



MEETING MINUTES

Meeting Title: Executive Board Meeting

Location: Palomar UU Fellowship Library

Date/Time: Tuesday, December 13, 2016, 6:30pm – 8:58pm

Attendees: Julie Mack – President
 Jon Schwestka – Past President
 Rachel Rott – President-Elect
 Vic White – Finance Director
 Lonna Leghart (by phone) – 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"> • None

Item	Description	Responsibility	Due Date	Cls'd
1)	Chalice Lighting, "The Chalice Lit Among Us" by Deborah Fox	Julie		✓
2)	Check-in			✓
3)	Call to order at 6:55pm			✓
4)	Approval of Prior Board Minutes: Jon moved to approve, Vic seconded. Approved.	Julie		✓
5)	Review and Approval of Written Agenda	Julie		✓
6)	Right Use of Space Taskforce Update: Committee working well together, communicating well with congregation (on patio once per month, single-sheet info page), projects identified, timelines in process, costs in process, Telescope articles. Expect to give report at Congregational Meeting. Town Hall meeting 2/26/17. Permaculture principles (food, gardens, multiple uses for everything), outdoor	Rev. Beth		✓

	classroom, Chalice Lighter program are being explored. HVAC in offices completed.			
7)	DCFM Report (below)	Kathleen		✓
8)	C-CAT Chair Report (below)	Diana		✓
9)	Finance Director's Report (below)	Vic		✓
10)	OLD BUSINESS: Wall Heater/AC: Sanctuary and Office are Complete! Rachel will send hand-written thank you notes to auction paddle-raising folks.	Rachel	1/9/17	
11)	<p>OLD BUSINESS: Cell tower update. No board action required. Status update from Brad:</p> <p>"1. The tower company Eco-Site has verbally agreed to the general terms: a) 25 year term, b) \$1750 /month and c) 2% annual increase. This is not binding but was asked by the company to make sure we are near enough on major terms before they schedule the design walk.</p> <p>2. Our attorney Rob Perez is retained and will start lease review after the design walk is completed. He's saying it is common to find opportunities to negotiate a higher rent based on issues raised during the design walk.</p> <p>3. The design walk is scheduled for Wednesday 12/14 at 11AM. I'll meet the Eco-Site rep and the rest of the team.</p> <p>I think there will be a lot of activity after the design walk, as usually there is some negotiation about placement, design and size. I'll keep you updated."</p>	Brad	ongoing	
12)	OLD BUSINESS: "A Way Forward": Discussion of changes. Rachel will publish for the 12/18 services.	Rachel	12/18/16	
13)	OLD BUSINESS: Identification of Annual Canvass Co-Chairs – Vic and Lonna volunteered to co-chair.	Vic & Lonna		✓
14)	OLD BUSINESS: Instagram account – Rachel asked Kathleen to loop Patrick Staight in, and she will create it.	Rachel		✓
15)	OLD BUSINESS: Journeys Academy – no update	Julie	ongoing	
16)	OLD BUSINESS: Diversity & Inclusion request – Vic and John Bissell are going to work on this.	Vic		✓
17)	NEW BUSINESS: Plate Share – Discussion of our values, our congregational resolutions, and how to make the biggest impact. Motion by Jon to choose "Leap to Success" as Plate Share Recipient for the third quarter of our fiscal year. Seconded by Rachel. Approved. Vic will contact Kelley Grimes.	Vic	1/9/17	
18)	<p>NEW BUSINESS: Distribution of David Horwitz planned gift received 12/7/16. Finance Committee will make a recommendation on what to do with this. Jon will sit in on Finance Committee meeting.</p> <p>Julie will make an announcement about the amount, how it will be spent, and honor David Horwitz at the</p>	Vic Julie	1/9/17 1/29/17	

