

**Palomar Unitarian Universalist Fellowship
Board Meeting
Monday, November 09, 2015**

Telescope Deadline: Monday, November 16 @ 8:30am

Chalice Lighting: Jon

Check-in: 6:29pm

Call to Order: 6:36pm

Members Attending: Jon Schwestka, Tim Peirce, Julie Mack, Lonna Leghart

Absent: Misty Kirkman Brogan, Rev. Beth Johnson

Guest(s) Attending: (none)

Approval of prior Board Meeting minutes: Approved

Review of Current Agenda:

Written Reports (Discussion by exception only)

- **Religious Exploration (below)**
- **Minister's Report (below)**
- **President Year End Summary (annually)**

Verbal Reports

- **Finance Report (Tim) - below**

Old Business

- **Plate Share Deadlines:** September meeting for October-December, December meeting for January-March, March meeting for April-June, June meeting for July-September
- **Strategic obligations**

New Business

- **Kitchen Update (Jon)** – Jon shared Sally's report and added that Sally spoke with Kathleen about storing refrigerators in the shed during construction and possibly buying a small fridge in the office. **(Report below.)**
- **Development next door (Julie)** – Julie received legal document from Warmington; discussion on who should review it. The Board agreed that Julie will not represent the Fellowship.
 - **Julie will contact Beth about past legal representation and then approach a real estate attorney she knows.**
- **Planned giving (Julie)** – Julie received planned giving documentation and information from Dick Eiden in 2009, and the Board is excited that there is interest on the Finance Committee to work on this.
 - **Tim will take this information back to the Finance Committee.**
- **Bonuses for employees (Lonna)** – Lonna expressed interest in offering holiday bonuses to staff, and Tim explained that Beth has been responsible for doing this in the past.
 - **Lonna will ask Beth if she plans to look at bonuses for staff as in years past.**
- **Prep for 2016-17 budget process (Jon)** – Jon spoke about his experience in past budget processes in order to help new Board members prepare for the upcoming process.

- **More discussion will continue on this at the December 2015 meeting**
- **Nurturing leadership (Beth)** – tabled for December 2015 meeting

Board Goals

- **Nominating Committee restructure (Misty)**
- **Financial Flourishing (Tim)**
- **Development Leadership/Succession Planning (Beth & Diana)**
- **Board – CCAT – COM Relationship (Jon)**
- **Communication Needs Assessment (Lonna)**

Announcements: (none)

Next Meeting: Tuesday, December 8, 2015
Executive Session

Adjournment: 8:01pm

October 2015 DRE Board Report

Attendance: **10/4/15** **10/11/15** **10/18/15** **10/25/15**

Nursery: No attendance numbers at this time

Explorers 1: Blessing 8 10 10

Explorers 2: of the 9 10 13

YRUU: Animals 7 5 8

The RE program registration is at 67 children and youth. Every Sunday in October we have had new families attending. Our numbers on Sunday are very strong and the children and youth are bringing friends to participate.

YRUU has had a wonderful response to their YRUU snack sign up list. Healthier snacks had by all.

K-1 OWL will be wrapping up on Sunday November 22nd, with a celebratory session. We have had almost a perfect attendance with our group.

Christmas Pageant

Christmas Pageant rehearsal will start the last Sunday in November. There will be 3 rehearsals in total.

The October Fuuntastic Fridays was cancelled in October. We will run it again in November and see if we get a better turnout.

--

How wonderful it is that nobody need wait a single moment before starting to improve the world. -Anne Frank

Kathleen Moscato
Director of Religious Exploration
Palomar Unitarian Universalist Fellowship
1600 Buena Vista Drive, Vista, CA 92081
760-521-9757
kathleenmoscato@gmail.com

Report to Palomar UU Fellowship Executive Board for July 2015-October
Rev. Dr. Beth Johnson
November 9, 2015

This is an unusual report in that I have had six weeks of leave time during the past quarter. I will review the summer and report on the fall activities and goals.

First, let me begin with appreciation for your support after my broken arm and during the onset of my symptoms. What I thought was going to be just a “break” turned into a challenging health issue. Thank you so much for your generosity of spirit and for offering support to Sunday Service Committee if more funds are needed this year. It was important for me to have the time I did to begin recovering. I feel like I had enough time to get a handle on the effects of the damage to the nerves in my ear and to adjust to the ongoing balance issues that resulted. I have had to make some adjustments on Sunday mornings, including not spending time on the patio due to the stimulation of the noise and light, and trying to rest for a few minutes in my office between services. I have been able to resume my duties, with the need to rest more than I am used to. But I’m managing to do that (mostly).

I have such gratitude to members of the congregation who brought me food and arranged for rides to the doctor and shopping after my housemate left for her externship and then moved away. The community knows how to care.

Review of summer:

I missed the May 31 service as my accident occurred on May 29. Eileen Maurer preached.

In June – I was only scheduled to be in the pulpit once on June 14. I was able to participate that service as well as the service on June 21.

I went to GA for a few days. I was able to participate in three programs, but had to cancel one that I had planned called “Bodies Count,” because I couldn’t count on my body!

I was not scheduled to be in the pulpit at all in July and only twice in August so the impact on Sunday services was minimal those months. In July I attended services and attended to email, went to some meetings, and calls. My ear/balance issues began on July 25.

August 2, Eileen Maurer preached and I arranged for Rev. Tom Owen-Towle to preach on 8/23 and worked with him on the order of service. Also during August I attended the board retreat on 8/9. During that time I did, however, arrange for coverage and publication for three of the services in September. I worked with Rev. Arvid Straube (9/6 and 9/20) and Rev Ian Riddell (9/27) on the orders of service for their services.

