



MEETING MINUTES

Meeting Title: Executive Board Meeting

Location: Palomar UU Fellowship Library

Date/Time: Tuesday, May 9, 2017, 6:30 pm – 9.30 pm

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: Vic White

Purpose	General Notes
Executive Board monthly meeting	Meeting Handouts: <ul style="list-style-type: none"> • Board Recommended Budget 2017-2018

Item	Description	Responsibility	Due Date	Cls'd
1)	Chalice Lighting.	Julie		✓
2)	Check-in.	All		✓
3)	Call to order at: 6:46 pm.	Julie		✓
4)	Guest – Not applicable.			✓
5)	Approval of Minutes of April 12 Board Meeting (regular) with notation of two decisions made by email between Board meetings and decisions made between regular Board meetings by email: <ul style="list-style-type: none"> • April 15th: The Board voted 3 to 2 to release individual 2017-2018 pledge detail to the minister. (White and Schwestka voted “No”.) • April 27: The Board voted 3 to 1 to approve a special collection on Sunday July 16th for the North County LGBTQ Center. (White 			✓

	voted "No". No recorded vote for Schwestka.) Julie moved approval of the minutes. Jon seconded. Approved.			
6)	Approval of Minutes of April 20 Board Meeting (special meeting to consider recommended budget). Julie moved approval of the minutes. Jon seconded. Approved.			✓
7)	Review and Approval of Written Agenda.	Julie		✓
8)	DFCM report. With uncertainty of ability to place Yurts on the campus, the DCFM has requested a shed in conjunction with the planned outdoor classroom plan. Outcome: the Board supports addition of a shed to the plan for the outdoor classroom, and asked that the total budget for the outdoor classroom reflect this design change. Decision. The Board supports purchase and installation of a shed and asks that the DCFM provide an updated budget for the outdoor classroom project, to include the additional cost of a shed. General understanding that the shed's total purchase/installation cost could be up to \$2,000. Next action: Board consideration of total budget for the outdoor classroom.	Kathleen Moscato		✓
9)	Chair Right Use of Space Taskforce Update. Brief discussion of email from RUST Chair, Brenda Balmer, regarding need to re-think RUST plan and that plan will not be submitted in May, as originally planned. Information item: no action. Action: discussion of memo from RUST Chair (4/20/2017) requesting information/action by Board deferred to future Board meeting. (Memo from RUST attached.)	Julie	6/13	✓
10)	Chair Building and Grounds Committee Update. (Below) See item 18) below.	Brad Dre		✓
11)	Coordinator C-CAT Report. (Below) Information item: no action.	Diana Peirce		✓
12)	Finance Director Report. (Below) Vic reported pledge income YTD is below budgeted and indicated that he will be sending all that have a pledge balance in June a reminder that the FY ends June 30 th . Information item: no action.	Vic	June	✓
13)	OLD BUSINESS: Update on Pledge Drive. Vic reported increase in pledged FY2017-2018 support to \$179,870 and recommended that the recommended budget for FY 2017-2018 reflect projected pledge income at \$180,000. Information item: no action.	Vic		✓
14)	OLD BUSINESS: Nominating Committee update. No new information: no action.	Rachel		✓
15)	OLD BUSINESS: Support of UURISE. Discussion of UURISE fundraiser. Moderately successful. Under-attended. \$12,000 net revenue. Information item: no action.	Julie		✓
16)	OLD BUSINESS: Follow up for GA delegates. Action: Julie to provide delegate materials to identified delegates to the GA.	Julie		
17)	NEW BUSINESS: Discuss New Proposed Operating Budget. Revised Board Recommended budget proposed by Finance Director: (1) to	Vic	5/11	

