



# MEETING MINUTES

Meeting Title: Executive Board Meeting

Location: Palomar UU Fellowship Library

Date/Time: Tuesday, July 12, 2016, 6:30pm – 8:28pm

Attendees: Julie Mack – President  
 Jon Schwestka – Past President  
 Rachel Rott – President-Elect  
 Vic White – Finance Director  
 Lonna Leghart – Secretary

Absent: Rev. Beth Johnson – Minister

Guests: none

Meeting Minutes Prepared By: Lonna Leghart

Purpose	General Notes
Executive Board monthly meeting	Meeting Handouts: <ul style="list-style-type: none"> <li>• Agenda</li> </ul>

Item	Description	Responsibility	Due Date	Cls'd
1)	Chalice Lighting – reading from Joanna Macy & Chris Johnstone	Julie		Closed
2)	Check-ins			Closed
3)	Call to Order @ 6:43pm	Julie		Closed
4)	Approval of Prior Minutes: Jon moved to accept, Rachel seconded. Approved.			Closed
5)	DCFM Report – see below; Kathleen has not yet spoken to Rebecca about use of Alcott Room. Board will wait to hear back from Kathleen before	Kathleen	8/9/16	

	moving forward on this topic.			
6)	Finance Director's Report – see below. Discussion of preparation for meeting with independent auditor, Christy White, on 7/21/16.	Vic		Closed
7)	New Business: Bookkeeper's and UURISE's Use of PUUF Office on Saturdays – Vic will speak with Katia	Vic	8/9/16	
8)	Old Business: Strategic Obligations – no report	Beth	8/9/16	
9)	Old Business: Worship Security Task Force – no report	Beth	8/9/16	
8)	Old Business: Publicizing Rental Rates – no progress	Jon & Beth	8/9/16	
9)	Old Business: Power Church Task Force – Vic reported progress. This will likely be a three-month project.	Vic	TBA	
10)	Old Business: Board Retreat will be at Julie's house on 9/17/16. Rev. John Millspaugh is available and confirmed. Vic will have a check ready for him in September.	Beth	7/19/16	
11)	Old Business: UU Education Project proposal from Per Corbeil – discussion of next steps. Jon will speak with Per about a written proposal for retaining the services of a consultant to study the feasibility of the plan.	Jon	8/9/16	
12)	New Business: Minister's Discretionary Fund; Rachel moved that we approve the Minister's Discretionary Fund Policy; Lonna seconded. Motion passed. Lonna will publish new policy.	Lonna	8/9/16	
13)	New Business: Black Lives of Unitarian Universalism (BLUU) Call to Action – Rachel moved that the Board alert BLUU that our building is available for use the by BLUU Network after	Rachel	8/9/16	

	gaining support from C-CAT. Lonna seconded. Discussion. Motion passed. Rachel will forward info to Brenda to take to C-CAT meeting this month.			
14)	New Business: Insurance Review for Bounce House at Annual Auction – Vic will call Church Mutual and Marianne Swift-Gifford to coordinate insurance.	Vic	8/9/16	
15)	New Business: Wall Heater/AC Request for Funds – Jon reported that Building & Grounds Committee will meet Thursday, July 14 <sup>th</sup> , and then we will have their recommendation.	Brad Dre	8/9/16	
16)	New Business: Identification/Appointment of Chairs for Annual Canvass (2017-18) – Board members will come with names at August Board meeting to discuss. Vic will send job description to board members for inspiration.	Vic	7/19/16	
17)	Board Goals: Preliminary discussion of goals to be set at Board Retreat and of the Board's Responsibility to the Strategic Plan. Julie will revisit the Strategic Plan in preparation for the Retreat	Julie	9/17/16	
18)	Board Goals: Nominating Committee Restructure – Rachel gave background information on this. Will create a proposal for the congregation. This item will reappear when Rachel has the proposal ready.	Rachel & Misty	TBA	
19)	Board Goals: Communication Needs Assessment – Lonna explained the background and reported she is ready to start work on this now that pledge drive is complete.	Lonna	TBA	
20)	Adjourned @ 8:28pm			Closed

NEXT MEETING: Tuesday, August 9, 2016 @ 6:30pm in PUUF Library

Reports attached below:

1. Director of Child & Family Ministries
2. Finance Director

## Director of Child and Family Ministries (DCFM) Report

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Attendance:	6/5	6/11	6/19	6/26
Nursery:	6/2	5/3	4/1	6/5
Explorers:	15	9	Flower	7
YRUU:	4	6	Flower	5

### PUUF Day Camp

Our first, of two, day camps took place the week of June 27th - July 1st. It was a great success. We had 20 children enrolled and, had from 17-20 children on campus each day. The camp was “Kids Just Want to Have FUUN” and we focused on the 7 Principles.

Our second camp will be August 1st - 5th and is called “Peace Camp”. We will be focusing on different ways to find peace in our lives and in the world.

Both of these camps would not be able to happen without my volunteers, Adrian Andersen, Marianne Swift-Gifford, James Peck and Elenah Buckner. I also have the wonderful opportunity to have a few volunteer to help from youth from our congregation, as well as parents coming in a day here or there to help.

This is a great fund raiser for our Children and Family Ministry. I am hoping with the help of the Right Use of Space Task Force and my CFM Committee to designate funds towards our space inside and out. (More picnic tables for permanent seating, shade covers for the patio, creating usable space by the playground etc.)

The camps are great intensive opportunities to Explore our Faith as UU’s, I am so happy to be able to have this for our community.

