



# MEETING MINUTES

Meeting Title: Executive Board Meeting

Location: Palomar UU Fellowship Library

Date/Time: Tuesday, November 15, 6:30pm – 9:15pm

Attendees: Julie Mack – President  
 Jon Schwestka – Past President  
 Rachel Rott – President-Elect  
 Vic White – Finance Director  
 Lonna Leghart – Secretary  
 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>Right Use of Space Task Force info sheet</li> </ul>

Item	Description	Responsibility	Due Date	Cls'd
1)	Check-ins	All		✓
2)	Chalice Lighting by Alice Walker (Julie will send this to us)	Julie	11/22/16	
3)	Call to order at 6:43pm	Julie		✓
4)	Approval of past minutes: Julie motion, Jon seconded, approved.	Julie		✓
5)	Minister's Report (included below): Rev. Beth added to her report that she and Kathleen Moscato are discussing how to make the sanctuary more open for extra seating. Adding a third service is also in discussion, however, we don't currently have staff for it.	Rev. Beth		✓
6)	Right Use of Space Task Force update (included below): The group shared a two-page info sheet, included below and saved on our Google Drive.	Rev. Beth		✓

7)	Finance Director's Report (included below)	Vic		✓
8)	OLD BUSINESS - Wall Heater Update: Kaye Preston is project manager. Attorney has been hired and already has given feedback on lease.	Julie		✓
9)	OLD BUSINESS - Journeys Academy Feasibility Study: No new info. Rev. Beth will reach out to Per.	Rev. Beth	11/22/16	
10)	OLD BUSINESS – Identification of annual canvass chair(s). Board identified several possible chairs. Vic will reach out to the first and report back to Julie	Julie/Vic	11/22/16	
11)	NEW BUSINESS – PUUF Board Designated Accounts (BDAs): Vic introduced a change to change structure of these accounts to be used more appropriately. Vic made motion to establish Fund 05 to be named Board Designated Accounts and authorize Finance Director to move established balances in accordance with discussed. Jon seconded. Approved. Vic will make it so.	Vic		✓
12)	NEW BUSINESS – Vic made a motion for the concentration of long term investments in Fund 04 (and renaming of Fund 04 from “Endowment Fund” to “Investments and Unrestricted Reserve”). Fund 04 would be renamed . Julie seconded. Approved.	Vic		✓
13)	NEW BUSINESS – Instagram Account for Fellowship: Rachel spoke with Kathleen Moscato, who wishes to create an Instagram account to engage the Youth of the congregation. It would be controlled by four administrators, including Kathleen, meaning only four people could post. Board is in support. Rachel will share our support with Kathleen.	Rachel	11/22/16	
14)	NEW BUSINESS – Diversity and Inclusion request from John Bissell: Can PUUF apply for AIM (Accessibility & Inclusion Ministry) Program? He read about it in the UU World magazine (p. 60). Vic will bring this to Right Use of Space Task Force, as this is part of our strategic plan. Vic offered to be an ally in this effort.	Vic	12/12/16	
15)	NEW BUSINESS – Planter boxes for preschool: Julie learned that the preschool would like to plant some things. Board is in support of this. Julie will pass our support onto the preschool.	Julie	11/22/16	
16)	BOARD GOALS – Board Role Clarification/C-CAT Chair on board?: Jon has no update.	Jon	ongoing	
17)	BOARD GOALS – Nominating Committee Model	Rachel	ongoing	
18)	BOARD GOALS – Board Implementation of Strategic Plan, including Financial Aspects: We're waiting on December C-CAT meeting for new info	Julie Vic	ongoing	
19)	BOARD GOALS – Communication Needs Assessment: Lonna sent out a YouTube video on how to use Google Drive. Lonna will contact Sarah Gibb Millsbaugh this	Lonna	ongoing	

	month to inquire about a framework for this assessment.			
20)	BOARD GOALS – Becoming More Missional: Rachel created a document on our Google Drive, titled “A Way Forward for Palomar Unitarian Universalist Fellowship”. Much discussion about how to move forward with our message and what the Board can and should do in addition to and in support of what is already happening. Board agreed to work on a one-page written statement (“manifesto”) from the Board to share with the congregation via Order of Service inserts. We will write feedback on Rachel’s Google Doc, and she will create a visually-pleasing, single-page insert. “We’re not dictating. We’re professing.” –Vic White	All – comments to Rachel  Rachel – first draft  Rachel – get in Order of Service	11/20/16  11/21/16  12/4/16	
21)	Gratitude	All		✓
22)	Extinguishing Flame	Julie		✓
23)	Adjourned at 9:15pm	Julie		✓