	<p>reflect \$180,000 in projected pledge income; and (2) \$8,000 in dividend income. No other material changes. Moved by Julie. Seconded by Jon.</p> <p>Approved as Board recommended budget for consideration at annual meeting.</p> <p>Action: Vic to coordinate public access via the PUUF web with Sally Gill.</p>			
18)	<p>NEW BUSINESS: Cell Tower Update – is a fellowship vote required. Decision by consensus: no vote by the congregation is required. (Considered parallel to decision to install air conditioning equipment.) Decision: by consensus, the Board authorized Julie Mack to sign the cell tower lease agreement for PUUF, when prepared/available.</p>	Julie		✓
19)	<p>NEW BUSINESS: COM Survey Results and Cottage Meeting Update, next steps. Discussion of meeting outcomes. Beth introduced the importance of seeing the congregation as a system and encouraged the Board to get a neutral third party consultant to help with values clarification and communication skills training. Consensus: covenant to be central focus: education/training around living our covenant to be focus of consultant engagement.</p> <p>Decision: by consensus, the Board requested that the minister contact our Western Region Consultant and start search for a consultant to design an event (or a series of events) focused on improvement of direct/healthy communication.</p>	Rev. Beth	June	
20)	<p>NEW BUSINESS: Preparation for Congregational Meeting on June 11. Decision made: Board will conduct a special meeting Thursday May 18th to detail design congressional meeting content.</p>	Julie/All		
21)	<p>NEW BUSINESS: Create Facebook page for fellowship and budget line item for FB advertising.</p> <p>No discussion/no action. Deferred.</p>	Rachel		✓
22)	<p>NEW BUSINESS: Personnel Committee (Fair Compensation Congregation requirement).</p> <p>Action: by consensus, the Board directed Vic to survey personnel committee alternatives and make a recommendation at the June meeting, with expectation that Vic will coordinate with Beth.</p>	Vic	6/13	
23)	<p>NEW BUSINESS: Connections Coordinator.</p> <p>Decision: by consensus, Board charged Minister with researching Spirit level grant assistance possibility around funding for a part time Connections Coordinator.</p>	Beth	?	
24)	<p>BOARD GOALS: Board Role Clarification/Should C-CAT chair have a board position. Discussion. Bylaws language proposal from Jon discussed. Discussion of alternatives occurred. Term discussed: opportunity to serve up to three consecutive terms to apply. General conclusion: (1) establish new bylaws language; (2) incoming Board appoints person to vacant Board position established with change to the Bylaws (assuming approval); (3) Nominating Committee nominates candidate for membership vote in June 2018 for a one year term, per Bylaws.</p> <p>Action: Jon will send proposed new Bylaws language to Board for vote to approve/disapprove this week. If approved, proposed Bylaws</p>	Jon	5/14	

	language will be distributed for member consideration/review at least two weeks prior to the annual meeting.			
25)	BOARD GOALS: Nominating Committee Model. No discussion/no action. Deferred.	Rachel		
26)	BOARD GOALS: Board Implementation of Strategic Plan, including financial aspects. No discussion/no action. Deferred.	Julie/Vic		
27)	BOARD GOALS: Communications Needs Assessment. No discussion/no action. Deferred.	N/A		
28)	BOARD GOALS: Becoming more Missional. No discussion/no action. Deferred.	Beth		
29)	Thoughts/Gratitude.	All		✓
30)	Adjournment @ 9:30 pm.			✓

NEXT MEETING: Tuesday, June 13, 2017, @ 6:30pm in PUUF Library (regular Board meeting)
Thursday, May 18, 2017, @ 6:30pm in PUUF Library (special Board meeting)

Reports attached below:

1. Director of Child & Family Ministries
2. Finance Director
3. C-CAT Chair Update
4. Chair Buildings and Grounds Update (cell tower: 5/8/2017)
5. Chair Right Use of Space Task Force memo (information request: 4/20/2017)

Director of Child and Family Ministries (DCFM) Report

RUST Plan:

Looking forward to start working on the outside classroom. Rebecca Cook and I have been in communication and she is working with the PUUF landscaping crew to do some work on the playground. She also let them know of the work I needed done for the classroom floor, with decomposing granite. They have let us know that we will need a small retaining wall built (of wood), to hold in the granite. I am waiting for a bid for the work. If they are chosen for the playground and the classroom, the work can be done around the weekend of Memorial Day.

