

**Annual Congregational Meeting Minutes**  
**Sunday, June 5, 2016**

**Welcome:** President, Jon Schwestka

**Chalice Lighting:** Reverend Dr. Beth Johnson

**Call to Order:** President, Jon Schwestka  
12:44pm

**Appoint Parliamentarian:** President, Jon Schwestka  
Daniel Finkelthal accepted

**Agenda Review:** President, Jon Schwestka

**Confirm Quorum:** Secretary, Lonna Leghart  
69 of 210 members were present or represented by proxy. 25% required for quorum; confirmed.

**Approval of Minutes of January 31, 2016 Annual Meeting Minutes:**

Changes proposed by Mary Clare Vanderschaaf included adding her last name to a motion and replacing a blank line with "A member" if we could not identify the speaker. Michael Mufson moved to accept the changes; seconded by Michellanne Bradley. Motion passed. Kimberly Lilley moved to accept the changed minutes, Li-Anne Mufson seconded. Approved.

**Presentation & Elections:** President-Elect, Julie Mack

All nominated candidates were elected. These include the following Executive Board members: Rachel Rott as President-Elect, Lonna Leghart as Secretary (second year), and Victor (Vic) White as Finance Director. New members of the Committee on Ministry (CoM) are Marj Lacey and Mary Ellen Brooks. New Nominating Committee members are Ruth Abad, Gloria Millikin, Hillary Rogers, Marianne Swift-Gifford, Susan Thayer, Joshua Morton, and Li-Anne Mufson.

**Resolutions:**

**Beth Hastings – Reproductive Justice**

Beth Hastings presented background and specifics on Reproductive Justice resolution. Bobbie Upson moved to accept the resolution on Reproductive Justice as presented by Beth Hastings; Kimberly Lilley seconded. No discussion. Motion passed.

**Rachel Rott – Black Lives Matter**

Rachel Rott presented background and specifics on Black Lives Matter resolution. Melissa Wise moved to accept the resolution on Black Lives Matter as presented; Daniel Stracka seconded. Discussion of resolution. Jennifer White asked for clarification on the resolution in regards to replacing banners if they are vandalized. Rachel responded that it was C-CAT and the Board who approved the first banners, and she suggested we will continue this as needed. Several members spoke in support of the resolution, including Diane Lockhart, Melissa Wise, and Julie Mack. Motion passed.

**Presentation & Adoption of Budget:** Finance Director, Tim Peirce

Tim stepped through the budget (below) one section at a time. He stressed that the "unrestricted net assets" used to balance the budget should be reduced or eliminated primarily through the appointment of a Fund



Raising Committee and Pledge Drive Co-Chairs. He and the Finance Committee are also hoping that there may be additional income from the use of the facility, with the improved kitchen and increased funds for grounds maintenance. He added that we should be striving to increase our reserves, not using them to balance the budget each year.

