



## MEETING MINUTES

Meeting Title: Executive Board Meeting

Location: Palomar UU Fellowship Library

Date/Time: Tuesday, September 13, 2016, 6:30pm – 8:55pm

Attendees: Julie Mack – President  
 Jon Schwestka – Past President  
 Rachel Rott – President-Elect  
 Vic White – Finance Director  
 Lonna Leghart – Secretary  
 Rev. Beth Johnson – Minister

Guest: Brad Dre

Meeting Minutes Prepared By: Lonna Leghart

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

Item	Description	Responsibility	Due Date	Cls'd
1)	Chalice Lighting – President Barack Obama & Rumi	Julie		✓
2)	Check-in	Julie		✓
3)	Call to order @ 6:42pm	Julie		✓
4)	Cell towers: Brad gave an overview of the proposal for T-Mobile cell tower; Board discussed. Jon moved that we begin negotiations with EBI Consulting regarding putting a cell phone tower on PUUF property. Seconded by Rachel. Motion carried. Julie will be the liaison between the Board and an attorney (TBD) to review a lease agreement. Vic will research the property tax and income tax implications.	Julie, Vic, Rev. Beth	10/11/16	
5)	Wall heat/air: Brad presented B&G recommendation. \$12,218 for four offices, \$9,000 for sanctuary, plus unknown cost for roofing work. Jon moved that we enter into a contract with Liberty to install heating and AC units in	Brad Dre; Jon	10/11/16	

	four offices. Vic seconded. Motion carried. Brad Dre will be the liaison with Liberty. Board empowered Brad to ask about installing the additional unit in the sanctuary at the same time. Jon will suggest to the auction committee that we have a paddle-raising for HVAC in the sanctuary.			
6)	Approval of Prior Minutes; Jon moved to approve September board minutes. Rachel seconded. Motion passed.	Juile		✓
7)	Agenda review	Julie		✓
8)	Minister's Report – below	Rev. Beth		✓
9)	DCFM Report – below	Kathleen Moscato		✓
10)	Finance Director Report – below. Vic asked the Board to choose 4-6 financial management policies that are important to us and send an email to Vic.	Vic		✓
11)	Old Business: Board Retreat will take place at Julie's home (Oceanside) from 9:30am to 3:30pm. Potluck (vegan) for eight people. Rev. Beth will invite Diana Peirce.	All + Diana Peirce	9/17/16	
12)	New Business: Membership Maintenance; Jon moved that we accept the list of those to be removed from membership. Julie seconded. Motion passed. Jon moved to add Rosemary Kurn and Lola Juris to our Member Emeritus. Julie seconded. Motion passed.	Julie		✓
13)	Plate Share Nominations: Discussion. Vic moved that we designate Vista Academy Foundation as the plate share recipient for the October/November/December 2016 quarter. Rachel seconded. Motion passed. Vic will contact Kimberly Lilley and the others who submitted proposals we did not choose.	Vic	9/20/16	
14)	Old Business: Minister's Professional Expenses. Finance Committee recommended that credit card expenses be recorded in the month they are charged. Jon moved that we authorize the Finance Director to move expenses between past fiscal years, per Committee's recommendation. Rachel seconded. Motion passed.	Vic		✓
15)	New Business: Sale of stock. Finance Committee recommended that we sell Sempra and American Airlines stocks. Julie moved that we authorize the Finance Director to make the sale Sempra & American Airlines stocks and move revenue into savings. Lonna seconded. Motion passed.	Vic		✓
16)	New Business: General Fund liquidity and Chase general savings account	Vic		✓
17)	Old Business: Use of Google Group email. Lonna checked in with everyone about using Google. More information will be shared in the future.	Lonna	10/11/16	
18)	Old Business: Per Corbeil's Proposal for UU Education	Jon	9/20/16	

	Project. Jon shared discussion with Per. Jon moved that the Board accept a \$5,000 restricted contribution from Per Corbeil for us to hire a consultant to complete a feasibility study for the possibility of locating and independent elementary school for at-risk boys. Seconded by Rachel. Vote of 4-1. Vic voted against. Motion passed. Jon will follow up with Per.			
19)	Announcements: None			✓
20)	Adjourned @ 8:55pm			✓

**NEXT MEETINGS:**

Saturday, September 17, 2016 @ 9:30am-3:30pm in Julie's home

Tuesday, October 11, 2016 @ 6:30pm in PUUF Library

**Reports attached below:**

1. Minister's Report
2. Director of Child & Family Ministries
3. Finance Director

# Minister's Report

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## Sunday Services & Other Worship

The summer Sunday Services were well-received and well-attended by all reports. Kelley Grimes and I will be training Ann Kay and Eileen Maurer who will be co-chairs beginning in January.

