



# MEETING MINUTES

Meeting Title: Executive Board Meeting

Location: Palomar UU Fellowship Library

Date/Time: Monday, June 12, 2017, 6:30pm – 8:52pm

Attendees: Julie Mack – President  
 Jon Schwestka – Outgoing Past President  
 Rachel Rott – President-Elect  
 Kelley Grimes – Incoming President-Elect  
 Vic White – Outgoing Finance Director  
 Stacy Carlson – Incoming Finance Director  
 Lonna Leghart – Outgoing Secretary  
 Aleta Nester – Incoming 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>Communication Needs Assessment Project Report</li> </ul>

Item	Description	Responsibility	Due Date	Cls'd
1)	Checkins	All		✓
2)	Call to Order @ 6:46pm	Julie		✓
3)	Welcome to new board members	Julie		✓
4)	Approval of Prior Board Minutes: Jon moved to approve. Rachel seconded. Approved.	Julie		✓
5)	Review and Approval of Written Agenda	Julie		✓
6)	C-CAT Chair Report (none)	Diana Peirce		✓
7)	Finance Director Report (below)	Vic		✓
8)	OLD BUSINESS: Pledge Drive Update - \$180,000 is the	Vic		✓

	estimated pledge income number we used in the adopted budget. Our original goal was \$210,000. 19 new members joined yesterday may increase our income from pledges.			
9)	OLD BUSINESS: Support of UURISE – Kelley expressed concern that forgiving the rent might imply that they lose rights as renters.		ongoing	
10)	OLD BUSINESS: Follow up for GA Delegates – Rachel is making sure everyone has their credentials.	Rachel	6/15/17	
11)	OLD BUSINESS: Funding for outdoor classroom expenses – Finance Director to transfer \$1,219.60 from Fund 04 to RE BDA. Between meetings we discussed the Board finding funding for the remainder. Julie moved that we use Fund 04 to reimburse the remainder of the project. Jon seconded. Approved.	Vic	6/30/17	
12)	OLD BUSINESS: Cell Tower developments – Discussion of holding informational meeting with intentional facilitation at the same time that the board continues with contract negotiation. A survey may be useful to gain insight into congregation’s support after an informational meeting. <b>Vic moved that the negotiating attorney advocate strongly for revenue sharing. Julie seconded. Approved.</b> Julie will contact Brad Dre about a meeting with the congregation. Suggestion that we add this to the Committee on Ministry’s meeting on June 25 <sup>th</sup> .	Julie	ongoing	
13)	NEW BUSINESS: Account signers/designated authorities – Rachel Rott has transitioned into the role of President, and Stacy Carlson has been elected Finance Director, so they will become the new designated signers. Aleta Nester has been elected Secretary, so she will be the board member to sign the new letter to the bank regarding change of signers.	Vic	6/30/17	
14)	NEW BUSINESS: Selection of FYQ1 plate share recipient – <b>Lonna moved that we choose Planned Parenthood as our plate share recipient for the first quarter of the new fiscal year. Vic seconded. Approved.</b> Vic will follow up with the three members who submitted proposals.	Vic	6/30/17	
15)	NEW BUSINESS: Personnel Committee – Fair Compensation Congregation. Proposal developed by Vic, but will be addressed at July board meeting when Rev. Beth can attend.		ongoing	
16)	NEW BUSINESS: Creation of Stewardship Task Force – Julie referred to the Strategic Plan (Objective 6.1) for the definition: <b>Objective 6.1:</b> Develop a forward thinking, comprehensive stewardship plan that addresses the financial health of the organization, growth, communication, volunteer coordination and fosters meaningful participation.	Rachel	ongoing	