	congregational meeting. Rev. Beth will contact Metje Saffir about getting a brick in the Memorial Garden ASAP.	Rev. Beth	12/20/16	
19)	NEW BUSINESS: Board Strategic Plan Actions – Vic suggested that we try to contact each group about their budget in relation to their strategic plan action items before we enter the new budget planning process.	Vic	3/1/16	
20)	NEW BUSINESS: Review of Policy & Procedure for email votes and discussions – Clarification on how we all want to communicate between board meetings, especially when time-sensitive issues that require a board vote. Vic moved that we write a policy to address board actions between meetings. Lonna seconded. Approved. Jon abstained. Lonna and Vic will work together on a draft policy. Julie will add “board actions between meetings” to “approval of minutes” on agendas.	Lonna & Vic Julie	1/9/17	
21)	NEW BUSINESS: Ordination of James Field – Rev. Beth shared what is involved, including costs of Service and party, purchasing him a gift. Date TBA. Julie will make an announcement at congregational meeting.	Rev. Beth	ongoing	
21)	NEW BUSINESS: “State of the Fellowship” special congregational meeting prep – Vic will present proposed adjustments to current budget at January board meeting, and we will decide whether this needs to go on the congregational meeting agenda. Pledge Drive will be mentioned, but theme will not be revealed. Lonna will email Janice an announcement about the congregational meeting, including financial update, RUST report, ordination of James Field, and resolutions for voting. Jon will ask Daniel Finkenthal to be the Parliamentarian. Julie will write a draft agenda for review at 1/10/17 board meeting.	Vic Vic Lonna Jon Julie	1/9/17 1/29/17 12/14/16 1/9/17 1/9/17	
22)	BOARD GOALS: Board Role Clarification/C-CAT Chair on Board	Jon	ongoing	
23)	BOARD GOALS: Nominating Committee Model	Rachel	ongoing	
24)	BOARD GOALS: Board Implementation of Strategic Plan (Julie), including Financial Aspects (Vic)	Julie, Vic	ongoing	
25)	BOARD GOALS: Communication Needs Assessment – Lonna and Rev. Beth are slowly making connections with UUFSD’s leaders of their recent communication audit.	Lonna	ongoing	
26)	BOARD GOALS: Becoming More Missional	Rev. Beth	ongoing	
27)	Gratitude/Thoughts	All		✓
28)	Adjournment at 8:58pm	Julie		✓

NEXT MEETING: Tuesday, January 10, 2017 @ 6:30pm in PUUF Library

Reports attached below:

1. Director of Child & Family Ministries
2. Finance Director
3. C-CAT Chair Update

Director of Child and Family Ministries (DCFM) Report

Attendance:

	11/06	11/13	11/20	11/27
Nursery 9:30am	9	7	10	6
Nursery 11:00am	6	9	8	6
Explorers 1	9	10	8	Multigen
Explorers 2	10	12	11	Multigen
YRUU	4	5	4	Multigen
Totals:	38	43	42	12

Finance Director Report

FOUF FISCAL YEAR 2016-2017 (YTD)								
	Fund 01 General Fund	Fund 01 General Fund	Fund 01 Change YTD	%	Fund 05 Board Designated	Fund 05 Board Designated	Fund 05 Change YTD	Fund 01 + Fund 05 Change YTD
	7/1/2016	11/30/2016			7/1/2016	11/30/2016		
Total Assets	\$ 54,690.93	\$ 25,745.22	\$ (28,945.71)	-52.9%	\$ -	\$ 19,537.17	\$ 19,537.17	\$ (9,408.54)
- Total Liabilities	\$ 2,984.25	\$ 2,206.85	\$ (777.40)	-26.1%	\$ -	\$ -	\$ -	\$ -
- Net Assets	\$ 51,706.68	\$ 23,538.37	\$ (28,168.31)	-54.5%	\$ -	\$ 19,537.17	\$ 19,537.17	\$ (8,631.14)
Budget Performance (FYTD)					Board Designated Accounts (not associated with budget)			
	Actual YTD	Budget YTD	Difference YTD	% FYTD Budget	BDA #	Purpose	Balance	
Total Income	\$ 94,891.85	\$ 113,627.95	\$ 18,736.10	83.5%	05-3103	Bldg. Reserve - Repair	\$ 7,410.96	
Pledges	\$ 67,387.65	\$ 79,166.65	\$ 11,779.00	85.1%	05-3105	General Discret. Fund	\$ 23,485.99	
Undesignated Plate Share	\$ 6,394.77	\$ 7,916.65	\$ 1,521.88	80.8%	05-3135	Minister's Discretion	\$ 4,944.67	
BDA General Discretionary Fund	\$ 2,300.00	\$ 7,169.00	\$ 4,869.00	32.1%	05-3140	Music	\$ 4,868.43	
Total Expense	\$ 102,622.69	\$ 115,169.60	\$ 12,546.91	89.1%	05-3150	Religious Exploration	\$ 7,217.79	
Staff Salaries and Benefits	\$ 73,547.46	\$ 74,341.60	\$ 794.14	98.9%	05-3171	Peace and Justice	\$ 2,075.27	
Committees and Programs	\$ 6,136.89	\$ 8,187.55	\$ 2,050.66	75.0%	05-3180	Scrip Program	\$ 725.00	
Building and Grounds	\$ 4,436.44	\$ 7,525.00	\$ 3,088.56	59.0%		All Other BDAs	\$ 1,014.25	
Net Gain (Loss)	(\$7,730.84)	\$ (1,541.65)				Total BDA Equity =	\$ 51,742.36	

Comments:

1. Significant expense: Air Conditioning improvements (sanctuary and four offices) = **\$23,422.00**. Expense November = \$9,064.00 to A/C contractor + \$390.00 for required roof related expense = \$9,454.00. Expense December = \$12,218.00 to A/C contractor + \$1,750.00 for associated wall related work = \$13,968.00. Total A/C project expense (November + December) = \$23,422.00. Actual \$ contributed to apply as income against the total expense (Auction and separate from Auction) = \$8,140.00. Unfunded deficit = \$23,422.00 - \$8,140.00 (contributed for sanctuary A/C) = **(\$15,282.00)**.
2. Transaction by Finance Director (12/6/16) associated with unfunded A/C expense: I transferred **\$15,282.00** from "BDA General Discretionary Fund" to "BDA Air Conditioning". If additional \$ are contributed for A/C, they will be transferred from "BDA Air Conditioning" to "BDA General Discretionary Fund". Some expected, but no certainty applies.
3. The Christy White Associates' exit conference for the Board occurred Thursday 11/17. Report now finalized with changes recommended at the exit conference. Copy will be distributed to each Board member and the Minister when received. Agreement with CWA includes some follow-on consulting assistance. (Scheduled for early January.)
4. Changes to fund account scheme approved at November meeting completed: (a) accounting Fund 05 established; (b) deactivation of unutilized "Board Designated Accounts" completed; (c) all Board restricted/special purpose accounts moved to "Fund 05: Board Designated Accounts"; (d) Fund 04 renamed from "Endowment Fund" to "Investments and Unrestricted Reserve".

5. Total Income FYTD was **83.5%** of the amount budgeted). Total Expense FYTD was **89.1%** of the amount budgeted.
6. Liquidity and investments. End of November total (for all investment and other accounts) = **\$366,605.09**.
7. Proposed TIAA-CREF sale. End of November market value of our TIAA-CREF Social Choice Equity Fund was \$185,913.46). Proposal is to sell \$25,000 and transfer proceeds from Fund 04 to Fund 01 (Chase Savings).

C-CAT Chair Update

Minutes of C-CAT Meeting 11/29/2016

1) Centering was by Vic White reading from the work of Rodney E Thompson on the subject of Connections

2) Updates:

Music—Kimberly reported that instead of the Spring Concert, there will be Music Services, as well as a Caberet in the summer, possibly 7/1. She asked for help with logistics, food and stage management. She will also talk with the Music Committee.

Finance—Vic announced changes in the reimbursement form(not yet on green paper, but soon), and some changes in Board designated accounts as the result of a recent review

Communication---Patrick discussed review of the website, where he has been adding activities from the directory to further increase users' interest in PUUF, as well as the Nerd Club which is going well but not growing as quickly as he had hoped

Children and Family Ministry---Kathleen noted the upcoming family pageant on 12/24. She is planning to further enhance welcoming of families by placing moveable carpet pieces in the front for the children to be seated from the start of services. This would allow for more adult seating when the room is crowded, but would also make more obvious our welcoming of young families. There will be 2 gift gathering opportunities this year: Just In Time for Youth and Books for the California Ave school. She is reforming RE committee. There will be area specific teams to include: Camp, Special Events and Sunday morning

COM—Marianne reported that she is remaining with the committee for now to collate and report out the survey. Mindful communication meetings will be held in the Spring. Use and payment for Survey Monkey was discussed with no decision made.

Auction---MariAnne reported on successful auction as well as paddle raise for AC.

Camp---MariAnne reported on the Jr High Fall Camp success, as well as ongoing fundraising to promote participation in the various camp experiences.

Fundraising---Aleta and Scott are willing to do a fundraiser in the form of PubQuiz, which she described.

Sunday Services Committee---Beth sent a written report including: Winter Solstice Ritual to be held 12/21; There will be 2 Christmas Eve services: Family pageant at 4p and Candlelight at 9pm; There will be 1 family service on 12/25 and 1/1, both at 10:30am; Kelley's last month as Worship Chair is January

Save the date—a newly formed group—North County San Diego Solidarity is planning a Million Woman March for January 21. Details to follow.

Membership---Diana reported there are 191 members. Intros to be held 12/4.

3) Discussion:

Strategic Plan---Vic distributed folders and explained the process for Strategic Plan f/u. The idea is to keep the plan moving by reporting progress. He has sent packets electronically to those not in attendance. Please ask questions if you have them. This is so important.

Fundraising---a Fellowship member has offered to organize a craft fair for 12/11. Board has approved. C-CAT members expressed general appreciation and approval of this generous effort. Concerns were raised about the date(Kathleen voiced that 12/18 would be best) and the short time to organize. Hopefully this can be an annual event, with more of a head start next year.

General Discussion---there was general discussion re the need for a process for succession planning and the value of new leadership in committee positions. It is also important that leaders have assistance to leave their positions when their term is up, or their circumstances change. In many congregations, this is done in collaboration with a year round functioning Nominating Committee. Ours is undergoing review currently.

We also spoke briefly about the evolution of C-CAT and current work to include the Coordinator on the Board.

Finally, we talked of the need for Committees(sometimes taking unique forms), but meeting regularly, having agreed upon statements to guide their work, and always being open to evolution as things change.

- 4) Next Meeting is 1/24/2017. Kathleen will do centering.
- 5) Check-out was observed.