NEXT MEETING:

Thursday, November 17, 2016 @ 6:30pm in Rev. Beth’s Office

Tuesday, December 13, 2016 @ 6:30pm in PUUF Library

Attached below:

1. Minister’s Report
2. Right Use of Space Task Force info pages
3. Director of Child & Family Ministries Report
4. Finance Director Report
5. Finance Director Proposal to change Board Designated Accounts

## Minister's Report

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*This report includes activities and comments that correspond to discussion items in Rachel Rott's brainstorming document or to a post-election response. These activities are underlined.*

### **Sunday Services & Other Worship**

We served approximately 200 people on Sunday November 12, the Sunday after the election. We had to add chairs for the first service. Even after the children left the service was full. I anticipated more visitors that Sunday, so contacted the usher coordinator ahead of time to make sure we had ushers scheduled for both services. With only one usher in the first service, I assisted with seating folks until after the Welcome. I'll be following up with the usher coordinator to be sure we have two ushers per service. I expect that we will continue to have visitors. I will work with the worship associates to be aware of this as well.

The staff – music staff and DCFM - met for a mini-retreat on Wednesday, November 10 to plan music for the rest of the church year.

### **Right Use of Physical Space Task Force**

The "Right Use of Physical Space" task force is meeting on most Thursdays. They have developed and are implementing a communications plan to keep the congregation abreast of their progress. They provide monthly newsletter column, and had a table on the patio Sunday November 13 to inform the congregation of their progress. I hope board members stopped by the table. The task force is working with a planning tool to identify short and long-term objectives.

At the November 10 task force meeting, there was a discussion of election aftermath. The task force discussed the importance of the Fellowship being a safe place for people of color, immigrants, women, and minorities. The task force is very aware that we are now in a unique historical moment and have a collective commitment and imagination to support the fellowship being a place of safety and support.

### **Peace & Justice Ministry**

*Courageous Conversations on Race* - October 29 - P&JM sponsored an excellent and well-attended workshop with UU author, activist, and speaker, Chris Crass. Clergy from every UU congregation in the cluster attended, along with members of the cluster congregations, and community members. In response to the times we are in the Peace & Justice Ministry sees the Fellowship as being a place of sanctuary, support, and community learning and gathering. The following activities work toward that. Each month our meetings offer the opportunity for spiritual practice, understanding justice work from a spiritually grounded perspective, and understanding intersectional issues.

*SURJ Chapter – Showing Up for Racial Justice – the P&JM is moving forward with starting a north county chapter of SURJ. SURJ is a national network of groups and individuals organizing White people for racial justice. Through community organizing, mobilizing, and education, SURJ moves White people to act as part of a multi-racial majority for justice with passion and accountability. They work to connect people across the country while supporting and collaborating with local and national racial justice organizing efforts. SURJ provides a space to build relationships, skills and political analysis to act for change. This will bring people to our fellowship and create a community to be responsive to the times that we are now navigating.*

Here is a link to read more about SURJ <http://www.showingupforracialjustice.org/about>

Beloved Conversations – the Peace & Justice Ministry is supporting Palomar Fellowship participating in Beloved Conversations: Healing Conversations about Race and Identity. This program offers in depth training for designated congregation members who then do training in congregations. We are in conversation with UU Fellowship of San Dieguito to share the cost of the program. Training is planned for February. Here is a link to read more about Beloved Conversations.  
<http://www.meadville.edu/bccurriculum>

The Peace & Justice Ministry Core Team supports flying the rainbow flag at all times, and suggests adding the trans flag. P&JM Core Team also supports a Black Lives Matter banner outside the building.

I offered a vigil for congregation and community on Wednesday November 10 for post-election support.

The Peace & Justice Ministry has been planning to offer a workshop for activists focusing on doing social justice from a spiritually grounded, sustainable place in order to do the work for the long haul. It would be based in Joanna Macy's Work that Reconnects. We will look at what the needs are post-election, and see what needs to be adjusted or changed. Projected date – January 2017

### **Community Involvement**

In response to the recent election, I felt it essential to focus attention in North County and prepare to be of support to those at risk in our community. I have begun the process of calling together a coalition of community organizations to work together. Organizations being approached: UURISE, North County LGBTQ Center, North County Immigration Task Force, North County Climate Alliance, Pilgrim UCC, ACLU. This is still in the development stage. My hope is that Palomar Fellowship can host meetings, but the LGBTQ Center offered space as well.