I also would like to purchase a shed to put in the same area as the classroom. This shed would house the Religious Exploration supplies and tools and I would be able to have a place to work during the week and prepare for the Sunday program and other programs. The situation right now is not sustainable and incredibly frustrating and with the information we have received from the City of Vista, it does not seem as though inside space issue will be remedied quickly. I am asking for permission to find a shed to purchase and add it to my outdoor classroom plan.

Summer Plans:

This summer's program is going to be dedicated to Science. I have purchased 6 kits to use over the summer for the RE class to learn things about science. I am hoping for 2-3 other Sundays be for science experiments with members of the congregations. I will be gone for 2-3 (of the 9) Sundays this summer, otherwise I will be in the classroom with the children and youth.

YRUU will focus on food and cooking this summer and the community it creates. Perfect for the Sunday services theme.

Lonna Leghart and I will be facilitating a 5th and 6th grade Summer Camp OWL the week of July 24th-27th. We currently have 12 youth signed up for this program.

My hours will be shortened for July and August and I will be really only on campus when I am working on Sundays and during the OWL camp.

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	4/30/2017			7/1/2016	4/30/2017		
Total Assets	\$ 54,690.93	\$ 3,033.55	\$ (51,657.38)	-94.5%	\$ -	\$ 32,041.40	\$ -	\$ 32,041.40
- Total Liabilities	\$ 2,984.25	\$ 2,540.67	\$ (443.58)	-14.9%	\$ -	\$ -	\$ -	\$ -
= Net Assets	\$ 51,706.68	\$ 492.88	\$ (52,100.96)	-100.8%	\$ -	\$32,041.40	\$32,041.40	\$ (20,059.56)
Budget Performance (FYTD)					Board Designated Accounts (not associated with budget)			
4/30/2017	Actual YTD	Budget YTD	Difference YTD	% FYTD Budget	BDA #	Purpose	Balance	
Total Income	\$189,923.21	\$ 227,255.90	\$ (37,332.69)	83.6%	05-3103	Bldg. Reserve - Repair	\$ 2,031.95	
Pledges	\$ 138,194.60	\$ 158,333.30	\$ (20,138.70)	87.3%	05-3105	General Discret. Fund	\$ 10,503.99	
Undesignated Plate Share	\$ 16,515.72	\$ 15,833.30	\$ 682.42	104.3%	05-3135	Minister's Discretion	\$ 8,895.67	
					05-3140	Music	\$ 4,698.43	
Total Expense	\$220,784.84	\$ 227,839.20	\$ (7,054.36)	96.9%	05-3150	Religious Exploration	\$ 7,728.86	
Staff Salaries and Benefits	\$ 146,048.45	\$ 148,683.20	\$ (2,634.75)	98.2%	05-3171	Peace and Justice	\$ 2,101.85	
Committees and Programs	\$ 15,013.49	\$ 16,375.10	\$ (1,361.61)	91.7%	05-3180	Scrip Program	\$ 725.00	
Building and Grounds	\$ 25,178.54	\$ 24,850.00	\$ 328.54	101.3%		All Other BDAs	\$ 4,740.12	
Net Gain (Loss)	\$ (30,861.63)					Total BDA Equity =	\$ 41,425.87	

Comments:

1. Pledge drive 2017 status (as of 5/7/2017):

Goal	Goal	Actual	% of Goal
Total # "Pledgers" =	190	156	82.1%
Total % That Have Increased Pledge =	50%	48	42.1%
Total \$ Pledged =	\$211,500	\$179,870	85.0%

2. Recommended Budget. With additional projected revenue, two changes proposed to Board
Recommended budget: (1) Increase pledge income to \$180,000 (from \$173,000); and, (2) reduce dividend income to \$8,000 (from \$15,000).

