



# MEETING MINUTES

Meeting Title: Executive Board Meeting

Location: Palomar UU Fellowship Library

Date/Time: Tuesday, March 14, 2017, 6:30pm – 9:08pm

Attendees: Jon Schwestka – Past President  
 Rachel Rott – President-Elect  
 Vic White – Finance Director  
 Lonna Leghart – Secretary  
 Rev. Beth Johnson – Minister

Guests: Mary Ellen Brooks

Absent: Julie Mack

Meeting Minutes Prepared By: Lonna Leghart

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

Item	Description	Responsibility	Due Date	Cls'd
1)	Chalice Lighting words by George Lakoff	Rachel		✓
2)	Check-ins	All		✓
3)	Call to Order @ 6:42pm	Rachel		✓
4)	Guest: Mary Ellen Brooks proposed that we put a vote out to the congregation at the June meeting to affirm Caroline Celia as <b>Director of Music Ministry Emerita</b> . Jon moved. Rachel seconded. Discussion. Passed unanimously.	Rachel		✓
5)	Guest: Mary Ellen Brooks asked that we consider a variety of ways in which to support UURISE as a congregation. Board thanked Mary Ellen and agreed to discuss options.	Rachel		✓
6)	Approval of February Meeting Minutes – Jon moved to approve. Rachel seconded. Approved. Since the last	Rachel		✓

	meeting, the Office HVAC was removed from the B&G wish list.			
7)	Review and Approval of Written Agenda – added two items	Rachel		✓
8)	Minister’s Report – below	Beth		✓
9)	Right Use of Space Taskforce Update – below	Beth		✓
10)	DCFM Report – below. Lonna moved to approve the request to use RE Summer Camp income to install shade sails off the patio. Rachel seconded. Approved	Kathleen Moscato		✓
11)	C-CAT Chair Report – below	Diana Peirce		✓
12)	Finance Director Report – below	Vic		✓
13)	OLD BUSINESS: Cell Tower Update – Brad is getting photo simulations soon and will share these. Nothing new on the lease negotiation to share this month.	Rachel via Brad		
14)	OLD BUSINESS: Update on Pledge Drive – we are off to a good start. Lonna did research on Gifelify.com and other online giving options; she will email the research to Vic and Patrick Staight for Financial and Communications consideration.	Vic & Lonna		
15)	NEW BUSINESS: Plate Share – Rachel moved that we select UURISE as the Q4 Plate Share organization. Jon seconded. Approved. Vic will communicate with Mary Ellen. Beth will communicate with Katia about speaking in a service in April.	Rachel  Vic  Beth		✓
16)	NEW BUSINESS: The board agreed that we should be monthly finding ways of supporting UURISE. This will become a standing agenda item.		ongoing	
17)	NEW BUSINESS: DA Delegates – Rachel moved that we credential Jennifer White for the PSWD District Assembly. Jon seconded. Approved. Rev. Beth has already shared information with Jennifer about how to receive her credentials.	Rachel		✓
18)	NEW BUSINESS: Update on Nominating Committee – Ruth Abad reported progress to Rachel	Rachel		✓
19)	NEW BUSINESS: FY 2017-18 Budget Update/Board input on major possible new cost items – Discussion on several topics, to be continued at the April meeting.	Vic	ongoing	
20)	NEW BUSINESS: Adoption of Two Budgets – Vic asked the board to support a capital budget and an operating budget. Board supports this.	Vic		✓
21)	NEW BUSINESS: Update on IT Architecture – Vic proposed that Communications Committee or someone present a plan to the Board. Discussion. Rev. Beth offered that she and Kathleen Moscato will work with Communications Committee on this.	Rev. Beth	ongoing	
22)	BOARD GOALS: C-CAT Chair will be joining us in April	Jon		

23)	BOARD GOALS: All others tabled until April		ongoing	
24)	Thoughts/Gratitude	All		✓
25)	Adjournment @ 9:08pm			✓

NEXT MEETING: Tuesday, April 11, 2017 @ 6:30pm in PUUF Library

#### TIMELINE and ASSIGNMENTS

LL: SAVE the DATE in April Telescope – deadline 3/20/17

RR: Nominations and bios in the May Telescope – deadline 4/17/17

RR: Facebook event for Congregational Meeting – deadline 4/1/17

LL: List past awards in prep for May board meeting – 5/9/17

LL: Congregational Meeting announcement (please get a proxy in advance) – deadline 5/17/17

JM: May board meeting: Discuss board awards for June meeting – 5/9/17

VW: Final Budget will be on the patio and online (send link by email) – deadline 5/11/17

LL: Proxies on the patio by 5/14/17

JS: Invite new board members to 6/13/17 board meeting

ALL: Congregational Meeting 6/11/17

Reports attached below:

1. Minister's Report
2. Director of Child & Family Ministries
3. Finance Director
4. C-CAT Chair Update

## Minister's Report

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### Sunday Services & Other Worship

Ann Kay and Eileen Maurer have begun their tenures as co-chairs of the Sunday Service Committee. Two new members have been recruited – Amy Jones and Tim Evilsizer. Services are consistently well-attended. Some visitors are finding us through our community involvement.

