

UUFSD Board of Directors Meeting Minutes

Sunday, 9/7/25, 11:30 AM – 2:20 PM | Location: UUFSD, Founders' Hall

Board Members Present:

Linda Pratt, Board President
Greg Trigeiro, Board Vice-President
Pamela Parker
Wenda Alvarez
John Drewe, filling in as Secretary
Larry Jones
Julia Darling
Susan Hahn, Treasurer

Board Member(s) Absent:

Lisa Shaffer, Secretary

Guest(s) Present:

Alisa Guralnick, Nominating Committee
Mark Tuller, Endowment Committee Chairperson

Chalice Lighting Pamela Parker

I. Consent Agenda

- A. August 10, 2025 meeting minutes 2025-8-10 Minutes.docx **Approved**
- B. Solar panel cleaning Solar Panel cleaning quote.png **Approved**
- C. Removing password from Website for approved minutes **Approved**
- D. Convening a campus safety task force Convening a Campus Safety Task Force.pdf **Approved**

II. Removed from Consent Agenda

- A. Nominating Susan Hahn to be Treasurer
- B. Approve updated list of signatories for US Bank accounts
Updating Authorized Signers for our USBank Accounts corrected.pdf
- C. Finance Committee recommendation for updated rental fee schedule
 - 1. Email from Nancy Hebert 9-1-25.pdf
 - 2. Facility Rental Fees Proposed August 2025.xlsx
 - 3. Facility-Rental-Fees-April-2024.pdf

D. Financial Reports: Year-end 6/30/25

1. P&L Investment Income): Requested clarification regarding Investment Interest:
– Has it been withdrawn from investment accounts and received/deposited into bank accounts?
2. B&G Maintenance \$25,869 (6/30/25): Detail provided for \$5,307. Requested info regarding additional \$20K expenses.
3. Other - Board Approved Expenses: \$12,373 includes self-storage for Admin bldg furniture. Appropriate expense account? Rent? **Action Item** - Motion to extend the approval of year-end financial statement to October pending revised financial reports – **Approved**

E. Nominating Susan Hahn to be Treasurer

Discussion about Treasurer responsibilities and differentiating the roles of Susan Hahn and Sarah Miller. In partnership with Sarah Miller, existing treasurer, the treasurer's responsibilities will be with Susan. As always, this is in collaboration with the Finance Committee.

Action Item - Motion to approve Susan Hahn for treasurer **Approved**

F. Approve updated list of signatories for US Bank accounts Updating Authorized Signers for our USBank Accounts corrected.pdf Question about signatories. Segregation of Financial Duties issue raised.

Action Item - Motion to approve the list of signatories. **Approved**

Action Item - Finance Committee to review UUA Segregation of Financial Duties guidelines and update the board regarding compliance, issues and recommendations.

**G. Finance Committee recommendation for updated rental fee schedule Email from Nancy Hebert 9-1-25.pdf
Facility Rental Fees Proposed August 2025.xlsx
Facility-Rental-Fees-April-2024.pdf**

Discussion

1. Deposit will be per contract. Deposit will be returned after the event.
2. NEW: Rental of administration conference room questioned and discussed.

Action Item - Motion to approve rental schedule with modifications discussed. **Approved**

Action Item - Wenda will coordinate with Nancy Hebert re: modifications.

III. REPORTS

- A. Members of transition team will discuss with service committees in terms of membership and goals. In November 28th will have meeting of congregation.
- B. Dream builders –
1. Admin. Bldg: HVAC subcontractor payment resolved.
 2. Admin. Bldg: Dream Builders meeting minutes noted switching the intended Minister's Office with programs space (back of the building), which was originally planned as DREF private office raised questions regarding facilities space allocation decisions. Greg and Heather have checked space allocations.
 3. Phase II - Linda proposed approval of a comprehensive project budget provided by Jon Luft be approved by the Board with the goal of facilitating Dream Builder approval of related invoices. Questions/corrections regarding a few items, including attorney's fees line item. Propose to line fee to \$12,000 and other changes to the format of the Phase 2 report. This will be discussed at October Board meeting.