	Vic will send Rachel a draft of Summit UU's letter calling their stewardship task force for her reference. Vic will draft a description of the task force. Julie feels drawn to lead this work. Discussion of creating policies vs. changing bylaws vs. creating a values statement as a result of the work of this task force.	Vic	6/30/17	
17)	NEW BUSINESS: Facilitated Discussion of Healthy Systems of Communication – Background offered for incoming board members. Sarah Gibb-Millspaugh, Congregational Life Staff of the Pacific Western Region has offered dates to come into our Fellowship.	Rachel/Beth	ongoing	
18)	BOARD GOALS: Board role clarification – Should C-CAT Chair have a board position	Jon		
19)	BOARD GOALS: Nominating Committee Model -	Rachel		
20)	BOARD GOALS: Board Implementation of Strategic Plan, including Financial Aspects	Julie & Vic		
21)	BOARD GOALS: Communication Needs Assessment – report below	Lonna -> ?	TBA	
22)	BOARD GOALS: Becoming more Missional	Rev. Beth		
23)	Thoughts/Gratitude	All		✓
24)	Adjournment @ 8:52pm	Julie		✓

NEXT MEETING: TBA in PUUF Library

Reports attached below:

1. Director of Child & Family Ministries
2. Finance Director
3. Communication Needs Assessment

# Director of Child and Family Ministries (DCFM) Year Wrap Up and Future

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## 2016/2017:

### Classes

We had 4 “classes” this year and all were successful and well attended. The world religions curriculum was thrown out the window in November after the election, when realizing that focussing on UU values for the rest of the year was where it was best to meet our UU Families, Youth and Children on an emotional level after the election.

### Years Attendance:

Below

### Special Events: Holiday Drive, Christmas Eve, Easter

We had a Christmas Eve Pageant this year that was fantastic and also very well attended. Our Holiday drive was done at the last minute, it was successful, this coming year I am going to find some volunteers to head this project up. Easter Brunch and Egg Hunt were a success, earning the program \$650

### Parent Lounge:

I started a new Parent Lounge this year. The goal was to meet monthly and for three Sunday we did just that. A need is here for this and it will be up to me to how to make it happen with how busy our Sunday mornings are. My goal is get these on the RE schedule next year, if not monthly, hopefully every 2-3 months.

### Junior High OWL 7th-9th:

We had an OWL High 7-9th program here at PUUF in the Spring. We had youth from our program

### Special Classes:

Spurred on by Amy Jones interest we had a special Safety Class for children (4-12yrs) and their families come to the fellowship this last month. The class was open to our congregation and to the community and the program served over 40 families.

### Professional Development:

LREDA Conference

Renaissance Module/I finished my 5th Renaissance Module this year.

### Classroom Use:

Classroom use has been tight and with the weather this year it has felt tighter. This pressure will alleviated a little with the RE shed. The poor Alcott room is bursting at the seams and the problem with rodents is felt strongly there, as it seems to be the best place for hiding.

### Outdoor Classroom:

The work on the Outdoor Classroom has gone wonderfully. Attached are the receipts for the work that has been done and paid for by the RE BDA. I am hoping the board considers paying back this account for

at least some of this amount. The pad is finished and the, shed will be put up in the coming weekends. I have gotten two donations of \$100 each, to help purchase two more picnic tables, this is wonderful.

### **Camps:**

Camp Pause: Is the ½ Day Summer Camp I am offering this Summer for kids to just take a break and PAUSE to have some fun.

Elementary OWL Camp 5th and 6th: Lonna Leghart and I will be running a ½ Day Our Whole Lives Camp for 5th and 6th graders.

### **Midwife Your Midlife:**

This group has been going now for 18 months. Megan Kajitani needs to step down from being leader with me of this group. The group will have to take different shape, this works is in progress for this.

## **LOOKING FORWARD**

### **2017/2018:**

#### **Classes/Teaching Teams/Curriculum**

The goal is to run 4-5 classes this year and I am slowly but surely getting there with my volunteers. I have curriculum for each class (except nursery).

#### **RE Task Force Re-creation:**

A new RE Task force needs to be created as there is more and more that our Children and Family Ministry is needed for and help from the community is needed and pulling from our amazing community will be easy.

#### **Camp Scholarship Committee/Task Force:**

A creation of a Camp Scholarship Committee is a must. As we get more and more children to camp, there is also a need to help get more adults to camp and more fundraising is going to be needed.

