



MEETING MINUTES

Meeting Title: Executive Board Meeting

Location: Palomar UU Fellowship Library

Date/Time: Tuesday, October 11, 2016, 6:30pm – 8:49pm

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

Guests: Kaye Preston

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	Julie		✓
2)	Check-ins			✓
3)	Call to order @ 6:42pm	Julie		✓
4)	Approval of prior board minutes: Jon moved to approve; Rachel seconded; approved	Julie		✓
5)	Review of agenda	Julie		✓
6)	Cell tower: Kaye Preston agreed to call Jerry from Liberty regarding negotiations and will give that info to Julie.	Julie	11/15/16	
7)	Aesthetics Committee: Kaye Preston shared her plans to rotate hangings every six weeks or so	Kaye Preston		✓
8)	Right Use of Space: Beth will share reports as info is available. Nothing to report this month.	Beth		✓
9)	DCFM Report (below)	Kathleen Moscato		✓

10)	Finance Director Report (below)	Vic		✓
11)	Wall Heater/Air Conditioner: Jon shared that \$7,800 was donated in the paddle-raising for sanctuary AC. Rev. Beth mentioned auction paddle-raising in both Sunday Services, and more people donated. She will continue to mention it, and the Auction Committee will accept those donations on the patio. Julie will send an email to Brad regarding potential project managers.	Julie	11/15/16	
12)	Board communications: Lonna checked in with everyone about use of Google Drive and Google Groups. Board agreed to drop use of Yahoo Groups. Lonna will make announcement to congregation. Lonna will also send a cheat sheet on using Google Drive.	Lonna	11/15/16	
13)	Annual Canvass chairs: tabled until November meeting; in the meantime, board members will brainstorm independently	All	11/15/16	
14)	Journeys Academy Feasibility Study: Vic asked if we want to set specific scope and requirements before finding consultant. Discussion tabled until we have a consultant			✓
15)	Mold remediation in cabinets of Reeve Room and Kintz Room: Vic brought to board's attention for our information. Vic will personally check in with Brad Dre to find out how the board can support B&G for this effort.	Vic	11/15/16	
16)	Review of board job descriptions: Lonna proposed that we all read our job descriptions and make notes prior to December board meeting.	All	11/15/16	
17)	Board covenant review: Jon moved to change the covenant thusly: <i>We will follow and model the Palomar UU Fellowship covenant.</i> <i>We will operate from a presumption of good will.</i> <i>We will respect each others' time and boundaries.</i> <i>We will be accountable for our roles and responsibilities.</i> <i>We will take responsibility to call for a process check when warranted and will delegate and refer non-Board matters to the appropriate person or committee.</i> <i>Once a Board decision has been reached, we will speak with one voice, respecting the process that led to the decision.</i> Lonna seconded. Approved.			✓

	We will remind ourselves of this covenant (monthly?).	Julie	recurring	
18)	C-CAT Chair as board member: Jon had a conversation with Diana Peirce. Discussion.	Jon		
19)	Nominating Committee: Rachel noted this is ongoing.	Rachel		
20)	Board Implementation of Strategic Plan: Julie noted board's commitments to create task forces are complete. However, Vic notes Stewardship Task Force has not been formally appointed or tasked. Vic shared his database for tracking progress. This will be shared on Google Drive and updated quarterly. Tracking process will be coordinated by and through C-CAT with periodic tracking to the board.	Julie/Vic		
21)	Communication Needs Assessment: Lonna reported this is ongoing and thanks the board for participating in Google "experiments".	Lonna		
22)	Becoming more Missional: Beth will educate the board and C-CAT on what it means to be more missional. First step is for all of the board to watch the GA Sunday Service. Beth will report monthly on progress.	Beth		
23)	Thoughts/Gratitude	All		✓
24)	Chalice Extinguishing			✓
25)	Adjourned at 8:49pm			✓

NEXT MEETING: Tuesday, November 15, 2016, @ 6:30pm in PUUF Library

Reports attached below:

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

Director of Child and Family Ministries (DCFM) Report
September 2016 Board Report

Religious Exploration Sunday Morning Attendance			
	9/11/2016	9/18/2016	9/24/2016
Nursery 9:30am	9	4	7
Nursery 11:00am	2	2	4
Explorers 1	4	6	7
Explorers 2	5	8	6
YRUU	5	9	5
Totals:	25		29