### Right Use of Physical Space Task Force

The "Right Use of Physical Space task force held their town hall meeting on February 26. It was not widely attended, but those who did attend were attentive and engaged, and included members and newer folks. Each project area received signups. The task force will present the recommended plan to the board next month. The task force is doing a great job of communicating to the congregation through the monthly newsletter column, and a table on the patio Sunday one Sunday per month to inform the congregation of their progress.

### Administration

Our Director of Music Ministry, Caroline Celia, is retiring as of June 30. She has made such wonderful contributions to the music ministry of our fellowship! She has been a joy to work with. We will honor her at our music services on May 21. We will have a reception for her between services.

Kimberly Lilley will shift into the Director of Music Ministry position. We will assemble a hiring team to look for an accompanist/assistant. We will be working on developing a job description and duties. Our plan is to have the person in place by no later than mid-June

### **Peace & Justice Ministry**

The Peace & Justice Ministry is sponsoring Forward Together North County – a gathering grounded in the principles set out by the Rev. Dr. William J Barber, including plans to provide trainings and community connections. About 130 people attended the first meeting on February 20<sup>th</sup>. They will meet the third Monday of the month – the same time as the P&JM was meeting.

### **Community Involvement**

- I participate when I can in the weekly rallies at Darrell Issa's office.
- Moderated the Issa townhall meeting on February 21
- Led a candlelight vigil at Issa's home February 23
- Attended at Issa townhall meeting March 11, and spoke at the rally outside the event.
- I continue my work as co-president of Interfaith Center for Worker Justice and shutting them down.

### **Review of Ministry**

I am providing the board with handbooks to review regarding reviewing ministry: Fulfilling the Call and A Guide to Review and Renewal of Ministry in Unitarian Universalist Congregations.

### **Membership**

Pathways to Membership will hold its dinner on March 27. Please let Diana Pierce know if you would like to attend.

### **Pastoral Care**

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

### **Denominational Involvement**

I will be in Boston March 20 and 21 in my capacity as a Good Officer. Term as Good Officer ends June 30, 2017.

### **Professional**

I'm taking a webinar course with Dr. Sharon Welch, UU ethicist and theologian and Provost of Meadville Lombard – *Strategic Resistance for Unitarian Universalist Ministers*

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

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### **Shades for the Patio**

With money that I have raised from the past two years of Summer camps, I would like to put in patio shades to make more shade for Sunday mornings and also for the Summers when we have kids on the patio. Wade Maurer has done extensive research and has put the same shades in at his home. Patio shades are currently part of the RUST plan. I would like to get permission from the board for Wade and I to go ahead and create more shade on the patio.

### **Renaissance Modules**

I just started a six week online Renaissance module on UU Theology, and will take a three day module in April on Curriculum. These will be my 5th and 6th module. All the courses go towards my Religious Education accreditation program that I will enroll in the next couple of years.

### **Camp Conference/Palm Springs 2017**

In April I will be attending the National Summer Camp Conference in Palm Springs. The conference cost and hotel room is being picked up by Camp de Benneville Pines. This conference will be a great resource, not only for Summer Camp in the Mountains but also the Summer Camps I hold at PUUF and our RE program. I am so lucky to have this paid for by Camp de Benneville Pines.

I will have February and March attendance number for you in next month's report.

