

**Palomar Unitarian Universalist Fellowship
Board Meeting
Tuesday, February 9, 2016**

Telescope Deadline: Monday, February 15 @ 8:30am

Chalice Lighting: Jon

Check-in: 6:35pm

Call to Order: 6:50pm

Members Attending: Jon Schwestka, Tim Peirce, Rev. Beth Johnson, Lonna Leghart

Absent: Misty Kirkman Brogan, Julie Mack

Guest(s) Attending: Sally Gill

Approval of prior Board Meeting minutes: Approved

Review of Current Agenda

Written Reports

- **Religious Exploration - attached**
- **Minister's Report (quarterly) - attached**

Verbal Reports

- **Finance Report (Tim) – attached**
 - Tim moved to cash in Sempra energy stock, add that cash to savings to cover kitchen needs. Lonna seconded. For (2), Against (0), Abstentions (1). Motion passed.
 - Finance Committee would like a CPA to do an audit of the Fellowship's finances.
 - Tim will write an appeal in the March Telescope newsletter asking for a person with non-profit finance experience to help with an audit.

Old Business

- **Pledge Campaign:** Lonna offered to serve as the Chair of the Pledge Team. Eileen Maurer will create pledge packet documents, Finance Committee will help with distribution, Janice will help with copying and labels. Kick-Off Sunday will be March 6th. The theme will be "Don't Stop Believin'".
 - Lonna will write a column for the March Telescope newsletter from the perspective of the Pledge Chair.
- **Strategic Obligations**
 - **Stewardship Planning Task Force**
 - Rev. Beth will approach appointees for the Stewardship Committee
 - **Right Use of Physical Space Task Force:** Mary Bryan, Brad Dre, Brenda Balmer, Linda Lee Franson all appointed by Executive Board
 - Jon and Rev. Beth are writing a charge for the task force
- **General Assembly (GA) Delegates:** Peace & Justice Ministry would like for delegates to meet before GA this year, so it's important to identify delegates early
 - Jon will reach out about GA delegates in the March Telescope newsletter
 - We will address this item again at the March 8, 2016 Executive Board meeting.
- **District Assembly (DA) Delegates:** We are allowed four delegates at DA. The delegates will vote on behalf of the congregation on any issues. Rachel Rott & Katia Hansen will be two of our four delegates.

- We will address this item again at the March 8, 2016 Executive Board meeting.
- **Sound Cushion for Patio:** Jon reported that Kyle Musick said the patio sound cushion would not be possible as we described it.
- **Kitchen Update:** Rev. Beth asked for a sound-proof door to be installed between the kitchen and the sanctuary. Drywall was completed this week. Wooden (alder) cabinets will be clear coated, not stained. Purchases are coming to a close. Flooring choices are being considered; choice will be finalized after cabinets are in. Kyle Musick forgot to include moving the plumbing in his original bid, and he has offered to “eat” the cost because it was his error and not a change order.

New Business

- **Emergency Response Task Force:** In response to concerns about our congregation’s need for an emergency response plan, the Executive Board has asked the President, Minister, and C-CAT Chair to appoint an Emergency Response Task Force. The goals of this task force will be detailed in a formal charge.
 - Jon will meet with Rev. Beth and Diana Peirce to appoint members of an Emergency Response Task Force.
- **C-CAT Communications with Executive Board:** Members of the Executive Board expressed a desire to receive more information from C-CAT meetings.
 - Jon will add “C-CAT Chair Update” to Executive Board Meeting Agenda template as a standing agenda item, with Rev. Beth as the owner of this task.
 - Rev. Beth has asked C-CAT Chair, Diana Peirce, to email an executive summary of C-CAT meeting minutes to the Executive Board via the Board Yahoo email.

Board Goals

- **Communication Needs Assessment (Lonna)** postponed until 2016-17 fiscal year

Announcements: (none)

Next Meeting: Tuesday, March 8, 2016

Executive Session

Adjournment: 9:10pm

DRE Board Report January 2016

Attendance:	Jan 3	Jan 10	Jan 17	Jan 24	Jan 31
Nursery:	5/7	5/4	7/7	9/5	3/7
Explorer1:	3	6	6	6	7
Explorer 2:	9	14	10	8	10
YRUU:	9	13	7	5	6
Totals:	33	28	37	33	33

Safe Congregations:

We as a congregation need to create a Safe Congregations Policy. This is not something one person can do on their own. There is a Safe Congregations Handbook put out by the UUA. We have one copy here at the fellowship to work from. Here is the link to the description on the UUA Website: [h](http://www.uua.org/safe/handbook)

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Midwife Your Midlife

Megan Kajitani and I had our first meeting of Midlife Your Midlife group last Monday February 1st. The turnout was a great success. We had 35 women join us, 12 were members of PUUF and the others were from the outside. This group obviously struck a chord with women and we are looking forward to our next meeting. We will be meeting monthly with some of the groups focussing on personal reflection and discussion and other groups being more expansive and taking "fieldtrips". Megan and I are very excited about this group and are looking forward to seeing it grow and to meet the needs of this diverse and amazing group of women.

Kathleen Moscato

Rev. Dr. Beth Johnson
Quarterly 2016 Report to the Palomar Fellowship Executive Board
February 9, 2016

This report will highlight several areas of ministry that I have been focusing since my last quarter report, of course, this is not inclusive. Since I was off the first part of the year, my reporting is off cycle.