	<b>2015-16 Budget</b>	<b>2015-16 Projected Yr- End Totals</b>	<b>2016-17 Proposed Budget</b>
<b>INCOME ACCOUNTS</b>			
<b>INTEREST INCOME</b>			
Chase Savings Interest	\$ 90.00	\$ 32.00	\$ 40.00
Chase investments	\$ 1,150.00	\$ 1,198.00	\$ 700.00
<b>Total Interest Income</b>	\$ 1,240.00	\$ 1,230.00	\$ 740.00
<b>RENTALS, FUND RAISING</b>			
Preschool rental	\$ 18,360.00	\$ 18,360.00	\$ 18,360.00
Building Use Income	\$ 4,500.00	\$ 3,000.00	\$ 3,500.00
Fund Raising & Misc.	\$ 3,500.00	\$ 755.00	\$ 2,000.00
Group/Activity Donations	\$ 2,500.00	\$ 1,600.00	\$ 2,000.00
Scrip Program	\$ 1,000.00	\$ 1,600.00	\$ 2,000.00
Metaphysical Faire	\$ 1,000.00	\$ 965.00	
Annual Auction	\$ 10,000.00	\$ 11,600.00	\$ 11,600.00
<b>Total Rentals &amp; Fund Raising</b>	\$ 40,860.00	\$ 37,880.00	\$ 39,460.00
<b>CONTRIBUTIONS</b>			
Pledges	\$ 185,000.00	\$ 185,000.00	\$ 190,000.00
Misc. Cont. to General Fund	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00
Undesignated Plate	\$ 13,000.00	\$ 13,000.00	\$ 19,000.00
<b>Total Contributions</b>	\$ 202,000.00	\$ 202,000.00	\$ 211,000.00
<b>Unrestricted Net Assets</b>	\$ 13,398.00	\$ 13,398.00	\$ 21,507.00
<b>TOTAL INCOME</b>	\$ 257,498.00	\$ 254,508.00	\$ 272,707.00
	<b>2015-16 Budget</b>	<b>2015-16 Projected Yr- End Totals</b>	<b>2016-17 Proposed Budget</b>
<b>EXPENSE ACCOUNTS</b>			
<b>STAFF EXPENSE</b>			
<b>Minister's Salary &amp; Housing</b>			
Salary	\$ 27,695.00	\$ 27,695.00	\$ 29,345.00
Housing	\$ 37,905.00	\$ 37,905.00	\$ 39,555.00
<b>Total Minister's Housing &amp; Salary</b>	\$ 65,600.00	\$ 65,600.00	\$ 68,900.00

<b>Minister's Benefits</b>			
Retirement	\$ 6,560.00	\$ 6,560.00	\$ 6,890.00
Health Insurance	\$ 11,100.00	\$ 11,100.00	\$ 11,100.00
Professional Expense	\$ 5,484.00	\$ 5,484.00	\$ 6,000.00
<b>Total Minister's Benefits</b>	<b>\$ 23,144.00</b>	<b>\$ 23,144.00</b>	<b>\$ 23,990.00</b>
<b>D.C.F.M.'s Salary</b>	<b>\$ 24,700.00</b>	<b>\$ 24,700.00</b>	<b>\$ 24,700.00</b>
<b>D.C.F.M.'s Benefits</b>			
Retirement	\$ 2,470.00	\$ 2,470.00	\$ 2,470.00
Professional Expenses	\$ 625.00	\$ 625.00	\$ 1,000.00
<b>Total D.C.F.M.'s Benefits</b>	<b>\$ 3,095.00</b>	<b>\$ 3,095.00</b>	<b>\$ 3,470.00</b>
<b>Dir. of Music Ministry's Salary</b>	<b>\$ 26,455.00</b>	<b>\$ 26,455.00</b>	<b>\$ 26,455.00</b>
<b>Dir. of Music Ministry's Benfts</b>			
Retirement	\$ 2,646.00	\$ 2,646.00	\$ 2,646.00
Professional Expenses	\$ 625.00	\$ 625.00	\$ 1,000.00
<b>Total Dir. Of Mus. Mn. Benefits</b>	<b>\$ 3,271.00</b>	<b>\$ 3,271.00</b>	<b>\$ 3,646.00</b>
<b>Office Manager's Salary</b>	<b>\$ 18,123.00</b>	<b>\$ 18,123.00</b>	<b>\$ 18,123.00</b>
<b>Office Manager's Benefits</b>			
Retirement	\$ 1,812.00	\$ 1,812.00	\$ 1,812.00
Health Insurance	\$ 3,060.00	\$ 3,060.00	\$ 3,060.00
<b>Total Office Mnger's Benefits</b>	<b>\$ 4,872.00</b>	<b>\$ 4,872.00</b>	<b>\$ 4,872.00</b>
<b>Choir/Orch. Dir.'s Salary</b>	<b>\$ 4,164.00</b>	<b>\$ 4,164.00</b>	<b>\$ 4,164.00</b>
<b>Choir/Orch. Dir.'s Prof. Exp.</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>
<b>RETURNED TO RESERVES</b>			
Sabbatical Fund - ret. to reserves	\$ 3,165.00	\$ 3,165.00	\$ 3,165.00
<b>COMMITTEES &amp; PROGRAMS</b>			
Leadership Development	\$ 1,000.00	\$ 500.00	\$ 1,000.00
Communications & Publicit	\$ 300.00	\$ -	\$ 300.00
Finance Committee	\$ 200.00	\$ 200.00	\$ 3,200.00
Membership Committee	\$ 750.00	\$ 600.00	\$ 750.00
Music Ministry	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Children & Family Ministry	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Childcare	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
Sunday Services Committee	\$ 2,800.00	\$ 2,400.00	\$ 2,400.00
Peace & Justice Ministry	\$ 500.00	\$ 130.00	\$ 500.00