I was approached by local activists who are drafting a declaration of support for marginalized groups that will be presented to North County city councils asking them to denounce hate and protect the at risk community. They asked for my support and also favor a coalition.

November 29 - I will be participating with Interfaith Center for Worker in Justice Can't Wait actions sponsored by the Fight for \$15, including a coalition to address intersectional issues.

### **Sage-ing Gracefully**

This is a new group meeting the needs of members who identify as elders. I co-facilitate with Fellowship member, Sally Rorick Orlando, who is also a spiritual director. We started by offering four weekly gatherings and now meet monthly. This ministry service 15-20 people. This meets our strategic planning goals regarding meeting multigenerational needs, and diversity and inclusion.

### **Membership**

We held a Pathways to Membership dinner Monday, November 14 and have one new member, bringing our membership to 198. Greeters and ushers are on alert to be prepared for more frequent visitors. I will follow up with personal emails to our visitors from last Sunday to insure that they feel welcome and connected.

### **Pastoral Care**

Continue to meet with parishioners for numerous pastoral care needs, and offer spiritual guidance for members.

**Administration**

The entire staff attended a Staff Development training on Saturday November 5 conducted for the San Diego cluster congregations. I was so pleased that they all attended. It was beneficial for our team working together.

**Denominational Involvement**

I continue to work with the UU Environmental Justice Collaboratory. Having pulled back from other outside commitments, given the recent election, this work within the UUA is crucial.

**Professional**

I continue in my role as a Good Officer for the Pacific Southwest Minister's Chapter.

**Going forward**

The Fellowship was not immune to the effects of a long and contentious election cycle. It came to light on our Palomar UU Fellowship page that there are hard feelings and a sense of division among members who supported different Democratic candidates. In part this is a result of the complex and messy world of Facebook. But it also seems to be a result of personal interactions at the fellowship that have left some people feeling hurt and there being a sense by some of division. I am not sure how pervasive this is, but there need to be opportunities for congregation members and friends to engage in a process of listening and dialogue to heal any divisions, repair relationships, and to provide tools and a milieu in which dialogue and mindful communication are practiced, mastered, and modeled. I am convinced that this work is essential if we are to be a community that can respond to the demands of these times and it is the work of religious community. To that end, I am recommending bringing in a facilitator to lead us through Circles of Trust developed by Parker Palmer or another method. I have contacted our Pacific Southwest Regional contact to discuss our options. Another regional staff has trained with Parker Palmer and I would like to see if she is available. There will likely be a cost to this. I will let you know what is possible.

## RIGHT USE OF SPACE TASK FORCE

**1. What is The Right Use of Space Task Force?** The Task Force was appointed to create a Plan for the near and distant “right use” of our beautiful campus, as designated in the June 2016 Strategic Plan.

**2. Who are the members of the Task Force?** The Task Force members are Co-Chairs Brenda Balmer and Kaye Preston, Rev. Dr. Beth Johnson, Kathleen Moscato, Brad Dre, Jennifer White, and Scott Nester. Their brief biographies were published in the November Telescope newsletter.

**3. What is the purpose of the Plan?** The Plan will essentially be a recommendation for the timing and location of projects that will improve our campus, as identified in the 2016 Strategic Plan (see other side). The Plan will reflect the Task Force’s research into the options available for each project, and will address construction and maintenance costs, implementation timing issues, aesthetics, and volunteer and staff labor.

**4. What Projects will be in the Plan?** We are currently analyzing options for the following projects, but we should be clear that some projects may ultimately not be recommended due to costs or other issues.

a. Our **Grounds** (outdoor) projects will include a Permaculture re-visioning of campus vegetation; infrastructure improvements for irrigation and rainwater; a labyrinth and a meditation garden; an outdoor classroom and a storage building for our Religious Education program; solar electric panels and an electric vehicle charging station; and security features.

b. Improvements to the **Existing Building** will include a shade/sunscreen on the patio; air conditioning/heating improvements; new dining tables and chairs; and restroom repairs.

c. We will recommend **Feasibility Studies** for New Buildings, specifically for a new sanctuary building and new uses for the existing building, and for a residence building for a facilities manager.

d. We will recommend the development of **Maintenance Policies** to assure the ongoing beauty and functionality of our campus and buildings.

