

Minutes of UUFSD Board Meeting
Tuesday, April 19, 2016, 7:00 pm – 9:40 pm
UUFSD Minister's Office

Board Members present:

Alisa Guralnick, *President*
Rich Franzwa
Bob Quick
Clint Stoddard
Mark Tuller, *Corporate Secretary*

Also present:

Rev. Meghan Cefalu, Minister, *ex officio*
Glen Bowden, *Treasurer, ex officio*
Alison Crotty, RE Director
Didge Masser-Frye, visitor

EXECUTIVE SESSION

After chalice lighting and opening words by Rich, President Alisa convened an executive session at 7:00 to discuss the search process and other confidential items. At 7:40 the executive session ended and the regular open session began.

NEW ACTION ITEMS

- **Glen** looking into credit card security per the MTS article.
- **Adrienne**, in working with the Joint Environmental Task Force, should be aware of previous Green Sanctuary efforts (e.g., Policy 470 – Green Sanctuary) and decisions (suspension of Green Sanctuary policy by Board on 1/16/11)

OLD ACTION ITEMS

- **Rev. Meghan's** contract (**Alisa**)
- Contribute button on website (**Glen**)

DECISIONS AND DISCUSSIONS

Credit card security standards. Rich raised whether our credit card vendor Vanco has proper security for information, referring to an article concerning issues with the Metro Transit System. Glen agreed to look into this with Tracey Weiss.

Pledge Drive. Didge Masser-Frye reported on the progress of the Pledge Drive, and estimated a final tally around \$298,000 in pledges.

Search Committee. Alisa reported on the progress of identifying candidates (many good candidates and alternates have volunteered) and setting up a congregational vote at the June Congregational Meeting.

Updates. Bob reported on the progress toward the auction on May 14 (progressing OK). Alison Crotty reported on meetings with Sandy Hill Nursery representatives about timelines and logistics; Mark reported John Drummond and he would meet with Sandy Hill shortly over rent.

Rev. Meghan reported on the de Benneville Pines weekend; she also reported that in conjunction with the search for a new music director, a new accompanist may also be needed.

Casas de Luz policy. Mark presented the attached proposal by the Policies & Procedures Committee.

After discussion and upon motion made and seconded the proposed policy 475 – Casas de Luz Operations was adopted 5 – 0.
Mark Tuller was designated as Board representative on the Casas de Luz Committee until Ashley Phillips is available.

Wind damage insurance claim. Mark reported on discussions with the insurance company, Church Mutual, over the wind damage to the window and core area canopy. It appears that after deductible the claim would net about \$6,000 and might have an effect on future rates within reason.

After discussion, the Board decided to go forward with the insurance claim. Ken Schultz and Clint to go forward with repairs.

Financials. Glen reported that the financials continue to be acceptable (pledges at 98%) with auction revenue expected in May. The budgeting process is underway, and Glen will have a draft budget during May for Board consideration. Alisa explained changes in personnel compensation indexes (UUFSD is in a different geo-index now, which implies higher compensation for staff).

Adjournment at 9:40 pm.
Respectfully submitted,
Mark Tuller, *Corporate Secretary*

Attachments:

- Agenda for April 19, 2016 Board meeting
- Pledge report
- RE Director's report
- Director of Connections' report
- Administrator's report
- P&P Committee recommendation re CDL
- Financials.

UUFSD Board Meeting Agenda
April 19, 2016

1. Chalice Lighting and Check-in
2. Opening words (*Rich*)
3. EXECUTIVE (closed) SESSION (7-7:30pm): Update on the Settled Minister Search (Alisa and Meghan); board member issue

< Quick Break for Snacks >

REGULAR OPEN MEETING:

4. Report on action items from last month
 - a. Auction Update (Bob)
 - i. Parking Spaces and Furs (Alisa)
 - b.
5. Information Items
 - a. Monthly reports: RE, Admin, Dir. Of Connections, Rev. M
 - i. Sent via email; attach to minutes
6. Decision Items
 - a. Search Committee- SC candidates to be finalized, with a few alternates
 - b. Casas De Luz policy review and discussion
 - c. Quick discussion re: clerestory window/ awning/ insurance claim
7. Monthly Financial Review (Glen)
 - a. Prep for annual budget: (Glen)
 - b. Personnel Committee recommendations and change in GEO (Alisa) (*note: the Board will need executive session discussion at May board meeting to finalize for budget*)
8. Leftovers [second thoughts on things, items we forgot, etc.]
9. Review of action items/decisions
10. Items for next month's meeting
11. Who do we need to thank this month?
12. Process check and check out
13. Adjourn

Interim Pledge numbers from didge Masser-Frye:

Key Metrics	Count	Sum	Delta
New Pledges	8	5,350.00	5,350.00
Increases	71	146,595.75	20,273.75
Same	59	101,959.00	0.00
Decreases	16	20,470.00	(18,235.00)
Dropped	10		(5,184.00)
Not Pledging	10		
Total Pledged So Far	174	274,374.75	2,204.75
Pending (projected)	38	22,710.00	
Goal	212	330,000	
Progress	82.08%	83.14%	
Totals (projected)	212	297,084.75	

Hi All,

Just two quick updates for this month regarding RE.

