

**Palomar Unitarian Universalist Fellowship  
Board Meeting  
May 13, 2014**

**Chalice Lighting (David)**

“It is all very well to copy... “

**Check-In**

All present checked in and affiliated

**Call to Order**

6:47 PM - David

**Guest(s) Expected:** None this time.

**Present:** Rev. Beth, David, Tim and Misty

**Absent:** Marj and Dick

**Approval of prior Board Meeting minutes:** April, 2014

Tim made a motion to accept minutes from last month, Misty second... all in favor, approved.

**Review of Current Agenda:** Nothing added

**Written Reports:** (Discussion by exception only)

Religious Exploration:

Kathleen sent report today (March included in this May’s minutes as were missed last month)

March 2014

DRE Board Report

Attendance Report: 3/ 3/9 3/16 3/23 3/30

Nursery/ 5(0) 7(1) 7(0) 8(4) 3(5)



Explorers/ 13 10 9 10 7

JRUU/ 6 2 1 3 7

YRUU/ 10 7 N/A 7 N/A

**World Religions Summer Camp 2014**

This Summer I would like to have our first Summer Camp. Katie Covey, who writes amazing UU curriculum for RE Sunday programs, has written a wonderful program for a week long Summer camp curriculum on World Religions. The REC is in support of the camp running. The camp would run for 5 days (M-F), July 14th-18th from 9am-2pm. The cost for the camp would be \$100 for the week. If a parent is willing to come in and volunteer for a day, they can have a \$20 reduction in the cost. It is possible for a family to have their child participate for free. The use of the sanctuary, patio and kitchen, is necessary. The camp will run if there are 10 paid participants. Information about the camp will be sent out into our wider UU community and friends and family. We are hoping for a great success.

**Coming of Age**

The COA program is turning the corner and has just weeks before they go on the Wilderness retreat in May after that it will be just a few weeks until the program is finished. Myself, Katia, Rachel Rott and a few others will be meeting over the Summer to work on rewriting the COA program. The fellowship who wrote the curriculum the 90's has not written an update and we all feel there are places where it can be changed to fit the needs of our children.

### **PSWD Summer Camps**

Summer camps at PSWD are right around the corner, and we have more than a few children who want to attend. We have been fundraising all year and are hoping everyone who wants to go to camp, will get to camp. I will be the Dean at the Summer Junior High Camp, I am very much looking forward to it.

April...

### **April Board Report:**

Attendance:	<u>4/6</u>	<u>4/13</u>	<u>4/20</u>	<u>4/27</u>
Nursery:	4(3)	6(5)	7(2)	3(4)
Explorers:	8	11	20	12
JRUU:	2	N/A	5	4
YRUU:	9	7	N/A	12

Summer is coming. I am working on the summer program, which I have called "A Summer cart full of FUUN." The summer session will be filled with games, arts and crafts and lots of FUUN. I am looking for one different volunteer for each Sunday, so that my regular teachers get a break for the summer.

I have decided to not offer the summer camp this July. Although we had a few interested families, I just do not have the hours to put it together this year. My RE Committee completely understands and understands that for something like this to come together, it will take a group effort. Next winter I will propose a week long summer camp to the community and create a committee of sorts to work on it with me.

COA leaves for their Wilderness Journey Retreat this Friday and will be back Sunday to have the Women's and Men's circles. Then it is on to write Faith Statements, create a service. June 15<sup>th</sup> is the COA service.

We have three youth bridging this June. The bridging service will be on June 8<sup>th</sup>, during the second service. RE recognition service will be the same Sunday during the first service.

This summer I will take a lot of time to create the sessions for next year, following our Spiritual themes. I am also going to take some time to work on our registration process and see if I can make it more streamline. I will be looking for someone to help me create an online registration process through Google Docs, if anyone is aware of someone who could help me with this that would be great.

Minister

Rev. Beth will give quarterly.

## **Verbal Reports:**

Finance Report - Tim

Tim updated report with new total from Multimedia Budget \$200. Found out from Caroline that retirement will work as planned as long as Caroline herself keeps track as it can't work as matching retirement for her or she will get penalized due to age bracket. Found the Office Manager's Healthcare can be prorated. Discussed Budget in depth... Rev Beth would like the Board to educate the congregation next year so that we can hope to increase our pledge as this year pledges' were less but the few were more. Rev Beth had discussion at DA about income from other; outside sources will need to be the way of the future. Will learn more at GA. Discussion ensued about educating the congregation even further about the 'script' program. Rev. Beth to Discuss at C-CAT the addition of a second table on Sunday's to hold other information.

## **Finance Director's Report to the Executive Board May 13, 2014**

The April Budget Report and Balance Sheet showing balances as of today are attached.

Pledge income and total income both stand at 102% of the amount budgeted for this 10-month period.

Total expenses are at 97% of the amount budgeted for this period. There should be a modest excess of income over expense by the end of the year.

All but a few pledges are in for next year. We should have a total of 134 pledges totaling just over \$171,000. We ended last year with 138 pledges totaling 166,740, so fewer people are pledging about 6% more. Last year's average pledge was \$1,199.85, this year the average pledge is \$1,274.78.

