

**Palomar Unitarian Universalist Fellowship
Board Meeting
January 12, 2016**

Telescope Deadline: Monday, January 18 @ 8:30am

Chalice Lighting: Jon

Check-in: 6:32pm

Call to Order: 6:52pm

Members Attending: Jon Schwestka, Misty Kirkman Brogan, Tim Peirce, Julie Mack, Rev. Beth Johnson, Lonna Leghart

Absent: none

Guest(s) Attending: none

Approval of prior Board Meeting minutes: Approved

Review of Current Agenda

Written Reports (Discussion by exception only)

- **Religious Exploration (see attached)**
- **Minister's Report (quarterly)** - none
- **President Year End Summary (annually)** - none

Verbal Reports

- **Finance Report (Tim)** – report attached; Rev. Beth Johnson volunteered to co-chair the Pledge Drive

Old Business

- **Strategic Obligations** - moved to New Business

New Business

- **Library (Jon)** – Ann Appleton has retired as the Fellowship Librarian. Diana Peirce has been forwarded the email stating the need for a replacement.
- **New bank (Jon)** – The board reviewed its past decision to keep Chase Bank.
 - **Rev. Beth** will discuss the board's decision with our Fellowship's Office Manager, Janice.
- **Girl Scout cookies (Beth)** – The Board discussed the policy on outside fundraisers on the patio and made a decision in Executive Session.
 - **Rev. Beth** will contact the Girl Scout who inquired to explain that the Board would allow one Girl Scout per Sunday to sell cookies on the patio.
- **PUUF certification (Beth)** – Every congregation in the UUA must certify before February 1st. Rev. Beth has historically certified.
 - **Rev. Beth** will be training our Fellowship's Office Manager, Janice, on the process this year.
- **Labyrinth (Jon)** – The Board identified the Labyrinth as an item to be covered by the Right Use of Physical Space Task Force (from the Strategic Plan).
 - **Jon** will share this with Brad Dre.

- **G.A. Delegates (Beth)** – At the town hall meeting, members asked for GA Delegates to be identified earlier this year than in the past.
 - **Jon** will publicize need for G.A. Delegates in the bulletin, in the Telescope, and via social media.
- **Nominating Committee (Julie)** – President Elect, Secretary, Finance Director, Committee on Ministry (two three-year slots), and Nominating Committee
 - **Rev. Beth** will confirm the Committee on Ministry’s term expiration dates.
- **Easement (Julie)** – Julie presented to Jon for signature the amended agreement with Warmington Residential regarding our shared easement and their takeover of the land. There is one Exhibit that remains in need of correction.
 - **Jon** will have the documents notarized after Exhibit is corrected.
- **Strategic obligations (Jon)** – Rev. Beth presented names of Fellowship members who have already offered to sit and those who should be personally asked to sit on the Right Use of Physical Space and Stewardship Planning Task Forces. The goal is to have five people on each task force.
 - **Rev. Beth** will approach those who have yet to be contacted about these two task forces.
- **Sound cushion for patio (Jon)** – The sound echoes on the patio during coffee and fellowship between Services to the point that conversation is difficult. Discussion of sound-deadening materials on the ceiling of the overhang.
 - **Jon** will ask Brad Dre of Building and Grounds to look into solutions.
- **Kitchen update (Jon)** – Sally’s written report attached. The Board discussed the remaining balance of the kitchen update (approximately \$30,000) not covered by specific kitchen donations.
 - **Jon** will add an agenda item to the Congregational Meeting to share our options for funding the remaining balance.
- **Congregational Meeting**
 - **Jon** will ask Daniel to be our Parliamentarian at the Congregational Meeting.
 - **Agenda** will include chalice lighting, welcome/call to order, parliamentarian, confirm quorum, agenda review, approval of minutes, President’s Message, Finance Committee (Tim), vote on Strategic Plan, Death Penalty resolution, Kitchen Update (Sally), Leadership Development/Nominating Committee restructure (Misty), Board Implementation of Strategic Plan (Julie), Communication Needs Assessment (Lonna), Green Sanctuary (Brenda Balmer)
 - **Lonna** will ask Janice for proxy forms, congregational meeting agendas, and last May’s minutes to be available on patio by 1/17/16.

Board Goals

- **Julie** moved to charge Misty and Rachel Rott to evaluate the congregation’s current nominating process, to research possible models, to develop a model that fits with Palomar Fellowship, to educate the congregation about proposed model; and finally, to present the proposed model as a bylaw change for a vote by the congregation and implementation. **Jon** seconded motion. Approved.

Announcements:

- PSWD’s District Assembly is in Santa Barbara April 29-30.
- We are honoring William Leslie and his artwork on Sunday, January 17th.

Next Meeting: February 9, 2016

Executive Session

Adjournment: 10:06pm

**DRE Board Report
December 2015
Kathleen Moscato**

Attendance:	12/6	12/13	12/20	12/27
Nursery:	7	6	4	4
Explorers 1:	8	N/A	6	6
Explorers 2:	10	N/A	11	11
YRUU:	9	N/A	6	3
Totals:	34		27	24

December was a very full and busy month for Religious Exploration. Our numbers were good for the month, every week I thought we be low and every week I was shocked.

