



July 11, 2019

Tapestry Board of Trustees Meeting Minutes

Attendees: Julia Rampone, Rev. Kent Doss, Connie Pursell, Paul Bonfanti, James Thompson, Jon Eckhardt, Christine Krueger, Janet Lusk

Absent: Jim Bucklin

The Board Meeting was called to order at 7:00 pm by Julia Rampone. Julia provided opening words by from Winston Churchill about “planning.”

Following check-in, we discussed the following:

Agenda and Approval of Minutes

- Minutes of the June 2019 Board meeting were approved as submitted. M/S/P
- Agenda was approved as written.

Consent agenda: N/A

Fire/Safety

It was agreed we should post a no smoking sign at each door.

Business Themes:

Finance:

Report of VP Finance: Paul Bonfanti reported on the following:

- Pledges are set up in Breeze, and auto payment is set up. Theresa has helped with this.
- He discovered that there was a problem with tracking 2018.2019 pledges in Breeze. The monies were received but not tracked in Breeze. If members paid cash, this payment was not tracked.
- He and Theresa will be more proactive in following up when people haven't pledged for several months.
- Our insurance policy with Church Mutual is up for renewal on 8/27. We need to revisit the deductible amount and possible savings on our premium prior to that. Someone should meet in person with a Church Mutual representative. Also, we should find out about earthquake insurance.

Report of the Treasurer: Dave Weber reported as follows:

- Which budget version is the official one? He should use the one Julia presented at the annual meeting. Dave and Paul will arrange to meet. Julia will provide a copy of what was presented at the annual meeting for their use.
- We need to move quickly to meet the budgeted amount for rental income.
- Plate income is up.
- Regarding the Service Auction and Scrip – perhaps it is time again to explain how these work, for the benefit of new members.
- See Attachment **A2** – his full report sent previously via email, both a monthly summary and an YTD summary for the 2018.2019 fiscal year.

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

Report of VP Operations

Christine sent her report prior to the meeting. See **Attachment B**.

4th of July Parade

Tapestry participated but our turnout was not as robust as last year, probably due to vacations.

Smoking Policy for Renters – It was agreed we should post a no smoking sign at each door.

Newsletter/Splinters

Connie is responsible for the August newsletter.

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

- He reported on the formation/progress of the **Comprehensive Planning Committee**. Dave Kinnear is leading the group which includes several past Tapestry presidents, plus Liz Bear, Tamara Espinoza and Grayson Gothard. The first step for this group is to identify Tapestry's culture which they will do in a learning activity involving key invitees who are considered to be "influencers" and "natural leaders." This will take place in September. The goal of the exercise is to identify what is special and unique about Tapestry. They are following the outline in the book *Raising the Roof* by Alice Mann. .
- An **HOA meeting** for the Birtcher Business Park is scheduled to discuss a tenant who is running a marijuana dispensary. This is a special meeting on 7/16 at 10:00; Rev. Kent will attend. The HOA plans to levy a special assessment per unit to pay for legal fees associated with trying to evict this tenant. We voted to give Rev. Kent authority to vote at the meeting as he sees fit, regarding this assessment. What do the CC&Rs say about special assessments?
- **Landscaping** – Carol Shannon and the Medinas have obtained three bids for a patio build-out at Tapestry's main entrance. Bids range from \$10,000 to 13,000 for pavers, seating, sprinklers, a curved wall, etc. The plans will need to be approved by the HOA prior to construction.
- Per Rev. Kent, ten people may become new members in the near future.
- Reminder – Orange Coast UU is showing a series of environmental films - coming up soon.

Also refer to his email report sent prior to the meeting via email. See **Attachment C**.

Decisions Made

We voted to give Rev. Kent authority to vote at the HOA meeting. M/S/P

We voted to get a removable window installed upstairs so an escape ladder can be used in an emergency. M/S/P

Post "no smoking" signs at all entrances. Agreed.

(continued on next page)

Fire Safety

There was a report about the upstairs fire exit and associated issues, including fire ladders. Richard Boote proposes installing a window that could be opened/removed so we could drop a collapsible style ladder straight down. We voted to proceed with the installation of a removable window. We approved a bid for \$1,030. We already have the ladder. We agreed to limit the cost to \$500.00. for any additional ladders that might be needed.

Upcoming Board Retreat

This is scheduled for Sept. 14. Celia Young will facilitate. Save the date. Not sure if it will be from 9:00 to 1:00, 10:00 to 2:00 or later in the afternoon. Exact time to be determined.

Date for 2020 Annual Meeting

It will be on June 14.

Thanks You Notes

Bill Hunker – acknowledge him for being the temp pianist

Marle Chen – thanks for organizing the 4th of July parade

Next Board Meeting

August 8, 2019 at Tapestry

Closing words were read by Julia, a quote by Neil Gaiman about making mistakes:

“I hope that in this year to come, you make mistakes. Because if you are making mistakes, then you are making new things, trying new things, learning, living, pushing yourself, changing yourself, changing your world. You're doing things you've never done before, and more importantly, you're doing something.”