#### **Family Events/Multigenerational Events**

The community is itching for more of these. Looking forward to working with Beth on creating more of these.

#### **OWL Classes**

K-1

Elementary 4th-5th

#### **COA**

This year we will be having a COA program. It will run all year, meeting only 1-2 times a month.

#### **Outdoor Classrooms:**

Looking forward to finishing this project with the purchase of tables, chairs and building a permanent shade covering.

**Religious Exploration Sunday Morning Attendance**

<b>September</b>	9/11	9/18	9/24	<b>October</b>	10/2	10/9	10/16	10/23	10/30
Nursery 9:30am	9	4	7	Nursery 9:30am	11	8	10	9	12
Nursery 11:00am	2	2	4	Nursery 11:00am	9	7	5	8	6
Explorers 1	4	6	7	Explorers 1		6	10	16	Total group
Explorers 2	5	8	6	Explorers 2		10	9	19 total group	Total group
YRUU	5	9	5	YRUU		9	6	9	6
<b>Totals:</b>	<b>25</b>	<b>29</b>	<b>29</b>	<b>Totals:</b>		<b>40</b>	<b>40</b>	<b>45</b>	<b>40</b>

Blessing of the Animals

<b>Novemeber</b>	11/06	11/13	11/20	11/27	<b>December</b>	12/04	12/11	12/18	12/25
Nursery 9:30am	9	7	10	6	Nursery 9:30am	10	8	7	N/A
Nursery 11:00am	6	9	8	6	Nursery 11:00am	4	6	5	N/A
Explorers 1	9	10	8	Multigen	Explorers 1	Multigen	Multigen	7	N/A
Explorers 2	10	12	11	Multigen	Explorers 2	Multigen	Multigen	8	N/A
YRUU	4	5	4	Multigen	YRUU	6	Multigen	5	N/A
<b>Totals:</b>	<b>38</b>	<b>43</b>	<b>42</b>	<b>12</b>	<b>Totals:</b>	<b>20</b>	<b>14</b>	<b>32</b>	<b>N/A</b>

<b>January</b>	1/1	1/8	1/15	1/22	1/29	<b>February</b>	2/5	2/12	2/19	2/26
Nursery 9:30am	8	6	7	7	8	Nursery 9:30am	12	12	12	10
Nursery 11:00am	N/A	5	8	5	7	Nursery 11:00am	5	5	5	9
Explorers 1	N/A	5	4	5		Explorers 1	7	5	3	
Explorers 2	N/A	6	4	7	10	Explorers 2	7	6	3	Multi-

YRUU	N/A	3	5	7	4	YRUU	4	2	6	Gen Service
<b>Totals:</b>	<b>8</b>	<b>25</b>	<b>28</b>	<b>31</b>	<b>29</b>	<b>Totals:</b>	<b>35</b>	<b>30</b>	<b>29</b>	<b>19</b>

March	3/5	3/12	3/19	3/26	April	4/2	4/9	4/16	4/23	4/30
Nursery 9:30am	9	5	9	14	Nursery 9:30am	10	15	9	12	10
Nursery 11:00am	7	11	11	6	Nursery 11:00am	4	3	9	5	7
Explorers 1	8	8	9	9	Explorers 1	12	6	5	Multi-Gen Service	6
Explorers 2	5	7	8	8	Explorers 2	7	6	4	Multi-Gen Service	9
YRUU	3	3	5	7	YRUU	3	8	4	Multi-Gen Service	3
<b>Totals:</b>	<b>32</b>	<b>34</b>	<b>42</b>	<b>44</b>	<b>Totals:</b>	<b>36</b>	<b>38</b>	<b>31</b>	<b>17</b>	<b>36</b>