Please note days away in this report*

Sunday Services & other Worship

Sunday services continue to be well received and well attended. The sanctuary is nicely full many Sundays for one or both services. The Winter Solstice ritual and soup supper, our 12th annual, was well attended and meaningful. This year our Director of Religious Exploration, Kathleen Moscato, offered a program for children that ran at the same time as the ritual. We served approximately 95 people. For the second year in a row we had paid musicians. It enhanced the experience, and we will want to continue to have that level of professionalism for coming years. It will mean adding to the Sunday Service Committee budget for the coming year. Our Christmas Eve pageant and candle light service were also well received, serving approximately 175 people combined. This all points to the fact that our worship experiences are meeting people's needs.

The music staff, Sunday Service chair, Music Committee chair, and myself are now meeting two times a year to plan music for the services. We are planning 6 months in advance.

Strategic Planning

Completed their work and did a great job. At the Congregational Meeting, follow up on the Strategic Plan was mentioned and we rightly said that CCAT will check in with committees to help them execute and update their plans. Also, the Executive Board will hold responsibility for evaluating the plan and its efficacy. Of course, this will be done in conjunction with CCAT.

Pastoral Care

I continue to do a great deal of in-person pastoral care and spiritual direction, along with phone contact and support for members. The Compassionate Caring Committee is also working hard to care for our community and supports me in caring for the community as well. With the focus on assessing our communication needs, I see a need for the Caring Committee to let people know how to contact them and let other folks know how they can be involved. We are doing a service together on May 29.

Membership

We certified 202 members on February 1.

Administration

I am pulling together a Personnel Manual, and updating staff job descriptions, as well the evaluation process, which has been very informal. Will be following through with the strategic plan around adapting to growth.

Social Justice

The Peace & Justice Ministry proposed the Resolution to end the Death Penalty. It was a good process, which will be employed for other resolutions this spring. Those include: Climate Change, Immigration/Sanctuary, Black Lives Matter, and Reproductive Justice. The P&JM is working on the Green Sanctuary Program. The Ethical Eating Film Series in January, sponsored by P&JM and Lean & and Green Kids, was a success. There was an average of 30 people each of the three evenings.

I continue as co-president of ICWJ. I have done much fewer activities this year, although I attend the monthly board meeting and the monthly North County meeting. We are preparing for the next Fight for \$15 strike in April.

I continue to serve on the Board of UURISE. We had a retreat last month to plan. Great to be involved with them!

* I have been invited to Colorado to meet with DHS and other agencies in April regarding border issues.

Denominational Involvement

UU Food Justice Ministry, UU Animal Ministry; and the UU Environmental Justice Collaboratory Steering Committee. The Collaboratory has become a major participant in the UUA/UUSC Commit2Respond campaign. I will be traveling to New York March 14-18 for a strategic planning meeting of the UU Environmental Justice Collaboratory and to plan for a fall gathering.

Professional

I have not been able to attend monthly cluster minister meetings, which take place on Fridays. I needed to change my writing routine. I now write on Fridays. I miss the collegial involvement, but continue with my spiritual coach.

*District Assembly is being held in Santa Barbara - April 29-May 1, including UU Ministers Association gathering preceding DA (April 28-29)

*General Assembly. I will leave for Ministry Days June 20. GA is June 22-26 in Columbus OH.

Personal

I want to thank the board for your support as I have made my way back from my disability. While my recovery is by no means complete, and may never be, I am so pleased that I can completely fulfill my responsibilities as your minister.

*I will be taking a trip home to Chicago this month – February 24-29.

February 9, 2016

The Budget Report for January, Balance Sheet as of 2/9/16, monthly investment report, and fundraising record and estimate accompany this report.

Pledge income for the first seven months of the fiscal year is at 89% of the amount budgeted. This figure for the same period last year was 86%.

Since we are sharing all cash and undesignated received in the plate collection, there is really no need to distinguish between "Identified" and "unidentified" plate. I will track the total of the two accounts for the rest of this year, next year the Identified plate should be renamed "Miscellaneous" or "Other" income. Plate collections for the first seven months are at 91% of the amount budgeted, this figure for the SPLY was 90%.

Total income for the first five months was 90% of the budgeted amount, and this percentage was 88% for the SPLY.

Total expenses for the first five months of the year were 94% of the budgeted amount, slightly less than the 95% for the same period last year.

Total Annual Auction income is \$11,196.20, and should be close to \$12,000 by the end of the year. That figure at this time last year was 8,030, and reached \$9,195 by the end of the year.

Income from groups and activities is still running low, but 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 \$18,000 fundraising goal. It appears that the Scrip program will raise close to \$200 in February, and had a record month last December, raising \$299. If this continues, income from that program could easily exceed the budgeted \$1000 by several hundred dollars by the end of the year.

As I reported at the congregational meeting in January, we have adequate unrestricted funds available to pay for the kitchen project. We have received a total of \$32,650, including the original gift of \$25,000. We have made payments totaling \$30,118.97, so we now have \$2,531.03 remaining in that fund.

We have scheduled payments of \$18,000, \$15,000 and \$2,690 remaining, for a total expense of \$65,809, plus any additional costs that may arise. So we know we will need at least \$33,158.97 more than is currently in the fund. As I have transferred funds from savings to checking to cover the previous costs, General Fund savings have been reduced to \$20,939. Rather than use every bit of our available cash assets, now would be a good time to cash in our Sempra stock. This stock has performed well for the few years we have held it, and is still worth a little more than the basis value at the time it was received. We should cash it in now, before its ties to the closed plant in San Onofre and the leak at Porter Ranch, with the accompanying fines, cause its value to fall significantly. This would free up over \$40,000, and allow us to keep funds available in checking and savings to cover any other unforeseen costs.

Respectfully submitted,
Tim Peirce
Finance Director