



MEETING MINUTES

Meeting Title: Executive Board Meeting

Location: Palomar UU Fellowship Library

Date/Time: Tuesday, May 10, 2016, 6:30pm – 9:05pm

Attendees: Jon Schwestka – President
 Misty Kirkman – Past President
 Julie Mack – President-Elect
 Tim Peirce – Finance Director
 Lonna Leghart – Secretary
 Rev. Beth Johnson – Minister

Guests: Vic White

Meeting Minutes Prepared By: Lonna Leghart

Purpose	General Notes
Executive Board monthly meeting	Meeting Handouts: •

Item	Description	Responsibility	Due Date	Cls'd
1)	Check-ins			Closed
2)	Chalice Lighting	Jon		Closed
3)	Call to Order at 6:45pm	Jon		Closed
4)	Approval of Minutes: Julie moved to approve April minutes; Misty seconded; unanimously approved	Jon		Closed
5)	DCFE Report received from Kathleen (attached below): Kathleen Moscato asked for a policy to be written on clearing out cabinets to avoid future incidents with critters. Rev. Beth	Rev. Beth	5/13/16	

	will speak with Kathleen about our gratitude for her hard work on this matter and about crafting a policy with Brad Dre and the Building & Grounds Committee.			
6)	Minister's Report – attached below	Rev. Beth		Closed
7)	Finance Director's Report – attached below	Tim		Closed
8)	Budget Discussion	Tim		Closed
9)	IT Needs: Jon will speak with Brad Dre about fixing the internet problem	Jon	5/13/16	
10)	Future Action Item: Discuss Pledge Committee in July of 2016	Vic	June, 2016	
11)	June Congregational Meeting Agenda to be published on the patio	Jon to edit, send to Lonna Lonna to publish	5/13/16 5/20/16	
12)	Fair Share: Julie moved to pay our fair share for our fiscal year that ends June 30th from our discretionary. Misty seconded. Approved unanimously.	Tim		
13)	Executive Session			
14)	Heating Vent Issues: Misty moved that the Board approve the use of a portion of the Wolcott Bequest to cover the cost of replacing heaters between offices. Tim seconded. Approved unanimously.	Tim		
16)	Meeting ended at 9:00pm			

NEXT MEETING: Tuesday, June 24, 2016 – Executive Session @ 6:30pm in PUUF Library
Sunday, June 5, 2016 – Congregational Meeting @ 12:30pm
Tuesday, June 14 @ 6:30pm – Board Meeting in PUUF Library

Reports attached below:

1. Minister's Report
2. Director of Child & Family Ministries
3. Finance Director

Minister's Report

Sunday Services & other Worship

Our Sunday Services are still well attended. Although I don't receive a count for every service, it appears as though we serve approximately 150-160 folks per Sunday.

The Sunday Service Committee had its spring retreat to plan the summer services. We welcomed one new member on to the committee. Kelley Grimes announced she will be stepping down as chair in January 2017. Ann Kay and Eileen Maurer will be co-chairs. Modeling excellent leadership and good boundaries, she will mentor her successors for six months, then step off the committee for six months to give them the space to grow into their leadership. Kelley's leadership for the SSC has been outstanding. She has provided a model for spiritual depth, inclusivity, and a highly functional committee.

The music staff, Sunday Service chair, Music Committee chair, and myself meet 5/23 to plan for the fall/winter services.

The Fellowship will be using the Soul Matters Sharing Circle model in the coming year. The program offers resources for Sunday Services, ie, readings, sermons, hymn ideas; Religious Education, music, small group ministry. The cost will be shared between SSC, RE, and Music Ministry.

Strategic Planning

I have called together the planning group for "Right Use of Physical Space." We met once and started to work on Google docs. It is a slow go because one member can only meet on Sundays. Our next meeting will be May 29.

Have not yet called together the Stewardship Task Force.

Director of Children and Family Ministry

I have officially announced Kathleen's new title, which reflects the work that she is already doing – and doing exceptionally well.

Worship Security

I have been in touch with folks who are going to work on this, but we could not find a time to meet. One of the members can only meet on Sundays and it has been impossible to find a time in April or May. I have started them with some materials to review, but response has been low.

Pastoral Care

Joan Keefe is stepping down from leadership of the Caring Committee. I will work to develop new leadership, but we have a member who will handle communications. Our Caring Committee service will be May 29.

Membership

Diana Peirce is stepping down as chair of the Membership Committee. At this point, there is not identified chair. I will support the committee as I can and will begin to attend their meetings as I can to help identify leadership as needed.

Administration

Staff is meeting 1-2 times per month. We are fortunate to have such a stable staff situation.

Social Justice

The Peace & Justice Ministry will be presenting a resolution on Black Lives Matter for discussion on May 11 at the Humanist meeting and at a May 15 town hall meeting. The BLM and Reproductive Justice resolutions should be on the agenda of the Annual meeting for a vote. Draft statements will be available on the website and hard copies on the patio after the town hall meeting affirms the drafts.

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. Continues...

Professional

Attended 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 19. A day earlier than reported last time. I am a Good Officer for the Pacific Southwest District and will go to Ministry Days early for a training. Good Officers provide support for other ministers who are in need due to conflict in their congregations, with colleagues, or have any other need for support. GA is June 22-26 in Columbus OH.

I continue with my spiritual coach.