1. Sandy Hill

There was a meeting with Greg Brown, Chris (the contractor), myself and Shani (director of Sandy Hill) and the board president of Sandy Hill. It was a meeting to talk about and plan the rest of the renovations to the remaining rooms. It was made clear to Sandy Hill that they could hold summer school because our renovations will not interfere with their ability to hold school. I asked them if they were still considering pro-rating their rent this year. The board president said that it was still on the table. I encouraged to do what was best for their organization, and that we would do what was best for ours.

I would like to extrapolate further on this conversation during the board meeting.

2. Las Colinas

The YRUU went on a field trip to the incarceration center two weeks ago. It was an amazing trip and we are so excited about the book and toy drive! We will be launching this in May for the fellowship and hopefully in partnership with Canyon Crest Academy (a local high school). I will know more soon!

Alison Crotty

Adrienne McCord, Director of Connections
April BOD Report

- Membership and Visitor engagement updates:
 - Hopefully you've noticed the bright yellow Visitor bags replacing the white envelopes. It increases visibility of who is visiting and allows other members to meet and greet them...also hopefully will make it less likely for them to set it down and forget it! ☺
 - Our outreach to new visitors to attend Camp de Benneville was successful and heart melting to watch new families form bonds and sharing stories and laughter even before signing our book. THIS is how we grow! Three cheers to Christie T. for the idea for me to write them individually and invite them to camp. Inviting recent visitors to be our guest at brunch is also working and a great way/reason to call and reach out to recent guests.
 - Another new idea is sending monthly calendar updates to specific age groups/interests and has been met with increased attendance at events. Ie: letting new young adult visitors know about YA meeting schedule and alerting others to the senior discussion and bird walk.
 - ***Membership Committee morphing into a 'Membership Engagement Team' (MET) to support new members as well as visitors on their UU path and involvement at UUFSD. **Please see attachment at bottom for greater details.** I will begin actively recruiting members to work with me on this committee this week. After reading the description, I'd appreciate suggestions if you know of a member who fits the part!
 - New Member Orientation coming up! May 14th will be an orientation at 12:15. **Going forward we will have monthly orientations on the 3rd Sunday of each month.** Having it on the calendar each month will allow for greater flexibility for visitors' schedule and help them proceed on path to membership. It also provides frequent visitors a chance to meet Rev Meghan in person, and the membership team and I can share about ways to get involved and connected.

Exciting Membership Engagement updates- Half Day UU New Member Workshop- super excited about this! A half day with Rev Meghan and I with new visitors and prospective members to explore, share and learn. We will have one in May for our next orientation. Yay!

New Member BBQ for new members and recent new members (joined within 2 years) Rev Meghan and I will host a food related event twice a year for new members to get to know us as well as each other...see how they are doing at UUFSD and ensure connections and involvement. A day to let them know we are here for them and give them time/space to get better acquainted. *This is one of many events that would be made even more special if a board member wanted to attend.*

- Camp de Benneville was a great first UUFSD camp experience. Valuable time getting to know members and their families. I led a mini "Graceful Leadership" class and organized the all-ages nature Scavenger Hunt. List attached below. I enjoyed recruiting members and MC'ing the heavily participated Talent/Variety show. The participation bodes well for our

planned “UU got talent!” talent show tentatively scheduled for the fall. Sign up today! (I’m hoping the BOD “team Fantastiks” will be a headliner...)