IV. DISCUSSION ITEMS

- A. Personnel – review of staff offer letters. Report given by Alisa Guralnick as representative of nominating committee regarding the use of contracts and letters of offer for employment. We are size B 120-230 members question. Endowment committee request by Mark Tuller – move \$10K to endowment fund from general fund. The increase to the endowment broadcasts to the community our values. Congregation has the possibility to apply for grants and under bylaws principal can be used by congregation.
- Action Item** - Motion to reallocate \$10K from Operations Reserve to the endowment fund. **Approved**

V. Board Scheduling and Administrative

- A. Next Board Meeting Sunday, October 12, 2025, 11:30 AM Founder's Hall

Extinguish Chalice/Close Meeting

PHASE 2 BUDGET / CONTRACT RECAP - September 5, 2025

	Date	Total Contract	Paid to Date	\$ Remaining	Signatory	Contract Form - Remarks
A/E Base Contract - Doug Paterson Architect	7/10/23	\$151,800	\$140,210	\$11,590	Mary Anne Trause	AIA B105
A/E Fee to revise design - Doug Paterson Architects	2/7/25	\$30,000	\$29,000	\$1,000	Wenda Alvarez	Written amendment from Doug Paterson
Retainer / Legal Review of G&R Contract - Erich Lidl	4/2/25	\$4,305	\$4,305	\$0	Wenda Alvarez	Written engagement letter from Thomas
CPPP - Good & Roberts/SWS	4/23/25	\$6,200	\$3,100	\$3,100	Wenda Alvarez	AIA C103
Biological Survey - Busby Biological Services	7/7/25	\$1,625	\$1,625	\$0	Linda Pratt	Written engagement letter from Busby
Contract price from Good & Roberts	7/22/25	\$1,227,818	\$85,564	\$1,142,254	Linda Pratt	AIA A101, A101 Exhibit A, A201
Cost of Carrying Security Bond - Travelers	7/30/25	\$2,498	\$2,498	\$0	Linda Pratt	Written agreement from Travelers
Grading Permit Fee - COSB	8/5/25	\$6,271	\$6,271	\$0	N/A	City Invoice
Special Inspections - Ghosrider Inspections	8/22/25	\$16,560	0	\$16,560	Linda Pratt	AIA C103
Cost to Supplant Geotech - Skyline Geotech	8/26/25	\$1,100	0	\$1,100	Linda Pratt	AIA C103
Building Permit Plan Check Fee - COSB	9/4/25	\$3,855	\$0	\$3,855	N/A	City Invoice
Legal - review of additional C103's - Erich Lidl	??	\$2,000	\$0	\$2,000	Estimate only	Erich has \$1,600 on deposit against final billing
Change Order #1 - pipe replacement	9/5/25	\$17,166	\$0	\$17,166	Linda Pratt	
Change Order #		\$0	\$0	\$0		
Change Order #		\$0	\$0	\$0		
Change Order #		\$0	\$0	\$0		
Change Order #		\$0	\$0	\$0	Who Knows??	
		\$1,471,198	\$272,573	\$1,198,625		

Notes

Line Items Above DO NOT Include:

- Reimbursable expenses to Doug Paterson Architects (printing, plotting, AIA docs, etc) - ongoing
- Planning review fees paid to Coastal Commission - All done in the past for entire master plan
- Previous Planning or Building Permit review fees from City of Solana Beach - all done in the past
- Cost of multiple extensions filed with Coastal Commission including 100 foot notices - all done in the past
- Refundable security deposit to City of Solana Beach

These Scope Items were Deferred / Removed to bring Cost Down

- 7 Parking Spaces - West
- 12 Parking Spaces - East
- Utility Trench
- Trash Enclosure
- Bridge Mesh and Trex Cap

UUFSD Board Meeting . August 2025 . RE Report

2025-26 RE Theme: Keep the Momentum Going!

REGISTRATION

Registration and new classes begin September 14th for our new 2025-2026 year.

