

**Palomar Unitarian Universalist Fellowship
Board Meeting
December 8, 2015**

Telescope Deadline: Monday, December 21, 2015 at 8:30 a.m.

Chalice Lighting (Jon): Poem by Kobe Bryant

Check-in: Jon Schwestka, Tim Peirce, Julie Mack, Reverend Beth Johnson, Misty Kirkman

Absent: Lonna Leghart

Call to Order: 6:46 PM

Guest(s) – Jennifer White & Burton Johnson

Jennifer, Associate and District Representative (ADR). Is here to discuss SUUN Re-visioning – November 2015...would like Boards Input. What has SUUN done to date that you would like to continue, to expand, or to decrease or eliminate? Board will discuss and give input back to Jennifer via email.

NOTE: *Julie made a motion to appoint Jennifer ADR, Tim second... all in favor... motion approved.*

Approval of Prior Board Minutes: Julie made the motion to approve last month's Board minutes, Tim second... all in favor... approved.

Review and Approval of Written Agenda

Written Reports

- Minister's Report (verbal) Reverend Beth reviewed Strategic Plan Document with Board. Document will be ready for voting on at January 2015 meeting.
- DRE Report (included in minutes)

Verbal Reports

- Finance (Tim) See attached
- We discussed that groups who meet have been contributing less than budgeted; also scrip less productive than it could be.
- Plate share discussion – clarify process for receiving: undesignated collection – checks that have no note in the memo section will be split.
- Next quarter plate share: January – March: Interfaith Center for Worker Justice.
- Green Sanctuary: (Julie to follow up with Green Sanctuary with assessment questions on finance policy and janitorial service and will report back to peace and justice ministry. Tim mentioned Board to revisit shares in Sempra Energy.

Old Business-

- Strategic obligations: Board Needs to start working on forming the task forces. Goal is to be able to report at January's meeting. How many on the task force? Stakeholders/tasks (skills/interests: investments, accounting, fundraising, institutionalist, systemic thinker, etc.) Time frame for the task force? Discussed needs, skills, and recruitment.

New Business

- SUUN – Jennifer White (see notes above)
- Kitchen update – Jon (see attached letter from Sally) Julie made a motion to accept a local cabinet maker, Tim second the motion... all in favor. Motion approved.
- Easement – Julie: Julie has read legal documents and has recommendations. Jon suggested leave it to Julie to continue to handle this. Julie will and continue to follow up with us.
- Nurturing leadership - Beth: Wants to make sure Board and leaders know to 'take care of yourselves' and the importance of this. Would like all leaders to still come to services and 'feel' nurtured.
- Jon brought up the discussion for rental our facility to political candidates. Janice was let known that in order to do this would have to be open to all candidates regardless of parties.

Board Goals

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

Announcements

Next Meeting: January 12, 2016

January Congregational Meeting: January 31

Executive Session

Adjournment: 8:35 PM.

**DRE Board Report/Kathleen Moscato
November 2015**

Attendance:

Nursery Attendance is not available. As of December 13th I will be going into the Nursery and taking roll each Sunday morning, this has been done completely by Bob Kintz in the past.

Explorers 1:

11/1 11/8 11/15 11/22 11/29

| | | | | |
|---|---|---|----|---|
| 9 | 9 | 4 | 10 | 6 |
|---|---|---|----|---|

Explorers 2:

| | | | | |
|---|----|---|---|---|
| 9 | 17 | 5 | 8 | 6 |
|---|----|---|---|---|

YRUU:

| | | | | |
|---|---|---|---|---|
| 8 | 4 | 8 | 7 | 6 |
|---|---|---|---|---|

Totals:

| | | | | |
|----|----|----|----|----|
| 26 | 29 | 17 | 25 | 18 |
|----|----|----|----|----|

Considering these numbers do not include Nursery, they are extremely good. On average nursery has between 6-12 children each morning.

The numbers in the Explorers classes are so consistently good, I will be splitting the group up each Sunday morning. Explorers 1 will meet in one area and Explorers 2 in another. (This will change depending on the project the groups are working on.)

OWL K-1

Was a great success, thanks to my leader/facilitator Lonna Leghart. We consistently had all 11 families/13 children attending. This is a great success for our fellowship. Lonna and I are so happy with the group and are looking forward to doing it again (you are Lonna right?). This Spring I am hoping to have myself trained as well as 1-2 other adults (looking for good men) trained for the K-1 4-6, OWL program. Next year I hope to run a 5th-6th OWL program, more than likely teaming up with UUFSD for this program.