- Kitchen Leadership and Organization- Increasing our ‘walk the talk’ with sustainability, reflecting values. Moving forward to get greater organization and participation. Volunteer training and appreciation event scheduled. Very happy to say we have gained ground on volunteer recruitment and are fostering greater commitment. Fingers crossed we get new dishwasher soon? This will help a lot! Mug round-up in process. New Visitor Mugs shopping/price checking in progress.
- Auction countdown- so much planning. Too many details to list! Very time consuming, would recommend more collaborative labor on this event next year. Perhaps have this under Team Generosity and Stewardship as it is very much a fundraiser...for greater committee involvement. Really looking for input on this for next year as it appears it is historically a hot potato no one wants to catch! . We are hoping to create a ‘best practice’ toolkit from this year to give to next year’s organizers. Thank you for your part in handling the myriad of hot buttons with this fundraiser. Since you’re all volunteers, you will be invited to our volunteer appreciation meeting for greater details and to get the agenda/action plan. Thank YOU for that.
- Social Media Class for Seniors, going well. Hysterical. Absolutely providing value and fellowship if not digital technology prowess. There has been a demand for more of same. It’s a great opportunity for reaching out to members as well as providing them with skills to increase their involvement at UUFSD and in community. I’ll keep it on the schedule quarterly. Exploring a “drop in” time for members (mainly seniors) at UUFSD during the week- there is a need and interest...getting advice from other UUs doing this. I’m learning a lot about Older Adults and UU and hope to bring some more resources here to fellowship.
- **EJTF and ‘Green Sanctuary’** attended EJTF leadership meeting to explore climate related activities/and the value of the UUA Green Sanctuary program. *“The Green Sanctuary Program provides a path for congregational study, reflection, and action in response to environmental challenges. The Green Sanctuary Program, now in its sixth edition, partners with congregations to address climate change and environmental justice. Congregations that complete the program are accredited as Green Sanctuaries in recognition of their service and dedication to the Earth.”* I’m excited to say the committee is moving forward to explore the viability of this, meeting notes available upon request. Additionally, committee will collaborate with other fellowship committees (and other SUUN churches) to host sustainable potlucks and informational activities quarterly. I will offer support to encourage more EJTF & community partnerships to increase knowledge of our/UU involvement in local and national climate related campaigns.
- **Earth & Climate Month activities** during Gathering Hour on April 24th include Composting exhibit, Informational and hands-on activities for all ages.
- **Family Friendly Dance Party Potlucks-** Joy & Fellowship Committee hosted a line dance instruction and potluck social and it was a hit! The event was well attended, affordable and great for cardio and friendship building. After discussion with committee and then again with more members at camp it was decided that a regularly scheduled ‘Dance Party’ night would be a welcome family friendly event. Stay tuned for schedule and details. *This has potential value for our greater community as well, a wonderful way to reach out to North County families.

Repeat appeal:

I need help with recognizing the “regular visitors” the ones who have come FOREVER and are not members. Apparently there are quite a few? I have a couple names. If you know of any could you pass the names along? Thinking of unique ways to approach them about orientation and joining.

Adrienne McCord

UUFSD Member Engagement Team (MET)

Team Member Position Description

Purpose of the Position:

To help all who enter the Fellowship, especially newcomers and new members, to feel welcome and help them get integrated into the community.

Responsibilities

Listed below are tasks that the MET does throughout the year. Each committee member chooses which areas they are most interested in.

- **Help with New Member Celebrations**
Three times a year we invite recent new members (and recent alumni) to attend a lunch/bbq/brunch/TBD after the services on a Sunday. MET helps with the set up, engagement, activities and clean up. The focus is on fun, friendship and fellowship. Think outside the box!
- **Help with Orientation Classes**
Our UUFSD Orientation is an introduction to Unitarian Universalism and the Fellowship. We help prepare for the class by (insert details here) This class is offered monthly on the X Sunday between services.
- **Help Greet/welcome at services**
The objective of having designated Greeters at each service is to reach out to welcome visitors and answer any questions that they might have. (Insert greeter info here)
- **Connect with new members on a regular basis- Provide UU 'buddy' system**
Regular contact with new members helps them connect with the community. Provide support to Director of Connections to help new members "buddy up" with long term members to find programs, groups, clubs & service opportunities that support their specific needs and desires.
- **Miscellaneous other tasks including:**
 - Help with creating new member photos/bios
 - Update materials and prepare new visitor packets
 - Assist with new member circle & recognition planning and facilitation
 - Helping with MET table during Gathering Hour (provide materials, smiles and introductions!)
 - New ideas encouraged from MET members. What task would YOU like to do to connect with visitors on their path to membership?
 - *MET Leader will act as team leader, supporting the Director of Connections in direction and inspiration of the MET. This position can be held by one person, or we can explore an MET leader in specific areas of Membership Engagement. More to come on this idea.

Qualifications

All are welcome to be part of the MET. Especially helpful are new friends and members who can give fresh perspective on how the Fellowship is accomplishing our goal of being a welcoming community.

Amount of Time Required

Greeters are asked to help at one service a month. The rest of the tasks vary and usually can be fit within busy schedules. Most of the work is done around services or in the evenings. Meetings are held when needed, not all members will need to attend all meetings. Food and frivolity will be on the agenda at all meetings of the MET.

Length of Commitment

Our hope and expectation is that members will make a one-year commitment which can be renewed indefinitely.

Training and Support Provided

Serving with Grace workshops are just one of the perks of being on the MET. We encourage you to see your service as a gift to self and a way to explore and expand your own spirituality. Adrienne, the Director of Connections is available to meet individually as needed to learn about the committee and the areas of involvement you have chosen. Meetings also provide time for questions and feedback.