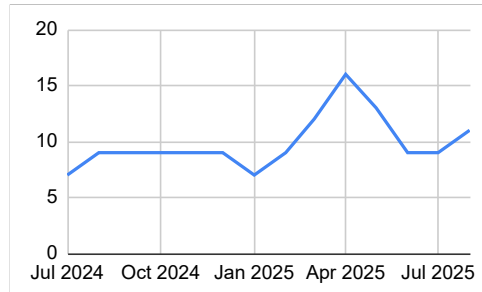
ATTENDANCE

Art Club (8/3/25): 9 (3 children, 5 adults, 1 RE Staff)
 UU Brewhouse (8/22/25): 30+ (4 teens, 24+ adults, 1 RE staff, 1 DREF)
 Game Night (8/18/25): 13 (4 children, 8 adults, 1 DREF)

WORSHIP

	Tod-PK	K-2	3-6	7+	Total
8/3/25	2	1	0	2	5
8/10/25	5	6	4	3	18
8/17/25	2	1	2	2	7
8/24/25	5	6	3	2	16
8/31/25	3	1	2	4	10
AVERAGE	3	3	2	3	11

AVERAGE MONTHLY ATTENDANCE



PROGRAMMING

Anticipated 2025-2026 Programming includes:

RE Volunteer Lunch & Training (Sept)	Cafe Valentino's (Feb)
Casas de Luz Fundraiser (Sept)	Easter Egg Hunt (Apr)
Casas de Luz Home Build (Oct)	Spring Play (April)
Holiday Party (Dec)	Pride By the Beach (June)
Christmas Pageant (Dec)	Community Beach Party (August)
OWL (4-6 & 7-9) (starting Jan)	

ONGOING

Art Club (1st Sundays)
 Parents Night Out (2nd Sat)
 Game Night (3rd Mondays)
 UU Brewhouse (4th Fri)

SUPPORT

RE PERSONNEL

of Fully Trained, Active Volunteers: 10
 # of Partially Trained, Active Volunteers: 1
 # of Childcare Employees: 1

*Prepared by Rev. Heather Megill
 9/5/2025, heather@uufsd.org*

Teacher Hire

With Linda Pratt's approval, the RE committee is hiring Emily Host in the position of RE Support Teacher. She does not need to resign her membership per the P&P. She will work up to 10 hours/week until the new DREF is hired and in place to help support the RE program during this time of transition.

1:12 PM
10/09/25
Cash Basis

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July through September 2025

	Jul 2025 - Sep 2025	Annual Budget	Over/Under Budget	25% of Year % of Budget
Ordinary Income/Expense				
Income				
Assets Released From Restriction				
From Endowed Funds	4,570.00			
From Operations Reserve	10,000.00			
Total Assets Released From Restriction	14,570.00			
Revenues				
Pledges				
REV.PLG.01 - Pledge Income	96,478.22	314,000.00	-217,521.78	30.73%
Total Pledges	96,478.22	314,000.00	-217,521.78	30.73%
Site Rental				
REV.SIT.01 - Sandy Hill	13,275.00	52,800.00	-39,525.00	25.14%
REV.SIT.02 - Special Event	0.00	7,500.00	-7,500.00	0.0%
REV.SIT.03 - Other	954.00	2,500.00	-1,546.00	38.16%
Total Site Rental	14,229.00	62,800.00	-48,571.00	22.66%
Fundraising				
REV.AUC.01 - Auction	300.00	13,000.00	-12,700.00	2.31%
REV.FDR.02 - Other	80.00	0.00	80.00	100.0%
Total Fundraising	380.00	13,000.00	-12,620.00	2.92%
Contributions to Programs				
REV.MUS.01 - Music Program	370.00	0.00	370.00	100.0%
REV.SJA.01 - Social Action	4,200.00	0.00	4,200.00	100.0%
Total Contributions to Programs	4,570.00	0.00	4,570.00	100.0%
Contributions to General Fund				
REV.SUN.01 - Sunday Collection	3,847.05	12,000.00	-8,152.95	32.06%
REV.MIS.01 - Other	331.12	4,000.00	-3,668.88	8.28%
Total Contributions to General Fund	4,178.17	16,000.00	-11,821.83	26.11%
Contributions to Other Funds				
REV.END.01 - Endowment Fund	34,303.30			
REV.CAP.01 - Capital Fund	188,357.28			
REV.CDL.01 - Casas de Luz	4,350.91			
REV.CHF.01 - Coffee House Fund	575.63			
REV.DBN.01 - DeBenneville Fund	50.00			
REV.LIB.01 - Library Fund	34.37			
REV.MWL.01 - Memorial Wall Fund	900.00			
REV.SPC.01 - Special Collection	4,619.42			
Total Contributions to Other Funds	233,190.91			
Investment Income				
Bank Acct Interest				
Gen Fnd Interest	472.96			
Capital Fnd Interest	1,888.25			
Bank Acct Interest - Other	1,893.85	6,000.00	-4,106.15	31.56%
Total Bank Acct Interest	4,255.06	6,000.00	-1,744.94	70.92%
Vanguard x2001 Income	4,564.60			
Vanguard x6320 Income	1,969.55	5,000.00	-3,030.45	39.39%
Total Investment Income	10,789.21	11,000.00	-210.79	98.08%
Total Revenues	363,815.51	416,800.00	-52,984.49	87.29%
Total Income	378,385.51	416,800.00	-38,414.49	90.78%
Gross Profit	378,385.51	416,800.00	-38,414.49	90.78%
Expense				