I also paid Rev. Ian Riddell's honorarium of \$300.00 out of my professional expenses. That was all I could manage to do. I started leave formally by 8/16.

I'm grateful to the Sunday Services Committee who did a great job of summer services and managing in my absence.

The Compassionate Caring Committee has done a great job caring for those in need of support.

I returned to work on 9/30, preparing for the following Sunday Services, but was in touch with music and Sunday service folks a bit before then.

Upon return, I met with the music staff; Kelley Grimes; and Beth Hastings the Music Committee Chair to plan music and services through May. The year of services is shaping up well.

I continue to meet with parishioners for spiritual direction, staff, etc.

Strategic Planning Committee is finalizing the plan and will present it to the board soon.

**Finance Director's
Report to the Executive Board
November 9, 2015**

The Budget Report for October, Balance Sheet as of 11/7/15, monthly investment report, and fundraising record and estimate accompany this report.

Pledge income for the first four months of the fiscal year is at 80% of the amount budgeted. This figure for the same period last year was 88%. The Identified and Unidentified Plate figures are also under budget (56% & 85%), and the percentages are also lower than they were for the same period last year (76% & 90%).

Total income for the first four months was 84% of the budgeted amount, a little less than the 89% for the same period last year. These figures are identical to last month's report for the first three months.

Total expenses for the first four months of the year were 87% of the budgeted amount, and that figure was 95% for the same period last year.

The Annual Auction was very successful. We have already received \$10,356.51, and we estimate that Auction proceeds will exceed \$11,000 by the end of the year.

The paddle raising kitchen fundraiser was also very successful, and a total of \$6,550.00 was raised for the kitchen remodeling project. This, added to the original \$25,000 gift leaves us just \$23,940 short of the contracted amount of \$55,490.

Our plate share program raised \$1,325.89 for Lean and Green Kids the third quarter of 2015, and Barbara Gates will use a picture of Rev. Beth and Jon Schwestka presenting our oversized check to her in her organization publications, and may also be able to use the picture to generate positive publicity for both organizations in the local newspaper.

Since we now retain plate share nominations for one year, there is no deadline for submission of forms, and the instructions that accompany the nomination form have been changed to reflect the current policy.

Contribution statements for the first quarter of our fiscal year were be sent out in October, and this may help to remind people if they need to catch up on pledge payments.

The Finance Committee met on 11/08/2015, and discussed all of the above. The Scrip program is planning to increase their visibility with a regular table on the patio on Sunday mornings. We also discussed Planned Giving and management of endowment funds, and new committee member Vic White shared some valuable knowledge and ideas acquired from his experience working to establish these programs at Summit and West Seattle UU Fellowships.

Respectfully submitted,

Tim Peirce
Finance Director

Hi Everyone!

I'd like to give everyone an update on the kitchen project. Thanks to Lonna for the thoughtful list of questions she submitted regarding the contract.

Following my call for questions on the contract, I had a lengthy conversation with Kyle Musick. He was more than accommodating with our questions, and we are making a few modifications to the contract. I should have it this week, and will forward to you when I receive it. We'd like to get it signed soon, as we need to start choosing materials.

I'm going to resurrect our cabinet quote from Home Depot, with an alteration to the plan needed

following our decision not to take out the wall. We (Kyle and I) will then approach a local cabinet maker he has worked with before to get a quote as well. Kyle says there are pros and cons with each choice (Home Depot, whose Kraftmaid cabinets he says are good quality, vs. a local maker, where it would be easier to make adjustments quickly).

We chose a start date of Wednesday, January 6, 2016. This is, of course, subject to change, but most likely only by a day or two either way. Our intention is to have a kitchen clean-out day in December, or even right after the 1st of January, so that everything can be either thrown away, given away, or stored in the garage for the term of construction.

I have spoken to a plumber who will prepare an estimate for us for a water filtration system. This was not included in any of the specs or bids, but was requested by several people. If we do go ahead with that, it will be an extra item.

The pass-through window, as it turns out, WAS included in the bid. The plan is to cut into the wall on the first day of demo to see whether there are any structural issues which would preclude us from putting it in. If not, we will go ahead with it unless anyone strenuously objects. If so, we will remove it from the total and will have a credit for the cost, minus about \$100 for cutting into the wall and repairing it.

We will choose low VOC paints. I will contact SolaTube to see whether that makes sense for us. However, Kyle says that because we have a flat roof, it will be difficult to get a good tight seal once we cut into it. So that all remains to be investigated. If we choose to put in a couple of SolaTubes, that company would be responsible for installation, and the cost would be in addition to the eight LED lights included in Kyle's bid.

Their normal working hours are from 7:00 to 3:30 or 4:00, although they may be staying until 5:00 on some days. There may be some days where they are not there at all, if, for example, they are waiting for materials or other subcontractors.

He says he can break down labor somewhat, but it may not all make sense to us. It's a complicated thing - not cut and dried. He can also do some time estimates in conjunction with the payments and due dates. However, we need to remain flexible on these items, because "things" always come up in a construction project that are unanticipated.

Regarding the term "substantial," please be aware that this is a boilerplate contract, and in essence this is "legalese." Perhaps Julie can address this better than I can. But when discussing it with Kyle, he mentioned that his intent is to complete everything in a workmanlike manner and to use the highest of integrity in his work. He wants us to be very pleased with the result.

I'll have more information for you once I receive the updated contract, and we can proceed from there.

Thanks for your patience in reading through this rather lengthy report!

Sally [Gill]