



January 9, 2020

Tapestry Board of Trustees Meeting Minutes

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

Guests: none

Absent: Jim Bucklin, Paul Bonfanti

The Board Meeting was called to order at 7:00 pm by Julia Rampone. Julia provided opening words by Barack Obama about not waiting for good things to happen. This was followed by check-in.

Agenda and Approval of Minutes

- Minutes of both the November 2019 and December 2019 Board meetings were approved as submitted. M/S/P

Two additional agenda items were added

- Follow up on adding “no smoking” wording to our Building Maintenance Policy. M/S/P to amend the agenda. (Upon checking, Connie assured that the wording was added.)
- Follow up on policy wording about certain checks needing two checks – upon initial checking we couldn’t find such wording, but we think it might exist somewhere.

Business Themes:

Finance:

There was no report by the VP Finance as he was absent, but he did send something previously by email. We will talk about the Pledge Drive in February upon his return. **See Attachment A1.**

Treasurer’s Report:

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

- We are \$10,000 ahead of budget for revenue
- Expenses are under budget for December
- Our bank balance is up
- There have been a few computer issues with Quick Books – it has been off line periodically. The technical support is not as good as anticipated.
- Scrip sales have been down since the holidays
- There are a few old checks that have not been cashed. Dave will follow up.

Note: the current report does not include a PTO payment for Katelynn Riva plus her 401K contribution.

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Minister: Reverend Kent Doss **RECY Director:** Rob Nicholas
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

Check Signatures:

There was some discussion about requirements for two signatures for checks. While we haven't yet found prior wording about checks requiring two signatures, we think it exists somewhere in an old policy. Connie will check with Penny Kinnear who was a previous treasurer.

We decided that non-routine checks over \$1,000.00 require two signatures. Dave Weber will look into getting checks that have two signature lines. He will research with Wells Fargo how they would know how many signatures are required.

Payment for Sick Leave Policy:

This was a follow-up item. We don't know if resolved or not. This issue will be revisited when Paul Bonfanti returns. We will also talk more about the Pledge Drive upon Paul's return in February.

Renters

No new information to report.

Welfare Exemption

Julia is pursuing this with the tax assessor's office. This exemption gives us the most latitude – the requirements are numerous. Renters have to be 501c3 organizations.

VP Operations Report

Refer to Christine's prior report via email, **Attachment B**. Additional comments:

- There was some discussion about how to increase attendance at Coordinating Council meetings. Often there are many chairs absent.
- Christine mentioned that the Communications Chair, Jeff Gothard, may step back. How can we work to get this to be a more robust committee with a more proactive chairperson?

DRE Report – see **Attachment D** – report sent by Rob Nicholas prior to the meeting.

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

See Rev. Kent's report, previously sent via email, **Attachment C**. He also made the following comments:

- Rob Nicholas is doing well in his new role so far.
- We are successfully recertified as a welcoming congregation and we should get a poster shortly. Going forward, renewal will be annually.
- There will be an upcoming memorial service for a long-time UU, not a Tapestry member.

Nominating Committee – who are the current members and the chair? – the names need to be updated in the newsletter.

Newsletter – Splinters from the Board

Jon Eckhardt is responsible for the February newsletter.

Breeze – Member Directory

Connie will make some updates as she has time. She has noted that some information is incorrect and some contact information for some members is missing. We'd like to keep this updated for use in the event of an emergency.

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Review of Draft Safety Policy:

Julia led the group in a detailed review of the current draft of the safety policy. She and Connie both took notes. Julia will draft a summary of the key points of the safety policy that can be inserted into the OOs. This will advise members that we have a policy, provide details of the salient points, and provide information about what to do in an emergency, location of exits, etc. We may insert such an abbreviated slip sheet quarterly.

Julia will revise the current draft based on her notes, and then Connie will do a second review

Thank You Notes

Send acknowledgements and thanks to:

Amanda and John Wainright for the NY Eve part and subsequent clean-up.

Next Board Meeting

February 13, 2019 at Tapestry

Closing words were read by Julia, words by Martin Luther King, Jr.