Responsible to

Self, MET team leader, Director of Connections

This opportunity will enable you to:

* Put to use skills and experience for good of congregation and your UU faith; * Have a significant impact on future generations of fellowship; (*really! The connections you help others make truly matter and make a difference!*) * Actively live out your principles and values; * Expand your sense of self and your role not just in the fellowship, but in the larger world; * Provide a critically important service integral to the fellowship's success; * Make a difference in the lives of people who come to our fellowship and those who haven't yet found us but will. (*This is such an important team!*)

Skills Needed:

* Vision and creativity to seek new solutions to persistent problems; * Ability to work respectfully & collaboratively; * Desire to motivate others; * Commitment to principles and values of our faith; * Ability to work within a new and evolving leadership structure.

Training, assistance, and safety requirements:

MET members will support you to position you for success and will be available to mentor you throughout the year. This is about building friendships as much as it is about learning new skills. Leadership and staff will also play a key role, providing you with the tools and knowledge of the day to day details. Additional district, regional and UUA support and meetings are also available and worth exploring. This is about YOU too, learning and growing in your spirituality through service.

2

ADMINISTRATOR'S REPORT TO THE BOARD – APRIL 2016

MEMBERSHIP STATISTICS

Total number of members: 243
 Members emeritus: 6
 Pledging friends: 13
 Friends: 48

Total number of members, pledging friends and friends: 310

SUNDAY ATTENDANCE 3/13/16 – 4/10/16

Date	Age Group	9:00am	11:00am
March 13	Adult	38	108
	Child	7	15
	Teen	2	4
	Staff	6	5
March 20	Adult	53	108
	Child	10	9
	Teen	11	6
	Staff	4	5
March 27	Adult	70	112
	Child	18	11
	Teen	1	10
	Staff	6	6
April 3	Adult	39	89
	Child	10	20
	Teen	No count	No count
	Staff	6	7
April 10	Adult	23	80
	Child	9	8
	Teen	0	No count
	Staff	4	4

SITE USE AND RENTALS

The next event will be our own Jill Reis's wedding on May 28th!

MEMBER NEWS

The Pollners and the Parrs each contacted the office to let us know they would be leaving the Fellowship.

THE BOARD SHOULD KNOW

We have had a couple of inquiries about doing community service by volunteering for the Fellowship. The Board is looking at this now.

Respectfully submitted,

Tracey Weiss
Congregational Administrator

April 15, 2016

Recommendation of the Policy and Procedures Committee regarding policy on Casas de Luz operations

The P&P Committee has revised the draft Policy previously presented to the Board to make it more succinct, and to address concerns. We socialized the draft Policy with groups likely to have an opinion, including members of the Finance Committee, the Generosity Team, and the Social Action Committee.

We recommend the Board adopt the attached revised Policy.

Please focus on the Management & Coordination Committee set up by the Policy. It consists of the minister (Meghan), the CDL program leader (Kathy Faller), the Board VP or other Board representative (Ashley), and the chair of the Social Action Committee (Irv Himelblau). The Management & Coordination Committee will be responsible for bringing CDL into compliance with the Policy (website, accounting, liability mitigation, vehicle, compliance issues), and assuring ongoing success & coordination. The committee is delegated essentially full Board authority over CDL on a day-to-day basis. Is this what the Board wants?

The concerns we've heard raised are: liability risk to the Fellowship; inappropriate special treatment for CDL compared to other projects; not a project the Fellowship should focus on; and CDL should pay 10% overhead assessment like other groups. We believe these concerns have been addressed and considered by the Board.

Liability? Our general liability insurance covers volunteers working in Mexico and elsewhere according to our agent, and US and Mexican vehicle insurance will be in place. Volunteer and driver waiver forms are used. Liability mitigation and protection of volunteers is made explicit in the revised policy. The Management and Coordination Committee set up by the policy is charged with considering liability issues on an ongoing basis.

Special treatment; doesn't need an individual Policy? CDL is bigger and more complicated than other Fellowship social action activities, and has been more confused in its relationship (such as accounting, oversight, etc.) so it makes sense for a concrete policy.

Not good for Fellowship to focus so much on this? The Board has already discussed favorably that the CDL initiative is a unique opportunity for UUFSD to distinguish itself in the social action sphere, given our closeness to the border and the breadth of CDL activities. Further, CDL is not just cross-border; it also works with low income people in San Diego county.

CDL should pay the same fundraising overhead assessment? Policy 420 establishes a 10% overhead fee for all programmatic fundraising; however, it appears this fee hasn't been applied (for example, Café Valentino). Further, the Board can waive this assessment. The revised Policy removes a blanket exemption on this fee, and empowers the Management and Coordination Committee to waive it.