12 pledges were lost this year, 7 because they moved away, 5 for other reasons.  
There are eight new pledging units, 13 pledges were reduced and 38 were increased.

Also attached is a budget worksheet with the latest figures, including both RE and Music program budgets at \$1500 for next year. Sound committee is pending input from Wade, and B&G incudes the first two line items not added in at the meeting last week. I discussed the B&G cuts with Al, and he thinks it is fine to consider the parking lot project outside of the regular budget, but was not sure he could continue to utilize professional grounds labor if the \$2,200 he requested is reduced to \$1,000

We began this year with \$30,949.23 in unused income (Unrestricted Net Assets + Retained Earnings), and will probably end this year with a little more, increasing this figure to \$32,000 – 33,000. \$15,561.00 of this would be enough to cover next year's budget as it stands now, leaving over half of the balance in these funds available for future years.

In studying the Fair Compensation packet, I noted that the UUA suggests that the portion of health insurance premiums paid by the employer may be pro-rated for less than full-time staff, so it appears that we would fulfill the Fair Compensation Guidelines if we offered to pay for 50% of the cost of health insurance for Janice.

Caroline Celia is over the age that allows one to shelter money in a retirement account, but said if we go ahead and set up an account for her, she will take the responsibility to determine what withdrawals she needs to make to avoid any penalties.

Respectfully submitted,

Tim Peirce  
Finance Director

## **Old Business:**

*Communications:* External, internal and internet (social media) – need to staff this (4 people). Rev Beth suggests we create a policy on how to form/structure a committee. Next year's Board needs to capture policies as they come up. Will create policy at June's meeting. Misty to start template for this and forward it to Marj for completion in June.

*Rough draft from David:* Communications Committee - responsible for managing and directing communications, both internally and externally, communicating member news, and promoting the Fellowship in the wider community in settings appropriate to our values.

Internal - develops procedures for communicating information to members and associates in order to ensure that the Fellowship's programs and activities are advertised. Ensures the congregation is informed of strategic activities. Develop strategies and procedures for communicating member "joys and sorrows" while respecting members' desires.

External - Ensures PUUF representation in community events that reflect our values and covenant, events that demonstrate our commitment to the wider community. Develop a plan to disseminate content as appropriate to news organizations, other UU congregations and organizations, other religious or spiritual groups, and non-religious organizations. Develop a press kit or recommendations that reflect our values to assist Fellowship leaders should they be contacted by media.

Internet - Designs, creates, and manages internet content that reflect the Fellowship's values and vision. Maintain web content to include Facebook page content. Develop skills and policies to effectively communicate with the wider community. Ensure the various internet interfaces, Facebook, Twitter, Google+, Pinterest, YouTube, etc. are moderated to remove any content that does not reflect the values of the Fellowship.

*Financial Audit:* Will table this until July.

Archivist: Waiting on answer from Rick. Rick would like a Job Description... need to talk to Jan Boyson. Will look at books for ideas. Should be moved to digital. Dave suggests hiring a service to move everything digital. David will follow up on the Archivist.

*Tamales:* Dick Eiden would like Tamales on the patio on 5/25. Board approved. Misty to let Dick know.

*Investment Strategies:* The Finance Committee is discussing investing additional money and wants to determine a "safe" amount to keep in the bank before investing. Banks want to see six months cash reserve in the bank for past two months when considering a loan. Rev. Beth notes her colleagues suggest 3 months. Still waiting on Wolcott fund before determining where to invest this. Will table this discussion until June so can be advised by Dick Eiden who is in charge of the Wolcott bequest.

## **New Business:**

- Annual Meeting Agenda – Rev. Beth had drawn up an agenda which was followed. Rev. Beth would like Power Point slide to advertise Annual Meeting, David said he could do this. Need to announce Childcare Available, lunch prior, budget and prior minutes will be available. Board to be available for questions in-between services and after 2<sup>nd</sup> service. Dave will announce on the 18<sup>th</sup>, Misty the 25<sup>th</sup> and Tim will be available on the 1<sup>st</sup>. In July we will discuss adding to By Laws that no staff can have a position on the board, nominating committee or C-Cat Chair or Committee on ministry.
- Awards: Unsung UU, Board Appreciation, New Member, Presidents, Young Adult
- GA Delegates: Katia Hansen and Daniel Straka – need off site delegates #2 plus 1 alternate. Tim made a motion to pay the \$125 cost for Off Site Delegates from Board Designated Account, Misty 2<sup>nd</sup>, all approved, motion granted.

- Finalize Budget: Agenda Item for July... Change Finance Committee to Stewardship. Tim presented revised budget... approved.
- Parking Lot: Will pursue legal issues with original builders of parking lot... re: negligence in how was built. Will still need to patch fix it at a cost of up to possibly \$10,000.00 per estimates acquired by Al Cox. David recommended Funds should come from building fund for this. David is going to present all of this to the Congregation at June's annual meeting.

**Next Meeting: June 10, 2014.**

**Executive Session (as needed)**

**Adjournment: 10 PM**