1:12 PM
10/09/25
Cash Basis

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July through August 2025

	August 2025	Annual Budget	Over/Under Budget	17% of Year % of Budget
Ordinary Income/Expense				
Income				
Assets Released From Restriction				
From Endowed Funds	4,570.00			
Total Assets Released From Restriction	4,570.00			
Revenues				
Pledges				
REV.PLG.01 - Pledge Income	82,884.85	314,000.00	-231,115.15	26.4%
Total Pledges	82,884.85	314,000.00	-231,115.15	26.4%
Site Rental				
REV.SIT.01 - Sandy Hill	8,650.00	52,800.00	-44,150.00	16.38%
REV.SIT.02 - Special Event	0.00	7,500.00	-7,500.00	0.0%
REV.SIT.03 - Other	819.00	2,500.00	-1,681.00	32.76%
Total Site Rental	9,469.00	62,800.00	-53,331.00	15.08%
Fundraising				
REV.AUC.01 - Auction	100.00	13,000.00	-12,900.00	0.77%
REV.FDR.02 - Other	80.00	0.00	80.00	100.0%
Total Fundraising	180.00	13,000.00	-12,820.00	1.39%
Contributions to Programs				
REV.MUS.01 - Music Program	370.00	0.00	370.00	100.0%
REV.SJA.01 - Social Action	4,200.00	0.00	4,200.00	100.0%
Total Contributions to Programs	4,570.00	0.00	4,570.00	100.0%
Contributions to General Fund				
REV.SUN.01 - Sunday Collection	2,328.39	12,000.00	-9,671.61	19.4%
REV.MIS.01 - Other	286.15	4,000.00	-3,713.85	7.15%
Total Contributions to General Fund	2,614.54	16,000.00	-13,385.46	16.34%
Contributions to Other Funds				
REV.END.01 - Endowment Fund	24,303.30			
REV.CAP.01 - Capital Fund	125,772.28			
REV.CDL.01 - Casas de Luz	1,775.91			
REV.CHF.01 - Coffee House Fund	559.87			
REV.LIB.01 - Library Fund	32.00			
REV.MWL.01 - Memorial Wall Fund	600.00			
REV.SPC.01 - Special Collection	1,340.56			
Total Contributions to Other Funds	154,383.92			
Investment Income				
Bank Acct Interest				
Gen Fnd Interest	472.96			
Capital Fnd Interest	1,888.25			
Bank Acct Interest - Other	1,893.85	6,000.00	-4,106.15	31.56%
Total Bank Acct Interest	4,255.06	6,000.00	-1,744.94	70.92%
Vanguard x2001 Income	4,564.60			
Vanguard x6320 Income	1,969.55	5,000.00	-3,030.45	39.39%
Total Investment Income	10,789.21	11,000.00	-210.79	98.08%
Total Revenues	264,891.52	416,800.00	-151,908.48	63.55%
Total Income	269,461.52	416,800.00	-147,338.48	64.65%
Gross Profit	269,461.52	416,800.00	-147,338.48	64.65%
Expense				
Operations Expenses				
Office				

