



September 12, 2019

Tapestry Board of Trustees Meeting Minutes

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

Guests:

Absent: Paul Bonfanti

The Board Meeting was called to order at 7:00 pm by Julia Rampone. Julia provided opening words by Joseph Wirthlin, a religious leader. Following check-in, we discussed the following:

Agenda and Approval of Minutes

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

Consent agenda: N/A

Business Themes:

Finance:

Report of VP Finance: Paul Bonfanti was not at the meeting.

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

- We need renters
- We need to stay on top of pledges
- We should step up our efforts at fund raising

Building Insurance

Julia went over a handout regarding building insurance and we discussed optional coverages we might want to consider buying. Various questions arose and Julia made notes of issues to discuss with the Church Mutual representative. We agreed to spread our payments for insurance premiums over four quarters, for a modest fee. Julia will be doing further follow-up regarding details.

Space Theme

We were reminded that the Comprehensive Planning Committee's workshop – Tapping Our Future – will take place on Sept. 28, 9 to 1:00.

The Swedish School has started renting. This is working out fine so far.

Continued on next page

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 Krueger

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

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

- He advised that Katelynn Riva will be resigning effective 12/31/19. We will need to put together a search committee. We offered some possible names of people to be on it: Molly Stelovich, Christine Krueger, Amanda Wainwright, Jenny Ellsworth.
- See further details and issues in Rev. Kent's full report attached as Attachment C1 and C2 (Sabbatical Proposal).
- Recertification of Tapestry a Welcoming Congregation - John Mendonça and Bruce Johnson are co-chairing this effort.
- Reminder about the Board Retreat on Sept. 14 -- be there early so we can start promptly at 9:00.

Safety Policy

Connie Pursell has sent out the revised document via email. Everyone should read it before the Oct. meeting and be prepared to discuss or raise any questions.

Aesthetics Committee Vacancy

- We voted and approved Bruce Johnson as the new member (M/S/P).

Splinters from the Board – for the Newsletter

Dave Weber will write the October column.

Thank You Notes

We agreed Connie should send a Thank You card to the Thompsons.

Next Board Meeting

Oct. 10, 2019 at Tapestry

Closing words were read by Julia, a short quote by Jodi Picoult (author).

Meeting adjourned at 8:35 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 C1 and C2 – 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	

VP Finance Report – October, 2019

No report submitted this month.

Treasurer's Summary Report, September 2019

Income:

August had been projected to be a good month for income as a result of anticipated make-up contributions from people completing their 2018-19 pledges. We did receive a healthy \$1.8K in this category (thanks, Paul, for your efforts), some \$0.8K above budget projections. However, overall income was still \$2.9K short of budget expectations. Had we not received \$2.1K in "Other contributions", we would have missed our budget goal by \$5.0K. Sadly those "Other contributions" are temporary - October campout registrations and funds designated for our August Generosity recipient - and they will be paid out in September, so the \$5.0K shortfall is real. (Note: The Budget vs. Actuals document includes temporary Generosity payments as income but not Camp payments, so it lists a deficit of \$3.8K.)

The usual culprits were to blame for our poor overall income – 2019-20 pledges missed their budget target by \$5.0K and rental income, which was nonexistent in August, missed its target by \$2.0K. Plate income was \$460, falling \$80 short of budget expectations. The garage sale brought in \$1.5K, but since we have set very high expectations for Fundraising this year, we exceeded our goal for August by just \$0.2K. On a positive note, we did have a successful garage sale, and Benevity Fund and Amazon Smile donations together brought in \$450.

Because of a one-time \$10K prepaid pledge in July, YTD pledge income still remains close to our budget target for the year so far despite poor August results. Overall income YTD is however \$4.7K below target because of rental and fundraising shortfalls. Plate income remains about 92% of budget two months into the year. It remains to be seen if we will continue to get enough donations to stay on target with our increased Generosity offerings.

There were no contributions to either the Capital fund or FOCD during August.

Expenditures:

Overall expenses were \$1.7K below target. Employee expenses were \$1.0K below budget, largely due to deferred insurance and professional expenses that can be expected to show up in coming months. Comprehensive insurance budgeted at \$0.6K was also deferred, so most of this month's savings will be made up by higher expenses in the coming months. Other building, office, and committee expenses were close to budget.

YTD we have underspent our expenditure budgets by \$4.2K, minimizing the effect of poor income.

Capital expenditures totaled \$5.6K, mostly from a new AC unit to cool the DRE office and the FOCD room upstairs, and from the installation of a new window in the front upstairs classroom to enable a fire escape path. FOCD operational expenses totaled just \$101 for the month.