May	5/7	5/14	5/21	5/21	June	6/4	6/11	6/18	6/25
Nursery 9:30am	9	12	14	15	Nursery 9:30am	10	15		
Nursery 11:00am	4	6	4	6	Nursery 11:00am	9	7	Multi-Gen Service	
Explorers 1	3	5	2	9	Explorers 1	10	13	Flower Communion	
Explorers 2	5	9	4	11	Explorers 2	13	7	Flower Communion	
YRUU	3	6	4	5	YRUU	4	2		
<b>Totals:</b>	<b>24</b>	<b>38</b>	<b>28</b>	<b>46</b>	<b>Totals:</b>				

## 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	5/31/2017			7/1/2016	5/31/2017		
<b>Total Assets</b>	\$ 54,690.93	\$ 9,109.11	\$ (45,581.82)	-83.3%	\$ -	\$ 27,014.13	\$ -	\$ 27,014.13
- Total Liabilities	\$ 2,984.25	\$ 2,705.91	\$ (278.34)	-9.3%	\$ -	\$ -	\$ -	\$ -
<b>= Net Assets</b>	<b>\$ 51,706.68</b>	<b>\$ 6,403.20</b>	\$ (45,860.16)	<b>-88.7%</b>	\$ -	<b>\$27,014.13</b>	<b>\$27,014.13</b>	<b>\$ (18,846.03)</b>
Budget Performance (FYTD)					Board Designated Accounts (not associated with budget)			
5/31/2017	Actual YTD	Budget YTD	Difference YTD	% FYTD Budget	BDA #	Purpose	Balance	
<b>Total Income</b>	<b>\$202,820.62</b>	\$ 249,981.49	\$ (47,160.87)	<b>81.1%</b>	05-3103	Bldg. Reserve - Repair	\$ 36.13	
Pledges	\$ 149,745.59	\$ 174,166.63	\$ (24,421.04)	86.0%	05-3105	General Discret. Fund	\$ 10,303.99	
Undesignated Plate Share	\$ 15,663.20	\$ 17,416.63	\$ (1,753.43)	89.9%	05-3135	Minister's Discretion	\$ 4,361.50	
					05-3140	Music	\$ 4,518.43	
<b>Total Expense</b>	<b>\$241,671.13</b>	\$ 247,371.87	\$ (5,700.74)	<b>97.7%</b>	05-3150	Religious Exploration	\$ 3,416.80	
Staff Salaries and Benefits	\$ 159,936.25	\$ 163,551.52	\$ (3,615.27)	97.8%	05-3171	Peace and Justice	\$ 2,101.85	
Committees and Programs	\$ 12,652.78	\$ 18,012.61	\$ (5,359.83)	70.2%	05-3180	Scrip Program	\$ 725.00	
Building and Grounds	\$ 26,989.00	\$ 27,335.00	\$ (346.00)	98.7%		All Other BDAs	\$ 3,572.76	
<b>Net Gain (Loss)</b>	<b>\$ (38,850.51)</b>					<b>Total BDA Equity =</b>	<b>\$ 29,036.46</b>	

### Comments:

1. Action item. Plate share nominations for quarter July-August-September attached for consideration.
2. FYI. Pledge drive 2017 status (as of 6/11/2017 = final):

	Goal	Actual	% of Goal
<b>Total # "Pledgers" =</b>	<b>190</b>	<b>160</b>	<b>84.2%</b>
<b>Total % That Have Increased Pledge =</b>	<b>50%</b>	<b>49</b>	<b>41.5%</b>
<b>Total \$ Pledged =</b>	<b>\$211,500</b>	<b>\$180,520</b>	<b>85.4%</b>

3. FYI. Finance Director job content. The Board had expressed interest in redesigning the Finance Director job. In planning transition to the incoming Finance Director, I have described tasks currently involved with the Finance Director area of responsibility, and have made five recommendations for Finance Director/Board consideration. The incoming Finance Director is currently neutral on the recommendations/wants to learn more before endorsing them. (I would have the same reaction, were I the incoming FD.) Draft recommendations provided FYI: intent is to finalize attached by the end of June.
4. FYI. Finance Committee. Meets Thursday, will be considering "Personnel Committee" policy, will coordinate with Minister before submission of proposal to the Board for consideration.
5. FYI. Transition with incoming Finance Director: started. Coordination around Chase signature authority changes occurring (tentatively to occur first week of July/TBD).