# Finance Director Report

PUUF 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	2/28/2017			7/1/2016	2/28/2017		
<b>Total Assets</b>	\$ 54,690.93	\$ 12,880.68	\$ (41,810.25)	-76.4%	\$ -	\$ 43,000.60	\$ -	\$ 43,000.60
- Total Liabilities	\$ 2,984.25	\$ 2,240.94	\$ (743.31)	-24.9%	\$ -	\$ -	\$ -	\$ -
<b>= Net Assets</b>	<b>\$ 51,706.68</b>	<b>\$ 10,639.74</b>	<b>\$ (42,553.56)</b>	<b>-82.3%</b>	<b>\$ -</b>	<b>\$43,000.60</b>	<b>\$43,000.60</b>	<b>\$ 447.04</b>
Budget Performance (FYTD)					Board Designated Accounts (not associated with budget)			
2/28/2017	Actual YTD	Budget YTD	Difference YTD	% FYTD Budget	BDA #	Purpose	Balance	
<b>Total Income</b>	<b>\$155,180.71</b>	\$ 181,804.72	\$ (26,624.01)	<b>85.4%</b>	05-3103	Bldg. Reserve - Repair	\$ 1,931.95	
Pledges	\$ 112,151.62	\$ 126,666.64	\$ (14,515.02)	88.5%	05-3105	General Discret. Fund	\$ 10,503.99	
Undesignated Plate Share	\$ 12,398.47	\$ 12,666.64	\$ (268.17)	97.9%	05-3135	Minister's Discretion	\$ 8,485.67	
					05-3140	Music	\$ 4,783.43	
<b>Total Expense</b>	<b>\$176,636.13</b>	\$ 182,971.36	\$ (6,335.23)	<b>96.5%</b>	05-3150	Religious Exploration	\$ 7,409.88	
Staff Salaries and Benefits	\$ 116,769.75	\$ 118,946.56	\$ (2,176.81)	98.2%	05-3171	Peace and Justice	\$ 1,976.85	
Committees and Programs	\$ 10,811.65	\$ 13,100.08	\$ (2,288.43)	82.5%	05-3180	Scrip Program	\$ 641.00	
Building and Grounds	\$ 10,185.17	\$ 12,040.00	\$ (1,854.83)	84.6%		All Other BDAs	\$ 7,267.83	
<b>Net Gain (Loss)</b>	<b>\$ (21,455.42)</b>	<b>\$ (1,166.64)</b>				<b>Total BDA Equity =</b>	<b>\$ 43,000.60</b>	

## Comments:

- Draft budget for FY 2017-2018 distributed for consideration/discussion at meeting. Attached with suggested topics for preliminary decisions: (1) minister total compensation for FY 2017-2018; (2) compensation adjustments for other staff; (3) proposed addition of two positions; (4) proposed addition of Social Security tax paid by employer/PUUF; (5) cell tower revenue projection; (6) projected deficit of between (\$48,953) and (\$60,953).
- Pledge drive 2017 status (as of 3/12/2017):

<b>Total # "Pledgers" =</b>	<b>Goal =</b>	<b>190</b>	<b>54</b>	<b>28.4%</b>
<b>Total % That Have Increased Pledge =</b>	<b>Goal =</b>	<b>50%</b>	<b>18</b>	<b>42.9%</b>
<b>Total \$ Pledged =</b>	<b>Goal =</b>	<b>\$211,500</b>	<b>\$86,657</b>	<b>41.0%</b>

- Total Income FYTD was **85.4%** of the amount budgeted. Pledge income is at **88.5%** of budgeted. Total Expense FYTD was **96.5%** of the amount budgeted.
- Liquidity and investments. End of February total (for all investment and other accounts) = **\$658,154.47**. (Please see attached summary.)
- Nominations for "Plate Share" (April-May-June 2017). Four active nominations attached for consideration/decision. Note: have included UURISE nomination from congregant (MEB). Provided

MEB with nomination form: she said she would submit, but did not. Attached provided as nomination.

Respectfully submitted,  
Victor White  
Finance Director

Attached: (1) "Draft PUUF Budget 2017-2018..."; (2) "Balance Sheet by Fund"; (3) "Budget Report"; (4) "Investments and Other Accounts..." (5) "Plate Share Nominations Active"

## C-CAT Chair Update

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13 leaders and members met on Feb 28. Highlights of reports and actions include:

- Discussion of Building and Grounds significant activity and a few projects remaining including: painting the cupola, replacing exhaust fans and treating classrooms for termites
- Vic White reported most committees have submitted budget requests
- Jennifer White reported on and encouraged attendance at District Assembly(3/20-4/2) and General Assembly(6/21-25)
- Cost of Hospitality coffee as well as its source, and use of donation baskets were discussed and approved
- Beth Hastings is stepping down from Music committee and Caroline Celia as Music Director.
- Work continues on the online directory
- All of our children and youth programs are actively engaged
- Peace and Justice has launched Forward Together North County
- Membership is expanding its successful mentoring program to include several members of the Fellowship.
- Recommended and submitted a budget for Leadership development, which was discussed in detail