Meeting adjourned at 8:45 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)

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

Attachment D – RECY Report (Rob Nicholas)

Definitions

Term	Definition
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
6/13/19	Building/Facility Use Policy	Should include our no smoking policy.	Connie	<p>This is in the sample Facilities Use Agreement drafted by Jon Eckhardt.</p> <p>Connie added the "no smoking" wording to the Building Rental Policy.</p> <p>Connie did not find a policy called "Building & Maintenance"; she will follow up w. Julia to see if one needs to be written.</p>
9/12/19, 1/9/20	Board Policy	Check our existing policy on when checks require <i>signatures by two board members</i> .	Connie	Connie checked with Penny Kinnear shortly following 1/9 meeting. Penny has no recollection of any such previous policy.
10/10/19	Safety Policy	Needs updating to include Julia's items discussed and notes from 1/9/20 meeting.	Julia and Connie	
1/9/20	Thank Yous	To the Wainrights for NY Eve party.	Connie	

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

As always, I submit this report in the footsteps of David's thorough analysis. It will be brief as I'm completing it from the road in India. Sorry to miss the meeting.

I share David's positive feelings on the most recent month, and actually add a note of optimism. One of the major contributing factors to the good month was two generous donors supporting us well above their pledges. So there is still \$100K of pledge revenue out there—if we're able to collect it all, we'll be 10K over on pledges this year. I'm sending reminder messages out to a few big donors who are falling behind.

As David mentioned, the number one shortfall continues to be rental income, but most other categories are doing OK.

Let me know if you have any questions before the board meeting as I should have internet access in the evenings.

If there are any analyses you'd like me to do, please email me after the board meeting and I'll try to do it during our 14 hour flight back. ☺

We are targeting March 29th as Celebration Sunday, which means that we'll start the campaign in late February. I'd like to request some time on the agenda for February to discuss campaign details with the board.

Treasurer's Summary Report, January 2020
David Weber

Income:

December was a great month for revenue. Pledge donations totaled \$28.3K, exceeding budget expectations by \$9.3K. This is largely because a number of semi-annual and year-end contributions are received in December. This month six contributions exceeding \$1K were received, which together totaled \$17.1K. Our plate donations raised \$610, exceeding budget by 13%, and reversing a recent trend of these falling short of our goal. While there was no Ways and Means Fundraising this month, and \$0.2K in late expenses were paid out for the "Tapestry Has Talent" event, nearly \$0.6K in late Fall auction payments were received. (By the way, this brought the total gross income for the auction up to \$14.7K, a new record.) Rentals brought in \$1.4K, a new high for Birtcher, but still \$0.6K below budget. The Year End Giving campaign raised a total of \$650. However, \$200 of this was donated through Breeze and has yet to be deposited into our account - it will show up in January's report. Gift Card sales remain strong, with income exceeding budget by \$0.1K. Taken altogether, December income was \$8.5K over budget.

For the year to date, pledges are 115% of budget, \$17.3K over expectations. Plate income is 96% of budget, down just \$0.1K compared with expected revenue. The auction and other W&M Fun-raising is a healthy \$2.1K ahead of budget YTD. Other Fundraising however remains \$3.8K below budget despite some End-of-Year contributions. Miscellaneous income and RECY registrations are together \$2.7K over budget. The major disappointment remains rentals, which despite recent increases are now \$8.1K short of our goal for the year to date. Nonetheless, thanks mainly to pledges, total revenue is \$10.1K ahead of budget.

FOCD received a \$0.5K contribution, and the Capital reserves received a \$0.6K donation.

Expenditures:

December was also an excellent month for expenses. Staff Expenditures for December were \$1.0K below budget. This was largely a result of the absence of insurance and professional expenses this month. Insurance and administrative expenses were \$0.4K under budget. Congregational nursing expenses and piano tuning expenses together exceeded their budgets by \$0.5K, but committees compensated by under-spending their budgets by \$0.6K.

In doing the bank reconciliation, I discovered that an old Association fee (from April 2018) had been mistakenly entered twice into QuickBooks, once with the wrong title. Correcting this led to Building and Grounds expenses being \$1.1K under budget for December. I also wrote off three expenditures totaling about \$0.2K that were at least 18 months old but had never been redeemed, assuming that if the recipients hadn't redeemed them by now, they either intended to donate the payments or had just forgotten about them. These two corrections reduced our apparent total expenditures, which came in \$2.7K under budget for the month.

