

**Palomar Unitarian Universalist Fellowship  
Board Meeting  
October 14, 2014**

*Telescope Deadline: October 20, 2014*

**Chalice Lighting** (Misty)

**Check-In:**

**Call to Order:** 6:49 PM

**Members Attending:** Beth Johnson, Misty Kirkman, David Cochran, Jon Schwestka, Tim Pierce, Marj Lacey

**Consent Agenda (attached):** Approved unanimously

**Review of Current Agenda:** Misty

**Guest(s) Attending:** Al Cox (Soil & Slope issues)

**Al Cox, Building and Grounds:**

**LOCKS AND KEYS:** Al reported that over the years more than 100 building keys have been issued. Three years ago, he said, we decided we should rekey the building and start requiring a \$20 deposit from anyone receiving a key. We discussed the issue of how to proceed in case the \$20 deposit posed a financial hardship. It was suggested that money for that might be covered by the minister's discretionary fund.

The policy for distributing and tracking keys was amended and approved. The amended policy (3.20) is attached.

Al presented a key and alarm code user agreement. The user agreements will be kept in a locked file in the office.

**SOIL AND SLOPE ISSUES:** Al and Jon met with Malcolm Vinje of Vinje/ Middleton Engineering regarding the soil and slope issues in the lower parking lot. Al discussed the two quotes we have received for repairs. The board voted to approve up to \$20,000 for the needed work. Compaction of the soil on the hillside and possible removal of the irrigation system will be considered later.

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

*Religious Education: (Consent Agenda):* Report attached.

*Minister's Report: (quarterly)* None

**Verbal Reports:**

*Finance Report:* Written report attached.

Tim reported the trend remains about the same, with income and expenditures within 4-5% of each other. Tim proposed that the pledge drive should be a year-round job and should be headed up by co-chairs. Beth suggested we come up with an estimate of the number of hours per week that might be required to do the job well. Tim submitted a suggested job description for the co-chairs (attached).

**Board Goal; Financial Flourishing:** (Tim & Jon)

**Old Business:**

*Financial Audit:* (Tim) Tim is still working on financial audit.

*Strategic Planning:* (Reverend Beth) Beth discussed whether the Strategic Planning Committee could recruit more members. The board approved. Beth said it may be possible to get the City of Vista to present information

to the committee on the demographics of the community and said the Committee on Ministry may sit in on Strategic Planning meetings.

*Communications Committee:* (Dave) Nothing to report

**Board Goal:** *Congregation Communications:* (Dave)

*Cluster (SUUN) Representatives:* (Dave/Misty) Peter Mayer will present a concert this Saturday, 10/18 at UUFSD. Emma's Revolution will perform at First Church on Jan. 17. Four seminars on leadership will be held at First Church on Jan. 31<sup>st</sup>.

*Refrigerator for Preschool/ Refrigerator donation:* (Misty) Misty has left a notice with Rob from E-Z Rentals who may be donating a used refrigerator to the preschool. She's waiting to hear back.

**New Business:**

*Board Covenant:* Beth will send out some material on this via email.

*Task Force for Archivist Endorsement:* (Misty) We need to find an archivist. Misty hopes Jan Boysen will consult. Information will be sent to board members via email.

**Board Goals:**

*Nominating Committee Restructure:* (Misty) Jon and Misty will meet with Rachel regarding Nominating Committee restructuring.

*Policy & Procedures:* (Marj) Marj discussed briefly the more systematized organization of the Board Policies and Procedures.

**Announcements:**

**Next Meeting:** November 11, 2014

**Executive Session:**

**Adjournment:** 9:24 PM

**Palomar Unitarian Universalist Fellowship  
Consent Agenda  
October 14, 2014**

- 1. September Board Meeting Minutes Approval**
- 2. September DRE Report (attached)**
- 3. Policy & Procedure for Creation of Committees (attached)**

## DRE Board Report

September 2014

<b>Attendance:</b>	<b>9/7</b>	<b>9/14</b>	<b>9/21</b>	<b>9/28</b>
<b>Nursery:</b>	<b>10/2</b>	<b>12/4</b>	<b>9/3</b>	<b>12/4</b>
<b>Explorers:</b>	<b>N/A</b>	<b>11</b>	<b>9</b>	<b>12</b>
<b>Middle/YRUU</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>N/A</b>

### COA Program-

The Coming of Age program for 2013/2014 is now finished. We had our wilderness retreat program this last weekend and it was a success. The program was completed with our Men's and Women's circles in the sanctuary.

