



October 10, 2019

Tapestry Board of Trustees Meeting Minutes

Attendees: Julia Rampone, Rev. Kent Doss, Connie Pursell, Christine Krueger, Janet Lusk, Dave Weber

Guests: none

Absent: Jim Bucklin, Jon Eckhardt

The Board Meeting was called to order at 7:00 pm by Julia Rampone. Julia provided opening words by Rainbow Rowell.

Agenda and Approval of Minutes

- Minutes of the September 2019 Board meeting were approved as submitted. M/S/P
- The agenda was approved (M/S/P) as written.

Consent agenda: N/A

It was noted that there was a quorum to conduct business.

Business Themes:

Finance:

Report of VP Finance: Paul Bonfanti sent his report prior to the meeting. **See Attachment A1.**

Report of the Treasurer: Dave Weber sent his report via email prior to the meeting. **See Attachment A2.** Additionally he made the following comments:

This past month was a good month for revenue

- We are ahead on pledges – 25%-30% of pledges have been received to date
- We are \$5,500.00 short on rental income
- There was a one-time expense for insurance

Building Insurance

Julia reported the following:

Recent Claim

- The exterior wall was repaired by the Owner's Association
- We've filed a claim for the recent accident - we have a \$1,000.00 deductible – we'll get a small amount back; expenses are a little over \$1,200.00
- A contractor is scheduled to repair the interior wall
- The bike rack is bent but still usable and will be replanted

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Minister: Reverend Kent Doss **RECY Director:** Katelynn Riva

Minister Emeritus: Reverend Robert Jordan Ross **Music Director:** Melissa Sky-Eagle

President: Julia Rampone **VP Finance:** Paul Bonfanti **VP Operations:** Christine Krueger

Treasurer: Dave Weber **Secretary:** Connie Pursell **Trustees:** Jon Eckhardt, Jim Bucklin, Janet Lusk

Additional details regarding our insurance coverage:

Our policy now provides the following:

- Gift card coverage in the amount of \$8,000.00
- Added forgery and alteration coverage
- Added employment practices coverage
- Coverage that covers a volunteer harassing a congregant
- Our prior premium totals \$5,740.00 – the new premium should be less

Additionally, we can adjust/increase coverage as needed based on a videotaping of all of our property and possessions and an estimate of its worth. We will eliminate coverage with Inland Marine for personal property. We can pay the premium amount quarterly for a small nominal fee.

Comprehensive Planning

About 30 people attended the event “Tapping our Future.” The next step is to give feedback to the wider congregation.

Renters

Details included in Rev. Kent’s report, previously sent via email **(see Attachments C1 and C2)**

Legacy Wall

As mentioned in Rev. Kent’s report, we have talked for a few years about creating a wall to recognize major donors or memorial gifts. Linda Yeargin and the Aesthetics Committee will be looking into options.

Report of VP Operations – Christine Krueger

Christine sent an email prior to the meeting. See **Attachment B.**

Minister’s Report – Rev. Kent reported the following:

See Rev. Kent’s report, previously sent via email **(Attachment C1 and C2)**

RECY

See **Attachment D.** RECY has been recently having great attendance.

Board Members’ Job Descriptions

Each person should annotate their own position description with any additional tasks they are doing. Julia previously sent out the list.

Duration of Future Board Meetings

Based on feedback at the retreat, there was discussion about setting Board meetings as a standard 90 minutes rather than two hours. The decision was to leave the meetings scheduled for two hours but to conclude business earlier if possible.

Right Relations Team

This is an ad hoc group that comes together to mediate conflict whenever a major incident or complaint arises from one or more congregants. Rev. Kent says a team needs to be formed. Several individuals were suggested. Christine will contact possible members.

Discussion re. DRE Position

There was discussion about how to fill this position and appropriate salary; the position will be vacant effective Jan. 1, 2020. The current budget reflects Katelynn’s efficiency and experience. A new DRE will probably come at a

slightly higher cost. One thing the RE Committee could take on is the clean-up of classrooms which Katelyn has been doing.

