



March 12, 2020

Tapestry Board of Trustees Meeting Minutes

Attendees: Julia Rampone, Rev. Kent Doss, Connie Pursell, Christine Krueger, Janet Lusk, Dave Weber, Jon Eckhardt, Paul Bonfanti, Jim Bucklin

Guests: none

Absent: none

The Board Meeting was called to order at 6:59 pm by Julia Rampone. Julia provided opening words by John Wesley. This was followed by check-in.

Agenda and Approval of Minutes

- Minutes of the February meeting were approved as submitted. There were no changes to the agenda and it was approved as submitted. M/S/P

Business Themes:

Covid-19, Rev. Kent

Kent shared that the UUA recommends cancelling regular Worship Services. There was extended discussion re. the cancellation of services through the end of March (maybe further) and how to do virtual services by Facebook or YouTube. We discussed which components of services to include and how to include music. We voted to move to on-line from in-person services through the end of March – M/S/P. Kent will send out an email to the congregation with details.

We will plan for Board and committee meetings by conference call or Zoom. Julia will check on how to make that work. What about Celebration Sunday? What about our income and plate offerings? We will set up a link for members to give on line.

In-person District Assembly is cancelled. Any meetings will be held on-line.

Two of the three staff members are not interested in having unemployment insurance.

The Comprehensive Planning Committee may continue its work through and on-line process

See Kent's previous email report, **Attachment C**

Finance:

VP Finance – Paul Bonfanti

After discussion, we decided to continue with the original schedule of the pledge campaign and go forward as planned. We voted on continuing the campaign as previously scheduled. M/S/P

Marle Chen will still deliver his message about what Tapestry means to him.

Also see Paul's report previously sent by email, as **Attachment A1**.

Regarding renters:

- The Friday group will continue.

- We are not sure about the Swedish school? Are they on hiatus? They should still pay for storage even if they don't meet.
- CLUE (Climate Lobby group) – need to advise them that they need to have insurance. We aren't charging them to meet at Tapestry.

Paul also raised these issues:

- We may have to dip into our reserves if Covid-19 issues significantly impact our income.
- What about our "mortgage" payments to our LLC?

Treasurer's Report:

Dave's report was previously sent by email. Refer to **Attachment A2**. These additional comments were made:

- March should be a good month for income.
- An annual donation to Hoag for the congregational nurse wasn't put into the budget and should have been included.
- 24 hours/year of sick leave is mandated by law.
- We will take some money from the Scrip account and transfer to the operating fund. There is \$6,000 in the account; we'll transfer \$4,000.
- We are \$15,000 short on rental income and "other fund raising."
- We are \$7,000 short overall and we have 3 payrolls coming up in May.
- We have \$15,000 due for UUA dues.
- Are there on-line options for the Service Auction?
- We'll postpone the Equinox celebration.

VP Operations

See Christine's report, **Attachment B**. These items were also discussed:

- The next Coordinating Council meeting will be held virtually.
- Some committees are over budget. She will tell them that if they are over budget they should talk to the Treasurer. This impacts RECY and WRAG.
- WRAG wants to carry over unused monies to next year to save up for a big event.
- The copier rep didn't get back to Christine on a timely basis. He is supposed to respond to her by 3/15. She will continue to investigate possible savings.
- Volunteer recognition (originally scheduled for 4/19) is on hold.

Other reports from the Coordinating Council meeting:

- Rob is working on the child safety policy. RECY attendance is down – see his report send by email – **Attachment D**.
- Regarding safety, do we want to set up a Safety Committee? Christine also reported that she attended a community meeting (attendees from other churches in the area) recently and shared what was discussed. Might we want to seek out another church in the area and share ideas and best practices?
- Cameras – Marle Chen is buying 2 cameras on sale and donating them (Blink XTZ). They can be monitored via cell phone. They are ordered but not yet received/installed.
- Windows in RECY doors – Jon Eckhardt will install a window shortly to see how difficult the process is. Julia offered to help.
- Julia is still pursuing the installing of lighting in the parking lot with the management company.
- Spirit Grant – a maximum of \$50,000 is available. The deadline is April 1 to apply, for a project to commence by December 31, 2021. Involves matching funds.