### OWL Training-

There will be an OWL training in San Diego at the Mission Hills UCC Church. Myself and Anna Runion (Pilgrim) are putting this training together, in hopes to train enough leaders to have a junior and senior high OWL programs this winter and spring. I will gone Sunday November 16<sup>th</sup>, as I will be attending this training. I will ask Adrian Andersen or Marianne Swift-Gifford to be Acting DRE.

### Camp de Benneville Pines

I will be driving the Junior High campers to fall camp this October. This same weekend I will be attending a Camp Ministry meeting on Sunday October 27<sup>th</sup>. I will be asking Adrian Andersen or Marriane Swift-Gifford to be Acting DRE.

### Youth Chapel

Our first Youth Chapel went wonderfully. The kids were engaged and happy to be outside, we met outside under the pines just south of the fire pit.

### 30 Minute Saturdays

Our first 30 minute Saturday went wonderfully. We had 16 individuals show up and give at least 30 minutes of their time. The grounds were weeded. I am hoping to get more families involved in these 30 minute Saturdays to help the children and youth take responsibility for our grounds.

### Talent Expo

Caroline Celia and I have decided to postpone the talent Expo scheduled for this Saturday October 4<sup>th</sup>. The weather report is saying it will be in the 90's and because of this we are going to wait for cooler weather, this hopefully will be the case on Saturday November 8<sup>th</sup>.

Kathleen Moscato

Finance Director's

**Report to the Executive Board  
October 14, 2014**

The September Budget Report and Balance Sheet showing balances as of 10/10/2014 are attached.

Total income for September was 95% of the amount budgeted, up from 86% in August and 70% in July. Income for the first three months of this year was 88% of the budgeted amount.

Expenses in September were 86% of the amount budgeted, this figure was 111% in August and 84% in July. Expenses for the first three months of the year were 92% of the amount budgeted.

Pledge income is running at 86% for the three months. Hopefully, this percentage will increase after the contribution statements for the first quarter go out this month.

The Building Fund remains at \$122,712.03 which includes \$7,712.03 in checking and \$115,000.00 in TICRX shares (market value as of 10/9/2014 is \$117,150.28).

Assets in the General Fund include:

Wolcott Bequest:	\$32,735.00
Savings Interest in Reserve:	20,745.85
General Discretionary Fund:	15,649.54
Vonnahomme Bequest:	12,958.64
Building Reserve for Repairs:	7,410.96

These funds and all other Board Designated Accounts include \$94,530.81 in savings, between two and five thousand dollars in checking, and \$36,267.65 in our Chase investment account (market value is \$47,296.16 as of 10/10/2014).

The negative \$600.00 in the pass-through account has been zeroed out, as voted by the Board on line.

I have adjusted account numbers in Power Church to better track income from the use of the building separate from the preschool, the Metaphysical Faire, and donations from groups and activities.

We have provided Kathleen and Caroline with a complete set of forms to enroll in the retirement program, and will send them to TIAA-CREF as soon as they are returned.

The Finance Committee met September 23, but will go back to meeting on the third Tuesday of the month in the future. The committee felt that I could begin the self-audit provided by the UUA on my own, and ask for help if necessary. We continued to consider fund raising possibilities. We are waiting to hear from the local contact before planning another shoe drive. We agree that it would be advantageous if there were a separate fund raising coordinator and/or committee.

The committee did not feel qualified to draw up a job description for the Pledge Drive Director, but was hoping that if an experienced person chaired the committee this year they could train others on the committee, and if notes were taken during the process they could form a binder for use in the future.

Respectfully submitted,  
Tim Peirce  
Finance Director

## *Position Description*

### ***ANNUAL PLEDGE DRIVE CO-CHAIRS***

The Annual Pledge Drive Co-Chairs are appointed by the Executive Board to serve staggered two year terms so that continuity can be maintained from year to year. The co-chairs organize a committee each year to plan and execute the annual pledge drive. The Finance Director will be a consulting member of this committee, and the Finance Committee will be available to assist as is needed. The Executive Board will set the date for the Annual Meeting, and the Pledge Drive Co-Chairs will work in close cooperation with the Executive Board in establishing dates for the kick-off and other pledge drive activities and events. The co-chairs will coordinate the entire pledge drive's efforts and activities.

