



# MEETING MINUTES

Meeting Title: Executive Board Meeting

Location: Palomar UU Fellowship Library

Date/Time: Tuesday, April 11, 2017, 6:30pm – 9:05pm

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

Guests: Diana Peirce  
 Brenda Balmer

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 – Marty McConnell “Do Not Let This Universe Regret You”	Julie		✓
2)	Check ins	All		✓
3)	Call to Order a@ 6:41pm	Julie		✓
4)	Guest – Diana Peirce shared the following <ol style="list-style-type: none"> <li>C-CAT asked about the July 1<sup>st</sup> music event serving alcohol; Rev. Beth shared that we are covered for alcohol in our insurance policy.</li> <li>C-CAT recommendation to place shade sails off the patio; board has approved this plan at the March meeting.</li> <li>C-CAT has evolved over the past several years in</li> </ol>			✓ ✓

	terms of leadership. Diana proposed that the C-CAT coordinator becomes a board position. Discussion. Two bylaw changes would be needed. Jon will write a note for the May newsletter and will write a new bylaw for review at May meeting and write a bylaw change for the nominating committee.	Jon	5/9/17	
5)	Guest – Brenda Balmer presented the RUST budget requests for capital items and offered to answer questions. Board discussed top priorities and narrowed down the list to tables & chairs and outdoor classroom and recommended RUST come back to the board with items as they are ready to fund. <b>Jon moved to purchase tables and chairs from Fund 04 and external donation. Julie seconded. Approved 4-1. Jon moved to fund the outdoor classroom not to exceed \$1900 – amounts fundraised from Fund 05 and the remainder from Fund 04. Lonna seconded. Approved 4-1.</b>			✓
6)	Approval of March Board Meeting Minutes & Notation of Board Actions Between Meetings (none) – Rachel moved. Jon seconded. Approved.			✓
7)	Review and Approval of Written Agenda	Julie		✓
8)	Minister’s Report (below)	Beth		✓
9)	Right Use of Space Taskforce Update (see Item 5)	Brenda Balmer		✓
10)	DCFM Report (below)	Kathleen Moscato		✓
11)	Finance Director (below)	Vic		✓
12)	OLD BUSINESS: Update on Pledge Drive – Vic asked board members to claim names of anyone on the unpledged list to make a personal contact. Vic will send out reminders of who each of us will contact.	Vic		✓
13)	OLD BUSINESS: Nominating Committee Update Rachel shared the names the nominating committee have presenters. Vic will not be returning as Finance Director. Discussion. Rachel and Rev. Beth will approach the members who were suggested by the board.	Rachel		✓
14)	OLD BUSINESS: Support of UURISE (Standing Item) This will be discussed in the budget conversation.	Julie		✓
15)	OLD BUSINESS: GA delegates Daniel Stracka, Katia Hansen, Jennifer White, and Rachel Rott have expressed interest. We are waiting on materials.	Julie		
16)	NEW BUSINESS: Draft Recommended Operation Budget Vic sent us the Fair Compensation Guidelines. Please review this and the draft budget in preparation for the meeting.	All	4/20/17	
17)	NEW BUSINESS: Facebook ads for fellowship	Rachel	4/20/17	

	Rachel will discuss budget with Communications Committee			
18)	NEW BUSINESS: UUA Participation Agreement This will be covered at budget meeting	Julie	4/20/17	
19)	Thoughts/Gratitude	All		✓
20)	Adjournment @ 9:05pm			

NEXT MEETING:

Thursday, April 20, 2017 @ 6:30 in PUUF Library – special budget meeting

Tuesday, May 9, 2017 @ 6:30pm in PUUF Library

Reports attached below:

1. Minister's Report
2. Director of Child & Family Ministries
3. Finance Director
4. C-CAT Chair Update

# Minister's Report

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I am reporting more than quarterly this year and so am only highlighting certain areas in this report.

## Right Use of Physical Space Task Force

Committee chair Brenda Balmer will present the task force plan and timeline

## Administration

Kimberly Lilley will shift into the Director of Music Ministry position. A hiring team is in place to search for a new accompanist – the team includes: Rev. Beth, Kimberly Lilley, Brenda Balmer, John Rott.