Note:

Reflecting on this report, I am noting the challenge of finding times to meet for critical activities when Sunday is the only day available for meetings. I hope that I can help members utilize Google Docs or some other technology to do our work. It will take practice, but it is done quite successfully in other congregations facing the same challenge of busy folks with limited time for meetings. Also, I am seeing the need for more intentional leadership/volunteer development as we await a new model.

Director of Child and Family Ministries (DCFM) Report

I do not have attendance numbers this meeting for the month of April. I will be sure to add them to my May board report. I was going to spend the morning pulling them together, but was pulled to a project at the fellowship, that needed immediate attention.

Sunday morning there was a horrible smell in the Alcott room, I could not figure out if it was a diaper pail (not emptied) or something dead. I looked around the room and could find nothing. I asked Bob when he came in if he could go in the room and help me figure it out. When Bob went into the room he found a small baby (now we know to be a rat), but it was still alive (barely) and he took care of it.

This morning Rebecca found a baby rat in the middle of the Nursery (Bob Kintz room) and a dead rat outside the nursery. The Alcott room still smelled horrible. Rebecca and I had a long conversation about the need to clean out her side of the room, as I explained to her that I had spent the last month clearing out the room and cleaning it of all the dust created by the kitchen remodel.

Rebecca came in and asked me for my help once she realized that there was more babies in her cabinets in the Alcott room. We found 3 more at that time and one more after removing all the contents of the cabinets. We found birdseed in the cabinets that was clearly feeding the mice and what we probably have been finding around the building for months now (Katia's desk, the copy machine and the sound board). I also found a dead rat behind said cabinet (hence the smell), this must have been the mother.

I am writing this to not to just tell you a good story, but also to ask that we put a policy into effect that the buildings closets, cabinets, cub bards etc. be cleared out and cleaned yearly. We have an old building, it is impossible to get everyone to stay out, but if we don't have food and bedding available we will stand a better chance.

I talked with Rebecca about how important it is to keep stuff clean and in containers. I am working hard to get all the RE supplies in tubs that will keep out critters and not encourage them come stay warm in the winter. I know that Linda is clearing out the Library and much of its contents and this will help as well.

The preschool, Religious Exploration, Office, Library, Kitchen and Sanctuary closets need not be dumping grounds for unwanted stuff. Groups that store things at the fellowship need to be aware of a policy that says it must be stored correctly, to stay here at the fellowship and that PUUF is not a place to take things you don't want anymore.

I love this sweet old building, the kitchen is so happy to be free of much of its contents, we need to help it out by saying NO MORE!!

I would be happy to work on a policy with someone.

I have attached pictures of 4 out of 5 rat babies,(they are so sweet) before they were taken to the Wild Life Rescue...also all the stuff Rebecca is getting rid of and taking off the property. YAY!!!! I will be having the floors in the Alcott room cleaned and waxed and so looking forward to it being a wonderful space again for our RE program...it is getting there.

Sincerely,
Kathleen

Finance Director Report

The Budget Statement and Balance Sheet for April 2016, monthly investment report and fundraising record and estimate accompany this report. Also, a worksheet to aid in determining the 2017 budget including budget figures to date, an estimate for year-end totals, Finance Committee and other recommendations, and a column for the Board-determined figures.

Pledge income for the first 10 months of the fiscal year is at 89% of the amount budgeted. This figure for the same period last year was 100%. Our one large pledge that is usually paid around this time had been paid by this time last year, and we should expect it sometime before July this year. Had we received it already, the percentage figure for this report would be 96%.

Plate collections for the first 10 months are at 121% of the amount budgeted, this figure for the SPLY was 91%. A check for \$2,517.42 was given to the Interfaith Center for Worker Justice, which was half of the undesignated plate collection for the first quarter of 2016.

Total income for the first 10 months was 94% of the budgeted amount, and this percentage was 95% for the SPLY. Had we received our large pledge by the end of April, this figure would be 98%.

Total expenses for the 10 month period were 95% of the budgeted amount; this figure was 94% for the same period last year.

Total Annual Auction income is \$11,536.20, and should be close to \$12,000 by the end of the year. That figure at this time last year was 9,180.27, and reached just \$9,195 by the end of the year.

Income from groups and activities is still running low, but the Scrip program raised \$176.30 in April, and should exceed the budgeted \$1000 by several hundred dollars by the end of the year.

Quarterly contribution statements were sent out in April.

We transferred \$29,310.75 from the Wolcott endowment fund to zero out the kitchen fund. \$25,000.00 worth of VFTSX shares were cashed in, and there were endowment funds in our savings account to cover the balance. We realized a capital gain of \$986.88, which remains in the Wolcott fund, when the VFTSX shares were cashed in.

We now have 123 pledges representing 167 people totaling \$178,641.00. If all 17 outstanding pledges came in for the same amount as this year, we would then have 140 pledges for \$191,151.00.

Items of note in considering next year's budget may include: More money for properly licensed yard work and an improved internet service. The music and religious exploration programs have requested

the same funding as this year. Rev. Beth has recommended increasing the professional expenses for both the D.R.E and D.M.M. to \$1,000.00, as we attempted to do last year. The minister's salary is not quite on the chart on this year's fair compensation scale. C_CAT would like Fellowship-wide funding for childcare for all activities and events, and we are not quite up to our fair share for UUA national and district dues. And we may want to budget \$2,000.00 to \$3000.00 for an annual financial review/audit.

Respectfully submitted,

Tim Peirce
Finance Director