Conclusions and Discussion:

We were hoping for an excess of income over expenses this month due in part to the make-up pledges. We did receive a higher than expected amount in makeup pledges and expenses were lower than expected, largely due to deferred insurance and professional expenses. However, weak income, largely a result of

shortfalls in pledges and rental income, cancelled out the generous pledge make-up income received and the shortfall in expenses and we wound up with a small overall loss of \$0.1K in the Operating fund, which finished August with a balance of \$16.1K. If we consider that \$2.1 K of this is actually money only temporarily stored in the account (funds designated for the Campout and for the Generosity recipient), the actual amount available in the Operating account is just \$14.0K, indicating an operating loss of \$2.2K during August. Nonetheless, even adjusting for the temporary funds, the Operating Fund balance is actually up \$0.3K for the fiscal year to-date thanks again to that large pre-paid July pledge.

Operating Reserves remain at \$27.0K. Capital expenditures, which continue to be significant seven months after occupancy, reduced the Capital Reserves by \$5.6K to \$53.1K. As FOCD expenses were minimal, their bank account balance remained relatively unchanged at \$55.5K.

In summary, we ended August in relatively good financial shape. Our Operating account balance has remained fairly stable through the summer. However, with no more large upfront and make-up pledges anticipated and with increased insurance and professional expenses expected in the coming months, the poor income we saw in August cannot continue without serious consequences. Pledges and rents need to increase dramatically in the autumn months, and fundraising needs to remain strong.

(statement of financial position on next page)

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

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1120 Operating Acct (5090)	16,122.95
1130 Scrip Account (5041)	4,605.30
1140 Minister's Discr (5058)	1,125.00
1150 Spirit Grant (5074)	0.00
1170 FOCD Account (4994)	55,536.27
1210 Growth Account (0231)	27,021.95
1220 Capital & Move (2284)	49,213.01
1225 Capital Checking	3,931.31
Total Bank Accounts	\$157,555.79
Other Current Assets	
1320 Scrip on Hand	5,990.00
1330 Deposits with Others	0.00
Total Other Current Assets	\$5,990.00
Total Current Assets	\$163,545.79
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	\$2,440,699.38
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	1,775.46
3320 Building Use Deposit	0.00
3330 Misc Pass-Through	-462.50
3340 WRAG Funds	481.00
Total Other Current Liabilities	\$5,426.70
Total Current Liabilities	\$5,426.70
Long-Term Liabilities	
3420 First Trust Deed	1,187,626.88
3430 Second Trust Deed	95,776.37
Total Long-Term Liabilities	\$1,283,403.25
Total Liabilities	\$1,288,829.95
Equity	
4110 Retained Earnings	1,163,706.70
4120 Unrestr Memorial Gifts	0.00
4140 Cash Reserves	0.00
4210 Capital Fund	0.00
Net Revenue	-11,837.27
Total Equity	\$1,151,869.43
TOTAL LIABILITIES AND EQUITY	\$2,440,699.38

Tapestry Board Report – VP of Operations, Christine Krueger, Sept 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) Tapestry Committee Matrix was updated and it is on the Tapestry Admin's Google Drive. I got more feedback on updates and will continue to update as needed. https://drive.google.com/open?id=1h5wZcCCuvZ_fKVhWsBdMsqIVuEamODFh
- 3) Coordinating Council – next meeting September 15 (3rd Sun); OOS reminder and agenda is emailed prior to meeting.

Rev. Kent Doss Report to Board, September 2019

The Past Month

Sat Aug 24 I met with Bruce Johnson and John Mendonça regarding our renewal with the Welcoming Congregation program. Below is the plan that we came up with. This was a plan drawn together quickly. We will hold a meeting on October 6 to garner more participation from the congregation to help execute this plan and to create a much intentional plan for 2020.

Sat Aug 24 -- Tapestry Game Night was fun but very poorly attended. The Membership Committee talked through a few different ideas and decided that they would focus on a New Year's Eve party with the theme of the Roaring 20s as our next big social event. It will not be free, but we will organize the event to keep costs as minimal as possible.

Sun Sept 8 -- I stopped by the breakfast and orientation for RE parents. It is encouraging to see the energy coming back to Tapestry this Fall, especially with families.

Upcoming

Sun. Sept 15 we will have Water Communion and New Member Recognition during the worship service. I believe there are thirteen new members joining. Several of them have been around quite a while.

September 19 we will host the first of our Memorial for our Neighbors Without Homes. Rev. Rayna and I are putting together the service. We have Keith Tuominen and Richard Lappin coming to provide music and Tapestry youth involved in the service with readings.

On Sat. Sept 28, your presence is requested at the Tapping Our Future meeting. This is an important event for the Comprehensive Planning Committee.