9:00 PM
08/19/25
Cash Basis

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July 2025

	Jul 2025	Annual Budget	Over/Under Budget	8% of Year % of Budget
Ordinary Income/Expense				
Income				
Revenues				
Pledges				
REV.PLG.01 - Pledge Income	64,471.74	314,000.00	-249,528.26	20.53%
Total Pledges	64,471.74	314,000.00	-249,528.26	20.53%
Site Rental				
REV.SIT.01 - Sandy Hill	4,325.00	528,000.00	-523,675.00	0.82%
REV.SIT.02 - Special Event	0.00	7,500.00	-7,500.00	0.0%
REV.SIT.03 - Other	474.00	2,500.00	-2,026.00	18.96%
Total Site Rental	4,799.00	538,000.00	-533,201.00	0.89%
Fundraising				
REV.AUC.01 - Auction	100.00	13,000.00	-12,900.00	0.77%
Total Fundraising	100.00	13,000.00	-12,900.00	0.77%
Contributions to General Fund				
REV.SUN.01 - Sunday Collection	1,143.56	12,000.00	-10,856.44	9.53%
REV.MIS.01 - Other	200.00	4,000.00	-3,800.00	5.0%
Total Contributions to General Fund	1,343.56	16,000.00	-14,656.44	8.4%
Contributions to Other Funds				
REV.END.01 - Endowment Fund	24,203.65			
REV.CAP.01 - Capital Fund	53,968.00			
REV.CDL.01 - Casas de Luz	361.00			
REV.CHF.01 - Coffee House Fund	126.80			
REV.LIB.01 - Library Fund	32.00			
REV.MIN.01 - Minister Disc Fund	-1,000.00			
REV.SPC.01 - Special Collection	1,060.40			
Total Contributions to Other Funds	78,751.85			
Investment Income				
Bank Acct Interest				
Gen Fnd Interest	0.83			
Capital Fnd Interest	1,887.43			
Bank Acct Interest - Other	0.00	6,000.00	-6,000.00	0.0%
Total Bank Acct Interest	1,888.26	6,000.00	-4,111.74	31.47%
Vanguard x6320 Income	0.00	5,000.00	-5,000.00	0.0%
Total Investment Income	1,888.26	11,000.00	-9,111.74	17.17%
Total Revenues	151,354.41	892,000.00	-740,645.59	16.97%
Total Income	151,354.41	892,000.00	-740,645.59	16.97%
Gross Profit	151,354.41	892,000.00	-740,645.59	16.97%
Expense				
Operations Expenses				
Office				
OPS.OFF.01 - Postage	0.00	300.00	-300.00	0.0%
OPS.OFF.02 - Office Supplies	0.00	750.00	-750.00	0.0%
OPS.OFF.03 - Copier	320.34	3,200.00	-2,879.66	10.01%
OPS.OFF.04 - eSubscriptions	84.84	3,000.00	-2,915.16	2.83%
OPS.OFF.05 - Phone & Internet	196.29	2,250.00	-2,053.71	8.72%
OPS.OFF.07 - Other Expenses	0.00	200.00	-200.00	0.0%
Total Office	601.47	9,700.00	-9,098.53	6.2%
Finance				
OPS.FIN.01 - Accounting Fees	800.00	12,100.00	-11,300.00	6.61%
OPS.FIN.02 - Credit Card Fees	192.43	2,000.00	-1,807.57	9.62%
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%

Treasurer's Report Accompanying FY24-25 Year End Financial Reports

Sarah Miller, UUFSD Treasurer – August 2025

DISCUSSION

We had both unexpected expenses and unexpected revenues this year, and in the end as it often does, it pretty much evened out. For example, we thought Phase 2 construction would have limited our site income, but since the construction didn't happen, we had a lot more rental income than anticipated. In contrast, we thought we'd have an auction, but didn't, so didn't have that planned-for revenue. In terms of expenses, we had a few unexpected expenses including a new finance computer, new flooring in the classrooms, and the cost of a storage unit for the year. In contrast, there were a number of accounts where we didn't spend the full amount budgeted. In the end, we ended the year with a small deficit. Below are some notes on how things differed from what we expected.

Notes on yearend Profit & Loss (numbers correlate to those in the *Notes* column on the P&L):

1) *Funds Released from Restriction* - These are the Endowment Grants approved by the congregation in June 2024: \$500 to the Music Program, \$500 to DeBenneville to provide scholarships, \$1000 to SAC to provide shower tokens to the unhoused.