Plate Share	\$ 6,500.00	\$ 8,000.00	\$ 9,500.00
Sound Team	\$ 200.00		\$ 200.00
<b>Total Committees &amp; Programs</b>	<b>\$ 17,050.00</b>	<b>\$ 16,630.00</b>	<b>\$ 22,650.00</b>
<b>BUILDING &amp; GROUNDS</b>			
Bldg. Maint. & Supplies	\$ 4,500.00	\$ 6,400.00	\$ 4,500.00
Cleaning Services	\$ 7,200.00	\$ 6,600.00	\$ 7,200.00
Grounds Labor	\$ 1,000.00	\$ 1,350.00	\$ 3,160.00
Grounds Maint. & Supplies	\$ 900.00	\$ 700.00	\$ 900.00
Playground Maintenance	\$ 300.00	\$ -	\$ 300.00
Contingency Repairs	\$ 3,250.00	\$ 3,320.00	\$ 2,000.00
<b>Total Building &amp; Grounds</b>	<b>\$ 17,150.00</b>	<b>\$ 18,370.00</b>	<b>\$ 18,060.00</b>
<b>DENOMINATIONAL PLEDGES</b>			
UUA Dues	\$ 9,840.00	\$ 9,840.00	\$ 12,120.00
Cluster (SUUN) Dues	\$ 500.00	\$ 500.00	\$ 500.00
PSW District Dues	\$ 4,174.00	\$ 4,174.00	\$ 5,252.00
<b>Total Denominational Dues</b>	<b>\$ 14,514.00</b>	<b>\$ 14,514.00</b>	<b>\$ 17,872.00</b>
<b>ADMINISTRATIVE EXPENSE</b>			
Property Tax	\$ 1,300.00	\$ 1,765.00	\$ 1,765.00
Comprehensive Insurance	\$ 3,700.00	\$ 3,368.00	\$ 3,500.00
<b>Utilities</b>			
Knight Security	\$ 890.00	\$ 900.00	\$ 900.00
Cox Communications	\$ 1,950.00	\$ 2,112.00	\$ 2,160.00
SDG & E	\$ 4,250.00	\$ 4,300.00	\$ 4,500.00
Water	\$ 4,000.00	\$ 3,200.00	\$ 3,600.00
Trash Removal	\$ 490.00	\$ 870.00	\$ 600.00
Bookkeeping Service	\$ 2,800.00	\$ 2,200.00	\$ 2,800.00
Bank Charges	\$ 715.00	\$ 870.00	\$ 715.00
Office Equip. Maint.	\$ 600.00	\$ 500.00	\$ 500.00
Office Equipment - New	\$ 3,500.00	\$ 2,400.00	\$ 2,600.00
Office Supplies & Postage	\$ 1,200.00	\$ 1,800.00	\$ 2,000.00
Payroll Taxes	\$ 5,500.00	\$ 5,500.00	\$ 5,700.00
Workers Comp Insurance	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
<b>Total Administrative Expense</b>	<b>\$ 32,095.00</b>	<b>\$ 30,985.00</b>	<b>\$ 32,540.00</b>
<b>TOTAL EXPENSE</b>	<b>\$ 257,498.00</b>	<b>\$ 257,188.00</b>	<b>\$ 272,707.00</b>

Discussion:

Patrick Staight raised a question about the rental budget – why the loss of the Metaphysical Faire fundraising income? Eileen Maurer answered that because our members' attendance was low, the Faire organizers asked to make the Metaphysical Faire a fundraiser for their own organization. A different fundraiser will be created by Spiral Earth Explorations to appeal to the Fellowship.