Thank You Notes

Send acknowledgement and thanks to Marle Chen for donating the cameras.

Next Board Meeting

April 9, 2020

Closing words by Ana Claudia Antunes were read by Julia.

Meeting adjourned at 8:50 p.m. M/S/P

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), plus notes from Coordinating Council Meeting

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

Attachment D – RECY Report (Rob Nicholas)

Definitions

Term	Definition
ACH	Automated clearing house - an electronic network for financial transactions
DRE	Director Religious Education
MSP or M/S/P	Moved, seconded, passed
OWL	Our Whole Lives, age appropriate sex education for children and youth
PTO	Personal Time Off
RECY	Religious Education for Children and Youth
SOP	Standard Operating Procedure

Action Log

Date Proposed	Topic	Discussion/Action	Responsible Person	Status
3/12/20	Thank You	To Marle Chen for donating cameras.		Done

**VP Finance Report – March, 2020
by Paul Bonfanti**

We launched the pledge campaign on Sunday March 1st, with Celebration Sunday occurring on the 29th. Due to a conflict with an event, we've decided to have the celebration lunch the next week, April 5th. This will allow us to do some initial follow up with non-responders and hopefully lead to more pledges.

We opened up the online pledge portal on the 8th, and have had 10 pledges so far (even though we're not exactly encouraging its use) for about \$22,000. One pledge was a new pledger, which is promising.

The speakers for the next two weeks are Marle Chen on the 15th and Abby Lloyd on the 22nd. Still working on the 29th—we want to end with a bang!

I welcome any other ideas on the pledge drive.

On a different note, I am concerned about the effects of COVID-19 on our financial picture. Rev. Kent sent out a message noting that some people are going to not participate in Tapestry activities for a while, which is completely understandable. But this will mean lower collection plate and Ways and Means revenue. Also, with the rapid decline in the stock market, people may be less inclined or able to be generous in their pledges. Worst of all, if the pandemic continues to spread, the economic impacts could lead to people losing their jobs. I don't think there is much we can do about this right now other than be aware of it and see what the next few weeks bring. Hopefully things will get better and if not, we'll need to start thinking of contingency plans.

Treasurer's Summary Report, February 2020

David Weber

Income:

February was a disappointing month. As in January, we missed our pledge target by a considerable amount – pledge income was \$13.0K, roughly \$6.0K below budget projections. Rental income declined to \$0.8K, about \$1.2K below budget. “Ways and Means Fundraising” brought in \$1.0K in February through the Trivia Night, but “Other Fundraising” once again showed no revenue, so overall fundraising came in \$0.4K below budget. On the positive side, Plate Income came in close to its target, Amazon Smile exceeded budget projections by \$90, and a Benevity Fund gift put “Other Contributions” \$50 over its target. A Homelessness Fund was set up which has collected \$125 so far. However, the negatives far outweighed the positives, and total February Operating revenue was \$16.1K, about \$7.3K below budget projections. Scrip sales increased to about \$1.1K, better than January’s \$270 but a fraction of December’s \$6.4K. However, no gift cards were ordered so no Scrip income was recorded for the month. There were no Capital or FOCD donations in February.

Year to Date, Pledge income remains \$5.6K over budget, a considerable drop from January 1st figures, so hopefully future shortfalls will start to disappear as the effect of prepaid pledges fades. Plate Income has totaled \$4.2K, close to budget. Gift card income is \$1.3K, about \$0.2K below budget, and our fundraising has collected \$18.7K YTD, a healthy \$1.9K above budget if we consider only the auction and Ways and Means “Fun” Raising. However, because of a shortfall of \$5.1K in “Other Fundraising”, and Rental income about \$10.2K below our optimistic budget expectations, overall revenue YTD is some \$5.4K below budget expectations at around \$196.3K. FOCD income YTD is about \$0.9K while Capital donations for the year total \$1.2K.

Expenditures:

Staff expenses exceeded expectations by \$0.5K only because a Minister’s Health Insurance payment finally came due. (Note 1 – figures in the Budget vs. Actual report do not include the PTO payout made to Katelynn as these funds were charged against the PTO Liability account and liabilities are ignored in the Budget vs. Actual reports.) Utilities were under budget by \$0.3K as there was no electricity payment this month (the Feb. bill of about \$0.4K was received on March 1st). There was an “annual donation” to Hoag Health Industries of \$0.6K, which was not in the budget. Committees once again underspent their budgets, this time by \$0.2K. Total expenditures were \$23.1K, about \$0.1K under budget.