For the year so far, staff expenses are \$1.2K below budget, committee expenses are \$1.6K below budget, and everything else is \$0.4K over budget, so overall expenditures are \$2.4K below budget YTD.

Capital expenses (kitchen improvements) totaled \$1.6K this month. FOCD had no expenses in December.

Conclusions and Discussion:

With revenue that greatly exceeded budget expectations and expenses that were below budget, the Operating Account balance saw an increase of \$11.1K in December to a healthy \$31.6K, so we are starting 2020 in good financial shape. As this is in large part because we are way ahead of budget YTD in pledges, it remains to be seen if we can maintain this situation, but it looks good for now

We were able to send a check for \$627 to Rose Foundation, our monthly Generosity recipient.

FOCD funds increased by \$0.5K to \$53.8K, Capital Reserves dropped by \$1.0K to \$52.1K, and Operating Reserves remained unchanged at \$27.0K.

Tapestry UU Congregation
STATEMENT OF FINANCIAL POSITION
As of December 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1120 Operating Acct (5090)	31,570.90
1130 Scrip Account (5041)	5,486.00
1140 Minister's Discr (5058)	1,400.25
1150 Spirit Grant (5074)	0.00
1170 FOCD Account (4994)	55,825.88
1210 Growth Account (0231)	27,024.66
1220 Capital & Move (2284)	47,442.97
1225 Capital Checking	4,813.97
Total Bank Accounts	\$173,964.63
Other Current Assets	
1320 Scrip on Hand	6,079.00
1330 Deposits with Others	0.00
Total Other Current Assets	\$6,079.00
Total Current Assets	\$179,443.63
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	\$2,456,597.22
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
3113 Payroll Tax Payable	-405.83
3116 Retirement Payable	-130.10
3120 PTO Liability	3,517.16
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	-615.50
3340 WRAG Funds	481.00
Total Other Current Liabilities	\$4,442.52
Total Current Liabilities	\$4,442.52
	TOTAL
Long-Term Liabilities	
3420 First Trust Deed	1,177,229.34
3430 Second Trust Deed	94,937.85
Total Long-Term Liabilities	\$1,272,167.19
Total Liabilities	\$1,276,609.71
Equity	
4110 Retained Earnings	1,173,676.63
4120 Unrestr Memorial Gifts	0.00
4140 Cash Reserves	0.00
4210 Capital Fund	0.00
Net Revenue	6,310.88
Total Equity	\$1,179,987.51
TOTAL LIABILITIES AND EQUITY	\$2,456,597.22

**Tapestry Board Report – VP of Operations
Christine Krueger, January 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 next on Jan 19

3) **Communications Committee** - Jeff Gothard approached me recently and he feels he does not have the expertise and capacity to do a good job in the role of Communications Chair. He did say he spoke to a newer member recently (does not remember the name) who has familiarity in this area and that might be interested in being on the committee. I asked if he could try to find the person's name and invite them to be on the committee. I encouraged Jeff to stay on the committee, if willing, as he has long-term knowledge of Tapestry's happenings and people. If this does not pan out, we should consider other options, possibly including the Nominating Committee to look for possible replacements.

Note – I did not bring a "Happy One Year @ Birtcher Birthday" cake on Jan 5 to Tapestry as I promised in the last Board meeting. My Apologies. I can bring one this Sunday Jan 12. I will touch base with Judy (or set-up person) and Retha first in case there are any conflicts. I think the regular cake Sunday is the 3rd week.

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

Past Month

Thursday Dec. 12 Rob, our new DRE started work at Tapestry. Katelynn's last day with us was 12/22. This overlap period gave a great opportunity for Rob to get as much information as possible directly from Katelynn.

Sun. Dec. 15 was the Multigenerational worship service, "How the Grinch Stole Christmas." I was thrilled to see so many families participating. Katelynn did a great job coordinating so many children and David Dearing was a great Grinchy Grinch.