Daniel Stracka recognized Tim Peirce's work on the Finance Committee and asked that we attempt to increase our financial profile for future bank lending and that the Finance Director add a line item for adding money to the building fund.

Melissa Wise asked if we could have a designated childcare plan for Congregational Meetings. Diana Peirce answered that C-CAT has recommended there is a line item for childcare.

Deanna Pearson asked for clarification that Big Tree Little Preschool will be renewing their rental contract this year. Tim expressed that is the expectation.

Frank Paynter asked that the Finance Director create a Balance Sheet to show assets and liabilities, including investments, the reserve funds, value of our lot and building, etc. Tim suggested the Finance Director can share the specifics at any time. Jon Schwestka suggested the January Congregational Meeting is a good time to review these.

Bobbie Upson asked about the Minister's Discretionary Fund and where it is in the budget. Tim answered that it is on the Balance Sheet, as it is a Board Designated Fund, and most of the income for that fund is received on Christmas Eve, although it arrives all year.

Per Corbeil moved that we amend and approve the budget to reflect the movement of the budget line item of \$2000 for reviewing finances from Finance Committee to Administrative line item. Seconded by Melissa Wise. Budget approved unanimously.

## **Reports:**

### **Diana Peirce – C-CAT Report**

C-CAT met 10 times over the past year. Committees have been consistently represented, with Activities, Teams, Board members and guests rounding out attendance, usually 10-15 people at each meeting.

We have supported two new groups: The Nerd Club and Midwifing Your Midlife.

We updated the C-CAT Directory and will do so again this year, following our ever popular calendaring meeting in August. The directory has proven to be a handy guide for new members who want to become more involved and is now included in the new member packet.

We have welcomed the presence of new member Jennifer White who enthusiastically keeps us aware of all things denominational---local, regional, national and international.

We supported and encouraged Sally Gill as she led the successful renovation of the kitchen. We have continued to work on the Strategic Plan, adding a standing agenda item highlighting individual committee work toward goals.

We plan to conduct a successful Ministry Fair on June 12.

We've continued to grapple with various aspects of our website. With Sally Gill's assistance, we've published a summary of each of our meetings there.

So that's the list of numbers and some of the more practical accomplishments of the past year. What I really want to speak to is the less tangible, but very real and continuing evolution of C-CAT. The important interaction and engagement with the Executive Board. The embracing of new ideas, the support and heartfelt sharing as we

tackle new and sometimes difficult topics, the ongoing commitment to not only be our best selves, but to always assume the best intentions of one another.

This, indeed, is the real work of C-CAT as we help provide important leadership, guiding Palomar UU into its bright future.

Perhaps you'd like to join us most any fourth Tuesday, 630-830 right here in this room. All are welcomed. You may be surprised and you most certainly won't be bored.

It will be my privilege to serve as your coordinator for the coming year.

#### Marianne Swift-Gifford – Committee on Ministry (CoM)

As Chair of the Committee on Ministry, I am here to report on our past year's work together I want to thank my fellow committee members for sharing in this important work: Beth Medina, Nicole Fish, and Ruth Abad. I would also like to thank Reverend Beth for working with the Committee on Ministry at many of our meetings! This has been a very full year!

The role of the Committee on Ministry is to support members of Palomar UU in living our congregation's mission and covenant and to evaluate how well we are doing that. This year, CoM continued participation in the Strategic Plan process collaborating with the Strategic Planning Team on the plan itself. We were all pleased with this collaboration and the presentation of the Strategic Plan. CoM is committed to working on their Strategic Plan activities and events.