Our goal is to find a person who can also rehearse and play with the Divas (and the Treble Makers if they continue.) It may be that we have hire two accompanists, in which case that may impact our proposed budget below. We will be exploring all possibilities with our candidates. This is the proposed budget we are working with thus far. You will see that we are anticipating fewer hours and so of the current music budget will be needed, although I am working with Kimberly to make sure that her administrative hours are included. Our music program does continue to flourish and is a source of great inspiration and very important to our congregation.

## PALOMAR FELLOWSHIP MUSIC MINISTRY Salary Budget Worksheet 2017-2018

Position	Mid-Size; 40-hour week	Hrs Mo./Wk.	Equivalent
Director of Music	\$48,400	43/10	\$12,100
Accompanist & Assistant	\$31,700	30/7	\$5,548

Budget - Salary			
Total	Used	unused	# of Hours
\$30,723	\$17,648	\$13,075	Acc: \$15.24/hour = 71.5/month=16.5/week DMM: \$23.45/hour=46.5/month=10.7/week

## Community Involvement

- I participate when I can in the weekly rallies at Darrell Issa's office.
- Planning a north county People's Climate action
- Working with a group in Vista to present the Vista City Council with a proposal to become a Welcoming City
- I continue my work as co-president of Interfaith Center for Worker Justice and dissolving the organization.

## **Membership**

Pathways to Membership held its dinner on March 27. I was ill and unable to attend. We have 6 new members and we are at 193. We had one member, Kaye Preston, resign her membership this month.

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

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Getting ready for our Easter Brunch/Egg Hunt that takes place this Sunday 4/16. It should be a great turn out.

Last week I attended the Renaissance Module for Curriculum, which was fantastic. I learned about great curriculum and it was great to connect with other colleagues.

This week I head to the American Camping Association Conference. Looking forward to learning more about camps for both our camp in the mountains but also for our day camps I offer here at PUUF. This conference was paid in full by Camp de Benneville Pines.

Junior High OWL finished up this last Sunday 4/9 and it went wonderfully. The group of youth were great and our youth here at PUUF made some great friendships with the kids that came over here from Chalice. Next year is our COA year and I am hoping that PUUF and Chalice can join forces for some of the COA activities so that we can bring these youth back together to connect and learn together.

**Attendance:**

January	1/1	1/8	1/15	1/22	1/29	February	2/5	2/12	2/19	2/26	
Nursery 9:30am	8	6	7	7	8	Nursery 9:30am	12	12	12	10	
Nursery 11:00am	N/A	5	8	5	7	Nursery 11:00am	5	5	5	9	
Explorers 1	N/A	5	4	5		Explorers 1	7	5	3		
Explorers 2	N/A	6	4	7	10	Explorers 2	7	6	3	Multi-Gen	
YRUU	N/A	3	5	7	4	YRUU	4	2	6		
Totals:	8	25	28	31	29	Totals:	35	30	29	19	
March	3/5	3/12	3/19	3/26		April	4/2	4/9	4/16	4/23	4/30
Nursery 9:30am	9	5	9	14		Nursery 9:30am					
Nursery 11:00am	7	11	11	6		Nursery 11:00am					
Explorers 1	8	8	9	9		Explorers 1	12	6			
Explorers 2	5	7	8	8		Explorers 2	7	6		Multi-Gen	
YRUU	3	3	5	7		YRUU	3	8			
Totals:	32	34	42	44		Totals:					

