



MEETING MINUTES

Meeting Title: Executive Board Meeting

Location: Palomar UU Fellowship Library

Date/Time: Tuesday, February 14, 2017, 6:30pm – 9:00pm

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

Guests: none

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)	Check-ins			✓
2)	Chalice Lighting by Joanna Macy "Active Hope"	Julie		✓
3)	Call to order at 6:58pm	Julie		✓
4)	Approval of January Board Minutes & Notation of Board Actions Between Meetings (none) – Julie moved to approve. Jon seconded. Approved.	Julie		✓
5)	Review and approval of written agenda – one item added	Julie		✓
6)	Minister's Report (verbal) – Rev. Beth has been working with a coalition of Vista organizations and citizens and City Council members on making Vista a "Welcoming City". The goal is to get a vote on the City of Vista Council meeting agenda. She would like to attend City Council meetings in the near future, which would require changing our board	Rev. Beth		✓

	meetings. Congregational Meeting went well – kudos!			
7)	RUST Town Hall Meeting in on 2/26/17, and we are all invited.	Rev. Beth		✓
8)	DCFM Report – below	Kathleen		✓
9)	C-CAT Chair Update – none (Lonna to follow up with Diana)	Lonna		
10)	Finance Director Report – below	Vic		✓
11)	OLD BUSINESS: Cell Tower Update – nothing new yet. Brad is expecting more info later this month.	Julie		✓
12)	OLD BUSINESS: Strategic Plan changes by leads. Board agrees that leads may change activity statements.	Vic		✓
13)	OLD BUSINESS: Pledge Drive Update- going well. Everything will be ready for March 5 th Kick-Off Sunday. Patio table will be every Sunday in March. Rev. Beth asked that we add a “GIVE NOW” button to the website and offer givelify.com as an option for giving.	Vic Lonna		✓ ✓
14)	NEW BUSINESS: Leadership campaign – Vic and Lonna presented the board with their pledge forms and asked that each member pledge prior to March 1 st . This will allow us to launch on kick-off Sunday with a base of early pledges.	Vic & Lonna	3/1/17	
15)	NEW BUSINESS: Removal of office HVAC unit. Lonna has sent an email requesting a written estimate. Vic will follow up again. Board would like to see where this fits into the B&G priority list.	Vic		
16)	NEW BUSINESS: FY 2017-18 Budget Update: Each Finance Committee member is following up with groups who have budgets. Board will look at good faith draft of a draft budget in March.	Vic		
17)	NEW BUSINESS: Rev. Beth’s Role in Board and Congregation – deferred to March		3/14/17	
18)	NEW BUSINESS: Selection of Delegates for District Assembly – DA is a Justice event, and people will be having a border experience on both sides of the Arizona/Mexico border. Deadline is approaching to sign up. Board will certify our delegates in March. Jennifer White is the only confirmed attendee.	Rev. Beth		
19)	NEW BUSINESS: Board Message to 2017 Nominating Committee – Rachel is charging the NomComm on 2/16/17. Discussion on communication with NomComm.	Rachel		✓
20)	NEW BUSINESS: Consideration of Ministerial Intern – Rev. Beth was approached by a student from Meadville-Lombard about being an intern here with Rev. Beth. UUA grant would partially fund the position. Board needs to approve looking for an intern and then approve the intern. September 2017 – June 2018 would be the timeline for the internship. Rev. Beth will present a packet with more	Rev. Beth	3/14/17	

	information. Estimated cost: \$1500/month stipend plus help with room and board.			
22)	BOARD GOALS: Should C-CAT Chair have a board position? Jon will speak with Diana prior to next board meeting and possibly invite her to the March meeting.	Jon	3/14/17	
23)	NEW BUSINESS: Director of Music Ministry Retirement – Caroline Celia has announced her retirement to Rev. Beth as of June 30, 2017. This information is not public at this time.	Rev. Beth		✓
24)	EXECUTIVE SESSION			✓
25)	Thoughts/Gratitude	All		✓
26)	Adjournment @ 9:00pm			✓

NEXT MEETING: Tuesday, March 14, 2017 @ 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

December 2016	12/04	12/11	12/18	12/25
Nursery 9:30am	10	8	7	N/A
Nursery 11:00am	4	6	5	N/A
Explorers 1	Multigen	Multigen	7	N/A
Explorers 2	Multigen	Multigen	8	N/A
YRUU	6	Multigen	5	N/A
Totals:	20	14	32	N/A

January 2017	1/1	1/8	1/15	1/22	1/29
Nursery 9:30am	8	6	7	7	8
Nursery 11:00am	N/A	5	8	5	7
Explorers 1	N/A	5	4	5	
Explorers 2	N/A	6	4	7	10
YRUU	N/A	3	5	7	4
Totals:	8	25	28	31	29

December Holiday Events went well. Holiday pageant was a success.

January was a month of planning for 7th, 8th and 9th OWL which started this last Saturday February 11th. The first day was a long one, going from 10am-4pm. We have a group of 10 youth, 6 from PUUF and 4 from Chalice. Amy Jones is leading with me and Scott Jones from First Church, is coming up and leading with us. The youth were great on Saturday, very engaged and attentive.