Ideal characteristics of the co-chairs include:

- Thorough understanding that financial giving is an example of stewardship
- Previous financial commitment to the faith community
- Strong leadership and organizational skills
- Willingness and ability to work collaboratively with the rest of the leadership team
- Significant time and energy to complete the tasks, delegating as appropriate

### **RESPONSIBILITIES OF THE BUDGET DRIVE CO-CHAIRS**

1. Recruit the rest of the annual budget drive leadership team
2. Determine the style and method of the budget drive
3. Establish the theme and timeline of the budget drive
4. Design appropriate charts and other visuals
5. Coordinate the various aspects of the drive, which may include
  - Leadership Gifts
  - General Gifts
  - Events
  - Publicity & publications
  - Administrative support
  - Acknowledgements & follow-up

These co-chairs will serve year-round and submit brief progress reports to the Executive Board year-round, with more detailed reports just prior to and during the campaign. They should work with the other leadership to keep the stewardship conversation present and visible throughout the year. They should develop a plan for the general type of campaign at least one year ahead, ideally with face-to-face contact occurring every two or three years. They may be required to assist the Executive Board in selecting candidates for the rotating vacancies, as they occur.

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*References: Wayne B. Clark: Beyond Fundraising; Bill Clontz: "So Why Is Their Budget Drive Always So Successful? On UUA.org/resources; PUUF Finance Director Position Description*

# Palomar Unitarian Universalist Fellowship Policy and Procedures

## CHAPTER 1.00: Committees

Committee Creation.....1.10

**Date Approved:** September 27, 2014

**Purpose:** Guidelines for the creation of new committees are needed in order to ensure that such committees support the fellowship’s shared mission and purpose.

**Policy:** The Executive Board, in consultation with CCAT, the minister and staff, will determine what committees are essential the operations of the Fellowship.

**Procedure:** CCAT will create the needed Committee in consultation with, and support from, the minister and staff.

# Palomar Unitarian Universalist

## Fellowship Policy and Procedures

### CHAPTER 3.00: Facility Usage

Distributing and Tracking Keys.....	3.20
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**Date Approved:** 11/11/14

**Purpose:** To maintain the security and safety of our shared fellowship building and grounds.

**Policy:** The Palomar Fellowship Office Manager shall make keys available to Palomar Fellowship staff and members or approved renters with an identifiable need to use the locked building. Members wishing to accept responsibility for fellowship building grounds by virtue of possessing keys shall request keys and maintain fellowship building and grounds using established and approved procedures.

#### **Procedures:**

Members shall:

- Complete a key request form including all contact information and reason for key request;
- Submit request with \$20 deposit (plus an additional \$10 for an office key) to be returned upon surrender of key;
- Participate in updated security training session annually for the duration of key possession;
- Comply with and complete all calendaring, security and lock-up procedures when using fellowship space including signing in and out; non-compliance will result in additional training or relinquishing of the key;
- Not loan their key or provide their security code to anyone without the authorization of the Office Manager or Executive Board;
- Relinquish their key when need for key has ended or upon request of the board.

The Office Manager shall:

- Work in cooperation with the Buildings and Grounds Chair to
  - Process building and office key requests, ensuring that requesters are Palomar Fellowship members, renters approved by board, or staff with an identifiable need for a key;
    - Distinguish between long-term and short-term need for building keys (i.e., Committee Chair = long-term; member hosting a one-time party or gathering = short term and should return key immediately following event);
    - Distribute office keys only to Executive board, staff and approved renters, CCAT Coordinator, Membership Chair. Exceptions must be approved by the Executive Board.
    - Refer disputes regarding key distribution to Executive Board for final decision.
  - Process (accept, document and return) deposits;

- Maintain an up-to-date log of key holders and security codes;
- Make security training sessions available for new key holders, and updated training sessions periodically available for existing key holders;
- Ensure that security and lock-up procedures are up-to-date and available to key holders;
- Report status of key policies and procedures to Past President at least annually, recommending updates or status quo.