

**Palomar Unitarian Universalist Fellowship  
Board Meeting  
September 9th, 2014**

*Telescope Deadline: September 15th, 2014*

**Chalice Lighting (Misty)**

**Check-In:**

**Call to Order:** 6:43 PM

**Members Attending:**

Beth Johnson, David Cochran, Misty Brogan, Tim Peirce, Jon Schwestka, Marj Lacey

**Guest(s) Attending:** None

**Approval of prior Board Meeting minutes:** Approved

**Review of Current Agenda:** Misty

**Announcements:** None

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

*Religious Education:* Report attached.

*Minister's Report:* None

*Finance Director's Report:* Attached

**Verbal Reports:**

*Finance Report:* Tim reported figures are still trending in a good direction close to projected income and expense. We discussed the need for follow-up regarding staff retirement funds.

Beth suggested the board discuss a plan for dealing with bequests, deciding where those funds should go and what we should do with them. Jon suggested considering the creation of an endowment fund. It was suggested we put this on the agenda for our next meeting.

Tim discussed the process for handling/counting money, keeping records, auditing records, and creating a pledge committee. We discussed the need for committees and/or individuals to head up pledging, bequests, and other financial tasks.

Tim and the Finance Committee will create a plan for a pledge committee/task force. Beth suggested 2-year terms would be appropriate.

**Old Business:**

*Strategic Planning:* (Reverend Beth)

The following have agreed to serve on the Strategic Planning Committee: Ann Kay, Brad Dre, Brenda Balmer, Rachel Rott, Megan Kajitani, Nicole Kent, Linda Lee Fransen

*Communications Committee:* (Dave) Dave will form a committee.

*Financial Audit:* (Tim)

Tim reported he has been approached by members regarding the possibility of taking up a special collection for a building fund twice a year. After discussion, the Board decided to postpone any action at this time, since we will soon be planning a capital campaign.

*Cluster (SUUN) Representatives:* (Dave)

Dave reported the cluster has several activities coming up. He will submit an article to the Telescope.

*Association District Rep:* (Reverend Beth)

Rev. Beth said we need an association, district, and cluster representative to publicize district assembly, general assembly, and other events. She announced Dick Eiden has agreed to serve as ADCR (association, district, and cluster rep) responsible for publicizing activities.

*Soil/Slope/Parking lot:* (Jon)

Jon will research the situation and ascertain whether we need to hire an engineer to evaluate the urgency of the problem. We discussed what priority the expenditure of funds on this project should have and agreed we need to know more about the severity of the situation and alternatives for dealing with it.

*Refrigerator for Preschool/ Refrigerator donation:* (Misty)

Pending

**New Business:**

*Plate Share:*

It was decided that this quarter's plate share should go to Planned Parenthood.

*Calendaring:* We created a calendar of board events that will be posted on our Yahoo group site.

*Policy & Procedure for Creation of Committees:* Misty discussed the proposed policy and procedures for the creation of committees. It was agreed that the Executive Board, in consultation with CCAT, the minister, and staff, will determine what committees are essential

for the operations of the fellowship. CCAT will create the needed Committee in consultation with, and support from, the minister and staff. Policy Attached.

*Task Force for Archivist Endorsement:*

Pending

*Consent Agenda:*

Misty read the procedure for implementing the use of a consent agenda for routine items not needing discussion. We approved using this system, which we believe will shorten our meetings.

*Building & Grounds:*

Jon asked how the Building and Grounds person is selected and how that position would be covered in the event of the absence or illness of the appointee. The Building and Grounds Committee is currently comprised of Sally Giles, Kathleen Moskato, Janice Cook, and Katia Hansen.

*Board Covenant:* Tabled

**Board Goals:**

*Nominating Committee Restructure: (Misty)*

*Financial Flourishing: (Tim & Jon)*

*Congregation Communications: (Dave)*

*Policy & Procedures: (Marj)*

**Next Meeting:** October 14, 2014

**Executive Session:** None

**Adjournment:** 9:25

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**Finance Director's  
Report to the Executive Board  
September 9, 2014**

The August Budget Report and Balance Sheet showing balances as of 9/8/2014 are attached.

All figures are tentative, pending final entry of all data for July into the Power Church program.