Respectfully submitted,
Policies & Procedures Committee
Mark Tuller, Candace Sage, Steve Bartram (3-0)

<p style="text-align:center">UUFSD Policy and Procedure Document Policy ID: 475 Title: Casas de Luz Operations Date Approved: April 19, 2016 by the Board of Directors</p>

Purpose

Casas de Luz (“Homes of Light”) (CDL) is a social action project of the Fellowship dating from 2005 when the Social Action Committee suggested an in-kind donation drive to support families in Tijuana, Mexico. CDL has evolved into a multi-action project dedicated to home builds, repurposing building materials, food and furniture programs, education, and building community centers, in the San Diego-Tijuana international metropolitan area. These activities can be transformational for the beneficiaries. CDL also encourages spiritual development of both youth and adult participants through donations, home builds, internships, high school clubs, and living UU values.

As it has grown, CDL has partnered with organizations outside UUFSD to leverage its activities, and has developed donors willing to earmark donations for CDL purposes. CDL also continues to be supported directly by UUFSD through Generosity Sundays, participation in Religious Education, donation drives, annual home builds, integrated back-office activities, and so forth.

Because of the growth of CDL and its extensive activities, this Policy records and clarifies the status and operations of CDL and its relationship to other Fellowship activities. The goals of this policy are to establish a sustainable balance of CDL and other Fellowship activities within our community, and to assure CDL operates within Fellowship policies and mitigates liability risk.

Policy

As a social action project of UUFSD, CDL has no separate legal structure and is, in principle, no different than other UUFSD social action projects. For convenience, however, and due to its unique size and scope, CDL has a discrete identity for donations and activities, and is treated somewhat differently for UUFSD budgeting, accounting, and fundraising procedures.

The Fellowship is committed to supporting and assuring the continued success of this significant social action of the Fellowship, and engaging Fellowship members, friends, and youth in its activities, including participating in home-builds, repurposing with a purpose, donating, integration into RE classes, newsletter publicity, etc.

Procedure

Maintaining 501(c)(3) status. As a tax-exempt 501(c)(3) religious organization, the Fellowship pursues tax-exempt religious activities; CDL is an unincorporated social action project of the Fellowship operating as part of the Fellowship’s tax-exempt religious activities. CDL shall not establish a separate legal identity. CDL may operate in some respects discretely from the Fellowship (different website, logo, non-legal board of advisors, procedures, outside fundraising, etc.) but all such activities shall prominently reveal that CDL is “a social action project of the Unitarian Universalist Fellowship of San Dieguito, Solana Beach, CA.”

Operations of CDL. CDL performs the activities described in the Purpose section above. If CDL wants to expand or redirect to different social action activities, the Board must agree and change this Policy. CDL uses the Fellowship's office, equipment, insurance, accounting, supplies, space, staff, vehicle, publicity, etc.

Financial Issues (Accounting, Budgeting, Financial Controls). All CDL revenues and expenses are accounted for in the UUFSD accounting system. They are booked in a Temporary Restricted Account dedicated to CDL. CDL funds are maintained with other UUFSD funds in UUFSD-designated financial institutions. The CDL Temporary Restricted Account is used only for CDL and the balances in it are not available for other Fellowship uses. Balances in the CDL Temporary Restricted Account may be rolled over from one fiscal year to the next without being lost. Because of the variable nature of CDL's activities, CDL is self-funding and is exempt from annual UUFSD budgeting and authorization request requirements (including Policy 120: Authorization for Spending of UUFSD Funds), and has no spending authority from the general operating budget of the Fellowship. CDL follows regular Fellowship financial and booking controls, such as check signatures, receipts, reimbursements, etc. (including Policy 141: Reimbursements and Check Requests).

Handling of Donations to CDL. Donations earmarked by the donor for CDL (whether from external donors or Fellowship members and friends) are booked to the CDL Temporary Restricted Account. Ordinarily checks should be made payable to the Fellowship with an indication that they are for CDL. Gifts to CDL through the Fellowship are ordinarily tax deductible and the Fellowship will issue an appropriate receipt or charitable gift tax letter to the donor as required by law. In-kind donations should be receipted with an appropriate charitable contribution form.

Fundraising Activities of CDL at the Fellowship. Because CDL raises funds in addition to the Fellowship's general fundraising, there should be a healthy and coordinated balance between CDL-specific fundraising at the Fellowship and other Fellowship fundraising activities. CDL fundraising activities should be sensitive to these concerns and should be scheduled in coordination with other major fundraising activities such as auctions, dining for dollars, pledge drive, capital campaign, etc. (see Policy 420: Stewardship Commission). As a baseline, CDL is entitled to the proceeds of one Generosity Sunday per year.