We have enough curriculum modules that we can cycle through – enough to last for five years, using what we have. After discussion it was decided to offer the new candidate a starting salary of \$20.00 per hour, going up to \$21.00 per hour after the person's first 90 days of probation.

Board Retreat Action Items

We will re-review the list of action items at a later time.

Leadership Training

Rev. Kent sent an email in September 2019 announcing a three day, in-person training event (in other locations).

Safety Policy

Julia made some edits; Connie needs to revise and use a more updated blueprint of our facility (Julia to provide an updated layout). All should review and send any questions or possible revisions to Julia with a copy to Connie.

Splinters from the Board – for the Newsletter

Julia will write the November column.

Next Board Meeting

Nov. 14, 2019 at Tapestry

Decisions Made, This Meeting

- We should offer up to \$21.00 per hour for the DRE search
- Several decisions made regarding insurance coverage – additions/adjustments
- Identified several possible names to pursue for forming a Right Relations Team

Thank You Notes

Send a thank you note to Celia Young for facilitating the board retreat.

Closing words were read by Julia, a short poem about Halloween, author anonymous.

Meeting adjourned at 8:45 p.m.

Minutes taken and transcribed by Connie Pursell, Secretary.

Attachments:

Definitions

Action Log

Attachment A1 – VP Finance Report (Paul Bonfanti)

Attachment A2 – Treasurer's Report (Dave Weber)

Attachment B – VP Operations Report (Christine Krueger)

Attachment1 C – Minister's Report (Rev. Kent Doss)

Attachment D – RECY Report (Katelynn Riva)

Definitions

Term	Definition
MSP or M/S/P	Moved, seconded, passed
OWL	Our Whole Lives, age appropriate sex education for children and youth
RECY	Religious Education for Children and Youth

Action Log

Date Proposed	Topic	Discussion/Action	Responsible Person	Status
6/13/19	Building/Facility Use Policy	Should include our no smoking policy	Connie	
9/12/19	Board Policy	Check our existing policy on when checks require <i>signatures by two board members</i> .	Connie	
10/10/19	Safety Policy	Needs updating to include Julia's feedback, updated blueprint/layout clips of our facility plus any feedback from Board Members	Connie	
10/10/19	Board Position Descriptions	Each board member should review his/her position description, and provide feedback to Connie for any updates of additional tasks/duties that should be added. Connie to update the current grid upon receipt of feedback.	All Board Members/Connie	
10/10/19	Thank You Notes	Send Thank You note to Celia Young for facilitating the Board Retreat	Connie	
10/10/19	Form Right Relations Team	Identified several possible names to approach for forming a Right Relations Team	Christine K.	

VP Finance Report – October, 2019

Thank you David for your thorough, as always, Treasurer's report. Here are a few things to add to our revenue picture:

While September was an excellent month for revenue, it is in part due to a few of our larger donors choosing to pay either a large portion or their entire donation for 2019-2020 in a single chunk. For context, we have received 30% of our pledge income for the year as of 10/3/19, while the year is only 25% complete. In one way, this is a good thing as it allows for the possibility that we may be ahead of our pledges for the year. Conversely, it may presage slower months ahead of us. 24 of our 91 pledgers have not paid any of their pledges for this year yet. I am working with Teresa to get quarterly statements out ASAP as a reminder.

In terms of new pledge revenue, I will be sending out email appeals to each of the new members who joined Tapestry in the September ceremony but have still not pledged. There were 5 such members. I wanted to give them a little bit of time until I asked, but it seems like a month or so is enough time. With the permission of the board, I would also like to think about a special request for one-time gifts to the board to go out just after Thanksgiving. This is a typical time for non-profits to ask for additional donations as it can capitalize on people thinking about tax donations for the end of the year, as well as the holiday spirit.