Our 4th annual Christmas Pageant was a success for the program. We had many children wanting to take part and many families making it part of their Christmas Eve family traditions.

We had a program for the first time for the Winter Solstice for the children, we had over 25 children in attendance, it was a fun night for all.

I really believe it is important with the new kitchen being installed, (YAY!) that we have guidelines (policies) written up about how each room in our building should be returned to after being used by a group. If we institute this fellowship wide, no one group will feel singled out.

Now that there is no janitorial service on Sunday evenings, it is important that my RE program gets the rooms back to pre-Sunday morning. This means asking my volunteers to make sure that the classrooms get picked up as much as possible and then myself going in and possibly vacuuming and sweeping up the rooms. This will need to be done more as the weather is bringing us inside more and more. I am in conversation with Rebecca, making sure she lets me know when things are not left appropriately. This being said I need to make sure that the rooms are back in order for Monday morning.

Kathleen [Moscato]

**Finance Director's
Report to the Executive Board
January 12, 2016**

The Budget Report for December, Balance Sheet as of 1/10/16, monthly investment report, and fundraising record and estimate accompany this report.

As anticipated, pledge income for December showed a significant increase, and was 136% of the budgeted amount, bringing that figure up to 92% for the year. These figures were 97% and 87% for the Same Period Last Year.

Undesignated / Plate share collection is 98% for the period, SPLY was 92%

Total income for the first six months was 93% of the budgeted amount, for the SPLY it was 87%.

Total expenses for the first six months of the year were 92% of the budgeted amount, less than the 97% for the same period last year.

The Scrip program raised \$298.57 in December, their best month ever. With a little more publicity, the income from Scrip could well exceed the \$1000 that is budgeted. Annual Auction income was at \$11,127.45 at the end of December, and expected future payments should bring that total to about \$12,000 for the year. Even with the donations from groups and activities projected to be about \$1000 less than budgeted, we can meet our fundraising goal of \$18,000 by raising about \$2,500 more in additional fundraising projects (\$3,500 was budgeted).

Investment values are down with the stock market, but the total worth of our funds has only dipped below basis values beginning this week, and we are invested for the long term.

I am still a bit concerned with our Sempra holdings, given the unpopularity of fossil fuel investments and recent bad press concerning gas leaks and the likelihood of stiffer regulations in the near future.

We need dual pledge chairs to begin planning for this year's pledge drive which is scheduled to begin on March 6. Victor White is willing to be one, but only if he can work with an experienced co-chair. No other members of the Finance Committee are available to fill the other position, but we all plan to assist with the pledge drive when it gets underway.

As of yesterday, we will have paid the contractor for the kitchen project \$23,500 of the estimated total cost of \$59,190. The current balance of that fund is \$8,101, and we will owe at least \$35,690 for the balance of the project, so we will need at least \$27,589 more than is currently in the fund.

A check for \$1,845.57, representing last quarter's plate share, was mailed to the Just in Time for Foster Youth program this week. This quarter we will be sharing with the Interfaith Center for Worker Justice.

Respectfully submitted,

Tim Peirce
Finance Director

January 12, 2016

TO: PUUF Executive Board
FROM: Sally Gill
Re: Kitchen Remodel Update

Construction started yesterday! Our contract, Kyle Musick and his crew did most of the demo. The dishwashers are being stored in the garage until we reinstall them. Interfaith Community is taking all three of the stoves, and they will pick them up next week (their pickup person is on vacation this week). Until then, they will be covered and stored on the patio. The refrigerators have been cleaned and wrapped and will remain in the kitchen area and moved around as needed. (This was the contractor's suggestion.)

During removal of the floor yesterday, Kyle found that the plywood under the floor is damaged and should be replaced. He also found old kitchen tiles under the plywood. He recommended we test them for asbestos, given the age of the building. We did so, and the report came back negative today. There is also no evidence of any significant mold. Good news!

They cut into the wall on which we thought about putting a pass-through window. There is a major support beam there, and the largest window we could put in would be about three feet wide. Given the cost of doing it all, we're not sure it would be cost effective, and I'm recommending that we not try to do it. There is also some minor termite damage to some of the wood in that area that needs to be replaced.

We are in the process of choosing quartz for countertops, sinks, faucets, and flooring. Misty's husband, Mike Brogan, is getting us quotes on two white stoves, overhead vents, and a "quiet" disposal. While initially we thought we might put a disposal on each of the two main sinks, the drain on one sink is too close to the ground to do that, so we will have only one, as we have always had. I'm looking into the possibility of granite composite sinks rather than stainless steel for the two main sinks. They wear really well (I had one for 10 years in my house in the Chicago area and loved it), and don't show scratches etc. as do stainless steel sinks.

We are looking into vinyl plank flooring, which looks like wood but is used in grocery stores and other commercial applications due to its durability. We can also obtain flooring that is recyclable and is made of partially recycled products.

We are also choosing low VOC paint. Our cabinets will be made with low VOC/low emission materials as well.

Please don't hesitate to contact me if you have questions. I will keep the Board updated on a regular basis.