This past winter, Nicole Fish, Beth Medina, and I took a training on The National Conflict Resolution Center's Exchange. The NCRC's Exchange training provided us with a structured, learnable process to address conflicts between community members; a step by step approach; a situation where people simply need to be encouraged to use a more collaborative approach in working with each other to manage a conflict or disagreement.

Lastly, the Committee has been developing a Congregational Survey. We are looking forward to 100% participation! The survey, to be finalized by late-June will be shared via online Survey Monkey and hard copies will be available on the patio and in the office. We will notify you of the survey's beginning and end dates via email announcements, in the bulletin and during Sunday service announcements in the weeks to come! The CoM will continue to coordinate with committees and staff to develop other targeted surveys.

In closing I would like to say how grateful I am to have been given this opportunity to serve on Committee on Ministry for the past two years. I look forward to my continued growth as a leader at Palomar UU.

#### Brenda Balmer – Peace & Justice Ministry

Brenda introduced the Core Team, Michael Mufson and Beth Johnson and the mission. She went on to describe the structure, including the Core Team, General Membership (Meatless Mondays meal coincides with the monthly meeting, helping with attendance), and Satellite Issue Specific Groups. Their work this year includes Reproductive Justice with Bobbi Upson and Beth Hastings (Workshop Series and Resolution), Black Lives Matter with Rachel Rott (Resolution), Death Penalty Resolution passed in January with Mary Clare Vander Schaaf, Immigration (supported UURISE with membership and volunteerism), Worker Justice (Supported ICWJ with membership and volunteerism), Ethical Eating Film Series in January collaboration with Barbara Cole and Lean and Green Kids, Climate Disruption Film Series in April, and Green Sanctuary work. Green Sanctuary assessment has included SDGE Energy Audit, Key Informant Interviews (Minister, DRE, Building and Grounds Chair), and Congregational Survey (Survey Monkey, 62 Respondents). Next Step is to review and interpret results and plan projects, and apply for Candidacy.

Brenda shared the following written report:

The Green Sanctuary Program provides a path for congregational study, reflection, and action in response to environmental challenges. The Green Sanctuary Program, now in its sixth edition, partners with congregations to address climate change and environmental justice. Congregations that complete the program are accredited as Green Sanctuaries in recognition of their service and dedication to the Earth.

This program provides a structure for congregations to examine their current environmental impacts and move towards more sustainable practices in ways grounded in Unitarian Universalism. The program has four focus areas:

Environmental Justice acknowledges that marginalized communities are often hit first and hardest by environmental crisis. In partnering with these communities we are able to address human and environmental needs at the same time. Environmental Justice emphasizes a shift from providing charity to working in solidarity with the communities most affected by climate change.

Worship and Celebration is the heart of Unitarian Universalism. As we work together towards a cleaner, more just and sustainable world, worship enables us to stay connected to each other and to celebrate the work we have accomplished.

Religious Education shapes more than just minds. It shapes attitudes and practices.

Sustainable Living requires us to treat the world more gently by using fewer resources and being mindful of the choices we make.

**Awards & Recognition:** President, Jon Schwestka & President-Elect, Julie Mack

Mary Ann Barbee received an UnsUUng Hero Award for her service in many areas of our Fellowship. The Strategic Planning Committee (Rev. Beth Johnson, Brenda Balmer, Marianne Swift-Gifford, Rachel Rott, Kathleen Moscato, Daniel Stracka, and Brad Dre) were recognized with a President's Award for their multitude of hours of service on our Strategic Plan. Sally Gill received an award from the Board for her leadership and management of the kitchen remodel project.

**Honoring Outgoing Board:** Rev. Beth Johnson

Rev. Beth honored Misty Kirkman for her four consecutive years of service, first as Secretary and then as President-Elect, President, and Past President. She then honored Tim Peirce for his three years of service as Finance Director after a year of shadowing Anne Kay.

Jon Schwestka also recognized outgoing committee chairs and members, including Marianne Swift-Gifford, Diana Peirce, and Ruth Abad.

**Call for Other Business:** President, Jon Schwestka

None

**Adjournment:** President, Jon Schwestka

2:19pm

**Extinguishing chalice**