Sun. Sept 29 is the first of Transgender and Our Faith Community workshop series. Amanda Wainwright and Jenny Ellsworth are helping with logistics and outreach for this program. I'm not sure what kind of participation or reaction to expect. We will see.

October 4-5 -- I will go to the Tapestry retreat at Camp DeBenville Pines for Friday night and Saturday. Camp is a great opportunity to get to know Tapestry folks in a much more casual setting.

October 16-21 -- I will be in Arkansas visiting family on vacation. I will make sure that either Rev. Lee Marie Sanchez or Rev. Rayna Hamre is available for emergency pastoral care.

Notes for Leadership

Coming off of a couple of slow months, Tapestry is launching into a very busy Fall. When we go through these busy phases, I think it is important to remind each other that we are here for fun and community, not to be stressed out. Of course we want Tapestry programs to be solid and successful. Sometimes success is better measured by the quality of the experience than the number of people who participate in it.

Last month I spoke to the Board informally about taking a sabbatical in 2020. I have attached in a separate document a more formal proposal. I don't want to take up too much time at the meeting, but the earlier we deal with any concerns with a sabbatical, the better.

Welcoming Congregation Renewal:

Bruce Johnson and John Mendonça have agreed to co-chair a Welcoming Congregation Committee.

Renewal for Welcoming Congregations occurs on a calendar year basis. That means that in order to renew in 2019 we have to really hustle. Bruce Johnson, John Mendonça and I made a plan for a 2019 renewal with the expectation that our efforts in 2020 would be much more strategic and integrated with the flow of things at Tapestry. Below is what we came up with to fulfill the 5 requirements for renewal.

1. Become a Welcoming Congregation

We did this many years ago, thanks to some great Tapestry leaders.

2. Welcoming Worship Services

These services might occur during LGBTQ+ Pride Month or any other day of observance. An LGBTQ marriage ceremony, naming ritual, or remembrance ceremonies may also fulfill this objective.

- Sunday October 13 will reflect on National Coming Out Day
- Sunday November 17 will reflect on Transgender Day of Remembrance

3. Welcoming Days of Observance

These days and seasons are important to LGBTQ+ / TGQNB communities because they bring visibility and affirmation after generations of invisibility and erasure. These days remind all that “All of who you are is sacred. All of who you are is welcome.”

Our two worship services will address the Days of Observance. In addition, the book for the Minister’s Seminary “Middlesex” coordinates with Intersex Awareness day in October. Also, Bruce and John will print the list of days of observance provided from the UUA and insert them in the OOS on two Sundays in October. October is also LGBT history month.

4. Welcoming Congregation Module

A WC module is a UUA approved seminar / webinar. Each year the UUA LGBTQ program office will offer at least one Welcoming Webinar engaging LGBTQ+ / TGQNB issues and topics. Welcoming Congregations may register for a webinar or may choose to sponsor a local seminar for its local congregation and community.

The following workshop, had been scheduled before we decided to pursue recertification:

(Trans)Gender and Our Faith Community - Sundays 12:15-1:30 - 9/22, 9/29, 10/27, 11/3, 11/10 and 11/17

This video-based course is for people who want to deepen their understanding of gender and transgender identities. It is an important step for helping Tapestry become a transgender-affirming faith community. Youth are invited. Childcare is available for those who request it in advance. Participants are encouraged to bring their lunch or quickly grab food nearby and bring it back. For more information contact Rev. Kent at rev@tapestryuu.org / 949-581-0245.

5. Support a Welcoming Project

Welcoming Congregations (WCs) are congregations that give generously of our gifts and resources. To remain current, WCs may donate a sizable donation to a local and national organization, campaign, or project that uplifts the dignity of LGBTQ+ / TGQNB communities.

Nikki Rinderer and Barb Daly, who have the usual responsibility of selecting recipients of our “Sharing our Gifts” program, will select LGBT-focused organizations to be the recipients of our donations for October and November, or November and December.

Here is the link to the UUA web site about the program:

<https://www.uua.org/lgbtq/welcoming/program>

Here is the link that describes what is needed:

<https://www.uua.org/lgbtq/welcoming/program/five-practices-welcome-renewal>

We discussed one additional event, a social gathering for LGBT folks as Tapestry and UU Laguna Beach:

UU LGBTQ Holiday Potluck - Sunday December 8, 5:00pm. This is an opportunity for the LGBTQ members of Tapestry and Laguna Beach UU to spend some time together socially. We may talk about some of our hopes for our congregations, but mostly we will just get to know each other better. Please bring food to share with others, beverages would also be great.

