

**Palomar Unitarian Universalist Fellowship
Board Meeting
June 10th, 2014**

Telescope Deadline: June 16th, 2014

Chalice Lighting

Check-In

Call to Order @ 6:52 PM

Guest(s) Attending:

Michael Graham

Approval of prior Board Meeting minutes:

The May minutes were approved.

Review of Current Agenda

Announcements

Written Reports: (Discussion by exception only)

Religious Education: None received

Minister's Report: The report was received and is attached to the minutes.

Verbal Reports:

Finance Report: Tim reported that income and outgo are close to the budgeted amounts. (Written report attached.)

Old Business:

Communications Committee: David introduced the document setting down policy for the duties of the soon-to-be-formed Communications Committee. The policy was approved and is attached.

Financial Audit – tabled

Staff Training – tabled

Archivist –The board will discuss possible candidates for the archivist position via email.

Memorial Gardens - tabled

New Business:

Hands of Peace: Eileen Mauer pointed out that PUUF agreed to make a \$1,000 donation to Hands of Peace and will hold another brunch and a car wash to raise funds. She also said PUUF members will be asked to buy tickets to the Hands of Peach farewell banquet. There are a number of ways families who

aren't able to serve as hosts will be able to contribute to the Hands of Peace experience. She will post the needs on the PUUF website and Facebook.

Michael Graham: Michael expressed interest in serving as a sexton on the PUUF property to discourage vandalism and alert us to any maintenance concerns. The board discussed possible living arrangements to make this workable. Discussions will be continued via email.

All Souls Vista: The board approved the use of our facility by the group, All Souls Vista, to hold a Day of the Dead (*Dia de los Muertos*) arts festival on Nov. 1st, 2014.

Healthcare Fair: The board approved allowing Missy Wise and Kelly Grimes to hold a health fair here on June 28th in return for a donation to the fellowship.

Plate Share Nomination: Ann Kay recommended the group, Straight from the Heart, Inc., a resource center for foster parents in North County, be our plate share recipient for the coming quarter. The recommendation was approved.

Cluster (SUUN) Constitution: Dick Eiden recommended we approve the new constitution. Approval was unanimous. It was pointed out we need to appoint a second representative to the cluster. The board will discuss possible appointments via email.

Next Meeting: July 8th, 2014

Executive Session: None

Adjournment: 7:58 pm

ATTACHMENTS

Minister's Report

Executive Board Report Rev. Beth Johnson June 10, 2014 I am pleased to be writing this final report for the 2013-2014 fellowship year. My pleasure comes from reviewing the past year and seeing how our congregation has flourished in several ways, and seeing the efforts to continue to develop organizational maturity.

Sunday Services

Sunday services are well attended. Both services are usually 70-80% full. Our first service serves most of our families with children younger than 14 years old. We know this is because Religious Exploration for all but YRUU is held at this time. That said, the service also serves a breadth of ages - it is truly multigenerational. Sunday Services Committee, Kathleen Moscato, and I are committed to making the beginning of the first service, when the children are present, accessible and multigenerational. A Time for Ages is offered in the first service, but not always in the second service. The second service serves fewer families with children, but is well-attended and includes some young adults.

The Sunday Service Committee and I work closely and collaboratively to provide consistently high quality, inspiring relevant services for the congregation. I am in the pulpit 35 Sundays a year, per my Letter of Agreement. The Sunday Service Committee is responsible for the other Sundays, but we do communicate and plan together regarding the theme and topics. It is a joy to work with such talented and committed people under the committee leadership of Kelley Grimes.

Our services are enhanced by excellent visual elements. Our slides exceed what is seen elsewhere. This does mean that a certain level of expertise is needed. Eileen Maurer has been creating most of the slides this year, as the other two slide makers schedule hasn't permitted them from supporting that ministry in a robust way. Eileen and I have recruited at least two more folks, and I will improve my skills in order to create slides for my services.

Of course, Sunday services are enhanced and exciting because of our wonderful music program. The staff, Caroline Celia and Kimberly Lilley, have provided excellent leadership. Our music program supports the mission of Sunday Services Committee and the Fellowship's mission due to the careful, thorough, and thoughtful work of Caroline, and Kimberly's energy and expertise as well.

LOOKING FORWARD- our attendance at services necessitates looking at ways to make room in the sanctuary. We will likely have the children start out in the front of the sanctuary beginning in September and exploring a third service will begin. It is very exciting, very doable, and a sign of our vibrant growth. Be happy!

Theme Based Ministry

Our first year of Theme Based Ministry has gone well. Kathleen reports a high level of satisfaction with the program. She has done a very good job of integrating the themes into RE and into time for all ages.

The spiritual theme group is attended by a faithful few - between 3-6, with the highest attendance at 11. Kathleen supports the group as well. We have started to offer a soup supper before group, which has added a nice aspect to the group.

LOOKING FORWARD We have changed the evening of the group for next year to the third Wednesday, and will probably change the name as well. Stay tuned!

Administration

Staff meets regularly and works well together. I'm so pleased that we are offering benefits to all staff. Good job!

One challenge has been ongoing email problems, such as the office and minister accounts not receive emails. This is more of a problem for the office, but I have had problems as well. Fortunately, one of them strategies for fixing the problem included shifting to Mail Chimp, which has provided us with a more efficient way to send email to the congregation - and they look great too.

