

**Palomar Unitarian Universalist Fellowship
Board Meeting
December 10th, 2013**

Telescope Deadline: December 17th, 2013

Chalice Lighting (David)

Check-In

Call to Order 7:06 PM

Present:

David Cochran
Misty Kirman-Brogan
Dick Eiden
Tim Pierce
Marj Lacey
Beth Johnson

Guest(s): None

Approval of prior Board Meeting minutes: November
Approved unanimously

Review of Current Agenda: David

Written Reports: (Discussion by exception only)
The DRE report is attached.

Announcements: December 22 has been confirmed as the first day tamales will be sold between services

Verbal Reports:

Minister's report: The Winter Solstice is December 21. Beth explained plans for the Winter Solstice service.

Beth also reported she is working with staff on job descriptions as we move towards staffing for growth. The focus is on how staff can do the jobs they have in the time they have. Beth pointed out that the office manager's position is central and Janice should be seen as the hub of the day-to-day operation. She should be kept informed of what's going on in all areas, including buildings and grounds.

Finance Report: (Written report attached.)

Tim reported new credit cards are activated and ready to go. He has continued to have discussions about investments that are both diversified and socially responsible. We earned about \$12,000 on the auction (\$2,000 more than budgeted). Beth suggested we should have an audit done—perhaps bringing in volunteer auditors from other UU congregations in preparation for a paid professional audit. Dick suggested bringing this up during the meetings with SUUN on January 11th.

Old Business:

Preschool Update: David says the preschool is once again is interested in preparing lunch in our kitchen. Beth said one issue would be access to refrigerators.

Strategic Planning Committee: David hasn't contacted potential members yet. Suggested members are Lisa Shapiro (to consult), Frank Paynter, Ann Kay, Brad Dre, Brenda Balmer, Rachel Rott, Debbie Cox, Pat Bentz, James Healey, Megan Kajitani, and Nicole Kent.

Nominating Committee: Misty sent out call letters to Brendan McLaughlin, Debbie Cox, alternates). Rachel Rott will replace Jessica. Other members are Michellanne Bradley, Bobbie Upson, Missy Wise, Lonna Leghart.

New Business:

- The Congregational Meeting agenda was discussed. It will include:
 - Chalice lighting
 - Call to order
 - Introduction of the board
 - Finance report
 - Narrative of congregation-report of items included in vision and values statements at earlier meeting
 - Voting on ...
 - Committee on Ministry (motion, second, discussion, vote) The motion will be to change the bylaws. A board member should make the motion.
 - Motion to change the wording of the first of the seven principles. (Beth will obtain the official wording.)
 - Q & A
 - Adjournment
- UUA Board of Trustees dinner Jan. 25 in San Diego
- Jan. II Cluster Event-encouraging leaders and potential leaders to go.
- Plate Share: Approved Postpartum Adjustment Support Society which assists women free of charge
- UUA Retirement Fund: Beth suggested that we all read the information on the website and discuss it next time. We need to redo a participation plan.
- UUA Certification: We don't have an established process for certifying, but data on such matters as membership and attendance is required. Tim suggested the office manager collect and compile the information and give it to the board and minister.

Next Meeting: January 14, 2014

Executive Session: None

Adjournment: 8:52 PM

Attachments Follow

Religious Exploration Report from Kathleen Moscato

RE Attendance for November 2014:

	<u>11/03</u>	<u>11/10</u>	<u>11/17</u>	<u>11/24</u>
Nursery:	5(0)	6(1)	13(3)	6(1)
Explorers:	11	9	10	15
JRUU:	COA	COA	COA	6
YRUU:	9	7	N/A	11

Classes are holding steady in the Explorers group and even exceeding expectations on many Sundays. Nursery class is seeing a drop in numbers some Sundays, Bob feels it is because we as UU's are not bringing in the young families like we should be. I am giving this a lot of thought and am brainstorming ways to retain these families. Because the Explorers classes are strong I am leaning toward trying to think of some ways to retain families with younger children (5 and under).

COA is doing great and the youth are bonding with each other and their mentors. We have such a great group in size and energy, Eileen Maurer, Marianne Swift-Gifford and I are brainstorming ways to keep them engaged past this year of COA. We are going to start planning FUN events for the youth to get together outside of PUUF, such as movie nights, beach days, trampolining etc. This age group, as well as the YRUU wants to connect and creating ways for them to do this will be key. We will encourage them to invite friends from outside and have a time each event where we may talk about things from a UU perspective.

We are having our second annual Christmas Eve pageant, it will be starting at 4:00 pm. I am hoping the turn out will be great like last year, getting volunteers for the Christmas Story has been a little difficult so far, I am hoping we will have some last minute joiners (the parts are silent, so there shouldn't be a problem).

Community Building

This Spring I want to have a community building day called UU Birthdays, more on that to come. It will be a time for all to connect on the patio after second service.

Finance Report from Tim Pierce

Attached is the Budget Report for November, 2013. Items of note are:

Income

- 1) Pledge income continues to increase, up to \$11,051.50 from \$9,999.33 in October, increasing from 72% of amount budgeted for the month to 80%.
- 2) December is historically a good month for pledge payments, and we have already received \$7,712.17, with three Sundays to go.
- 3) Identified plate income continues to be lower than budgeted, but unidentified plate income is still higher than budgeted. The projected total for the two combined by the end of November was \$5,000.00; actual combined total is \$5,413.98.
- 4) Total income for the quarter is 87% of the amount budgeted.

Expense

- 1) Office equipment expense will be over budget, because the cost of web hosting is \$107.88 and the yearly fee for the Power Church software is \$455.00; only \$300.00 is budgeted for the year.
- 2) Office Equipment (New) will be over budget, because we budgeted only enough for the monthly copier contract. We have also purchased a new office computer (\$1,004.00) and a smaller table for the office (\$259.99).
- 3) Total expense for the quarter is 91% of the amount budgeted.

The Finance Committee met on December 9, 2013.

Ann Kay is no longer on the committee, but is still available to answer questions.

The new credit cards for Janice and Beth have been received and activated.

We now have online access to investment accounts – but transactions must be made in person or by telephone.

The \$15,000 CD that matured in November was cashed in and added to our investment account.

Projected total for fundraising for auction & other events and meetings will probably be a little over \$16,000 (\$15,000 was budgeted). Still working to get a firm figure for SCRIP.

All ten new members pledged last month. We now have 184 members and 136 pledges totaling \$166,687.00.

Members of the Finance Committee are studying alternative investment funds, and will meet again on December 17 to discuss further action. We will very likely select from funds listed on <http://charts.ussif.org/mfpc>. We have an appointment at Chase Bank on December 17 to close out our investment fund there.