**5. When can I see the Plan? When and how will it be approved?** The Task Force is currently researching and analyzing the projects. We expect to release a draft of the Plan at a Town Hall meeting in February 2017, and there will be ample opportunity for review and comment by the congregation. We then expect to present the Plan to the Board for approval in June 2017.

**6. How can I help with the Plan?** Please give us your questions and feedback! The Task Force will have an information table on the patio between services on one Sunday each month, and we’ll provide monthly updates in the Telescope, and via email and Facebook. Feel free to contact any of the Task Force members to discuss your ideas or concerns. The Task Force would also like to know how you will want to help with the projects after the Plan is approved. Remember, many hands make light work!

# RIGHT USE OF SPACE TASK FORCE

## GOALS and OBJECTIVES

Excerpted from Strategic Plan 2016-2021, Palomar Unitarian Universalist Fellowship

**Goal 3. Right Use of Physical Space:** Our physical space - building and grounds - is both a gift and a resource and our commitment is to mindful discernment and active promotion of its use, consistent with our UU principles and community values.

**Objective 3.1:** Develop and implement a robust plan to support regular, routine maintenance of Fellowship buildings and grounds.

- Religious Exploration:
  - Updated Outdoor Classroom for Religious Exploration Classes and Activities
- Building & Grounds:
  - Create a plan to acquire updated tables and chairs that can be used for rental purposes as well as for Fellowship events.
  - Formulate and implement a plan for freshening/remodeling the bathrooms.
  - Establish a budget to replace kitchen appliances.
  - Establish a policy for use and maintenance of the kitchen, both by Fellowship users and for outside rental users.

**Objective 3.2:** Clarify congregational vision for green, sustainable building and grounds.

- Peace & Justice Ministry: Participate in Board initiated process to clarify congregational vision for right use of space

**Objective 3.3:** Develop and implement a plan for right use of physical space based on congregational vision.

- Executive Board: Create a task force to focus on the right use of space. The Activities listed below would be created in the context of this Board-initiated process.
- Religious Exploration: Create a Children's Garden
- Spiral Earth Explorations (SEE): Build a 'living altar' of native plants on the grounds for use by all.
- Peace & Justice Ministry: Participate in Board initiated process to develop and implement a plan for right use of physical space.

**Objective 3.4:** Create a plan to address space needs related to growth in Sunday service attendance.

☐ Religious Exploration: Free standing RE room for storage space and a classroom; to work on projects, gather for classes and discussions. A space for RE to call their own.

☐ Staff and Sunday Service Committee: Continually assess Sunday Service formats, assess need and create plan for additional services as the space needs require.



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

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Attendance: Our numbers were up LAST month

	10/2/2016	10/9/2016	10/16/2016	10/23/2016	10/30/2016
<b>Nursery 9:30am</b>	11	8	10	9	12
<b>Nursery 11:00am</b>	9	7	5	8	6
<b>Explorers 1</b>		6	10	19 total group	16 Total group
<b>Explorers 2</b>		10	9		
	Blessing of				
<b>YRUU</b>	the Animals	9	6	9	6
<b>Totals:</b>		40	40	45	40

I went to the LREDA Conference this October in San Diego and it was a great experience. The focus was on Money, Death, Sex and Race. The content was heavy, meaningful and so pertinent for my work.

Fall Junior High camp at Camp de Benneville Pines is this coming weekend and we have 5+ youth going from our congregation. Marianne Swift-Gifford and I are Co-Deaning this camp and look forward to a weekend building UU Values and Connections.

The Midwife Your Midlife group stays strong in participation.

Meatless Mondays serves about 6-12 people once a month. My goal for the new year is to try and get my youth to show up to cook with me for the afternoon.

I met with Adrian Andersen, Amy Jones and Marianne Swift-Gifford last week to begin once again the work of a Children and Family Ministry Task Force. Built up of three teams:

**Sunday Morning Team** led by Adrian Andersen. This team will help me with finding volunteers for our program, for special one day events and longer volunteers for classroom leaders. This team will also help with our RE Fundraisers and Holiday Gift Drive.

**Camps Team** led by Marianne Swift-Gifford. This teams will look at how to get as many families up to camp as possible and fundraising to help families that need it as well.