Offering a Music class here at PUUF during the week:

I would like to offer a 45 minute class starting late January early February for families and their preschoolers, on Tuesday mornings at 10am. The class would initially be drop in and be paid for on a donation only basis. I would be using the Sanctuary. I taught these classes for much of my career as a teacher and they were always very successful. I think this would be a great opportunity to make some extra money for the Religious Exploration program and also to get young families in through the door.

YRUU:

I am going to be taking a hard look at our YRUU classes and see what can be done to help them be more interesting for the youth and possibly draw more interest from outside youth.

RE Families Meeting in January:

I will be having a meeting focusing on creating task force teams to work on different programs here in our RE program. Special Events, Camp Scholarships and Volunteer recruitment to name a few.

[Kathleen Moscato]

**Finance Director's
Report to the Executive Board
December 8, 2015**

The Budget Report for November, Balance Sheet as of 12/7/15, monthly investment report, and fundraising record and estimate accompany this report.

Pledge income for the first five months of the fiscal year is at 83% of the amount budgeted. This figure for the same period last year was 85%, about the same. The Identified and Unidentified Plate figures have increased significantly since last month, to 72% and 88%; last year, those figures for the same period were 76% and 89%.

Total income for the first five months was 86% of the budgeted amount, and this percentage was the same for this same period last year.

Total expenses for the first five months of the year were 91% of the budgeted amount, less than the 97% for the same period last year.

Most of the Annual Auction invoices have been paid, thanks to the efficient new software, and total income minus expenses so far is \$10,564.95. This figure should easily exceed \$11,000.00 by the end of the year. With the Metaphysical Faire and Scrip program both raising close to the amounts budgeted, we should need to raise only about \$2,500 more to make our \$15,500 fundraising goal. But income from collections taken at meetings and activities is running low, and likely to be about \$1,000.00 less than the \$2,500.00 we budgeted, so possibly we could use some more groups and activities, or more active fundraising at the ones we have. Four groups have been raising most of the funds: The Forum, Sci Fi Movie Night, Sangha, and Free Thinking Women.

Several members have brought to my attention that "unidentified" checks should refer to no purpose being identified and written on the memo line. If no other purpose is written, checks should be included in the "plate share" portion of the collection. I always thought of "unidentified" as meaning that we didn't know who it was from, like the cash portion, but most checks have names on them, so for a check the "unidentified" designation should probably be in reference to no stated purpose being identified on the memo line. This makes sense to me, and

apparently many people have been assuming that if they didn't write anything on the memo line, their check was going to Plate share. The current procedure is that checks that are not obviously routine pledge payments and that have no memo, go to "identified" plate, and only checks with "plate share" on the memo line are directed to the plate share. Many of our loose collection checks are directed to the plate share anyway, but maybe even more should be. If we are in agreement, Janice should be informed, so that checks with no other purpose identified on the memo line will be shared, unless they are somehow designated for some other purpose or are obviously routine pledge payments.

Respectfully submitted,

Tim Peirce
Finance Director

To: PUUF Board
Re: Kitchen Update

Date: December 8, 2015

I am in the final stages of getting the contract ready to sign by Kyle Musick and PUUF. Kyle has made the requested changes, and the latest incarnation, which I received at 4:00 today, is attached.

In addition, we have requested a cabinet bid from a local cabinetmaker. Kyle has worked with this company on many occasions. The bid came in almost identical to that from Home Depot coupled with Musick Construction's installation of the cabinetry.

Benefits of going with a local cabinetmaker:

1. Local control of the project.
2. Less time required from cabinet order to installation.
3. More options to choose from for cabinet style and stain.
4. Cabinetmaker measures and custom fits to our unique structure.
5. If something doesn't fit, we don't have to wait 4-6 weeks for a replacement.
6. If a cabinet gets damaged, it can be more easily repaired.
7. All drawers include soft close feature.
8. Boxes for cabinets are built locally and can be more easily adjusted for PUUF's unique configuration.
9. Cabinetmaker will use environmentally friendly low-VOC products per California law.

Cons:

1. In California, cabinetmakers must use low-VOC products, which can result in a less robust finish.

In Kyle's original estimate, he included a \$16,000 allowance for cabinets and installation. When we got the final number from Home Depot, they came to \$14,500 plus \$4,000 to install. The local cabinetmaker came in at \$18,800.

The new total on the contract also includes labor and materials to even out the ceiling in the second kitchen (it's very slanted, and makes it difficult to install cabinets and trim properly), and labor and material for a prep sink.

I recommend going with the local cabinetmaker.

Sally Gill