Compliance with Policies, Procedures and Laws; Liability Protection. CDL follows all relevant Fellowship policies, including specifically Child and Youth Protection (Policy 520). CDL operates in compliance with United States and Mexican law. It strictly operates under the ambit of UUFSD insurance policies and actively seeks to mitigate liability risks and protect volunteers.

CDL vehicle(s). Vehicle(s) used by CDL are owned by UUFSD, which pays insurance, registration, etc., from general UUFSD funds; CDL pays maintenance, fuel, etc., incident to its use. Any vehicle identified as CDL shall prominently display "a social action project of the Unitarian Universalist Fellowship of San Dieguito, Solana Beach, CA."

Management Committee and Oversight. A standing management and coordination committee ("the Casas de Luz Committee") is established, consisting of the CDL program leader, the chair of the Social Action Committee, the minister, and the Fellowship Vice-President (or other Board designee) (actual composition may vary). The committee is empowered and delegated ample authority to identify and resolve issues relating to the successful and compliant operation of CDL and its coordination with other Fellowship activities; to waive UUFSD policies; and to protect UUFSD from liability from CDL activities.

UUFSD Policy and Procedure Document

Policy ID: 475

Title: Casas de Luz Operations

Date Approved: April ~~XX~~19, 2016 by the Board of Directors

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As it has grown, CDL has partnered with organizations outside UUFSD to leverage its activities, and has developed donors willing to earmark donations for CDL purposes. CDL also continues to be supported directly by UUFSD through Generosity Sundays, participation in Religious Education, donation drives, annual home builds, integrated back-office activities, and so forth.

Because of the growth of CDL and its extensive activities, this Policy ~~is to record records~~ and ~~clarify clarifies~~ the status and operations of CDL and its relationship to other Fellowship activities. ~~The goals of this policy are to establish a sustainable balance of CDL and other Fellowship activities within our community, and to assure CDL operates within Fellowship policies and mitigates liability risk.~~

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As a social action project of UUFSD, CDL has no separate legal structure and is, in principle, no different than other UUFSD social action projects. For convenience ~~and effectiveness~~, however, and due to its unique size and ~~complexity scope~~, CDL has a discrete identity (~~e.g., name, website~~) ~~which it uses~~ for donations and activities, and is treated somewhat differently for UUFSD budgeting, accounting, and fundraising procedures.

~~One goal of this policy is establish a sustainable balance of CDL and other Fellowship activities within our community.~~ The Fellowship is committed to supporting and assuring the continued success of this significant social action of the Fellowship. ~~It is encouraged that CDL engage the, and engaging~~ Fellowship members, friends, and youth in its activities, including participating in home-builds, repurposing with a purpose, donating, integration into RE classes, newsletter publicity, etc.

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| outside fundraising, etc.) but all such activities shall prominently reveal that CDL is “a social action project of the Unitarian Universalist Fellowship of San Dieguito, Solana Beach, CA.”

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| *Handling of Donations to CDL.* Donations ~~that are~~ earmarked by the donor for CDL (whether from external donors or Fellowship members and friends) are booked to the CDL Temporary Restricted Account. Ordinarily checks should be made payable to the Fellowship with an indication that they are for CDL. Gifts to CDL through the Fellowship are ordinarily tax deductible and the Fellowship will issue an appropriate receipt or charitable gift tax letter to the donor as required by law. In-kind donations should be receipted with an appropriate charitable contribution form.

Fundraising Activities of CDL at the Fellowship. Because CDL raises funds in addition to the Fellowship’s general fundraising, there should be a healthy and coordinated balance between CDL-specific fundraising at the Fellowship and other Fellowship fundraising activities. CDL fundraising activities should be sensitive to these concerns and should be scheduled in coordination with other major fundraising activities such as auctions, dining for dollars, pledge drive, capital campaign, etc. (see Policy 420: Stewardship Commission). As a baseline, CDL ~~will be~~ is entitled to the proceeds of one Generosity Sunday per year. ~~There is no “tax” to the Fellowship general fund for CDL fundraising.~~

| *Compliance with Policies, Procedures and Laws; Liability Protection.* CDL follows all relevant Fellowship policies, including specifically Child and Youth Protection (Policy 520), ~~except as excluded here.~~ CDL operates in compliance with United States and Mexican law. It strictly operates under the ambit of UUFSD insurance policies and actively seeks to mitigate liability risks and protect volunteers.