Capital Expenditures (due to kitchen improvements) totaled about \$0.4K. FOCD had expenses of about \$180. (Note 2: Corrections made to the FOCD account also totaled about \$180, and canceled out the month’s expenses.)

Despite health insurance payments in February, Ministerial insurance and professional expenses remain lower than anticipated for the year so far by \$3.0K. DRE expenses exceeded projections last fall, building up an excess of \$1.3K (ignoring the PTO payout), but have been \$0.2K below budget for 2020 thus far, so Rob has been staying within budget projections. Overall employee expenses for the year to date (including Katelynn’s PTO payout) exceed budget projections by \$1.4K.

YTD Building and Grounds expenses have been lower than anticipated, while utility bills have exceeded expectations by a similar amount. So far this fiscal year, committees have underspent their budgets by \$1.2K and we’ve underspent our guest speaker allocation by \$0.8K. Taken altogether (and including the PTO payment to Katelynn), expenditures are \$194.1K, about \$0.7 below budget projections YTD.

FOCD expenses YTD have been about \$3.3K, while Capital expenses have been \$14.8K.

Conclusions and Discussion:

February's disappointing revenue taken together with expenses close to budget expectations led to a net loss for the month of about \$7K. Our Operating account, which contained \$31.6K on January 1st, now has a balance of just \$14.7K. For the year so far, Operating Revenue has exceeded expenditures by \$2.2K, but according to the budget, it should have exceeded it by over \$9K at this point in time since the budget takes into account extra year-end payroll payments and our \$15K fair share expense coming due in May and prepares for it by front-loading anticipated income. So with poor recent pledge income, disappointing rental income, and anemic "Other Fundraising", our operating account is about \$7K short of where we'd like it to be at this point in the year. Let us hope that the recent pattern of revenue shortfalls will be reversed in the coming months.

FOCD funds remained unchanged at about \$54.3K, Capital Reserves declined slightly to \$51.6K, and Operating Reserves were unchanged at \$27.0K.

Two other items of interest: We had been maintaining Katelynn's employee status in the possible event she would be called upon to work a few hours during the transition. Kent has confirmed that this is no longer necessary, so In early March, she was removed as an active employee. Also, the Board had decided not to offer PTO to Rob, but to instead give him the state mandated two weeks of annual sick leave. Since we need to offer the same benefits to all hourly employees, I have terminated the accrual of PTO for Theresa. She will be paid out her accrued PTO in March, about \$480, and going forward will have the same two-week sick leave benefit as Rob.

STATEMENT OF FINANCIAL POSITION

As of February 29, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1120 Operating Acct (5090)	14,709.60
1130 Scrip Account (5041)	6,936.00
1140 Minister's Discr (5058)	1,400.25
1150 Spirit Grant (5074)	0.00
1170 FOCD Account (4994)	54,306.06
1210 Growth Account (0231)	27,025.99
1220 Capital & Move (2284)	47,445.31
1225 Capital Checking	4,176.36
Total Bank Accounts	\$155,999.57
Other Current Assets	
1320 Scrip on Hand	4,629.00
1330 Deposits with Others	0.00
Total Other Current Assets	\$4,629.00
Total Current Assets	\$160,628.57
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	\$2,437,782.16
	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
3113 Payroll Tax Payable	-405.83
3116 Retirement Payable	-130.10
3120 PTO Liability	470.05
3130 Camp Scholarship	1,246.00
3150 Minister Discretionary	-625.00
3210 Prepaid Pledges	0.00
3220 Prepaid Intern	0.00
3230 Prepaid Grant Funding	0.00
3310 Camp Deposits	974.79
3320 Building Use Deposit	0.00
3330 Misc Pass-Through	-377.00
3340 WRAG Funds	481.00
Total Other Current Liabilities	\$1,633.91
Total Current Liabilities	\$1,633.91
Long-Term Liabilities	
3420 First Trust Deed	1,171,766.36
3430 Second Trust Deed	94,513.68
Total Long-Term Liabilities	\$1,266,280.04
Total Liabilities	\$1,267,913.95
Equity	
4110 Retained Earnings	1,179,563.78
4120 Unrestr Memorial Gifts	0.00
4140 Cash Reserves	0.00
4210 Capital Fund	0.00
Net Revenue	-9,695.57
Total Equity	\$1,169,868.21
TOTAL LIABILITIES AND EQUITY	\$2,437,782.16

