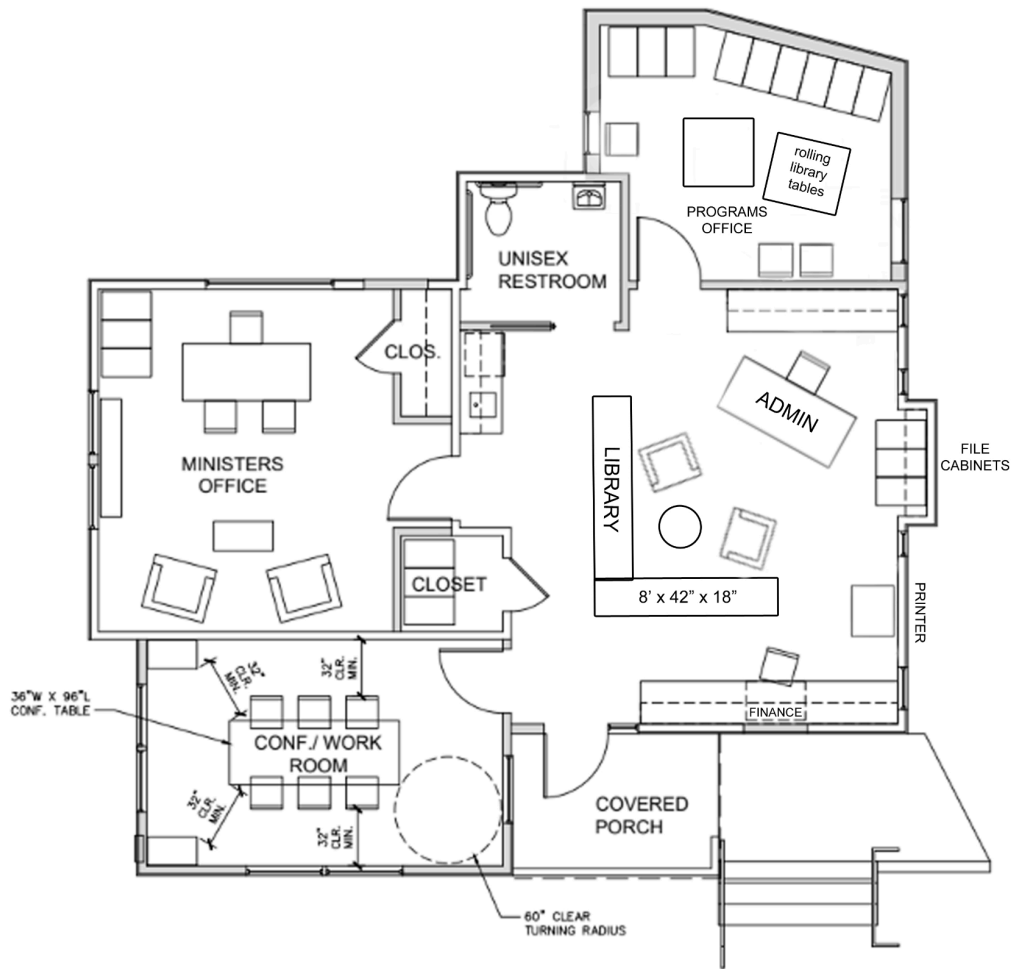
As the RE program grows, it will probably need the use of the new Conference Room and/or the Programs Office in the Admin building for Sunday morning classroom space during services.

**Benefits to the greater UUFSD Community:**

- Enhanced security of the Admin building (less foot traffic).
- Dedicated space for the Worship, Music, and Social Action Programs in the back room of the Admin building (the space that was intended to be the DREF office now re-imagined as a Programs office for our other major programs).
- RE would not need to use Founders Hall for events like Parents' Night Out or other similar evening gatherings.
- Cathy Schepps closet storage will be available for other use.
- This plan honors the design of the new Administration Building as originally conceived.
- This plan is consistent with Board goal of prioritizing the needs of children and families
- This plan allows for 7 *indoor* meeting spaces on campus of various sizes and features. They are: the East and West sides of Founder's Hall, the new Conference Room, the new Programs Office, the Minister's Office, the new Admin/Library space, and the new RE space in Palmer Library.

**Benefits to the RE program:**

- All RE supplies/materials will be consolidated into one location.
- RE has one flexible space that will meet many needs, including the ability to have a large indoor gathering space during inclement weather.
- RE will have a space that is appropriate for children of all ages (unlike the Sandy Hill classrooms, which are only geared toward toddlers/preschoolers.)



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

## **MEMBERSHIP STATISTICS as of December 6, 2024:**

Voting members:	176
Members emeritus:	5
Pledging friends:	7
Friends:	<u>33</u>
<b>Total</b>	<b><u>221</u></b>

## **SUNDAY ATTENDANCE:**

Date	In Person	Via Zoom	Via YouTube	Total
11/10/2024	99	18	42	159
11/17/2024	80	15	23	118
11/24/2024	68	13	28	107
12/01/2024	55	6	25	86

## **Membership Changes:**

### **Site Rental:**

An member memorial service was hosted in Founders' Hall on Saturday, November 16.

A second memorial service was hosted in Founders' Hall on Saturday, November 23.

Respectfully submitted,

Tristan Hamm, Congregational Administrator