3. Investment Mix. Status of mix approved 1/17/2017:

	Investments (as of 5/7/2017)	→ → →	Fair Mkt. Value	% FMV	Target
N/A	Chase Savings		\$ 83,233	13.0%	10.0%
TICRX	TIAA-CREF Social Choice Equity		\$ 200,864	31.4%	30.0%
VFTSX	Vanguard FTSE Social Index Fund (additional purchased)		\$ 177,821	27.8%	30.0%
VFICX	Vanguard Intermediate-Term Shares (Corporate Bonds)		\$ 8,667	1.4%	2.5%
VUSTX	Vanguard Long Term Treasury (new holding)		\$ 15,276	2.4%	2.5%
PARWX	Parnassus Endeavor Fund (new holding)		\$ 153,171	24.0%	25.0%
			\$ 639,032	100.0%	100.0%

C-CAT Chair Update

7 Leaders met on 4/25/17

The following actions were taken and reports shared

- Sunday Services has set the summer theme as "Come Feast at our Table"
- Year round winter shelter Operation Hope has requested an additional meal night
- Website and directory continue to progress
- Right Use of Space--2 items approved including 1) Outdoor classroom (funded by Easter Brunch) and 2) Replacing the tables and chairs prior to early July
- Peace and Justice has joined with Forward Together North County. 75-100 community people come to the main meeting
- Coordinator attended Board meeting where bylaws change, making C-CAT Coord a Board position was discussed. Bylaws change will be brought to the June meeting for congregational approval.
- Set 6/4 as the date for this year's Ministry Fair, with funds collected to benefit childcare for activities and meetings
- Heard summary of upcoming White Supremacy service
- Beth and Aleta Nester are arranging a gathering called Connecting and Gathering of Gifts as a way to help connect and integrate new and returning people. Dates are 5/29 and 6/6
- Lease negotiations for the Cell Phone Tower are entering final phase

Next meeting is 5/30 at 630p

Chair Buildings and Grounds Update

The cell tower lease negotiations are continuing and apparently getting closer to conclusion. The agreed monthly lease amount will be near what I've discussed, and there will most likely be an annual increase included. I'm being purposely vague about these terms since at this point I think it's better to wait until we see the actual final agreed lease. Our attorney tried to strike a lease term that allowed the cell tower company to add new radios and carrier tenants without our approval or including us in the additional revenue. They've pushed back on this as it's a basic part of their business model. We're waiting for new proposed language, which should be available soon.

I need the Board to come up with a schedule for lease signing once it's ready. We need to inform the tower company approximately how long it will take. Does our upcoming change of Board membership in July figure into it? Another issue to consider is that you expressed some concern about approving a cell tower without informing or getting some assent from the Fellowship membership. I need you to decide what form the communications will take and schedule what it is you decide.

BTW, I finally saw a new generation mono-pine while driving around, similar to what's being proposed for our site. It's on the right side of the ramp from East 78 to South 15, near the 78. The radios are clearly visible, but perhaps only because I've been dealing with cell towers for the past months. Otherwise, the tower looks very much like a tree.

Thanks!

Brad Dre

Chair Right Use of Space Task Force memo (information request)

MEMO

To: Palomar Fellowship Executive Board

From: Space Task Force

Date: April 20, 2017

As we regroup to develop a Plan B for immediate and urgent space needs for RE and for office space, we wanted to provide you with an update on our thinking, and request some information.

Update: Because of the initial input from the city indicating that they are not supportive of long-term, temporary buildings on our property, we are regrouping to form a workable Plan B while Brad Dre and Rev. Beth work to establish a relationship with city officials to see if they can be brought around to work with us on our Plan A (temporary buildings). This will impact our timeline. While we would like to provide an update at the Congregational Meeting, we will not have a firm space plan to present to the board or congregation by that time.

Information Request: We are finding that, in order to complete a plan, we need a complete understanding of Fellowship funds that are available for this purpose. Our intention is to be creative relative to resources, and to clearly recommend, for example, where a Spirit Level grant or other grants might be strategically leveraged; where we might use Faithify; and what might be good paddle raise material. Our understanding is that the development of a Stewardship committee was recommended in the Strategic Plan alongside the development of this Space Committee. We would ideally like to collaborate with a Stewardship committee so as to be able to develop reasonable and well-thought-out projects.

So, to the extent possible, we would like to request as a first priority that you share with us what financial resources are available for Space planning and implementation endeavors; and secondarily, in order to support long term financial management of this and all Fellowship endeavors, that you prioritize the development of a Stewardship Committee. Thank you!