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	3/31/2017			7/1/2016	3/31/2017		
<b>Total Assets</b>	\$ 54,690.93	\$ 12,217.76	\$ (42,473.17)	-77.7%	\$ -	\$ 41,584.46	\$ -	\$ 41,584.46
- Total Liabilities	\$ 2,984.25	\$ 2,405.56	\$ (578.69)	-19.4%	\$ -	\$ -	\$ -	\$ -
<b>= Net Assets</b>	<b>\$ 51,706.68</b>	<b>\$ 9,812.20</b>	\$ (43,051.86)	<b>-83.3%</b>	\$ -	<b>\$41,584.46</b>	<b>\$41,584.46</b>	<b>\$ (1,467.40)</b>
Budget Performance (FYTD)					Board Designated Accounts (not associated with budget)			
3/31/2017	Actual YTD	Budget YTD	Difference YTD	% FYTD Budget	BDA #	Purpose	Balance	
<b>Total Income</b>	<b>\$173,513.05</b>	\$ 204,530.31	\$ (31,017.26)	<b>84.8%</b>	05-3103	Bldg. Reserve - Repair	\$ 2,031.95	
Pledges	\$ 125,623.61	\$ 142,499.97	\$ (16,876.36)	88.2%	05-3105	General Discret. Fund	\$ 10,503.99	
Undesignated Plate Share	\$ 14,270.47	\$ 14,249.97	\$ 20.50	100.1%	05-3135	Minister's Discretion	\$ 8,785.67	
					05-3140	Music	\$ 4,748.43	
<b>Total Expense</b>	<b>\$194,912.73</b>	\$ 205,405.28	\$ (10,492.55)	<b>94.9%</b>	05-3150	Religious Exploration	\$ 7,494.88	
Staff Salaries and Benefits	\$ 130,400.36	\$ 133,814.88	\$ (3,414.52)	97.4%	05-3171	Peace and Justice	\$ 1,976.85	
Committees and Programs	\$ 11,322.40	\$ 14,737.59	\$ (3,415.19)	76.8%	05-3180	Scrip Program	\$ (1,813.50)	
Building and Grounds	\$ 22,994.76	\$ 22,365.00	\$ 629.76	102.8%		All Other BDAs	\$ 7,856.19	
<b>Net Gain (Loss)</b>	<b>\$ (21,399.68)</b>	\$ (874.97)				<b>Total BDA Equity =</b>	<b>\$ 41,584.46</b>	

**Comments:**

1. Finance Committee. Members needed/recommendations requested. Plan is to change formal committee description to include: "The Finance Committee is composed of five current congregation members including the Finance Director. Assigned duties include..."
2. Pledge drive 2017 status (as of 4/10/2017):

Total # "Pledgers" =	Goal =	190	127	66.8%
Total % That Have Increased Pledge =	Goal =	50%	43	44.3%
Total \$ Pledged =	Goal =	\$211,500	\$155,190	73.4%

3. Total Income FYTD was **84.8%** of the amount budgeted. Pledge income is at **88.2%** of budgeted. Total Expense FYTD was **94.9%** of the amount budgeted. Contribution statements for nine months ending 3/31/17 to be distributed this week.
4. Liquidity and investments. End of March total (for all investment and other accounts) = **\$660,341.05**. (Please see attached summary.)
5. Disbursement for "Plate Share" (Jan-Feb-Mar) to Leap to Success: **\$3,026.31**.
6. Draft recommended budget for 2017-1018. Board guidance: (a) no deficit; and, (b) waive UURISE rent. Board decisions needed on specific items (please see attached detail).

Victor White, Finance Director



## C-CAT Chair Update

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10 Leaders met for C-CAT on 3/28/2017

Highlights of reports and actions include:

- Tim, in Vic White's absence, reported that there are 54 outstanding pledges. He also distributed draft budget figures to those in attendance
- Brad Dre reported that tables and chairs will be replaced, in part thru a donation from Kimberly Lilley and John MacDowell. There will be an Earth Day workday at the Fellowship 4/22. Brad displayed photos of the pending cell tower/pine tree structure, and described the contract.
- Sally Gill and Patrick Staight are working on plans for an updated directory. Sally will explore printing costs.
- Mary Ann Barbee is grateful for food donations, as well as the suggestion of monetary donation receptacles being placed on the tables. C-CAT recommends that batteries no longer be recycled. There are many outlets now for people to use. MaryAnn will put notices in Telescope and on the patio.
- Patrick Staight is working to get the website photos updated. He will share his plans w Rev Beth.
- Eileen Maurer reports that the Peace Pole has been delivered. C-CAT recommends moving forward with a small ceremony with its creator, Iyoko, along with some of the children perhaps, once the pole is installed. Diana will communicate this plan at the next Exec Board Mtg. Sunday Services will hold its retreat in April for summer planning.
- Diana reports 6 new members with perhaps 3 more pending---192 current census.
- Diana and John Schwestka discussed the evolution of C-CAT leadership and some ideas to be taken to the Exec Board Mtg 4/11. There ensued a really thoughtful discussion about leadership.
- C-CAT also will recommend to the Board, installation of sunshades to provide shade and cooling on the patio for warmer months. Eileen will provide plans for Board's review.