# Communication Needs Assessment Report

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## Background:

At the August 2015 Executive Board Retreat, the PUUF Board identified communication as an area in which our Fellowship could improve. There was concern about whether our organization is doing the best job we could in our communications. Are we reaching everyone as they would like to be reached (email vs. snail mail vs. face-to-face)? Do our members and friends really know what is going on, or are they just picking up bits and pieces here and there? And do they know where to go to find answers, share committee work, and communicate with everyone?

As a former member of the Communications Committee and former publisher of the Telescope Newsletter, I, Lonna Leghart, volunteered to take on this as my board goal. I was tasked with “a comprehensive assessment of communications needs within the Fellowship”.

This should not be confused with a review of the Communications Committee. A Communication Needs Assessment (CNA) is far broader in scope. A CNA would look at communication within committees, teams, and activities and from these small groups to the larger congregation. An example of a suggested change would be for the board to move from using Yahoo Groups to Google Groups and Google Drive. Across all of our small groups, could we streamline how we all connect by choosing one platform? Another example is the way in which Kathleen Moscato has chosen to connect with families. She uses remind.me's texting service, email, and Facebook. Perhaps there are other ways PUUF can use these service that we haven't considered yet. We each would not have to be signed up for 25 different email lists or services if we all narrow ourselves down to a few methods.

I envisioned a small team, reaching out to the members of the congregation and its smaller groups, to see what we're doing well and what we can improve upon. I couldn't guess how many directions it might take us, but I imagined it would all have to do with connecting people in more efficient and effective ways.

Shortly after the retreat, I began teaching Our Whole Lives, so the understanding was that I would begin work on the formal Communication Needs Assessment (CNA) in January 2016. I announced my goal at the Congregational Meeting in January 2016, and a few members came forward to offer their help.

## Progress:

February 1, 2016: Patrick Staight, Chair of the Communications Committee, and I met for a preliminary discussion of the CNA. At his urging we mainly discussed a restructure of the vistau.org website. He listed several ways in which he would like to improve the tabs and the storage of information there. I expressed my desire to look at the whole picture, beyond the website. In Patrick's words, the meeting did not go well because we do not share a common vision of the communications needs of the fellowship.

February 2016: The board asked me to chair the pledge drive, starting immediately. Major work on the CNA was put off until after the pledge drive.

March 2016: I transitioned the board in the following ways to improve board communications:

- moved our group email address from Yahoo Groups to Google Groups
- moved our shared documents to Google Drive
- educated the board members on how to best use Google Drive and Google Groups

September 2016: At the 2016 board retreat, I reported on my progress and was asked to continue my work. Rev. Beth connected me to Sarah Gibb-Millspaugh at the UUA.

November 2016: Sarah Gibb-Millspaugh answered that UUFSD recently conducted a similar assessment and suggested we contact Tiffany Fox. Rev. Beth reached out to Rev. Megan to learn more.

December 2016: The board asked me to co-chair the pledge drive, which caused me to put off further communication with UUFSD.

No further work on the CNA has been done.

**Summary:**

The work I began is incomplete. The only success I can report is that the board effectively uses Google Groups and Google Drive, and we have phased out the use of the antiquated Yahoo Groups. This change has improved our ability to collaborate, and I see these Google tools as useful for small groups across our congregation to use.

Not only is communication within our congregation difficult, but communication with our wider community is also strained. We were all too busy to have made this project a priority. As demonstrated by the long time it took me to reach out to the UUA for help and the long time it took to receive a response, this project was a prime example of failed communications.

**Recommendation:**

Communication needs within our Fellowship have not been addressed. It is my recommendation that a person or team who is able to lead a comprehensive assessment be charged with continuing this work without the interruption of new assignments. Perhaps another team, such as the Committee on Ministry or Communications Committee, should take on this project.