We have begun using Soul Matters Sharing Circle themes for Sunday services and in religious exploration classes. The program provides resources for worship, RE, music and small group ministry.

Kathleen and I are planning for quarterly multi-generational services this year per our goal of fostering a robust multigenerational community.

## Strategic Planning

The "Right Use of Physical Space" task force resumes meeting Thursday September 15. I recruited Scott Nester to the task force and look forward to the gifts and experiences he brings. The task force will need to commit to meeting more than monthly in order to get the plan done so that implementation can begin.

## Pastoral Care

While confidential, there are significant pastoral needs in our community. Grateful that the Caring Committee does support such as offering rides, etc., most of my pastoral work involves pastoral counseling and spiritual support.

## Membership

Diana Peirce and I continue to work together to find a replacement for her as chair of the membership committee. Our rolls have been culled, removing folks who have moved or moved on. We have interested visitors and frequent visitors who are making the transition to membership. I have begun to think more in terms of Connections instead of simply membership. I'm looking forward to the time when we can support that with a staff position in the future. In the meantime, I am planning to connect with new members and anyone else who would like to deepen their involvement using the Sharing Our Gifts model. I'm looking at at least twice yearly gatherings.

I am really looking forward to supporting the work of the Nominating/Leadership development task force in any way I can to identify a model that will foster greater participation based on gifts-sharing and soul-feeding for members.

## Administration

I'm working on a staff handbook.

## Social Justice

The Peace & Justice Ministry continues to meet monthly, having taken July off. We will be directing energy to Green Sanctuary. I am directing efforts to building capacity in North County.

### **Denominational Involvement**

I've stepped down from the UU Food Justice Ministry, and have reduced involvement right now in the UU Animal Ministry. The UU Environmental Justice Collaboratory is getting ready to contribute to the 2017 General Assembly, which will be a Justice GA.

### **Professional**

I continue in my role as a Good Officer for the Pacific Southwest Minister's Chapter.

I will be attending the PSW Minister's Retreat September 19-21.

### **Reflections on the Coming Year**

"In Process" is what comes to mind as we begin our fellowship year in earnest. Two task forces are in process. Two major committees are in process. Staff development is in process. The Nominating/Leadership Development task force needs to get underway. This is a great opportunity to continue our organizational growth, and presents the challenge of the time and person resources to move through to completion. Implementation will be another opportunity! I encourage us to remember that these are time bound initiatives that will require more time, but when completed and moved toward implementation will serve our mission well.

Great job Executive Board! It is a joy to work with you!

## Director of Child and Family Ministries (DCFM) Report

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### Attendance:

#### Summer Attendance 2016

	6/26	7/3	7/10	7/17	7/24	7/31	8/7	8/14	8/21	8/28	9/4
Nursery 9:00am	6	2	8	5	8	8	8	9	8	10	7
Nursery 11:00am	5	6	2	4	4	7	2	4	3	3	5
Explorers 9:00am	7	7	13	11	5	7	11	9	12	17	17
YRUU 11:00 am	1	7	0	n/a	2	4	n/a	n/a	6	5	3
Totals:	19	22	23	20	19	26	21	22	29	35	32

#### Summer Camps (Kids Just Want to Have FUUN/ PEACE) were a great success.

Attendance was great and we had enough volunteers to help cover all the needed shifts. A \$500 donation from Religious Exploration was made to the general fund from the funds made from camp fees.

We would also like to buy more picnic tables to be used for Exploration class purposes on the property, these would be for our Sunday morning programs as well Family Ministry Programs in the future.

#### Elementary OWL Training:

Marianne Swift-Gifford and myself went to a three day training in August for the Elementary OWL program. The Children and Family Ministry program is looking forward to offering 2-3 OWL programs this year.

**On October 22nd we will be having 2 Children and Family self Defense classes offered for families from our fellowship and in the community. Here is some information about the classes.**

Thank you for your interest in our Mommy & Me "Play It Safe Defense" workshop. We have trained hundreds of thousands of children through Girl & Boy Scouts, school assemblies, private groups and in after-school programs. Our children's class has been featured on the Dr. Phil Show and The Doctor's TV. The class is very age-appropriate and entertaining too as we teach children to self-protect by going "Chihuahua Crazy!"

If you would like us to travel to your group, we only require a minimum of 15 students, a maximum around 25. That will discount the class to \$20.00 per child, parents are free. That includes an award certificate of "Awareness," and parents receive a safety supplement of information. We teach ages 4-6, some savvy 3-1/2 year olds do well, but I don't recommend any younger. If a child is almost 6 with a great attention span, they should be in the older kid's class. That class is for grades 1st-6th.

Our children's classes cover topics such as; dealing with mean-kids, appropriate touch, stranger-awareness, abduction defense and age appropriate practical self-defense techniques. In the Mommy & Me class, we teach parents as we go so that you can teach your children as they grow up. We can come out any day of the week at anytime.

