



## MEETING MINUTES

Meeting Title: Executive Board Meeting

Location: Palomar UU Fellowship Library

Date/Time: Tuesday, January 17, 6:30 – 8:58pm

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

Absent: Lonna Leghart – Secretary

Guests: None

Meeting Minutes Prepared By: Rachel Rott

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, words from Rev. William Barber	Julie		✓
2)	Check-in			✓
3)	Call to order at 6:49 pm			✓
4)	Approval of Prior Board Minutes: Julie moved to approve, Jon seconded. Approved.	Julie		✓
5)	Review and Approval of Written Agenda	Julie		✓
6)	Rev. Beth suggestion on Board Report (Telescope): (Column typically written by the President, no particular info that has to be shared) Recommendation: board members take turns writing report	Julie		✓
7)	Minister's report (sent via e-mail)	Beth		✓
8)	Right Use of Space report: in Beth's minister's report e-mail	Beth		✓

9)	Finance Director's Report (below)	Vic		✓
10)	Distribution of Horwitz money: See comments below for some detail. Jon raised philosophical questions about how we as a fellowship decide how to invest our money. Julie moved that we accept the finance committee's recommendation. Rachel seconded. Board approved with a "no" vote from Jon.	Vic/Finance Cmte		✓
11)	Action item: Finance chair/committee will make a review/report on the investment distribution approved tonight so we can decide if we need to make any changes	Vic	June 2017	
12)	OLD BUSINESS: Brad Dre e-mail about cell tower: negotiations still ongoing, drawings are in the works, Brad will let Board know when there is action for us to take	Brad	ongoing	
13)	OLD BUSINESS: Strategic Plan, 6.1.7 Executive Board will review the strategic plan for financial workability. 6.1 says that a stewardship plan would be created (committee needed); this will be added to February 2017 agenda for discussion	Board		
14)	OLD BUSINESS: Pledge drive Vic/Lonna/Beth have met and are forming a team, initial meeting at end of January. Kick-off based around song "Brave." They may form a leadership team to help create buzz, etc.	Vic/Lonna		
15)	NEW BUSINESS: Aesthetics Committee process (Kaye Preston) Questions about how to purchase things that they need (i.e. a new sofa). Vic says they are part of B&G, but RB says that role isn't really defined as such. The committee arose out of the Right Use Task Force. Money they want to spend probably does come from B&G, but Brad needs to be involved in that conversation. Discussion moved to February.	Julie	February meeting	
16)	NEW BUSINESS: Congregational Meeting (see below)	Board		
17)	Important note from RB: We need to have a timeline for the next congregational meeting and make sure that we send out a notice to the congregation in time, per by-laws.	Vic	1/9/17	
23)	BOARD GOALS: Nominating Committee Model	Rachel	ongoing	
24)	BOARD GOALS: Board Implementation of Strategic Plan (Julie), including Financial Aspects (Vic)	Julie, Vic	ongoing	
25)	BOARD GOALS: Communication Needs Assessment – Lonna and Rev. Beth are slowly making connections with UUFSD's leaders of their recent communication audit.	Lonna	ongoing	
26)	BOARD GOALS: Becoming More Missional	Rev. Beth	ongoing	
27)	Gratitude/Thoughts	All		✓
28)	Adjournment at 8:49 pm	Julie		✓

NEXT MEETING: Tuesday, February 14, 2017 @ 6:30pm in PUUF Library

Reports attached below:

1. Finance Director
2. Congregational Meeting Agenda/Roles

## Finance Director Report

PUUF FISCAL YEAR 2016-2017 (YTD)								
	Fund 01 General Fund	Fund 01 General Fund	Fund 01 Change YTD	%	Fund 05 Board Designated	Fund 05 Board Designated	Fund 05 Change YTD	Fund 01 + Fund 05 Change YTD\
	7/1/2016	12/31/2016			7/1/2016	12/31/2016		
<b>Total Assets</b>	\$ 54,690.93	\$ 21,184.64	\$ (33,506.29)	-61.3%	\$ -	\$ 6,641.81	\$ 6,641.81	\$ (26,864.48)
- Total Liabilities	\$ 2,984.25	\$ 2,386.59	\$ (597.66)	-20.0%	\$ -	\$ -	\$ -	\$ -
<b>= Net Assets</b>	<b>\$ 51,706.68</b>	<b>\$ 18,798.05</b>	<b>\$ (32,908.63)</b>	<b>-63.6%</b>	<b>\$ -</b>	<b>\$ 6,641.81</b>	<b>\$ 6,641.81</b>	<b>\$ (26,266.82)</b>
Budget Performance (FYTD)					Board Designated Accounts (not associated with budget)			
	Actual YTD	Budget YTD	Difference YTD	% FYTD Budget	BDA #	Purpose	Balance	
<b>Total Income</b>	<b>\$ 119,903.15</b>	\$ 136,353.54	\$ 16,450.39	<b>87.9%</b>	05-3103	Bldg. Reserve - Repair	\$ 5,244.70	
Pledges	\$ 87,564.64	\$ 94,999.98	\$ 7,435.34	92.2%	05-3105	General Discret. Fund	\$ 23,485.99	
Undesignated Plate Share	\$ 8,177.86	\$ 9,499.98	\$ 1,322.12	86.1%	05-3135	Minister's Discretion	\$ 6,142.67	
					05-3140	Music	\$ 4,968.43	
<b>Total Expense</b>	<b>\$ 131,468.48</b>	\$ 137,603.52	\$ 6,135.04	<b>95.5%</b>	05-3150	Religious Exploration	\$ 7,317.79	
Staff Salaries and Benefits	\$ 88,751.38	\$ 89,209.92	\$ 458.54	99.5%	05-3171	Peace and Justice	\$ 2,075.27	
Committees and Programs	\$ 7,112.89	\$ 9,825.06	\$ 2,712.17	72.4%	05-3180	Scrip Program	\$ 493.00	
Building and Grounds	\$ 8,079.09	\$ 9,030.00	\$ 950.91	89.5%		All Other BDAs	\$ 2,580.75	
<b>Net Gain (Loss)</b>	<b>\$ (11,565.33)</b>	\$ (1,249.98)	\$ 10,315.35	925.2%		<b>Total BDA Equity =</b>	<b>\$ 52,308.60</b>	

### Comments:

1. Meeting Agenda item: Finance Committee investment mix proposal. Please see attached Excel spreadsheet = "Proposed Mix of Investments 01102017".
2. Mid-year budget review occurred: we requested proposed budget changes from all committee chairs and the minister; one adjustment request was received (from the Sound Team), confirmation no change needed from Chair, Peace and Justice Ministry.
3. Finance Committee progress on high importance policies ("Accounting"; "Budgeting") in process.
4. Total Income FYTD was **87.9%** of the amount budgeted). Total Expense FYTD was **95.5%** of the amount budgeted.
5. Liquidity and investments. End of December total (for all investment and other accounts) = **\$670,111.78**.
6. B&G Expenses. Countertops project completed, expenses applied to Fund 05-3103 BDA "Bldg. Reserve – Repair", per Board approval.
7. The Christy White Associates' compilation report for the Board was received and distributed. Agreement based CWA consultation to occur this week. Planned consulting tasks: (1) confirmation of account structure for the new accounting fund "Board Designated Fund" (Fund 05); (2) formal closing for accounting activity through 6/30/2016; and, (3) review/refinement of account code structure.

Respectfully submitted,  
Victor White  
Finance Director