The RE classes in January were lower in attendance then they were in November and December, but the first two Sundays of February the numbers are back up.

I held a Parent Lounge, to create community, for the Children and family Ministry the 3rd Sunday in January. I had 7 mothers attend and it was a great one. The parents talked about raising UU kids, helping older ones stay engaged in RE and ways they can give back to the community. Looking forward to this month's, taking place this Sunday.

I am enjoying using the Soul Matters curriculum for the RE classes and YRUU. I really think it is important to focus on UU identity is very important with the times at hand.

Midwife your Midlife had its one-year anniversary this last month. The group is going strong and offering a great sense of connection and community for women in the midlife.

Last night we had our first San Diego Freedom Singers evening at the fellowship. We had 28 people in attendance. Marshal Voit is leading the group and I am the open and closing and sponsor of the group. We had PUUF congregation members in attendance as well as people from the community.

That is it for now.

Kathleen Moscato

Director of Children and Family Ministry

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	1/31/2017			7/1/2016	1/31/2017		
Total Assets	\$ 54,690.93	\$ 4,841.95	\$ (49,848.98)	-91.1%	\$ -	\$ 48,346.78	\$ -	\$ 48,346.78
- Total Liabilities	\$ 2,984.25	\$ 2,060.13	\$ (924.12)	-31.0%	\$ -	\$ -	\$ -	\$ -
= Net Assets	\$ 51,706.68	\$ 2,781.82	\$ (50,773.10)	-98.2%	\$ -	\$48,346.78	\$48,346.78	\$ (2,426.32)
Budget Performance (FYTD)					Board Designated Accounts (not associated with budget)			
1/31/2017	Actual YTD	Budget YTD	Difference YTD	% FYTD Budget	BDA #	Purpose	Balance	
Total Income	\$128,982.71	\$ 159,079.13	\$ (30,096.42)	81.1%	05-3103	Bldg. Reserve - Repair	\$ 1,931.95	
Pledges	\$ 97,820.63	\$ 110,833.31	\$ (13,012.68)	88.3%	05-3105	General Discret. Fund	\$ 10,503.99	
Undesignated Plate Share	\$ 10,620.21	\$ 11,083.31	\$ (463.10)	95.8%	05-3135	Minister's Discretion	\$ 8,380.67	
					05-3140	Music	\$ 4,868.43	
Total Expense	\$152,108.19	\$ 160,537.44	\$ (8,429.25)	94.7%	05-3150	Religious Exploration	\$ 7,014.88	
Staff Salaries and Benefits	\$ 103,038.40	\$ 104,078.24	\$ (1,039.84)	99.0%	05-3171	Peace and Justice	\$ 2,026.06	
Committees and Programs	\$ 9,979.31	\$ 11,462.57	\$ (1,483.26)	87.1%	05-3180	Scrip Program	\$ 1,806.90	
Building and Grounds	\$ 8,978.15	\$ 10,535.00	\$ (1,556.85)	85.2%		All Other BDAs	\$ 11,813.90	
Net Gain (Loss)	\$ (23,125.48)	\$ (1,458.31)				Total BDA Equity =	\$ 48,346.78	

Comments:

- Note: The Fund 05 "Net Assets" value reported above = Total Assets in Fund 05 (\$8,105.84) + Total for all Fund 05 equity accounts (\$40,240.94) = \$48,346.78. Establishment of Fund 05 is still in process: the January Balance Sheet is approximate, but not precisely accurate. See next comment.
- Consulting tasks in process. Our Christy White Associates agreement includes four hours of assist with four complicated tasks:
 - Close accounting period ending 6/30/2016. (Completed.)
 - Confirm Fund 05 is established correctly. (In process.)
 - Confirm transfers to Fund 05 are correct and complete. (In process.)
 - Implement changes in account structure (all funds), to include renaming "Retained Earnings" as "Unrestricted Net Assets"...and completion of associated actions (transfers, etc.). (Partially completed.)
- FY 2017-2018 Budget preparation. All staff and volunteers accountable for providing budget estimates contacted 1/29; budget estimates requested no later than 11/26. Draft budget to Board planned for March Board meeting.
- Total Income FYTD was **81.1%** of the amount budgeted. Total Expense FYTD was **94.7%** of the amount budgeted. Note: our adopted budget budgeted use of reserves as "income" by

“transfer” of \$21,507 from the BDA = 05-3105, the “General Discretionary Fund” (an equity account). We have been advised that transfers equity accounts distort our actual net assets. Outcome: I have not transferred any of the “budgeted” amount (\$21,507). We will end the FY with a Net Loss that will = amount of reserves consumed in operation.

5. Liquidity and investments. End of December total (for all investment and other accounts) = **\$653,806.81.**

Respectfully submitted,
Victor White
Finance Director

C-CAT Chair Update

8 leaders met on January 24 for C-CAT. The following actions were taken/planned:

- We decided that Committees, Activities and Team will assist with Hospitality by signing up for specific Sundays through the year
- Patrick Staight and Sally Gill are working on an updated directory
- Updated C-CAT Directory was distributed
- Committee chairs are to discuss 2017-18 budget requests at February meetings and to provide final figures to Financial Director Vic White by 2/26
- Reminder to report progress on Strategic Plan elements at each meeting