CDL vehicle(s). Vehicle(s) used by CDL are owned by UUFSD, which pays insurance, registration, etc., from general UUFSD funds; CDL pays maintenance, fuel, etc., incident to its use. Any vehicle identified as CDL shall prominently display “a social action project of the Unitarian Universalist Fellowship of San Dieguito, Solana Beach, CA.”

| *Management Committee and Oversight.* A standing management and coordination committee (“the Casas de Luz Committee”) is established, ~~ideally~~ consisting of the CDL program leader, the chair of the Social Action Committee, the minister, and the Fellowship Vice-President (or other Board designee) (actual composition may vary ~~based on availability and circumstances~~). The committee is

empowered and delegated amply ample authority to identify and resolve issues relating to the successful and compliant operation of CDL and its coordination with other Fellowship activities; to waive UUFSD policies; and to protect UUFSD from liability from CDL activities.

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of March 31, 2016

	Mar 31, 16
ASSETS	
Current Assets	
Checking/Savings	
WF \$ Market Savings x1459	8,688.36
WF \$ Market Savings x1974	5,782.02
WF Bus Chkg x3757	334,453.17
Vanguard Money Market	38,345.97
Vanguard GNMA	405,808.11
Total Checking/Savings	793,077.63
Accounts Receivable	
Accounts Receivable	83,760.29
Capital Campaign Pledges	18,437.18
Total Accounts Receivable	102,197.47
Other Current Assets	
Prepaid Expenses	282.17
Undeposited Funds	35,215.00
Total Other Current Assets	35,497.17
Total Current Assets	930,772.27
TOTAL ASSETS	930,772.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,831.13
Total Accounts Payable	-2,831.13
Other Current Liabilities	
LIA.NOT.08- Member Loan - CD	5,000.00
Payroll Liabilities	
LIA.PER.01 Payroll Taxes	2,765.78
Medical Liability	1,501.25
UUA Pension Liability	-1.91
Payroll Liabilities - Other	2,271.66
Total Payroll Liabilities	6,536.78
Total Other Current Liabilities	11,536.78
Total Current Liabilities	8,705.65
Total Liabilities	8,705.65
Equity	
Pledge Prepayments	9,767.50
Dividend Income	1,179.03
Gains/Losses from Investments	-6,608.75
FND.SPG.01 - Spirit Grant Fund	
FND.SPG.02 - Initial Grant	100,000.00
FND.SPG.03 - D. of C. Wages	-15,336.56
FND.SPG.04 - D. of C. -Taxes	-588.48
FND.SPG.06 - D. of C. Expenses	-2,210.80
Total FND.SPG.01 - Spirit Grant Fund	81,864.16
Opening Balance Equity	-1,813.82
FND.COP.02 Copier Buyback Fund	-339.52
Permanent Restricted	
FND.PGE.01 - Endowment Fund	9,410.10
Total Permanent Restricted	9,410.10

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of March 31, 2016

	Mar 31, 16
Temp. Restricted	
Reserves (pe J.Penny)	
RES.AFR.01 - Appliance & Furn.	1,847.09
RES.BAG.01 - B&G Reserve	18,755.94
RES.SAB.01 - Sabbatical Reserve	455.96
RES.SND.01 - Sound Reserve	-119.79
	20,939.20
Total Reserves (pe J.Penny)	20,939.20
Building Funds	
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Campaign Income	1,038,589.49
FND.CAP.03-Cap Campaign Expense	-378,174.97
	660,414.52
Total FND.CAP.01 - Capital Campaign	660,414.52
Total Building Funds	660,414.52
Other Funds	
FND.LIB.02 - Lib Improv't Fund	250.00
FND.COF.02 -Coffee Fund	-215.94
FND.CON.02 - Concert Fund	2,467.07
FND.DAY.02 - Day Laborer Lunch	237.57
FND.DBN.02 - DeBenneville Pines	5,094.04
FND.DRE.02 - DRE Discre. Fund	1,338.97
FND.HFH.02 - Homes 4 Hope	36,122.56
FND.JRU.02 -JRUU Fund	1,100.11
FND.MIN.02 - Min. Discr. Fnd.	2,075.69
FND.MWL.02 - Memorial Wall Fnd.	1,843.04
FND.REL.02 - RE Special Fnd.	2,600.00
FND.SAC.02 - SAC Schlrship/Art	626.43
FND.SPC.02 - Spcl. Coll. Fnd.	2,796.61
FND.YOU.02 - Youth Scholarship	3,164.00
FND.YRU.02 - YRUU Fund	487.69
	59,987.84
Total Other Funds	59,987.84
Committee Funds	
COM.SUN.04 - Worship Comm C/O	-12.01
COM.ADL.04 - Adult Prms C/O	442.20
COM.SAC.04 SAC Comm Cryovr Fnd	1,572.50
COM.MUS.04 Choir/Music C/O	645.64
COM.LIB.04 Library Comm. Carryo	2,422.26
COM.CNX.04 Joy Comm. C/O	36.17
	5,106.76
Total Committee Funds	5,106.76
Total Temp. Restricted	746,448.32
Unrestricted Net Assets	200.00
Net Income	81,959.60
	922,066.62
Total Equity	922,066.62
TOTAL LIABILITIES & EQUITY	930,772.27