Meeting adjourned at 8:35 p.m.

Abbreviations: M/S/P = moved, seconded, passed

Minutes taken by Connie Pursell, Secretary.

Attachments:

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 (Katelynn Riva)

Action Log

Date Proposed	Topic	Discussion/Action	Responsible Person	Status
6/13/19	Building/Facility Use Policy	Should include our no smoking policy	Connie	
7/11/19	Fire Safety	<ul style="list-style-type: none">• We approved a bid for \$1,030 for a removable window upstairs. We already have a collapsible ladder. Limit the cost to \$500.00. for any additional ladders that might be needed.• We will post “no smoking” signs at all entrances.		

VP Finance Report

No written report submitted

Treasurer's Summary Report, August 2019

A Few Opening Comments:

This month, we finalized and incorporated the new FY Budget into our bookkeeping. The budget was tweaked to allow for 3.3% salary increases for Kent and Katelynn, effective with the first paycheck of the new FY, and to allow all committees to get what they requested. This led to only a minimal change in the budgeted totals compared with those presented at the annual meeting. Theresa and Melissa each got salary increases late in the last fiscal year (Melissa's reflecting an assumed 20% increase in hours), so their salaries remain unchanged at this time.

Changes to Accounts:

1. Some accounts, such as those involving the intern minister and defunct Spirit Grant, along with several extraneous miscellaneous income accounts, have been eliminated.
2. An account has been added to track RECY parent contributions

Changes to Budget vs. Actual Reports:

1. The new FY budget has been incorporated. Note that because of uneven income and expenses over the course of the year, income and expenses do not balance each month, but do for the overall year.
2. Staff salary actuals have been broken down into separate accounts, and a sum of all accounts has been added for each allowing a better review of actual expenses vs. budgets.
3. First and Second Trust Deeds now include full mortgage payments, rather than just interest, reflecting actual expenses.

As a result of these changes, the listed net revenue in the report closely tracks the actual change in Operating budget balance for the month.

Income:

Our new FY budget, that went into effect July 1st, sets challenging goals. These include a \$20K increase in pledge income over last year's actuals, \$24K in rental income, and a \$39.7K Fundraising goal. Goals for the two Auctions and Ways and Means Fun-raising are close to last year's actuals, but another \$8.6K in unspecified fundraising has been added to achieve a balanced budget.

Due to a generous one-time pledge of \$10K in July, we exceeded our pledge goal this month by \$4.7K. Plate income was close to target, reflecting once again that making every Sunday a generosity Sunday has not hurt us so far. We included \$3K in the budget for pledges we would collect this year from the previous fiscal year. I assumed most of these would be collected early in the fiscal year and budgeted \$2K income for July and \$1K for August from this. However, we collected just \$425 in July, missing our target by \$1.6K. Our goal for the month for fundraising was \$1.4K, one-twelfth of our annual goal excluding the auctions. However, there were no fundraising events in July and nothing was collected. Rental income was just \$158, compared with a budget target of \$2K. Negative Miscellaneous income of \$683 reflects a bookkeeping issue - the generosity income collected in June, \$803, was credited to miscellaneous income for that month, but was sent to the recipient in early July, and therefore debited from the account this month. In summary, overall income fell short of the budget goal by \$1.0K. Correcting for the Miscellaneous Income issue, we still fell short of our income target by about \$200, this despite that \$10K one-time gift, an event we certainly cannot depend on every month. Without that gift, we would have fallen far short of our goal.

There were no contributions to the Capital fund and FOCD donations totaled just \$20 during July.

Expenditures:

Employee salaries were \$2.2K below budget. Some of this was a result of reduced hours worked but much of it was just the absence of insurance and professional expenses that will show up later in the year. Building and Grounds expenses were about \$0.2K below budget. Committees also underspent their budgets, by about \$0.4K. Overall expenditures were therefore about \$2.8K below budget.

Capital expenditures totaled \$6.2K for a new AC unit to cool the offices and for the down payment on a new window for the front classroom (one that opens, permitting escape in the event of fire). Installation of the window is expected in late August, at which time the remaining \$1.0K of the cost will be paid. FOCD operational expenses totaled \$2.8K.

Conclusions and Discussion:

We saw a net excess of income over expenditures of \$3.5K in July and ended the month with a healthy \$16.25K in the Operating Account. Because of expenses but no contributions, Capital Reserves dropped to \$58.7K. With nominal expenses and virtually no income, the FOCD account balance fell to \$55.6K. The Operating Reserve remained unchanged at \$27.0K.

We came close to meeting our income target in July because of a one-time \$10K pledge. Without that contribution, it would have been a bad month. As we cannot expect many gifts of this amount, we need to increase our income dramatically in coming months. Perhaps we need to remind members that now that the Capital campaign has ended, they need to redirect more funds to our Operation - this is not the time to let up.

Now that we have a terrific new building, we are hoping our membership will dramatically increase, providing us with new pledging units. We are seeing visitors but I am unsure they are returning and becoming members. Is there some way to collect contact information and have Membership contact visitors and invite them to events?

