



MEETING MINUTES

Meeting Title: Executive Board Meeting

Location: Palomar UU Fellowship Library

Date/Time: Tuesday, March 8, 2016, 6:30pm – 8:35pm

Attendees: Jon Schwestka – President
 Misty Kirkman – Past President
 Julie Mack – President-Elect
 Tim Peirce – Finance Director
 Lonna Leghart – Secretary
 Rev. Beth Johnson – Minister

Guests: Eileen Maurer

Meeting Minutes Prepared By: Lonna Leghart

Purpose	General Notes
Executive Board monthly meeting	Meeting Handouts: <ul style="list-style-type: none"> • none

Item	Description	Responsibility	Due Date	Cls'd
1)	Chalice Lighting	Jon		
2)	Check-in	Jon		
3)	Call to order at 6:38pm	Jon		
4)	Approval of Prior Board Minutes Tim moved, Misty seconded; passed unanimously .	Jon		
5)	Discussion of Board Minutes format: Request for action items to be better communicated. Lonna will include a checklist in body of email containing minutes and change format of minutes to clearly highlight action items .	Lonna	3/15/16	✓

6)	Minister's Report (verbal): Kathleen Moscato's title has changed from Director of Religious Exploration to Director of Child and Family Ministries (DCFM).	Rev. Beth		
7)	DCFM Report - below	Kathleen Moscato		
8)	Finance Director's Report – below	Tim		
9)	NEW BUSINESS: Publically posting Executive Board Meeting Agenda prior to meeting Resolution: With the goal of transparency, the meeting agenda will be set at the previous meeting, and it will be the Board President's option to post publically. Not a by-law change.	Jon		
10)	NEW BUSINESS: Nomination of Susan Frederick-Gray as UUA President Resolution: Julie moved to sign the nomination by petition form for UUA President for Susan Frederick-Gray. Tim Seconded. Passed unanimously.	Rev. Beth	3/9/16	✓
11)	OLD BUSINESS: Nominating Committee Discussion of process	Julie		
12)	NEW BUSINESS: Plate Share Two nominations were received for the upcoming quarter – HiCaliber Horse Rescue and TERI, Inc. Lonna moved to choose HiCaliber Horse Rescue as plate share recipient for April-June 2016. Misty seconded. Passed unanimously. Tim will contact both Holly Herring and Vic White regarding their nominations.	Tim	3/15/16	✓
13)	NEW BUSINESS: Plate Share History Request to collect all past recipients of Plate Share and post online. Lonna will do this	Lonna	3/31/16	
14)	C-CAT Chair Update – below	Rev. Beth		

15)	NEW BUSINESS: Emergency Task Force has been renamed "Worship Security Task Force". Rev. Beth is following up with the C-CAT Chair to determine who will call the task force.	Rev. Beth		
16)	OLD BUSINESS: DA Delegates Lonna moved to authorize the following delegates for District Assembly (DA): Kathleen Moscato Katia Hansen Rachel Rott Jennifer White Tim seconded. Motion passed. Rev. Beth will inform them of our authorization.	Rev. Beth	3/15/16	
17)	OLD BUSINESS: GA Delegates Lonna moved to authorize the following delegates for General Assembly (GA): Rachel Rott Katia Hansen Daniel Stracka Julie seconded. Motion passed unanimously. Rev. Beth will inform them of our authorization.	Rev. Beth	3/15/16	
18)	OLD BUSINESS: GA Delegates Rev. Beth will approach three more potential delegates (including one alternate).	Rev. Beth	3/15/16	
19)	NEW BUSINESS: Rental Policy Eileen presented an ongoing rental opportunity with Carlsbad Musallah, a Muslim group without a permanent worship home. Main question: How much to charge this group? Eileen will report back after speaking with the group's leaders about more details.	Eileen Maurer	4/12/16	
20)	Thank you letters: Jon presented a thank you letter from Operation HOPE Vista for contributing gifts and supplies over the holiday season	Jon		

21)	NEW BUSINESS: Rental Misty presented a rental opportunity (11/5/16) with All Souls Vista that may also be a co-sponsored event. Main question: Do we want to co-sponsor or rent, and if so what to charge? Misty will invite Tanya from All Souls Vista to the April Board Meeting	Misty	4/12/16	
22)	OLD BUSINESS: Discussion of Rental Rate Policy Tabled until April meeting			
23)	Announcements: NONE			
24)	Agenda for Next Meeting - Publicizing rental rate policy to congregation	Jon	4/11/16	
25)	Adjournment at 8:35pm			

