

**Palomar Unitarian Universalist Fellowship  
Board Meeting  
September 11th, 2013**

Telescope Deadline: September 15th, 2013

**Chalice Lighting (David)**

**Check-In**

**Call to Order** 6:51

**Guest(s):** Sally Gill  
Jon Schwestka  
Al Cox

**Approval of prior Board Meeting minutes:** August

It was moved and seconded that we approve the minutes of the August meeting. Motion approved.

**Review of Current Agenda**

**Announcements**

**Written Reports:** (Discussion by exception only)  
Religious Education (report attached)

**Verbal Reports:** Finance Report Tim

Tim announced he is working on refining the report to give a more complete picture of our ongoing financial situation. This is a time-consuming process.

He pointed out that we have a credit card with the bank with a 30% interest rate and no benefits. The bank has suggested we get a different card. Beth agrees we should get a new card, preferably in the fellowship's name. Tim will look into getting a separate card in Beth's name for her professional expenses.

Tim discussed the fellowship's investments with the bank and Jon reported some of the details, including:

- The fellowship has approximately \$80,000 which is part of a pool of funds belonging to various investors. The bank has been moving funds around.
- There's a difference between bonds and bond funds. About 2/3 of our funds have significant exposure to interest rates.
- We can change the way our investments are structured by talking with the bank and thus change our risk exposure.
- We have a flat fee relationship with the bank for managing our funds. The bank wants our business and, because of that, we can probably get the management fee reduced.

The next Finance Committee meeting is tentatively set for Monday, Oct. 7<sup>th</sup>. All are invited to attend. The UUA encourages us to consider divestment from the fossil fuel industry. Misty asked

whether the congregation needed to vote on the issue of selling our investments in fossil fuels. It was pointed out that a vote isn't necessary because the board has the fiduciary responsibility of overseeing investments and selling such investments would be in keeping with congregational values. However, the congregation should be informed.

Tim reported that it was his understanding that a previous board had agreed to pay off the playground equipment and not charge it to RE. David said we should honor the previous board's decision, though there doesn't seem to be any record of it. A motion by Misty to pay that debt out of funds to be designated by Tim was approved.

**Old Business:**

*Committee on Ministry*

Misty

Consideration of the role of the Committee on Ministry is on hold because of Katia's temporary unavailability. A recommendation will be made to the congregation in November on responsibility of the COM. Beth will talk with Katia about the status of the discussions.

*Policies and Procedures*

Marj

Brenda has some policies on her computer. She will send them to Misty, who will send them on to Marj. We need to agree on a format and method of archiving them. According to Beth, all policies have been embedded in minutes. It was agreed that we need to review the minutes for the past five years to find and codify the policies. Assignments for this are as follows:

- 2008-09, Marj
- 2009-10, Tim
- 2010-11, Misty
- 2011-12, Dave
- 2012-13, Misty

*Animals in the Sanctuary*

Discussion ensued of the policy on allowing animals in the sanctuary. Beth pointed out the policy should to be reiterated. Misty will provide a copy of the current policy. Al said one reason we have speakers on the patio is to accommodate those who bring animals to the service. It was agreed we should provide comfortable chairs there for people and animals. The issue will be discussed again next month.

*Board Goals*

Beth

Beth spoke about the board retreat held on 8/25/13. Highlights of the meeting included a discussion of the board's vision for the fellowship. The vision includes

- generosity and abundance
- living stewardship in all areas
- a climate of trust among the congregation and board, the board and congregation, the congregation and minister and the minister and board.

Board goals for the year include

- developing a strategic plan for the congregation
- fostering mission driven stewardship
- fostering transparency and open communication
- developing and maintaining statements of policies and procedures, including job descriptions

**New Business:***Strategic Planning*

David

David said our strategic plan ended last year, and we need to appoint a committee to take this on. Misty suggested we should form the committee after the Sept. 22<sup>nd</sup> congregational meeting. Dave suggested looking for people who tend to lead the conversation in the meeting as potential committee members.

We discussed the agenda for the Sept. 22<sup>nd</sup> meeting. It will include:

- Opening song, "Now We Give Thanks"
- Chalice lighting by Misty
- Introduction of the board
- A statement of the board's vision
- Review of the year Visualization (what do you see going on here five years from now?)
- Input from members, brainstorming (what brought you here and what keeps you here?)
- Opportunity for people to sign up for what they're interested in; inviting people to be part of a team (next steps) - Dave
- Extinguishing the chalice

Tasks: Misty will arrange the purchase of sandwiches. Tim will pick them up. Misty and Tim will make notes on newsprint during the meeting. Marj will take other notes.