I recommend the formation of a task force working with Ways & Means to examine how we can increase fundraising to meet our overall target – finding a way to raise the unspecified additional \$8.6K in addition to our normal fundraising will need some creative thinking.

Also, although we have been in our new building for nearly seven months, rental income remains minimal, and the building sits empty the vast majority of the time. We need a concerted effort to generate significantly more rental income in the very near future!

Finally, Paul has a list of delinquent pledgers and has been contacting them, but I am concerned that we may not achieve our \$3K goal in previous FY pledges.

(statement of financial position on next page)

STATEMENT OF FINANCIAL POSITION
As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1120 Operating Acct (5090)	13,050.17
1130 Scrip Account (5041)	4,801.86
1140 Minister's Discr (5058)	1,250.00
1150 Spirit Grant (5074)	0.00
1170 FOCD Account (4994)	57,991.07
1210 Growth Account (0231)	27,020.57
1220 Capital & Move (2284)	49,210.50
1225 Capital Checking	12,703.89
Total Bank Accounts	\$166,028.06
Other Current Assets	
1320 Scrip on Hand	5,665.00
1330 Deposits with Others	0.00
Total Other Current Assets	\$5,665.00
Total Current Assets	\$171,693.06
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	\$2,448,846.65
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
3113 Payroll Tax Payable	-405.83
3116 Retirement Payable	-130.10
3120 PTO Liability	1,245.12
3130 Camp Scholarship	891.00
3150 Minister Discretionary	0.00
3210 Prepaid Pledges	1,410.00
3220 Prepaid Intern	622.55
3230 Prepaid Grant Funding	0.00
3310 Camp Deposits	867.96
3320 Building Use Deposit	0.00
3330 Misc Pass-Through	-462.50
3340 WRAG Funds	481.00
Total Other Current Liabilities	\$4,519.20
Total Current Liabilities	\$4,519.20
TOTAL	
Long-Term Liabilities	
3420 First Trust Deed	1,192,773.87
3430 Second Trust Deed	96,191.46
Total Long-Term Liabilities	\$1,288,965.33
Total Liabilities	\$1,293,484.53
Equity	
4110 Retained Earnings	934,742.89
4120 Unrestr Memorial Gifts	0.00
4140 Cash Reserves	0.00
4210 Capital Fund	0.00
Net Revenue	220,619.23
Total Equity	\$1,155,362.12
TOTAL LIABILITIES AND EQUITY	\$2,448,846.65

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

I am out of town June 12-July 10 but I have been checking the 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.

Coordinating Council – met on 5/19. Next meeting is September 15.

Each June, we said we would review the building Insurance (due Aug?) for any changes needed. The deductible is \$1000. At our July meeting, let's discuss it please. I will follow-up with Richard to see if he has the billing statement.

Minister's Board Report – July, 2019

Past Month

June 18 I went to the Lake Forest city meeting for parade participants. It was interesting to see the representative said of all the organizations and get a sense of the City of Lake Forest as a cohesive community.

Sat. June 22 - I marched Orange County Pride Parade in Santa Ana. Robert and Shirley T from Tapestry also marched. Eight others from Tapestry were there to watch. There was a large showing of UUs, mostly from Orange Coast UU Church.

June 26 - I went to the monthly meeting of UU Clergy in Orange County / Long Beach. We had some of the usual conversations, but also an update on the events of General Assembly. There were and will continue to be hard conversations about how we dismantle white supremacy and maintain a commitment to dialog and critical thinking. One of the precipitating events of GA was the distribution of a collection of essays called the Gadfly Papers. In it a UU minister pushed back against what he sees as growing culture of litmus tests and idea policing around issues of racial equality. The other events occurred at the UU minister's meeting just before GA. As a national organization, we are having a tough time of living our values.

June 26 - I went to meet with some of the grocery store workers and Union reps at Pavilions in Mission Viejo. The new organizer for CLUE requested that I go by. I will meet with him later this week to learn more. As you may know, the grocery store workers for the Ralphs, Pavilions and other parts of that company are considering a strike.

June 27 - Comprehensive Planning Committee met. Dave Kinnear agreed to lead the team. Tamara Espinoza joined the team. We agreed to generally follow the actions suggested in the book, "Raise the Roof." Liz Bear has agreed to join the team now that she is back from an extended vacation.

July 4 - a small group of Tapestry members marched in the Lake Forest 4th of July Parade. I am grateful to those who made it, but it was not a very strong showing from what I understand. I think the lesson from this was to set deadlines for finding leaders and making yes / no decisions on moving forward with events.

Upcoming

July 17, 24, and 31 - I will lead the class The New UU. This short class is intended to be an onramp for new members who are new to Unitarian Universalism.

This Sunday Dave Kinnear will deliver the sermon that he wrote in the sermon writing worship a couple of months ago. We will schedule the other two graduates from the class to deliver their sermons soon.

RECY July Board Report

No report submitted.