

**Palomar Unitarian Universalist Fellowship  
Board Meeting  
July 11th, 2013**

Telescope Deadline: July 21<sup>st</sup>, 2013

**Chalice Lighting (David)** 2 min

**Check-In** 10 min

**Call to Order (David) 7:19**

**Guest:** Al Cox 2 min

Al reported he is in contact with a volunteer who needs to do 80 hours of community service and who has offered to work at the fellowship (building and grounds) to fulfill that requirement.

**Approval of prior Board Meeting minutes:** June 2 min

It was moved and seconded that we approve the minutes of the June meeting. Motion approved.

**Review of Current Agenda** 2 min

**Announcements** 2 min

**Written Reports:** (Discussion by exception only)

Religious Education: Received from Kathleen Moscato. (Report attached)

Finance: Received from Tim Pierce. (Report attached)

**Verbal Reports:**

Finance Report Tim 10 min

Tim announced that Kay Preston has volunteered to serve as pledge drive chair for this year and asked that the board approve this appointment. Moved, seconded, and approved.

**Old Business:**

Pre-School Update: None Ellen 5 min

Committee on Ministry Misty 10 min

Beth announced that Misty and Dave have met with the Committee on Ministry (Katia Hansen, Daniel Stracka, Seamus O'Connor). The committee will meet with others in the congregation to develop a statement redefining the role of that committee. The statement will be published in the November Telescope and will be submitted for approval by the congregation in January.

**New Business:**

*B&G Statement and Description* Al 15 minutes

Beth announced that Sally and John Gill have agreed to "do facilities," a task which would involve arranging for use of our facility by outside groups, managing lease agreements, and drawing up contracts. This would be a new volunteer position and it was pointed out that the board should acknowledge and approve the creation of this position before it becomes official.

It was pointed out there will be some overlap between B & G and Facilities. Beth said people are stepping up and volunteering more. Al thinks this is happening because members see there's a gap to be filled. As B & G chair, he anticipates taking up some of the slack.

Al pointed out that the draft statement of the B & G chair's job covers the duties of the position, but doesn't state what kind of authority he would have. He asked that such a statement be included. The consensus of the board was that Al would have the authority to carry out his duties and to manage the five accounts related to B & G expense.

B & G will be responsible for security. Beth pointed out the building needs to be re-keyed and a discussion ensued of who is responsible for keeping track of who has keys to the building. Beth said the office manager (Janice) is responsible for the procedures to be followed in issuing and maintaining records on keys issued.

David will finalize the statement of the responsibilities of the Building and Grounds Committee. (Draft attached)

It was moved, seconded, and approved that Al Cox be appointed as the Building and Grounds chair. He was requested to have someone on his committee contribute a brief column to the monthly Telescope.

*Board Retreat* Beth 5 minutes

The board retreat will be held from 9 AM-4PM August 24<sup>th</sup> at Marj's house.

Among items to be discussed is the method by which committees are created and chairs are appointed. These processes have not been formalized and Beth pointed out that we, as a board, need to make decisions about this. (Committees who get a budget are required to go attend CCAT meetings.)

In addition, Beth pointed out, our bylaws mandate that we have a Leadership Development Committee, but we do not have one. What we had in the past wasn't functional. We need to start capturing policies and procedures to be followed consistently in these matters. (Case in point: the issue of creating a facilities chair and appointing a volunteer.)

*Strategic Planning* David 5 minutes

David said the board should consider creating a strategic planning/capital campaign team to discuss a new building and fencing of the grounds. He suggested the board should create a job description and discuss who should serve.

*Training Space for Civil Disobedience* Beth 5 minutes

Beth reported on trainings in progress to mobilize a nationwide protest against the Keystone-XL pipeline. Several groups have combined in this effort and they are training people to participate in this. Beth asked that we offer the use of our facilities free of charge for training sessions. It was moved, seconded, and approved that we will support and endorse the pledge of resistance to the Keystone Pipeline in the following ways:

- 1) making space available for civil disobedience training at PUUF at no cost
- 2) supporting Rev. Beth's participation in civil disobedience;
- 3) supporting a special collection for a legal defense fund

*In-Gathering Opportunities* Beth 5 minutes

In-Gathering Sunday, which Beth suggests be designated "Summit Sunday" or "Vision and Values Sunday," is scheduled for Sept. 22<sup>nd</sup>. At that time, Beth would like the congregation to discuss our vision and values in a congregational meeting/conversation to follow the morning services. Out of that will come thoughts on strategic planning, integrating new members, and stewardship in the following areas: financial; social (welcoming new people), and physical (helping maintain the facility). Beth would like to have a strategic plan in place by the end of the year.

*Board Meeting Day and or Time Change*

Because of a scheduling conflict, the possibility of changing the day of board meetings was discussed. It appeared that the second Tuesday of each month at 6:30 would work. However, a decision was delayed until the August meeting to give everyone an opportunity to check their calendars.

**Next Meeting:** August 8th, 2013 @ 7 PM

**Executive Session** (as needed)

**Adjournment: 8:30 PM 9:24**

**Attachments:**

**Religious Education Report (from Kathleen Moscato)**

<b>Attendance:</b>	<u>June 2nd</u>	<u>June 9th</u>	<u>June 16th</u>	<u>June 23th</u>	<u>June 30th</u>
Nursery	16/6	9/3	5/1	6/9	8/10
Explorers	8	7	MGS	11	13
JRUU	4	5	MGS	2	2
YRUU	2	N/A	MGS	N/A	N/A

**COA** This year is our year for Coming of Age and will be for youth 7th-10th grade, the first opening session will take place in August . Katia Hansen is leading up the program and I am working as her support. Katia is working hard to find three more facilitators (2 male, 1 female) to work with her in the program. We have 15- 16 possible youth, we are hoping at least nine will participate.