**Tapestry Board Report – VP of Operations
Christine Krueger, March 2020**

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) **Coordinating Council** – will meet Mar 15.

-I emailed committee chairs asking for them to send their budget proposals to me by April 10.

-Some committees are over budget (RECY over \$248, Women's Action Group \$200), so I mentioned that in the meeting reminder I sent. I send them YTD financials every other month. Are they supposed to ask for more funds first before submitting their reimbursements?

3) **Volunteer Recognition** – I spoke briefly to Barbara Bradley who is interested in running it again. I suggested we start planning soon as it's 4/19.

4) What is the status on the RECY safety policy (including exit route map)?

5) **Copier Lease** review call with rep Michael Jones, from Advanced Office. I followed-up but he was on medical leave, just returning. I spoke with another person in the office and asked her to pass on to him that we may be interested in a smaller/less capacity copier and a lower payment and for him to get back to me with a few options. I hope to speak with him soon. Got input from Melissa on copier needs.

6) **Securing Houses of Worship Presentation**, Thursday 2/20 6-9 pm

I attended this meeting led by a panel: Kathleen Koiman (formerly OC Sheriff chaplain, now with OC Intelligence Assessment Center as the Faith Liaison), the OC Sheriff, Dept of Homeland Security, Fire, FBI, church insurance representative. The meeting was attended by several hundred people that are faith leaders/volunteers. The panel gave advice, provided resource info, and answered questions.

After reading the summary below, we should decide if we would like to take further action.

1. The Orange County Intelligence Assessment Center (OCIAAC) provides an integrated, multi-disciplined, information and intelligence sharing network to collect, analyze, and disseminate information on all criminal risks and safety threats to law enforcement, fire, health, private sector and public sector stakeholders in a timely manner in order to protect the residents, visitors, and critical infrastructure while ensuring the civil rights and civil liberties of all persons are recognized. <https://ociac.ca.gov/>
2. It was acknowledged that it can be difficult for congregations to be welcoming yet be on guard.
3. In 2019 there were about 40 suspicious activity reports from congregations (suspicious activity, threats, vandalism, derogatory communication).
4. The panel encouraged each congregation to have the Police & Fire visit their location to 1) to establish a relationship with congregational leadership. 2) provide a safety assessment, 2) know the building layout. They encourage congregations to share their security plans with law enforcement.

5. A number of south OC congregations have detailed emergency plans including a safety/security team. Some volunteer leaders have military, law enforcement or martial arts backgrounds. A number of folks said that they carry weapons when they are on duty at church service.
6. Some safety measures include a colored lanyard for safety leaders, hand signals, code words, flashlights (to send signals or several flashlights pointed at active shooter can confuse them), cameras, locking all but one door from outside entry when service starts, temporary speed bumps, metal detectors, temporary orange cones/chains in parking lot, perimeter fencing, guns, tasers, walkie-talkies, de-escalation trainings, situation vulnerability assessment (SVA)
7. There are grants available for non-profits to obtain security equipment, etc. There is a grant workshop on March 17.
8. #1 problem in mass shootings is “stopping the bleeding” so products like “quick clot” might be stocked. DHS has a ‘stop the bleeding’ and other online trainings
9. The OC sheriff handed out a pamphlet on how to obtain a ‘concealed carry permit’. There were third party vendors soliciting trainings for defense and active shooters.
10. Apparently, you can text 911

**Tapestry, Minister's Board Report, March 2020
by Rev. Kent Doss**

The Past Month

Sat. Feb 15 The Ways and Means committee hosted Pub Trivia. It was a really well-attended fun evening.