I expect October will be a good month for revenue thanks to the auction (and maybe some people catching up when they get their statements). November will likely be slower, but December will hopefully pick up again.

In terms of other revenue, I was hopeful for more people catching up on their pledges from last year but it hasn't happened. I contacted everyone who did not fulfill their pledges from last year over email but not a lot have responded. Unfortunately, I cannot give an authoritative number of how much is left there. Due to the way we tracked "Step Up" last year, some people had their pledges recorded in strange places. But I estimate there is between \$5,000-\$10,000 left. Again, I look to the board for guidance on how hard to continue to chase these down.

Simply put, I am at a loss on how to increase rental revenue.

Finally, I would like to make an announcement at an upcoming service about Scrip/Gift Cards. There is some unrealized potential there, and every little bit helps.

Treasurer's Summary Report, October 2019

Income:

After two mediocre months, September was an excellent month for revenue! Pledges exceeded budget by \$9.7K. The Fall BBQ brought in \$1.8K, exceeding our monthly fundraising goal by \$0.4K. RECY registrations, including for OWL, totaled \$1.0K this month, twice what we had budgeted for the entire year! Plate Income was close to budget, so we continue to meet our goals despite (or because of) enhanced Generosity donations. Perhaps the only negative news was that while we finally saw some rental income this month, the total collected was just \$300, \$1.7K short of our budget. Taken altogether however, revenue in September was \$32.5K, exceeding budget by \$9.0K, making this one of the best months for income in recent memory.

For the FY so far, which is now one quarter gone, two offsetting factors dominate the income picture. Thanks to a large prepaid pledge in July and a healthy September collection, pledges are currently \$9.2K over budget YTD. This is offset by a shortfall in rental income of \$5.5K. Altogether we have generated excess income vs. budget YTD of about \$3.5K. Fundraising YTD has missed its very challenging target by just \$0.7K and plate income has been close to its budget target.

FOCD collected a \$100 donation in September, their first income of the year.

Expenditures:

Along with revenue, expenditures were also high in September. Principally responsible for the budget overrun were Employee Health Insurance and Professional Expenses, and Comprehensive Insurance, all of which came due in September. Together these categories led to almost \$6.0K of the overall \$6.6K budget overrun. To some extent, these overruns were anticipated expenses and they balance shortfalls in previous months. So even with these Health Insurance and Professional Expenses, overall employee expenses YTD are only \$1.0K over budget, and we are only \$3.0K over budget for total expenditures YTD. Hopefully, with insurance premiums behind us for now, we should under spend our budgets in the next few months.

There were no Capital expenditures in September, while FOCD operational expenses totaled just \$130 for the month.

Conclusions and Discussion:

We were anticipating a spike in expenditures from insurance and professional expenses and it arrived, but happily at the same time as an even greater spike in contributions and fundraising. Income exceeded revenue in September by \$2.3K and we ended the month with \$18.4K in the Operating Account, an increase of about \$5K since the start of the FY. We have now completed the first quarter of the year with relatively healthy finances and have not had to touch our Operating reserves, which remain at \$37K.

It appears that Capital expenses associated with the move have essentially ended, and we still have about \$53K in Capital reserves.

FOCD continues to operate, albeit at a greatly reduced level. Their income and expenses have fallen to very low levels, so their reserves remain relatively stable at about \$55K.

One more piece of good news: we have now paid off about \$60K of our building loan principal.