NEXT MEETING: Tuesday, April 12, 2016 @ 6:30pm in PUUF Library

Reports attached below:

1. Director of Child & Family Ministries
2. Finance Director
3. Kitchen Update
4. C-CAT Chair Update

Director of Child and Family Ministries (DCFM) Report

Attendance:	2/7	2/14	2/21	2/28
Nursery:	4/1	12/1	9/4	5
Explorers 1:	4	6	5	3
Explorers 2:	7	6	5	8
YRUU:	5	4	7	5
Totals:	21	31	30	21

Attendance has been a little bit lower this last month. I am thinking this is due to the fact that there has been a lot of illnesses. Also the weather has been on and off fabulous and often our families choose to be outside on those gorgeous days, esp. with the constant threat that the rain is coming (it is actually here as I type this).

Easter:

Our annual Easter RE Fundraiser Brunch is right around the corner. When I talked to Kyle about the chances of the kitchen being completely finished for this event, he seemed like he didn't really want to promise that. He asked me if I would need sinks? Because I don't know if the kitchen will be finished for Easter, I am going to tweak my brunch to be a "finger foods" brunch and ask people to bring in dishes of pre-prepared finger foods. If I set it up this way, then if we do have complete use of the kitchen WONDERFUL, but if we don't, I won't panic. Even if the kitchen is finished, I don't know if there will be time to get all of our supplies in there in enough time to use it in a proper way. This takes the pressure of waiting for it, less stressful for me.

We will be having our annual Easter Egg Hunt and the YRUU will be working with Kimberly Lilley in setting that up, that morning.

Summer Camp:

This week I will be looking at the PUUF calendar to find two different weeks during the summer, that Religious Exploration can take over the Sanctuary, Kitchen, Patio and Gazebo to hold two summer camps. Last year we had one camp that was very successful and this year we know they will be again. I am still working on themes for the camps, but they will be in the UU, Peace, Environment and Justice line of thought. I have 2-3 adults willing to help with these camps and I will be hiring youth to work at them as well.

Youth Advisor Training and Renaissance Module Training:

This last weekend I went to Pasadena (Neighborhood Church) for the PSWR Youth Advisor training and it was great. I got some fantastic ideas for our YRUU and will be working to put the ideas into use in the next 6-12 months.

At the end of this month I will attend a two day Renaissance Module Training at Camp de Benneville Pines. This will be my 4th module and these classes go towards my accreditation for the credentialing program through the UUA.

DA

Looking forward to going to District Assembly at the end of April. LREDA has their “big” meeting at this time and it is always great to connect with other religious professionals. I am also looking forward to attending workshops on Saturday.

Family Classes During the Week

I am looking into facilitating classes for families, once during the week, at PUUF. These classes would bring our families and families from the communities together to sing, do art and dive into bigger conversations about raising kids in today’s world. Our fellowship is a busy place, so right now I am looking into finding a open morning that works for my schedule. The classes would be by donation only, and that money would be placed in the RE Designated account to cover costs and fundraise for things our program may need. I am hoping to have this in place by sometime in April.

Midwife Your Midlife

This group will meet for the second time tonight and is heading off for our first field trip at the end of March to the climbing gym. Megan Kajitani and I are really excited about this new ministry and looking forward to see where it is going to take us. We will be hopefully taking a group to the Women’s Retreat in May, up at Camp de Benneville Pines.

Kathleen Moscato

Finance Director Report to the Executive Board

March 8, 2016

All bookkeeping entries for February haven't been completed as of today, so I Can't run accurate budget and balance sheet reports. I will send those reports out when they are complete. The monthly investment report and fundraising record and estimate accompany this report.

All reports are pending the completion of bookkeeping entries for February 2016. Based on the information we do have, pledge income for the first eight months of the fiscal year is still at 89% of the amount budgeted. This figure for the same period last year was just 85%.

Plate collections for the first eight months are at 96% of the amount budgeted, this figure for the SPLY was 89%.

Total income for the first eight months was 94% of the budgeted amount, and this percentage was 88% for the SPLY.

Total expenses for the eight months of the year were 93% of the budgeted amount, slightly less than the 94% for the same period last year.