**Special Events and Programs Team** led by Amy Jones. Amy will be helping with OWL program facilitation and also bringing in outside leaders to talk with and train our families on subjects such as bullying, stranger danger and outreach justice projects.

Kathleen Moscato/Director of Children and Family Ministry

# Finance Director Report

PUUF FISCAL YEAR 2016-2017 (YTD)						
	General Fund	General Fund	Change	%	Endowment Fund	Endowment Fund
	7/1/2016	10/31/2016			7/1/2016	10/31/2016
Total Assets	\$ 54,690.93	\$ 66,101.75	\$ 11,410.82	20.9%	\$ 128,034.41	\$ 128,033.91
- Total Liabilities	\$ 2,984.25	\$ 1,943.46	\$ (1,040.79)	-34.9%	\$ -	\$ -
= Net Assets	\$ 51,706.68	\$ 64,158.29	\$ 12,451.61	24.1%	\$ 128,034.41	\$ 128,033.91
Budget Performance (YTD):						
	Actual YTD	Budget YTD	Difference YTD	% Budget		
Total Income	\$ 102,656.56	\$ 90,902.36	\$ (11,754.20)	112.9%	<=====	
Pledges	\$ 59,032.66	\$ 63,333.32	\$ 4,300.66	93.2%	<=====	
Undesignated Plate Share	\$ 4,761.32	\$ 6,333.32	\$ 1,572.00	75.2%		
BDA General Discretionary Fund	\$ 2,300.00	\$ 7,169.00	\$ 4,869.00	32.1%	<=====	
Total Expense	\$ 89,989.48	\$ 92,735.68	\$ 2,746.20	97.0%	<=====	
Staff Salaries and Benefits	\$ 59,554.63	\$ 59,473.28	\$ (81.35)	100.1%		
Committees and Programs	\$ 5,843.94	\$ 6,550.04	\$ 706.10	89.2%		
Building and Grounds	\$ 3,465.05	\$ 6,020.00	\$ 2,554.95	57.6%	<=====	
Net Gain (Loss)	\$12,667.08	\$ (1,833.32)				

## Comments:

1. The Christy White Associates' exit conference for the Board is scheduled for 6:30, Thursday 11/17. CWA's assigned accountant, Alexis McKeon, will brief the Board on findings and recommendations associated with the compilation report prepared by CWA.
2. Auction summary: Total **\$23,179.50**, including \$9,000.00 pledged contributions for Sanctuary Air Conditioning.
3. Proposed changes to fund account scheme. At our meeting, I will ask the Board to approve three account scheme changes: (a) deactivation of unutilized "Board Designated Accounts"; (b) Concentration of all 25 Board restricted/special purpose accounts in a new fund ("Fund 05: Board Designated Accounts"), please see attached proposal; and, (c) concentration of long term investments in Fund 04 (and renaming of Fund 04 from "Endowment Fund" to "Investments and Unrestricted Reserve"). Note: we do not currently manage Fund 04 as an endowment; and, Fund 04 is where our long term investments currently reside. Primary change is change in fund name to reflect that that Fund 04 is for long term investments and includes unrestricted assets.
4. Total Income FYTD was 112.9% of the amount budgeted). Total Expense FYTD was 97.0% of the amount budgeted. Included: budgeted accounts and nonbudgeted Board Designated Accounts.
5. Liquidity and investments. End of October total (for all investment and other accounts) = **\$ 356,501.61**. For detail, by account, please see attached report titled "PUUF Investments and Other Accounts (FY 2016-2017)".
  - a. Significant planned expenses in November: (a) 1/3<sup>rd</sup> dues to UUA (= \$4,040.00); (b) 1/3<sup>rd</sup> dues to PSWD (= \$1,750.67); (c) 100% Comprehensive Insurance (= \$3,500.00 estimated, invoice not yet received); and, (d) 100% CPA engagement payment to Christy White Associates (= \$3,725.00). Total = \$13,015.67

6. Finance Committee activity. Prioritization and development of financial management policies in process.

Respectfully submitted,  
Victor White  
Finance Director

Attached: (1) Balance Sheet by Fund 10-31-2016; (2) Budget Report PE 10-31-2016; (3) "PUUF Investments and Other Accounts (FY 2016-2017)"; (4) "Board Designated Accounts (Proposal)".

