

**Palomar Unitarian Universalist Fellowship  
Board Meeting  
November 11, 2014**

*Telescope Deadline: November 17, 2014*

**Chalice Lighting (Misty)  
Check-In  
Call to Order: 6:47 PM**

**Members Attending:** Misty Kirkman, Tim Pierce, Rev. Beth Johnson, Marj Lacey, Dave Cochran, Jon Schwestka

**Consent Agenda (attached):** Approved

**Review of Current Agenda:** Misty Kirkman Brogan

**Guest(s) Attending:** Metje Saffir & Eileen Maurer

Metje presented a check for \$25,000 from the estate of Elaine and Erwin Landau. She suggested using the money to update the kitchen with any funds left after that to be used for creating a labyrinth of hardscape and native grasses.

It was moved, seconded, and approved to use the money as requested.

**Written Reports:** (Discussion by exception only)

- *Religious Education:* Not received
- *Minister's Report:* (quarterly)

Rev. Beth has been asked to go to DC the second week of December regarding immigration and worker justice issues. She will be part of a group meeting with officials from Homeland Security and the Border Patrol. Her trip expenses are covered and will not require funds from PUUF, but she requested board input on her taking that trip. The board supported her participation.

March 1<sup>st</sup> is the pledge kick-off with a theme of "Hand in Hand." Eileen Maurer will assist with the pledge drive. Rev. Beth would like to have a timeline done by the first of the year. The board discussed whether we should bring in an outside minister for the service that day.

**Verbal Reports:**

*Finance Report:* Written report attached.

**Board Goal:** *Financial Flourishing: (Tim & Jon)*

Tim reported he has created a board designated account for key deposits. Janice will keep records on this. Tim would like to find someone to be director of fund-raising. Rev. Beth says we've never had a fund-raising committee. We have 199 members now; the average pledge is \$1300.

Jon is concerned about the lack of a fund-raising position. Rev. Beth suggested that someone from the Finance Committee take this over. She also mentioned her concern about how we nurture leaders and help them feel confident and capable. Jon volunteered to be the fund-raising coordinator. The duties of that position would include marketing, recruitment, and developing contacts in the community. The board discussed the pros and cons of having this be permanently a part of the president-elect's job. However, it was decided that might preclude otherwise qualified people from assuming the president-elect position and we would be better served by establishing a separate fund-raising person.

**Old Business:**

- *Auction/Fundraising:* We raised \$6-7,000 this year, but had budgeted \$10,000.
- *Strategic Planning:* (Rev. Beth)

Rev. Beth reported she is seeking additional members for the Strategic Planning Committee

- *Communications Committee:* (Dave)

Not formed yet. Several people have expressed interest.

**Board Goal; Congregation Communications:** (Dave)

- *Cluster (SUUN) Representatives:* (Dave/Misty)

Jan. 31 (all day) four workshops will be offered: planned giving and bequests, leadership development, mental health in our UU churches, communications and social media.

UUFSSD will hold a Sandy Hook memorial Dec. 11<sup>th</sup>.

- *Refrigerator for Preschool/ Refrigerator donation:* (Misty)
- Misty's husband, Mike, is in contact with Rob from E-Z Rentals who may donate a used refrigerator to the preschool. This may be an exchange.
- *Task Force for Archivist Endorsement:* Misty will email the board regarding this.
- *Bequests*

Tim said the Wolcott and Vonhome bequests are in a savings account. No directions accompanied the money, and Tim pointed out funds in such accounts sometimes get used without appropriate planning. The value of such funds often is reduced by inflation which creates a loss of purchasing power. Ideally, we would create endowment funds and use only the interest from them. The board agreed we need to get ourselves in a position where we can assure potential bequesters that we'll use the funds to sustain long term financial health. We discussed setting up separate accounts for more endowment-like investments (long-term stewardship)

Tim suggested we should consider moving the funds out of the bank and into a credit union. The issue of divestment from fossil fuels also came up. Dave moved to explore funds and come back with a recommendation to vote on next month. The motion was approved.

- *Board Covenant:* to be discussed online

**New Business:**

- *Plaque in Sanctuary for Light Sculpture*

Rev. Beth suggested we place a plaque by the back door identifying the artist (William Leslie) and put link on the PUUF website to William's website.

- *January Congregational Meeting – State of the Fellowship:*

The January meeting will be on the state of the fellowship and fundraising. Fundraising goals for rest of the year will be discussed. Misty suggested we could work off of last year's agenda. There will be no voting. Food will be served prior to the meeting.

**Board Goals:**

- *Nominating Committee Restructure: (Misty)*
- *Policy & Procedures: (Marj)*

**Announcements:**

**Next Meeting:** December 9, 2014

**Executive Session:** None

**Adjournment:** 9:12 PM

Rev. Dr. Beth Johnson  
Second Quarter 2014 Report to the Palomar Fellowship Executive Board  
November 11, 2014

**Sunday Services**

The second quarter has found our theme services well received by most attendees. The monthly theme approach has allowed for integration with Religious Exploration and great collaboration with the Director of Music Ministry. Kelley Grimes, Sunday Service Chair, Beth Hastings, Music Committee chair, Choir/Orchestra Director, Kimberly Lilley, Director of Music Ministry and myself held a three and half hour retreat on November 6. We have planned most of the services and music for the rest of the 2014-2015 year.

Sunday Services Committee has recruited new members and will introduce them 11/16/14.

**Strategic Planning**

Our Strategic Planning Task Force Members have reduced in numbers. It now includes:

Brad Dre

Brenda Balmer

Rachel Rott

This is a concern for how the Task Force can proceed. I am actively attempting to recruit new members. Marianne Swift-Gifford, from the Committee on Ministry will join Strategic Planning.