Tapestry UU Congregation
STATEMENT OF FINANCIAL POSITION
As of September 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1120 Operating Acct (5090)	18,412.60
1130 Scrip Account (5041)	5,329.11
1140 Minister's Discr (5058)	1,025.00
1150 Spirit Grant (5074)	0.00
1170 FOCD Account (4994)	55,507.51
1210 Growth Account (0231)	27,022.61
1220 Capital & Move (2284)	49,214.22
1225 Capital Checking	3,931.31
Total Bank Accounts	\$160,442.36
Other Current Assets	
1320 Scrip on Hand	5,295.00
1330 Deposits with Others	0.00
Total Other Current Assets	\$5,295.00
Total Current Assets	\$165,737.36
Fixed Assets	
2010 Piano	10,995.00
2020 Sound System	22,331.88
2050 Land	760,000.00
2060 Building	759,000.00
2070 Leasehold Imprvmt	724,826.71
Total Fixed Assets	\$2,277,153.59
TOTAL ASSETS	\$2,442,890.95
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
3113 Payroll Tax Payable	-405.83
3116 Retirement Payable	-130.10
3120 PTO Liability	3,251.80
3130 Camp Scholarship	891.00
3150 Minister Discretionary	-100.00
3210 Prepaid Pledges	1,410.00
3220 Prepaid Intern	622.55
3230 Prepaid Grant Funding	0.00
3310 Camp Deposits	3,657.46
3320 Building Use Deposit	0.00
3330 Misc Pass-Through	-1,265.50
3340 WRAG Funds	481.00
Total Other Current Liabilities	\$8,412.38
Total Current Liabilities	\$8,412.38
TOTAL	
Long-Term Liabilities	
3420 First Trust Deed	1,185,040.46
3430 Second Trust Deed	95,567.79
Total Long-Term Liabilities	\$1,280,608.25
Total Liabilities	\$1,289,020.63
Equity	
4110 Retained Earnings	1,167,746.82
4120 Unrestr Memorial Gifts	0.00
4140 Cash Reserves	0.00
4210 Capital Fund	0.00
Net Revenue	-13,876.50
Total Equity	\$1,153,870.32
TOTAL LIABILITIES AND EQUITY	\$2,442,890.95

Tapestry Board Report – VP of Operations, Christine Krueger, October 2019

1) **Routine Tasks** - I continue to check the Tapestry admin email 3x per week, answer/forward emails, follow up and liaise with others, review the Tapestry website calendar about 1x per month for errors/omissions.

2) We have set up a **table at the back of the sanctuary** on Sundays during coffee hour to encourage people to sit/talk and also it's a good place for those who need a seat. Several people told me that they enjoy having it out so we can continue it.

3) **Coordinating Council** – last met on September 15 (3rd Sun). A few highlights were that AV has trained more people, FOCD is doing some visits in Adelanto CA but the distance is challenging, Green Sanctuary held a Water Efficiency event, will host a low emission vehicle event in October, raised \$25 for Families Forward, and they would like to add outdoor seating when money allows. Hospitality reminds people that the dishwasher is not working, and to clean up after themselves. RECY continues to have good attendance and the OWL grade 4-6 class has 12 students which is great. Welcoming is planning a NY Eve party.

Rev. Kent Doss Report to Board, October 2019

Renter Request

I have been in contact with a potential long-term renter, The Everlasting Gospel Church. The rental would be a satellite of their established congregation in Anaheim. They are part of a wider denomination that uses a model of renting space, so they are familiar with how that works and they have insurance.

The requested use of space includes:

1. Saturday morning and evening, including sanctuary kitchen, Center room and classrooms. Classrooms - starting with 2-3 and increase the number as the congregation grows in size. Kitchen - used only to heat up food for potluck after the morning worship I said that we would need the sanctuary for occasional Saturday evening events and would reserve the space for ourselves once every other month with plenty of advanced warning. This seemed to be an okay plan. This is the arrangement we had with previous long-term renters at Madero.
2. Weekly use of the sanctuary on one weeknight. We can specify which night. Wed or Thurs. would be best. This is only the sanctuary
3. Quarterly use of the sanctuary for an additional 2 evenings creating a Wed - Sat evening event series. This is only the sanctuary. It can be scheduled well in advance.
4. Small amount of storage for communion materials and AV if they bring their own.

They could use their own AV equipment but would probably prefer to use ours. They do not have a band. They use recorded music and projection for their music. The pastor described their worship style as pretty conservative.