Registration for these classes will be handled by the Play It Safe Defense Program. Our Children and Family Ministry will be offering scholarships for any PUUF family that needs assistance.

I am so excited to be able to offer this to our community and a big thank you to Amy Jones for bringing this event to our organization.

**Alcott Room:**

Rebecca and I have spoken about the use of the Alcott room. The school will not be using the space in the afternoons and I can go in and prepare for my classes, as well as I can. This will have to do until the lease is up in two years.

**Registration for our Religious Exploration Program starts this week.**

## Finance Director Report

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PUUF FISCAL YEAR 2016-2017 (YTD)						
	General Fund	General Fund	Change	%	Endowment Fund	Endowment Fund
	7/1/2016	8/31/2016			7/1/2016	7/31/2016
<b>Total Assets</b>	\$ 54,422.58	\$ 58,517.61	\$ 4,095.03	7.5%	\$ 128,034.41	\$ 128,034.54
- Total Liabilities	\$ 2,270.32	\$ 1,210.49	\$ (1,059.83)	-46.7%	\$ -	\$ -
<b>= Net Assets</b>	<b>\$ 52,152.26</b>	<b>\$ 57,307.12</b>	<b>\$ 5,154.86</b>	<b>9.9%</b>	<b>\$ 128,034.41</b>	<b>\$ 128,034.54</b>
Unrestricted Net Assets	\$ 7,535.94	\$ 7,535.94	\$ -			
+ Donor Restricted	\$ -	\$ -	\$ -			
+ Board Designated Accounts	\$ 39,640.58	\$ 36,601.47	\$ (3,039.11)			
+ Retained Earnings	\$ 4,975.74	\$ 10,269.71	\$ 5,293.97			
<b>= Total Equity</b>	<b>\$ 52,152.26</b>	<b>\$ 54,407.12</b>	<b>\$ 2,254.86</b>		<b>\$ 128,034.41</b>	<b>\$ 128,034.54</b>
<b>Budget Performance (YTD):</b>						
	Actual YTD	Budget YTD	Difference YTD	% Budget		
<b>Total Income</b>	<b>\$ 45,959.63</b>	<b>\$ 45,451.18</b>	<b>\$ 508.45</b>	<b>101.1%</b>	<====	
Pledges	\$ 35,774.60	\$ 31,666.66	\$ 4,107.94	113.0%	<====	Comment #2
Undesignated Plate Share	\$ 3,342.53	\$ 3,166.66	\$ 175.87	105.6%		
BDA General Discretionary Fund	\$ 2,300.00	\$ 3,584.50	\$ (1,284.50)	64.2%	<====	
<b>Total Expense</b>	<b>\$ 40,665.66</b>	<b>\$ 46,367.84</b>	<b>\$ (5,702.18)</b>	<b>87.7%</b>	<====	
Staff Salaries and Benefits	\$ 30,998.48	\$ 29,736.64	\$ 1,261.84	104.2%		
Committees and Programs	\$ 2,672.51	\$ 3,275.02	\$ (602.51)	81.6%		
Building and Grounds	\$ 1,981.98	\$ 3,010.00	\$ (1,028.02)	65.8%		
<b>Net Gain (Loss)</b>	<b>\$ 5,293.97</b>					

**Comments:**

1. Total Income FYTD was 101.1% of the amount budgeted. Total Expense FYTD was 87.7% of the amount budgeted.
2. August Pledge Income included a donation of 94 shares of Sempra Energy (@! \$10,057.60).



3. "Board Discretionary Fund" (reserve) account \$ transferred in August as income: \$2,300.00.
4. Four Finance Committee recommendations submitted for decision: (1) transfer \$1,299.98 July minister professional expenses to June 2016 (\$1,299.98 = end of FY 2015-2016 unused budget balance); (2) sell 94 shares of Sempra Energy; (3) sell 162.16341 shares of American Airlines (Chase Investments Account balance (SRE + AAL = \$15676.46); and, (4) maintain Chase general savings account balance at or above \$40,000 (14 month average balance = \$56,642.15).
5. "Investments Jul 2015 – Aug 2016" (attached): for discussion/decision on recommended sales and savings account balance.
6. Finance Committee planned for this FY: (1) recommend gift acceptance guidelines for Board/consideration; (2) assist Board with its strategic plan task to cost out strategic plan items; (3) review all investments against criteria in PUUF "Investments" policy; (4) clarify organization's compensation planning process; (5) identify 3-5 high priority areas where policy/procedure is needed and develop/recommend associated policies and implementing procedures.
7. Financial Review by CWA: draft report receipt scheduled for 9-13.

Respectfully submitted,  
Victor White  
Finance Director