**The Peace and Justice Ministry** meets the third Monday of each month. We ground our work in our mission statement and the work of Joanna Macy. We are identifying areas that we will be focusing on, including integrating the peace and justice ministry lenses into services.

**Interfaith Center for Worker Justice Voices for Justice breakfast will be held on November 20.**

I have been asked to return to Washington DC with the Southern Border Coalition Communities to meet again with Customs and Border Protection. The dates will be in the second week of December this means I will need to meet the board meeting that month.

**Professional and Personal**

I will be off for Thanksgiving break November 25-December 3.

The UU Ministers Association's Institute for Excellence in Ministry will be held in Asilomar February 2-6.

**Finance Director's  
Report to the Executive Board  
November 11, 2014**

The October Budget Report and Balance Sheet showing balances as of 11/11/2014 accompany this report.

Total income for September was 94% of the amount budgeted, about the same as the 95% reported in September and up from 86% in August and 70% in July. Income for the first four months of this year was 90% of the budgeted amount, up from 88% for the first three months.

Expenses in October were 82% of the amount budgeted, this figure was 86% in September, 111% in August and 84% in July. Expenses for the first four months of the year were 89% of the amount budgeted, down from 92% for the first three months.

Pledge income was 96% of the anticipated amount in October, the best month this year. This brings the total for the four-month period up to 88% of the budgeted amount, up from 86% for the first three months.

The Building Fund remains at \$122,712.03 which includes \$7,712.03 in checking and \$115,000.00 in TICRX shares (market value as of 11/10/2014 is \$123,919.67).

Assets in the General Fund include:

Wolcott Bequest:	\$32,735.00
Savings Interest in Reserve:	20,745.85
General Discretionary Fund:	15,649.54
Vonnamahomme Bequest:	12,958.64
Building Reserve for Repairs:	7,410.96

These funds and all other Board Designated Accounts include \$89,538.76 in savings, \$13,181.29 in checking, and \$36,543.75 in our Chase investment account (market value is \$51,576.26 as of 11/11/2014).

Contribution statements for the first quarter of the Fellowship's fiscal year were sent out on the 16<sup>th</sup> of October. One hundred fifty were emailed, and 11 were sent by US Mail. Only a few people responded requesting adjustments, which have been made.

A new Board Designated Account was created for building key deposits. For accurate records, all deposits should go into this account, but some can be withdrawn to serve as cash on hand for future refunds. Janice will have to keep me notified of all cash transactions, and keep track of any deposits made on people's behalf, so that refunds can be directed to the proper source.

We have received Caroline's enrollment form for the retirement program, and it has been sent in to TIAA-CREF. Kathleen is still working on hers, and we will send it in as soon as it is returned.

Our bookkeeper, Linda Hazelton, has been registered as our official rep and will see to it that all payments are accurate and on time.

Linda reports that she is still not able to access PowerChurch under her own name on the office computer, so she must switch back and forth logging in as herself and Janice, in order to complete her work. Any work she has been doing under Excel or PowerBooks must be reopened and restarted each time she returns to her own log-in, so her efficiency is being reduced through no fault of her own.

The Finance Committee met October 21, and will meet this month on the 18<sup>th</sup>. We are still trying to locate a local representative for a shoe drive, but no one appears to be representing this area. The committee supports additional fundraising and looks forward to working with a fund-raising coordinator, if the Board is able to find one. No one on this committee feels that they could act in this capacity. We discussed the possibility of savings for the Fellowship and its members if there could be a professional registry of sorts of people with skills willing to exchange, discount or donate services to each other and the Fellowship, but weren't sure how this could be initiated.

I am continuing to work through the self-audit process, with much appreciated assistance from current and past Fellowship leadership and the staff.

We have nearly completed our obligation to reimburse the Big Tree Little Preschool for one half of the agreed-upon improvements they have made since 2012. I have been in contact with Rebecca Cook, the owner, and learned that the total amount we owe is \$3,390.77. As of the November 2014 payment, we will have discounted a total of \$3,200.00, leaving \$190.77. After reducing the December payment, our obligation will be satisfied, and the payments we receive after this will increase from \$1,330 to \$1530 each month. This will result in a total of \$17,160 for the year. Without knowing the exact figures, we budgeted \$16,360, which turned out to be a very good estimate.

Respectfully submitted,

Tim Peirce  
Finance Director

**DRE Board Report**

October 2014

Kathleen Moscato

**Religious Exploration Attendance:**

	<u>10/5</u>	<u>10/12</u>	<u>10/19</u>	<u>10/26</u>
<b>First Service:</b>				
Nursery	8	4	5	14
Explorers1	10	in service	12	7
Explorers 2	4	I/S	2	4
Middle School	6	I/S	3	3
<b>Second Service:</b>				
Nursery	5	3	2	3
Middle School				
YRUU	12	8	7	3
Totals:	45	15	31	34

The year is going great in the RE program. The children and youth are engaged and showing up to classes. The third Sunday of the month during Youth Chapel the youth are creating a beautiful space in which to worship together. Take some time to visit the space to the right of the fire pit under the pine trees and see what we have begun to create.

The pre-school is going to start using the Alcott room again this Monday the 3<sup>rd</sup>. I had started using the room again as a storage area and now will have to move the things to the shed or to Rev. Beth's closet. Please can you designate someone to look at the lease for the nursery school and see the details of the agreement? I want to make sure that if I am not having use of this room, that we are being properly compensated for it. Please have someone look into this as soon as possible.

I also would really appreciate being able to use the shed in a more productive manner and a date needs to be planned to have it emptied and organized. There are many things not being used, that could be given/ thrown away. This is a large storage space that could be utilized so much more efficiently, for all the programs and groups at PUUF