LGBTQ youth or and children of LGBTQ parents are also encouraged to participate

Sabbatical for Rev. Kent Doss, Proposal

Date: June 1 - September 1, 2020

Activities:

During the sabbatical I have two goals that will enhance my ministry. First is to finish writing the final project for my Doctorate of Ministry. I have completed all course work and about 1/4 of the writing for a final project. This time away from Tapestry will give me the opportunity to wrap up this project.

The second goal for sabbatical is to hike the John Muir Trail or some other significant backpacking adventure with my brother. Though not directly related to my ministry, this extended time in the wilderness will provide time for reflection and plenty of fodder for sermon writing.

Background:

In the Summer to 2016 I took a three month Sabbatical. The time away gave me a much-needed renewal and opportunity to complete some research. Because that experience was successful for me and Tapestry, I have written this proposal as a duplicate of that experience. For reference, here is the section about sabbatical that is my contract that was revised in 2018.

4.10. Sabbatical Leave

4.10.1. The Minister may use sabbatical leave for study, education, writing, meditation, and other forms of professional, religious, spiritual, or personal growth. Sabbatical leave accrues at the rate of one month per year of service, with leave to be taken after four but before seven years of service. No more than six months of sabbatical leave may be used within any twelve-month period. The dates of a proposed sabbatical should be submitted to the Board for approval at least 12 months in advance and may not be taken in conjunction with or added to any other type of leave.

4.10.2. The Congregation will continue to pay the Minister's full salary, housing allowance, and benefits during sabbatical leave. Professional expenses may be adjusted given specific circumstances.

4.10.3. In the event of the Minister's resignation, termination, or retirement, unused sabbatical leave is not compensable.

4.10.4. The Minister agrees not to resign from service to the Congregation for a minimum of one year following the end of each sabbatical leave. The Congregation agrees to take no action on ministerial tenure during a sabbatical leave except for extreme and unexpected circumstances and only after consultation with the UUA Transitions Director.

Coverage In My Absence:

I will work with the Worship Committee to schedule guest speakers for every Sunday that I am gone. Half of the speakers will be paid clergy. The other half would be unpaid from among Tapestry members or other community resources. There are 13 Sundays. The standard rate of pay for guest clergy speaking is \$250. Paying for seven Sundays would cost \$1,750. This can be accounted for through an addition to the worship line of the 2020-2021 annual budget.

Rev. Lee Marie Sanchez and Rev. Rayna Hamre are available to provide emergency pastoral care for an hourly rate that is agreed upon in advance. I think the rate previously used was \$50 per hour. This was never needed during the previous sabbatical, but it is wise to have a clear agreement for contingencies in advance.

Other administrative tasks will be delegated to Tapestry staff and volunteers. This is a significant process, but it is a good exercise to strengthen the institution of the congregation in the long run. It requires a clear accounting for all tasks performed and clarifies exactly who is responsible for what.

RECY September Board Report – from Katelynn Riva

Attendance

Date	Nursery	RECY Class			Total
8.11	0	11			11
8.18	0	13			13
8.25	1	12			13
9.1	1	8			9
9.8	0	6	9	8	23

*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

8.4-9.8, Dave Donaldson- Faith 15, Owen 10, Lucy 7

9.8 Brandon Davis (prek)

9.8 Evelyn Edwards (grade 4)

9.8 Silas (prek), Milla (grade 2)

2019-2020 Budget: 1100 (829.05)

RECY Supplies \$14.00

Owl Supplies \$256.95

Total Spent \$270.95

The Past Month

- We set up a RECY registration table outside the sanctuary every Sunday in August and so far we have registered 18 families, a total of 35 children and youth. There are still families who need to register. 6 families have donated to RECY online and I will have to check with Theresa to see how many families have donated by check.
- Sept 8 RECY hosted an orientation breakfast which was wonderful; we had crafts for the kids and food for everyone. It was a great kick off to the fall. We also started our world religions curriculum on the 8th. We had 23 students for our first Sunday which is awesome! We will be running three classes each Sunday, Prek-1st, 2nd-4th, and 5th and up.
- In August I attended the game night and played with the children and youth who attended.
- In August, the HS group met for dinner and then attended the Homelessness 101 event. We only had three attend but not for lack of interest, they are all very busy teens and finding a time they can all attend is difficult. I hope to confirm a date for feeding the homeless with Bruce Johnson, very soon.
- Jocelyn, Christine and I held the OWL orientation for grades 4-6 in August and Christine and I began the class on Sept 8, we have 13 students, 9 Tapestry youth and 4 friends of Tapestry.
- I continue to prep lessons, organize classrooms, recruit teachers, and communicate with families.

Sundays Off: Sept 29, Oct 6, Nov 24, Dec 29

Out of Town: Sept 27- Oct 2, Dec 21- Jan 4