Finance Director Report

PUUF FISCAL YEAR 2016-2017 (YTD)						
	General Fund	General Fund	Change	%	Endowment Fund	Endowment Fund
	7/1/2016	9/30/2016			7/1/2016	9/30/2016
Total Assets	\$ 54,690.93	\$ 61,753.53	\$ 7,062.60	12.9%	\$ 128,034.41	\$ 128,034.54
- Total Liabilities	\$ 2,984.25	\$ 2,275.30	\$ (708.95)	-23.8%	\$ -	\$ -
= Net Assets	\$ 51,706.68	\$ 59,478.23	\$ 7,771.55	15.0%	\$ 128,034.41	\$ 128,034.54
Budget Performance (YTD):						
	Actual YTD	Budget YTD	Difference YTD	% Budget		
Total Income	\$ 61,286.12	\$ 68,176.77	\$ 6,890.65	89.9%	<=====	
Pledges	\$ 47,160.67	\$ 47,499.99	\$ 339.32	99.3%	<=====	
Undesignated Plate Share	\$ 3,088.58	\$ 4,749.99	\$ 1,661.41	65.0%		
BDA General Discretionary Fund	\$ 2,300.00	\$ 5,376.75	\$ 3,076.75	42.8%	<=====	
Total Expense	\$ 56,136.43	\$ 70,301.76	\$ 14,165.33	79.9%	<=====	
Staff Salaries and Benefits	\$ 42,884.35	\$ 44,604.96	\$ 1,720.61	96.1%		
Committees and Programs	\$ 3,037.48	\$ 4,912.53	\$ 1,875.05	61.8%		
Building and Grounds	\$ 2,151.11	\$ 4,515.00	\$ 2,363.89	47.6%	<=====	

Comments:

1. Total Income FYTD was 89.9% of the amount budgeted. Total Expense FYTD was 79.9% of the amount budgeted.
2. Positive pledge income performance: "Board Discretionary Fund" (reserve) account \$ were not transferred in September.
3. Per Board's decisions: (1) transferred \$1,299.28 July minister professional expenses to June 2016; (2) sold all Sempra Energy and all American Airlines; proceeds (\$15,779.27) transferred to Chase savings.
4. Additional Chase checking account established in September (for Minister's Discretionary Fund disbursements).
5. End of September total (for all investment and other accounts) = \$348,332.62. (Please see attached report titled "PUUF Investments and Other Accounts (FY 2016-2017)").

6. Safety Deposit Box “re-keyed”. List of contents furnished to Board Secretary and Chair, Buildings and Grounds Committee. (Many documents relate to easements and other real estate actions.)
7. Finance Committee activity. Financial management policy topics selected by the Finance Committee as priorities for development include: “Accounting”; “Fund Purposes and Restrictions”; “Compensation and Employee Benefits”; “Contributions and Other Revenue”; “Planned Giving”; “Budgeting”; “Investments” (to include review of the existing adopted policy and refinement, as needed); and, “Conflict of Interest”. We plan to start by sorting out which to develop first: Board guidance in prioritization will be very helpful.
8. Financial Review by CWA. Draft report receipt (initially scheduled for 9-13) delayed. Correction of FY 2015-2016 transactions in process. Primary issue is inaccuracy of net assets. Associated issue: “how” we have been incorrectly using equity accounts. Repair has included establishing Income and Expense accounts for each Board Designated Account. Entry of various correcting adjustments (to approximately 300 transactions) in process. Estimate is that corrections will be completed mid-October. CWA is now scheduled to present to Board in November.

Respectfully submitted,
Victor White
Finance Director

C-CAT Chair Update

10 leaders met on September 27

Reports Summary

- Vic White is working on management policies and financial records adjustments
- SUUN (our UU cluster) is struggling with focus and leadership
- Leadership learning modules are available from UUA. Members from Membership and Communication are participating.
- 2016-17 Directory is out to C-CAT members for review and corrections week of 10/3
- Working on cooling for office spaces (already approved) and the auditorium. Seeking legal advice for negotiation with cell tower company.
- Right use of space group is meeting
- No new chairperson yet for Membership, Humanist or COM.
- Finalizing paddle raise at the auction to benefit cooling the auditorium.
- All Souls Vista plans in process for the 11/5 event as well as some smaller events leading up to it.
- Membership Maintenance process complete. Current membership is 190.
- \$615 is available for childcare from our fundraiser. Vic will determine where to locate this in the budget and will add a code to the green reimbursement sheet to represent this purpose. Childcare is currently \$10/hr. Kathleen is considering holding a childcare safety workshop which might expand the number of providers available.

Actions

- Welcomed Vic White as liaison to the Board for the Strategic Plan. He will create a method for reporting and accountability for reaching goals.

Respectfully submitted

Diana Peirce