**JRUU** Erin Sprague is gone and Marianne Swift-Gifford has stepped up to become the new leader for the group. We are so lucky to have Marianne do this for our program. Marianne will work closely with weekly volunteers and myself to run the JRUU program second service.

**Summer of Passions** The summer is moving along wonderfully and the children are loving having members coming in to share their passions. The weekend that Elenah and John Rott shared Sacred Movement with the children, I realized how wonderful it is to have a vibrant program on our campus. The children that Sunday were so involved, their music and laughter rang through the campus.

**Camp de Beniville Pines** More and more members are realizing how wonderful our PSWD Camp is. I am spending the week training to be a Dean for the Jr. High Summer Camp. It is an amazing experience. The things I am learning and the experiences I am having are so great for my role as a DRE in our fellowship and in our greater UU Community.

In September PUUF is joining in with the Santa Monica fellowship for their congregational weekend.

In April we have been invited to Join UUFSD on their congregational weekend. I am especially excited for this weekend, for the connections our community can make with one of our cluster fellowships.

**Finance Report from Tim Pierce**

Ann Kay and I are going over the Budget Report for the fiscal year ending June 30. We did not note any major discrepancies, but did find a few items that will need to be adjusted before running a final official report for the year.

Items of note:

**Income**

Building Use Income was higher than budgeted, and included \$1230 from LINC and \$725 from a wedding in May.

The SCRIP program has not been included in budgeted accounts, so any income generated was not included with the other Miscellaneous Income from fund raising projects. They need to maintain seed money for the program, so we will have to determine how much can be transferred to the General Fund and when it can be transferred.

99% of our pledges were collected by the end of the fiscal year.

Identified plate was budgeted at \$5,500 actual was \$7,160.42 (130%).

The Fellowship's share of the unidentified plate was budgeted at \$3000; actual was \$7,751.51 (258%).

Budgeted Total income was \$205,296; actual total income was \$214,814.07 (105%).

### **Expense**

Music Ministry was budgeted at \$1500, actual expense was \$1831.63. This item is increased to \$2000 in this year's budget.

Cleaning services were budgeted for \$2000, actual expense was only \$1141, but we could find records of only 7 months being paid this year, so I will find out what happened to bills for the remaining 5 months.

Building maintenance and supplies were much higher than budgeted, due mainly to unexpected expenses of \$1092 for plumbing services, \$336 for door repairs, \$339.56 to repair a broken window, and \$177 for freezer repair.

Security issues caused us to overspend the \$2,850 budgeted by \$1,398.66, and we are hoping that the \$3,500 in this year's budget will be adequate.

No other noteworthy discrepancies were discovered.

Budgeted Total expense was \$198,129.69; actual total expense was \$196,818.76 (99%).

David Cochran and I are now the only authorized signers for the Fellowship's accounts at JPMorgan Chase Bank. Changing names on the accounts caused some problems with the automatic pledge payments, but the bank assures us that they are now resolved.

The plate share contributed to the San Diego Organizing Project collected last quarter was \$1693.94.

I am in the process of sending out the pledge statements for the fiscal year ending June 30.

There was a meeting of the Finance Committee on Saturday, July 6. Members of the committee are: Stacy Finkenthal, Ann Kay, Kaye Preston, and Jon Schwestka. We discussed the Fellowship's finances and a brief history of the Fellowship. The committee will be monitoring the financial status of PUUF, its financial needs, its investments and savings, and will work on a long range financial plan.

Kaye Preston has agreed to serve in the capacity of Pledge Drive Chair, and would like to be active throughout the year, maintaining pledge records and recording new pledges as received and coordinating the next pledge drive with the Executive Board.

**Draft Statement of Responsibilities of Building and Grounds Committee/Chair (from David Cochran)**

- Responsible for forming and organizing the Building and Grounds Committee which will consist of at least three members, one of which is the chair.
- Attend all C-CAT meetings and provide regular reports of activities to C-CAT chair as required. Provide assistance to C-CAT in matters related to Buildings and Grounds.
- Manage the safekeeping, protection, maintenance, repair, and upgrade of facilities to include parking areas and signage, furnishing, and attached equipment such as heating, cooling, lighting and storage. Request funding for repairs and projects that exceed budget from the Executive Board as needed.
- Conduct annual inventory, inspection and evaluation of all property and equipment.
- Make recommendations on replacement of worn items or equipment, landscaping, and care of grounds and parking facilities.
- Make recommendations to the Finance Committee or Executive Board as to necessary funds to provide for the annual maintenance of all facilities, furnishings and grounds.
- Lead actions in emergency situations regarding facilities, furnishings and grounds. Ensure evacuation plans are current and actionable.
- Serve as a resource team in facility safety, security and crime prevention issues.
- Assist, support, and direct the custodial personnel/handyman in matters related to the building and grounds.
- Authority to take actions as required to fulfill responsibilities.
- Authority to manage funds for the following accounts: 5215, 5225, 5230, 5235, 5271.
- Ensure a monthly article is written for the Telescope that will at a minimum describe trends in repairs and security and upcoming events.
- Maintain a list of vendor points of contact.
- Manage Building Security.