Thurs. Feb. 20 We launched the Welcoming Neighbors Home initiative. We had around 30 Tapestry members in attendance. Nearly all signed up for follow up activities. It was immediately clear that we have enough volunteers to take on providing dinner one night per month at the shelter in Laguna Beach. Other volunteers have signed up to be trained as advocates and activists for creating change for people experiencing homelessness.

Sat. Feb 22 I participated in a retreat with the Comprehensive Planning Committee. We spent some time reviewing what we have learned about our surrounding community and planning how we could incorporate feedback from students at the Cal State Fullerton business school as they use Tapestry as a case study.

Sun. Feb 23 I led a short new member class. Five people attended. On April 5 we will have a New Member Recognition ritual with six or seven new members.

Fri. Feb 28 CLUE used our space to meet. CLUE (Clergy and Laity Uniting for Economic Justice) is a highly respected justice organization in Orange County and Los Angeles. Their leader contacted me about using our space for a few meetings. Employees at a local hotel need a safe place to talk as they consider unionizing. I let them know that Friday night would soon be occupied by renters, but that they could hold meetings here when space is available. CLUE is an organization that I would be more involved in if they were located closer. They are glad to have a meeting space in South Orange County and I see this is an easy way for us to support their good work.

Sat. Feb. 29 the Membership Committee hosted a free screening of the movie Dora the Explorer. The committee members who came had a pleasant time. The only attendees besides the committee members were Bart and Ellen been and two grandchildren. They are pretty frustrated at the lack of turn out and will probably hold off on attempting to host other free events for a while.

Upcoming

Sat. March 21 The Ways and Means Committee is hosting a Vernal Equinox Celebration. I will be involved leading a few rituals and co-hosting a drum circle with Eddie Moler

Sun. April 3 we have the rare opportunity to have the author with us as the Minister's Seminar. Ramesh Joshi's daughter, Alka, has written a novel that is getting rave reviews. We will get to discuss it with her at Tapestry.

April 24-26 is District Assembly - the meeting of the Pacific Southwest District of the Unitarian Universalist Association. I will most likely go, but haven't yet made any specific travel plans.

**RECY Board Report – February, 2020
by Rob Nicholas**

Announcements**New Business****Standard**

2019-2020 Budget: 1100 (1777.71)

Registration Income: 885

OWL Income Online: 600

Total Earned: 1,485.00

Youth Seminar 85.00

RECY Supplies 351.99

Owl Supplies 378.35

Curriculum 175.00

Total Spent 990.34

Remaining 494.66

Attendance:

Date	Nursery	RECY Class			Total
2.16	0	6			6
2.23	0	5	5	1	11
3.1	2	4	8	1	15
3.8	2	3	3	0	8

Calendar:

I will be off Sunday March 15th Jane Stevens will be supervising RE. As I am out this Sunday I will not be able to be present for the Coordinating Council meeting but will send a report along for that meeting as well.

New Members/Visitors:**Social Action/Field Trips/Special Events:**

April 12 Spring Party

April 18 Kids Auction

May 15 16 Casper's Park Campout

The Past Month

- There has been a little confusion as to the RE Budget. The total number I received from Katelynn and Theresa is \$1,485.00 total and \$1,100 as the budgeted number (al of which can be found above). However, the number that is listed on the sheet from the Coordinating Council meeting is \$733.32. I'm not sure where this difference is coming from but obviously the difference is significant.
- We are two weeks in to our new curriculums; the Sing to the Power curriculum and Picture book UU curriculum and both have started well.
- Shannon Stoker and I have organized our camp out at Casper's Park for May 15th and 16th.
- RECY will be collaborating with the Green Sanctuary this coming Sunday as the children will be painting/drawing/coloring pictures of fruits/vegetables, etc. for the cookbook that the Green Sanctuary is putting together and this lined up very well with our Power of Growth class coming up where we will be talking about growth and growing food and the power of the earth.
- High School OWL seems to be going very well in classroom #1 from 12-3pm. That has been scheduled and reserved in Breeze.
- I also received the current safety plan that the Board created recently and am working with RECY committee to create one for upstairs.
- This past Sunday (3/8) was the coffee Sample I brought in so I hoped it was delicious!
- I am also working on and very close to finishing a set schedule for nursery caregivers, which has come together nicely.