2) *REV.SIT.02 - Special Events*. We have had 8 site rentals this year. This revenue is more than anticipated due to two events that account for over \$6k of the total (a full weekend Buddhist Retreat and a non-member memorial).

3) *OPS.OFF.07 - Other Expenses*. This overrun is due to the cost of new Finance Computer.

4) *OPS.FIN.02 - Credit Card Fees*. This overrun is due to fees going up and more people are using credit cards for payment.

5) *OPS.FIN.04 - Other Expenses*. This overrun is due to purchasing checks and deposit slips for the new Capital Fund Checking Account.

6) *OPS.SIT.04 - Water*. This line item was underbudgeted for the year. Fees have gone up. Instead of spending about \$250/month, we are spending about \$300/month.

7) *OPS.SIT.07 - B&G Maintenance*. Per Finance Committee recommendation on 2/11/2025, several expenses that had been booked in *Other Board Approved Expenses* were moved to their associated budgeted line item. Four were moved to *OPS.SIT.07 - B&G Maintenance*. Those have increased the expenses shown by \$5307.37. Specifically, the expenses now included in B&G are:

- The new cushions for the amphitheater (\$1,167.37). This was an auction item from Spring 2024 and already paid for from money collected then.
- The new toilets (\$2,590). Billed on 8/13/2024.
- The monitoring service for the emergency kiosk (\$1,350). See Board Meeting Minutes 12/8/24.
- Legal advice regarding a landscaping contract (\$200). See Board Meeting Minutes 5/5/2024.

8) *EXP.MUS.03 - Music Program Expenses*. Per Finance Committee recommendation on 2/11/2025, several expenses that had been booked in *Other Board Approved Expenses* were moved to their associated budgeted line item. Two expenses were moved to *EXP.MUS.03 - Music Program Expenses*. Those have increased the expenses shown here by \$4170.82

- The piano refurbishment (\$3,800). This had been budgeted for and approved by the Board at the 5/5/2024 Board meeting, but paid for this year.

Minutes from Dream Builders meeting, September 2, 2025

Present: Dale Gottdank, Heather Megill, Greg Brown, John Drewe, Chris Faller, Jon Luft

Prior Meeting Minutes, August 5 - No concerns, stand as written

Administration Building

- Bathroom tile proceeding, Stone ledge by window being measured, cabinets still under construction off site
- Lighting fixtures on site but not installed yet, still needs his specialty sub to certify for energy conservation compliance, still some exterior work to be done
- Change Order #9 to include \$750 for eastside French Drain and drywell.
- Chris noted Kolb could request to get paid for conduit that we added early on the project, Chris to follow up with Kolb
- Chris reminded that there is still be an upcoming cost of approx. \$3k for the install of low voltage hook ups by 3rd party sub
- Orange mesh fencing is re-installed around the front of the site
- No finish date committed by Kolb but end of the month (Sept) is a stated target
- Agreed not to pursue credit for cabinets not needed where HVAC unit is located in main room
- Chris to ask Kolb if he needs an interim payment before being done
- Agreed that the Front Room to remain a Conference Room, the former Ministers Office is to be used as flexible Programs Space, and the back room with the skylights will be the Ministers Office, Cabling and low voltage hook ups can proceed on that basis.
- Jon to revisit the Dream Builders P&P and suggest revisions to address who or which body has responsibility for design and program space usage
- Greg conducted a study to determine how many people could comfortably occupy the Conference Room. He said "a good number of people can be accommodated adequately", but not enough room to place other office equipment like file cabinets.

Phase 2

- Building Permit expected in the next day or two
- Possible complication with bollards in fire truck drive aisle pointed out, and will require design change and cost increase. Agreed to obtain Building permit and pursue changes as design changes after permit. There will be added cost to accommodate this requirement from plans reviewer, amount TBD. Doug to visit with Fire Marshall to see if drive width can be reduced and will coordinate response with G&R
- Jon will be out of contact from 9/6 through 9/21.
- Once we have Building Permit we'll need Linda to send an NTP with the Building Permit to G&R