Sun. Dec. 22 I held an Advent Communion Service for the first time. We had around 12 people attend and Melissa was able to stay to provide musical support. It turned out to be a very nice evening. Because of the interest expressed, I am exploring the possibility of doing something like this on a quarterly basis.

Tues. Dec. 24 was a lovely Christmas Eve service. We had many new faces that seemed to have enjoyed the evening. And so far it appears that we avoided any major wax spills. I was pleased with having Tapestry youth involved in the readings. They did a great job.

Tues. Dec. 31 was our first ever New Year's Eve Party. It was a laid back evening with lots of karaoke and food. Kudos to Amanda and John who came on New Year's Day and did a massive and thorough clean up job. Without a doubt, the two big projects for December were Christmas worship activities and getting Rob settled in. Both have gone smoothly. January brings a return to the usual flow of Tapestry activities.

Upcoming

Wed. Jan. 15 will be our second memorial for people without homes. I need to get moving on publicity and outreach as this is a pretty unique event that could attract members from the wider Lake Forest community.

Sat. Jan. 18 there will be memorial service for a non-Tapestry member. We have AV support and the family is hiring a caterer. I just wanted you to know in case you saw something about a memorial and wondered who it was for.

Jan 20-23 will be in Arizona for a UU Minister's Association meeting. The theme for this meeting is multi-sensory and thematic worship planning. Because this is a short trip and I will be in phone contact, I am not arranging for emergency pastoral coverage.

March 29 will be the finale of the pledge campaign. Whether that is the celebration Sunday model or something different is yet to be determined. You may have seen, we are rebuilding the Worship Associate team. Bart Bean, Dave Kinnear and Nikky Contractor are all joining the team. We will get training done in January if we can find a date that works for everyone.

Notes for Leadership

Please keep an eye out for a form to be used for my evaluation. The Committee on Shared Ministry created the form with me. Julia, as Board President, will compile the results. It is one of my goals in 2020 to involve more members in worship through occasional participation in readings during the regular services.

RECY Board Report – January, 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 485.00

RECY Supplies \$351.99

Owl Supplies \$378.35

Total Spent \$815.34

*Note: Budget numbers are, for the most part, the same as last month's, besides one purchase I made.

Attendance:

Date	Nursery	RECY Class			Total
12.8	3	5	7	4	19
12.15	1	Intergenerational Worship (Grinch)			18
12.22	3	11			14
12.29	1	9			10
1.5	0	3	0	7	10

Calendar:

New Members/Visitors:

Social Action/Field Trips/Special Events:

The Past Month

It has been a very busy but very fun month. I have been welcomed so warmly here at Tapestry and every day I work I'm becoming more and more comfortable with the new role. I've been trying to remember as many names and faces as possible as well as staying focused on all the little things there are to stay on top of.

- My main focus starting out has been the classroom and making sure the children are able to have a great experience in every class, every Sunday.
- Sunday the 29th I did my first TFAA reading and it went well. I'm glad I got that first one out of the way as I was a little anxious about reading in front of the whole congregation, but now that I've done it once I am very much looking forward to doing them, it was a lot of fun.

- Classes have been going well; we had a great New Year's party making hats and reading stories, this past Sunday we made corn husk dolls and started the first of 3 weeks of Paganism, then we close up our World Religions curriculum with 5 weeks of Islam. After which we will start the Sing to Power Curriculum.
- Next week Rayna Hamre is coming in as a special guest teacher to teach a paganism lesson to all of the children together.
- Rev. Kent has me doing two professional development courses; PLUS Program through the UUA website, which I have already started and the other is the Philosophy of RE renaissance module through LREDA which begins its online course January 14.
- Rev. Kent and I also discussed the possibility of organizing an overnight camping/hiking trip with the youth of Tapestry in the spring. I'll reach out to the Stoker family as Kent said they have equipment and experience in that area.
- I will be meeting with Judy Tomlinson from OCUUC Thursday 1/9 for her monthly LREDA meeting. I am excited to get another perspective on RE in the UU congregation as she has extensive experience and a wealth of knowledge.
- I've been learning so much about not just UU but Tapestry in particular and it has been wonderful to be welcomed into such a great community. My intention is to try and learn as much as I can in these first few months and to bring as much as I can to the table. I hope to have much more for you in the coming months!