*Vision and Values Covenant*

Discussion of the vision and values covenant was postponed until next month.

*Facility Upkeep*

Misty

Al said he has been unable to contact Bill Tuck regarding cleaning service as he doesn't have a phone number for him. Al prefers to use free labor as much as he can. There is a need for more service, but increasing the paid service by the suggested amount would cost \$250 more per month.

Al is looking at the current budget for building and grounds. A major need involves updating the kitchen, painting cabinets, and replacing countertops. Two of our new members may be willing to do some of the work on that and we have enough money to do that. Al is also researching replacing the kitchen floor and ceiling.

Beth suggested raising the Wayside Pulpit sign to make it more visible. Al said the parking lot needs to be resealed and we need to install a new light on the pole in the parking lot. We also just about lost the lawn that Bob Kintz put in because someone had turned off the sprinkler system.

Al said we could put in a security system (cameras) for about what it cost to replace the windows recently broken by vandals. Seventeen cameras would cost \$700.00. The images are recorded on a USB drive, and Al could monitor it on a computer at home. The system also comes with a DVR.

Al also said he believes the building should be rekeyed.

**Next Meeting:**

Sept. 21<sup>st</sup>, 1 p.m., to do final plans  
October 8th, 2013

**Executive Session** (as needed)

**Adjournment: 9:37 PM**

**Religious Education Report (from Kathleen Moscato)**

	<u>7/7</u>	<u>7/14</u>	<u>7/21</u>	<u>7/28</u>
Nursery	8/5	4/8	4/6	5/5
Explorers	11	10	10	25
JRUU	4	3	5	3
YRUU	x	x	5	x
	<u>8/4</u>	<u>8/11</u>	<u>8/18</u>	<u>8/25</u>
Nursery	8/4	4/5	5/3	7/4
Explorers	7	12	x	7
JRUU	4	5	x	5
YRUU	X	X	4	2

-The Summer Session was very well attended, especially in the Explorers group.

-The JRUU numbers are growing, this is probably due to the upcoming COA program.

-The COA program has been postponed because of health problems of Katia Hansen, its main facilitator. It will have a start up date most likely in October, we are waiting to find out a surgery date for Katia and then will schedule accordingly.

-YRUU has not been attentive to taking attendance in the group. I am going to ask Eileen and Nicole to be better about this AND/OR take attendance myself at the beginning of the group.

-JRUU and YRUU will be meeting together more often this year. The youth enjoy being together.

-Registration for the Church year has begun in Religious Exploration as well as scheduling leaders and helpers for the new sessions. I am happy to say I have enough leaders and helpers for the year, I was worried about this.

**Finance Report from Tim Pierce**

Attached is the Budget Report for July and August, 2013. Items of note are:

**Income**

- 1) Pledges continue to run seasonably low (71% of amount budgeted). I will continue to appeal in the newsletter & at ingathering service on 9/22. No new direct deposits, so far.
- 2) Unidentified plate income continues to run 122% higher than the amount budgeted.
- 3) Identified plate is now actually \$1,964.50 with correction for check paid with funds raised last year, 196% higher than the amount budgeted.
- 4) Total income is \$26,740.93 after the plate correction, 79% of amount budgeted. Hopefully,

pledge income will increase in the fall.

**Expense**

- 1) Water bill is now more in line with the budget after two months, still 9% above amount budgeted.
- 2) Bookkeeping expense is still high, but only over by \$62.50 in August - it was over by \$375.00 in July.
- 3) Office equipment Maintenance (\$300) needs to be budgeted higher next year, or we should pay our Power Church (\$455) and/or web site (\$107.88) fees from a different account.
- 4) Office Equipment – New can still come in under budget this year, if there are no more major purchases.
- 5) After two months, total expense is \$29,486.33, just 85% of the amount budgeted.

In July and August, total expense exceeded total income by \$2,745.40

The Finance committee met on September 7, 2013.

The current Budget Report reflects only income and expense. We are exploring ways to report that also reflect board designated and reserve accounts. We need to clarify whether contributions from groups and activities should be deposited to the general fund or into each group's board designated account. We discussed what actions could be taken to divest the Fellowship from investments in fossil fuels.