JULY 2015 - MARCH 2016

	YR TO DATE	BUDGET TO DATE	OVER/UNDER BUDGET	% OF BUDGET	ANNUAL BUDGET
PER.OFF.05 Cong. Adm. Dental	672.00				
PER.OFF.01 Cong. Adm. Wages	24,939.50	24,082.51	856.99	103.56%	32,110.00
PER.OFF.02 Cong. Adm. UUA Pens.	864.50	1,805.99	(941.49)	47.87%	2,408.00
PER.OFF.04 Cong. Adm. Medical	5,440.17	6,255.00	(814.83)	86.97%	8,340.00
PER.OFF.07 Cong. Adm LTD Ins	228.15	240.75	(12.60)	94.77%	321.00
PER.OFF.08 - Admin. Prof. Exp.	0.00	149.99	(149.99)	0.0%	200.00
Cong.Admin ER Payroll Taxes	731.85	1,841.99	(1,110.14)	39.73%	2,456.00
Total Congregational Administrator	32,876.17	34,376.23	(1,500.06)	95.64%	45,835.00
Music Expenses					
PER.MUS.12 Music Substitute	120.00				
PER.MUS.11 Accompanist Wages	2,550.00	5,400.00	(2,850.00)	47.22%	7,200.00
Choir Director					
PER.MUS.02 Choir Dir. Prof. Exp	703.64	937.49	(233.85)	75.06%	1,250.00
PER.MUS.01 Choir Director Wage	10,682.36	10,258.51	423.85	104.13%	13,678.00
Music ER Payroll Tax	584.09	1,197.76	(613.67)	48.77%	1,597.00
Total Choir Director	11,970.09	12,393.76	(423.67)	96.58%	16,525.00
Total Music Expenses	14,640.09	17,793.76	(3,153.67)	82.28%	23,725.00
Director of RE					
PER.DRE.05 DRE Dental	348.95				
DRE - ER Payroll Tax	1,529.42	2,582.24	(1,052.82)	59.23%	3,443.00
PER.DRE.02 DRE - UUA Pension	3,984.25	3,284.24	700.01	121.31%	4,379.00
PER.DRE.09 DRE Professional Exp	1,106.35	1,499.99	(393.64)	73.76%	2,000.00
PER.DRE.01 DRE Wages	34,585.58	33,750.00	835.58	102.48%	45,000.00
PER.DRE.07 DRE LTD Ins.	323.64	324.00	(0.36)	99.89%	432.00
PER.DRE.06 DRE Life Ins.	248.49	252.00	(3.51)	98.61%	336.00
PER.DRE.04 DRE Medical	5,022.74	4,761.00	261.74	105.5%	6,348.00
Total Director of RE	47,149.42	46,453.47	695.95	101.5%	61,938.00
Minister Expense					
Minister Benefits					
PER.MIN.07 Minister LTD Ins.	58.59	585.00	(526.41)	10.02%	780.00
PER.MIN.07 Minister Profess. Ex	2,598.21	4,500.00	(1,901.79)	57.74%	6,000.00
PER.MIN.06 Minister Life Ins.	45.00	405.00	(360.00)	11.11%	540.00
PER.MIN.05 - Minister's Dental	168.00				
PER.MIN.04 Minister Medical	7,521.74	6,976.49	545.25	107.82%	9,302.00
PER.MIN.02 Minister Housing	23,442.42	23,985.00	(542.58)	97.74%	31,980.00
PER.MIN.03 Minister UUA Pensio	6,841.41	6,297.75	543.66	108.63%	8,397.00
PER.MIN.00 in Lieu of FICA	4,640.40	4,475.25	165.15	103.69%	5,967.00
Total Minister Benefits	45,315.77	47,224.49	(1,908.72)	95.96%	62,966.00
Minister Wages					
PER.MIN.01 Minister Salary	36,847.83	34,515.00	2,332.83	106.76%	46,020.00
Total Minister Wages	36,847.83	34,515.00	2,332.83	106.76%	46,020.00
Total Minister Expense	82,163.60	81,739.49	424.11	100.52%	108,986.00
Payroll Expenses - Other	3,306.74				
Total Payroll Expenses	204,941.35	209,514.74	(4,573.39)	97.82%	279,353.00
Reserves					
RES.BAG.01 - B&G Reserve	0.00	750.01	(750.01)	0.0%	1,000.00
Total Reserves	0.00	750.01	(750.01)	0.0%	1,000.00
Total Expense	271,760.20	274,520.98	(2,760.78)	98.99%	366,028.00
	(1,760.71)	3,890.04	(5,650.75)	-45.26%	5,120.00