Total expense for July was 111% and income was 86% of the amounts budgeted. These percentages are up from 84% and 74% last month, and are 95% and 80% for the two-month period. Two items contributing to the high expense percentages are the one-time termite project which took \$1,338.00 of the \$2,000.00 budgeted for contingency repairs for the year, and the fact that Rev. Beth has already had to draw on \$2,415.54 of the \$5,000.00 budgeted for the year for minister's professional expenses, indicating that this amount may be inadequate. If neither of these items was over budget at the end of August, the total expense for the month would be \$18,902.18, or just 98% of the amount budgeted, and \$35,617.53, or 88% of the amount budgeted for the two-month period.

The Building Fund consists of \$122,712.03 which includes \$7,712.03 in checking and \$115,000.00 in TICRX shares (market value as of 9/5/2014 is \$123,601.11).

Assets in the General Fund include:

Wolcott Bequest:	\$32,735.00
Unrestricted Net Assets:	18,019.14
Savings Interest in Reserve:	20,745.85
General Discretionary Fund:	16,249.54
Vonnamhomme Bequest:	12,958.64
Building Reserve for Repairs:	7,410.96

These funds and all other Board Designated Accounts include \$94,522.55 in savings, between nine and twelve thousand dollars in checking, and \$36,267.65 in our Chase investment account (market value is \$48,672.85 as of 9/8/2014).

The retirement funds sent in for Kathleen and Caroline were returned, with the explanation that the contract is not in place yet. I have requested additional information, but haven't received a response yet.

I have researched the Fixed Assets accounts listed under the Building Fund Account on the balance sheet, and found that all the figures were entered in 2007 when Power Church was first set up, and none of the amounts have changed since then. I have requested additional information from Brad Dre, who was Finance Director at the time.

Dick Eiden has informed me that Harry Wolcott's estate has not been completely settled, and that there will be additional funds, the final amount depending on the final amount due in taxes.

The Finance Committee met August 19, and will try to continue to meet on the third Tuesday at 4 pm. The September meeting was changed to September 23, due to scheduling conflicts. We discussed the desirability of possible external fund raisers, and the possibility of having another shoe drive. I was directed to begin the UUA self-audit work sheet, with assistance from the committee if needed.

Respectfully submitted,

Tim Peirce  
Finance Director

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DRE Board Report for August 2014

<u>Attendance:</u>	8/3	8/10	8/17	8/24	8/31
Nursery:	4(2)	6(1)	9(2)	7(3)	4(1)
1 <sup>st</sup> -8 <sup>th</sup>	7	8	MG	8	10
YRUU	5	4	7	4	N/A

Summer Outcome:

Summer was a success. We had a steady amount of children and youth, with our strongest showing in the 1<sup>st</sup>-4<sup>th</sup> grade ages. The kids really liked the loose format of the summer, connecting with each other in a fun playful atmosphere.

Many children were involved in the multigenerational service which was on August 17<sup>th</sup> and it was a great outcome. The congregation loves having the kids up there and they love to be up there.

Gathering volunteers for the new church year is going great. I am creating a schedule of leaders and helpers for FULL classes. There are many new families coming to see what PUUF has to offer and I want to be ready for them when they decide to stay.

The New Schedule of classes goes as follows:

1<sup>st</sup> Sundays Games and Music

2<sup>nd</sup> Sundays Arts and Crafts

3<sup>rd</sup> Sundays Youth Chapel (children and youth do not go into the sanctuary at all)

4<sup>th</sup> Sundays Avatar the Last Air Bender (I am creating a UU Faith curriculum to follow this amazing show, My leaders and helpers are very excited)

5<sup>th</sup> Sunday: There will be 3.. 5<sup>th</sup> Sundays this year. Adrian Andersen and I met this last week and talked about creating three Justice Fieldtrips we will take on these Special Sundays.

Kathleen Moscato

# Palomar Unitarian Universalist Fellowship Policy and Procedures

## CHAPTER 1.00: Committees

Committee Creation.....	1.10
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**Date Approved:** September 27, 2014

**Purpose:** Guidelines for the creation of new committees are needed in order to ensure that such committees support the fellowship’s shared mission and purpose.

**Policy:** The Executive Board, in consultation with CCAT, the minister and staff, will determine what committees are essential for the operations of the Fellowship.

**Procedure:** CCAT will create the needed Committee in consultation with, and support from, the minister and staff.