LOOKING FORWARD

I will continue to offer more ways for Janice to improve office skills.
Staff will create a staff covenant this year.

Peace and Justice Ministry

The Peace and Justice Ministry has been called together and will hold its first open meeting June 18. A core team has been meeting to plan that meeting and to ground ourselves in Joanna Macy's work. PJM was constituted out of a deep concern about climate change, and a desire to integrate the peace team and social justice ministry. A mission statement is forthcoming, but the purpose is to provide spiritually grounded, transformational social justice that offers tools for inner and outer transformation and peace, to engage in climate action and create resilient communities for the future.

My hope is to invite and integrate the congregation even more into the social justice work I do in the community and for the UUA. I continue to serve in the following capacities: president, Interfaith Center for Worker Justice; board member, UURISE; president, UU Animal Ministry; committee member, President's Advisory Committee for Ethical Eating, member, Task Force of Collaboratory bringing environmental justice to the forefront of the UUA. Just recently I joined the City of Vista Stakeholders group, which was formed to help Vista implement its Climate Action Plan. Rev Carol Hilton and Lisa Wellens also attend. Looking at the list I think you can see how all the work is connected. My appreciation to the Executive Board for your support.

LOOKING FORWARD

I feel hopeful about this ministry.

PASTORAL CARE

I work closely with our competent Compassionate Caring Committee to support our members who need care. The Caring Committee provides rides, food, phone calls and support to members. I make hospital and a few home visits, and of course phone calls and visits in the office. I provide spiritual direction to 3-5 members monthly. I provide pastoral counseling and support to members frequently through out the month, and folks come in to talk. I would say an average of 7-10 a month. This is also a very rewarding part of my ministry.

LOOKING FORWARD

I anticipate the continuation of ongoing counseling and spiritual direction.

Professional Development

I have attended the PSWD UUMA fall and Winter retreats, as well as GA. I don't always have as much time during the year to read as I would like.

Great job this year Board. I have enjoyed this year with you and look forward to the next.

On Sunday September 7, we will have one service, outdoors, to celebrate completing 10 years of shared ministry together.

**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.

The Building Fund contains \$122,712.03, including \$7,712.03 in checking and \$115,000.00 in TICRX shares (market value as of today is \$119,698.75).

Assets in the General fund total \$143,930.41, including \$13,455.65 in checking, \$94,481.43 in savings, and \$35,993.33 in our Chase brokerage account (with a market value today of \$45,999.61).

Major accounts included in General Fund assets:

Wolcott Bequest:	\$ 32,735.00
Unrestricted Net Assets:	21,391.14
Retained Earnings:	18,342.45
Savings Interest in Reserve:	17,581.06
General Discretionary Fund:	16,249.54
Vonnahomme Bequest:	12,958.64
Building Reserve – Repairs	7,410.96

Pledge income is at 100% of the amount budgeted for this 11-month period, and total income stands at 101% of the amount budgeted.

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

As of the annual meeting, we have 133 pledges totaling \$173,312, almost exactly the amount budgeted. We ended last year with 138 pledges totaling 165,579. Last year's average pledge was \$1,199.85, this year the average pledge is \$1,303.10, an increase of over 8%.

16 pledges were lost this year, 7 because people moved away, 9 for financial or other reasons.

There are 17 new pledging units, 13 pledges were reduced and 40 were increased.

Two of our newest members who have not yet pledged have indicated that they are planning to.

And, we have been unable to contact a few people who pledged last year to verify a pledge for 2014-15. If all confirmed that their pledge will be the same as last year, the total amount pledged for next year would be increased to \$176,700.00.

As noted in the minutes from the Annual Meeting, the congregation supported keeping our salaries and benefits within the recommended guidelines, striving for them to fall in the middle to high range. We were supported in increasing the amount of UUA dues we are paying, hoping to return to paying our fair share when possible. And it was suggested that we more routinely display the Balance Sheet report, and that we show in the next budget planned transfer of funds to increase the size of our reserves.

Respectfully submitted,
Tim Peirce
Finance Director

Communications Committee Policy

The Communications Committee is 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. The committee is a vital part of the Fellowship and must be actively recruited for and staffed. The committee will be composed of at least four members which are appointed by the Executive Board. The members should be excellent writers and have a general knowledge of web applications for communicating. At least one member will be the Chair.

The Chair will be required to ensure the committee is represented at all C-CAT meetings. The Chair will be responsible for submitting requests in the budget process to ensure the committee has the financial resources it needs for operations throughout the church year. The Chair is responsible for the general operation of the committee. The Chair will submit a quarterly report to the Board which summarizes communications over the last quarter, planned campaigns if any, and any needs that cannot be met with their current resources.

The Committee will have at least three areas of focus:

Internal Communications - Develop procedures for communicating information to members and associates in order to ensure that the Fellowship's programs and activities are advertised. Ensure the congregation is informed of strategic activities and meetings. Develop strategies and procedures for communicating member "joys and sorrows" while respecting members desires and privacy. Advise groups that create communications that are not created by the committee as needed.

External Communications - Ensure PUUF representation in community events that reflect our values and covenant and 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 reflects our values to assist Fellowship leaders should they be contacted by media.

Internet Operations - Design, create, and manage 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.