Based on our pricing list and our budget, I suggest \$2,500 per month. This didn't seem to be unreasonable to them when I mentioned it informally. I do expect them to try to negotiate.

I would prefer one or two Board members move forward with negotiating and finalizing the rental agreement, as I do not make financial commitments for the congregation. You can follow up with pastorjuanrivera77@gmail.com.

Also see Attachment C2 - Space Reservation and Fee Calculation Sheet. As we discuss the pricing for a renter, this might be a helpful document for the board.

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Past Month

Sun. 9/15 - We celebrated water communion and thirteen new members joined Tapestry.

Tues. 9/17 I went with a few Tapestry members to speak at the Lake Forest City Council meeting about an affordable housing project. It seems that homelessness is going to be a big contentious issue for the city and we are well-positioned to make a noticeable impact on the discussion.

Thurs. 9/19 Rev. Rayna led our first Memorial for our Neighbors without homes. I was really pleased with the turn-out of Tapestry members. Hopefully in the future this will also serve as an outreach for people in the surrounding community concerned about homelessness. We talked about doing this even quarterly.

Sat. 9/21 The Tapestry BBQ was a big success with record attendance. I am so, so happy with the success of recent Ways and Means Committee events. As these events grow we might touch base to make sure they have adequate volunteer support.

Sun. 9/22 – we launched the Transgender and Our Faith Community series. We had far more people participating than I expected. The number dropped for the second class, but that is okay. Everyone who is attending seems engaged.

Sat. 9/28 The Comprehensive Planning Committee hosted the Tapping Our Future event. Over 30 people participated. The goal was to discern what Tapestry members see as the core of our mission historically and today. Hopefully a summary of the feedback will be made available.

Fri - Sat 10/ 4-5 - I went up to Camp DeBenneville Pines. It is always nice to get away and spend some time with our folks in a very different environment. I was not the official minister for camp.

Upcoming

I will write a job description and begin the search to fill the RE position as soon as I get some direction from the Board.

Sat - Sun 10/12-13 I will offer The New UU Class. This seems to be a good way of onboarding new members. I have two people signed up. Hopefully one or two more will emerge this week.

October 16-21 will be out of state visiting family. Rev. Rayna will be available for emergency pastoral coverage. (714-745-7183 cell / 714-898-7183 landline)

Tues Oct 29 I am speaking on a panel for mental health care providers about spirituality as a resource for LGBT people. A colleague in Orange asked me to participate.

Sat. Nov. 9 - we are hosting the Memorial for Vernie Gallagher. I have been in conversation with Vernie's family and with Melissa to plan the service.

Notes for Leadership

We have talked for a few years about creating a wall to recognize major donors or memorial gifts. Vernie's death reminds me that we need to make material progress on that project.

Attachment C2

Attachment C2 – Addendum to Minister’s Report for October 2019

Space Reservation and Fee Calculation Sheet

Requested Date(s) _____ Start Time(s) _____ End Time(s) _____

Room/Location*	Description	Seating Capacity	Price For 4 Hours or Less	Price For More than 4 Hours	Estimated charges
Sanctuary	Large open area, abundant natural light. Casual contemporary furnishing with 10 banquet tables & seating available	150 Chair Seating 50 Banquet Seating	\$200	\$400	\$
Audio-Visual Equipment Rental **	LCD Projector, amplified microphones	N/A	\$40/hour (2 hour minimum)		\$
Kitchen	Food preparation area with limited refrigerator and cooktop space.	N/A	\$00	\$120	\$
Conference Room / Food Serving Area	Meeting Room with Large Conference Table. Can be used for Buffet Service Area.	16 Adults Seated at a Table	\$00	\$120	\$
Meeting Room A 2 nd Floor	Standard room for Children with Tables and Chairs	8 Kids w/supervision	\$35	\$70	\$
Meeting Room B 2 nd Floor	Standard room for Children with Tables and Chairs	8 Kids w/supervision	\$35	\$70	\$
Meeting Room C 2 nd Floor	Meeting Room with Tables and Chairs	10 seated at a Table	\$35	\$70	\$
Meeting Room D 2 nd Floor	Meeting Room with Tables and Chairs	12 seated at a Table	\$35	\$70	\$
Nursery	For use by young children. Includes age-appropriate toys.	10 children with supervision	\$50	\$100	\$
TOTAL CHARGE:					\$