Total Annual Auction income is \$11,436.20, and should be close to \$12,000 by the end of the year. That figure at this time last year was 8,735, and reached \$9,195 by the end of the year.

Income from groups and activities is still running low, but the Scrip program will raised \$220 in February, and had a record month last December, raising \$299. Income from that program should easily exceed the budgeted \$1000 by several hundred dollars by the end of the year.

We have received a total of \$40,050, including the original gift of \$25,000 and matching funds of \$7000 from an anonymous donor. We have made payments totaling \$51,875.74, so the fund balance is now minus 11,825.74. We have two more scheduled payments totaling \$17,690, plus or minus any final adjustments, so the total expense will be about \$69,565.74, and we will need about an additional \$29,515.74 to cover the full cost of the project.

As discussed at the last Board meeting, the Sempra stock was cashed in, so all unrestricted assets are available for use as needed. Our cash basis for that stock was \$45,193.31 and the sale yielded a total of \$51,278.73 representing a capital gain of \$6,085.42.

Respectfully submitted,

Tim Peirce
Finance Director

Kitchen Update

March 7, 2016

Report to PUUF Executive Board

Re: Kitchen Remodel Project

From: Sally Gill

The following is a brief overview of what's happening now at the PUUF kitchen. We don't yet have a definitive end date, but we're hoping by the end of next week most everything should be completed. We have not yet scheduled a restocking date (to remove kitchen contents from the garage and place them in the new kitchen), but we'll do that as quickly as we can gather the folks involved in that, once the kitchen is turned over to us.

Most of the cabinetry has been installed. The room and ceiling have been painted, other than a couple of items that need to be painted once the flooring is in.

March 7 – today – the cabinet people are scheduled to come in and put all of doors and drawer fronts on, and possibly the cabinet hardware, as well as a couple of replacement end panels. Kyle also plans to install the new door to the sanctuary in the next day or two.

March 9 – The countertop people are scheduled to come in to cut and install them. It may be a one- to two-day process. I will meet with Kyle Wednesday to talk about faucet placement and other miscellaneous items. I have asked Misty's husband, Mike, to schedule delivery of the stoves and range hoods for March 9th if possible, as they can be stored in the garage and should be onsite for various reasons.

March 10 – Finish countertops if necessary, and start laying flooring.

March 11 – Finish flooring.

March 14 to March 17 – Install appliances, sinks, faucets, electrical, lighting, switches, trim etc.

I am in the process of trying to locate reasonably priced under-cabinet LED light fixtures.

Wade Maurer (and Eileen) are researching the replacement of our worn, dirty rolling carts, and also shelving over the open countertop.

We are starting to work on a Kitchen Use Policy. I will create a draft, based on comments already made and model kitchen use policies from other churches, including several UUs, and send out to the Kitchen Committee for comments and suggestions. We are planning to have a binder available in the kitchen

that will contain policies and procedures for Hospitality (to be written by Beth Medina) and also the general Kitchen Use Policy. There will also be a “map” of sorts to show people what goes into each cabinet and drawer, once the kitchen is fully restocked.

Please don't hesitate to contact me if you have any specific questions that are not answered here.

Sally

C-CAT Chair Update

14 C-CAT members, leaders and Board Members met on 2/23/16

Highlights of the reports include:

- 1) Decision made to purchase tankless water heater pending board financial approval
- 2) Peace and Justice Ministry continues with many activities
- 3) Committee on Ministry is planning cottage meetings and mindful communication
- 4) Sunday Services retreat is planned for early May. Will be mentoring new members to transition onto the committee
- 5) A new theme program called Soul Matters will be initiated soon
- 6) Communication Committee focus discussed. Improved ease of calendar navigation discussed
- 7) Budget requests due March 1. Pledge campaign begins March 6.
- 8) New group, Midwife Your Midlife is going well and has attracted a large number of attendees
- 9) Spring Concert is May 1 with a theme of Beltane. Music committee looking for help putting out lunch between the 2 concert times. Reproductive Justice group is planning an event in mid April.
- 10) Humanist service was very well received and the group has a number of interesting programs planned.
- 11) Kitchen Renovation is progressing, with cabinets being hung this week
- 12) Increased use of Scrip was emphasized
- 13) Auction Committee needs more members
- 14) Jennifer White emphasized attendance at several district, regional and national meetings and events. She is working to effectively share information about all events and opportunities with the congregation.

Diana Peirce
Chair of C-CAT