### Alcott Room

The Alcott room which had been virtually unusable all last year, has turned a corner and looks very much like a classroom again. All of the Religious Exploration books and supplies are back in the room and the pre-school furniture has been taken out. The table that was in the kitchen now finds its home there and I will be using it as a space for the Explorers 2 group next year (4th, 5th and 6th) as well as Junior High (7th and 8th).

The preschool used this room for their Kindergarten program for the school years 2013/2014 and 2014/2015, but did not use this room last year at all. I have heard, but have not asked myself, that they are planning on using this room again this school year 2016/2017 possibly, starting in September/October. This would not be good.

This room is important to my program, having daily use of this space is essential to my work. To have a healthy viable Sunday program I need to have a space where I can get things ready for the upcoming weeks and have some elbow room to let projects sit while they are drying OR waiting to be worked on yet again. This year I will be creating multigenerational events for the community around our spiritual themes and space is needed to organize them. We will be having a Coming of Age program where, I will need to be able to get ready for the projects. The list goes on and on, why my program needs this space.

I only have 25 hours a week to work. When I do not have a space to work, much of my time is spent moving things from the “barn”, to a room not used (Library), to my desk and back to the “barn” or even worse I don’t have the time create the projects I want to at all.

I also need to have a room where UU posters, multifaith information, justice posters and spiritual decorations can be up for the next Sunday or event.

Does the pre-school have a contract that says they have use of this space? I remember some talk of that. But when the room was not used last year and to my knowledge no rent was paid, I was thinking I was incorrect. I am very sad, that when asked in my first year of working as DRE, if the preschool could use the space the following year, that I said YES. It was a very bad decision on my part, I was trying to be easy going and was not thinking about our program.

I will talk to Rebecca tomorrow and find out what her plans are. I need to know though, what has been put in stone and what can be reversed. Did they sign a lease for that room, and what rent has been paid on it in the last year?

Thank you for hearing me out. I will talk to Rebecca about her plans and I would like for you all to talk about where we stand.

Thank you,  
Kathleen Moscato  
Director of Children and Family Ministry

## Finance Director Report

FY 2015-2016 Financial Performance:						
		General Fund	Bldg. Fund	Memorial Fund	End. Fund	Total
Fund Balance	7/1/15	\$ 107,097.82	\$ 756,634.77	\$ 7,618.58	\$ 143,295.96	\$ 1,014,647.13
	6/30/16	\$ 51,706.68	\$ 763,266.28	\$ 8,131.51	\$ 128,034.31	\$ 951,138.78
		\$ (55,391.14)	\$ 6,631.51	\$ 512.93	\$ (15,261.65)	\$ (63,508.35)
FY 2015 – 2016 Budget Performance:						
		Actual	Budget	Difference	%	
<b>Income</b>	<b>Total</b>	<b>\$ 234,080.98</b>	<b>\$ 257,498.00</b>	<b>\$ (23,417.02)</b>	<b>90.9%</b>	
Pledges		\$ 158,324.68	\$ 185,000.00	\$ (26,675.32)	85.6%	<===
Undesignated Plate Share		\$ 15,440.15	\$ 13,000.00	\$ 2,440.15	118.8%	
<b>Expense</b>	<b>Total</b>	<b>\$ 248,768.83</b>	<b>\$ 257,498.00</b>	<b>\$ (8,729.17)</b>	<b>96.6%</b>	
Staff Salaries and Benefits		\$ 168,113.15	\$ 173,524.00	\$ (5,410.85)	96.9%	
Committees and Programs		\$ 15,876.61	\$ 17,050.00	\$ (1,173.39)	93.1%	

### Comments:

- Total Income for the FY was **90.9%** of the amount budgeted. Total Expense was **96.6%** of the amount budgeted.
- Total Expense – Total Income = \$248,768.83 - \$234,080.98 = \$14,687.85 (Net Loss for the FY).
- FY deficit funding = \$13,398.00 (transferred from the “Board Discretionary Fund”) + \$14,687.85 (transferred from general reserve) = \$28,085.85 total deficit funding for the FY = 11.3% of \$248,768.83.
- Pledge income for the Fiscal Year was 85.6% of the amount budgeted.
- Plate share collections positive. Contribution mailed to Hi Caliber Horse Rescue from last quarter: \$2,013.70.
- Contribution Statements (for FY 2015-2016 for FY total of \$250 or more) were distributed to 114 congregants.
- Attachment “(3)” details and compares **Income and Expense for five Fiscal Years** (ending June 2012 – June 2016).
- Finance Director transition: in general, going well. Transfer of authority associated with investment accounts (Chase, Vanguard, and TIAA-CREF) is still in process. ACH collection authority still being transferred.
- Compensation for contracted Bookkeeper adjusted (7/1/16) to \$30.00 per hour iaw Board decision made in June.
- Bookkeeper access to Office routinely needed Saturday mornings (9:00 -1:00), with understanding that our agreement with UURISE stipulates that UURISE may use the Office area from 10:30 to 1:00 on the 2<sup>nd</sup> Saturday of each month.

**Finance (activity in process):**

- Entrance conference for the financial review by Christy White Associates (CWA) is scheduled for 6:30 pm Thursday July 21<sup>st</sup> (in the Reeve Room). The Board, Ann Kay, Brad Dre, Linda Hamilton (our contract Bookkeeper) and all Finance Committee members have been invited to attend. Our FY 2015-2016 financial statements will be prepared iaw Generally Accepted Accounting Principles (GAAP). Review expense will be applied to “Accounting Services”.
- Currently researching the status of the Memorial Fund (purpose of fund; possibility restricted contributions apply; etc.).
- Finance Committee: we will resume monthly meetings in August. Current members include: Tim Peirce, Kaye Preston, Holly Herring and Vic White. (A fifth member has been invited/is considering).

Respectfully submitted,

Victor White

Finance Director