*** PLEASE NOTE: 2nd Floor Meeting Rooms are not accessible for individuals with mobility impairments. All rentals must comply with legal supervision requirements for infants and children. Tables and chairs are available on a first-come basis and must be returned to where they were prior to use.**

**** Audio-Visual Equipment may be used in connection with your rental of the Sanctuary for an additional charge of \$40 per hour for a minimum of two hours. This equipment may only be operated by Tapestry’s designated audio technicians, whose fees are included in the rental amount.**

RECY October Board Report

Dear Tapestry Board,

I just want to say thank you for being supportive as I leave Tapestry and venture into a new field. Tapestry has become very important to me and deciding to leave was a very hard decision. After an agreed upon amount of time I hope to return to Tapestry as a member. Thank you for all your love and kindnesses over the year.

In peace, Katelynn

Attendance

Date	Nursery		RECY Class		Total
9.15	1	6	5	4	16
9.22	1	4	8	7	20
9.29	2	7	8	4	21
10.6	0	7	7		

*A note on Nursery attendance: A few children usually play in the nursery before the Time for All ages and then attend the Preschool class; I do not double count them.

New/Return Visiting Families

9.22 and 9.29 Benjamin (2-4 class)-Friends of the Stokers

9.22 and 9.29 Ben (grade 2)-Friends of the Stokers

9.22 and 9.29 Natalie and Oliver (2-4 class)

9.22 and 9.29 Elliot Boepple (Grade 5 and Up class)

2019-2020 Budget: 1100 (2101.21)

Registration Income: 885, 11 families

OWL Income Online: 600, 12 participants

Total Earned: 1,485.00

Youth Seminar 85.00

RECY Supplies 118.46

Owl Supplies 280.33

Total Spent 483.79

The Past Month

- September was a fast month; I had two Sundays off in a row, one spent at Camp de Benneville Pines with the congregation. Camp was wonderful.
- Our Whole Lives is going well; we have taught the first 3 of 10 classes, we have 12 participants, which is a full house; a big thanks to the Our Whole Lives Facilitators.
- All three classes have been learning about Hinduism, the classes are going well, the students are interested in the topic and we are having fun.
- Richard Boote installed a TV in Classroom 1, enabling that class to also enjoy the benefits of technology during lessons.
- I led two teacher trainings in September, only 5 attendees, but they did think the training worthwhile. I emailed out the training and orientation slides to all my families so volunteers who were unable to attend but wanted to could review the slides and then follow up with any questions.

- The upstairs restroom door is very heavy, there is now warning sign on the door. Please remind children and youth to use the restrooms downstairs. Washing hands or cleaning RE supplies is fine to do upstairs but leave the door open.
- Bruce Johnson and I organized the teens serving dinner at the Alternative Sleeping Location in Laguna Beach. Unfortunately only two were able to attend at this time, Thursday nights at 5:45 just didn't work for the other three interested but they hope to do it in future. Two teens are signed up to do a Halloween Escape room in Mission Viejo on Oct 28, thanks to Christine Krueger; thank you. Christine. Molly and I will continue to try and get out teens together but they are over committed so it is very hard to find a viable time for the majority to meet up.
- I have been writing the world religions lessons, I have added Zoroastrianism and Taoism and am finishing up "Chinese Religion" lessons this week.
- I continue to prep lessons, organize classrooms, recruit teachers, and communicate with families.

Sundays Off: Nov 24, Dec 29

Out of Town: Dec 21- Jan 4